



Department of
Agriculture and Markets

Farm Employer Overtime Credit Certificate

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. In addition, farms using PEOs will have the option to select calendar years 2024 and 2025 in order to claim a "catch-up" credit. The application

period to receive a certificate for this "catch-up" credit will be open from January 1, 2026 to February 1, 2026.

Step 1: Register in the system

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

NEW YORK STATE OF OPPORTUNITY Agriculture and Markets Farm Employer Overtime Credit Logout

Registration

Before you begin your Farm Employer Overtime Credit you need to register. Please select the type of registration from the options below and provide all of the required information.

*Please indicate what type of registration you need

Select an option
Select an option
I am the farmer
I represent a farmer

Continue

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.

Add Farm

- 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 Professional Employer Organization Point of Contact Tax Information Owners/Partners Representative Submit

*Legal Name of Farm

If the farm has a DBA or other "common" name, please enter it here

Next

Return to Farm Listing

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.

Professional Employer Organization (PEO)

On the "Professional Employer Organization" tab, you will need to answer the question, "Does this Farm use a Professional Employer Organization (PEO)?" by selecting the appropriate answer.

Farms that do not use a PEO should select "No" and continue to "Point of Contact".

Test Farm

- 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 Professional Employer Organization Point of Contact Tax Information Owners/Partners Representative Submit

* Does this farm use a Professional Employer Organization (PEO)? Yes No

Figure 4: Farm Registration-Professional Employer Organization

Farms that do use a PEO should select "Yes". The system will display four fields: PEO Business Name, PEO Contact Person (first and last name), PEO email address, and PEO phone number. Each field is required. Once each field is complete, click the "Next" button.

- 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 Professional Employer Organization Point of Contact Tax Information Owners/Partners Representative Submit

* Does this farm use a Professional Employer Organization (PEO)? Yes No

PEO supporting documents must be uploaded in the "PEO Documents Screen" when selecting a tax year on the "Applications for Certificate" tab.

*PEO Business Name *PEO Email Address
*PEO Contact Person (first and last name)
*PEO Phone Number ###-###-####

Figure 5: Registration - PEO Fields

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 application.

Farm

- 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 ✓ Professional Employer Organization ✓ **Point of Contact** ✓ Tax Information ✓ Owners/Partners ✓ Representative ✓ Applications for Certificate

*First Name: Harry
 Middle Initial: _____
 *Last Name: Henderson

Contact Email Address: harryandthehendersons12345@gmail.com
 *Phone Number: 123-444-5544
 Phone Extension: _____
 *Phone Type: Mobile Phone

Previous Next

Figure 6: 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 Appendix A: Maintaining your My.NY.gov account
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

	<p>registration. This is pre-filled by the system. If you need to change this, see</p> <p>Appendix A: Maintaining your My.NY.gov account</p>
Contact Email Address	<p>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</p> <p>Appendix A: Maintaining your My.NY.gov account</p>
Contact Phone Number and Type	<p>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.</p> <p>Note: You will not receive any text messages without your advance permission.</p>

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.

Figure 7: 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: Employer ID Numbers .
Business Entity Type	This should be the same as what income tax form(s) you file. Your choices are: <ul style="list-style-type: none"> • Corporation • Fiduciary/Trust • S-Corporation • Corporation • Sole Proprietorship • Partnership For more information about business entity types, speak with your tax professional or see this IRS resource about Business Structures .
Tax Year Start Month	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. If you are a fiscal year filer, select the start month of the farm’s fiscal year. For more information about tax years, see the IRS resource on Tax Years or speak with your tax professional.

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.

The screenshot shows the 'Owners/Partners' tab selected in a navigation bar. Below the navigation bar, there are instructions and a table for listing owners. The table has three columns: Name, Taxpayer ID Number, and Percentage Of Ownership. The total percentage is shown as 0.0000. An 'Add Owner/Partner' button is visible on the right side of the table.

NEW YORK STATE UNIVERSITY Agriculture and Markets Farm Employer Overtime Credit Logout

Test Farm

- 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 ● Professional Employer Organization Point of Contact ● Tax Information ● **Owners/Partners** Representative Submit

Please enter all legal owners of the farm below. Advance payment certificates will include the names of all owners with approved corresponding amounts for each owner (if applicable).

Each ownership/partnership percentage must be provided to the ten-thousandth of a percent (.0000) and the total of all ownership must equal 100.0000 to continue.

Owners/Partners

[Add Owner/Partner](#)

Name	Taxpayer ID Number	Percentage Of Ownership
Total		0.0000

Figure 8: Owners/Partners

To add additional owners, click the “Save and Add Another Owner/Partner” button. When you are done adding owners, click the “Save Owner/Partner” button to return to the Owners/Partners tab.

When you have finished adding owners, click the “Next” button.

The screenshot shows the 'Owner/Partner Information' form. It includes fields for Owner Type, Legal Business Name, Owner/Partner SSN/EIN (with a mask ##-####-####), and Percentage Of Ownership (with a value of 0.0000 and a percentage sign). There are three buttons: 'Return to Listing', 'Save Owner/Partner', and 'Save and Add Another Owner/Partner'.

NEW YORK STATE UNIVERSITY Agriculture and Markets Farm Employer Overtime Credit Logout

Test Farm

Owner/Partner Information

*Owner Type

*Legal Business Name

*Owner/Partner SSN/EIN

*Percentage Of Ownership

 %

[Return to Listing](#) [Save Owner/Partner](#) [Save and Add Another Owner/Partner](#)

Figure 9: Farm Registration – Owner/Partner Information

Field Name	Description
Owner Type	<p>This field determines which other fields need to be completed for the Owner. The choices are:</p> <ul style="list-style-type: none"> • Individual • Business <p>This field is required.</p>
Owner SSN/EIN	<p>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).</p> <p>This field is required. Include dashes (-) when entering your EIN in either format (ex. XX-XXXXXXX or XXX-XX-XXXX)</p>
First Name, Middle Initial, Last Name	<p>If you selected the Owner Type is an Individual, the first name and last name of the owner are required.</p>
Legal Business Name	<p>If you indicated the Owner Type as a Business, the Legal Business Name of the owner business is required.</p>
Percentage of Ownership	<p>Add the ownership percentage for each owner, they must total 100%. All percentages must be entered out to 4 decimal places (ex. XXX.XXXX%)</p>

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).

Test Farm

- 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 Professional Employer Organization Point of Contact Tax Information Owners/Partners **Representative** Submit

You as the farm owner have the option to allow a representative to enter data and/or manage your application on your behalf. To add a representative, enter their email address below and click the "Add Representative" button 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 before they register, 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 registration/application on your behalf. You may approve or deny this request.
- Only one representative per farm may be active at a time.

Email Address

Add Representative

Representative	Status	Action
<div style="display: flex; justify-content: space-between; align-items: center;"> Previous 1 Next </div>		1 - 0 of 0
<div style="display: flex; justify-content: space-between; align-items: center;"> Previous Next </div>		

Figure 10: 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.

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.

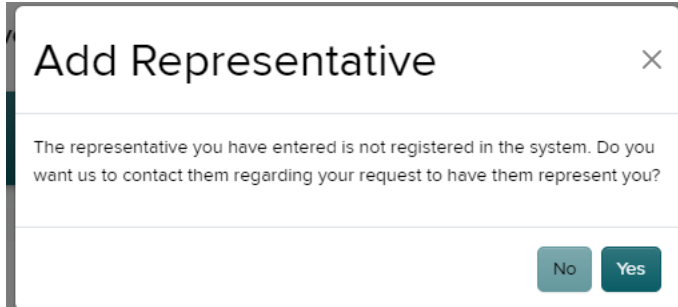


Figure 11: Add Representative Confirmation

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

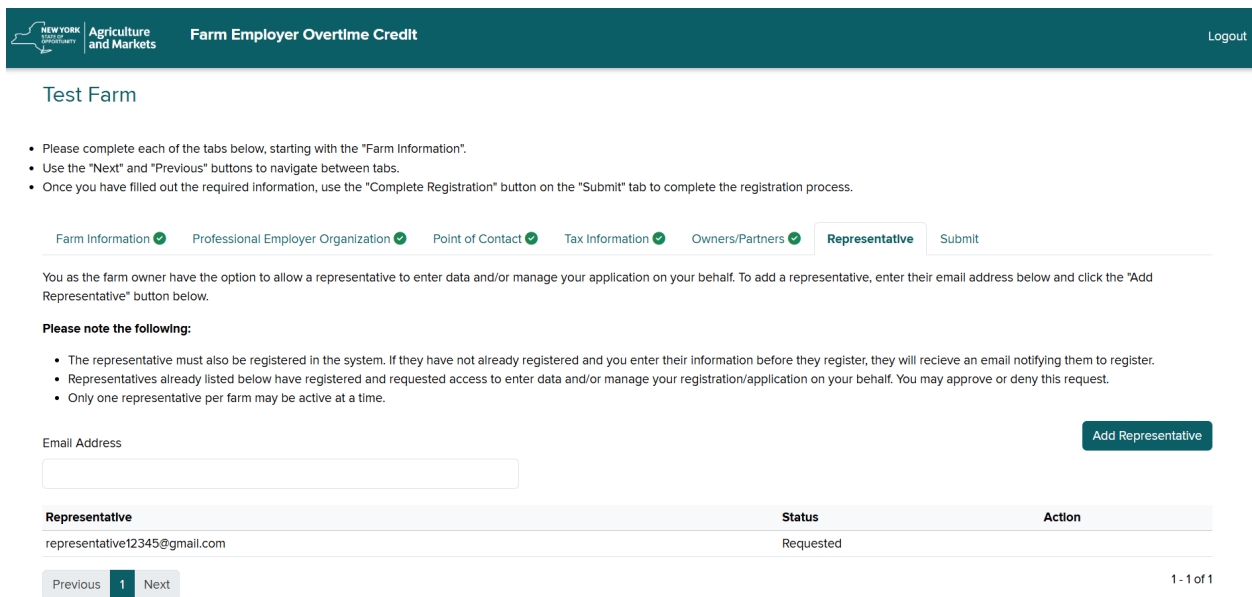


Figure 12: Representative Tab - Unregistered Representative

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.

Test Farm

Representative has been activated

- 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 Professional Employer Organization Point of Contact Tax Information Owners/Partners **Representative** Applications for Certificate

You as the farm owner have the option to allow a representative to enter data and/or manage your application on your behalf. To add a representative, enter their email address below and click the "Add Representative" button 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 before they register, 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 registration/application on your behalf. You may approve or deny this request.
- Only one representative per farm may be active at a time.

Email Address

Add Representative

Representative	Status	Action
kratos120@icloud.com	Active	Inactivate Representative

Figure 13: 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.

Test Farm

- 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 Professional Employer Organization Point of Contact Tax Information Owners/Partners Representative **Submit**

- Farm Information
- Professional Employer Organization
- Point of Contact
- Tax Information
- Owners/Partners
- Representative (Optional)

Previous Complete Registration

Return to Farm Listing

Figure 14: Farm Registration - Submit Tab

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

NEW YORK STATE AGRICULTURE AND MARKETS | Agriculture and Markets | Farm Employer Overtime Credit | Logout

Test Farm

- 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 ✔ Professional Employer Organization ✘ Point of Contact ✔ Tax Information ✔ Owners/Partners ✔ Representative ✔ Submit

- ✔ Farm Information
- ✘ Professional Employer Organization
- ✔ Point of Contact
- ✔ Tax Information
- ✔ Owners/Partners
- ✔ Representative (Optional)

Previous Complete Registration

Return to Farm Listing

Figure 15: 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.

NEW YORK STATE AGRICULTURE AND MARKETS | Agriculture and Markets | Farm Employer Overtime Credit | Logout

Test Farm

Registration Successful

Thank you for registering to apply for the Farm Employer Overtime Credit. Your registration number is: **REG25120829388**

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.

Please be aware of the following:

- 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.

Return to Farm Listing Start Application for Certificate

Figure 16: 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.

The screenshot shows a web form titled "Add Representative" under the heading "Representative Information". The form is part of the "Farm Employer Overtime Credit Advance" system, as indicated by the header. The header also includes the "NEW YORK STATE" logo and "Agriculture and Markets" text, and a "Logout" link. The form fields are as follows:

- *First Name:** Test
- Middle Initial:** (empty field)
- *Last Name:** Representative
- Legal Name:** (empty field)
- *Email Address:** reptest352@gmail.com
- *Phone Type:** (empty field)
- *Phone Number:** (empty field)
- Phone Extension:** (empty field)

A "Submit Representative" button is located at the bottom right of the form.

Figure 17: 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 Appendix A: Maintaining your My.NY.gov account
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

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

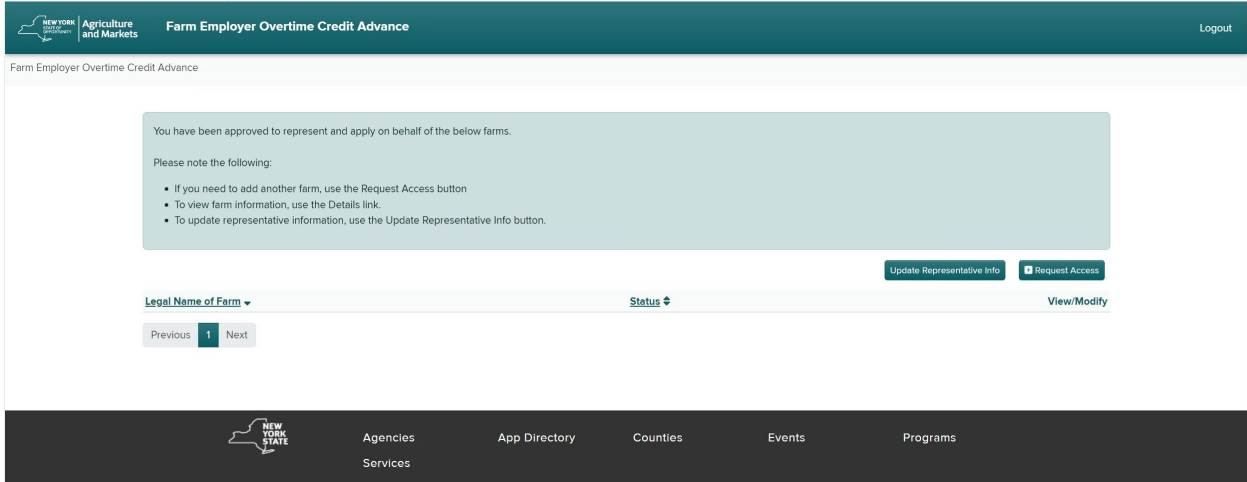


Figure 18: Representative Registration Confirmation

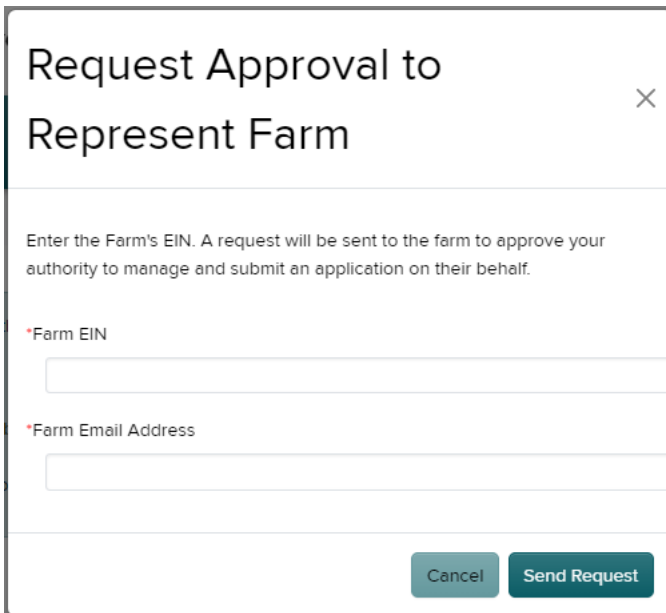


Figure 19: Pop-up Message to Request Approval to Represent Farm

Farm Listing

The farm(s) you can currently access in the system is/are listed below.

- To view the farm details or make changes to the farm information, use the "Farm Information" button.
- If you need to add a farm, use the "Request Access" button.
- To proceed with applying for an overtime certificate, use the "View All Applications" button

Note: An eligible farm is defined by NYS Department of Taxation and Finance here.

Update Representative Information + Request Access

Legal Name of Farm	Registration Status	Registration Number
Test Farm	Active	REG25120587238

Farm Information
View All Applications

Figure 20: List of Farms Represented

Step 4: Application for Certificate

To begin your application for a certificate, following the "Registration Successful" message (Figure 16), click on the "Start Application for Certificate" button or via the "Return to Farm Listing" button, navigate to the "Applications for Certificate" tab.

Test Farm

- 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 Professional Employer Organization Point of Contact Tax Information Owners/Partners Representative **Applications for Certificate**

Start Application for Certificate

Tax Year	Application Status	Details	Certificate
----------	--------------------	---------	-------------

Previous
Return to Farm Listing

Figure 21: Applications for Certificate

When on the "Applications for Certificate" tab, click on "Start Application for Certificate" to begin an application.

The "Applications for Certificate" tab will contain the following information for all applications ever initiated for the farm:

Field Name	Description
Tax Year	This field identifies the tax year for any application in process or completed. It will be blank until the first application is started. The system will only display available Tax Years and will automatically update when new years are available. Once an application has been started for a specific Tax Year, that Tax Year will no longer appear in the drop down.
Application Status	<p>This field provides the status of each application. Statuses are as follows:</p> <p>Application In Process – indicates application has started but has not yet been submitted.</p> <p>Application Submitted – indicates application has been submitted.</p> <p>Application Approved – indicates your application has been transmitted by AGM to DTF approved by AGM.</p> <p>Application Rejected – indicates your application has been rejected by AGM.</p> <p>Application Pending Additional Information – indicates your application is on hold until certain information requested by AGM has been submitted.</p> <p>Application Re-Submitted – indicates application has been re-submitted.</p>

After clicking “Start Application for Certificate”, select the year that you want to submit an application for. The system will only display available Tax Years and will automatically update when new years are available. Once an application has been started for a specific Tax Year, that Tax Year will no longer appear in the drop down.

Quick Tip
Farms using PEOs will have the option to select 2024 and 2025 in order to claim a “catch-up” credit.

Test Farm

Test Farm

Farms that use a Professional Employer Organization (PEO) may apply for a year-end credit for any eligible overtime expense paid through the PEO from 1/1/2024 - 12/31/2025. All farms will need to enter eligible overtime expense information for the entire period even if they applied for an advance.

*Tax Year

An eligible farm employee is an individual who meets the definition of a farm laborer under Labor Law §2 who is employed by a farm employer in New York State. A general executive officer of the farm employer is not an eligible farm employee.

PEO Information

Farms using a PEO need to provide supporting documents. Click the "Upload PEO Documents" button for details.

[Upload PEO Documents](#)

[Return to Farm Information](#)

Figure 22: Select tax year

If you indicated you use a Professional Employer Organization (PEO) during registration, after selecting the tax year, click the "Upload PEO Documents" button. You will be asked to upload documents showing the relationship between the farm employer and the PEO and information regarding transfer of funds. You must upload these documents before you will be able to submit an application. After you are done uploading documents, click the "Return to Employee Listing" button.

PEO Documents

2024 and 2025 Test Farm

- You have indicated you use a PEO during registration. Please upload the required supporting documents for the specified tax year. Up to three documents may be uploaded. If you have more than three, you may want to combine multiple documents offline into one before uploading. Each document may not exceed 100 MB.
 - The uploaded files must be saved in either .pdf, .png, .gif, .jpg, .jpeg, or .docx format to ensure the system can read it. If you are unable to send in one of these formats, must exceed three documents, or must exceed the allowed upload size, please email farmOtdvance@agriculture.ny.gov or call (518) 457-7076 for guidance.
 - Applicants to demonstrate:
 - a) Relationship/organizational structure between the farm and PEO. This may include an executed relationship document (e.g., contract, service agreement, MOU, etc.) and contain details regarding the agreed upon services covering the time period of the eligible overtime expenses being claimed.
 - b) Transfer of funds (e.g., bank statements, cancelled checks, etc.) between the farm and PEO for the eligible overtime expenses being claimed and details of what this transfer of funds is for (e.g., invoices, etc.).
- Please email farmOtdvance@agriculture.ny.gov or call (518) 457-7076 with questions or for guidance.

Steps to Upload

- Click "Choose File" to select files from your computer.
- Selected files will be displayed on the screen, and you may click on them to review.
- If a file is incorrect, you may remove it by clicking the "X" icon.
- After reviewing the files, click the "Upload" button to proceed.
- After the final submission, the uploaded files cannot be deleted from the application.

*Documents

Choose Files No file chosen

Cancel

Upload

[Return to Employee Listing](#)

Figure 23: PEO Documents Upload Screen

After a tax year has been selected and all PEO documents uploaded (if applicable), you will select the best way to add your payroll data using one of two options (Option 1 – enter employee information manually or Option 2 – download/upload employee information). Note: You can always edit information manually regardless of which option you choose.

The screenshot shows the '2024 and 2025 Test Farm' section of the application. It includes a list of instructions for eligible farm employees and two options for adding employee information. Below the instructions is a 'Farm Employee Listing' table with columns for First Name, Middle Initial, Last Name, and Taxpayer ID Number. The table is currently empty, and there are navigation buttons for 'Add Farm Employee', 'Download Template', and 'Upload Template'. At the bottom of the screenshot, there are buttons for 'Return to Farm Listing', 'View All Applications', 'Review/Submit Application', and 'Add/Update PEO Documents'.

Figure 24: Applications for Certificate – Entering Employee Information

Option	Description
Option 1 – Enter Employee Information Manually	This option allows users to directly enter payroll information into the system manually. This is best suited for employers with a smaller number of employees.
Option 2 – Download Spreadsheet to Add Employee Information	This option allows users to enter or copy/paste information into an Excel Spreadsheet and upload payroll information directly into the system. This is best suited for medium to larger employers.

Buttons	Description
Add Farm Employee	This button can be used to add a new farm employee. This can be used at any time.
Download Template	Used for option 2 only.
Upload Template	Used for option 2 only.

Options for Entering Employee Payroll

Option 1 – Enter Manually

Click on the “Add Farm Employee” button to add employee payroll information directly into the system. Refer to Figure 24: “Applications for Certificate – Entering Employee Information” to continue.

In the next screen, enter the employee First Name, Middle Initial (not required), Last Name, and Taxpayer ID Number and click the “Save Employee Information” button. Note: Employee Tax IDs must be entered using dashes in a XXX-XX-XXXX format.

This will display the “Payroll Information for Employee” section. Enter payroll information for each employee. Make sure to enter information carefully so the system can accurately calculate your estimated credit amount.

Important: If the same employee has different rates of pay within the tax year you will need to enter the appropriate employee/pay period for each different pay rate.

Tip: You can enter one pay period (e.g., January – July) provided the payroll rate for the employee has not changed during the period specified. To add more than one pay period, click the “Add Additional Pay Period for This Employee” button.

Once done, click the “Save and return to Employee List page” button.

If unsuccessful, you will see an alert prompting you to correct the issue. Take the appropriate corrective action, and once corrected, resave and repeat these steps.

The screenshot displays the 'Farm Employer Overtime Credit' application interface. At the top, there is a header with the New York State logo, 'Agriculture and Markets', and 'Farm Employer Overtime Credit'. A 'Logout' link is in the top right corner. Below the header, the page title is '2024 and 2025 Test Farm'. A green notification box states 'Farm Employee was successfully created'. The 'Employee Information' section contains four input fields: 'First Name' (with 'Test' entered), 'Middle Initial', 'Last Name' (with 'Employee' entered), and 'Taxpayer ID Number' (with '###-##-6789' entered). Below these fields are 'Cancel', 'Save Employee Information', and 'Delete' buttons. The 'Payroll Information For Employee' section includes a text instruction: 'Enter payroll information for each employee below. Make sure to enter information carefully so the system can accurately calculate your estimated credit amount. If the same employee has different rates of pay within the tax year, you will need to enter the appropriate employee/pay period for each different pay rate.' Below this is a table with columns: 'Pay Period Start Date', 'Pay Period End Date', 'Total Eligible OT Hours Worked', 'Regular Pay Rate', 'Overtime Rate', and 'Remove'. The first row shows date input fields with a calendar icon, empty OT hours, and dollar sign inputs for pay rates. A 'Remove' button is next to the first row. Below the table is the text 'Editable list of employee's payroll'. At the bottom, there are two buttons: 'Add Additional Pay Period for This Employee' and 'Save and return to Employee List page'. At the very bottom, there are two more buttons: 'Return to Employee Listing' and 'View All Applications'.

Figure 25: Applications for Certificate – Entering Employee Payroll

2024 and 2025 Test Farm

- An eligible farm employee is an individual who meets the definition of a farm laborer under Labor Law § 2 and who is employed by a farm employer in New York State.
- A general executive officer of the farm is not an eligible farm employee.
- If you are a licensed farm cidery or winery, special rules apply. Licensed farm wineries/cideries whose sale of wine/cider accounts for more than 50% of farm income may only claim the credit for eligible farm employees who are employed directly on the agricultural property. Tasting rooms do not qualify as agricultural property.
- Below is a list of eligible farm employees and their payroll information included in the Credit Application for the tax year above. Select an employee to see more details, such as their payroll information.
- There are two ways you can provide required eligible farm employee information for your certificate application:

Option 1: Enter each employee's information in the system manually (select "+ Add Farm Employee"), OR

Option 2: Download the formatted Excel spreadsheet (select "Download Template"), enter the information, and then upload the completed file (select "Upload Template").

Farm Employee Listing

+ Add Farm Employee Download Template Upload Template

First Name	Middle Initial	Last Name	Taxpayer ID Number
Test		Employee	###-##-6789

Previous 1 Next
1 - 1 of 1

Return to Farm Listing
View All Applications
Review/Submit Application
Add/Update PEO Documents

Figure 26: Employee Listing

Option 2 – Click on “Download Template”

Selecting option 2 to provide employee payroll information is a tool to use when you have already maintained your records and can easily add them to a spreadsheet to upload to the system instead of typing them in.

To start, click on the “Download Template” button (see Figure 24: “Applications for Certificate – Entering Employee Information”). This will save the file to your downloads folder on your device.

Next, open the file and follow the instructions to complete the Excel file as per the instructions listed in the Excel spreadsheet:

The screenshot shows the Microsoft Excel interface with the 'View' tab selected. The spreadsheet content is as follows:

1	Farm Name:								
2	Farm EIN:								
3									
4	Instructions:								
5	Enter payroll data for each employee and pay period directly into the fields (below each header) or copy and paste into the cells under each column.								
6	1. Enter or copy/paste the employee tax id, generally SSN into the EMPLOYEE TPIN field is pre-formatted in an SSN format xxx-xx-xxxx, this format is required for submission. Tip: If using copy/paste, paste the records as values.								
7	2. Enter or copy/paste the EMPLOYEE LAST NAME , EMPLOYEE FIRST NAME and EMPLOYEE MI (the middle initial field is optional)								
8	3. Enter or copy/paste Pay Period Start and Pay Period End dates in a MM/DD/YYYY format. Pay periods can be for a combined time provided the rate of pay is the same. Otherwise a separate entry is required when the employee rate of pay changes.								
9	4. Enter or copy/paste the Total Eligible OT Hours out to two decimal places (ex. 5.37)								
10	5. Enter or paste the employee regular hourly pay rate into the Regular Pay/Hour field. This is in a currency (\$) format out to two decimal places (ex. \$18.50)								
11	6. Enter or paste the employee Overtime (OT) hourly pay rate into the OT Pay/Hour field. This is in a currency (\$) format out to two decimal places (ex. \$27.75)								
12	7. Double check all values are as you expect, then RENAME (if desired) and SAVE . Close the spreadsheet and follow the user guide instructions to upload to the system.								
13	Note: The system will notify you if there any errors in the upload. If prompted fix these by opening the spreadsheet and correcting the items identified before saving and resubmitting. Records will only update if all are acceptable.								
14	Click here to access the full user guide.								
15									
16	EMPLOYEE TPIN	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	EMPLOYEE MI	Pay Period Start	Pay Period End	Total Eligible OT hours	Regular Pay/Hour	OT Pay/Hour
17									
18									
19									
20									
21									
22									
23									
24									
25									

Figure 27: Excel File Sample

Once you are ready to upload your saved file, click the “Upload Template” button shown on the next screenshot.

NEW YORK STATE Agriculture and Markets Farm Employer Overtime Credit Logout

2024 and 2025 Test Farm

- An eligible farm employee is an individual who meets the definition of a farm laborer under Labor Law § 2 and who is employed by a farm employer in New York State.
- A general executive officer of the farm is not an eligible farm employee.
- If you are a licensed farm cidery or winery, special rules apply. Licensed farm wineries/cideries whose sale of wine/cider accounts for more than 50% of farm income may only claim the credit for eligible farm employees who are employed directly on the agricultural property. Tasting rooms do not qualify as agricultural property.
- Below is a list of eligible farm employees and their payroll information included in the Credit Application for the tax year above. Select an employee to see more details, such as their payroll information.
- There are two ways you can provide required eligible farm employee information for your certificate application:
 - Option 1:** Enter each employee's information in the system manually (select "+ Add Farm Employee"), OR
 - Option 2:** Download the formatted Excel spreadsheet (select "Download Template"), enter the information, and then upload the completed file (select "Upload Template").

Farm Employee Listing

1-0 of 0

Return to Farm Listing View All Applications Review/Submit Application Add/Update PEO Documents

Figure 28: Upload File

Click on the “Choose File” button and select your file from your device. The name of the file will display once selected. Then, click Upload:

NEW YORK STATE Agriculture and Markets Farm Employer Overtime Credit Logout

2024 and 2025 Test Farm

If you have selected the option to upload your payroll data for all qualifying farm workers, make sure your file is saved in either .csv or .xlsx format so the system can read it.

*Document

Choose File No file chosen

Cancel Upload

Return to Employee Listing

Figure 29: Upload file continued

The system will notify you if there are any errors in the upload process. If prompted, fix these by opening the spreadsheet and correcting the items identified before saving and resubmitting. Records will only update if all are acceptable.

Note: If you need to update a significant amount of payroll information, you can upload a revised spreadsheet. This will overwrite any previously saved records.

2024 and 2025 Test Farm

- Row 17: All fields are Required.
- Row 18: All fields are Required.

If you have selected the option to upload your payroll data for all qualifying farm workers, make sure your file is saved in either .csv or xlsx format so the system can read it.

*Document

Choose File No file chosen

Cancel Upload

Return to Employee Listing

Figure 30: Error Messages

If successful, you will see the employee information uploaded in the Farm Employee Listing section. To edit any employee information, click on the employee’s first name.

Here, as with option 1, you may manually add additional employees, by selecting the “Add Farm Employee” button.

Once ready to submit the application, click on the “Review/Submit Application” button.

2024 and 2025 Test Farm

- An eligible farm employee is an individual who meets the definition of a farm laborer under Labor Law § 2 and who is employed by a farm employer in New York State.
- A general executive officer of the farm is not an eligible farm employee.
- If you are a licensed farm cidery or winery, special rules apply. Licensed farm wineries/cideries whose sale of wine/cider accounts for more than 50% of farm income may only claim the credit for eligible farm employees who are employed directly on the agricultural property. Tasting rooms do not qualify as agricultural property.
- Below is a list of eligible farm employees and their payroll information included in the Credit Application for the tax year above. Select an employee to see more details, such as their payroll information.
- There are two ways you can provide required eligible farm employee information for your certificate application:

- Option 1:** Enter each employee's information in the system manually (select "+ Add Farm Employee"), OR
- Option 2:** Download the formatted Excel spreadsheet (select "Download Template"), enter the information, and then upload the completed file (select "Upload Template").

Farm Employee Listing

+ Add Farm Employee
Download Template
Upload Template

First Name	Middle Initial	Last Name	Taxpayer ID Number
Test		Employee	###-##-6789

Previous
1
Next
1 - 1 of 1

Return to Farm Listing
View All Applications
Review/Submit Application
Add/Update PEO Documents

Figure 31: Review and Submit

Certificate Application – Summary and Attestation

Prior to submitting the application, review the information for accuracy. You will see a summary of all the information you have provided in your application including Farm Information, Professional Employer Organization (if any), Point of Contact, Tax

Information, Owners, and Representative (if any). There will also be a summary of the number of eligible farm workers and total eligible OT hours to verify. If any changes are needed, click on the “Review Details of Employees and Payroll” button and repeat required attestation steps.

Certificate Application - Summary and Attestation

Farm Information
 Legal Name of Farm: Test Farm
 DBA or Common Name of Farm:

Professional Employer Organization
 PEO Business Name : A Simple PEO
 PEO Contact Person : Simple Simply
 PEO Phone Number : 518-555-2122
 PEO Email Address : PEO@aol.com
 PEO Documents :

Point of Contact
 Contact First Name : Robert
 Middle Initial :
 Contact Last Name : Blake
 Contact Email Address : krotot120@icloud.com
 Contact Phone Number : 518-555-6789
 Contact Phone Ext :
 Contact Phone Type : Home Phone

Tax Information
 Employer Identification Number (EIN) Type : Individual
 Farm Employer Tax Identification Number : ##-##-0000
 Business Entity Type : Sole Proprietorship
 Tax Year Start Month : January

Owners
 Owner Type : Individual
 Name : Bob X Blake
 Owner SSN/EIN: ##-##-5555
 Percentage Of Ownership : 100.0000

Representative

Application for Credit
 Number of eligible farm workers included on application: 1
 Total eligible overtime hours included on application: 5.00
[Review Details of Employees and Payroll](#)

I HEREBY CERTIFY that: All information provided herein is true, accurate and complete. FURTHER, I HEREBY ACKNOWLEDGE AND AFFIRM that based on my review of the farm's current financial standing to date, I (farm employer) expect to meet the eligibility requirement of having federal gross income from farming that is at least two-thirds of the farm's federal gross income from all sources that exceeds thirty thousand dollars for the taxable year.

- I (farm employer) am aware of the serious implications regarding the information provided herein on my tax liability and that of the farm owners/partners/members/shareholders and further agree that it is my responsibility to consult with a tax professional as necessary.
- I (farm employer) am authorized to submit this application on behalf of the farm owners/partners/members/shareholders.
- I (farm employer) am responsible/liable for sharing the information provided in this application with all owners/partners/members/shareholders.
- If it is determined that the farm is eligible for a certificate, I (farm employer) am responsible for sharing the certificate with all owners/partners/members/shareholders so they can each request their credit from the New York State Department of Taxation and Finance.

[Return to Farm Listing](#) [View All Applications](#) [Submit Application for Certificate](#) [Return to Employee Listing](#)

Figure 32: Review and Attestation

If ready to proceed and submit, review the attestation and click on “Submit Application for Certificate” button. Wait for the screen to change.

When successful, the system will present the “Application Confirmation” screen.

2024 and 2025 Test Farm Credit Application

Application Confirmation

Your application for a Farm Employer Overtime Credit Certificate has been received by the New York State Department of Agriculture and Markets (the Department).

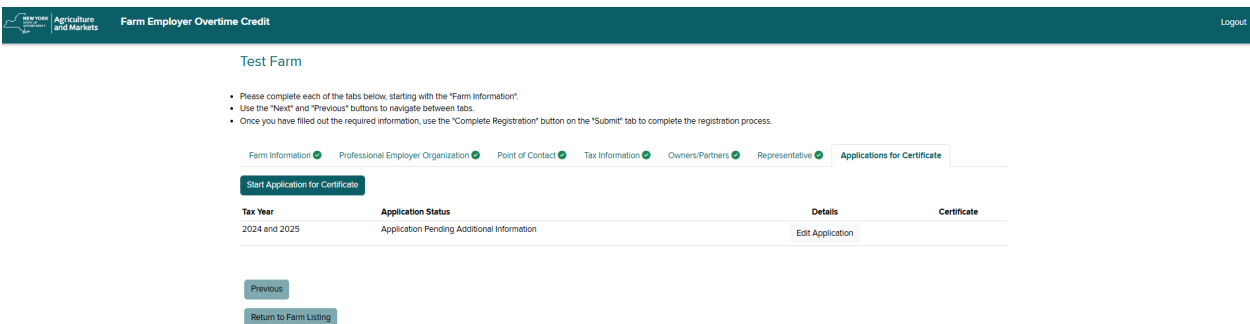
The Department will review your application and notify you via email regarding its determination and applicable next steps.

You may track the status of your application in the Farm Employer Overtime Credit online portal using the "Applications for Certificate" tab.

[Return to Farm Listing](#)
[View All Applications](#)

Figure 33: Application for Certificate Submitted Successfully

After your application has been submitted, you will eventually receive a follow-up email from AGM stating your application has been either approved, rejected, or is pending additional information. In the scenario where you receive notice that your application is pending, log back into the system, click "Farm Information" for your farm, click the "Applications for Certificate" tab, and then click "Edit Application" (see below screenshot). You will then be able to make the necessary revisions to your application as indicated in the email from AGM. Once all revisions have been made, click "Review/Submit Application", review the revised information on the "Certificate Application – Summary Attestation", and click the "Submit Application for Certificate" button.



Test Farm

- 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](#)
[Professional Employer Organization](#)
[Point of Contact](#)
[Tax Information](#)
[Owners/Partners](#)
[Representative](#)
[Applications for Certificate](#)

[Start Application for Certificate](#)

Tax Year	Application Status	Details	Certificate
2024 and 2025	Application Pending Additional Information	Edit Application	

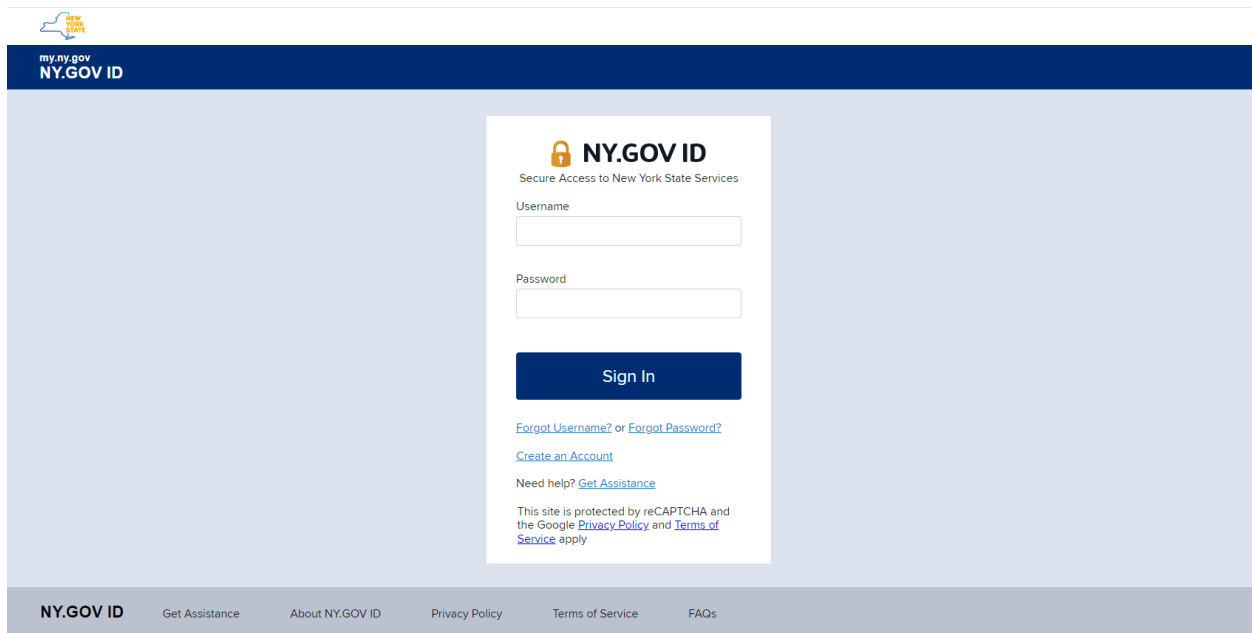
[Previous](#)
[Return to Farm Listing](#)

Figure 34: Application Pending Additional Information

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 screenshot shows the My.NY.gov Sign In Page. At the top left, there is a logo for the New York State Department of Agriculture and Markets. Below it, the text reads "my.ny.gov NY.GOV ID". 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, there are two input fields: "Username" and "Password". A blue "Sign In" button is positioned below the password field. Underneath the button, there are three links: "Forgot Username? or Forgot Password?", "Create an Account", and "Need help? Get Assistance". At the bottom of the white box, a disclaimer states: "This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply". The footer of the page contains the text "NY.GOV ID" followed by links for "Get Assistance", "About NY.GOV ID", "Privacy Policy", "Terms of Service", and "FAQs".

Figure 35: 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

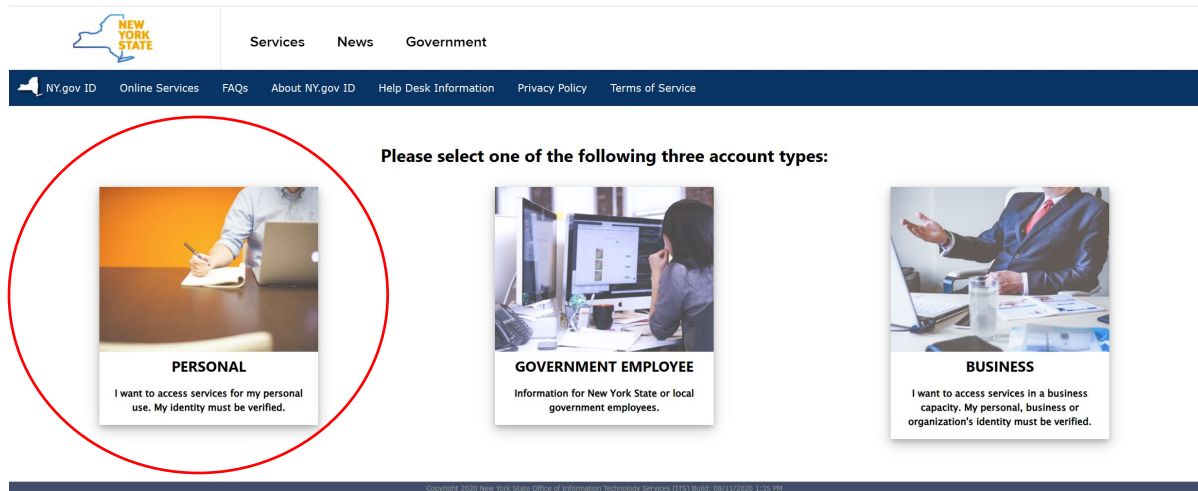


Figure 36: My.NY.gov Account Types

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

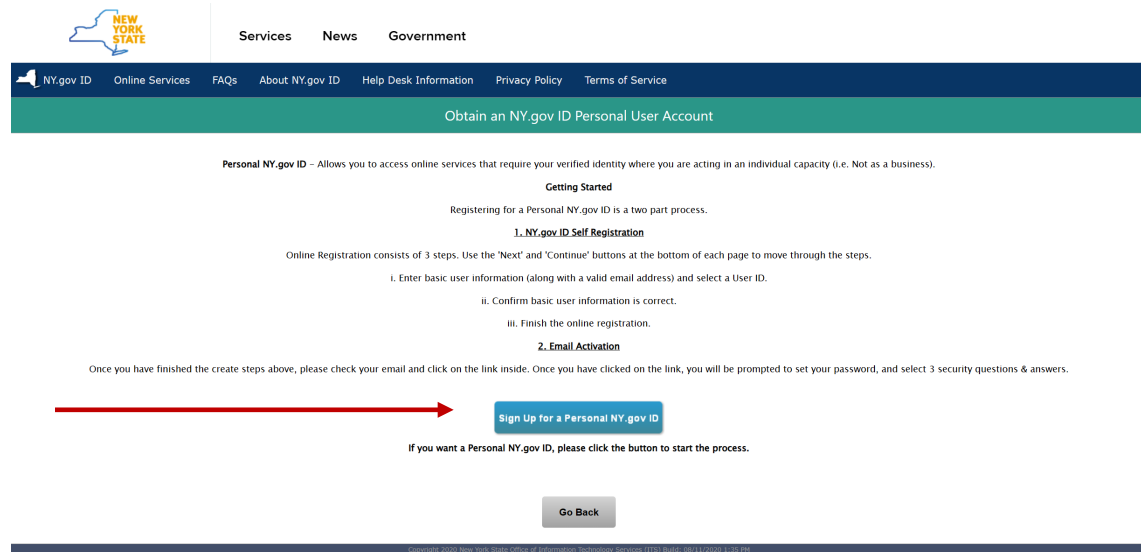


Figure 37: Obtain an NY.gov Personal User Account

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 38: 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)

[Back](#) [Continue](#)

Figure 39: My.NY.gov Personal Information Page

6. 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 40: My.NY.gov Review Page

7. 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 41: 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.

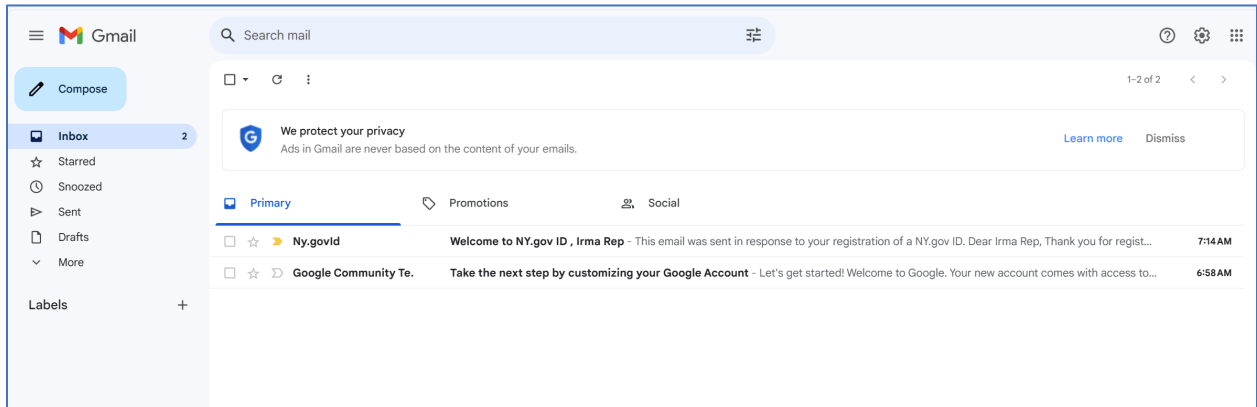


Figure 42: Example of a Gmail Inbox With Welcome Email

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

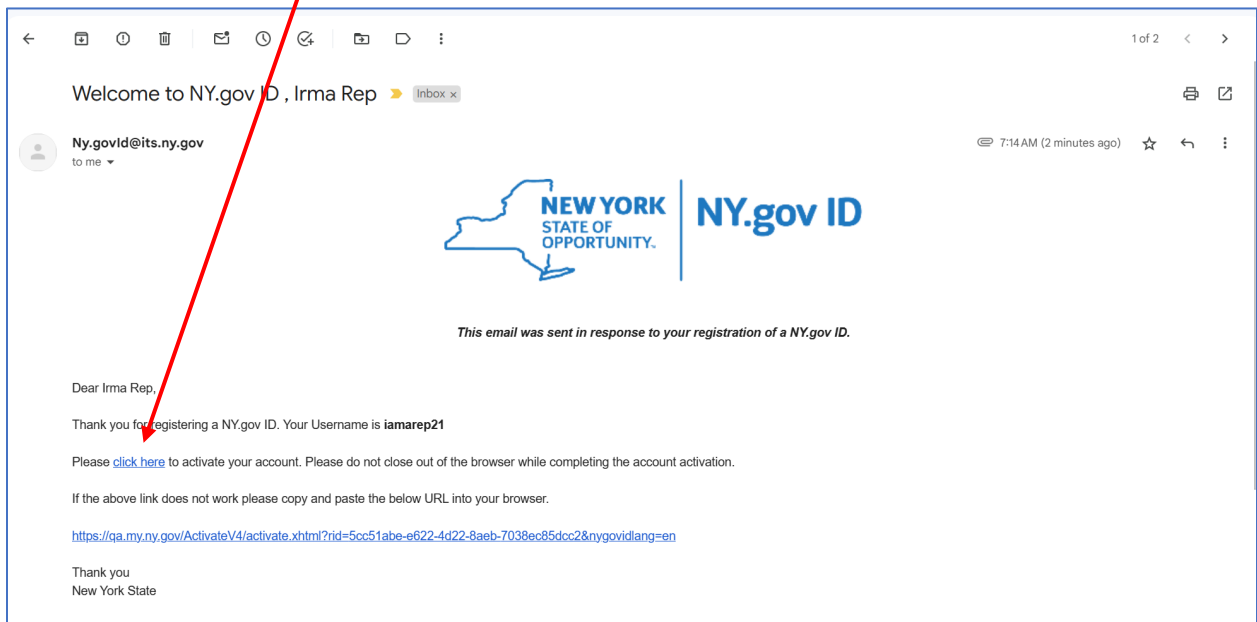


Figure 43: Welcome Email

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.

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 44: My.NY.gov Secret Questions

11. Next you'll create your password.

NY.gov ID Activation

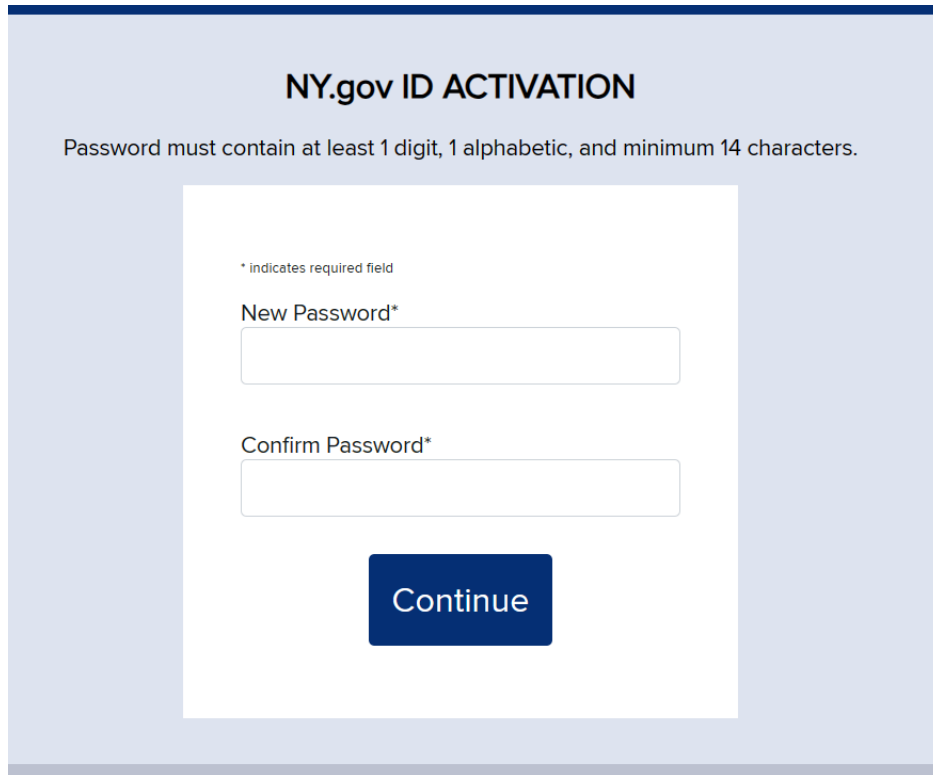
You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password.

Continue

About NY.GOV ID Privacy Policy Terms of Service FAQs

Figure 45: Set Password Prompt

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



NY.gov ID ACTIVATION

Password must contain at least 1 digit, 1 alphabetic, and minimum 14 characters.

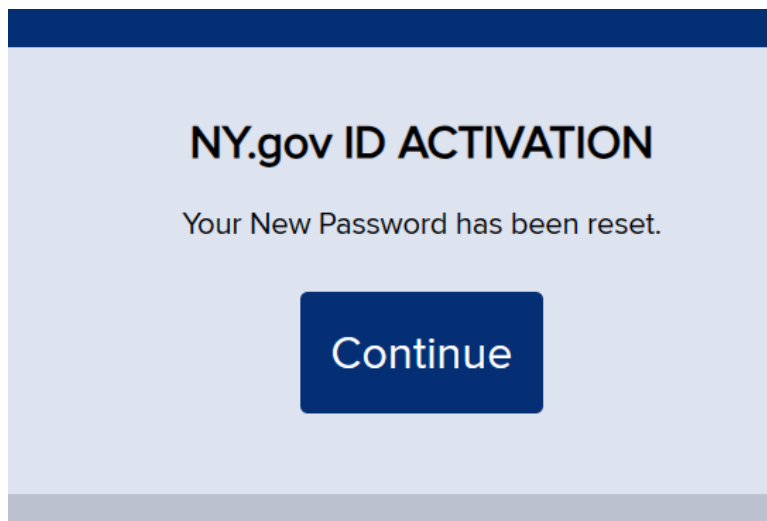
* indicates required field

New Password*

Confirm Password*

Continue

Figure 46: Set Your My.NY.gov Password



NY.gov ID ACTIVATION

Your New Password has been reset.

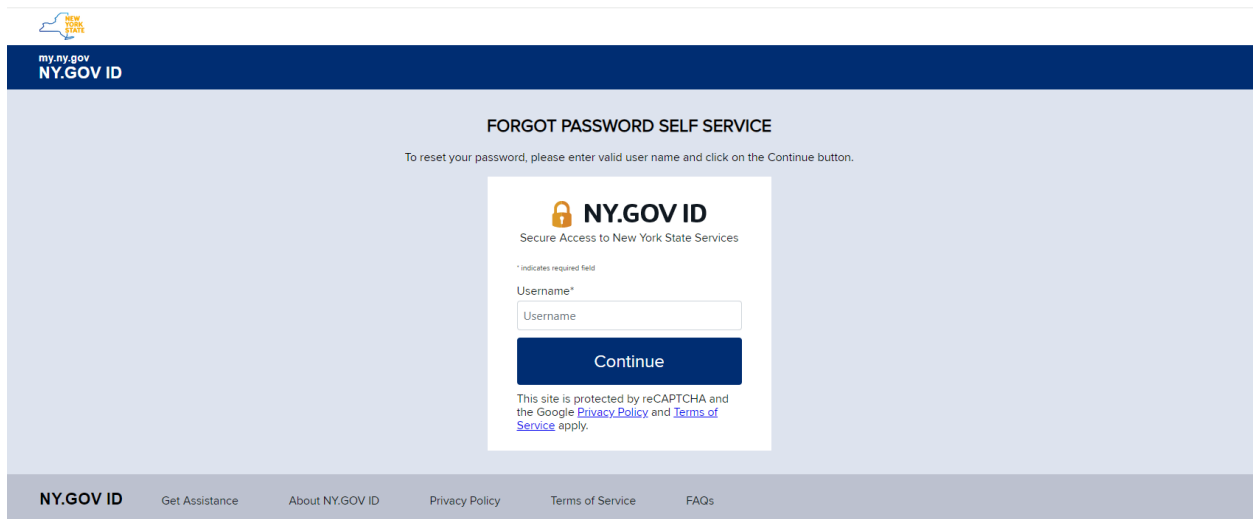
Continue

Figure 47: 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.

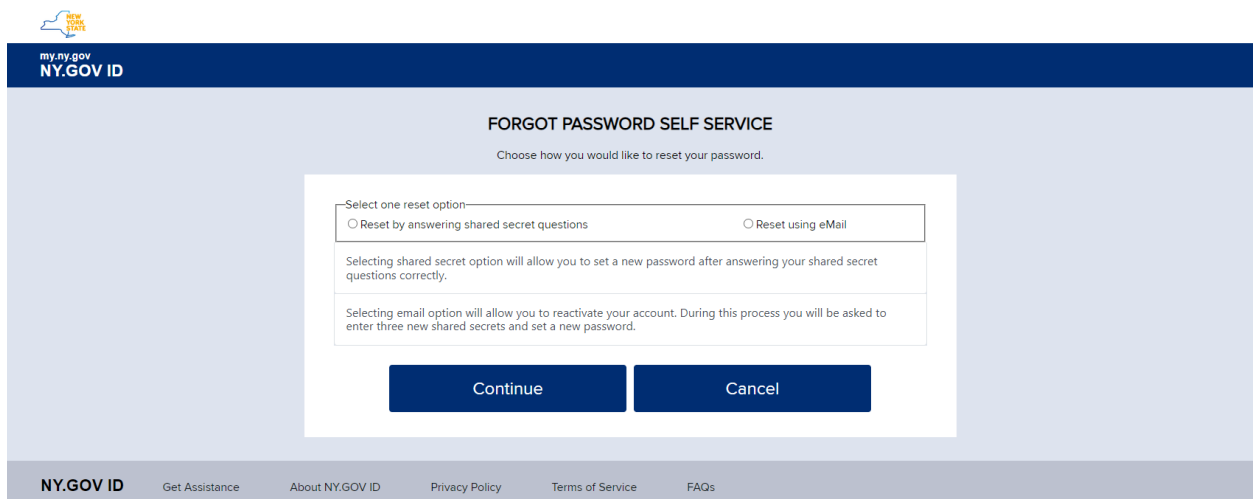
1. Go to My.NY.gov
2. Click on the Forgot Password link to access the Forgot Password Self Service
3. Enter your username and click the “Continue” button



The screenshot shows the 'FORGOT PASSWORD SELF SERVICE' page on My.NY.gov. The page header includes the New York State logo and 'my.ny.gov NY.GOV ID'. The main heading is 'FORGOT PASSWORD SELF SERVICE' with a sub-heading 'To reset your password, please enter valid user name and click on the Continue button.' Below this is a white form box with the 'NY.GOV ID' logo and the text 'Secure Access to New York State Services'. A note indicates that an asterisk (*) denotes a required field. The form contains a 'Username*' label and a text input field with 'Username' entered. A blue 'Continue' button is positioned below the input field. At the bottom of the form box, there is a disclaimer: 'This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.' The footer of the page contains navigation links: 'NY.GOV ID', 'Get Assistance', 'About NY.GOV ID', 'Privacy Policy', 'Terms of Service', and 'FAQs'.

Figure 48: 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 on My.NY.gov, specifically the 'Reset Method Selection' step. The page header is the same as in Figure 48. The main heading is 'FORGOT PASSWORD SELF SERVICE' with a sub-heading 'Choose how you would like to reset your password.' Below this is a white form box with the instruction 'Select one reset option—'. There are two radio button options: 'Reset by answering shared secret questions' and 'Reset using eMail'. Below the options, there are two paragraphs of explanatory text. The first paragraph states: 'Selecting shared secret option will allow you to set a new password after answering your shared secret questions correctly.' The second paragraph states: 'Selecting email option will allow you to reactivate your account. During this process you will be asked to enter three new shared secrets and set a new password.' At the bottom of the form box are two blue buttons: 'Continue' and 'Cancel'. The footer of the page is the same as in Figure 48.

Figure 49: 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.

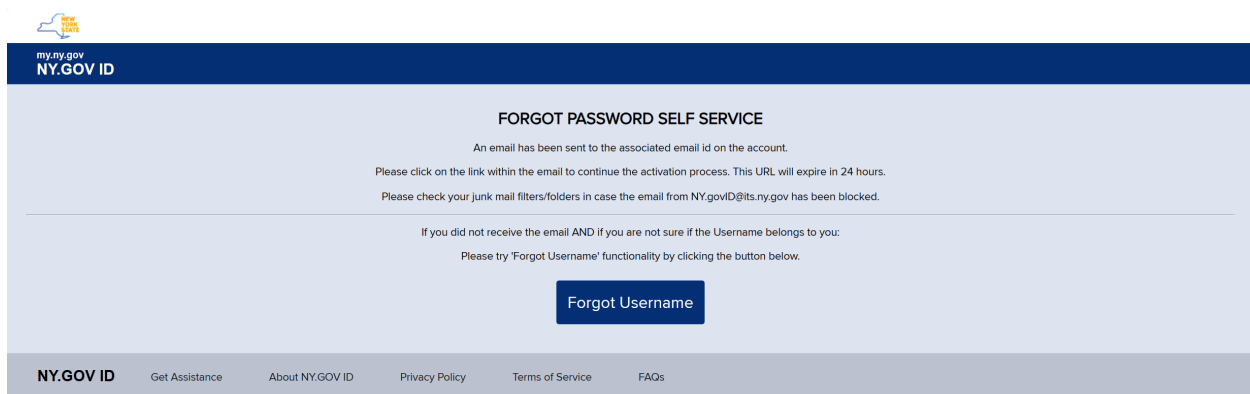


Figure 50: My.NY.gov Forgotten Password Self Service

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 51: 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

*Answer

*Confirm Answer

*Question 2

*Answer

*Confirm Answer

*Question 3


*Answer

*Confirm Answer

[Continue](#)

Figure 52: My.NY.gov Activation - Secret Questions

7. 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

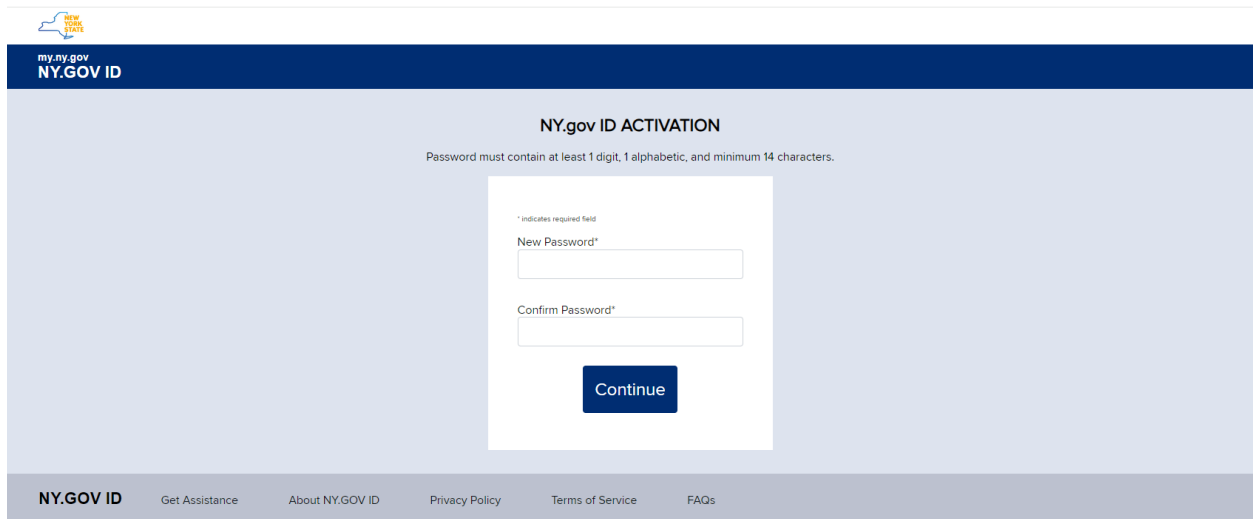
You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password.

[Continue](#)

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

Figure 53: My.NY.gov Activation - Set Password

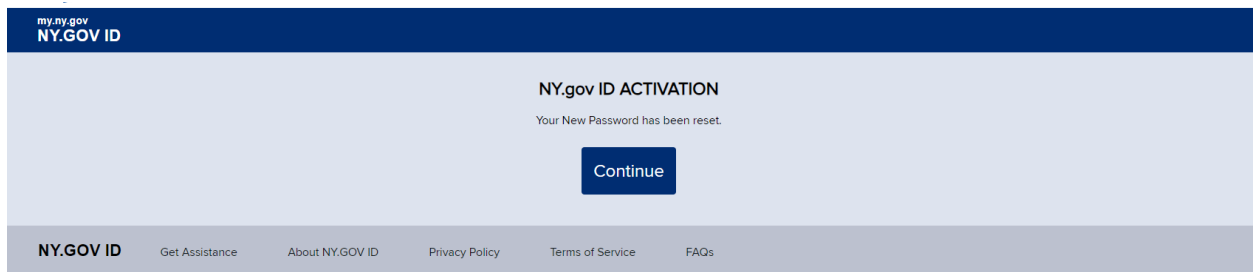
8. You will be prompted to set a new password. It cannot be the same as a previous password. It must contain at least one number and one letter and must be a minimum of 14 characters for security purposes. You can use special characters.



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.' The form contains two input fields: 'New Password*' and 'Confirm Password*', both with asterisks indicating they are required. A blue 'Continue' button is positioned below the second field. At the bottom, a navigation bar includes 'NY.GOV ID', 'Get Assistance', 'About NY.GOV ID', 'Privacy Policy', 'Terms of Service', and 'FAQs'.

Figure 54: 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 blue 'Continue' button is centered on the page. At the bottom, a navigation bar includes 'NY.GOV ID', 'Get Assistance', 'About NY.GOV ID', 'Privacy Policy', 'Terms of Service', and 'FAQs'.

Figure 55: 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.

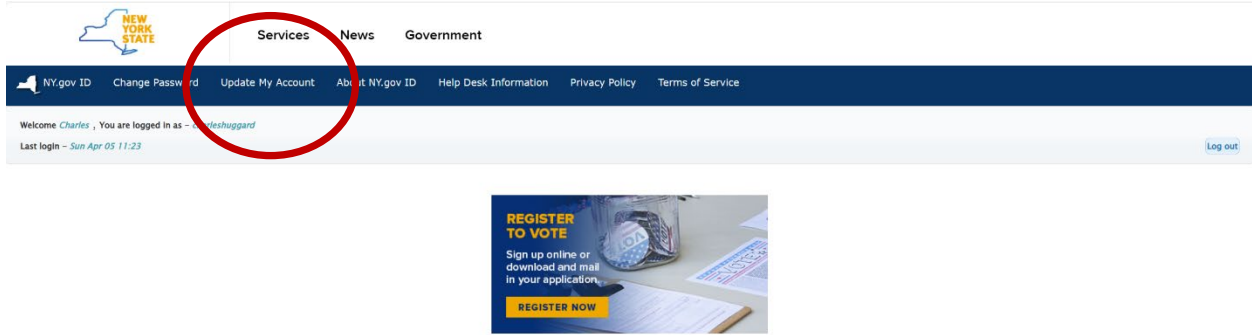


Figure 56: My.NY.gov Dashboard Showing Update My Account

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

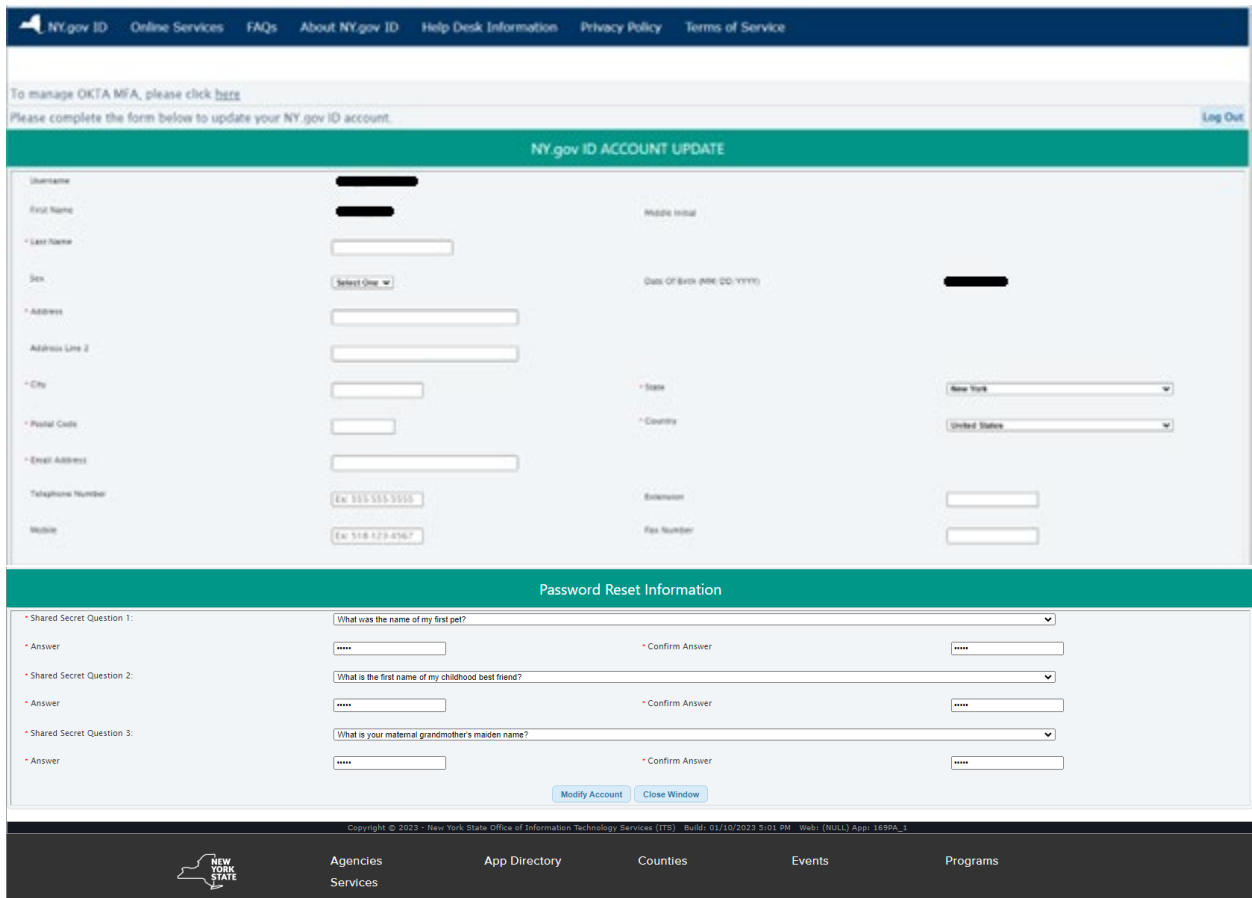
The image shows the 'NY.gov ID ACCOUNT UPDATE' form. It includes fields for Username, First Name, Middle Initial, Last Name, Sex, Date of Birth (MM/DD/YYYY), Address (Address Line 1, Address Line 2), City, State, Postal Code, Country, Email Address, Telephone Number, and Mobile. Below the form is a 'Password Reset Information' section with three shared secret questions and their corresponding answers. At the bottom, there are 'Modify Account' and 'Close Window' buttons. The footer contains copyright information and navigation links for Agencies, App Directory, Counties, Events, and Programs.

Figure 57: My.NY.gov Account

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:

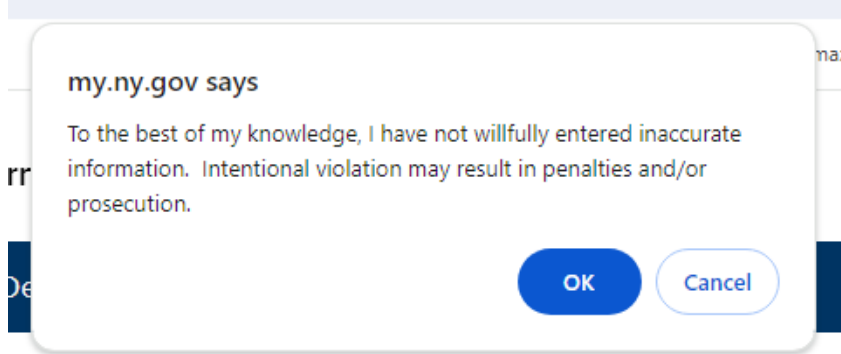


Figure 58: Attestation

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

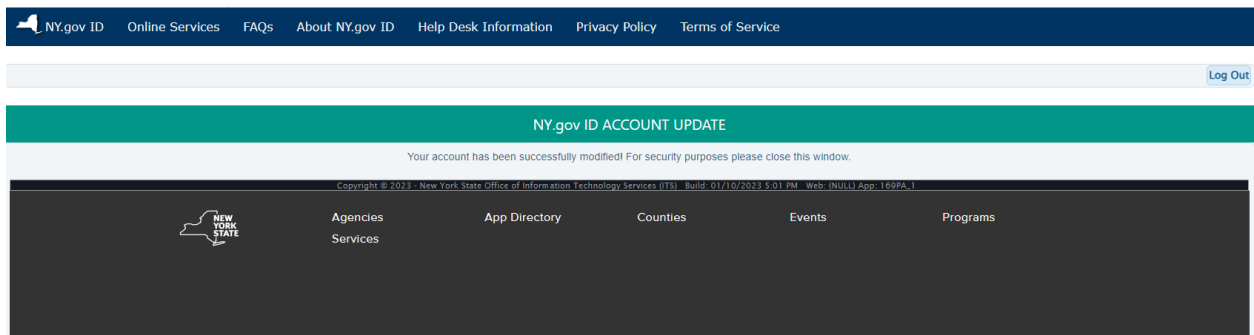


Figure 59: My.NY.gov Account Update Confirmation