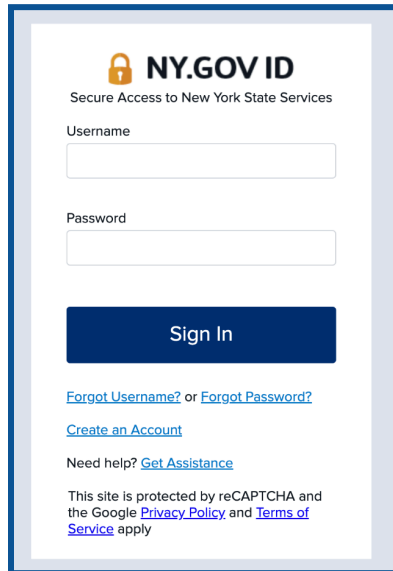


How to Create a “my.ny.gov” ID Account

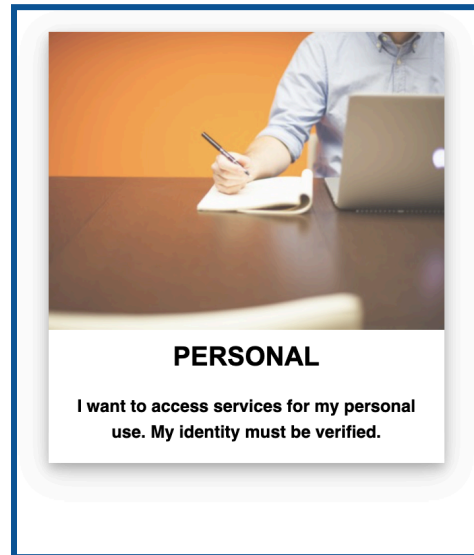
This user guide shows the steps to sign up for a new personal “my.ny.gov” ID account.

Sign up and create a username

1. Go to the URL: <http://my.ny.gov>
2. Click on the Create an Account button. Click on Personal.

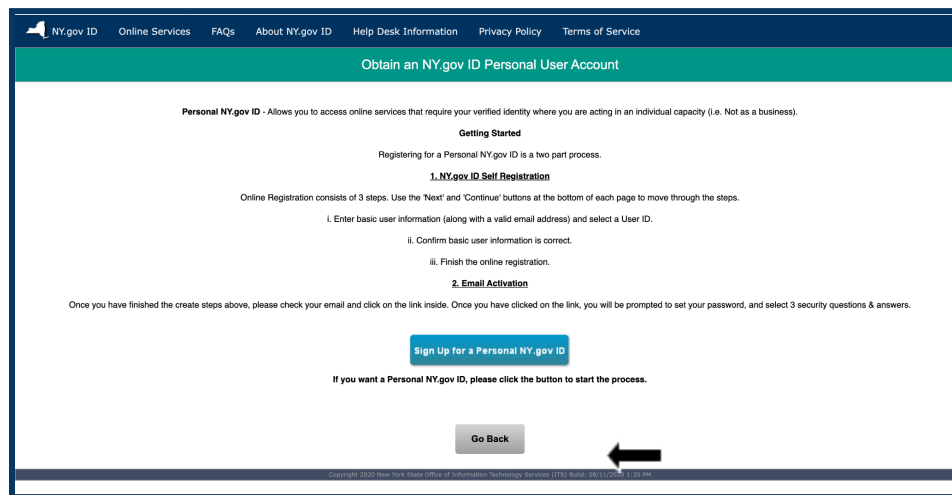


The screenshot shows the NY.GOV ID login interface. At the top, there is a lock icon and the text "NY.GOV ID" followed by "Secure Access to New York State Services". Below this are two input fields: "Username" and "Password". A blue "Sign In" button is positioned below the password field. At the bottom, there are links for "Forgot Username? or Forgot Password?", "Create an Account", and "Need help? Get Assistance". A disclaimer at the very bottom states that the site is protected by reCAPTCHA and that Google's Privacy Policy and Terms of Service apply.



The screenshot displays a selection screen for account types. It features a background image of a person writing in a notebook. Overlaid on the image is a white box with the word "PERSONAL" in bold. Below this, the text reads: "I want to access services for my personal use. My identity must be verified."

3. Click the Sign up for a Personal NY.gov ID button.



This screenshot shows the registration page titled "Obtain an NY.gov ID Personal User Account". The page explains that a Personal NY.gov ID allows access to online services requiring verified identity for individual use. It outlines a two-step process: "Getting Started" (registering) and "Email Activation". The "Getting Started" section lists three steps: 1. NY.gov ID Self Registration, which involves entering basic user information, confirming it, and finishing registration; and 2. Email Activation, which involves checking email and setting a password and security questions. A prominent blue button labeled "Sign Up for a Personal NY.gov ID" is shown. Below it, a "Go Back" button is visible, with a black arrow pointing to it from the right.

4. Under Account Information **type in your First Name, Last Name, and email address and mobile phone number.**

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)*

5. **Type in a preferred username and click Continue.** If the username is available, you can continue with the next step. If it is not, type in a new username until one becomes available.

Create a Username

Continue

6. Under Personal Information **type in your Address and Date of Birth** and then **click Continue**.

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 ←

7. **Review your information and click the Create Account** button once you have confirmed the information.

Review Your Information

Use the back button if any edits are needed.

Username:

First Name:

Last Name:

Email:

Mobile Phone Number:

Date of Birth (MM/DD/YYYY):

Residential Address

Street Address:

Apt, suite, floor, etc:

City:

State:

Zip Code:

Back Create Account ←

Activate your new account and verify email address

8. **Go check your email for the activation email message.** Open the message with the subject: *Welcome to NY.gov ID*, from the sender *NY.govid@its.ny.gov*. If you do not see it in your inbox, check your spam or junk folder.

9. Select the “**Click Here**” link to continue the account activation process.



10. **After that, you will be prompted to create three secret questions and answers** at the NY.gov ID activation page.

11. **Click on the Continue button to proceed.**

A screenshot of the 'NY.gov ID activation' page. The page has a green header with the text 'NY.gov ID activation'. Below the header, it says 'Thanks for signing up! You are now ready to activate your NY.gov ID. During this process, you must: • Set 3 valid secret questions and answers. • Set a new password.' The main section is titled 'Secret Questions' and contains three questions, each with an answer field and a confirm answer field. The questions are: 1. 'What is your maternal grandmother's maiden name?' 2. 'What is the maiden name of your spouse's mother?' 3. 'What was the telephone number including area code that you had in your childhood? (eg. 555-555-1212)?' The 'Continue' button is at the bottom right, highlighted with a red box and a black arrow pointing to it.

12. Click on the Continue button



NY.gov ID activation

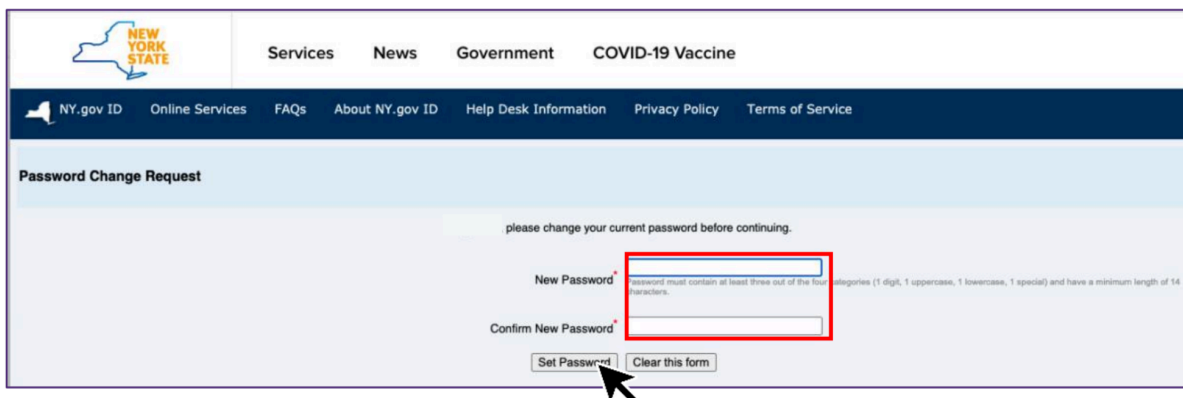
You successfully saved your questions and answers secret. Click the "Continue" button below to set your new password.

[Continue](#)

An arrow points to the "Continue" button.

Set a new password

13. Enter a new password in the New Password and Confirm fields. The password must contain at least three of the four categories (1 digit, 1 uppercase, 1 lowercase, 1 special) and have a **minimum length of 14 characters**.



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Password Change Request

please change your current password before continuing.

New Password* Password must contain at least three out of the four categories (1 digit, 1 uppercase, 1 lowercase, 1 special) and have a minimum length of 14 characters.

Confirm New Password*

[Set Password](#) [Clear this form](#)

An arrow points to the "Set Password" button.

14. Click on the Continue button. You have successfully activated your NY.gov Id!



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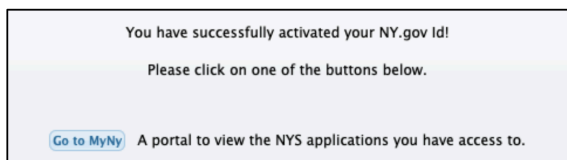
Password Change Information

your new password has been set.

Use this new password the next time you log into your account.

[CONTINUE](#)

An arrow points to the "CONTINUE" button.



You have successfully activated your NY.gov Id!

Please click on one of the buttons below.

[Go to MyNy](#) A portal to view the NYS applications you have access to.