

## Online Services

This guide provides step-by-step instructions for the following topics:

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- [ASSIGNING PARIS ROLES TO AN ACCOUNT](#) (Page 9)
- [CREATING ADDITIONAL USER ACCOUNTS](#) (Page 15)
- [LOCKING USERS AND PASSWORD RESETS](#) (Page 21)

**PLEASE NOTE: ALL LINKS, USERNAMES, AND OTHER INFORMATION WITHIN THIS GUIDE ARE FOR DEMONSTRATION PURPOSES ONLY. THIS GUIDE DOES NOT CONTAIN ANY OF YOUR PERSONAL INFORMATION. YOUR ENROLLMENT INFORMATION WILL BE EMAILED TO YOU SEPARATELY.**

### ACTIVATING A PRIMARY AUTHORIZER ACCOUNT

**Step 1:** Once your account has been created, you must activate it before you can access PARIS. You will receive two automated emails from the Enrollment system. One email will contain your user ID and the other a temporary password. *(Note: Temporary passwords expire the day after they are received. If you don't log in the day you receive the temporary password email, you will have to contact the LGSA Help Desk at 1-866-321-8503 and request a password reset.)*

A User Account has been created for you by ██████████ of New York State Office of the State Comptroller to allow you to access the New York State Office of the State Comptroller's Online Services.

Your User ID is: PACertifier

After you establish your password and complete the enrollment process, you will be authorized to use our online services.

You will receive a separate email communication explaining how to establish your password and complete the enrollment process.

If you have any problems or questions, please contact the person in your organization who created your account, if applicable, or contact OSC by clicking <http://www.osc.state.ny.us/portal/contact.htm> for detailed contact information.

Please do not "Reply" directly to this automatically generated message.  
For contact information, click <http://www.osc.state.ny.us/portal/contact.htm>

**ACTIVATING A PRIMARY AUTHORIZER ACCOUNT (Continued)**

A User Account has been created for you by [REDACTED] of New York State Office of the State Comptroller to allow you to access the New York State Office of the State Comptroller's Online Services.

Your temporary password is: Q7tbALz3

To use the New York State Office of the State Comptroller's Online Services, please login with your User ID and Password and you will be asked to change your Password at the following secure website:

<https://portal.osc.state.ny.us/enrollment/login>

If you have any problems or questions, please contact us by clicking <http://www.osc.state.ny.us/portal/contact.htm> for detailed contact information.

*Please do not "Reply" directly to this automatically generated message.*

*For contact information, click <http://www.osc.state.ny.us/portal/contact.htm>*

## ACTIVATING A PRIMARY AUTHORIZER ACCOUNT (Continued)

Step 2: Once you have reached the login page, sign-in with your user ID and temporary password.

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THOMAS P. DiNAPOLI


Online Services

### Online Services

#### Login

\*User ID  [I forgot my User ID](#)

\*Password  [I forgot my Password](#)

 [Need an account ? Enroll Now](#)


[Learn more about our Online Services.](#)

#### Announcements


No announcements to report.

#### Online Services Applications

Government    Local Government    Vendors    Individuals

 **VendRep System**

The VendRep System is a secure application which allows vendors to enter, maintain and certify their Vendor Responsibility Questionnaires. Once the questionnaire is certified, it is available for review by authorized New York State Contracting Entity users. Access to New York State contract data is also available through the VendRep

 **Public Authorities Reporting Information System**

The Public Authorities Reporting Information System (PARIS) is an online data entry and collection system. Public Authorities use PARIS to comply with various statutory and regulatory requirements of public authorities law, general municipal law and OSC regulations.

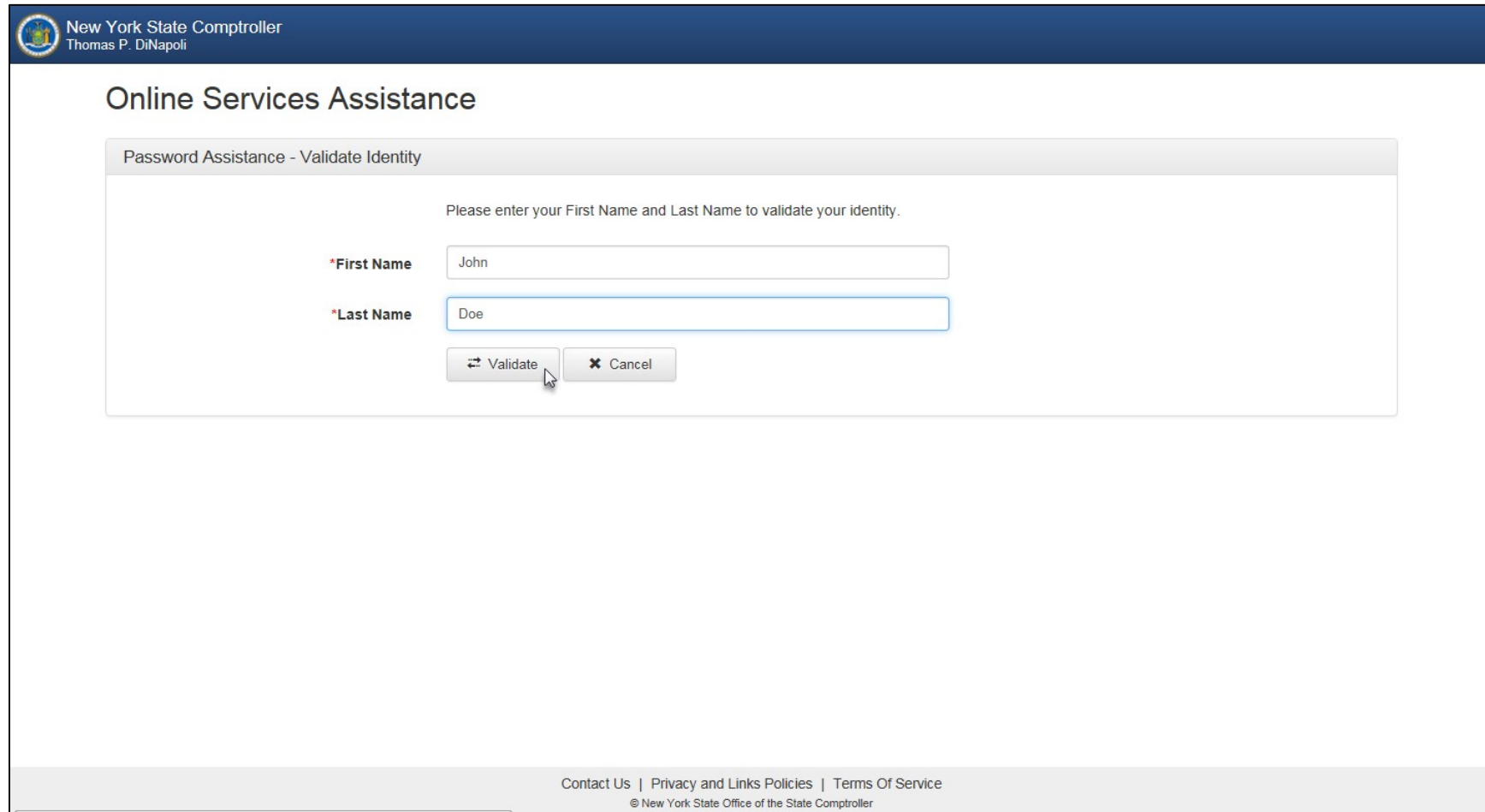
[More Details](#)

://portal.osc.state.ny.us/Enrollment/login?7-2.IFormSubmitListener-loginPanel-loginForm

### ACTIVATING A PRIMARY AUTHORIZER ACCOUNT (Continued)

**Step 3:** On the Identity Validation screen, enter your first and last name. When done, select “Validate.”

*(Note, the name you enter must exactly match what was provided on the Government Account Authorization Form, ie. “John” not “Jonathan”, “Johnathan” or “Jon”. )*



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## Online Services Assistance

Password Assistance - Validate Identity

Please enter your First Name and Last Name to validate your identity.

\*First Name

\*Last Name

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**ACTIVATING A PRIMARY AUTHORIZER ACCOUNT (Continued)**

**Step 4:** On the Change Password screen, enter your temporary password in the field labeled “Current Password” and then enter the password you wish to use in the remaining fields. When done, select “Update.”

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## Online Services Assistance

### Password Assistance - Change Password

Please enter current password and create new password.

User ID PACertifier

\*Current Password

\*New Password

(8-32 characters. It cannot contain your first or last name, or your userID, or the word 'password', or any special characters. The password must contain at least 1 number, 1 lower case character and 1 upper case character.)

\*Re-type New Password

✓ Update ✕ Cancel

### ACTIVATING A PRIMARY AUTHORIZER ACCOUNT (Continued)

**Step 5:** When prompted, choose and answer two secret questions. When done, select "Update." (Note: these questions will be used in the event you need to recover your password or otherwise validate your identity)

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Thomas P. DiNapoli

## Online Services Assistance

User Profile Assistance - Set Secret Questions & Answers

Please select two different questions and enter answers.

User ID **PACertifier**

\*Question 1 In what city were you born?

\*Answer 1

\*Question 2 What was the make of your first automobile?

\*Answer 2 Ford

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### ACTIVATING A PRIMARY AUTHORIZER ACCOUNT (Continued)

**Step 6:** Once you have activated your account, you are now ready to assign yourself permissions (roles) and/or create additional users.

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Online Services Users Apps John Doe (PACertifier)

VIEW

- Dashboard
- Announcements
- User Profile

## Welcome to Online Services

#### Online Services Applications

You are currently subscribed to the following applications:

PARIS

#### Announcements

No announcements to report.

#### Government Information

<b>Name</b>	PARIS Test Authority
<b>Department ID</b>	
<b>Public Authority Code</b>	9909
<b>Number of Users</b>	26
<b>Application(s)</b>	Enrollment , PARIS

Manage Users

#### User Information

<b>Name</b>	John Doe
<b>User ID</b>	PACertifier
<b>Previous Last Access</b>	Nov 17, 2015 12:35 PM
<b>Password Expiration Date</b>	Nov 15, 2017 12:00 AM
<b>Created On</b>	Nov 12, 2015 08:36 AM

Manage Profile

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Version 4.7.2-RC2



### ASSIGNING PARIS ROLES TO AN ACCOUNT (PRIMARY AUTHORIZER ONLY)

**Step 1:** Once you are logged into the website, select "Manage Users" underneath Government Information at the bottom. *(Note: if you do not see this option, then you do not have a Primary Authorizer account)*

The screenshot shows the 'Online Services' dashboard for a user named John Doe (PACertifier). The dashboard is divided into several sections:

- Header:** 'New York State Comptroller THOMAS P. DiNAPOLI' and 'Online Services' navigation bar.
- Left Sidebar:** 'VIEW' menu with options: Dashboard (selected), Announcements, and User Profile.
- Main Content Area:**
  - Welcome to Online Services** header.
  - Online Services Applications:** A box stating 'You are currently subscribed to the following applications:' with a button for 'PARIS'.
  - Announcements:** A yellow box stating 'No announcements to report.'
  - Government Information:** A table with the following data:

<b>Name</b>	PARIS Test Authority
<b>Department ID</b>	
<b>Public Authority Code</b>	9909
<b>Number of Users</b>	26
<b>Application(s)</b>	Enrollment , PARIS

A 'Manage Users' button is located at the bottom of this section.
  - User Information:** A table with the following data:

<b>Name</b>	John Doe
<b>User ID</b>	PACertifier
<b>Previous Last Access</b>	Nov 17, 2015 12:35 PM
<b>Password Expiration Date</b>	Nov 15, 2017 12:00 AM
<b>Created On</b>	Nov 12, 2015 08:36 AM

A 'Manage Profile' button is located at the bottom of this section.

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**ASSIGNING PARIS ROLES TO AN ACCOUNT (Continued)**

**Step 2:** On the following screen, click the drop-down arrow to the left of the appropriate User ID and select “Permissions.”

The screenshot displays the 'Users' management page. The header includes 'New York State Comptroller THOMAS P. DiNAPOLI' and 'Online Services'. The 'Users' tab is active, showing a list of users. The 'PACertifier' user is selected, and a dropdown menu is open, showing the 'Permissions' option.

Actions	User ID	First Name	Last Name	Email	Status
	SAcert5	Donald	Briggs	dbriggs@osc.state.ny.us	Active
	SAprep5	Donald	Briggs	dbriggs@osc.state.ny.us	Active
	SAview5	Donald	Briggs	dbriggs@osc.state.ny.us	Active
	SAcert2	Amanda	Ciano	aciano@osc.state.ny.us	Active
	SAprep2	Amanda	Ciano	aciano@osc.state.ny.us	Active
	SAview2	Amanda	Ciano	aciano@osc.state.ny.us	Active
	PAView	John	Doe	test@osc.state.ny.us	Locked
	PACertifier	John	Doe	john.doe@osc.state.ny.us	* Active
		John	Doe	test@osc.state.ny.us	Locked
		John	Doe	john.doe@osc.state.ny.us	Locked
		John	Doe	john.doe@osc.state.ny.us	Locked
		John	Doe	john.doe@osc.state.ny.us	Active

### ASSIGNING PARIS ROLES TO AN ACCOUNT (Continued)

**Step 3:** To assign roles for PARIS, select “PARIS” underneath Online Services Applications.

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THOMAS P. DiNAPOLI

Online Services | Users | Apps | John Doe (PACertifier)

**John Doe (PACertifier)**

Info | Permissions | Locations | Activity Logs | Audit Logs

Online Services Applications

Enrollment <sup>1</sup> | **PARIS**

- PA View Only**  
PA View-Only role can view certified data for any public authority. This role has no create, update or delete privileges.
- PA Preparer**  
PA Preparer role has create, view, update and delete access to all unsubmitted data for their public authority. This role can also view certified data for any public authority.
- PA Certifier**  
PA Certifier role has all of the privileges of the PA Preparer role plus the ability to certify a data submission for their public authority.

**ASSIGNING PARIS ROLES TO AN ACCOUNT (Continued)**

**Step 4:** You now have the ability to assign the roles of PA View Only, PA Preparer and/or PA Certifier. Below is a description of each role.

**PARIS**

**PARIS (PA) View Only:** Can read PARIS reports in Certified status. No create, update or delete privileges.

**PARIS (PA) Preparer:** Can read all PARIS reports and edit all PARIS reports in unsubmitted or re-submit status for their own authority. Can read all certified PARIS reports for other authorities.

**PARIS (PA) Certifier:** Can read all PARIS reports and certify PARIS reports in unsubmitted or re-submit status for their own authority. Can read all certified PARIS reports for other authorities.

### ASSIGNING PARIS ROLES TO AN ACCOUNT (Continued)

**Step 5:** Once you assign a PARIS role, its corresponding box will be check-marked and the role highlighted in blue.

*(Note: it is recommended that you logout of the website and completely close out of the web browser in order for the changes to take effect)*

The screenshot shows the 'Users' management page for 'John Doe (PACertifier)'. The user is currently assigned the 'PARIS' role, which is highlighted in blue. The interface includes a navigation menu on the left with options like 'View Government Users' and 'Add Government User'. The main content area shows a list of roles: 'PA View Only', 'PA Preparer', and 'PA Certifier'. The 'PA Certifier' role is selected, indicated by a checkmark and an upward arrow icon.

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THOMAS P. DiNAPOLI

Online Services | Users | Apps | John Doe (PACertifier)

## John Doe (PACertifier)

Info | Permissions | Locations | Activity Logs | Audit Logs

### Online Services Applications

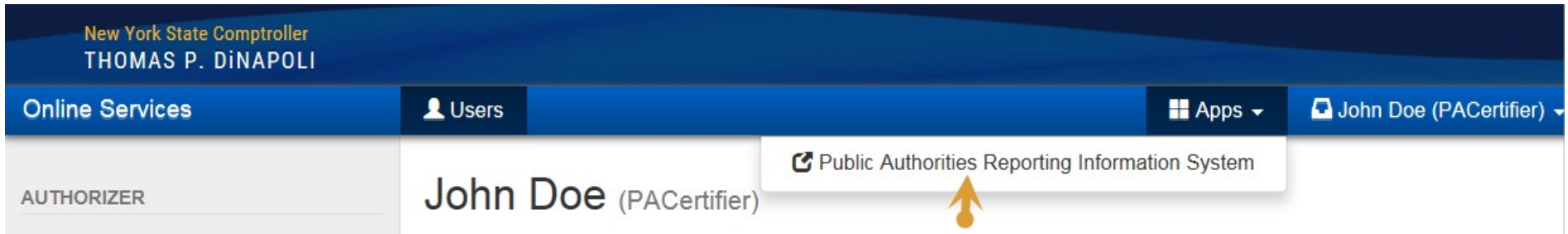
Enrollment **1** | **PARIS 1**

- PA View Only**  
PA View-Only role can view certified data for any public authority. This role has no create, update or delete privileges.
- PA Preparer**  
PA Preparer role has create, view, update and delete access to all unsubmitted data for their public authority. This role can also view certified data for any public authority.
- PA Certifier**  
PA Certifier role has all of the privileges of the PA Preparer role plus the ability to certify a data submission for their public authority.

**ASSIGNING PARIS ROLES TO AN ACCOUNT (Continued)**

**Step 9:** You can now select the “Public Authorities Reporting Information System” by selecting Apps at the top.

**My Apps – Public Authorities Reporting Information System**



### CREATING ADDITIONAL USER ACCOUNTS (PRIMARY AUTHORIZER ONLY)

**Step 1:** Once you are logged into the website, select "Manage Users" underneath Government Information. *(Note: if you do not see this option, then you do not have a Primary Authorizer account)*

The screenshot displays the 'Online Services' dashboard for a user named John Doe (PACertifier). The dashboard is divided into several sections:

- Header:** 'New York State Comptroller THOMAS P. DiNAPOLI' and 'Online Services' navigation bar.
- Left Sidebar:** 'VIEW' menu with options: Dashboard (selected), Announcements, and User Profile.
- Main Content Area:**
  - Welcome to Online Services** header.
  - Online Services Applications:** A box stating 'You are currently subscribed to the following applications:' with a button for 'PARIS'.
  - Announcements:** A yellow box with an information icon and the text 'No announcements to report.'
  - Government Information:** A table with the following data:

<b>Name</b>	PARIS Test Authority
<b>Department ID</b>	
<b>Public Authority Code</b>	9909
<b>Number of Users</b>	26
<b>Application (s)</b>	Enrollment , PARIS

A 'Manage Users' button is located below the table.
  - User Information:** A table with the following data:

<b>Name</b>	John Doe
<b>User ID</b>	PACertifier
<b>Previous Last Access</b>	Nov 17, 2015 12:35 PM
<b>Password Expiration Date</b>	Nov 15, 2017 12:00 AM
<b>Created On</b>	Nov 12, 2015 08:36 AM

A 'Manage Profile' button is located below the table.

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**CREATING ADDITIONAL USER ACCOUNTS (Continued)**

**Step 2:** Select “Add Government User” underneath Create on the left-hand side. This is also where you would create a new primary authorizer.

The screenshot shows the 'Users' management page in the NYS Online Services system. The header identifies the user as Thomas P. DiNapoli. The left-hand navigation menu includes 'View Government Users' and 'Add Government User', with an orange arrow pointing to the latter. The main content area is a table of users.

Actions	User ID	First Name	Last Name	Email	Status
	010001	Donald	Briggs	010001@nys.com	Active
	010002	Donald	Briggs	010002@nys.com	Active
	010003	Donald	Briggs	010003@nys.com	Active
	010004	Andrew	Care	010004@nys.com	Active
	010005	Andrew	Care	010005@nys.com	Active
	010006	Andrew	Care	010006@nys.com	Active
	010007	John	Doe	010007@nys.com	Locked
	PACertifier	John	Doe	010008@nys.com	* Active



### CREATING ADDITIONAL USER ACCOUNTS (Continued)

**Step 3:** Fill in the new user's information and select "Create and Assign Roles" at the bottom.

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THOMAS P. DiNAPOLI

Online Services **Users** Apps John Doe (PACertifier)

**AUTHORIZER**


View Government Users

Add Government User

#### Add Government User

Enter basic credentials for the user you wish to create. Two emails will be sent, one with the User ID and one with a temporary Password that will need to be changed on next login.

<b>*User ID</b>	<input type="text"/>	(6-32 characters. It cannot contain your first or last name, or any special characters.)
<b>*First Name</b>	<input type="text"/>	
<b>*Last Name</b>	<input type="text"/>	
<b>Title</b>	<input type="text"/>	(CEO, CFO, President, etc.)
<b>Division</b>	<input type="text"/>	(HR, Operations, etc.)
<b>Bureau</b>	<input type="text"/>	(Bureau of Contracts, Bureau of Financial Operations, etc.)
<b>Phone</b>	<input type="text"/>	(10 digits separated by dashes i.e.555-555-5555)
<b>Phone Ext.</b>	<input type="text"/>	
<b>*Primary Email</b>	<input type="text"/>	
<b>*Re-type Primary Email</b>	<input type="text"/>	



### CREATING ADDITIONAL USER ACCOUNTS (Continued)

**Step 4:** You will now be redirected to Online Services Applications where you can assign roles to the new user account. *(Note: if you want the new user to have the capability of adding/removing roles or creating additional accounts similarly to your authorizer function, follow the instructions for “ASSIGNING AN ADDITIONAL AUTHORIZER” on the page after Step 5 below.)*

The screenshot displays the 'Users' management page in the Online Services application. The header shows 'New York State Comptroller THOMAS P. DiNAPOLI' and navigation options for 'Online Services', 'Users', 'Apps', and the user 'John Doe (PACertifier)'. The main content area is titled 'Jane Doe (Userguidetest)' and includes tabs for 'Info', 'Permissions', 'Locations', 'Activity Logs', and 'Audit Logs'. A green notification bar states 'User 'Jane Doe' created successfully.' Below this, the 'Online Services Applications' section is active, showing 'Enrollment' for 'PARIS'. A list of roles is provided for assignment:

- PA View Only**  
PA View-Only role can view certified data for any public authority. This role has no create, update or delete privileges.
- PA Preparer**  
PA Preparer role has create, view, update and delete access to all unsubmitted data for their public authority. This role can also view certified data for any public authority.
- PA Certifier**  
PA Certifier role has all of the privileges of the PA Preparer role plus the ability to certify a data submission for their public authority.

### CREATING ADDITIONAL USER ACCOUNTS (Continued)

**Step 5:** Once you are done assigning roles, the new user will receive two emails. One email will contain a user Id and the other a temporary password. (Note: a non-Primary Authorizer account will only be able to access PARIS if one or more PARIS roles have been assigned.)

A User Account has been created for you by [REDACTED] of New York State Office of the State Comptroller to allow you to access the New York State Office of the State Comptroller's Online Services.

Your User ID is: PAUser

After you establish your password and complete the enrollment process, you will be authorized to use our Online Services.

You will receive a separate email communication explaining how to establish your password and complete the enrollment process.

If you have any problems or questions, please contact the person in your organization who created your account, if applicable, or contact OSC by clicking <http://www.osc.state.ny.us/portal/contact.htm> for detailed contact information.

Please do not "Reply" directly to this automatically generated message.  
For contact information, click <http://www.osc.state.ny.us/portal/contact.htm>

A User Account has been created for you by [REDACTED] of New York State Office of the State Comptroller to allow you to access the New York State Office of the State Comptroller's Online Services.

Your temporary password is: Q7tbALz3

To use the New York State Office of the State Comptroller's Online Services, please login with your User ID and Password and you will be asked to change your Password at the following secure website:

<https://portal.osc.state.ny.us/enrollment/login>

If you have any problems or questions, please contact us by clicking <http://www.osc.state.ny.us/portal/contact.htm> for detailed contact information.

Please do not "Reply" directly to this automatically generated message.  
For contact information, click <http://www.osc.state.ny.us/portal/contact.htm>

### ASSIGNING AN ADDITIONAL AUTHORIZER

This step can be used when creating additional accounts or when an authorizer is leaving and wants to designate a successor.

The screenshot displays the user management interface for John Doe (PACertifier). The top navigation bar includes the NYS Comptroller's name, 'Online Services', and a 'Users' menu. The main content area features a sidebar with 'AUTHORIZER' options and a 'View User' button. The user's profile is shown with tabs for 'Info', 'Permissions', 'Locations', 'Activity Logs', and 'Audit Logs'. Below these are 'Online Services Applications' for 'Enrollment' and 'PARIS', and a 'Government Authorizer' role description. The 'Government Information' section lists the Public Authority Code as 9909 and the Name as 'PARIS Test Authority', with a status of 'Active'.

Public Authority Code	9909	Status	Active
Name	PARIS Test Authority		

### LOCK USER ACCOUNTS OR RESET PASSWORD

Authorizers have the capability to “Lock User” shown below. This should be used for staff leaving the authority, or for staff you no longer want accessing PARIS. You can also “Reset Password” for your authority users. Selecting this option will initiate the temporary password email. *(Note: Temporary passwords expire the day after they are received. If the email receiver doesn’t log in the day the temporary password email is received, the email receiver will have to contact the LGSA Help Desk at 1-866-321-8503 and request a password reset.)*

The screenshot displays the user management interface for the New York State Comptroller, Thomas P. DiNapoli. The interface is divided into a left sidebar and a main content area. The sidebar contains navigation options for 'OSC INTERNAL' and 'OSC EXTERNAL' users, with a search bar and a 'View User' button for 'JOHN DOE'. The main content area shows the user's 'Personal Information' and 'System Information'.

**Personal Information**

<b>User ID</b>	PACertifier	<b>Secondary Email</b>	
<b>Name</b>	John Doe	<b>Title</b>	
<b>Phone</b>		<b>Division</b>	
<b>Phone Ext.</b>		<b>Bureau</b>	
<b>Primary Email</b>	edonnelly@osc.state.ny.us		

[Edit](#)

**System Information**

<b>User Type</b>	Government	<b>Created On</b>	Nov 12, 2015 08:36 AM	
<b>Status</b>	Active	<b>Created By</b>	LGSAIS04	
<b>Status Reason</b>	The account is active with a non-expired user ID and password		<b>Modified On</b>	Dec 09, 2016 10:37 AM
<b>Available Actions</b>	<ul style="list-style-type: none"> <li>Reset Password</li> <li>Lock User</li> </ul>		<b>Modified By</b>	System
<b>Logon Failures</b>	0	<b>Last Access</b>	Dec 09, 2016 10:37 AM	
		<b>Previous Last Access</b>	Nov 21, 2016 10:00 AM	