

## STEP 1: How to access the JCOPE Lobbying Application if you already have an NY.gov ID account

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These instructions are for filers that already have a personal NY.gov ID account. If you do not have an NY.gov ID account, please refer to the instructions titled: “**Step 1: How to Create a NY.gov ID Account using the JCOPE Enrollment Link.**”

The JCOPE enrollment link is a **one-time process** that allows those with an existing NY.gov ID account to access the JCOPE Lobbying Application. Once your NY.gov ID account has been verified, you will be redirected to the JCOPE Lobbying Application to create your new User Profile.

1. Go to <https://webapps.jcope.ny.gov/enrollment> and select the ‘**Yes**’ radio button.
2. Enter your NY.gov ‘**Username**’ and the email address you used to create your NY.gov ID account in the ‘**Registered Email**’ field.
3. If you forget your NY.gov ID account Username, click the blue ‘**Forgot Username**’ hyperlink to be directed to the NY.gov Forgot Username Self Service page.
4. Click ‘**Verify User**’.

The screenshot shows the 'Lobbying Registration Application Enrollment' page. At the top left is the New York State seal and the text 'New York State Joint Commission on Public Ethics'. Below this is a grey header bar with the text 'Lobbying Registration Application Enrollment'. The main content area contains the question 'Do you have an existing account at my.ny.gov?' with radio buttons for 'Yes' (selected) and 'No'. Below this are two input fields: 'NY.GOV Username:\*' and 'Registered Email:\*'. A blue link 'Forgot username?' is positioned to the right of the Username field. At the bottom left is a blue button labeled 'Verify User'.

5. Once your account has been successfully verified, click the **'here'** hyperlink to be directed to the NY.gov ID sign-in page.

 **New York State**  
**Joint Commission on Public Ethics**

**Lobbying Registration Application Enrollment**

Account verified. Click [here](#) to Proceed to the Lobbying Application

Do you have an existing account at my.ny.gov?

Yes  No

NY.GOV Username:

Registered Email:

**Verify User**

6. Enter the **'Username'** and **'Password'** used when creating your NY.gov ID and click **'Sign In'** to be directed to the JCOPE Lobbying Application.

Please login after reading the Acceptable Use Policy below



Username:

Password:

**Sign In**

Forgot your [Username](#) or [Password](#)

[NY.gov ID - Terms of Service](#)

7. For assistance in creating your new User Profile, refer to the instructions titled: ***"Step 2: How to create your User profile in Lobbying Application."***