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

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

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.

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.”