



Quick Reference Guide to the FDS Online Filing System

NY.gov ID Account

You must have a NY.gov ID account to access JCOPE's Financial Disclosure Statement ("FDS") Online Filing System. If your agency has not provided you with an account, you may create a personal account:

- Go to <http://my.ny.gov> and click on "Don't have an account?"
- Click on the "Personal" button
- Click on the "Sign Up for Personal NY.gov ID" button
- Create a username and password by following the prompts

Once you create a username, **please email the username to ethel@jcope.ny.gov**. We will link your NY.gov ID account to the JCOPE FDS Online Filing System and send you a notification by email that you have been provided with access to the online filing system.

Forgotten Password/User ID

On the NY.gov sign-in screen, select "Forgot your Username or Password?" to retrieve your information.

Locked Account

If you lock yourself out of your account, try the Forgotten Password Option before contacting NY.gov.

Contacting NY.gov

For help accessing your NY.gov ID account, please contact:

NYS ITS Enterprise Service Desk Phone at (800) 697-1323 or fixit@its.ny.gov.

SUNY Employees ONLY

For help accessing your online account through the SUNY Portal, please contact:

SUNY Help Desk at (518) 320-1208 or helpdesk@suny.edu.

System Requirements

To access the FDS Online Filing System, you must use the following browsers:

- **Internet Explorer** – version 10 or higher
- **Firefox** – most updated version

Navigation Instructions

For help with navigating JCOPE's FDS Online Filing System, please refer to the instructions located on JCOPE's website at <http://www.jcope.ny.gov/fds.html>.

Filing Receipt

Once your Dashboard on the FDS Online Filing System shows "FILED" next to the filing year, you will receive a notification by email that JCOPE has received your filing. Please keep this email for your records.

Filing Status

- **"In Progress"** form started but not completed or submitted
- **"Filed"** filing complete and submitted
- **"Delinquent"** filing has not been completed or submitted