

Creating an account on NY.gov's website

User Account Creation

1. Go to the [NY.gov website](https://my.ny.gov) (https://my.ny.gov). The following page will be displayed:
2. Click on 'Don't have an Account' button. Following page is displayed.

Search all of NY.gov

My NY.gov Online Services

State Agencies

NY.gov ID

Online Services

FAQs

About NY.gov ID

Privacy Policy

Terms of Service

Help Desk Information

Ny.gov ID Call Center (518)-474-7494

NY.gov ID

Sign In

Forgot your Username or Password?

NY.gov ID - Terms of Service

Don't have an Account?

If you do not have an NY.gov ID Username and Password, click the above link to sign up.

Access to online services

Many government services are now available online. An NY.gov ID account provides secure electronic access to these services.

Learn More

Convenience

Access many online services with a single NY.gov ID account.

Learn More

Security

The NY.gov ID Program protects you against unauthorized access to your information.

Learn More

See online services for NY.gov ID

See what sites you can access with an NY.gov ID account

I want to access New York State online services with an NY.gov ID account

GOVERNOR ANDREW M. CUOMO

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WHAT'S NEW

November 20, 2013 Governor Cuomo Announces Major Partnership Between...

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November 20, 2013 Governor Cuomo Announces National Grid to Invest \$...

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Contact Us

3. Click on 'Personal' account type.

Search all of NY.gov

My NY.gov Online Services

State Agencies

NY.gov ID

Online Services

FAQs

About NY.gov ID

Privacy Policy

Terms of Service

Help Desk Information

Ny.gov ID Call Center (518)-474-7494

Please select one of the following account types:

PERSONAL

I want to access services for my personal use. My identity must be verified.

GOVERNMENT EMPLOYEE

Accession for New York State or local government employees.

BUSINESS

I want to access services for a business, company, or partner. Address of organization's identity must be verified.

Go Back

See online services for NY.gov ID

See what sites you can access with an NY.gov ID account

I want to access New York State online services with an NY.gov ID account

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4. Click on the 'Sign Up for a Personal NY.gov ID' button and fill in the requested information.

The screenshot shows a registration page with a left sidebar containing links for 'Terms of Service', 'Help Desk Information', and 'Ny.gov ID Call Center (518)-474-7494'. The main content area includes instructions: 'i. Enter Basic User information...', 'ii. Confirm Basic User information is correct.', and 'iii. Finish the Online registration.' Below this is a section titled '2. Email Activation' with instructions to check email and set a password and security questions. A prominent blue button reads 'Sign Up for a Personal NY.gov ID'. Below the button, text says 'If you want a Personal NY.gov ID, please click the button to start the process.' and a 'Go Back' button is visible. At the bottom, a copyright notice reads 'Copyright © 2012 New York State Office of Information Technology Services (ITS) Build: 9/27/2012 3:33 PM'.

5. After entering the User Information and Login Information, click on the 'Create Account' button.

The screenshot displays the 'NY.gov ID SELF REGISTRATION' form. The top navigation bar includes 'Search all of NY.gov', 'My NY.gov Online Services', and 'State Agencies'. The left sidebar lists 'Online Services', 'FAQs', 'About NY.gov ID', 'Privacy Policy', 'Terms of Service', and 'Help Desk Information' with a link to 'List of Agency and Online Services Help Desk Information'. The form is divided into 'User Information' and 'Login Information' sections. The 'User Information' section contains fields for 'First Name' (DEC), 'Last Name' (Revenue), 'Email' (decepaytest@gmail.com), and 'Confirm Email' (decepaytest@gmail.com). The 'Login Information' section has a 'Preferred User Id' field (decepaytest) and a 'Check' button. A captcha challenge is shown with the text 'use orlanat' and a 'reCAPTCHA' widget. A 'Create Account' button is located at the bottom of the form. The page footer includes 'Copyright © 2012 - New York State Office of Information Technology Services (ITS) Build: 1/11/2013 5:59 AM 5/18' and a 'Contact Us' link. The text 'Step 1 of 3' is visible in the bottom right corner of the form area.

6. Click on the 'Continue' button

The screenshot shows the 'NY.gov ID SELF REGISTRATION' page at Step 2 of 3. The header includes a search bar, the text 'My NY.gov Online Services', and 'State Agencies'. A left sidebar lists navigation options: Online Services, FAQs, About NY.gov ID, Privacy Policy, Terms of Service, and Help Desk Information. The main content area displays the following information:

NY.gov ID SELF REGISTRATION

Before you continue, please check the information below. If any information needs to be corrected, please click on the "Back" button below and make the necessary corrections

First Name	DEC
Last Name	Revenue
Email	decepaytest@gmail.com
User Id	decepaytest

Buttons: [Back](#) [Continue](#)

Step 2 of 3

If you need further assistance: [Click here for agency assistance & contact info](#)

7. Click on the 'Finish' button. It displays the same page as in step 5. You can close the browser window because you need to wait for the receipt of an email with your account information.

The screenshot shows the 'NY.gov ID SELF REGISTRATION' page at Step 3 of 3. The header and sidebar are identical to the previous screenshot. The main content area displays the following information:

NY.gov ID SELF REGISTRATION

An activation email has been sent to – decepaytest@gmail.com

Please check your email and click on the link inside. Once you have clicked on that link, you will be prompted to set your password, and select 3 security questions & answers.

If you do not click on the link within 48 hours, you will be required to come back to this website and re-register your account. Please check your junk mail filters/folders in case the activation email gets blocked.

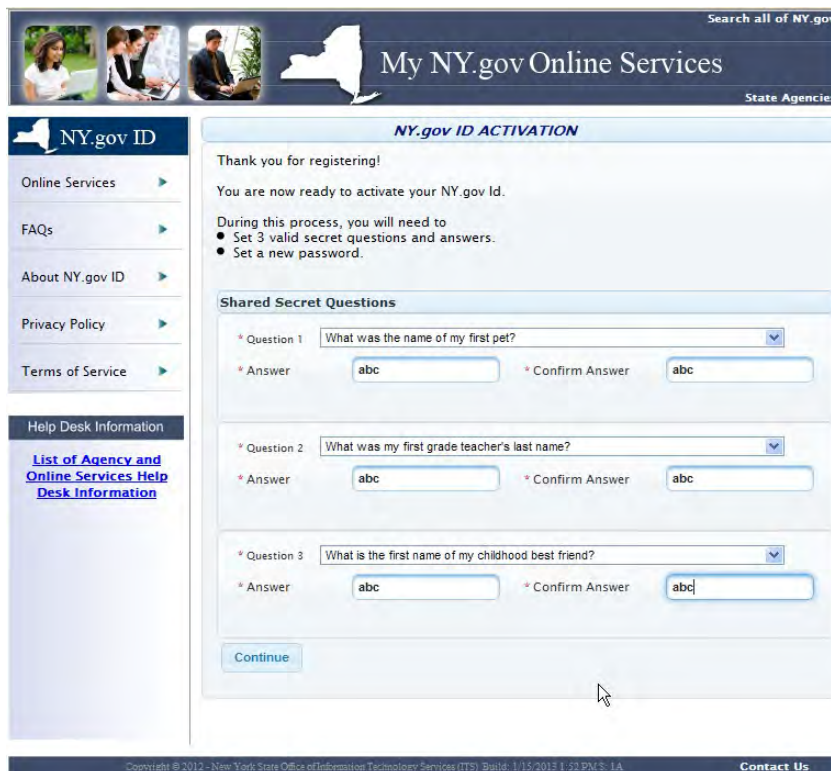
Button: [Finish](#)

Step 3 of 3

If you need further assistance: [Click here for agency assistance & contact info](#)

Designating a Password

1. Close the browser. An email is sent to the email address provided in the User Information section as indicated above.
2. Open the email received from NY.govId.
3. Click on the 'Click Here' link in the email or copy and paste the URL given in the browser. Answer the security questions and click on the 'Continue' button.



The screenshot shows the 'NY.gov ID ACTIVATION' page. The header includes 'Search all of NY.gov' and 'My NY.gov Online Services' with a 'State Agencies' link. A left sidebar contains navigation links for 'NY.gov ID', 'Online Services', 'FAQs', 'About NY.gov ID', 'Privacy Policy', 'Terms of Service', and 'Help Desk Information'. The main content area is titled 'NY.gov ID ACTIVATION' and contains the following text:

Thank you for registering!
You are now ready to activate your NY.gov Id.

During this process, you will need to

- Set 3 valid secret questions and answers.
- Set a new password.

Shared Secret Questions

Question 1: What was the name of my first pet?
Answer: abc Confirm Answer: abc

Question 2: What was my first grade teacher's last name?
Answer: abc Confirm Answer: abc

Question 3: What is the first name of my childhood best friend?
Answer: abc Confirm Answer: abc

A 'Continue' button is located at the bottom of the form. The footer contains the copyright notice: 'Copyright © 2012 - New York State Office of Information Technology Services (ITS) Build: 1/15/2013 1:52 PM '3: 1A' and a 'Contact Us' link.

4. Click on the 'Continue' button. Enter password.



5. Click on the 'Set Password' button.



6. Click on the 'Continue' button.



7. Close the browser.

The screenshot displays the 'My NY.gov Online Services' interface. At the top, there is a search bar labeled 'Search all of NY.gov' and a navigation menu for 'NY.gov ID' with links to 'Online Services', 'FAQs', 'About NY.gov ID', 'Privacy Policy', 'Terms of Service', and 'Help Desk Information'. The main content area is titled 'NY.gov ID ACTIVATION' and contains a confirmation message: 'You have successfully activated your NY.gov Id! Please click on one of the buttons below.' Two buttons are visible: 'Continue to Enrollment' with the text 'This is where you sign up for various NYS applications.' and 'Go to MyNy' with the text 'A portal to view the NYS applications you have access to.'