

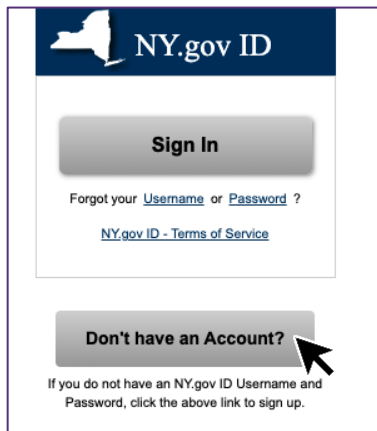
How to Create a “my.ny.gov” ID Account

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

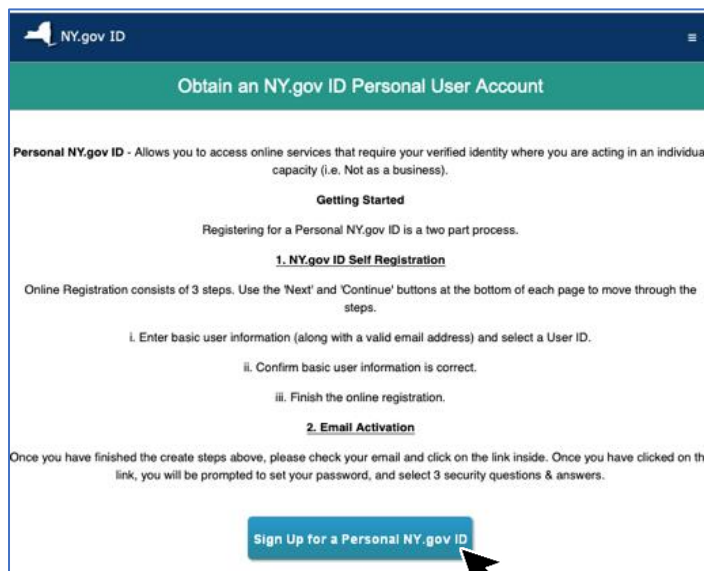
- [Sign up and create a username](#)
- [Activate your new account and verify email address](#)
- [Set up three secret security questions](#)
- [Set a new password](#)

Sign up and create a username

1. Go to the URL: <http://my.ny.gov>.
2. Click on the **Don't have an Account** button. Click on **Personal**.



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





- Under User Information **type in your First Name, Last Name, and email address.**

NY.gov ID SELF REGISTRATION

First Name*

Last Name*

Email address is needed for password recovery.

Email*

Confirm Email*

- Type in a preferred username** and **click Find Out** to see if the username is available. If it is not, type in a new username until one becomes available.
- Check the box** next to, *I'm not a robot* and verify the reCAPTCHA.
- Click the Create an Account** button.

Username must be at least 4 characters long, can be up to 128, and must be unique. Must contain only alphanumeric characters. @ - _ and . may also be included. Do NOT use spaces.

Username* Username is available

Captcha

I'm not a robot

RECAPTCHA

Create Account

Step 1 of 3

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

NY.gov ID SELF REGISTRATION

Before you continue, please check the information below. If any information needs to be corrected, please click on the "Back" button below and make the necessary corrections.

First Name: First Name
Last Name: Last Name
Email: myemail@***.com
Username: Username

Back Continue

Step 2 of 3

- Click on the Finish** button. **Go check your email** for the activation email message.

NY.gov ID SELF REGISTRATION

An activation email has been sent to -

Please check your email and click on the link inside. Once you have clicked on that link, you will be prompted to set your password, and select 3 security questions & answers.

If you do not click on the link within 48 hours, you will be required to come back to this website and re-register your account. Please check your junk mail filters/folders in case the activation email gets blocked.

Finish

Step 3 of 3



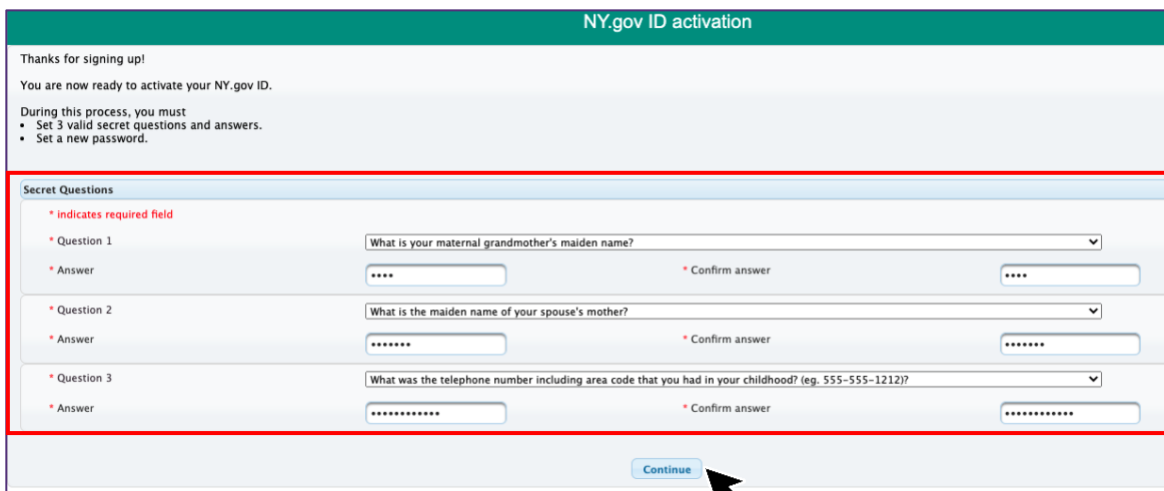
Activate your new account and verify email address

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



Setup three secret security questions

- Create three secret questions and answers** at the NY.gov ID activation page.
- Click on the Continue** button to proceed.



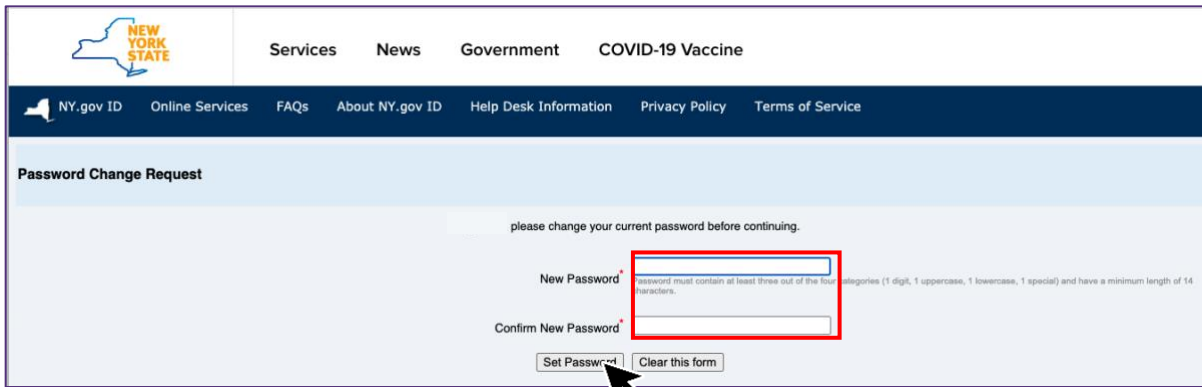
14. Click on the **Continue** button.



Set a new password

15. 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*.

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



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

