

# 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.

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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.

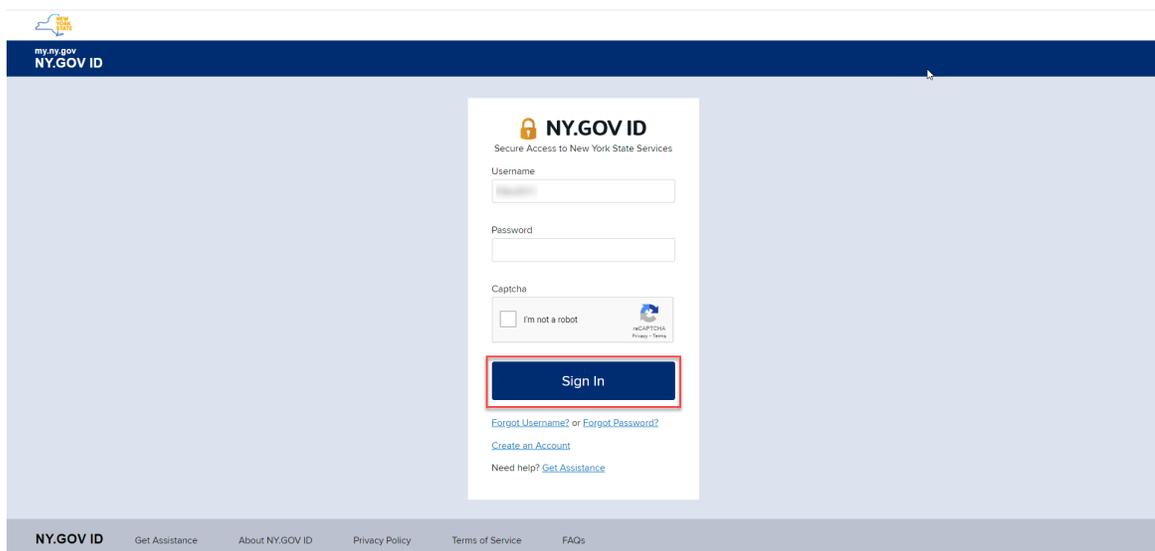
Once your account has been successfully created, click the ‘**here**’ hyperlink to be redirected to the my.ny.gov homepage prior to accessing the Lobbying Application.



## My.ny.gov Homepage

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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. At the top, it says 'You have to change your password to continue.' Below this, there is a white box with the NY.GOV ID logo and the text 'Secure Access to New York State Services'. Inside the box, there are two text boxes for 'New Password' and 'Confirm Password', both with red dots indicating masked characters. 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](mailto:LobbyingHelpDesk@ethics.ny.gov).