Quick Reference Guide to the FDS Online Application

NY.gov ID Account

You must have a NY.gov ID account to access JCOPE's Financial Disclosure System ("FDS") Online Application. If your agency has not provided you with an account, you may create a personal account:

- Go to http://my.ny.gov and click on "Don't have an account?"
- Click on the "Personal" button
- Click on the "Sign Up for Personal NY.gov ID" button
- Create a username and password by following the prompts

Once you create a username, **please email the username to ethel@jcope.ny.gov**. We will link your Ny.gov ID account to the JCOPE FDS Online Application and send you a notification by email that you have been provided with access to the application.

Forgotten Password/User ID

On the NY.gov sign-in screen, select "Forgot your Username or Password?" to retrieve your information.

Locked Account

If you lock yourself out of your account, try the Forgotten Password Option before contacting NY.gov.

Contacting NY.gov

For help accessing your NY.gov ID account, please contact:

NYS ITS Enterprise Service Desk Phone at (800) 697-1323 or fixit@its.ny.gov.

SUNY Employees ONLY

For help accessing your online account through the SUNY Portal, please contact:

SUNY Help Desk at (518) 320-1208 or helpdesk@suny.edu.

Navigation Instructions

For help with navigating JCOPE's FDS Online Application, please refer to the instructions located on JCOPE's website at http://www.jcope.ny.gov/fds.html.

Filing Receipt

Once your Dashboard on the FDS Online Application shows "FILED" next to the filing year, you will receive a notification by email that JCOPE has received your filing. Please keep this email for your records.

Filing Status

- **"In Progress"** – form started but not completed or submitted
- **"Filed"** – filing completed and submitted
- **"Delinquent"** – filing has not been completed or submitted

Contact Us

For FDS help, call (800) 87-ETHICS (800-873-8442) to speak to an FDS Filings Specialist.