Create a My NY.gov ID Account

1. Go to the URL: http://my.ny.gov. Or, click on the Register button under Step One on the Child Care Stabilization website at: https://ocfs.ny.gov/childcare-stabilization.
2. Click on the Don’t have an Account button.
3. Click on Personal from one of the following three account types.

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

5. Type in your First Name, Last Name and email address under User Information.
6. Create a Username. **Type in a username** and **click the Find Out** button to ensure it is available to use. If it is not, type in a new username until one becomes available.
7. **Check the box** next to, *I'm not a robot.*
8. **Click the Create Account** button.

**Information and Email Confirmation**

1. **Click the Continue** button once you have confirmed the information.

2. **Click on the Finish button. Go check your email** for the activation email message.
3. In your email, **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.

4. **Click on the Click Here** link to activate your my NY.gov ID account.

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3 **NY.gov ID Activation: Security Questions and Password**

1. **Create three secret questions** and answers at the NY.gov ID activation page.
2. **Click on the Continue** button to proceed and **click on Continue** again.
3. **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.

4. **Click on the Set Password** button.

5. **Click on the Continue** button. Your My NY.gov ID account has been set up!

4. **Return to the Child Care Stabilization Grant Website**

   1. **Go to the URL:** [https://ocfs.ny.gov/childcare-stabilization](https://ocfs.ny.gov/childcare-stabilization) to apply for the grant.