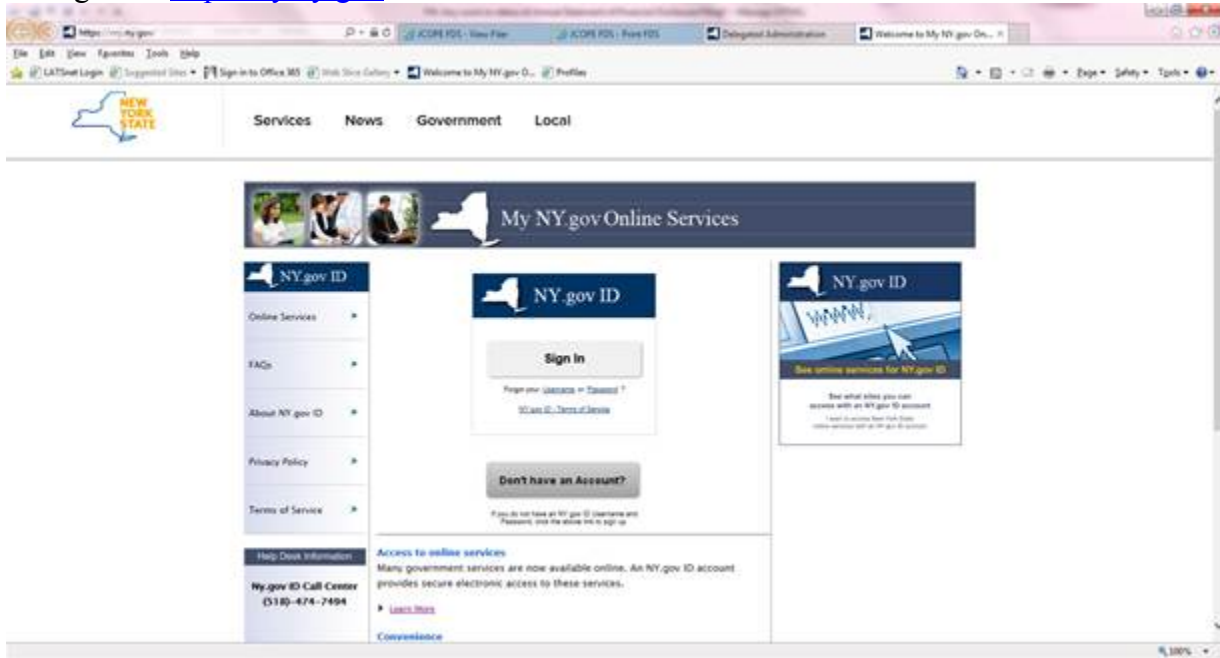
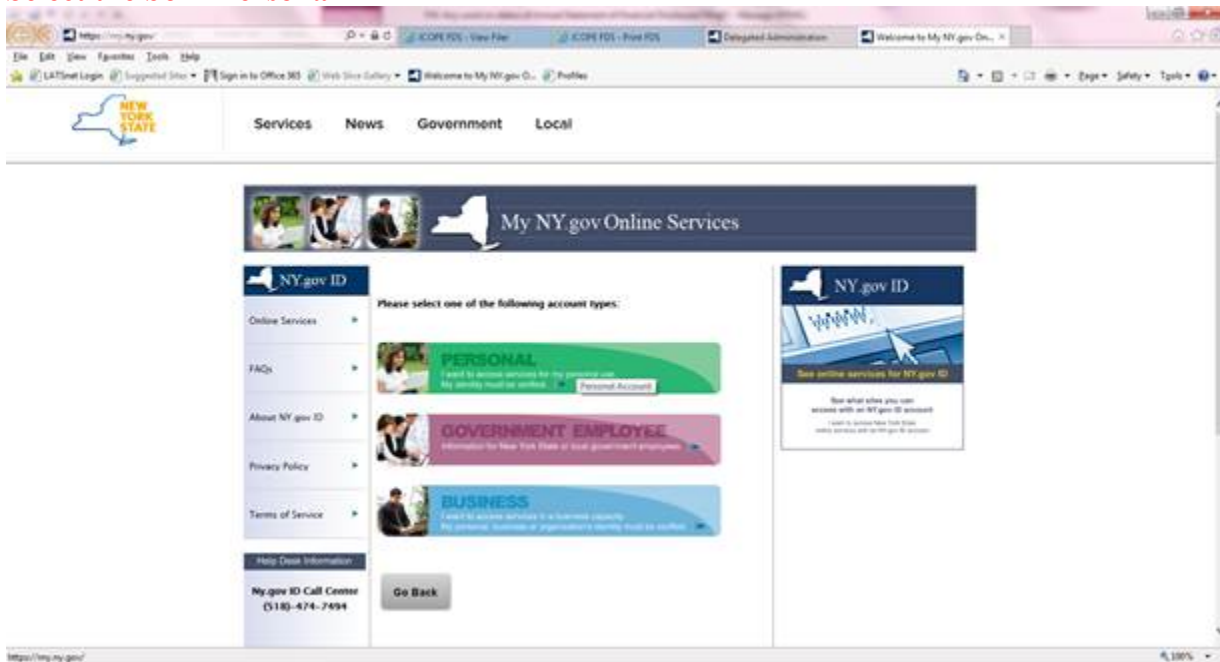


To create a NY.GOV account:

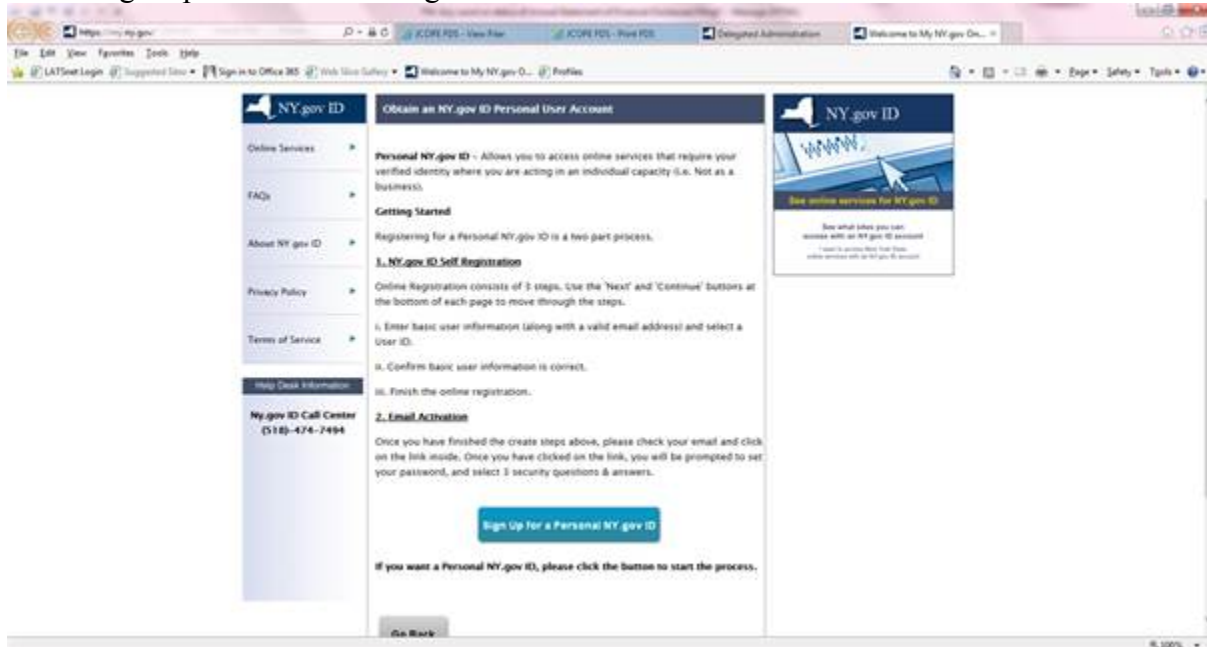
Filer go's to <http://my.ny.gov> and click on “don't have an account”



Select the box “Personal”

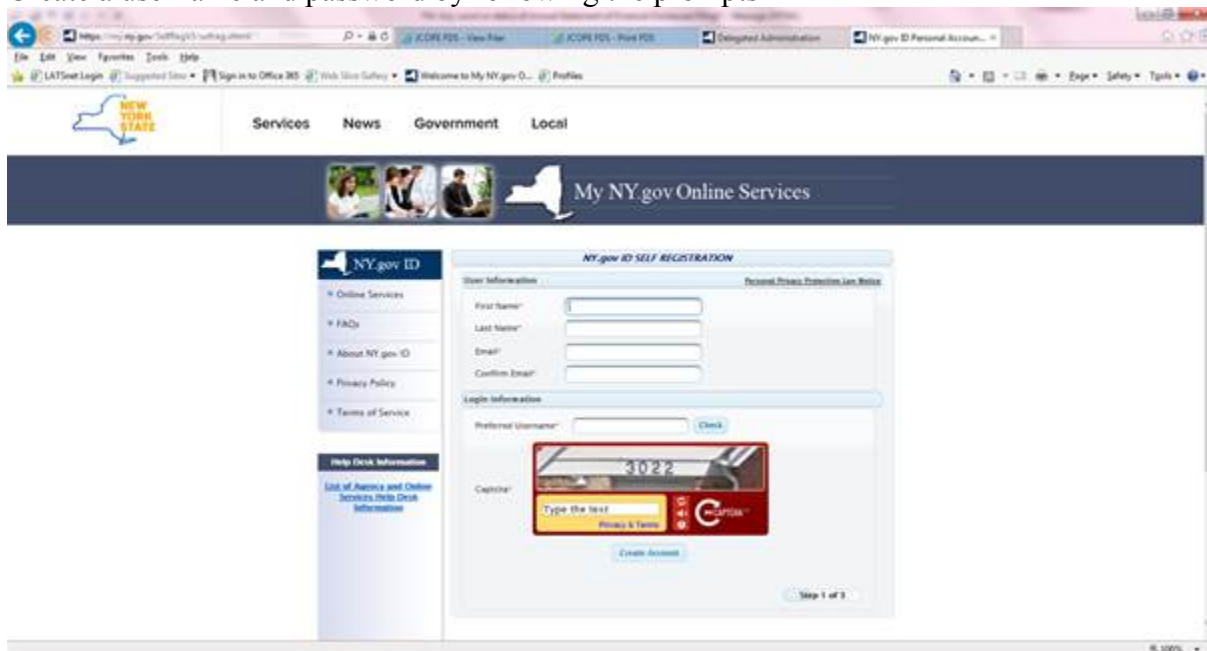


## Select Sign Up for Personal NY.gov ID



The screenshot shows the NY.gov ID registration page. The main heading is "Obtain an NY.gov ID Personal User Account". Below this, there is a section titled "Getting Started" which explains that registering for a Personal NY.gov ID is a two-part process. The first part is "1. NY.gov ID Self-Registration", which consists of three steps: i. Enter basic user information (along with a valid email address) and select a User ID; ii. Confirm basic user information is correct; iii. Finish the online registration. The second part is "2. Email Activation", which involves checking email, clicking a link, setting a password, and selecting security questions. A prominent blue button labeled "Sign Up for a Personal NY.gov ID" is visible. A sidebar on the left contains links for "Online Services", "FAQs", "About NY.gov ID", "Privacy Policy", and "Terms of Service".

## Create a username and password by following the prompts



The screenshot shows the "NY.gov ID SELF REGISTRATION" form. The form is divided into two main sections: "User Information" and "Login Information". The "User Information" section includes fields for "First Name", "Last Name", "Email", and "Confirm Email". The "Login Information" section includes a "Preferred Username" field and a "Create Account" button. A CAPTCHA image is displayed, showing the number "3022". The form is titled "Step 1 of 3". A sidebar on the left contains links for "Online Services", "FAQs", "About NY.gov ID", "Privacy Policy", and "Terms of Service".

Once you create a username **please email the username to [ethel@jcope.ny.gov](mailto:ethel@jcope.ny.gov)**.

We will link the accounts and send you a return email that will state that you can go in and file.