

## STEP 1: How to Create a NY.gov ID Account using the JCOPE Enrollment Link



These instructions are for filers that have not created a personal NY.gov ID account. If you have an existing NY.gov ID account, please refer to the following instructions: **“Step 1: How to access the JCOPE Lobbying Application if you already have an NY.gov ID Account”**.

The JCOPE enrollment link is a **one-time process** that allows you to simultaneously create an NY.gov ID account and access the JCOPE Lobbying Application. Once your NY.gov ID account has been created, you will be redirected to the JCOPE Lobbying Application and create your new user profile.

1. Go to <https://webapps.icope.ny.gov/enrollment>
2. Select the **“No”** radio button if you do not have an existing NY.gov ID

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

Lobbying Registration Application Enrollment

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

Yes  No

Create New Account

Desired Username:\*

Temporary Password:\*

Confirm Password:\*

First Name:\*

Last Name:\*

Middle Initial:

Email:\*

**Add User**

3. Enter the required information. To create a new account, enter the **‘Desired Username’** and **‘Temporary Password’** in the text fields. If your desired Username has already been taken, an error message will display, and you will be given the opportunity to select a different Username.



**Username requirements:** Usernames must be at least four characters long, contain alphanumeric characters only, and must be unique. The following symbols may also be used: hyphen, underscore, @, and period. **DO NOT USE SPACES.**

**Password considerations:** Please use a temporary password such as *Password123* in the 'Desired Password' field. As a security measure, you will be required to create a new 'Desired' password once you have successfully created your account.

4. Re-enter your temporary password in the '**Confirm Password**' text box.
5. Enter your **First Name, Last Name, Middle Initial** (optional), and **Email address**. Do **NOT** use an email address that is accessed by multiple people; use an email address that is unique to you.
6. Write down your '**Username**' and temporary password as you will be asked to re-enter this information again.
7. Click '**Add User**' to create a new account.
8. Click the '**here**' hyperlink once your account has been successfully created. You will be redirected to the my.ny.gov homepage prior to accessing the Lobbying Application.



 **New York State  
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**Lobbying Registration Application Enrollment**

**Account created successfully - Click [here](#) to Proceed to the Lobbying Application**

**Create New Account**

**Desired Username:**

**Desired Password:**

9. Enter the '**Username**' and '**Password**' used when creating your NY.gov ID and click '**Sign In**'.



Please login after reading the Acceptable Use Policy below

 **NY.gov ID**

**Username:**

**Password:**

**Sign In**

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

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

[Agency Assistance & Contact Information](#)

10. Enter your '**Old or Temporary Password**'.

11. Select a **'New Password'** and re-enter your new password in the **'Confirm New Password'** text box as indicated. This password will be the password used to log into the JCOPE Lobbying Application going forward. Click **'Change Password'** to save changes.

The screenshot shows the 'Password Change Request' page. At the top, there is a dark blue navigation bar with links: NY.gov ID, Online Services, FAQs, About NY.gov ID, Help Desk Information, Privacy Policy, and Terms of Service. Below the navigation bar, the page title is 'Password Change Request'. The main content area has a light blue background and contains the following text: 'Testfiler03 , please change your current password before continuing.' Below this text are three text input fields: 'Old or Temporary Password', 'New Password', and 'Confirm New Password'. The 'New Password' field has a small note below it: 'Minimum 8 characters with at least 3 letters and 1 number.' At the bottom of the form, there are two buttons: 'Change Password' (highlighted with a red box) and 'Clear this form'.

12. Click **'Continue'** to save changes.

The screenshot shows the 'Password Change Information' page. At the top, there is a navigation bar with the New York State logo and links: Services, News, Government, and Local. Below this, there is a dark blue navigation bar with links: NY.gov ID, Online Services, FAQs, About NY.gov ID, Help Desk Information, Privacy Policy, and Terms of Service. The page title is 'Password Change Information'. The main content area has a light blue background and contains the following text: 'Testfiler03 your new password has been set.' Below this text is the instruction: 'Use this new password the next time you log into your account.' At the bottom of the form, there is a single button: 'CONTINUE' (highlighted with a red box).

13. You will be required to select three security questions. The answers you provide will assist you in the event you forget your Username and/or Password and need to use the self-service Username and Password recovery function. Select your **'Shared Secret Questions'** from the drop down menu, and record your answer in both the **'Answer'** and **'Confirm Answer'** text fields.

14. Click **'Submit'** once you have completed answering your secret questions.

NY.gov ID Online Services FAQs About NY.gov ID Help Desk Information Privacy Policy Terms of Service

Log Out

Please keep your shared secrets confidential. If you ever need to change your answers, you can go to [NY.gov ID Self Administration](#)

In an effort to improve the security of your account, we are requiring that you reset your shared secret questions / answers

### Password Reset Information

Shared Secret 1

\* Question 1: What was the name of my first pet?

\* Answer  \* Confirm Answer

Shared Secret 2

\* Question 2: Who was your first employer?

\* Answer  \* Confirm Answer

Shared Secret 3

\* Question 3: What subject or class did you dislike the most in school?

\* Answer  \* Confirm Answer

15. Click **'Continue'** to be automatically directed to the new JCOPE Lobbying Application and create your new User Profile.

NEW YORK STATE

Services News Government Local

NY.gov ID Online Services FAQs About NY.gov ID Help Desk Information Privacy Policy Terms of Service

### NY.gov ID ACCOUNT UPDATE

Log Out

Your shared secrets have been successfully modified!

16. Refer to the following instructions for assistance in creating your new User Profile: ***"Step 2: How to create your user profile in LA"***