PARIS USER ENROLLMENT GUIDE

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

- ACTIVATING YOUR ONLINE SERVICE ACCOUNT (Page 2)
- ASSIGNING PARIS ROLES TO AN EXISTING USER ACCOUNT (GOVERNMENT AUTHORIZER ONLY) (Page 9)
- CREATING ADDITIONAL USER ACCOUNTS (GOVERNMENT AUTHORIZER ONLY) (Page 13)
- LOCKING USER ACCOUNTS AND RESETTING PASSWORDS (Page 17)

ALL LINKS, USER IDS, 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.

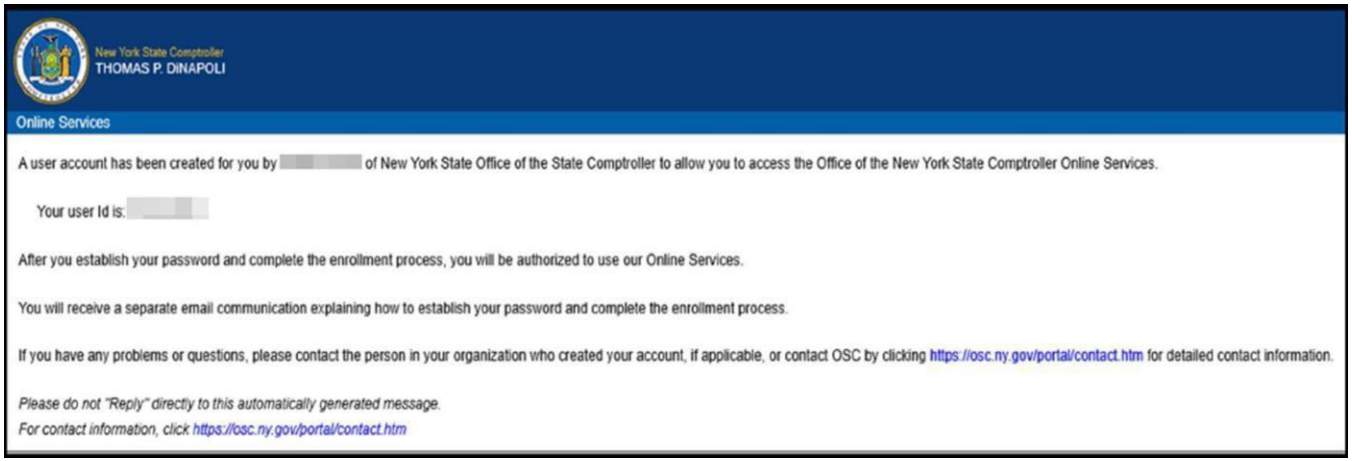
ACTIVATING YOUR ONLINE SERVICES AND PARIS GOVERNMENT AUTHORIZER ACCOUNT

An account has been created for you to access the Office of the State Comptroller's "Online Services" portal, from which you can access various reporting systems. This guide shows you how to activate your account in Online Services. For users with Government Authorizer accounts, this guide explains how to create additional user accounts.

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 user ID and the other a temporary password. The password is valid for 45 days. If you need assistance with a password reset, you will need to contact the Local Government Help Desk at 866-321-8503 Option 1. *For all other user accounts, contact the individual within your organization who created your account.*



New York State Comptroller
THOMAS P. DiNAPOLI

Online Services

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.

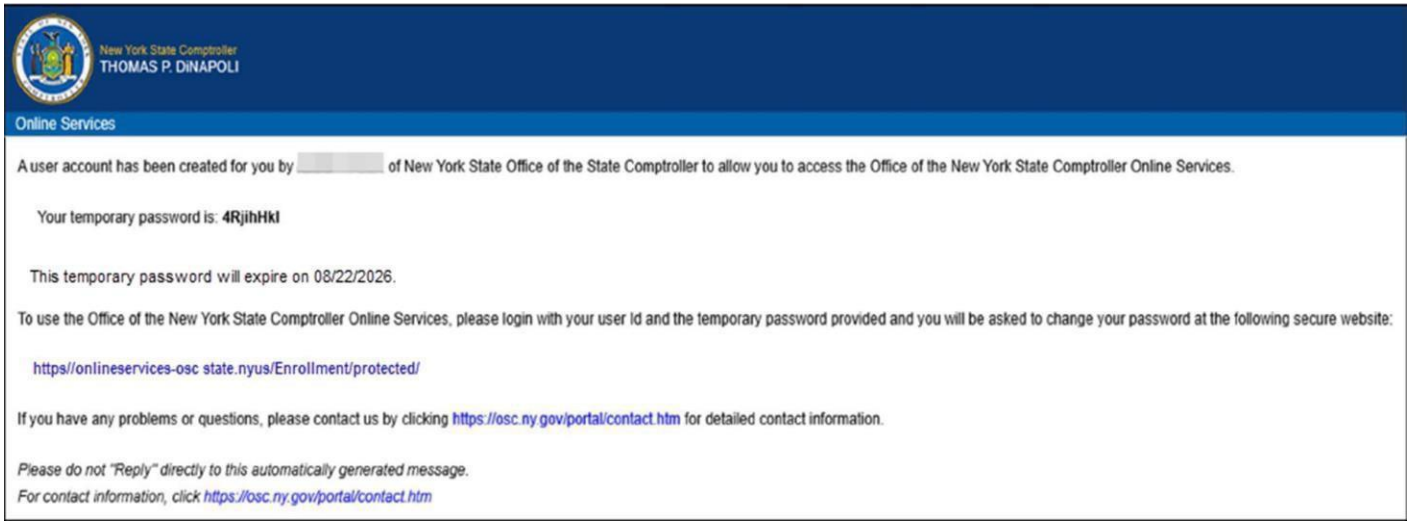
Your user Id is: [redacted]

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



New York State Comptroller
THOMAS P. DiNAPOLI

Online Services

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.

Your temporary password is: **4RjihHkl**

This temporary password will expire on 08/22/2026.

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:

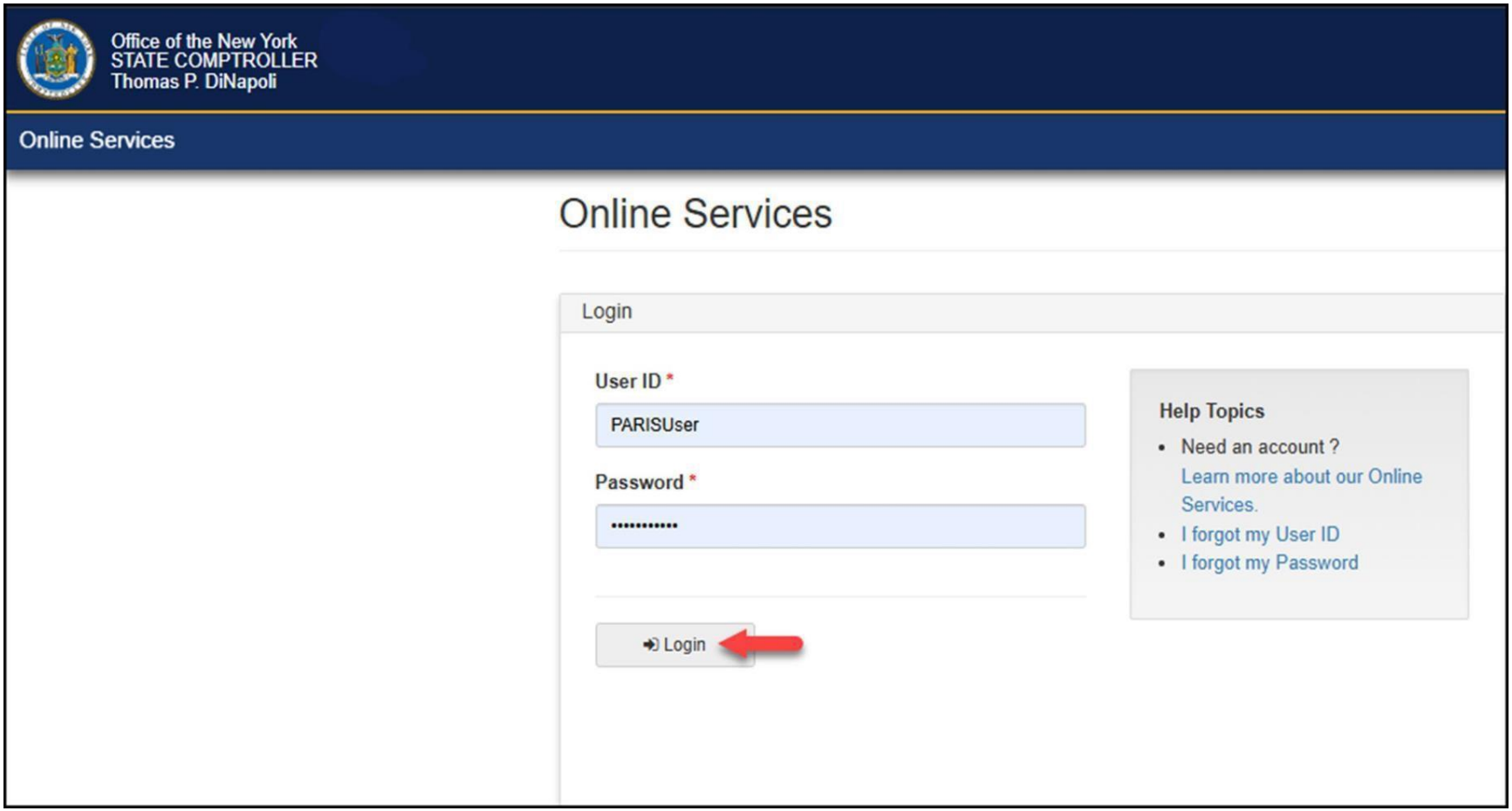
https//onlineservices-osc state.nyus/Enrollment/protected/

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

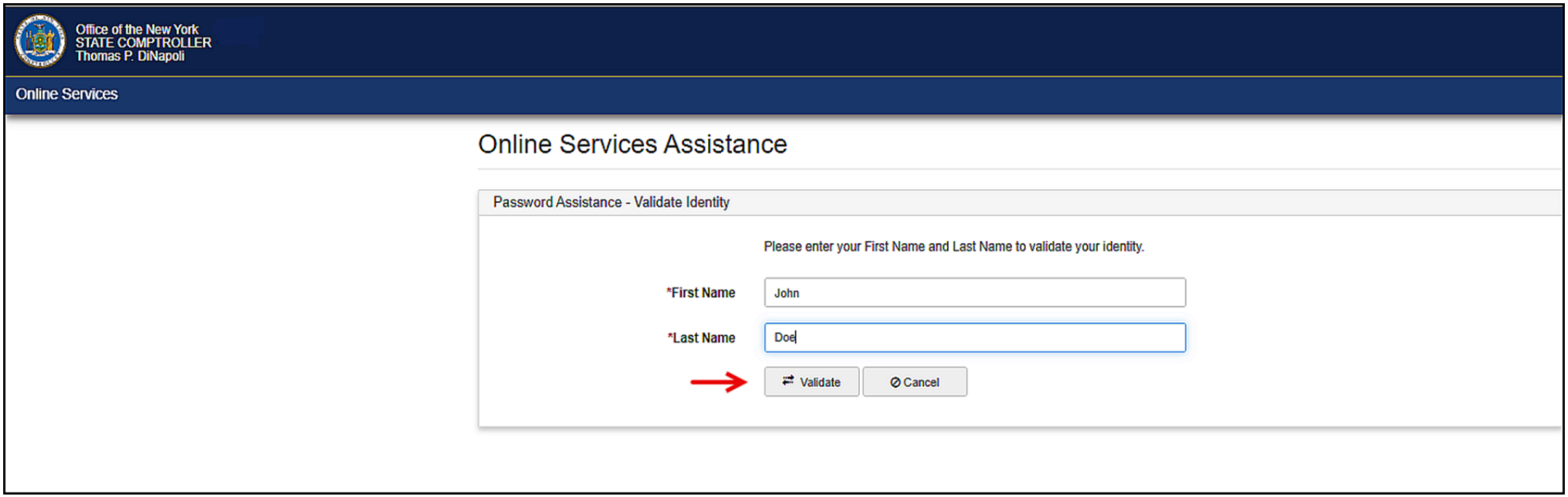
ACTIVATING YOUR ONLINE SERVICES ACCOUNT

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



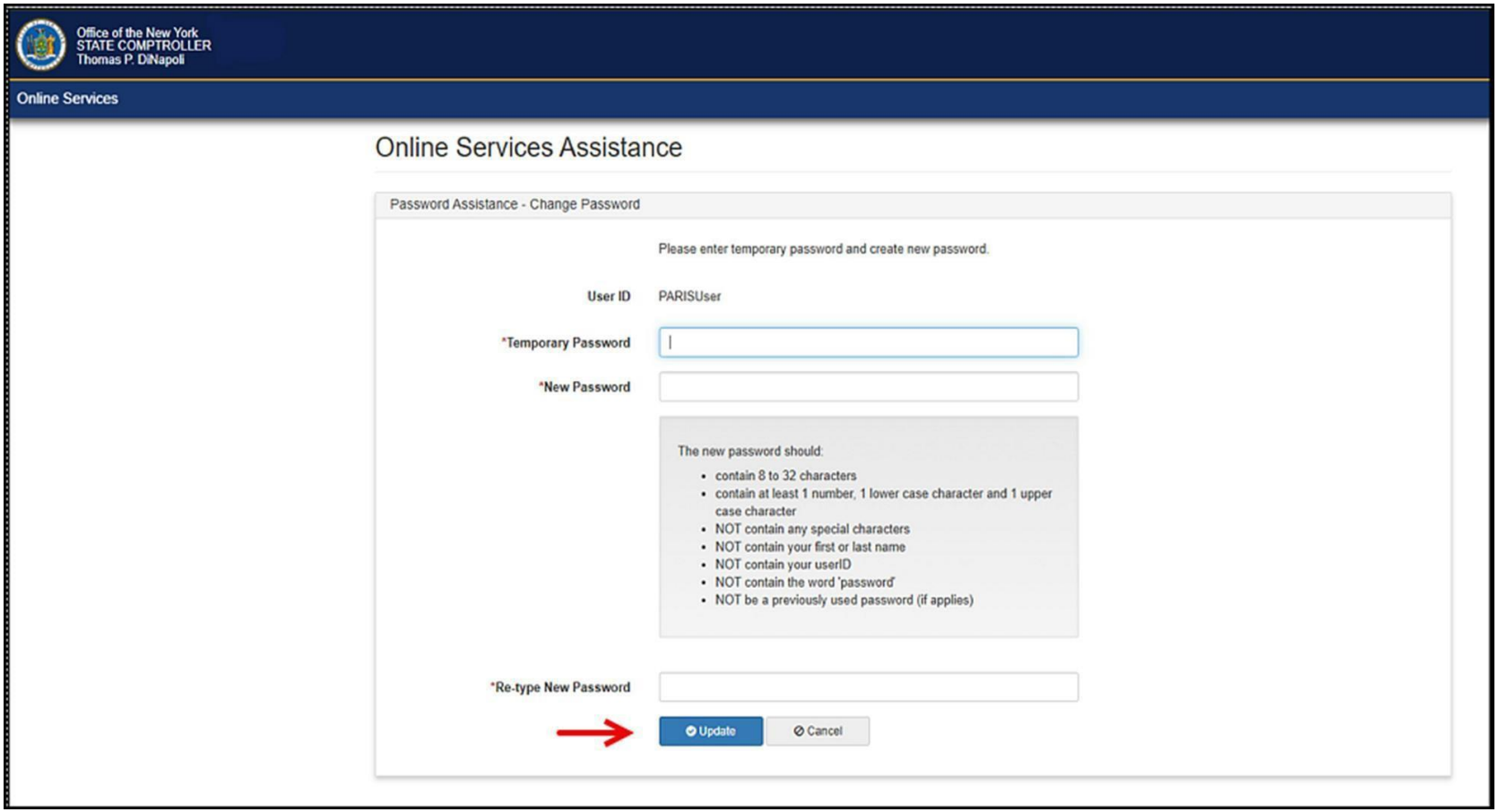
ACTIVATING YOUR ONLINE SERVICES ACCOUNT

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



ACTIVATING YOUR ONLINE SERVICES ACCOUNT

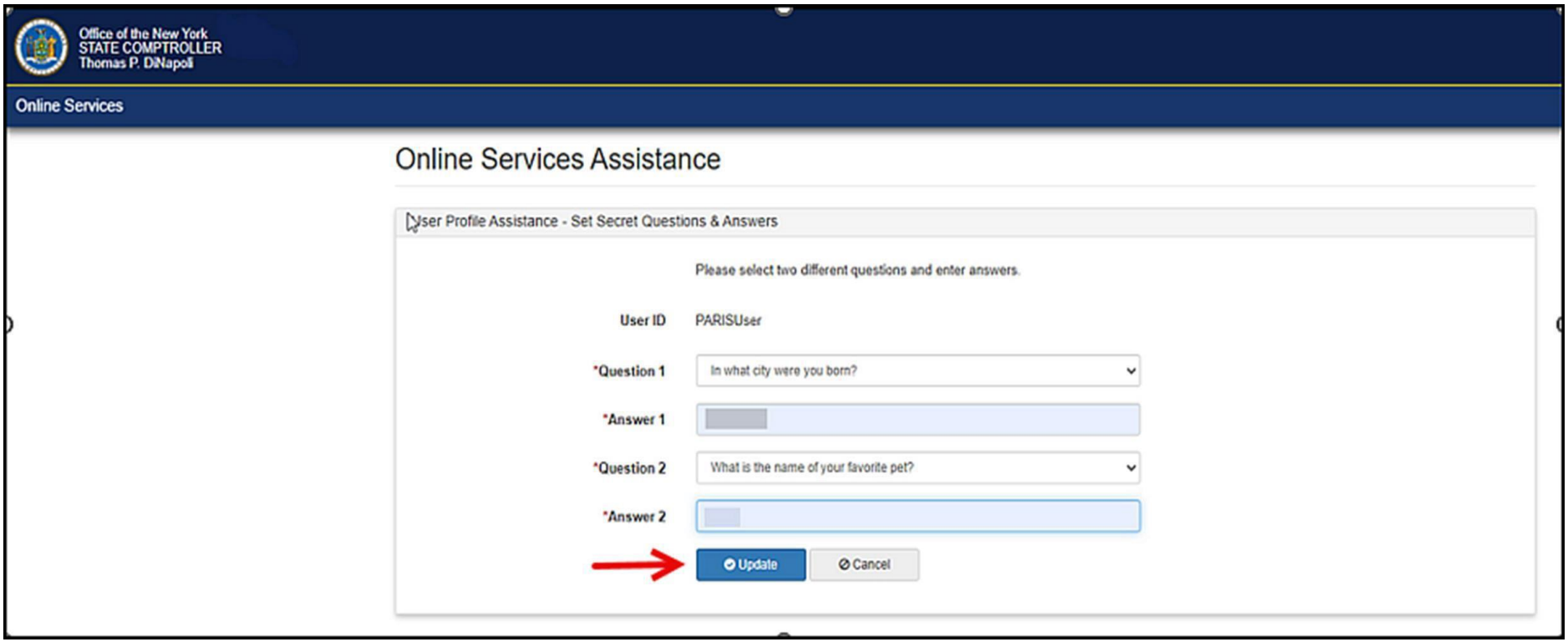
Step 4: On the Change Password screen, enter your temporary password and then enter a new password you wish to use in the remaining fields. When done, select "Update."



ACTIVATING YOUR ONLINE SERVICES ACCOUNT

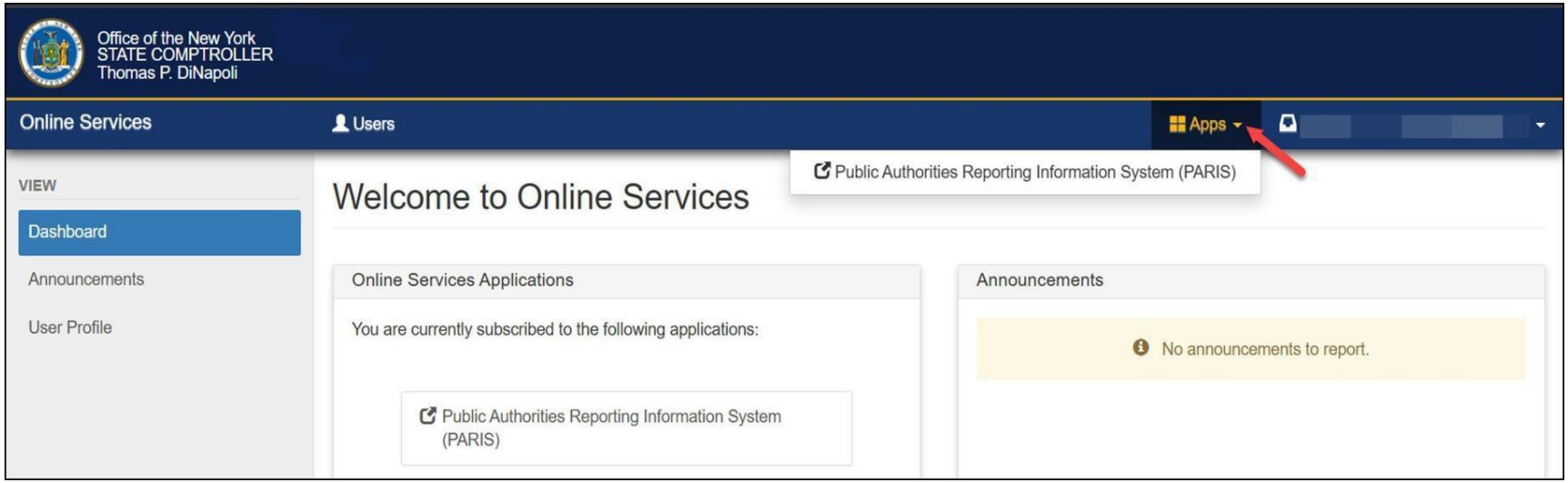
Step 5: When prompted, choose and answer two secret questions. When done, select "Update."

These questions and answers will be used in the event you need to recover your password or validate your identity. The answers are case-sensitive and must be entered exactly as they were first provided.



ACTIVATING YOUR ONLINE SERVICES ACCOUNT (GOVERNMENT AUTHORIZER ONLY)

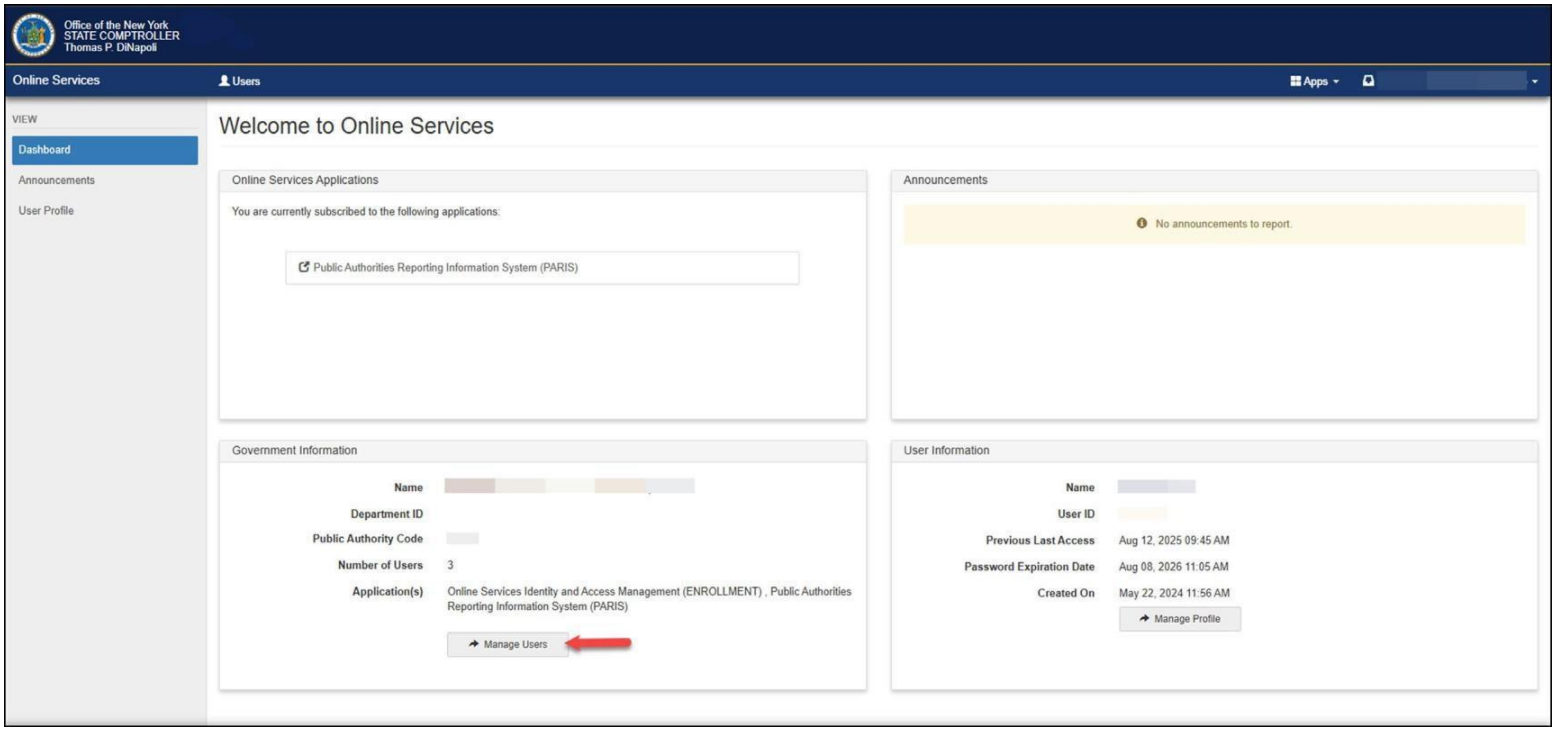
Step 6: After activating your account, you can access the Public Authorities Reporting Information System (PARIS) application and assign permissions (roles) or create additional users.



ASSIGNING PARIS ROLES TO AN EXISTINGUSER ACCOUNT (GOVERNMENT AUTHORIZER ONLY)

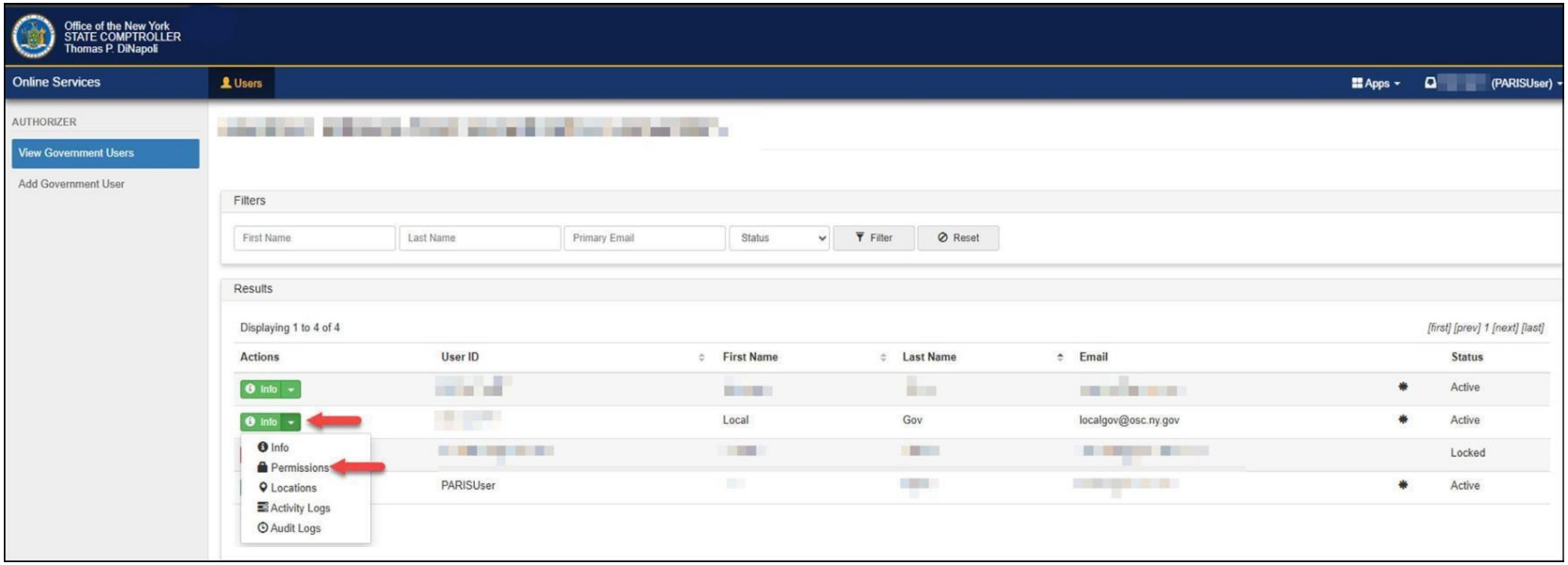
The Government Authorizer will be responsible and accountable for creating and maintaining the accounts of eligible PARIS users for their authority. The Government Authorizer role allows the user to add/remove roles. Do not assign the Government Authorizer role unless the user should have these abilities. (*Note: During enrollment, the OSC assigns the PA Certifier role to the new Government Authorizer.*)

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 Government Authorizer account).



ASSIGNING PARIS ROLES TO AN EXISTING USER ACCOUNT

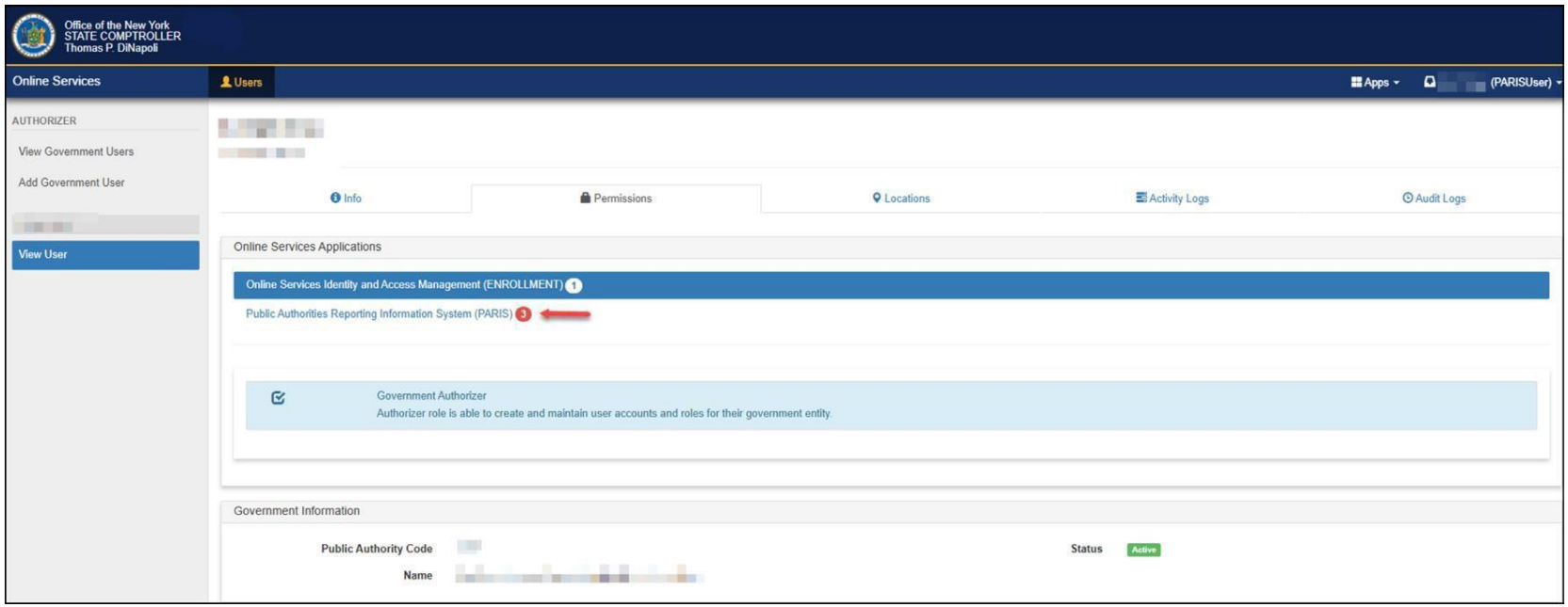
Step 2: On the following screen, click the drop-down arrow to the left of the appropriate User ID and select "Permissions."



ASSIGNING PARIS ROLES TO AN EXISTING USER 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)".

(Note: The role of Authorizer under the Enrollment tab allows the user to add/remove roles for any user account and create additional accounts.)



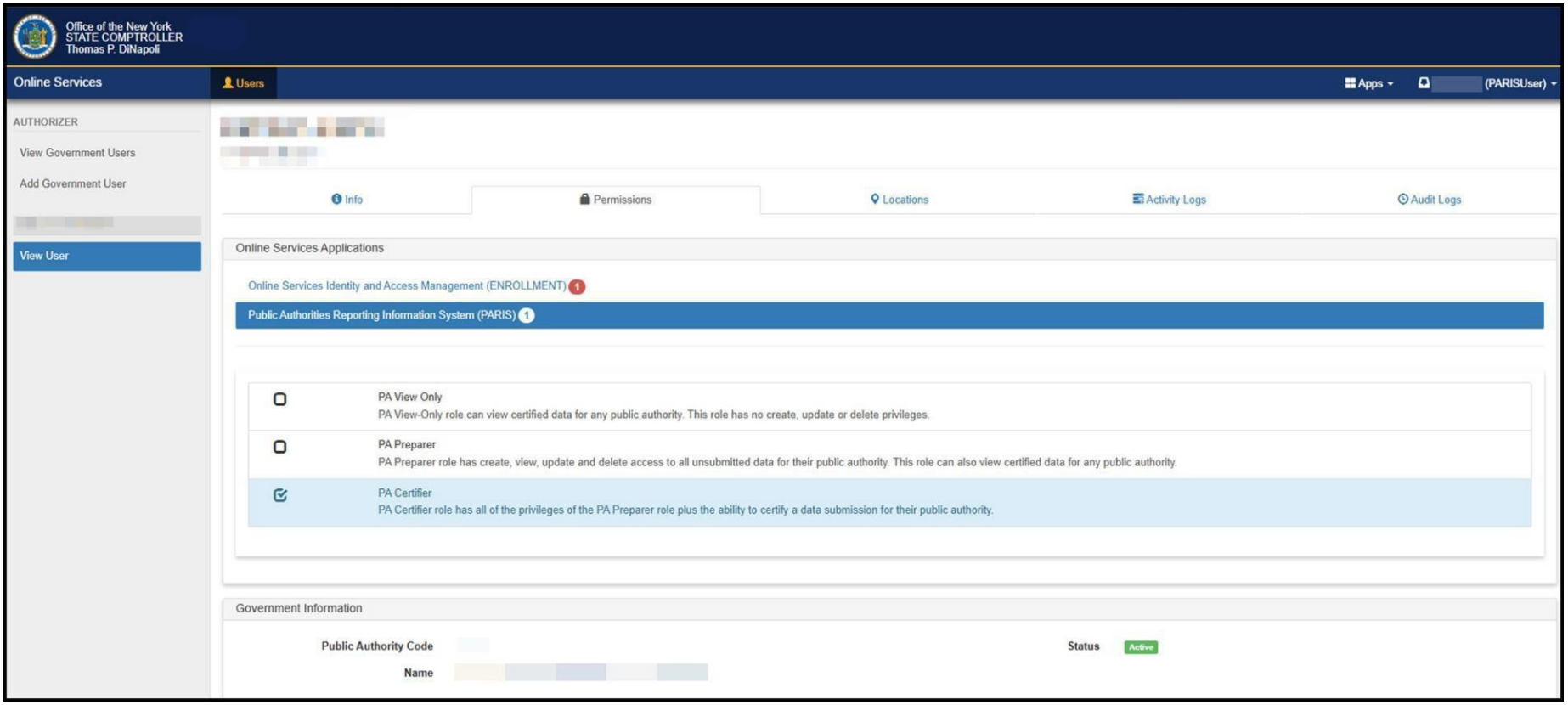
ASSIGNING PARIS ROLES TO AN EXISTING USER ACCOUNT (GOVERNMENT AUTHORIZER ONLY)

Step 4: You can now assign the roles of PA View Only, PA Preparer and/or PA Certifier.

- **PA View Only:** Can view PARIS reports in Certified status. No create, update or delete privileges.
- **PA Preparer:** Can view all PARIS reports, and update or delete all reports in unsubmitted or re-submit status for their own authority. Can view all certified PARIS reports for other authorities.

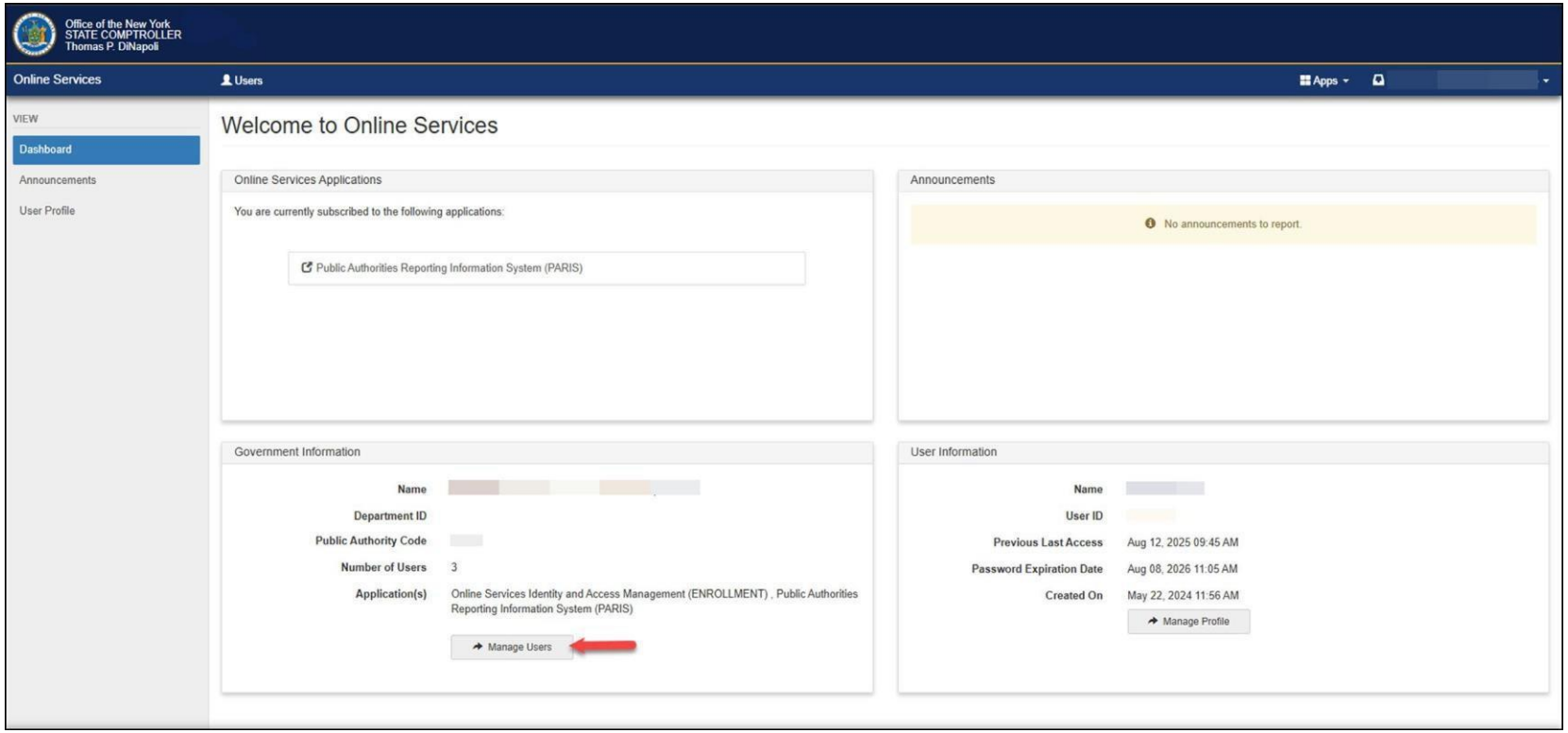
  PA Certifier: Can view all PARIS reports, edit, delete and certify all reports in unsubmitted or re-submit status for their own authority. Can view all certified PARIS reports for other authorities. (*Note: When a new Government Authorizer account is created the OSC assigns the PA Certifier role during enrollment.)*.

Step 5: *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.*



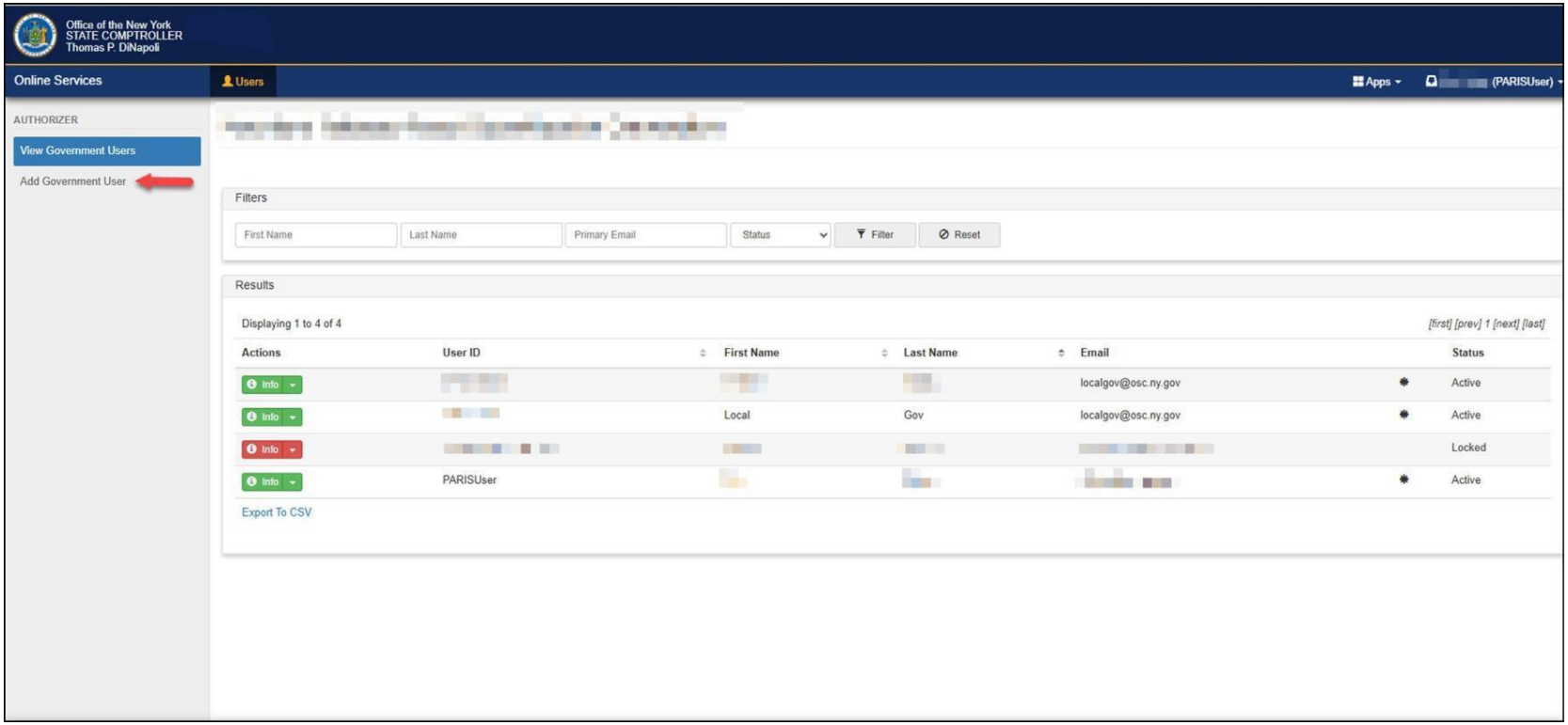
CREATING ADDITIONAL USER ACCOUNTS (GOVERNMENT AUTHORIZER ONLY)

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.



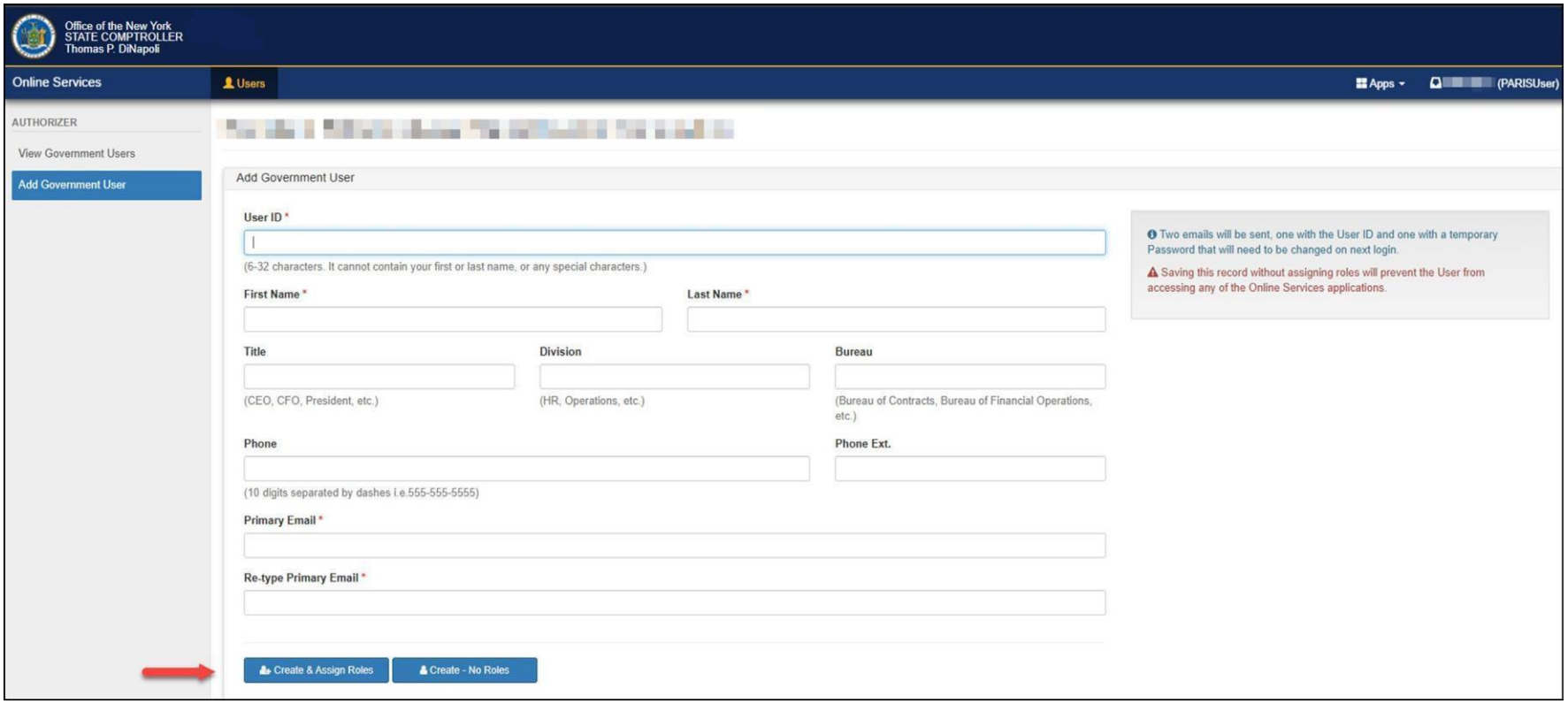
CREATING ADDITIONAL USER ACCOUNTS

Step 2: Select "Add Government User" on the left-hand side.



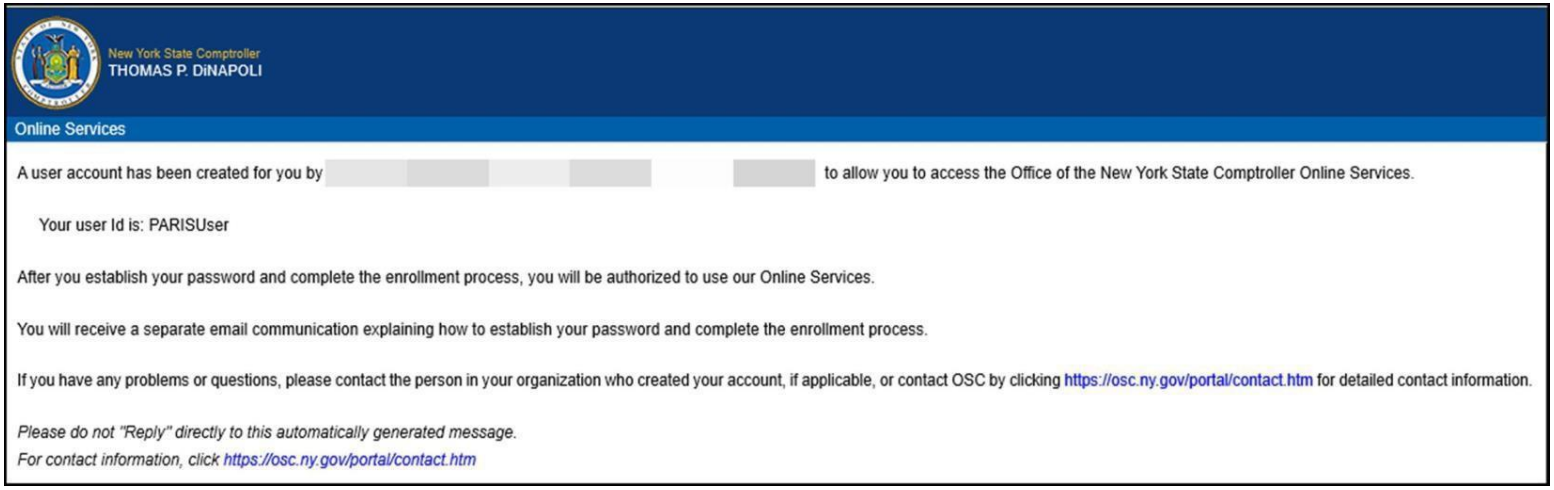
CREATING ADDITIONAL USER ACCOUNTS

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 11 & 12**.**



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.



New York State Comptroller
THOMAS P. DiNAPOLI

Online Services

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

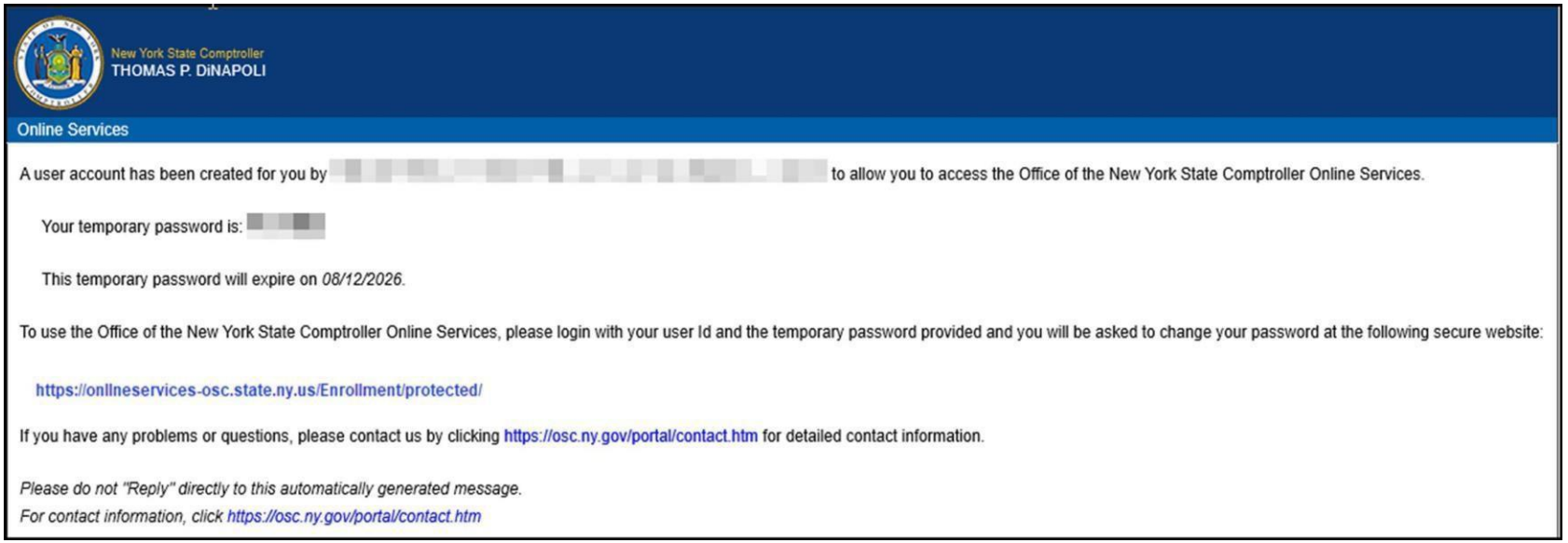
Your user Id is: PARISUser

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



New York State Comptroller
THOMAS P. DiNAPOLI

Online Services

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

Your temporary password is: [redacted]

This temporary password will expire on *08/12/2026*.

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-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.

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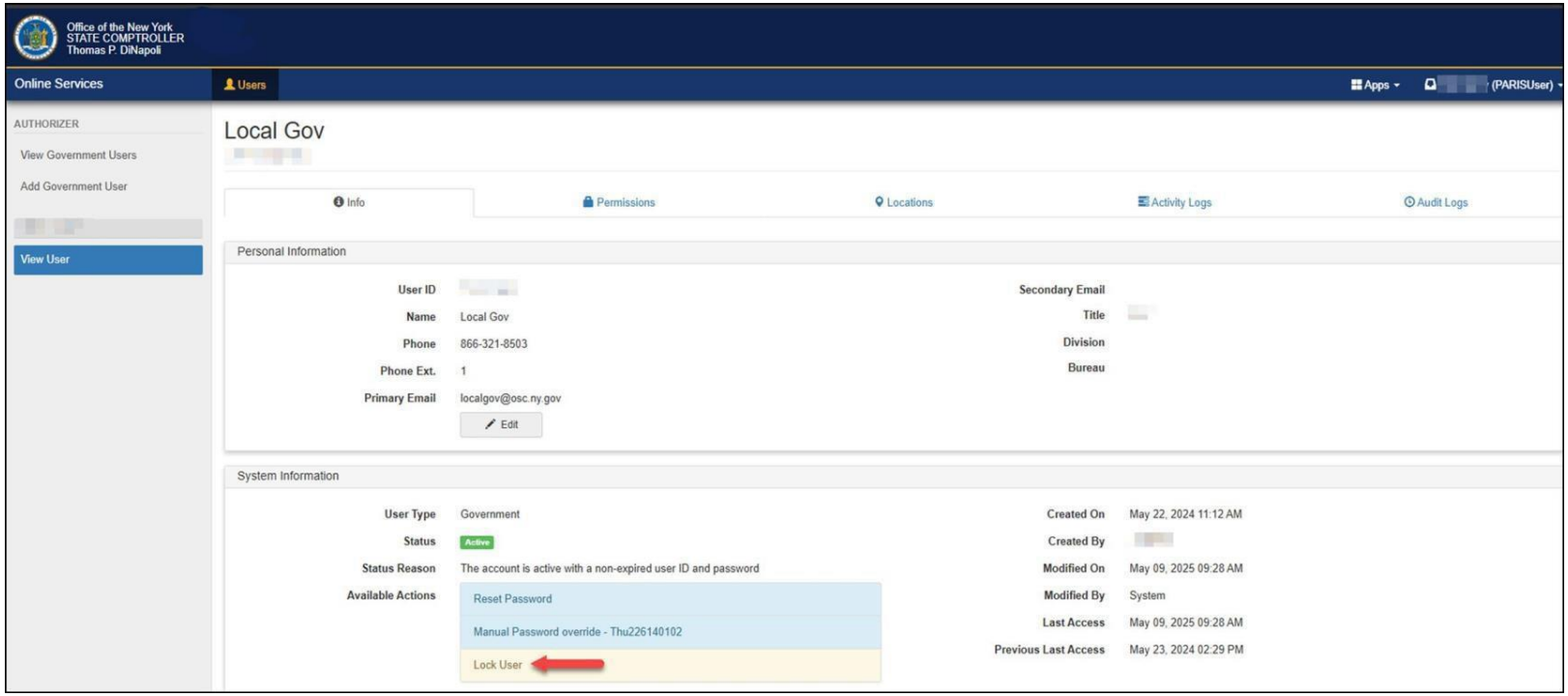
LOCKING USER ACCOUNTS AND RESETTING PASSWORDS

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 Online Services.

Resetting Passwords: Government Authorizers can reset passwords for other users by selecting the "Reset Password" option. This sends a temporary password via email and turns the button yellow. After an account is unlocked, the temporary password expires after 45 days.