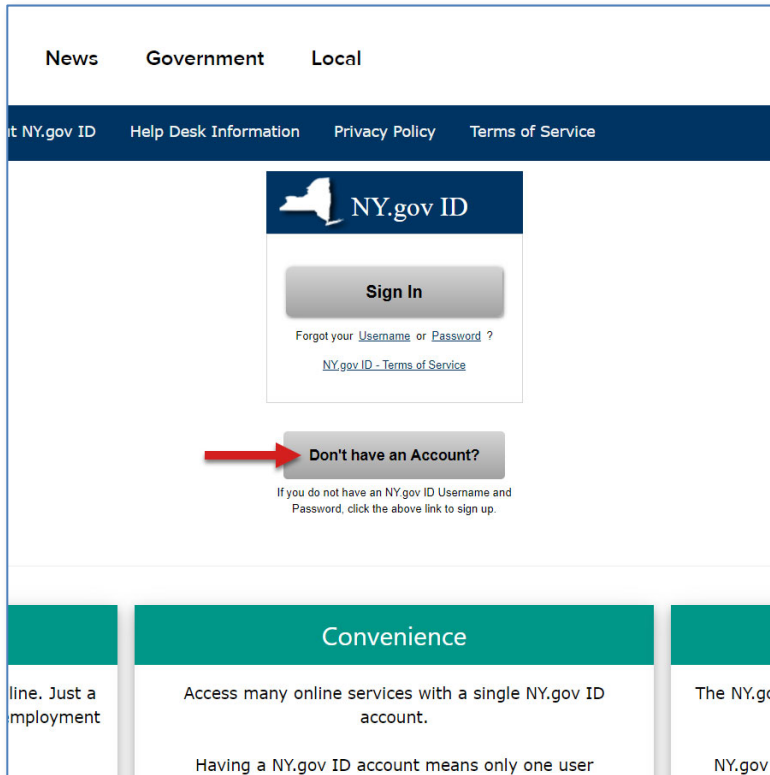


Instructions for creating an NY.Gov account and connecting to the New York State Electronic Certificate of Need (NYSE-CON) System

You will only need to do this once. The instructions must be followed carefully. Please read through the instructions below before attempting to create your new NY.gov account. If you have questions or need assistance, please send a message to nysecon@health.ny.gov or call the Bureau of Project Management at 518-402-0911.

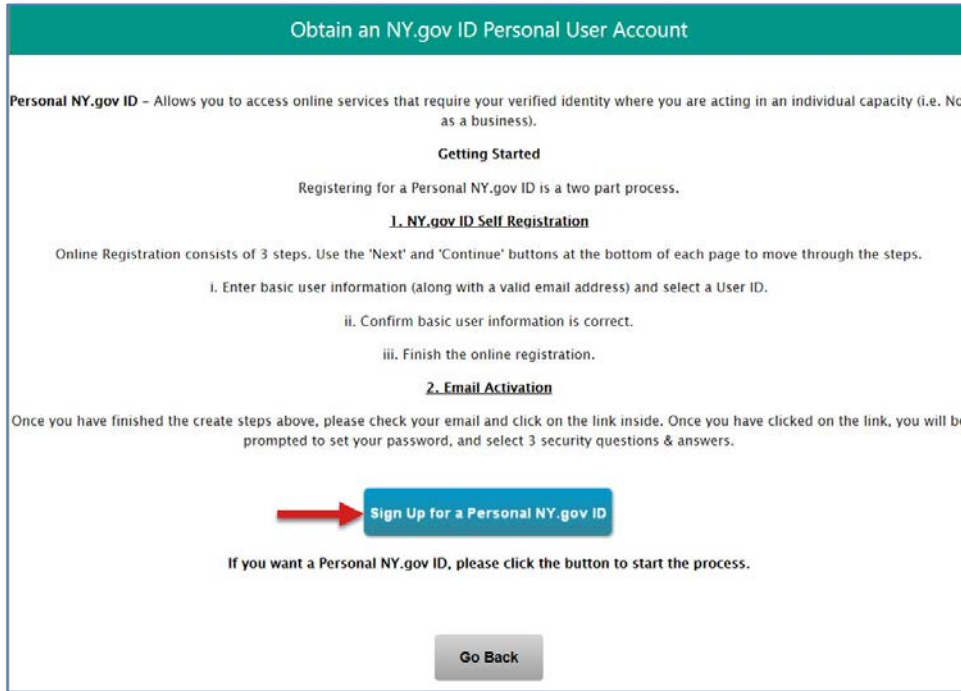
- Step 1 Navigate to <https://my.ny.gov>
- Step 2 Click on the "Don't have an Account?" button.



- Step 3 Click on "PERSONAL".
(DO NOT CLICK ON BUSINESS OR GOVERNMENT.)



Step 4 Click on the "Sign Up for a Personal NY.gov ID" button.

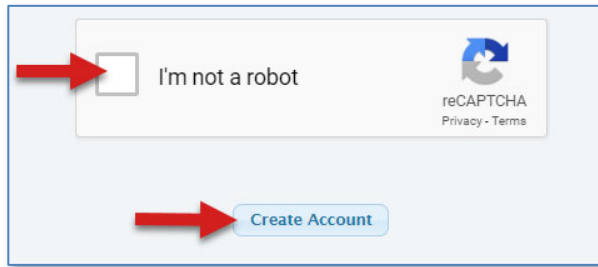


Step 5

- Enter your first and last name and a valid email address. Please be sure to spell everything correctly. Type the email address again to confirm.

- **Preferred Username:** You need to create a username. Your username must be at least 4 characters long and cannot be more than 128 characters long. Your username must be alphanumeric characters (example: jsmith123). The only special characters allowed in your username are the "at" symbol (@), hyphen, underscore, and period.
- Enter the username you want to use and click the "Check" button. (**IMPORTANT: Please make sure you remember your username and the email address associated with it.**) If the username already exists, the system will prompt "Username not available". Enter a different username and click "Check" again. Repeat this process until the system prompts "Username available".

- Click the box next to "I'm not a robot." The box will display a green checkmark.
- Click the "Create Account" button



Step 6 A confirmation screen will be displayed. Please verify that your name, email address, and username are correct. **You must remember your username and the email associated with it.** If everything looks correct, click "Continue". If something needs to be changed, click "Back" and reenter the information.



Step 7 Once you click "Continue" a screen will appear that tells you an activation email has been sent to you. The email is sent to the email address used when you created the NY.gov Username. Click on the "Finish" button.



Step 8 After clicking the "Finish" button you will be directed to the NY.gov Sign-In page.

Do not attempt to sign in until you have retrieved the email that NY.Gov sent to you as described in step 7.

To sign-in you must first activate your account and complete the registration process outlined in the email.

Steps 9 through 14 will walk you through the registration process.

Step 9 Open the email that was sent to you from NY.gov ID. The subject line will say "Welcome to NY.gov ID". The email message will display your full name, your username, and instructions for completing the account activation process.

Please click on the link within the email labeled, "[click here](#)".

Step 10 Once you click on the "click here" link, you will be returned to the NY.gov website to complete your registration.

You must select three (3) secret questions and provide an answer to each one.

It is important to make note of each question and the answer you have chosen for each question. These questions and answers are the only way for you to retrieve your Username or Password if forgotten.

Choose a question from the dropdown menu. Enter your answer for the question twice, once in the answer text box and then again in the confirm answer text box. Answers to secret questions must be at least four (4) characters long. Complete each of the three (3) questions in this way and click the "Continue" button.

The screenshot shows the "NY.gov ID Activation" page. At the top, it says "Thank you for registering!" and "You are now ready to activate your NY.gov Id." Below this, it lists requirements: "During this process, you will need to" followed by a bulleted list: "Set 3 valid secret questions and answers." and "Set a new password." The main section is titled "Secret Questions" and contains three rows of questions. Each row has a question dropdown, an "Answer" text box, and a "Confirm Answer" text box. A red arrow points to the "Continue" button at the bottom.

NY.gov ID Activation

Thank you for registering!
You are now ready to activate your NY.gov Id.

During this process, you will need to

- Set 3 valid secret questions and answers.
- Set a new password.


Secret Questions

* Indicates required field

*Question 1 What was the name of my first pet? [dropdown]
*Answer [text box] *Confirm Answer [text box]

*Question 2 What was your childhood phone number including area code (eg. 555- [dropdown]
*Answer [text box] *Confirm Answer [text box]

*Question 3 What is your maternal grandmother's maiden name? [dropdown]
*Answer [text box] *Confirm Answer [text box]

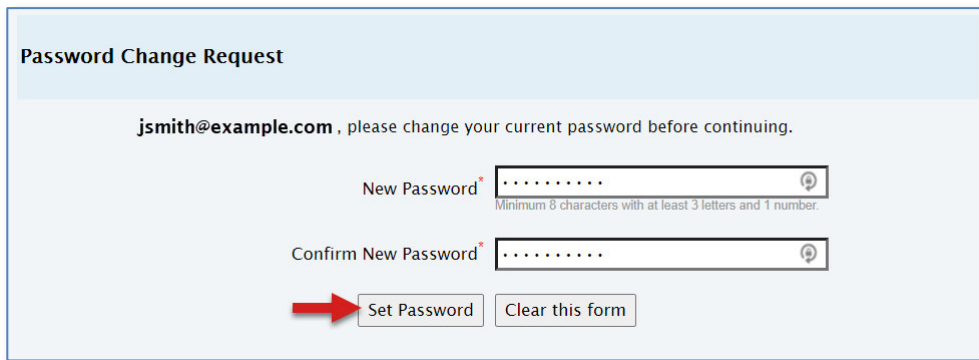
 **Continue**

Step 11 On the next screen, click the "Continue" button.

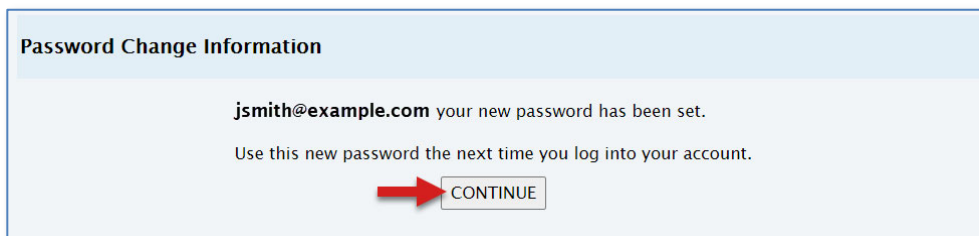


Step 12 On the next screen, you will be asked to create a password for your NY.gov account. Do not be confused by this screen which is titled "Password Change Request". You are on the correct screen. You should see your Username and a statement that tells you to "please change your current password before continuing".

Choose a password and enter it in the "New Password" text box. Enter your password again in the "Confirm New Password" text box. Click the "Set Password" button.



Step 13 On the next screen, click the "Continue" button.



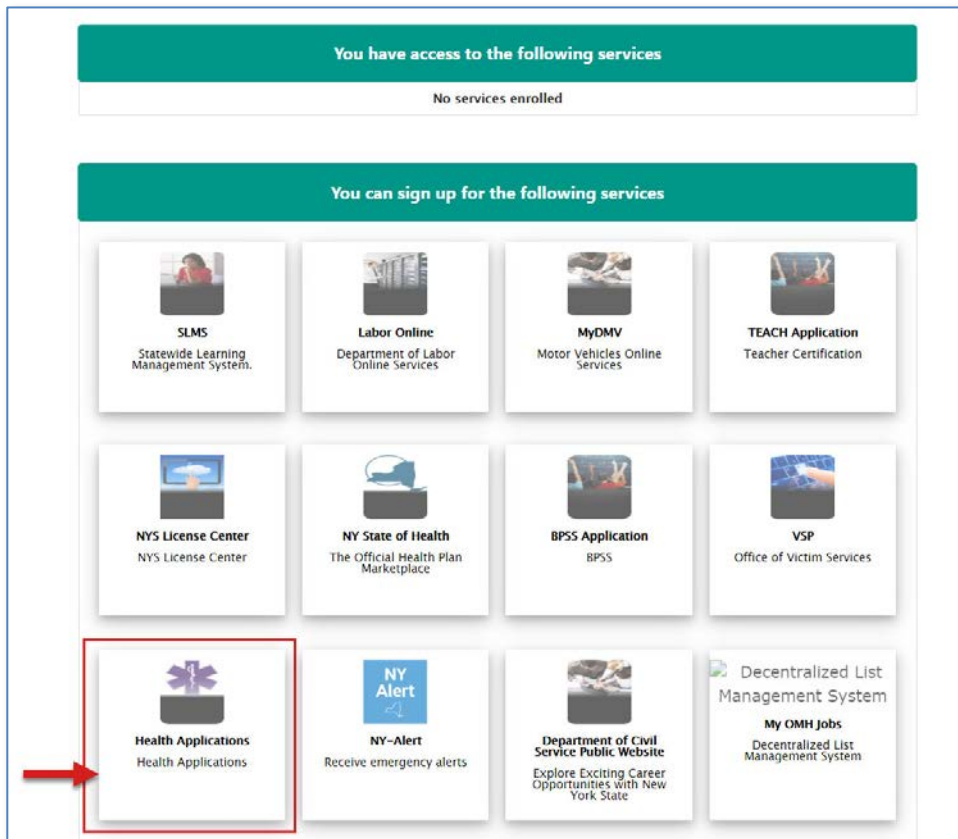
Step 14 The next screen confirms that you have successfully activated your NY.gov account. Click the "Go to MyNy" button.



Step 15 You will be directed to the NY.gov Online Services page which displays various New York State applications.

Follow steps 15 and 16 each time you log into your NY.Gov account to access NYSE-CON.

Click the application button labeled "**Health Applications**".



Step 16 The next screen is the NYS Department of Health Applications page. Click on the "Certificate of Need" link.



Step 17 The NYSE-CON My Projects page is displayed.



For instructions on creating a new submission, please see the printable guides available on our website.

<https://www.health.ny.gov/facilities/cons/nysecon/training/index.htm#con>