



**Agriculture  
and Markets**

# Farm Employer Overtime Credit Advance

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USER GUIDE



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### Quick Tip

Before you start, have the following information handy:

- Farm's Employer Identification Number (EIN)
- Farm owner(s) Taxpayer Identification Number(s)
- Representative's (e.g. tax preparer's) email address

The Farm Employer Overtime Credit is a refundable tax credit available for [eligible farm employers](#) who pay overtime wages after January 1, 2024, based on the phase-in of an overtime threshold in New York State. Farm employers may apply to the New York State Department of Agriculture and Markets for an advance payment of the eligible overtime paid between January 1 and July 31 each year.

## Step 1: Register in the system

The first step in the application process is to complete your registration in the Farm Employer Overtime Credit Advance online system.

### Logging In

To register, go to <https://taxcredit.agriculture.ny.gov> and log in to your My.NY.gov account. Your My.NY.gov account is the same one you use if you do online business with the NYS Department of Taxation and Finance, NYS Department of Motor Vehicles, or other New York State agency. If you do not have a My.NY.gov account, you must create one before proceeding.

my.ny.gov  
NY.GOV ID

**NY.GOV ID**  
Secure Access to New York State Services

Username

Password

**Sign In**

[Forgot Username? or Forgot Password?](#)  
[Create an Account](#)  
Need help? [Get Assistance](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply

**NY.GOV ID**   [Get Assistance](#)   [About NY.GOV ID](#)   [Privacy Policy](#)   [Terms of Service](#)   [FAQs](#)

Figure 1: My.NY.gov Sign In Screen

The first name, last name, and email address in your My.NY.gov account will be used to populate fields in the registration. If your first or last name needs to be updated, you must make the necessary change in My.NY.gov for the correction to appear in the Farm Employer Overtime Credit Advance system. See [Appendix A: Maintaining your My.NY.gov account](#) for more information.

## Step 2: Choose your role/path

The first time you log into the system, you need to choose which role you are registering for, either: a) a farmer; or b) a representative who will be able to act on behalf of the farm for purposes of the Farm Employer Overtime Credit Advance application.

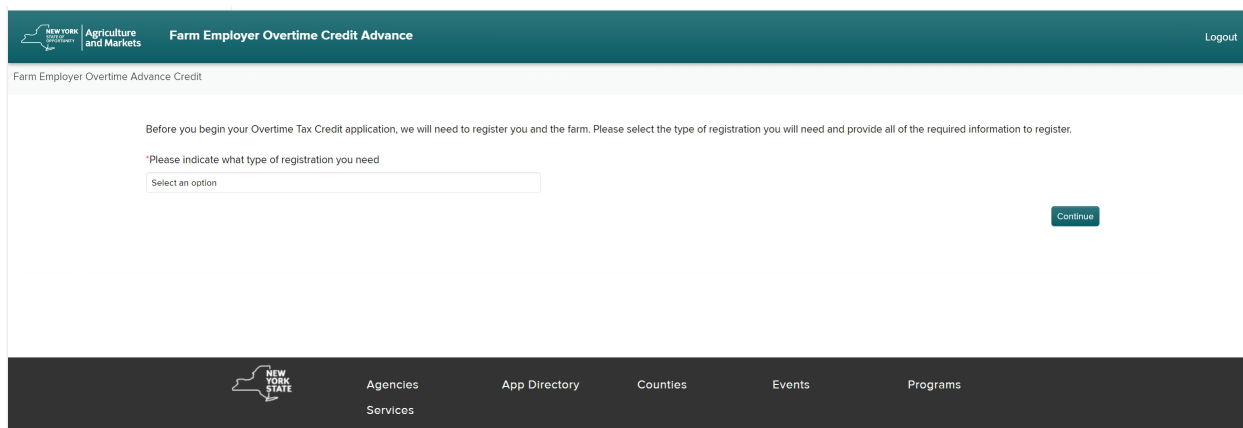
The screenshot shows the 'Farm Employer Overtime Credit Advance' registration page. At the top, there is a dark teal header with the New York State logo, 'Agriculture and Markets', and the title 'Farm Employer Overtime Credit Advance'. A 'Logout' link is in the top right. Below the header, the page title 'Farm Employer Overtime Credit Advance' is repeated. The main content area has a light gray background and contains the text: 'Before you begin your Overtime Tax Credit application, we will need to register you and the farm. Please select the type of registration you will need and provide all of the required information to register.' Below this, a note says '\*Please indicate what type of registration you need' followed by a dropdown menu with the placeholder text 'Select an option'. A 'Continue' button is on the right. At the bottom, a dark gray footer contains the New York State logo and links for 'Agencies', 'App Directory', 'Counties', 'Events', and 'Programs'.

Figure 2: Choose Your Role Page

## Step 3: Register (I am a farmer path)

### Farm Registration

#### Quick Tip

If you are a tax preparer or representative acting on behalf of a farm, skip ahead to:

#### [Step 3: Register \(I represent a farmer path\)](#)

Farmers have the option to designate an official representative (tax preparer or other professional) who can act on their behalf in entering information and managing the application

If you selected “I am the farmer,” you will be guided through the registration process for a farm. If you are representing one or more farms in a professional capacity, such as a tax preparer, choose “I represent a farmer” and the system will guide you through the process of registering as a representative.

Representatives should see [Step 3: Register \(I represent a farmer path\)](#) for more information.

## Farm Information

On this tab, provide the legal name of the farm as reported to NYS Department of Taxation and Finance.

The screenshot shows the 'Farm Registration' page for the 'Farm Employer Overtime Credit Advance' program. The page has a teal header with the NYS Department of Taxation and Finance logo, 'Agriculture and Markets', and the program name. A 'Logout' link is in the top right. Below the header, the page title 'Farm Registration' is displayed. A sub-header reads: 'Please complete each of the tabs below, starting with the Farm Information. Use the Next and Previous buttons to navigate between tabs. Once you have filled out the required information, use the Complete Registration button on the Submit tab to complete the registration process.' Below this, there are six tabs: 'Farm Information' (selected), 'Point of Contact', 'Tax Information', 'Owners', 'Representative', and 'Submit'. The 'Farm Information' tab contains two text input fields. The first is labeled '\*Legal Name of Farm' and is required. The second is labeled 'If the farm has a DBA or other "common" name, please enter here'. A 'Next' button is located below the second field. At the bottom of the page, there is a dark teal footer with the NYS logo and links for 'Agencies', 'App Directory', 'Counties', 'Events', and 'Programs'.

Figure 3: Farm Registration - Farm Information Tab

Field Name	Description
Legal name of farm	This is the legal name of the farm used to report tax information to NYS Department of Taxation and Finance. It is a required field.
DBA or other common name	If your farm is commonly referred to by a different name, you can provide it here. This field is not required.

## Point of Contact

On the “Point of Contact” tab, provide the best contact information for someone who can respond in the event there is a question about your registration. This point of contact may be different than someone you want to designate to act on your behalf, such as a tax professional. Note: Some information is automatically pre-filled from your My.NY.gov account.

### Quick Tip

The point of contact is someone at the farm who is ultimately responsible for registration, representative management, and information provided for your advance application.

Agriculture and Markets

Farm Employer Overtime Credit Advance

Logout

Farm Employer Overtime Advance Credit

Farm Registration

Please complete each of the tabs below, starting with the Farm Information. Use the Next and Previous buttons to navigate between tabs. Once you have filled out the required information, use the Complete Registration button on the Submit tab to complete the registration process.

Farm Information

Point of Contact

Tax Information

Owners

Representative

Submit

Please provide a point of contact that the New York State Department of Agriculture and Markets may contact with questions regarding this registration.

\*Contact First Name

Middle Initial

\*Contact Last Name

Charles

Huggard

\*Contact Email Address

DLMS-Testing@omh.ny.gov

\*Contact Phone Number

Contact Phone Ext

\*Contact Phone Type

Previous

Next

Agencies

App Directory

Counties

Events

Programs

Services

Figure 4: Farm Registration - Point of Contact

Field Name	Description
Contact First Name	The first name of the person who logged in to the system and is completing the registration. This is pre-filled by the system. If you need to change this, see <a href="#">Appendix A: Maintaining your My.NY.gov account</a>
Middle Initial	The middle name of the person completing the application. This field is not required.
Contact Last Name	The last name of the person who logged in to the system and is completing the registration. This is pre-filled by the system. If you need to change this, see <a href="#">Appendix A: Maintaining your My.NY.gov account</a>
Contact Email Address	The email address of the person who logged in to the system and is completing the registration. This is pre-filled by the system. If you need to change this, see <a href="#">Appendix A: Maintaining your My.NY.gov account</a>
Contact Phone Number and Type	The phone number the NYS Department of Agriculture and Markets can call if there are questions regarding the information provided. Provide a phone extension (if applicable) and indicate what type of phone the number goes to. These fields are required.

	Note: You will not receive any text messages without your advance permission.
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Tax Information

On the “Tax Information” tab, you will provide the required information about the farm business necessary for the credit to be issued. This information should be consistent with what is provided for annual tax filings.

NEW YORK

Department of Agriculture and Markets

Farm Employer Overtime Credit Advance

Logout

Farm Employer Overtime Advance Credit

Farm Registration

Please complete each of the tabs below, starting with the Farm Information. Use the Next and Previous buttons to navigate between tabs. Once you have filled out the required information, use the Complete Registration button on the Submit tab to complete the registration process.

Farm Information

Point of Contact

**Tax Information**

Owners

Representative

Submit

\*Employer Identification Number (EIN) Type

\*Farm Employer Tax Identification Number

\*Business Entity Type

\*Tax Year Start Month

Previous

Next

NEW YORK STATE

Agencies Services

App Directory

Counties

Events

Programs

Figure 5: Farm Registration - Tax Information

Field Name	Description
Employer Identification Number (EIN) Type	If you are a sole proprietorship, you may be filing income tax forms for the farm under your Social Security Number, in which case you should select “Individual.” Otherwise, and more commonly, you should select “Business.”
Farm Employer Tax Identification Number	Also known as your Employer Identification Number or EIN, this number is issued by the Internal Revenue Service to identify a business entity. It is also used by NYS Department of Taxation and Finance to identify your business. For more information on EINs, speak with your tax professional or see this IRS resource: <a href="#">Employer ID Numbers</a> .

Business Entity Type	<p>This should be the same as what income tax form(s) you file. Your choices are:</p> <ul style="list-style-type: none"> <li>• Corporation</li> <li>• Fiduciary/Trust</li> <li>• S-Corporation</li> <li>• Corporation</li> <li>• Sole Proprietorship</li> <li>• Partnership</li> </ul> <p>For more information about business entity types, speak with your tax professional or see this IRS resource about <a href="#">Business Structures</a>.</p>
Tax Year Start Month	<p>This field tells us if you are a calendar year or fiscal year filer. Select your tax year start month from the list of months. If you are a calendar year filer, select January.</p> <p>If you are a fiscal year filer, select the start month of the farm's fiscal year.</p> <p>For more information about tax years, see the IRS resource on <a href="#">Tax Years</a> or speak with your tax professional.</p>

## Owners

On the "Owner" tab, you will provide information about each of the legal owners of the farm. If the farm has multiple owners, partners, members, or shareholders, you will need to provide the Social Security Number (SSN) or taxpayer identification number (TPIN) for each, along with their percentage of ownership. The total percentage of ownership of all the owners must add up to 100% to complete your registration. An owner can be an individual or another business.

To add additional owners, click the "Add Additional Owner" button. When you have finished adding owners, click the "Next" button.



The screenshot shows the 'Farm Registration' page with the 'Owners' tab selected. The page header includes the New York State Agriculture and Markets logo and the title 'Farm Employer Overtime Credit Advance'. A navigation bar at the top shows progress through 'Farm Information', 'Point of Contact', 'Tax Information', 'Owners' (current), 'Representative', and 'Submit'. Below the navigation bar, instructions state: 'Please complete each of the tabs below, starting with the Farm Information. Use the Next and Previous buttons to navigate between tabs. Once you have filled out the required information, use the Complete Registration button on the Submit tab to complete the registration process.' The 'Owner 1' section contains four input fields: 'Owner Type' (a dropdown menu), 'Legal Business Name', 'Owner SSN/EIN' (with a red asterisk indicating it is required), and 'Percentage Of Ownership' (with a value of 0.0000 and a percentage sign). A warning message below the fields states: 'Total Percent: 0.0000%'. At the bottom of the form are 'Previous' and 'Next' buttons, and an 'Add Additional Owner' button.

Figure 6: Farm Registration - Owners Tab

Field Name	Description
Owner Type	This field determines which other fields need to be completed for the Owner. The choices are: <ul style="list-style-type: none"> <li>Individual</li> <li>Business</li> </ul> This field is required.
Owner SSN/EIN	Provide the owner's Social Security Number or Employer Identification Number here. This number will be used in combination with the Percentage of Ownership information to calculate the credit that is allocated to each owner (if applicable). This field is required.
First Name, Middle Initial, Last Name	If you selected the Owner Type is an Individual, the first name and last name of the owner are required.
Legal Business Name	If you indicated the Owner Type as a Business, the Legal Business Name of the owner business is required.

## Representative

On the "Representative" tab, you have an option to indicate if you wish to have your tax preparer or other professional act on your behalf in the system. You can add or change

representation at any time and do not need to complete this now. Note that only the farm can authorize a representative or change who their representative is (if any is designated).

The screenshot shows the 'Farm Registration' page with the 'Representative' tab selected. The page header includes the New York State logo, 'Agriculture and Markets', and 'Farm Employer Overtime Credit Advance'. A 'Logout' link is in the top right. Below the header, the page title 'Farm Registration' is followed by instructions: 'Please complete each of the tabs below, starting with the Farm Information. Use the Next and Previous buttons to navigate between tabs. Once you have filled out the required information, use the Complete Registration button on the Submit tab to complete the registration process.' A progress bar shows tabs: Farm Information, Point of Contact, Tax Information, Owners, Representative (active), and Submit. Below this, a message states: 'You as the farm owner have the option to allow a representative to enter data and/or manage your registration on your behalf. To add a representative enter their email address below.' It then says 'Please note the following:' followed by three bullet points: 'The representative must also be registered in the system. If they have not already registered and you enter their information, they will receive an email notifying them to register.', 'Representatives already listed below have registered and requested access to enter data and/or manage your application on your behalf. You may approve or deny this request.', and 'Only one representative per farm may be active at a time.' Below the text is a 'Representative Email Address' input field with an 'Add Representative' button. A table with columns 'Name', 'Email Address', 'Status', and 'Action' is present but empty. At the bottom are 'Previous' and 'Next' buttons. The footer contains the New York State logo and links for Agencies, App Directory, Counties, Events, and Programs.

Figure 7: Farm Registration - Representative Tab

Please note the following:

- The representative must also register in the system. If they have not already registered and you as the farm employer enter their information, they will receive an email notifying them to register.
- If a representative(s) is currently listed on this tab, they have already registered and requested access to enter data and/or manage your application on your behalf. You have the option to approve or deny this request.
- Only one representative per farm may be active in the system at a time.

Field Name	Description
Representative Email Address	This field is used to determine whether a representative (e.g., the tax preparer or other professional) you wish to act on behalf of the farm is already registered in the system. If the representative has already registered, their information will be displayed on this page and you may approve or deny their access. If the representative is not already registered, they will be sent an email to this address prompting them to register. After they register, you as the farm employer will need to return to the system and grant

	their access. As the farmer, you can adjust who represents you at any time.
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### Confirmation Message

If the representative is not registered in the system yet, this is the message you will receive. Click “Yes” to notify the representative.

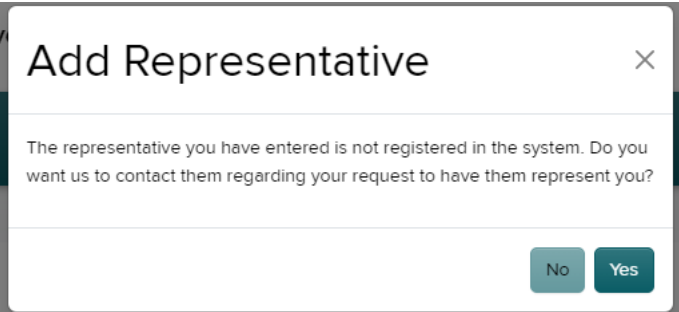


Figure 8: Add Representative Confirmation

Once the unregistered representative has been notified, this is what the “Representative” tab will look like:

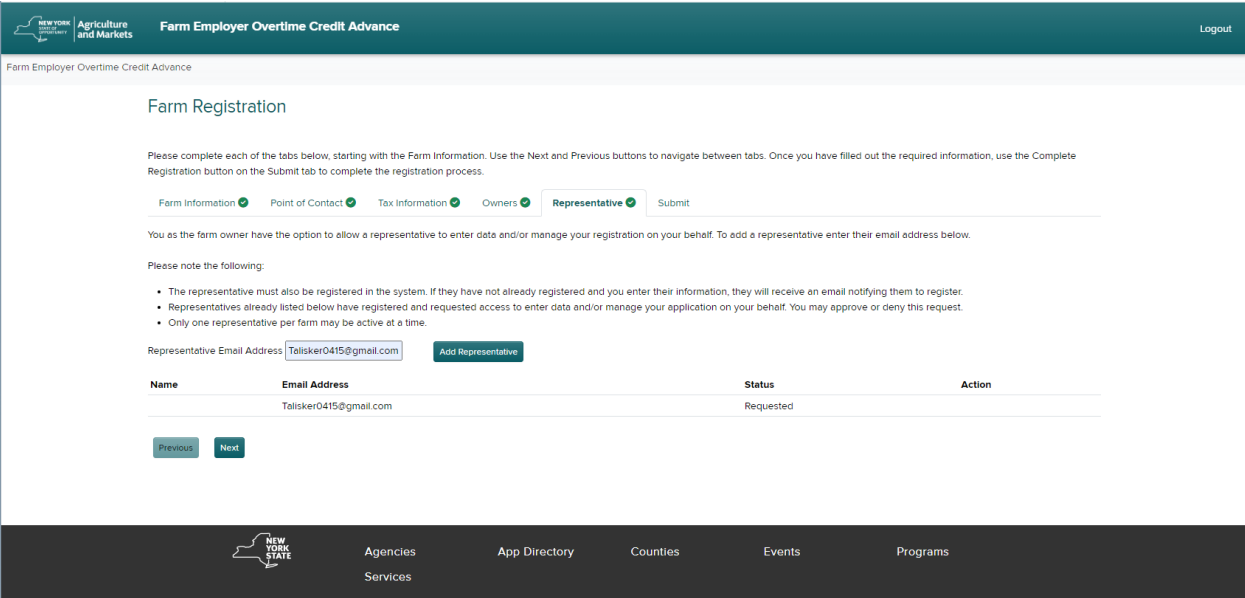


Figure 9: Representative Tab - Unregistered Representative

If the representative is already registered in the system and you as the farm employer enter their email address in your registration, the system will retrieve the Representative information and display it on this tab. When the Representative status shows as “Active,” it means this representative has been granted authority to enter data and manage your application. No further action is required unless you choose to deactivate their access to your application.

**Farm Registration**

Please complete each of the tabs below, starting with the Farm Information. Use the Next and Previous buttons to navigate between tabs. Once you have filled out the required information, use the Complete Registration button on the Submit tab to complete the registration process.

Farm Information ☒ Point of Contact ☒ Tax Information ☒ Owners ☒ **Representative** ☐ Submit

You as the farm owner have the option to allow a representative to enter data and/or manage your registration on your behalf. To add a representative enter their email address below.

Please note the following:

- The representative must also be registered in the system. If they have not already registered and you enter their information, they will receive an email notifying them to register.
- Representatives already listed below have registered and requested access to enter data and/or manage your application on your behalf. You may approve or deny this request.
- Only one representative per farm may be active at a time.

Representative Email Address

Name	Email Address	Status	Action
Nancy's Numbers	nancynumero9@gmail.com	Active	

Figure 10: Farm Registration - Representative Tab, Registered Representative

## Submit

The “Submit” tab is where you can review the status of the information provided for your registration. If there is missing information or errors, they will be indicated on this page and you will not be able to complete your registration until they are corrected.

**Farm Registration**

Please complete each of the tabs below, starting with the Farm Information. Use the Next and Previous buttons to navigate between tabs. Once you have filled out the required information, use the Complete Registration button on the Submit tab to complete the registration process.

Farm Information ☒ Point of Contact ☒ Tax Information ☒ Owners ☒ Representative ☒ **Submit**

- ☒ Farm Information
- ☒ Point of Contact
- ☒ Tax Information
- ☒ Ownership
- ☒ Representative (Optional)
- ☒ Complete Registration

Figure 11: Farm Registration - Submit Tab

If there are any errors that require correction, the page will look like this:

The screenshot shows the 'Farm Registration' page with a dark teal header. The header contains the New York State logo, 'Agriculture and Markets', 'Farm Employer Overtime Credit Advance', and a 'Logout' link. Below the header, the page title 'Farm Registration' is displayed. A message states: 'Please complete each of the tabs below, starting with the Farm Information. Use the Next and Previous buttons to navigate between tabs. Once you have filled out the required information, use the Complete Registration button on the Submit tab to complete the registration process.' Below this message is a progress bar with tabs: 'Farm Information' (green checkmark), 'Point of Contact' (green checkmark), 'Tax Information' (green checkmark), 'Owners' (red circle with exclamation mark), 'Representative' (green checkmark), and 'Submit' (green checkmark). A red error message box states: 'One or more tabs have errors that must be corrected before completing the registration'. Below the error message is a list of tabs with status indicators: 'Farm Information' (green checkmark), 'Point of Contact' (green checkmark), 'Tax Information' (green checkmark), 'Ownership' (red circle with exclamation mark), 'Representative (Optional)' (green checkmark), and 'Complete Registration' (green checkmark). At the bottom of the error message box are two buttons: 'Previous' and 'Complete Registration'.

Figure 12: Farm Registration - Submit Tab With Errors

You can use the “Previous” button to navigate back to the tab showing the errors, or you can click on the tab. Correct the error(s) on the tab, navigate back to the “Submit” tab, and click the “Complete Registration” button to submit your registration.

## Confirmation

The system will display a confirmation message with important information about next steps. You will also receive an email confirmation at the address you provided in the Point of Contact tab.

The screenshot shows the 'Registration Successful' page with a dark teal header. The header contains the New York State logo, 'Agriculture and Markets', 'Farm Employer Overtime Credit Advance', and a 'Logout' link. Below the header, the page title 'Registration Successful' is displayed. A message states: 'Thank you for registering to apply for the Farm Employer Overtime Credit Advance. Your registration number is: REG23122862248'. Below this message is a note: 'Note: Your registration number is NOT your certificate number. After you submit a completed application and it is approved, you will receive a certificate number.' Below the note is a section titled 'Please be aware of the following:' with a list of items: 'Registering is the first step in applying. You will receive an email with instructions on how to continue with your application.', 'All registered farm employers are strongly encouraged to review the [eligibility requirements](#) before proceeding with the next steps of their application.', and 'The Department will review/approve completed applications beginning **August 1, 2024**.' At the bottom of the confirmation message is a button: 'Return to Listing'.

Figure 13: Registration Confirmation

## Step 3: Register (I represent a farmer path)

### Representative Information

Registering as a representative and requesting access to represent one or more farms is a simple process. Once you complete these few fields and click on the Submit Registration button, return to the Listing and you can request access to represent a farm.

### Quick Tip

Note for Representatives: If you work with a farm that hasn't registered yet, we recommend that you register first and then have the system "invite" the farmer to register.

Figure 14: Representative Information

Field Name	Description
First Name	The first name of the person who logged in to the system and is completing the representative registration. This is pre-filled by the system. If you need to change the Contact Last Name, see <a href="#">Appendix A: Maintaining your My.NY.gov account</a>
Middle Name	The middle name of the person completing the representative registration. This field is not required.
Last Name	The last name of the person who logged in to the system and is completing the representative registration. This is pre-filled by the system. If you need to change the Contact Last Name, see <a href="#">Appendix A: Maintaining your My.NY.gov account</a>
Legal Name	This is the legal name of the representative's business, such as the tax preparer's company. It is not a required field.
Email Address	The email address of the person who logged in to the system and is completing the representative registration. This is pre-filled by the system. If you need to change the email address, see <a href="#">Appendix A: Maintaining your My.NY.gov account</a>
Phone Number and Type	The phone number the Department of Agriculture and Markets can call if there are questions regarding the information provided. Provide a phone extension (if applicable) and indicate what type of phone the number goes to. These fields are required. Note: You will not receive any text messages without your advance permission.

## Confirmation

The confirmation page will display when the registration has been successfully completed and will display a list of farms that you as the representative have access to. If you click the Request Access button and provide the EIN of the farm and the farm's email address, the system will send the farm an email indicating you are requesting approval to represent the farm. If the farm has not yet registered, an email will be sent to the farmer inviting them to register.

The screenshot shows the 'Farm Employer Overtime Credit Advance' confirmation page. The header includes the New York State Agriculture and Markets logo and a 'Logout' link. The main content area has a light blue box with instructions: 'You have been approved to represent and apply on behalf of the below farms. Please note the following: • If you need to add another farm, use the Request Access button • To view farm information, use the Details link. • To update representative information, use the Update Representative Info button.' Below this is a table with columns for 'Legal Name of Farm', 'Status', and 'View/Modify'. The first row shows 'Previous', '1', and 'Next'. At the bottom, there are buttons for 'Update Representative Info' and 'Request Access'.

Figure 15: Representative Registration Confirmation

The screenshot shows a pop-up message titled 'Request Approval to Represent Farm'. It contains the text: 'Enter the Farm's EIN. A request will be sent to the farm to approve your authority to manage and submit an application on their behalf.' Below this are two input fields: '\*Farm EIN' and '\*Farm Email Address'. At the bottom, there are two buttons: 'Cancel' and 'Send Request'.

Figure 16: Pop-up Message to Request Approval to Represent Farm



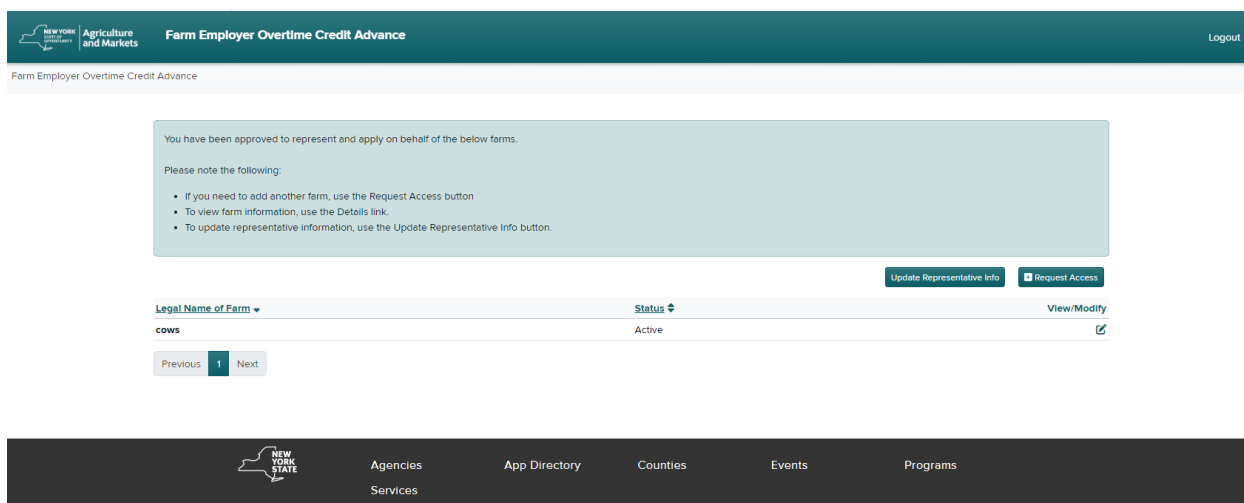


Figure 17: List of Farms Represented

## Appendix A: Maintaining your My.NY.gov account

### Logging in

When you access the portal, either by clicking on the button on the [Farm Employer Overtime Credit Advance](#) page on the NYS Department of Agriculture and Markets' website or going directly to the online portal [system](#), you will be brought to My.NY.gov to log in.

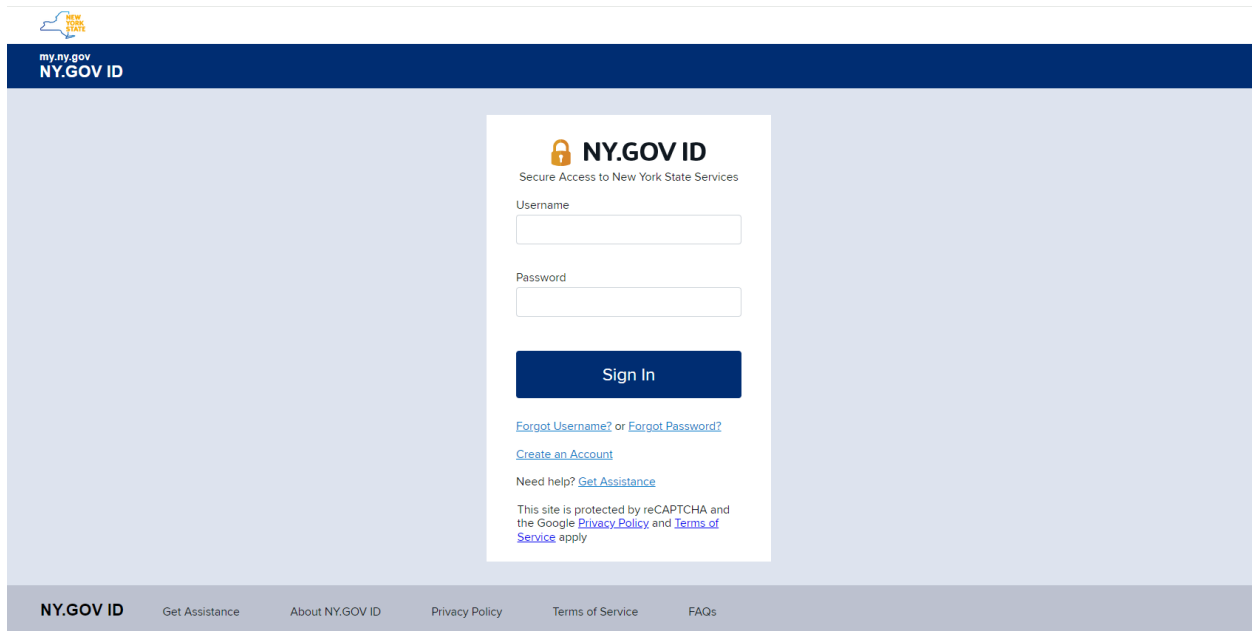
The image is a screenshot of the My.NY.gov Sign In Page. At the top left, there is a small New York State logo and the text "my.ny.gov NY.GOV ID". The main content area is a light blue rectangle centered on a white background. It features the "NY.GOV ID" logo with a padlock icon, followed by the text "Secure Access to New York State Services". Below this are two input fields: "Username" and "Password". A dark blue "Sign In" button is positioned below the password field. Underneath the button are three links: "Forgot Username? or Forgot Password?", "Create an Account", and "Need help? Get Assistance". At the bottom of the sign-in box, a small disclaimer states: "This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply". The footer of the page is a dark blue bar containing the "NY.GOV ID" logo and several links: "Get Assistance", "About NY.GOV ID", "Privacy Policy", "Terms of Service", and "FAQs".

Figure 18: My.NY.gov Sign In Page

If you have done online business with a New York State agency such as the Department of Motor Vehicles or Department of Taxation and Finance, you may already have a My.NY.gov account. If you do not have a My.NY.gov account, you will need to create one.

## Create a My.NY.gov account

1. Navigate to My.NY.gov or click the “Create an Account” link from the sign in page
2. Click on the “Personal” account type

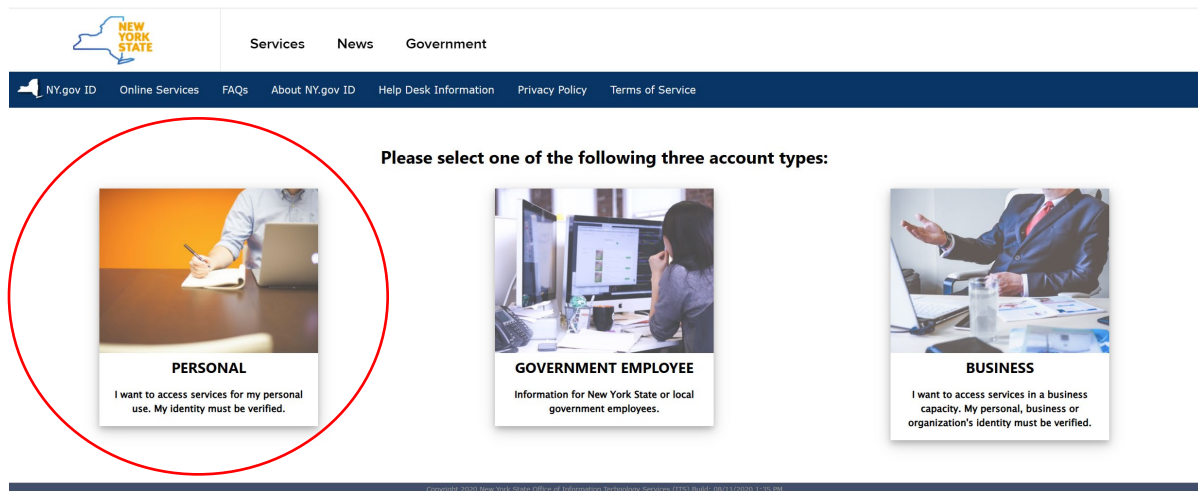


Figure 19: My.NY.gov Account Types

3. Click on the “Sign Up for a Personal NY.gov ID” button

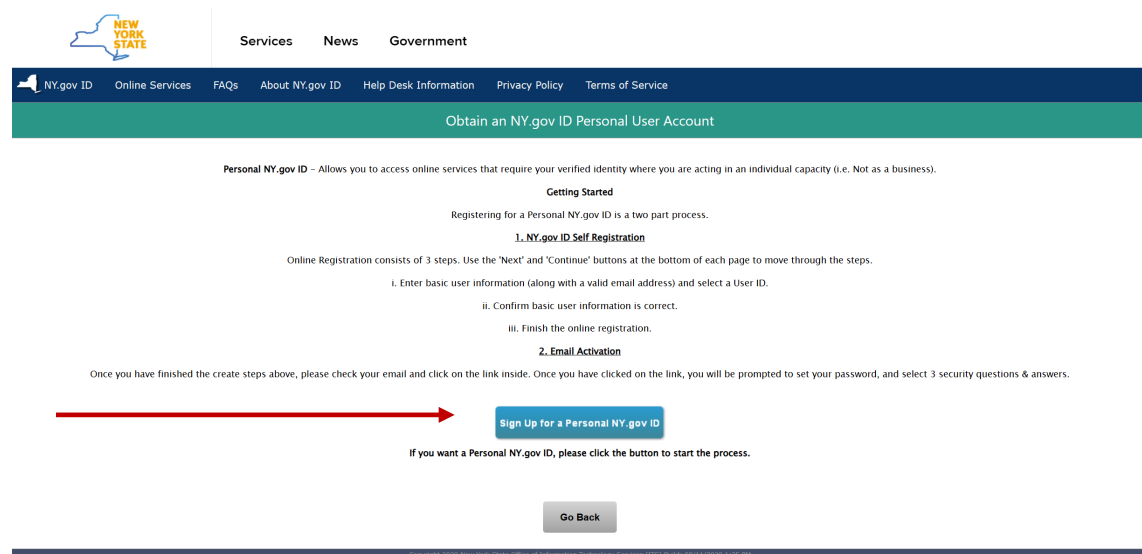


Figure 20: Obtain an NY.gov Personal User Account

4. Complete the “Account Information” form and click continue. The following fields are required:
  - a. First Name
  - b. Last Name
  - c. Email Address
  - d. Confirm Email Address
  - e. Create a Username

If the username you want to use is already taken, you will be prompted to select one from the suggestions provided, or you may type in a different one.

**Create an Account**

Step 1 Step 2 Step 3

To confirm your identity, you will need to provide some personal information. Your information will be used in compliance with applicable laws, regulations and policies and will not be used for marketing purposes. [Read our Privacy Policy](#)

**Account Information**

First Name

Last Name

Email

Confirm Email

Mobile Phone Number (Optional)

Create a Username

**Continue**

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Figure 21: My.NY.gov Account Information Page

5. Fill in your address and date of birth. Note: City and date of birth are required fields.

Create an Account

Step 1

Step 2

Step 3

Personal Information

Residential Address

Street Address *(Optional)*

Apt, suite, floor, etc *(Optional)*

City

State

New York

Zip Code *(Optional)*

Date of Birth (MM/DD/YYYY)

MM/DD/YYYY

Back

Continue

Figure 22: My.NY.gov Personal Information Page

- Review the information you've provided and click the "Create an Account" button.

### Create an Account

Step 1

Step 2

**Step 3**

#### Review Your Information

Use the back button if any edits are needed.

Username: iamarep

First Name: Irma

Last Name: Rep

Email: iamarep@gmail.com

Mobile Phone Number:

Date of Birth (MM/DD/YYYY): 11/16/1964

**Residential Address**

Street Address:

Apt, suite, floor, etc:

City: Glenville

State: NY


Zip Code:


Back

Create Account

Figure 23: My.NY.gov Review Page

- You will receive a confirmation message and instructions to check your email's inbox to finish setting up your account. Click the "Return to Sign In" button.

  
my.ny.gov  
NY.GOV ID

  
**Check your Inbox**  

An email with an activation link has been sent to iamarep@gmail.com

Please follow the link to activate your account **within 48 hours**.  
After 48 hours the link will expire and you will need to Create an Account again.

*Don't see the email?* Please check your spam or junk folder.

Return to Sign In

**NY.GOV ID**

[Get Assistance](#)

[About NY.GOV ID](#)

[Privacy Policy](#)

[Terms of Service](#)

[FAQs](#)

Figure 24: My.NY.gov Confirmation Page

8. Go to your email provider and access the email account used to create your My.NY.gov account. Click on the email from NY.Gov ID. If you don't see an email, make sure to check your spam or junk folder.

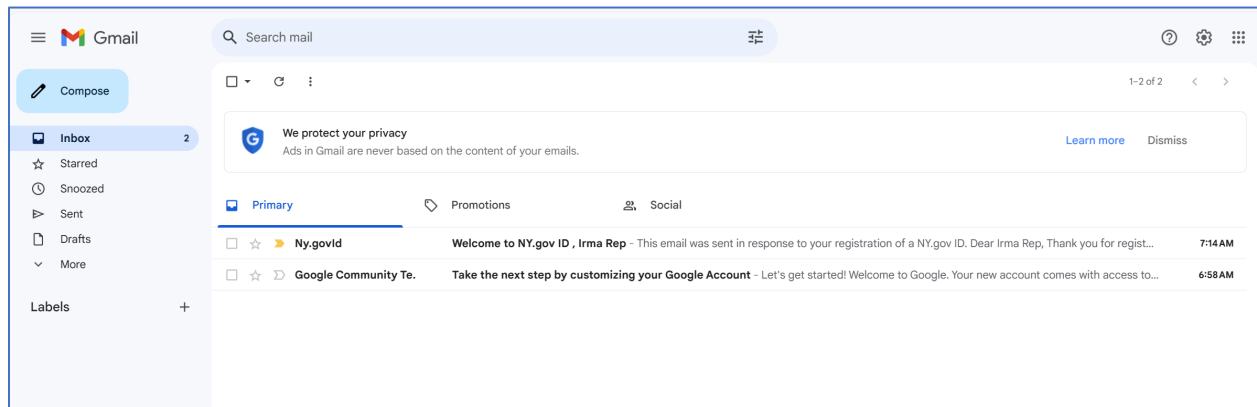


Figure 25: Example of a Gmail Inbox With Welcome Email

9. Click on the “click here” link in the email to set your security questions and activate your account.

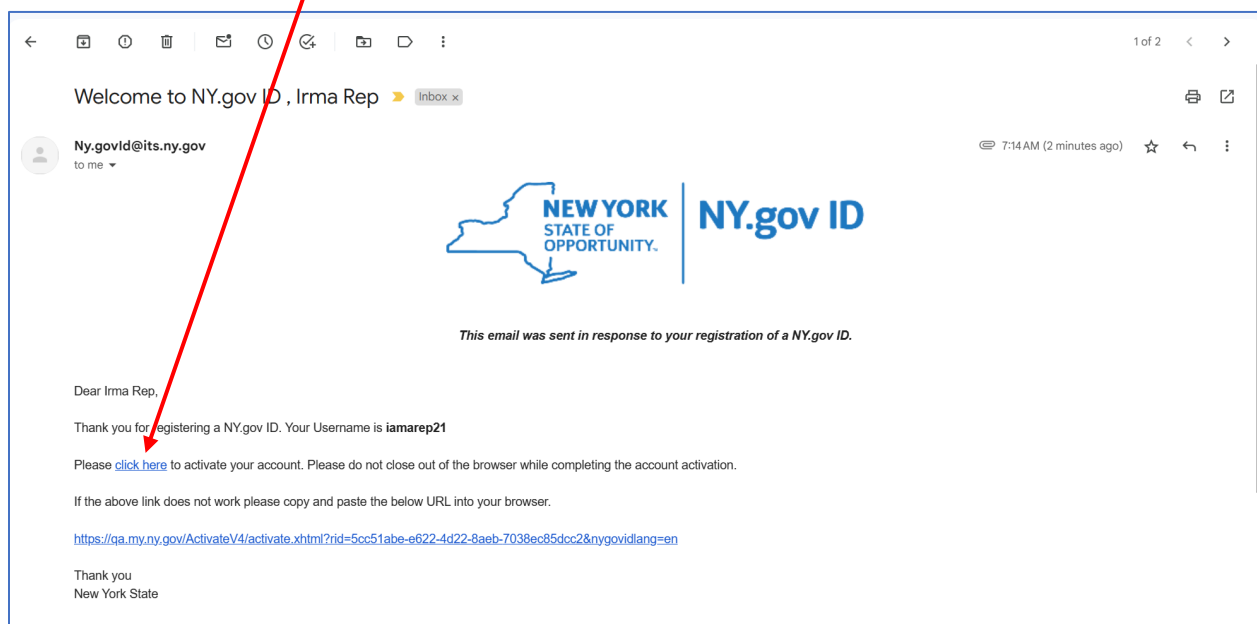


Figure 26: Welcome Email

10. Set your secret questions and answers. These questions and answers will help you reset your password in the future, so make sure you remember your answers. When you've selected three secret questions and set the answers for each of them, click the "Continue" button.

The screenshot shows a web form titled "Secret Questions". At the top left, there is a small asterisk and the text "\* Indicates required field". The form contains three identical sections for setting secret questions. Each section starts with a dropdown menu labeled "\*Question 1", "\*Question 2", and "\*Question 3" respectively, each with "Select One" as the placeholder text. Below each question dropdown are two text input fields: one labeled "\*Answer" and another labeled "\*Confirm Answer". At the bottom right of the form is a dark blue button with the word "Continue" in white text.

Figure 27: My.NY.gov Secret Questions

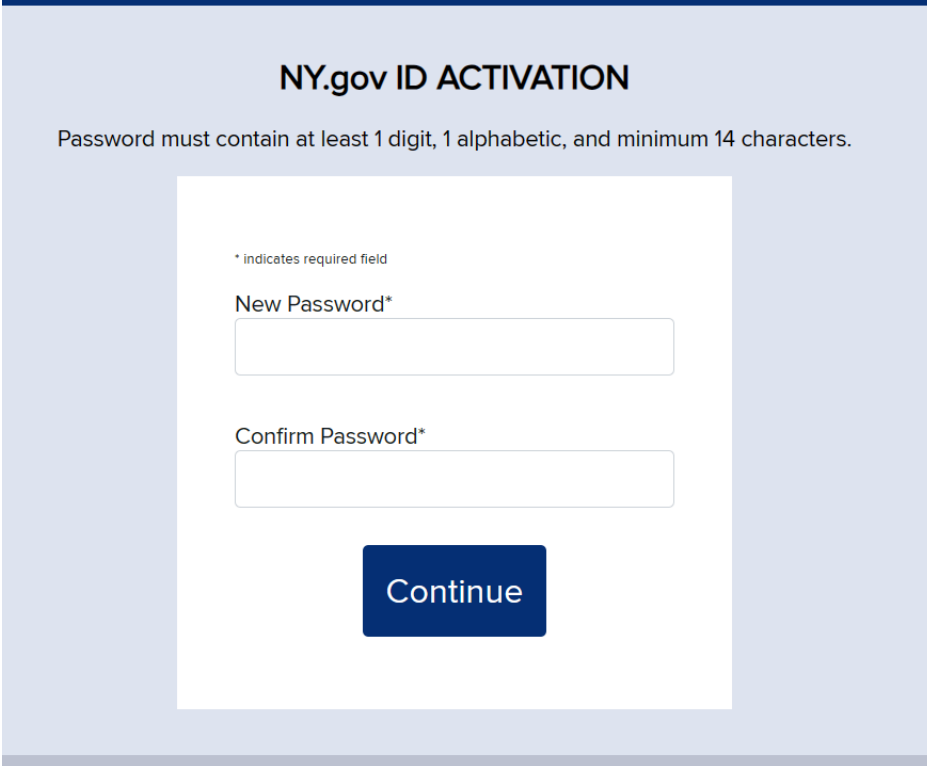
11. Next you'll create your password.

The screenshot shows a web page with a dark blue header. Below the header, the page is titled "NY.gov ID Activation". Under the title, there is a message: "You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password." Below this message is a dark blue button with the word "Continue" in white text. At the bottom of the page, there is a light blue footer containing four links: "About NY.GOV ID", "Privacy Policy", "Terms of Service", and "FAQs".

Figure 28: Set Password Prompt

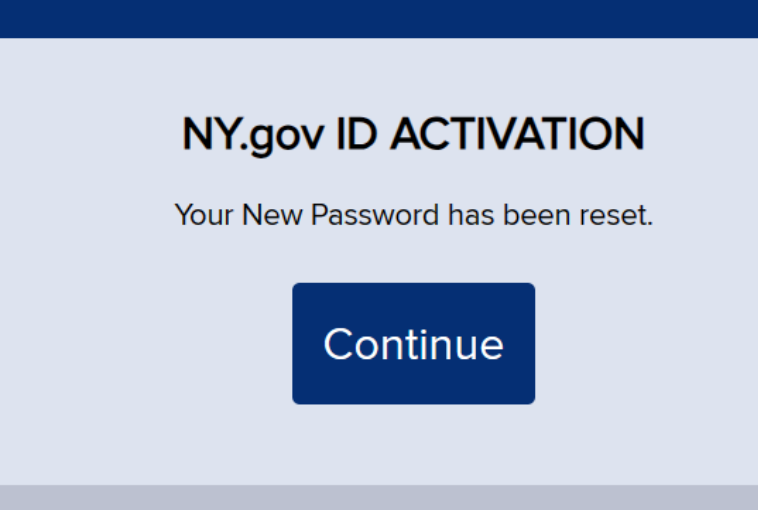


Your password must contain at least one number and one letter and must be a minimum of 14 characters.



The image shows a web form for resetting a password. At the top, the title "NY.gov ID ACTIVATION" is centered. Below it, a message states: "Password must contain at least 1 digit, 1 alphabetic, and minimum 14 characters." The form itself is a white box with a light blue border. Inside, there is a small note: "\* indicates required field". Below this, the label "New Password\*" is followed by a text input field. Then, the label "Confirm Password\*" is followed by another text input field. At the bottom of the form is a dark blue button with the word "Continue" in white text.

Figure 29: Set Your My.NY.gov Password



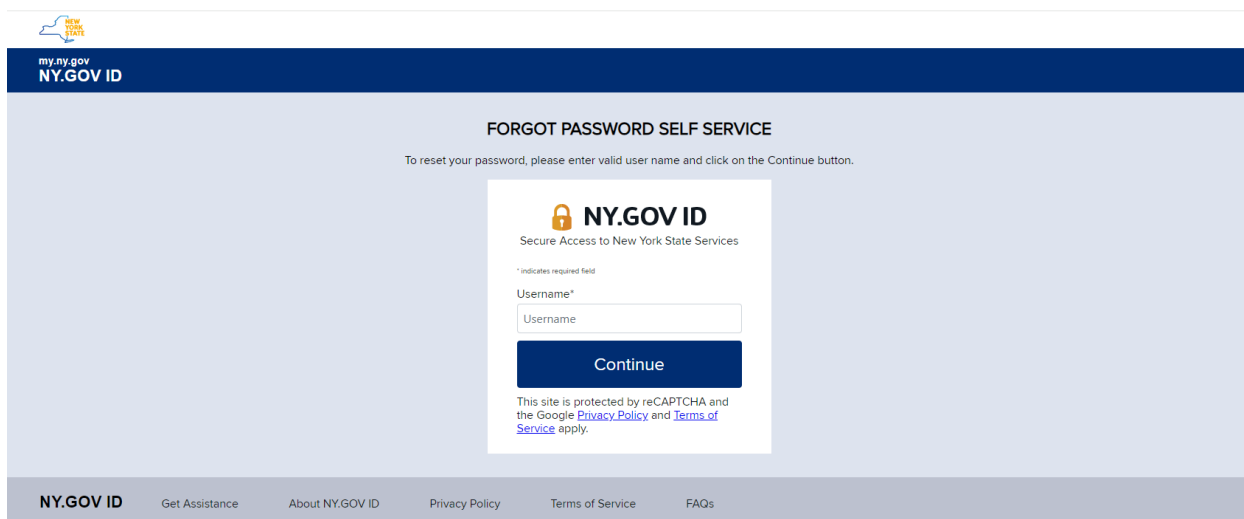
The image shows a confirmation screen. At the top, the title "NY.gov ID ACTIVATION" is centered. Below it, a message states: "Your New Password has been reset." In the center of the screen is a dark blue button with the word "Continue" in white text.

Figure 30: Password Confirmation

## Reactivate your account

If it has been a while (more than 90 days) since your last log in to a New York State application using My.NY.gov, you will need to reactivate your account. You may also follow these steps if you need to change your password.

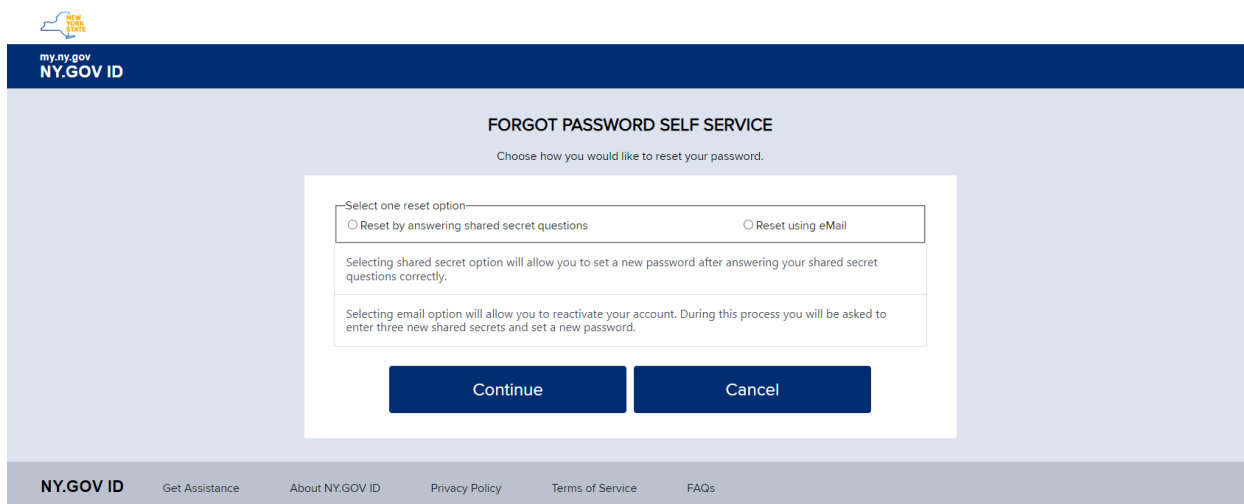
1. Go to My.NY.gov
2. Click on the Forgot Password link to access the Forgot Password Self Service
3. Enter your username and click the “Continue” button



The screenshot shows the 'FORGOT PASSWORD SELF SERVICE' page on My.NY.gov. At the top is the 'my.ny.gov NY.GOV ID' header. Below it, the title 'FORGOT PASSWORD SELF SERVICE' is centered, followed by the instruction: 'To reset your password, please enter valid user name and click on the Continue button.' The main content area features a white box with the 'NY.GOV ID' logo and the text 'Secure Access to New York State Services'. Below this, a note states '\* indicates required field'. The 'Username\*' field is a text input box with 'Username' as a placeholder. A blue 'Continue' button is positioned below the input field. At the bottom of the white box, a disclaimer reads: 'This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.' The footer contains the 'NY.GOV ID' logo and links for 'Get Assistance', 'About NY.GOV ID', 'Privacy Policy', 'Terms of Service', and 'FAQs'.

Figure 31: My.NY.gov Forgot Password Self Service

4. Select the option to “Reset using eMail” and click the “Continue” button.



The screenshot shows the 'FORGOT PASSWORD SELF SERVICE' page with the instruction: 'Choose how you would like to reset your password.' The main content area features a white box with the heading 'Select one reset option—'. Below this heading are two radio button options: 'Reset by answering shared secret questions' and 'Reset using eMail'. Below the radio buttons, there are two text boxes providing details for each option. The first text box explains that selecting the shared secret option will allow setting a new password after answering shared secret questions correctly. The second text box explains that selecting the email option will allow reactivating the account, during which the user will be asked to enter three new shared secrets and set a new password. At the bottom of the white box are two blue buttons: 'Continue' and 'Cancel'. The footer is identical to the previous screenshot, showing the 'NY.GOV ID' logo and links for 'Get Assistance', 'About NY.GOV ID', 'Privacy Policy', 'Terms of Service', and 'FAQs'.

Figure 32: My.NY.gov Reset Method Selection

You will then be walked through the process to reset your password, which will also reactivate your account if it has been a while since you last logged in.

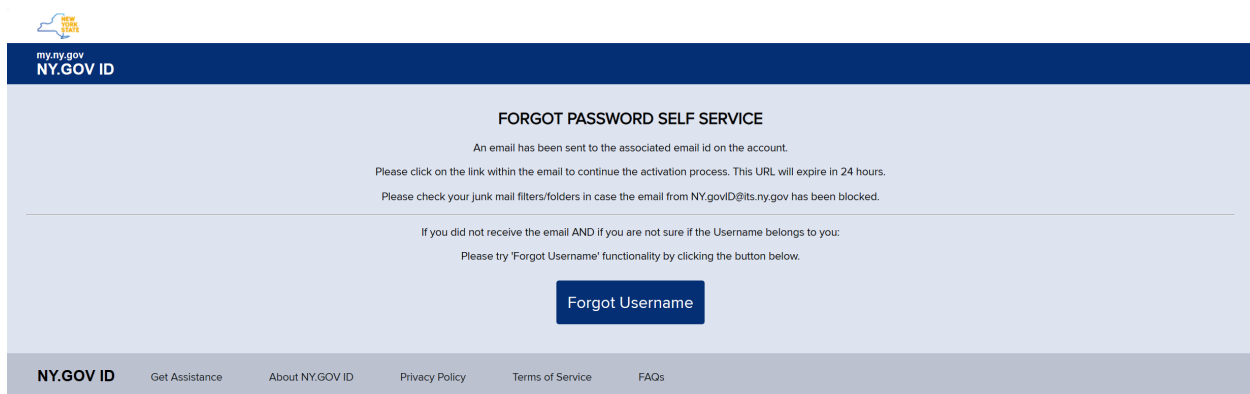


Figure 33: My.NY.gov Forgotten Password Self Service

5. You will receive an email in the account connected with your My.NY.gov account in approximately three minutes. Click on the “click here” link in the email to reactivate your account. The steps will be very similar to when you created your account originally.

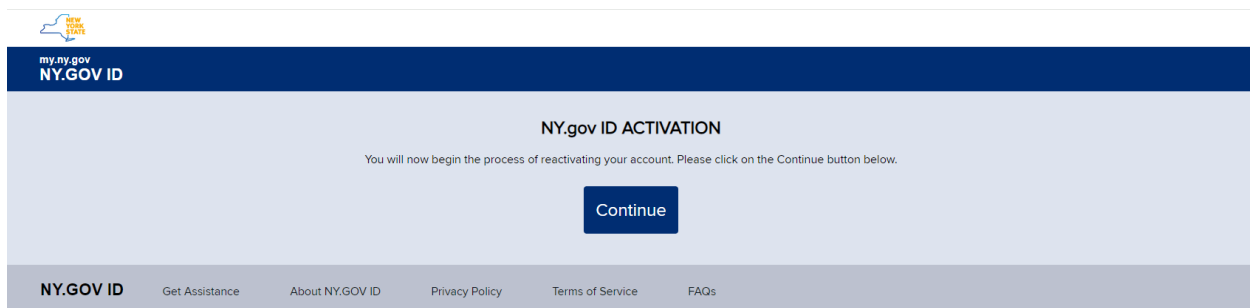


Figure 34: My.NY.gov ID Activation

6. Click on the “Continue” button and you will be prompted to select your secret questions and answers; these can be the same as previously selected.

NY.gov ID Activation

Almost done!

You are now ready to re-activate your NY.gov Id.

During this process, you will need to

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

Secret Questions

\* indicates required field

\*Question 1

Select One

\*Answer

\*Confirm Answer

\*Question 2

Select One

\*Answer

\*Confirm Answer

\*Question 3

Select One


\*Answer

\*Confirm Answer

Continue

Figure 35: My.NY.gov Activation - Secret Questions

- After you have selected your secret questions and provided answers, click the “Continue” button and you will be prompted to reset your password. Click the “Continue” button to reset your password.

my.ny.gov  
NY.GOV ID

NY.gov ID Activation

You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password.

Continue

NY.GOV ID

[Get Assistance](#)

[About NY.GOV ID](#)

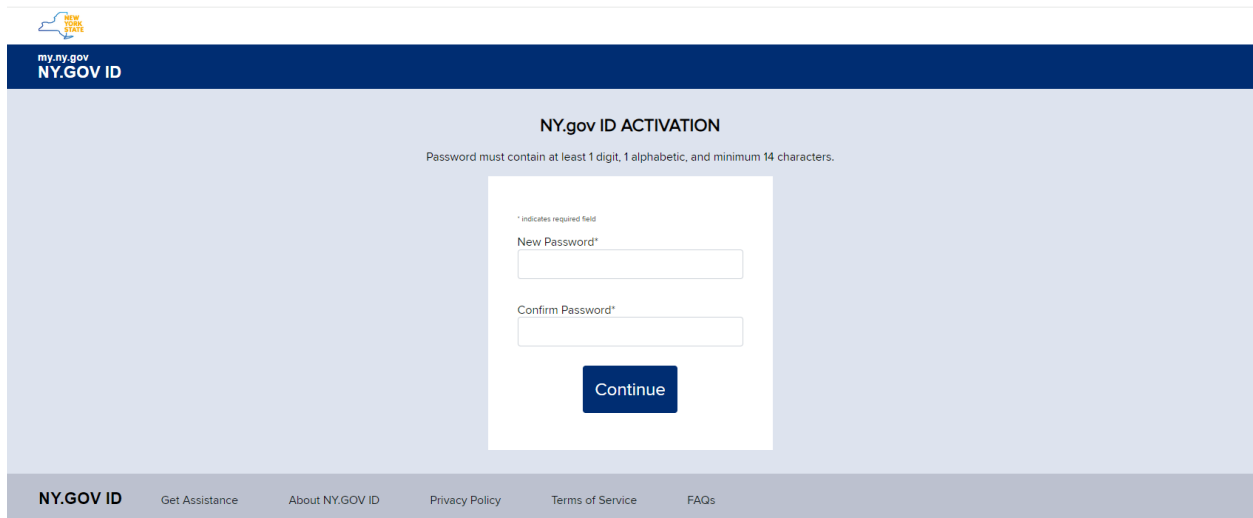
[Privacy Policy](#)

[Terms of Service](#)

[FAQs](#)

Figure 36: My.NY.gov Activation - Set Password

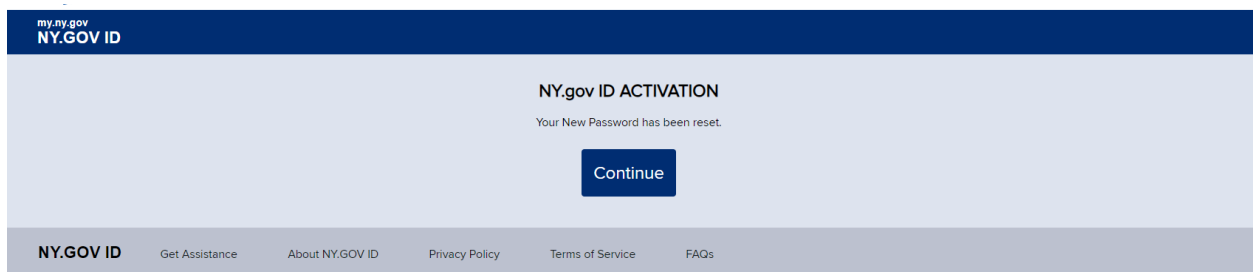
8. You will be prompted to set a new password. It cannot be the same as a previous password. It must contain at least one number and one letter and must be a minimum of 14 characters for security purposes. You can use special characters.



The screenshot shows the 'NY.gov ID ACTIVATION' page. At the top left is the 'my.ny.gov NY.GOV ID' logo. The main heading is 'NY.gov ID ACTIVATION'. Below it, a note states: 'Password must contain at least 1 digit, 1 alphabetic, and minimum 14 characters.' A central white box contains the password reset form. It includes a small note '\* indicates required field'. There are two input fields: 'New Password\*' and 'Confirm Password\*'. Below these fields is a blue 'Continue' button. At the bottom of the page is a dark blue footer bar with the 'NY.GOV ID' logo and links for 'Get Assistance', 'About NY.GOV ID', 'Privacy Policy', 'Terms of Service', and 'FAQs'.

Figure 37: My.NY.gov Activation New Password

9. Click on the “Continue” button and you will receive a success message.



The screenshot shows the 'NY.gov ID ACTIVATION' page after a successful password reset. The main heading is 'NY.gov ID ACTIVATION'. Below it, a message states: 'Your New Password has been reset.' A central white box contains a blue 'Continue' button. The footer bar at the bottom is identical to the previous screenshot, featuring the 'NY.GOV ID' logo and links for 'Get Assistance', 'About NY.GOV ID', 'Privacy Policy', 'Terms of Service', and 'FAQs'.

Figure 38: My.NY.gov Password Successfully Reset

## Update my account

If you need to update the last name or email address associated with your My.NY.gov account, log in to <https://My.NY.gov> and you will see the dashboard.

1. On the dashboard, click on the menu item “Update My Account” as shown below.

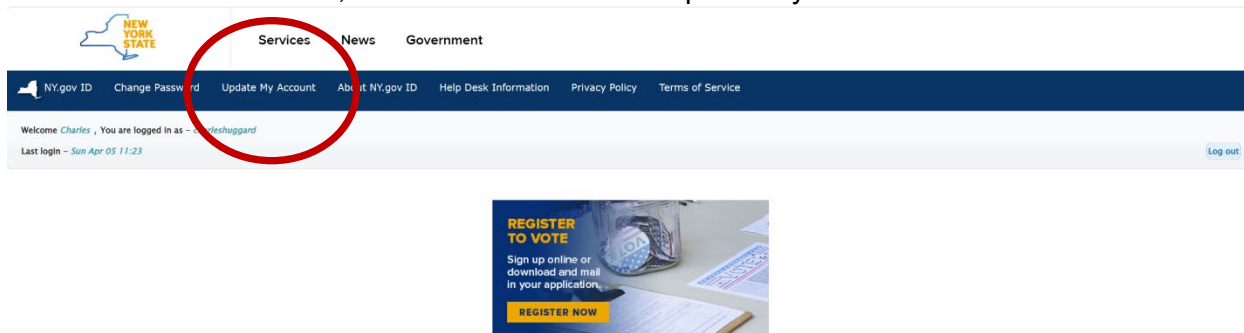


Figure 39: My.NY.gov Dashboard Showing Update My Account

2. Update the information as necessary. Note: You cannot change your username, first name or date of birth.

A screenshot of the 'NY.gov ID ACCOUNT UPDATE' form. The form is titled 'NY.gov ID ACCOUNT UPDATE' and includes a 'Log Out' button. It contains several input fields for user information: Username (pre-filled), First Name (pre-filled), Middle Initial (pre-filled), Last Name (text input), Sex (dropdown menu), Date of Birth (MM/DD/YYYY), Address (text input), Address Line 2 (text input), City (text input), State (dropdown menu, set to New York), Postal Code (text input), Country (dropdown menu, set to United States), Email Address (text input), Telephone Number (text input with example 555-555-5555), Extension (text input), Mobile (text input with example 518-123-4567), and Fax Number (text input). Below the form is a 'Password Reset Information' section with three shared secret questions and their corresponding answers. The questions are: 'What was the name of my first pet?', 'What is the first name of my childhood best friend?', and 'What is your maternal grandmother's maiden name?'. Each question has an 'Answer' field and a 'Confirm Answer' field. At the bottom of the form are 'Modify Account' and 'Close Window' buttons. The footer of the page includes the New York State logo, 'Agencies Services', 'App Directory', 'Counties', 'Events', and 'Programs'.

You can also change your secret questions and answers here. When complete, click the “Modify Account” button.

3. You will have an opportunity to review both Account Update and Password Reset Information (secret questions and answers). Then this pop up will appear:

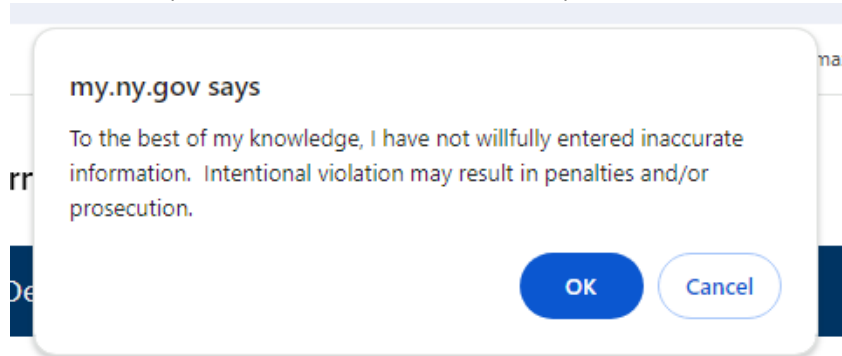


Figure 40: Attestation

4. Click the “OK” button to save your updates and continue. You will receive the confirmation shown below.

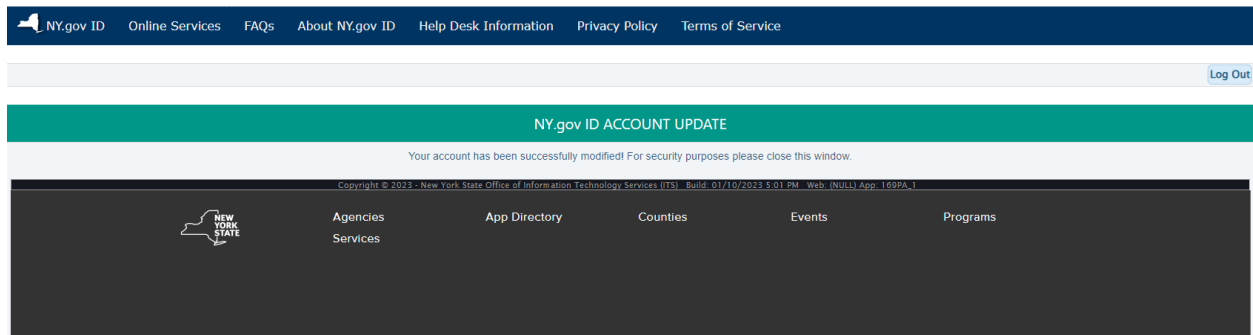


Figure 41: My.NY.gov Account Update Confirmation