

STEP 1: How to Create a NY.gov ID Account using the Enrollment Link



These instructions are for Filers who do **NOT** already have a personal NY.gov ID account. If you have an existing NY.gov ID account, please refer to the instructions: “**Step 1: How to access the Lobbying Application if you already have an NY.gov ID Account**”.

NOTE: The enrollment link is a **one-time process** that allows you to simultaneously create or use an existing NY.gov ID account **and** access the Commission’s Lobbying Application (“LA”). Once your NY.gov ID account has been verified, you will be redirected to the LA to create your new User Profile.

Step-by-step Instructions

Go to <https://public.ethics.ny.gov/enrollment>

1. Select the “**No**” radio button if you do not have an existing NY.gov ID and need to create one.

2. Create a ‘**Desired Username**’. If your desired Username has already been taken, an error message will display, and you will be given the opportunity to select a different Username.



Username requirements: Usernames must be at least four characters long, contain alphanumeric characters only, and must be unique. The following symbols may also be used: hyphen, underscore, @, and period. **DO NOT USE SPACES.**

3. Create a ‘**Temporary Password**’.



Password considerations: Passwords must be at least 14 characters long. Please use a temporary password such as *Password12345!*. As a security measure, you will be required to create a new ‘Desired’ password once you have successfully created your account.

How to Create a NY.gov ID Account using the Enrollment Link (updated 10/25/22)

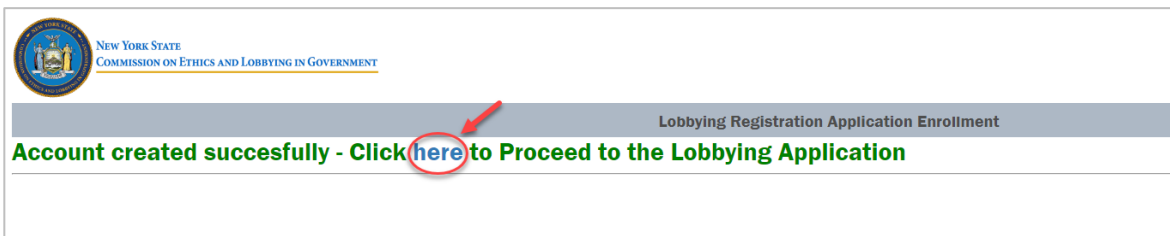
4. Re-enter your temporary password in the ‘**Confirm Password**’ text box.
5. Enter your **First Name**.
6. Enter your **Last Name**. Entering your **Middle Initial** is optional.
7. Enter your **Email address**. Do **NOT** use an email address that is accessed by multiple people; use an email address that is unique to you.



Write down your ‘**Desired Username**’ and ‘**Temporary Password**’ as you will be asked to re-enter this information again.

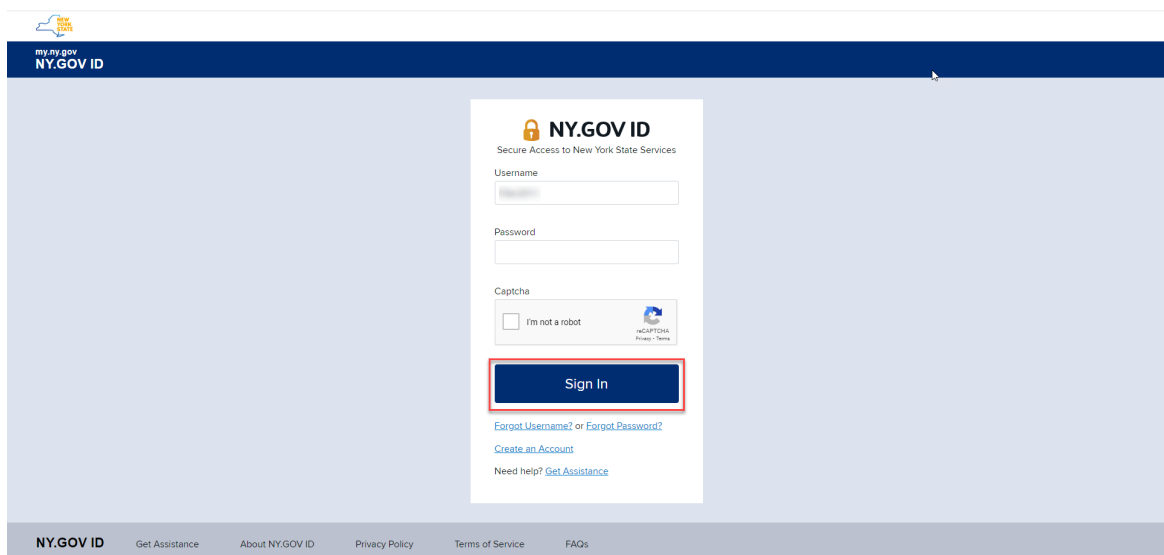
8. Click ‘**Add User**’ to create a new account.

Once your account has been successfully created, click the ‘**here**’ hyperlink to be redirected to the my.ny.gov homepage prior to accessing the Lobbying Application.



My.ny.gov Homepage

1. Enter the ‘**Username**’ and ‘**Temporary Password**’ used when you created your NY.gov ID and click ‘**Sign In**’.



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- You will be required to select and answer three security questions.** The answers you provide will assist you in the event you forget your Username and/or Password and need to use the self-service *Username and Password recovery function*. Select your ‘**Shared Secret Questions**’ from the drop-down menu and record your answer in both the ‘**Answer**’ and ‘**Confirm Answer**’ text fields.
- Click ‘**Save and Continue**’ once you have completed answering your security questions.

The screenshot shows the 'my.ny.gov NY.GOV ID' interface. At the top, it says 'For security purposes, please set the following questions/answers. These will be used for password recovery.' Below this, there are three security questions, each with a dropdown menu for the question and two text boxes for the answer and confirm answer. Red arrows point to the dropdown menus and the answer/confirm answer text boxes. At the bottom right, a blue 'Save and Continue' button is highlighted with a red box and a red arrow. The footer contains the NY.GOV ID logo and links for Get Assistance, About NY.GOV ID, Privacy Policy, Terms of Service, and FAQs.

- Create a ‘**New Password**’ and re-enter your new password in the ‘**Confirm Password**’ text box as indicated. Click ‘**Change Password**’ to save changes. This “new” password will be the password you must use to log into the Lobbying Application going forward.

The screenshot shows the 'my.ny.gov NY.GOV ID' interface with a message: 'You have to change your password to continue.' Below the message is a white box containing the 'NY.GOV ID' logo, the text 'Secure Access to New York State Services', and two text boxes for 'New Password' and 'Confirm Password'. A blue 'Change Password' button is at the bottom of the box, highlighted with a red box and a red arrow. The footer contains the NY.GOV ID logo and links for Get Assistance, About NY.GOV ID, Privacy Policy, Terms of Service, and FAQs.

- After the ‘**Password**’ has been successfully changed you will be automatically directed to the Lobbying Application where you can log in and create your new ‘**User**’ Profile.

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ny.ny.gov
NY.GOV ID

NY.GOV ID
Secure Access to New York State Services

Username

Password

Captcha
 I'm not a robot

[Sign in](#)

[Forgot Username? or Forgot Password?](#)
[Create an Account](#)
Need help? [Get Assistance](#)

NY.GOV ID [Get Assistance](#) [About NY.GOV ID](#) [Privacy Policy](#) [Terms of Service](#) [FAQs](#)

For assistance creating your new User Profile, refer to: “Step 2: How to create your user profile in LA”.

For questions or issues related to the online Lobbying Application, please contact the Lobbying Helpdesk at LobbyingHelpDesk@ethics.ny.gov.