

How to Create an NYC.ID

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I. Visit the appropriate webpage for the benefit you are renewing

- www.nyc.gov/cep
- www.nyc.gov/crp
- www.nyc.gov/filenfp
- www.nyc.gov/fileicip
- www.nyc.gov/fileicap

You will need to log in with your NYC.ID. If you do not have an NYC.ID, click “Create Account” to begin.

NYC
Department of Finance

As of May 5, 2019, you must use NYC.ID to access the Department of Finance's SmartFile online application filing system. If you previously registered for the SmartFile system, use the same email address to create your new NYC.ID account.

Login

Log in using your NYC account.

Email Address or Username: *

Password: *

[Log In](#)

Log in using one of these options:

[NYC Employees](#)

II. Enter your information

To create your account, enter your contact information and create a password. You will also be asked to set a security question (not pictured).

The screenshot shows the 'Create Account' form with three main sections: 'EMAIL OR USERNAME', 'PASSWORD', and 'SECURITY'. The 'EMAIL OR USERNAME' section has two input fields: 'Email Address or Username' and 'Confirm Email Address or Username'. The 'PASSWORD' section has two input fields: 'Password' and 'Confirm Password'. The 'SECURITY' section has a dropdown menu for 'Security Question', an 'Answer' input field, and radio buttons for 'Display Answers' (Show/Hide). Below the 'SECURITY' section is the 'TERMS' section with a checkbox and a 'CREATE ACCOUNT' button. Red arrows point from callout boxes to the input fields and the 'CREATE ACCOUNT' button.

Create Account

All fields are required.

EMAIL OR USERNAME

Email Address or Username:

Confirm Email Address or Username:

PASSWORD

Password:

Confirm Password:

SECURITY

Select a security question and provide an answer to it. The answer is not case sensitive and must be between 3 and 255 characters. If you are on a public computer, we recommend you mask your answers by selecting *Hide* below.

Security Question:

Answer:

Display Answers: Show Hide

TERMS

Check the box to indicate that you understand and agree to the [NYC.ID Terms of Use](#), the [overall Terms of Use for NYC.gov](#), and the [Privacy Policy for NYC.gov](#).

CREATE ACCOUNT

Enter your email address and enter it again to confirm

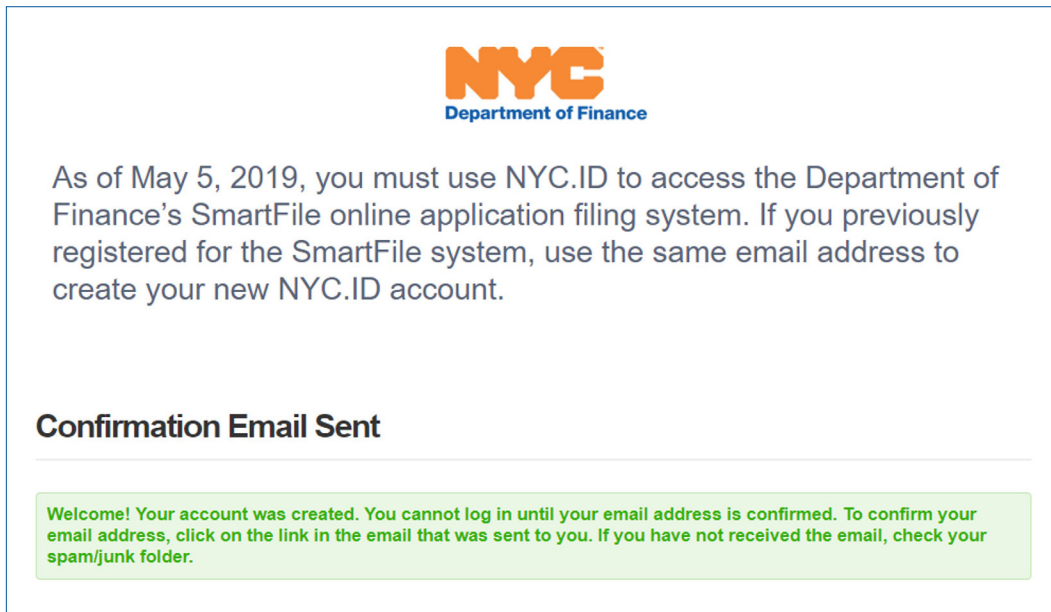
Create a password and enter it again to confirm

Choose a security question from the drop-down menu and enter the answer below

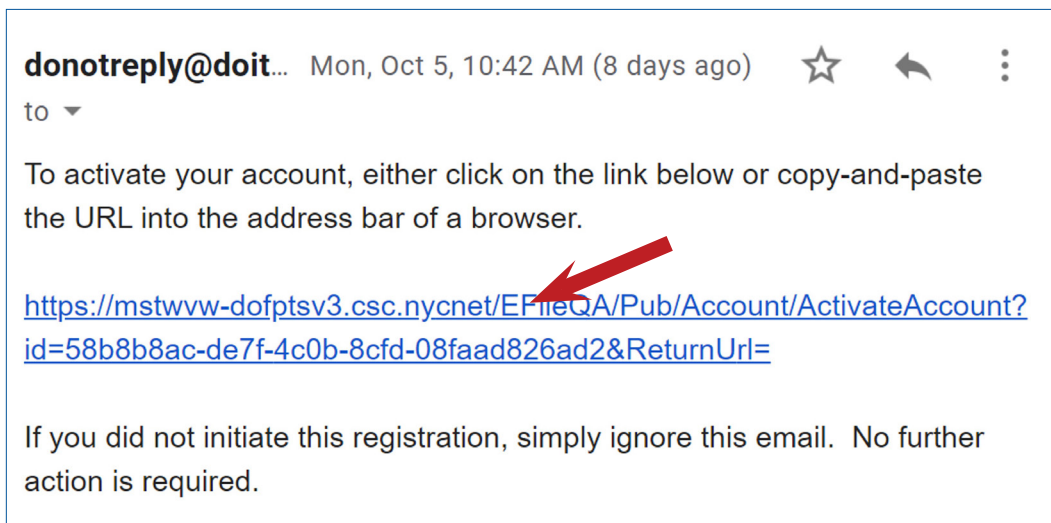
Read the terms of use and check the box to accept. Then click on the "Create Account" button below

III. Check your email

After you have entered your information you will see this screen. You will need to check your email and click on the link we sent you to finish creating your account.

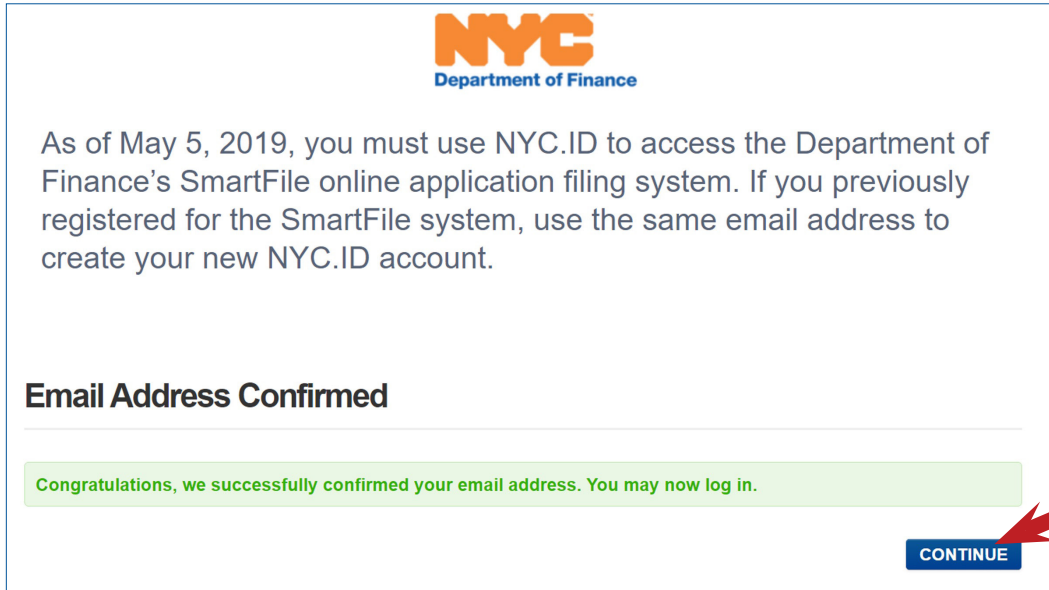


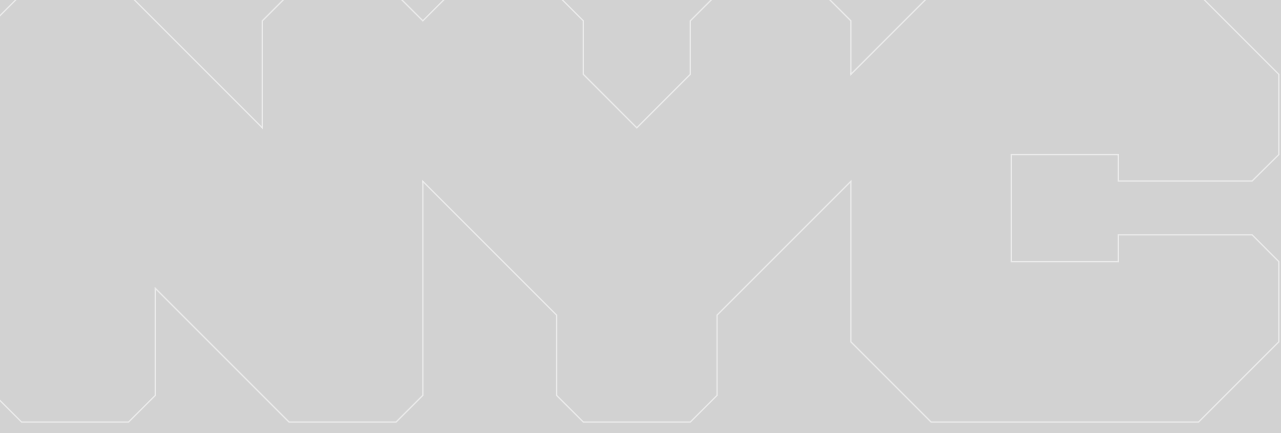
Open your email and click the link.



IV. Proceed to renew your benefits

After clicking the link in your email, you will be taken to a confirmation screen. From here, you can click “Continue” to log in and renew your exemption or abatement.





Department of Finance