



New York State Joint Commission on Public Ethics

540 Broadway, Albany, NY 12207

(P) 518-408-3976 * (F) 518- 474-6216 * (Email) helpdesk@jcope.ny.gov

What You Need to Know About Email Verification and Recertifying Individual User and Organization Profiles

All Individual Email addresses must be verified before Filers will be able to submit a Lobbyist Statement of Registration for the 2021-2022 Biennial Period. In addition, all Individual User Profiles and Organization Profiles must be recertified to ensure that they contain the most up-to-date and accurate information.

An Organization will **not** be able to submit filings until:

1. its Chief Administrative Officer (“CAO”) has verified his or her Email address; **and**
2. its Chief Administrative Officer (“CAO”) has recertified his or her Individual Profile; **and**
3. the Organization’s Profile has been recertified by either the Organization’s CAO or Delegated Administrator (“DA”).

Individual and Organization Profile Enhancements

- **All Individual (User) Email addresses must be verified** and **Individual User Profiles must be recertified** before the filer can gain access to [ICOPE’s Lobbying Application “LA”](#).
- LA will **NOT** allow any Organization to submit filings until **(1) the CAO has verified his or her Email address; (2) the CAO has recertified his or her Individual User Profile; and (3) the Organization ’s Profile has been recertified by its CAO or DA.**
- **Once an Individual (User) Email address is verified for the first time, filers will not have to verify their Email again unless:**
 - A Filer edits the Email address recorded in their Individual User Profile by either manually updating their User Profile or via the Email Verification screen; or
 - A Filer creates a NEW Individual User Profile.
- **The CAO and Preparer of an Organization *can no longer* use the same Email address.** To ensure the authenticity of each Individual Profile in LA, the CAO and Preparer cannot use the same Email address. Keep in mind the following:
 - A CAO may submit filings on behalf of their Organization; they do not need to be listed as an Authorized Preparer to submit filings.

- A CAO of an Organization that is a Lobbyist or Client is legally responsible for the veracity, accuracy, and timeliness of all filings submitted on behalf of the Organization to JCOPE. A Preparer is an individual assigned by an Organization to submit Filings on its behalf.
- **ALL Individual (CAO, DA, and Authorized Preparer) and Organization Profiles will require Recertification beginning in the 2021- 2022 Biennial Period.** To ensure that Profiles contain the most up-to-date information, every Individual and Organization Profile in LA must be reviewed and recertified by the Profile owner on a **yearly basis**. The ‘anniversary’ date for recertification is based on the date the Profile was last certified.
 - Individual Profiles must be recertified by the individual represented in the Profile.
 - Organization Profiles must be recertified by either the CAO listed in the Organization Profile or a DA.
 - Neither you nor your Organization will be able to utilize LA until **both** your User and Organization Profiles are recertified.



LA will NOT allow Filers to submit Filings on behalf of an Organization until the CAO listed on the Organization Profile verifies their Email address and recertifies the information listed in their User Profile.

Next Steps

If you are a Delegated Administrator who is NOT also the CAO of an Organization, we strongly encourage you to:

1. Instruct CAOs to verify if their log-in credentials (username and password) for LA are correct. **Please note:** JCOPE helpdesk cannot reset NY.gov passwords.
2. Request CAOs to verify their Email address and recertify their Individual User Profile since the CAO’s Individual ID number must be provided on an Organization’s Profile. An Organization **cannot** submit any filings until the CAO completes both steps. To identify a CAO, DA or Preparer, you must provide their Profile ID numbers.

PLEASE NOTE: A CAO, Delegated Administrator and Preparer must already have a **personal NY.gov ID account and** a verified User Profile in LA. The Individual’s numeric Profile ID, generated from a verified User Profile in LA, must be provided before they can be assigned a role within an Organization Profile. ***See screenshot on page 3 for an example of an Individual numeric ID.***

The screenshot shows a web interface titled "User Profile". On the left is a navigation menu with the following items: "Primary User Information" (highlighted in blue), "Affiliations", "History", "Profile Tickets", "My Organization(s)", and "Full Profile View". The main content area is titled "Primary User Information" and includes an "EDIT" button with a pencil icon. The profile data is as follows:

Individual ID 17337			
Last Name Doe	First Name Jane	Middle Name	Suffix
Title CAO			

Refer to Step 1: How to create an NY.gov ID account using the JCOPE Enrollment Link; and Step 2: How to create a new User Profile for detailed instructions on the JCOPE website.

Contact Us

If you have any questions about navigating the LA or for technical assistance, please contact the JCOPE Helpdesk at helpdesk@jcope.ny.gov or by phone at 518-474-3973.

For questions related to the:

- Lobbyist Statement of Registration – email us at registrations@jcope.ny.gov
- Bi-monthly and Disbursement of Public Monies Reports – email us at bimonthlies@jcope.ny.gov
- Client Semi-Annual Report and Source of Funding – email us at CSA@jcope.ny.gov
- Reportable Business Relationship Report – email us at discrepancies@jcope.ny.gov

To speak to the JCOPE Attorney of the Day, email them at legal@jcope.ny.gov or call the JCOPE Hotline at phone at 1-800-87-ETHICS (873-8442) and press '2'.

PLEASE NOTE: we anticipate experiencing a larger than normal call volume due to enhancements in the Lobbying Application, in addition to the start of a new biennial. The preferred method of contact is via the email addresses listed above. Emails are responded to in the order they are received. We appreciate your patience during this busy filing period.