

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

- [ACTIVATING A GOVERNMENT AUTHORIZER ACCOUNT \(Page 2\)](#)
- [ASSIGNING PARIS ROLES TO AN ACCOUNT \(Page 8\)](#)
- [CREATING ADDITIONAL USER ACCOUNTS \(Page 13\)](#)
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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 LOGIN INFORMATION WILL BE EMAILED TO YOU SEPARATELY.

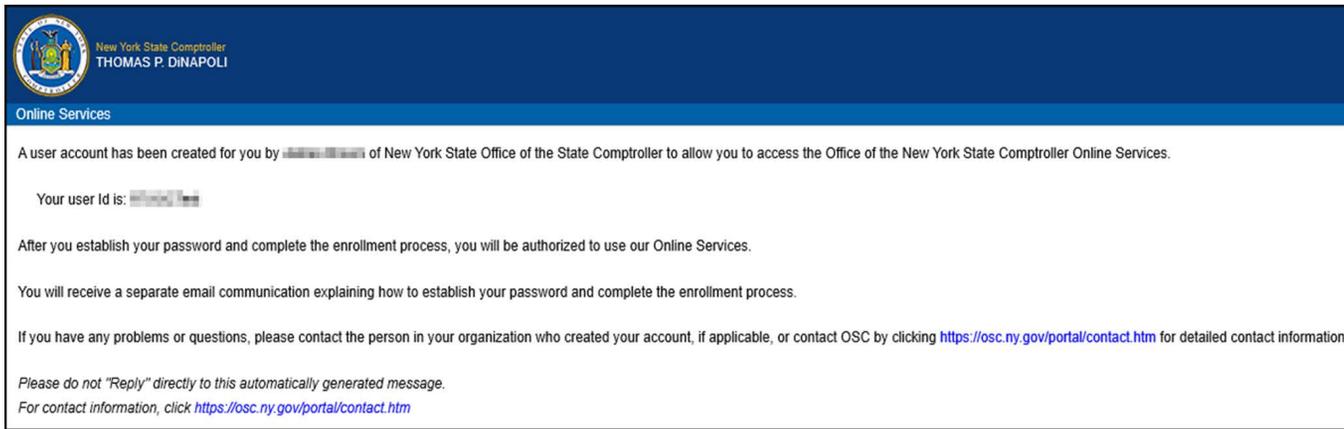
ACTIVATING YOUR ONLINE SERVICES AND PARIS GOVERNMENT AUTHORIZER ACCOUNT

The Office of the State Comptroller (OSC) has created an account for you to access OSC's "Online Services" portal, from which one can access various reporting systems. This guide shows you how to activate your Government Authorizer account in Online Services, create additional user accounts, and access the various financial reporting functions once you are logged in to Online Services.

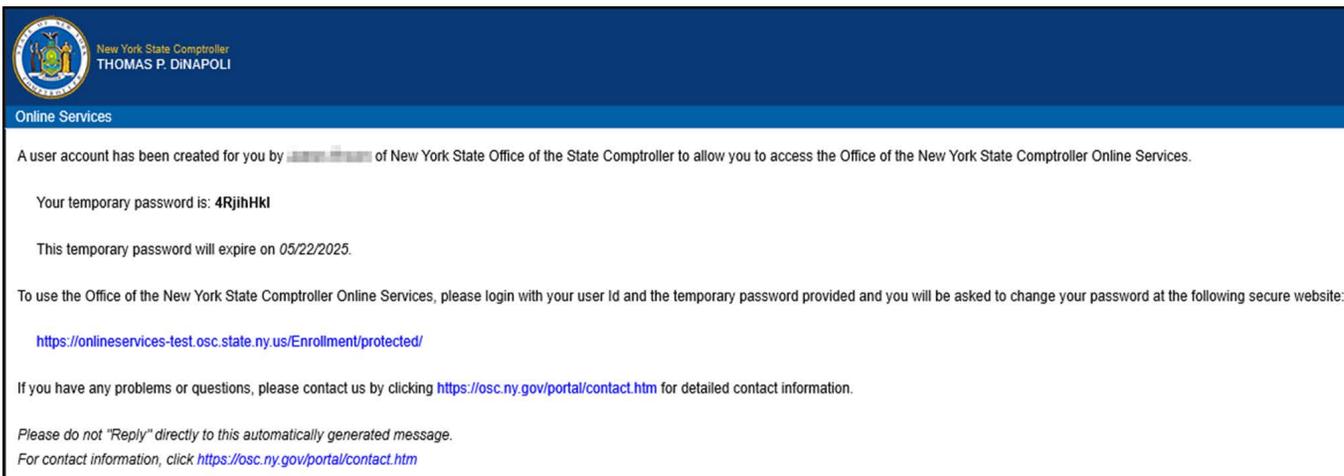
The steps below will walk you through activating your Online Services account. The remainder of the document shows you how to perform your functions as a government authorizer in Online Services.

ACTIVATING YOUR ONLINE SERVICES ACCOUNT

Step 1: Once your account has been created, you must activate it before you can access any Online Services application. You will receive two automated emails from Online Services Identity and Access Management (IAM). One email will contain your username and the other a temporary password. The password is valid for one year. If you need assistance with a password reset, you will need to contact the Local Government Help Desk at 866-321-8503 Option 1.



The screenshot shows an email header with the New York State Comptroller's Office logo and the name THOMAS P. DINAPOLI. The subject line is "Online Services". The main body of the email states: "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 Office of the New York State Comptroller Online Services." It then provides a user ID: "Your user Id is: [redacted]". Further instructions include: "After you establish your password and complete the enrollment process, you will be authorized to use our Online Services." and "You will receive a separate email communication explaining how to establish your password and complete the enrollment process." A contact link is provided: "https://osc.ny.gov/portal/contact.htm". A footer note says: "Please do not 'Reply' directly to this automatically generated message. For contact information, click https://osc.ny.gov/portal/contact.htm".



The screenshot shows an email header with the New York State Comptroller's Office logo and the name THOMAS P. DINAPOLI. The subject line is "Online Services". The main body of the email states: "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 Office of the New York State Comptroller Online Services." It then provides a temporary password: "Your temporary password is: 4RjihHK". The expiration date is given: "This temporary password will expire on 05/22/2025." Instructions for login are provided: "To use the Office of the New York State Comptroller Online Services, please login with your user Id and the temporary password provided and you will be asked to change your password at the following secure website:" followed by the link "https://onlineservices-test.osc.state.ny.us/Enrollment/protected/". A contact link is provided: "https://osc.ny.gov/portal/contact.htm". A footer note says: "Please do not 'Reply' directly to this automatically generated message. For contact information, click https://osc.ny.gov/portal/contact.htm".

ACTIVATING YOUR ONLINE SERVICES ACCOUNT

Step 2: Once you have reached the login page, log in with your username and temporary password.

Office of the New York State Comptroller
NYS Comptroller Thomas P. DiNapoli

Online Services

Online Services

Login

User ID *

Password *

[Login](#)

Help Topics

- Need an account ?
[Learn more about our Online Services.](#)
- I forgot my User ID
- I forgot my Password

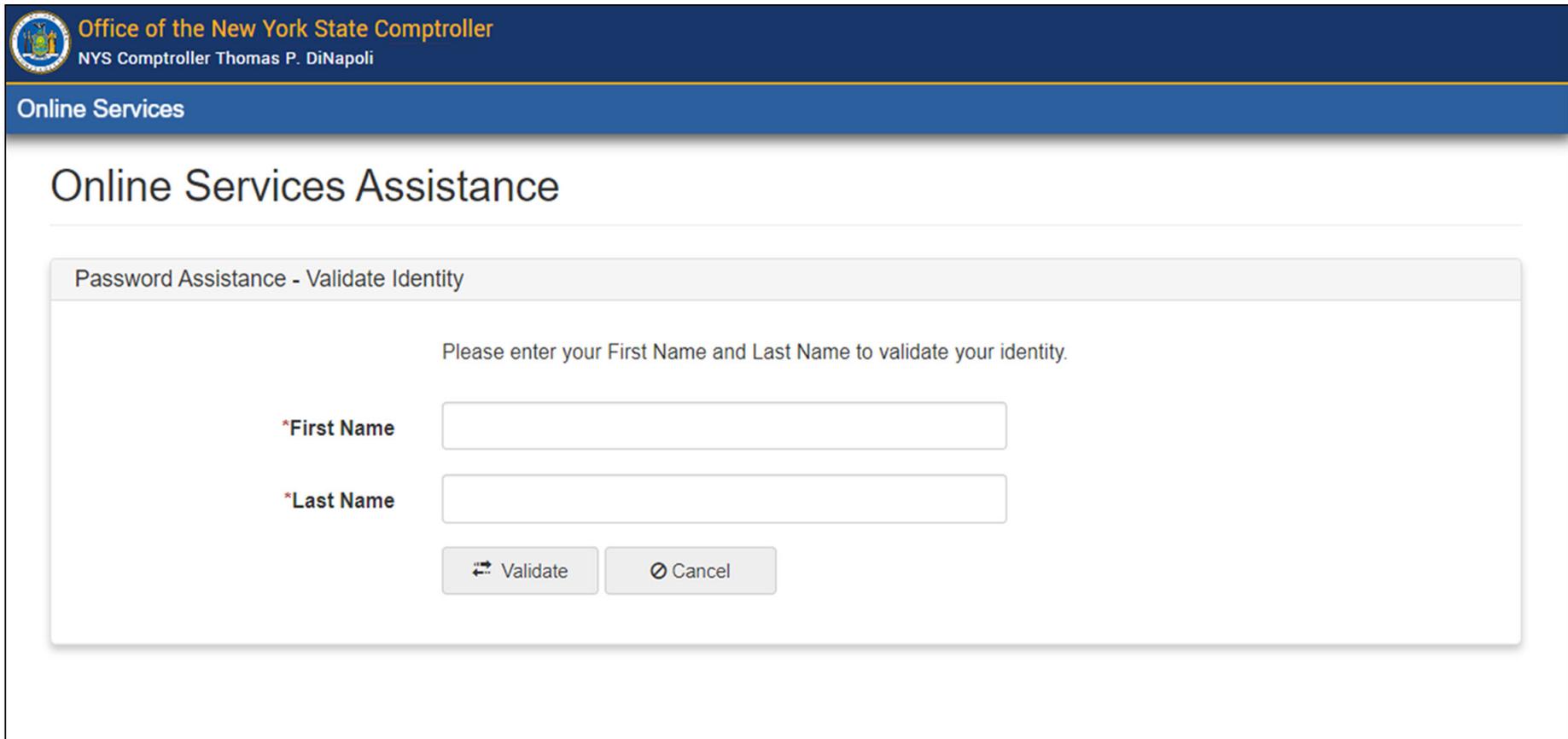
Announcements

No announcements to report.

Online Services Applications

ACTIVATING YOUR ONLINE SERVICES ACCOUNT

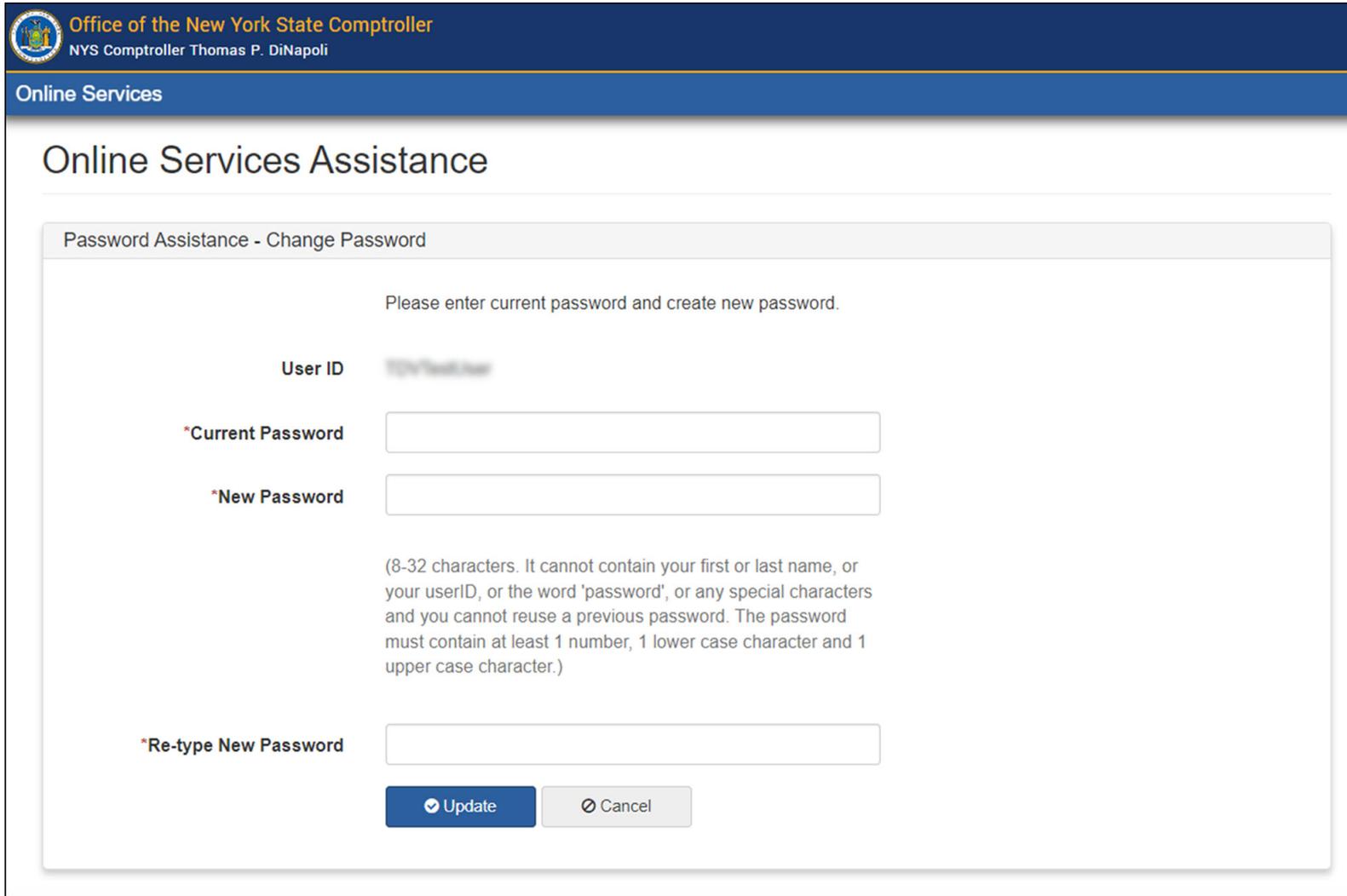
Step 3: On the Identity Validation screen, enter your first and last name. When done, select “Validate.”



The screenshot displays the 'Online Services Assistance' interface. At the top left, there is a logo for the 'Office of the New York State Comptroller' and the text 'NYS Comptroller Thomas P. DiNapoli'. Below this is a blue header bar with the text 'Online Services'. The main content area is titled 'Online Services Assistance'. A dialog box titled 'Password Assistance - Validate Identity' is open, containing the instruction: 'Please enter your First Name and Last Name to validate your identity.' Below the instruction are two input fields: '*First Name' and '*Last Name'. At the bottom of the dialog box are two buttons: 'Validate' (with a double-headed arrow icon) and 'Cancel' (with a circle and slash icon).

ACTIVATING YOUR ONLINE SERVICES ACCOUNT

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.”



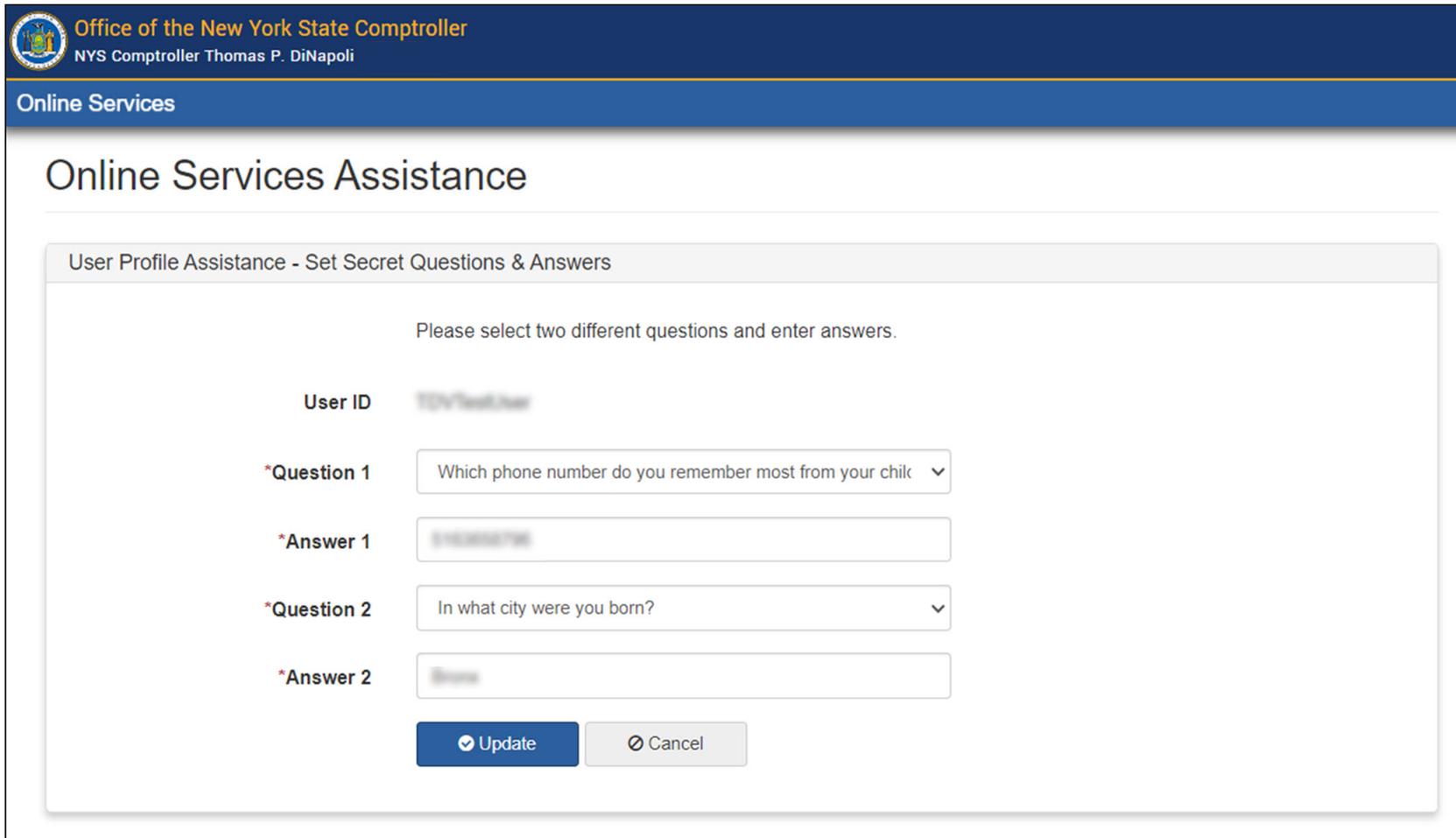
The screenshot shows the 'Online Services Assistance' page with a 'Change Password' form. The form includes a header for the Office of the New York State Comptroller, a title bar for 'Online Services', and a main heading 'Online Services Assistance'. The form itself is titled 'Password Assistance - Change Password' and contains the following elements:

- A message: "Please enter current password and create new password."
- A 'User ID' field with a placeholder value.
- A '*Current Password' field.
- A '*New Password' field.
- A password requirements note: "(8-32 characters. It cannot contain your first or last name, or your userID, or the word 'password', or any special characters and you cannot reuse a previous password. The password must contain at least 1 number, 1 lower case character and 1 upper case character.)"
- A '*Re-type New Password' field.
- 'Update' and 'Cancel' buttons at the bottom.

ACTIVATING YOUR ONLINE SERVICES ACCOUNT

Step 5: When prompted, choose and answer two secret questions. When done, select “Update.”

These questions will be used in the event you need to recover your password or otherwise validate your identity. The answer you type now will need to exactly match what you enter later.



The screenshot shows a web interface for setting secret questions. At the top, there is a header for the 'Office of the New York State Comptroller' with the name 'NYS Comptroller Thomas P. DiNapoli'. Below this is a blue bar labeled 'Online Services'. The main heading is 'Online Services Assistance'. The form is titled 'User Profile Assistance - Set Secret Questions & Answers'. It contains a prompt: 'Please select two different questions and enter answers.' Below this, there are two sets of question and answer fields. The first set is for 'User ID' (1007642100) with a question 'Which phone number do you remember most from your child?' and an answer '1-800-345-7890'. The second set is for 'User ID' (1007642100) with a question 'In what city were you born?' and an answer 'Rome'. At the bottom, there are two buttons: 'Update' and 'Cancel'.

Office of the New York State Comptroller
NYS Comptroller Thomas P. DiNapoli

Online Services

Online Services Assistance

User Profile Assistance - Set Secret Questions & Answers

Please select two different questions and enter answers.

User ID 1007642100

*Question 1 Which phone number do you remember most from your child

*Answer 1 1-800-345-7890

*Question 2 In what city were you born?

*Answer 2 Rome

Update Cancel

ASSIGNING PARIS ROLES TO AN ACCOUNT (GOVERNMENT AUTHORIZER ONLY)

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

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

The screenshot displays the 'Online Services' dashboard. The top navigation bar includes 'Office of the New York State Comptroller' and 'NYS Comptroller Thomas P. DiNapoli'. The main content area is titled 'Welcome to Online Services' and is divided into several sections:

- Online Services Applications:** A box stating 'You are currently subscribed to the following applications:' with a single entry: 'Public Authorities Reporting Information System (PARIS)'.
- Announcements:** A yellow banner with the message 'No announcements to report.'
- Government Information:** A table with the following data:

Name	Account Status Administration Corporate
Department ID	
Public Authority Code	1073
Number of Users	3
Application(s)	Online Services Identity and Access Management (ENROLLMENT) , Public Authorities Reporting Information System (PARIS)

Below the table is a 'Manage Users' button with a red arrow pointing to it.
- User Information:** A table with the following data:

Name	Full name [redacted]
User ID	[redacted]
Previous Last Access	May 30, 2024 10:09 AM
Password Expiration Date	May 22, 2025 12:05 PM
Created On	May 22, 2024 11:56 AM

Below the table is a 'Manage Profile' button.

ASSIGNING PARIS ROLES TO AN ACCOUNT

Step 2: On the following screen, click the drop-down arrow to the left of the appropriate User ID and select "Permissions." Users with an * after their email address have government authorizer rights.

The screenshot shows the 'Users' page in the IAM system. The left sidebar contains navigation options for 'SFS' and 'LOCAL GOVERNMENT'. The main content area displays a table of users with columns for 'Actions', 'User ID', 'First Name', 'Last Name', 'Email', and 'Status'. A dropdown menu is open for the first user, showing options for 'Info', 'Permissions', 'Locations', 'Activity Logs', and 'Audit Logs'. Red arrows point to the 'Info' dropdown and the 'Permissions' option.

Actions	User ID	First Name	Last Name	Email	Status
Info	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	* Active
Info	[REDACTED]	Local	Gov	[REDACTED]	* Active
Info	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Locked

ASSIGNING PARIS ROLES TO AN ACCOUNT

Step 3: The Permissions tab will default to the Online Services Identity and Access Management (ENROLLMENT) section where the Government Authorizer box should be checked for any users that should have Government Authorizer Rights. To assign roles for PARIS, select “Public Authorities Reporting Information System (PARIS)”.

The role of Government Authorizer under the Permissions tab allows the user to add/remove roles for any user account and create additional accounts. Do not assign the Government Authorizer role unless the user for that account should have these abilities. Every authority is required to designate an individual as the Government Authorizer, who will be responsible and accountable for creating and maintaining the accounts of eligible PARIS users for their own authority.

The screenshot displays the 'Online Services Identity and Access Management (ENROLLMENT)' interface. The left sidebar contains navigation options for 'OSC INTERNAL', 'OSC EXTERNAL', and 'LOCAL GOV'. The main content area shows the 'Permissions' tab for the 'Public Authorities Reporting Information System (PARIS)' application. A red arrow points to the 'Public Authorities Reporting Information System (PARIS)' application name. Below this, a table lists roles with checkboxes:

Role	Selected
Government Authorizer Authorizer role is able to create and maintain user accounts and roles for their government entity.	<input checked="" type="checkbox"/>
Sole Custody Authorizer Authorizer role that can manage any Sole Custody User for their government entity.	<input type="checkbox"/>

At the bottom, the 'Government Information' section shows the 'Public Authority Code' as 1073 and the 'Status' as 'Active'.

ASSIGNING PARIS ROLES TO AN ACCOUNT

You can now assign the roles of **PA View Only**, **PA Preparer** and/or **PA Certifier**.

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

Step 4: Once you assign a PARIS role, its corresponding box will be check-marked and the role highlighted in blue.

Log out, close the browser window, and then log back in for the changes to take effect.

The screenshot shows the 'Online Services Identity and Access Management (ENROLLMENT)' interface. The 'Public Authorities Reporting Information System (PARIS)' application is selected. Under the 'Online Services Applications' section, the 'PA Certifier' role is selected with a checkmark and highlighted in blue. The role description states: '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.'

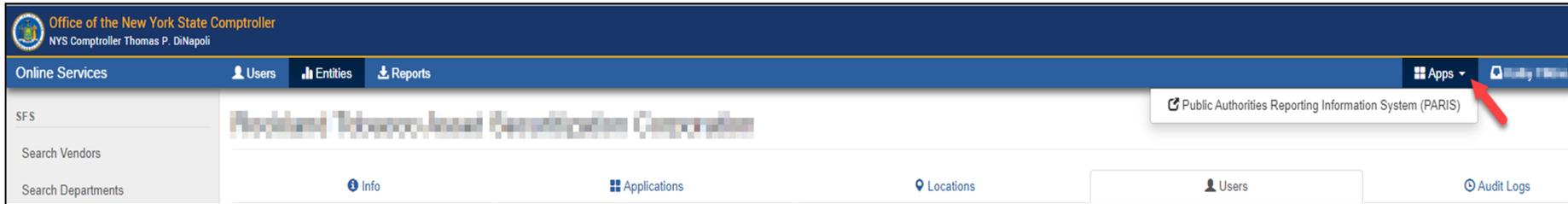
Role	Description	Status
<input type="checkbox"/> PA View Only	PA View-Only role can view certified data for any public authority. This role has no create, update or delete privileges.	
<input type="checkbox"/> PA Preparer	PA Preparer role has create, view, update and delete access to all unsubmitted data for their public authority. This role can also view certified data for any public authority.	
<input checked="" type="checkbox"/> 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.	Active

Government Information

Public Authority Code	1073	Status	Active
Name	Business Enterprise Certification Reporter		

ASSIGNING PARIS ROLES TO AN ACCOUNT

Step 5: You can now access the "Public Authorities Reporting Information System (PARIS)" by selecting it from the Apps drop-down at the top of the page.



CREATING ADDITIONAL USER ACCOUNTS (GOVERNMENT AUTHORIZER ONLY)

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

The screenshot displays the 'Online Services' dashboard. The top navigation bar includes 'Online Services' and 'Users'. A left sidebar contains 'VIEW' options: 'Dashboard', 'Announcements', and 'User Profile'. The main content area is titled 'Welcome to Online Services' and is divided into four panels:

- Online Services Applications:** A box stating 'You are currently subscribed to the following applications:' with a single entry: 'Public Authorities Reporting Information System (PARIS)'.
- Announcements:** A yellow banner with the text 'No announcements to report.'
- Government Information:** A panel with the following details:
 - Name: [Redacted]
 - Department ID: [Redacted]
 - Public Authority Code: 1073
 - Number of Users: 3
 - Application(s): Online Services Identity and Access Management (ENROLLMENT) , Public Authorities Reporting Information System (PARIS)A 'Manage Users' button is located at the bottom of this panel, with a red arrow pointing to it.
- User Information:** A panel with the following details:
 - Name: [Redacted]
 - User ID: [Redacted]
 - Previous Last Access: May 30, 2024 10:09 AM
 - Password Expiration Date: May 22, 2025 12:05 PM
 - Created On: May 22, 2024 11:56 AMA 'Manage Profile' button is located at the bottom of this panel.

CREATING ADDITIONAL USER ACCOUNTS

Step 2: Select "Add Government User" on the left-hand side. This is also where you would create a new Government Authorizer.

The screenshot displays the IAM system interface. The top navigation bar includes "Office of the New York State Comptroller" and "NYS Comptroller Thomas P. DiNapoli". The main menu on the left lists "Online Services" with sub-sections for "OSC INTERNAL" and "OSC EXTERNAL". Under "OSC EXTERNAL", there are search options for "Vendor Users", "Department Users", "Public Authority Users", and "Municipality Users". A "KATELENTIKINS" section contains a "View User" button. Below that, "GOVERNMENT USERS" is listed with "View Government", "View Government Users", and "Add Government User" (highlighted with a red arrow).

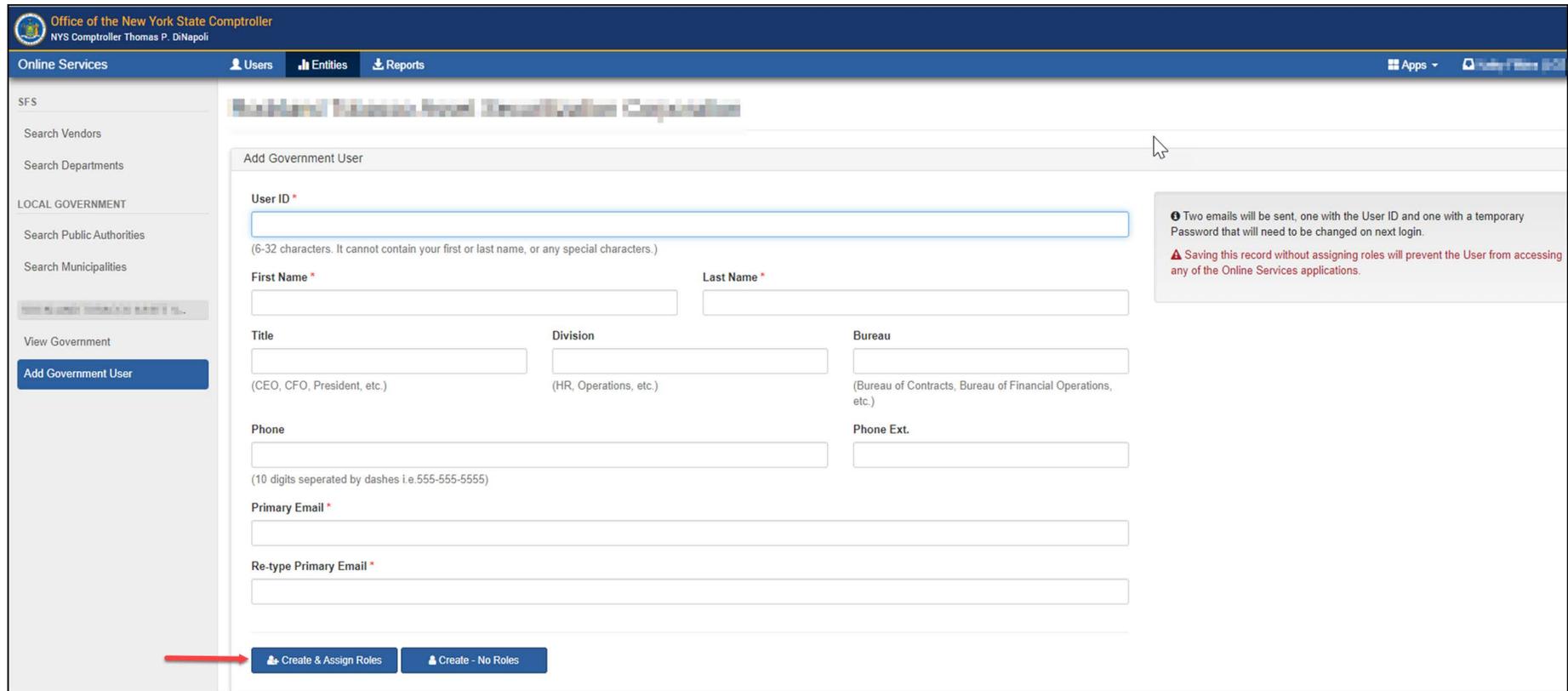
The main content area shows the profile for a user. The "Personal Information" section includes fields for "User ID", "Name", "Phone", "Phone Ext.", "Primary Email", "Secondary Email", "Title", "Division", and "Bureau". An "Edit" button is located below the "Primary Email" field. The "System Information" section displays the following data:

Field	Value
User Type	Government
Status	Active
Status Reason	The account is active with a non-expired user ID and password
Available Actions	Reset Password, Manual Password override - Thu151165442, Lock User
Logon Failures	0
Created On	May 22, 2024 11:56 AM
Created By	[Redacted]
Modified On	May 30, 2024 03:59 PM
Modified By	System
Last Access	May 30, 2024 03:59 PM
Previous Last Access	May 30, 2024 10:09 AM

CREATING ADDITIONAL USER ACCOUNTS

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

You will now be redirected to Online Services Applications where you can assign roles to the new user account. These steps can be found on pages 8-12.



Office of the New York State Comptroller
NYS Comptroller Thomas P. DiNapoli

Online Services | Users | Entities | Reports | Apps

SFS

Search Vendors

Search Departments

LOCAL GOVERNMENT

Search Public Authorities

Search Municipalities

View Government

Add Government User

Add Government User

User ID *

(6-32 characters. It cannot contain your first or last name, or any special characters.)

First Name * **Last Name ***

Title **Division** **Bureau**

(CEO, CFO, President, etc.) (HR, Operations, etc.) (Bureau of Contracts, Bureau of Financial Operations, etc.)

Phone **Phone Ext.**

(10 digits separated by dashes i.e. 555-555-5555)

Primary Email *

Re-type Primary Email *

Create & Assign Roles **Create - No Roles**

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.
Saving this record without assigning roles will prevent the User from accessing any of the Online Services applications.

CREATING ADDITIONAL USER ACCOUNTS

Step 4: 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.
A non-Government Authorizer account will only be able to access PARIS if one or more PARIS roles have been assigned.



Online Services

A user account has been created for you by ██████████ of New York State Office of the State Comptroller to allow you to access the Office of the New York State Comptroller Online Services.

Your user Id is: ██████████

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 <https://osc.ny.gov/portal/contact.htm> for detailed contact information.

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



Online Services

A user account has been created for you by ██████████ of New York State Office of the State Comptroller to allow you to access the Office of the New York State Comptroller Online Services.

Your temporary password is: **4RjihHkl**

This temporary password will expire on 05/22/2025.

To use the Office of the New York State Comptroller Online Services, please login with your user Id and the temporary password provided and you will be asked to change your password at the following secure website:

<https://onlineservices-test.osc.state.ny.us/Enrollment/protected/>

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

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

LOCKING USER ACCOUNTS AND RESETTNG PASSWORDS

- **Locking User Accounts:** Authorizers have the capability to “Lock User” as shown below. This should be used for staff leaving the authority, or for staff you no longer want to access PARIS.
- **Resetting Passwords:** Government Authorizers can reset passwords for other authority users by selecting the “Reset Password” option. Selecting this option will initiate a temporary password email. *After an account is unlocked, the temporary password expires after 45 days.*

The screenshot displays the user management interface for the Office of the New York State Comptroller. The left sidebar contains navigation options for OSC INTERNAL, OSC EXTERNAL, and Government users. The main content area shows the profile for a user with the following details:

Personal Information	
User ID	[Redacted]
Name	[Redacted]
Phone	866-321-8503
Phone Ext.	1
Primary Email	[Redacted]
Secondary Email	[Redacted]
Title	Supervisor
Division	[Redacted]
Bureau	[Redacted]

Below the personal information, the 'System Information' section provides the following data:

System Information	
User Type	Government
Status	Active
Status Reason	The account is active with a non-expired user ID and password
Created On	May 22, 2024 11:56 AM
Created By	[Redacted]
Modified On	May 30, 2024 03:59 PM
Modified By	System
Last Access	May 30, 2024 03:59 PM
Previous Last Access	May 30, 2024 10:09 AM

The 'Available Actions' section lists three options: 'Reset Password', 'Manual Password override - Thu151173319', and 'Lock User'. A red arrow points to the 'Lock User' option, which is highlighted in yellow.