

NEW YORK STATE JOINT COMMISSION ON PUBLIC ETHICS

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FDS Online Filing System

Financial Disclosure Statement Filing System FAQs

1. I don't have an NY.gov username - how do I log in to file my FDS?

- Filers without an NY.gov username should go to <https://my.ny.gov> and click on "Don't have an Account?" then "Personal" and follow the directions to sign up for a personal NY.gov username.
- Email ethel@jcope.ny.gov with your new NY.gov username.

2. What if I've forgotten my NY.gov password?

Select "Forgot Your Password" on the NY.gov log-in page and follow the steps to reset your password.

3. I am locked out of my NY.gov account and cannot file my FDS – what now?

The JCOPE FDS filing system is housed within NY.gov. To have your NY.gov account unlocked please call 1-800-697-1323 or email fixit@its.ny.gov and they will be able to assist you.

Note

- JCOPE staff cannot unlock NY.gov accounts.
- Ensure that you are logging in with the correct email address for the NY.gov system (e.g., work address or personal)

4. Question 8(a) asks if I am providing services directly to my client. Is this referring to my duties as a state employee or official?

No. While you must disclose a license that is used for your state position, "providing services directly to clients" only refers to outside private clients.

Please also note the following:

To access the new JCOPE FDS filing system, you must have a username and password for NY.gov. See Question 1a above for instructions on creating an account. If you already have an account at NY.gov, proceed to Question 1b above.

For further instructions, please click [here](#) to go to the full instructions on Navigating JCOPE's FDS Online Application.

Please ensure that all fields in Question #2 (Office Address) are filled in.

Questions #8(b-1), 8(b-2), and 8(c) are new for the 2015 form, and are not pre-filled. All filers should carefully review their submissions to ensure all information is complete and accurate prior to submission.

All Commission reporting forms and instructions are also available on the Commission's website.

If you have any questions regarding reporting requirements or the online filing system, please contact Commission staff at (518) 408-3976.