MyNYSHIP Login and Credentialing Instructions
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Contents
Overview .......................................................................................................................................................... 2
Creating my.NY.gov ID .................................................................................................................................. 3
Linking NY.gov ID and Civil Service accounts .............................................................................................. 7
  Creating Online Civil Service account ............................................................................................................. 10
  Using existing Online Civil Service account ..................................................................................................... 10
Credentialing into MyNYSHIP account ........................................................................................................... 10

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Overview

Effective September 11, 2019, New York State employees and retirees are required to have a Personal NY.gov ID to access MyNYSHP. A Personal NY.gov is used to access services that allow individuals to conduct personal business with the state.

If you currently have access to MyNYSHP and a personal NY.gov, you will be prompted on how to link your existing Civil Service account before logging into MyNYSHP. If you currently have access to MyNYSHP and no personal NY.gov account, you will be directed on how to create one.

NYS employees and retirees who do not have either account set up must begin with creating a Personal NY.gov account before going into MyNYSHP.

You will have read-only access for MyNYSHP until you complete one of the following:

- Confirm information on your NYS driver’s license or identification card
- Confirm your NYS and Local Retirement System (NYSLRS) Retirement Registration Number
- Enter an activation PIN. You can request an activation letter be mailed to you when logging into MyNYSHP
Creating my.NY.gov ID

Navigate to https://my.ny.gov/. Here you can Sign-in with an existing account or create a new one. If you currently only use a government NY.gov ID (State issued) it is recommended you create a Personal account. Instructions for creating a personal account are shown below.

1. Choose “Don’t have an account?”

2. A Personal NY.gov ID is used for access to MyNYSHIP.
3. Instructions will be displayed on the screen on how to register for a Person NY.gov ID. Click the button **Sign Up for a Personal NY.gov ID**
4. Fill out all required fields on the NY.gov ID SELF REGISTRATION Form and then select “Create account.”
If an NY.gov ID has already been created with the same last name and email address combination, you will be prompted to either receive the existing username(s) in email OR continue creating a new account (see below.) For activated accounts, the username can be used to reset the password. A password reset link will be emailed to the email address associated with the account.

If a new NY.gov ID is needed, click “Continue” to proceed.

5. Information you entered will be displayed. You should confirm that the information is correct by clicking “Continue.”

6. Clicking “Finish” will return you back to https://my.ny.gov/. Instructions on how to complete the registration process are provided in email.
MyNYSHIP Login and Credentialing Instructions

You will be prompted to provide required secret questions. When complete you should click on “Continue.”

7. Click “Continue” to save the secret questions.
8. Create a password, confirm it and Set Password.
9. Click CONTINUE to save the chosen password.
10. Click on “Go to MyNY” or navigate to https://my.ny.gov/Dashboard/dashboard.xhtml to begin the account linking process.

Linking NY.gov ID and Civil Service accounts

Services in New York State for which registration has been completed appear in the Section “You have access to the following services” (see below). If the “Department of Civil Service Public Website” is shown in this section, then the NY.gov ID has been linked with an online Civil Service account.

Services in New York State for which registration has not been completed appear in the Section “You can sign up for the following services.” If “Department of Civil Service Public Website” is listed under the section the NY.gov ID has not been linked to an online Civil Service account. If you do not have a valid online Civil Service account, follow the instructions below.
Create an account for the Department of Civil Service Web site.

This must be the first time that you have logged into the DCS website using your NY.gov userid.

Now that you have an NY.gov ID, we would like to link your existing Civil Service information, such as examination applications, examination scores, etc.

I have existing online Civil Service records.

I do not have existing online Civil Service records.
Creating Online Civil Service account

When choosing “I do not have existing online Civil Service records” you will be prompted to input your personal information before selecting “Create Account”. The information must be filled out completely to complete the process.

Using existing Online Civil Service account

1. If choosing “I have existing online Civil Service records” has been selected. You will be asked to provide Social Security number and last name before clicking “Link Account”.
2. You will need to select “Complete linking process and login”.

Credentialing into MyNYSHIP account

1. Once you have completed the process of creating an NY.gov ID and linking it to an online Civil Service account, you will need to credential in MyNYSHIP on the Benefits Self-Service Registration Page.

Benefits Self-Service Registration is comprised of a 2-part form,
a. Traditional information section (Part 1) that has always been required to be entered to credential your account.

![Benefits Self-Service Registration](image)

b. Additional identification section (Part 2) where you may enter a NYS DMV Identification or NYS ERS Retirement Number or request an Activation Letter with PIN number.
MyNYSHIP Login and Credentialing Instructions

Benefits Self-Service Registration

Enter Your Information

Part 1
Fill out all of the fields in this part.

- Last Name
- Social Security Number
- Date of Birth

Part 2
Choose one of the options below to complete the registration process.

- NYS DMV ID
- NYS DMV ID Number
- NYS ERS Retirement Registration Number
- Activation Letter (via Mail)

Enter Your Information

Part 1
Fill out all of the fields in this part.

- Last Name
- Social Security Number
- Date of Birth

Part 2
Choose one of the options below to complete the registration process.

- NYS DMV ID
- NYS ERS Retirement Registration Number
- Activation Letter (via Mail)
If a valid NYS DMV ID or NYS ERS Retirement Registration Number is provided and validated, you will be automatically credentialled with Full Access (ability to do transactions) to your self-service account. If an Activation Letter is chosen, full access will not be granted until the letter is received, and the PIN entered in MyNYSHIP.
2. If information provided in Part 1 matches between the Department of Civil Service and a NYS DMV or NYSLRS you provided in Part 2, the following confirmation page is received.
If the Activation Letter method from Part 2 is chosen, you confirm if you want an Activation Code sent to the address shown. Regardless of your selection you will be able to view your NYSHIP information.