STEP 1: How to access the Lobbying Application if you already have an NY.gov ID account
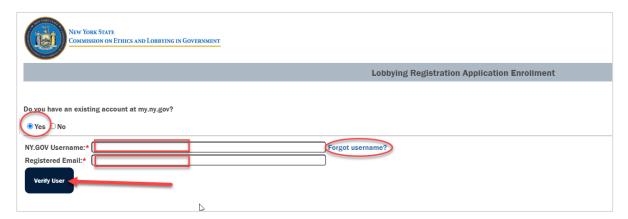
These instructions apply to Filers who **already have** a personal NY.gov ID account. If you do not have an NY.gov ID account, please refer to the following instructions: "*Step 1: How to Create a NY.gov ID Account using the Enrollment Link.*"

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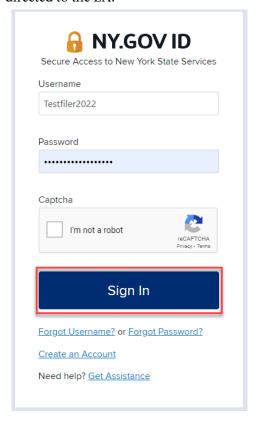
Go to https://public.ethics.ny.gov/enrollment

1. Select the "**Yes**" radio button to indicate you have an existing NY.gov account.

2. Enter your NY.gov "**Username**" and the email address you used to create your NY.gov account in the "**Registered Email**" field.

3. If you forgot your NY.gov ID account "**Username**", click the blue "**Forgot Username?**" hyperlink to be directed to the NY.gov *Forgot Username Self Service* page.

4. Click "**Verify User**".

5. Once your account has been successfully verified, click the **"Click here"** hyperlink to be redirected to the NY.gov ID sign-in page.

6. Enter the **"Username"** and **"Password"** used when creating your NY.gov ID and click **"Sign In"** to be directed to the LA.

For assistance creating your new User Profile, refer to: "Step 2: How to create your User Profile in the Lobbying Application".

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