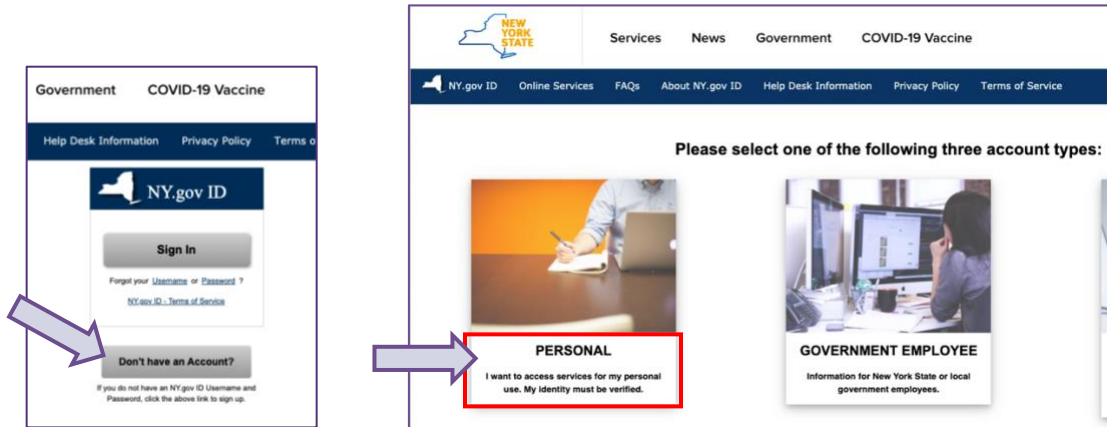


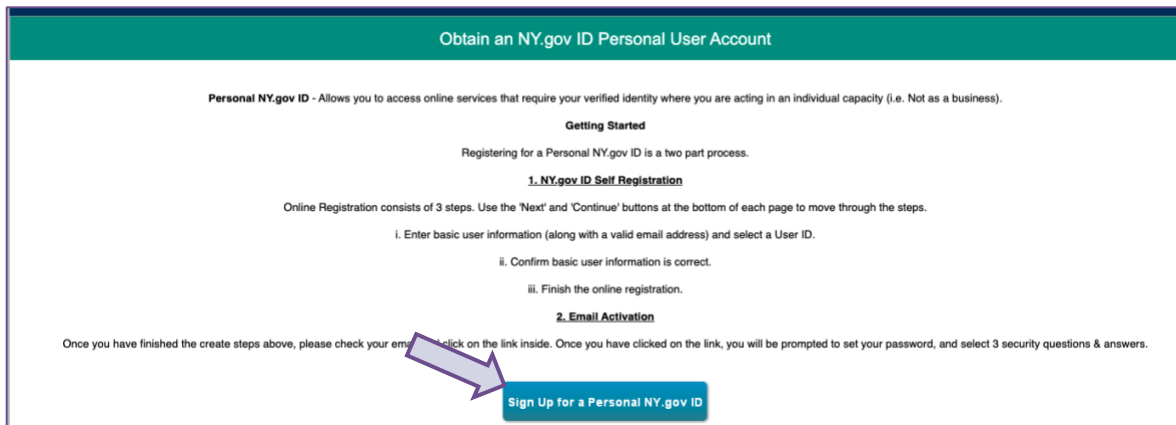


1 Create a My NY.gov ID Account

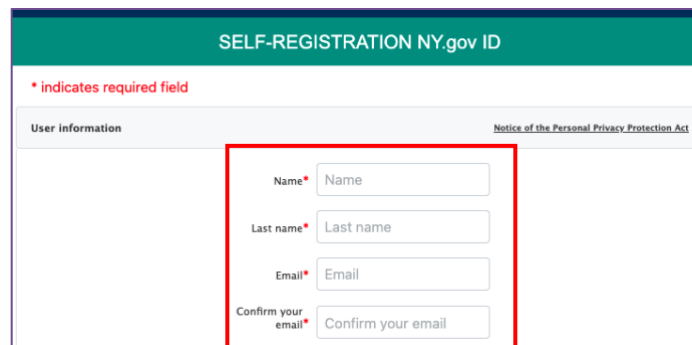
1. Go to the URL: <http://my.ny.gov>. Or, **click on the Register** button under Step One on the Child Care Stabilization website at: <https://ocfs.ny.gov/childcare-stabilization>.
2. Click on the **Don't have an Account** button.
3. Click on **Personal** from one of the following three account types.



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



5. **Type in your First Name, Last Name and email address** under User Information.



6. Create a Username. **Type in a username** and **click the Find Out** button to ensure it is available to use. If it is not, type in a new username until one becomes available.
7. **Check the box** next to, *I'm not a robot*.
8. **Click the Create Account** button.

2 Information and Email Confirmation

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

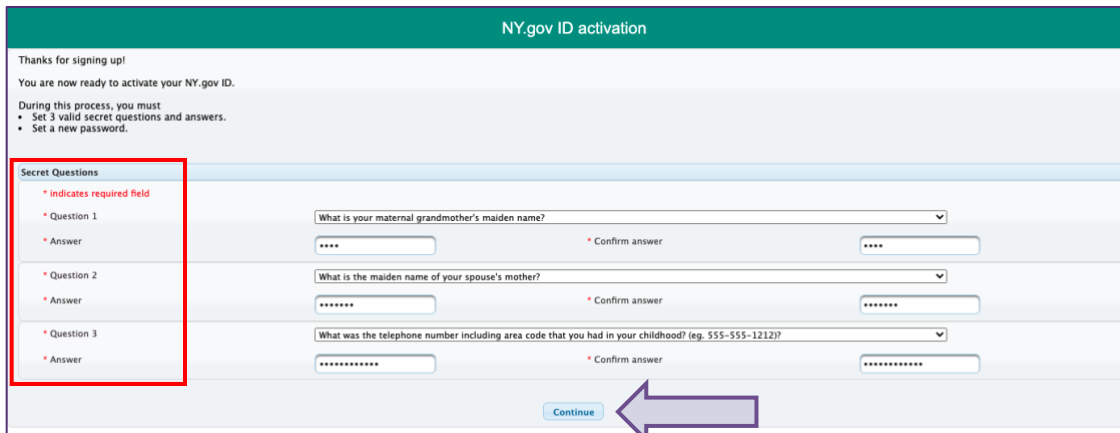
2. **Click on the Finish** button. **Go check your email** for the activation email message.

3. 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.
4. **Click on the Click Here** link to activate your my NY.gov ID account.



3 NY.gov ID Activation: Security Questions and Password

1. **Create three secret questions** and answers at the NY.gov ID activation page.
2. **Click on the Continue** button to proceed and **click on Continue** again.



3. 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.
4. Click on the Set Password button.

5. Click on the Continue button. Your My NY.gov ID account has been set up!

4 Return to the Child Care Stabilization Grant Website

1. Go to the URL: <https://ocfs.ny.gov/childcare-stabilization> to apply for the grant.