

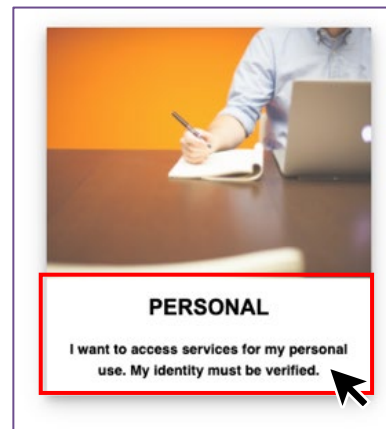
How to Create a “my.ny.gov” ID Account

This user guide shows the steps to sign up for a new personal “my.ny.gov” ID account.

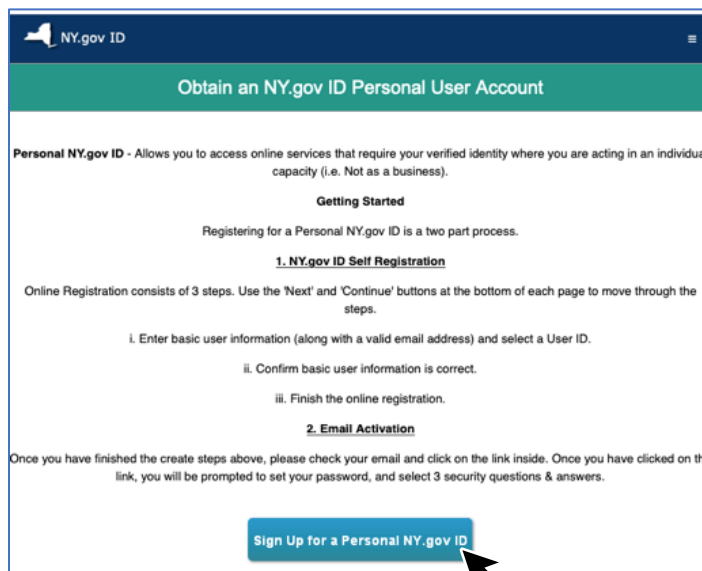
- [Sign up and create a username](#)
- [Activate your new account and verify email address](#)
- [Set up three secret security questions](#)
- [Set a new password](#)

Sign up and create a username

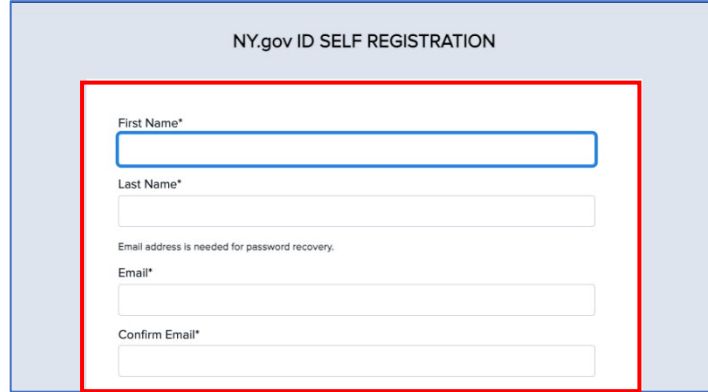
1. Go to the URL: <http://my.ny.gov>.
2. Click on the **Don't have an Account** button. Click on **Personal**.



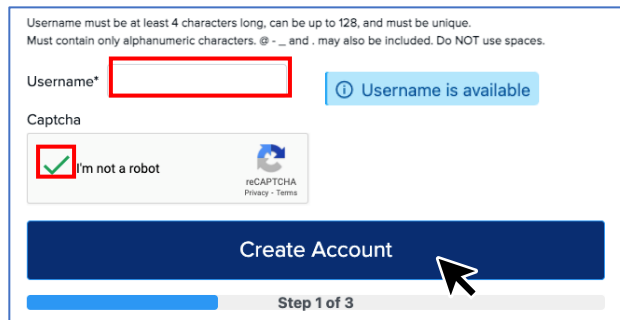
3. Click the **Sign up for a Personal NY.gov ID** button.



- Under User Information **type in your First Name, Last Name, and email address.**



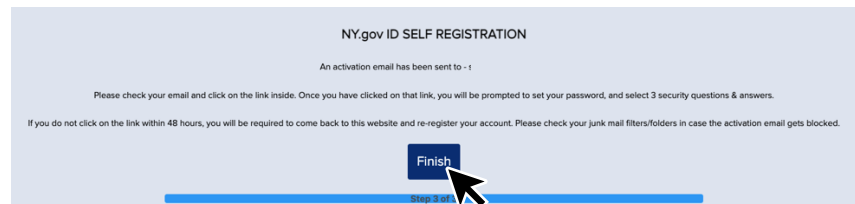
- Type in a preferred username** and **click Find Out** to see if the username is available. If it is not, type in a new username until one becomes available.
- Check the box** next to, *I'm not a robot* and verify the reCAPTCHA.
- Click the Create an Account** button.



- Click the Continue** button once you have confirmed the information.



- Click on the Finish** button. **Go check your email** for the activation email message.



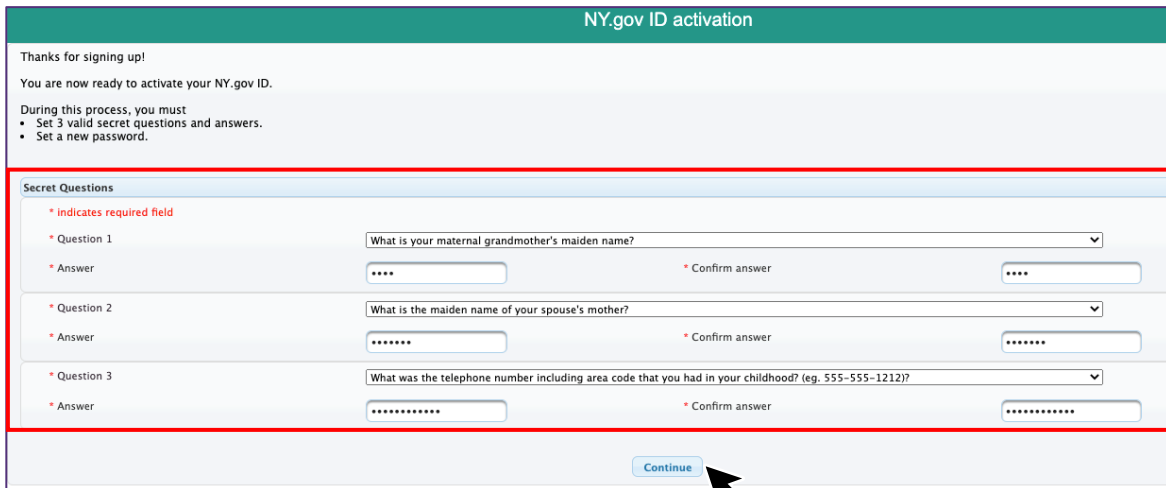
Activate your new account and verify email address

10. In your email, **open the message** with the subject: *Welcome to NY.gov ID*, from the sender *NY.govid@its.ny.gov*. If you do not see it in your inbox, check your spam or junk folder.
11. **Select the “Click Here” link** continue the account activation process.



Setup three secret security questions

12. **Create three secret questions and answers** at the NY.gov ID activation page.
13. **Click on the Continue** button to proceed.



The image shows a web form titled 'NY.gov ID activation'. It starts with 'Thanks for signing up!' and 'You are now ready to activate your NY.gov ID.' Below that, it says 'During this process, you must' followed by a list: 'Set 3 valid secret questions and answers.' and 'Set a new password.' The main section is 'Secret Questions'. It contains three rows, each with a question, an answer field, and a confirm answer field. The first question is 'What is your maternal grandmother's maiden name?'. The second is 'What is the maiden name of your spouse's mother?'. The third is 'What was the telephone number including area code that you had in your childhood? (eg. 555-555-1212)?'. A red box highlights the entire 'Secret Questions' section. At the bottom, there is a 'Continue' button with an arrow pointing to it.

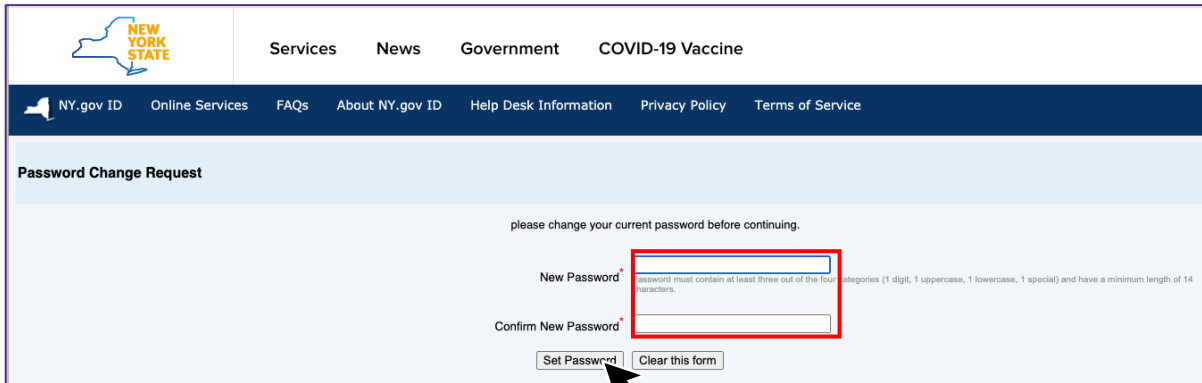
14. Click on the **Continue** button.



Set a new password

15. Enter a new password in the New Password and Confirm fields. The password must contain at least three of the four categories (1 digit, 1 uppercase, 1 lowercase, 1 special) and have a *minimum length of 14 characters*.

16. Click on the **Set Password** button.



17. Click on the **Continue** button. You have successfully activated your NY.gov Id!

