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.jcope.ny.gov/enrollment

2. Select the “No” radio button if you do not have an existing NY.gov ID

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.

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

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.

12. Click ‘**Continue**’ to save changes.

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.

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

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