

## Instructions for Completing On-Line Entry

**Step 1:** Access <https://sbp.ocfs.ny.gov/nyepay/> via the internet. This brings up a purple screen with NYEPAY in the top left corner.

**Step 2:** To create your account, follow the directions under New User and click the “sign up” button.

**Step 3:** From the drop-down box, select the county that issues your subsidy payment. Enter your Vendor ID number and your date of birth using the mm/dd/yyyy format. Click the “submit” button.

**Step 4:** The next page that appears will read “Welcome” with your name across the top. If the name shown is not yours, click the “click here” button and start again.

**Step 5:** Create a login name (this must be at least six characters long but no more than 15 and must have at least one letter). Then create a password (this must be 8-15 characters with at least one uppercase letter, one lowercase letter, one number and one special character). You will need to enter your password a second time to confirm it. Please keep your login name and password in a secure location as you will use these each time you enter NYePay to check your account.

Enter your email address, then enter it again in the “confirm email address” box.

Choose a security question from the drop-down list provided. Enter your answer to the security question. Please make a note of your security question and your answer, as they will be used to verify your identity if you need to call for assistance on your account.

Enter your phone number. This is helpful if there are any problems on your account and we need to contact you. Then click the “submit” button. This brings up a screen with a large red Debit Card and a blue check with Direct Deposit.

**Step 6:** If you choose the debit card option, just click the button that says “Debit Card.” This will bring up a screen asking you to confirm your selection by clicking the “save” button. You are finished.

If you wish to select direct deposit, click the button that says “Direct Deposit.” This brings up a screen requesting your banking information. There is a picture of a check that shows you where the routing and account numbers are located on your check. Enter your bank name. Using the drop-down arrow, select the name on the account. This should be your name. Enter the bank routing number using the check pictured as your guide. Confirm the routing number by entering it in the second box. Enter the bank account number using the check pictured as your guide. Confirm the account number by entering it into the second box.

Click on the small box under the “authorization” section, then click the “save” button. You will get a red message across the top of the form that reads “Your record was successfully saved.”

**Step 7:** You have completed the registration process and you can close out the program.