

NYS JOINT COMMISSION ON PUBLIC ETHICS

QUICK REFERENCE GUIDE TO THE FINANCIAL DISCLOSURE APPLICATION

NY DIRECTORY SERVICES ACCOUNT – You are required to have an account in order to access JCOPE’s Application. If your agency does not provide you with an account, you may create a personal account.

In order to create a NY Directory Services account, please do the following:
Go to <http://my.ny.gov> and click on “don’t have an account”

Select the box “Personal”

Create a username and password by following the prompts

Once you create a username **please email the username to 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.

FORGOTTEN PASSWORD/USER ID:

On the log in screen select Forgotten Password or Forgotten User ID to retrieve your information.

LOCKED ACCOUNT:

If you lock yourself out of your account, try the Forgotten Password Option before contacting NY.GOV.

CONTACTING NY.GOV:

Issues revolving around accessing your account, please contact them directly.

NYS ITS Enterprise Service Desk Phone: 1-800-697-1323 OR Email: fixit@its.ny.gov

SUNY EMPLOYEES ONLY:

Issues accessing your online account through the SUNY Portal, please contact SUNY Directly.

SUNY Help Desk 518-320-1208 or Email helpdesk@suny.edu

NAVIGATION INSTRUCTIONS:

Commission offers instructions on how to navigate the Financial Disclosure System. These instructions are located at www.jcope.ny.gov under Electronic Filing of Annual Statement of Financial Disclosure.

FILING RECEIPT:

Once your Dashboard shows “FILED” next to the filing year, you will be emailed a receipt that the Commission has received your filing. Please keep for your records.

SYSTEM REQUIREMENTS:

- *Internet Explorer* 1 or higher
- *Firefox* – most updated version
- *Chrome* – most updated version