

Online Services

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

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 - Tax Cap/Tax Cap Compliance
 - Tax Limit
 - Assessment Roll Verification
- [CREATING ADDITIONAL USER ACCOUNTS](#) (Page 20)

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 any LGSA applications. You will receive two automated emails from the Enrollment system. One email will contain your username and the other a temporary password.

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: municipaluser

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>

ACTIVATING A PRIMARY AUTHORIZER ACCOUNT (Continued)

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

The screenshot shows the 'Online Services' login page for the New York State Comptroller, Thomas P. DiNapoli. The page is divided into several sections:

- Header:** 'New York State Comptroller Thomas P. DiNapoli' with the state seal logo.
- Online Services:** A main heading for the service area.
- Login:** A form with fields for '*User ID' (containing 'municipaluser') and '*Password' (masked with dots). There are links for 'I forgot my User ID' and 'I forgot my Password'. A 'Login' button is present, along with links for 'Need an account? Enroll Now' and 'Learn more about our Online Services.'
- Announcements:** A section with a placeholder for an announcement.
- Online Services Applications:** A section with four tabs: 'Government', 'Local Government', 'Vendors', and 'Individuals'. The 'Local Government' tab is selected.
- Applications:**
 - VendRep System:** A secure application for vendors to enter and certify their Vendor Responsibility Questionnaires. Includes links for 'More Details' and 'Enroll'.
 - Contract Submission System:** A secure application for State authorities to submit contracts and amendments for prior approval or filing.
 - Public Authorities Reporting Information System:** An online data entry and collection system for public authorities. Includes a link for 'More Details'.
 - Online Claiming:** A secure web application for authorized users to upload files to search and claim unclaimed funds.

ACTIVATING A PRIMARY AUTHORIZER ACCOUNT (Continued)

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

New York State Comptroller
Thomas P. DiNapoli

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.”

The screenshot shows a web interface for the New York State Comptroller, Thomas P. DiNapoli. The page is titled "Online Services Assistance" and contains a section for "Password Assistance - Change Password". The instructions state: "Please enter current password and create new password." The form includes the following fields and controls:

- User ID:** municipaluser
- *Current Password:** A text input field containing seven dots.
- *New Password:** A text input field containing ten dots.
- *Re-type New Password:** A text input field containing ten dots, which is highlighted with a blue border.
- Instructions:** (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.)
- Buttons:** "Update" (with a checkmark icon) and "Cancel" (with an X icon).

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)

New York State Comptroller
Thomas P. DiNapoli

Online Services Assistance

User Profile Assistance - Set Secret Questions & Answers

Please select two different questions and enter answers.

User ID municipaluser

***Question 1** In what city were you born?

***Answer 1** Albany

***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.

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

- Header:** New York State Comptroller Thomas P. DiNapoli, Users, My Apps, John Doe (municipaluser)
- Left Sidebar:** Online Services, View, Dashboard (selected), Announcements, User Profile
- Main Content:**
 - Welcome to Online Services**
 - Online Services Applications:** You are currently subscribed to the following applications: No applications available.
 - Announcements:** (Empty)
 - Municipality Information:**
 - Municipality Name: City of Albany
 - Municipality Code: 0000000000
 - Number of Users: 11
 - Application(s): Tax Cap , Tax Limit
 - Manage Users button
 - User Information:**
 - Name: John Doe
 - User ID: municipaluser
 - Previous Last Access: Mar 30, 2015 01:45 PM
 - Password Expiration Date: Mar 29, 2016 12:00 AM
 - Created On: Mar 26, 2014 12:36 PM
 - Manage Profile button

ASSIGNING ROLES TO AN ACCOUNT (PRIMARY AUTHORIZER ONLY)

Step 1: Once you are logged into the website, select “Manage Users” underneath Municipality Information at the bottom. *(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. The dashboard is divided into several sections:

- Header:** New York State Comptroller Thomas P. DiNapoli, Users, My Apps, and John Doe (municipaluser).
- Left Sidebar:** Online Services View with links for Dashboard, Announcements, and User Profile.
- Online Services Applications:** A section stating 'You are currently subscribed to the following applications:' with a message 'No applications available.'
- Announcements:** A section with a placeholder for an announcement.
- Municipality Information:** A section displaying:
 - Municipality Name: City of Albany
 - Municipality Code: 0000000000
 - Number of Users: 11
 - Application(s): Tax Cap , Tax Limit
 - A 'Manage Users' button with a right-pointing arrow.
- User Information:** A section displaying:
 - Name: John Doe
 - User ID: municipaluser
 - Previous Last Access: Mar 30, 2015 01:45 PM
 - Password Expiration Date: Mar 29, 2016 12:00 AM
 - Created On: Mar 26, 2014 12:36 PM
 - A 'Manage Profile' button with a right-pointing arrow.

ASSIGNING ROLES TO AN ACCOUNT (Continued)

Step 2: On the following screen, click the drop-down arrow next to appropriate username and select “Permissions.”

The screenshot displays the 'City of Albany' user management interface. The top navigation bar includes the New York State Comptroller logo and name, a 'Users' tab, and a user profile for 'John Doe (municipaluser)'. The left sidebar shows 'Online Services' with a search bar and a 'Municipality Users' button. The main content area features a 'Filters' section with input fields for 'First Name', 'Last Name', 'Primary Email', and 'Status', along with 'Filter' and 'Clear' buttons. Below the filters is a 'Results' section showing a table of users. The table has columns for 'Actions', 'User ID', 'First Name', 'Last Name', 'Email', and 'Status'. The user 'municipaluser' (John Doe) is the focus, with a dropdown menu open over the 'Info' icon in the 'Actions' column. The dropdown menu lists 'Info', 'Permissions', 'Locations', 'Activity Logs', and 'Audit Logs'. The 'Permissions' option is highlighted, indicating it has been selected.

Actions	User ID	First Name	Last Name	Email	Status
Info
Info	municipaluser	John	Doe	...	* Active
Info
Info
Info
Info
Info

ASSIGNING ROLES TO AN ACCOUNT (Continued)

Step 3: To assign roles for Tax Cap and/or Tax Cap Compliance, select “Tax Cap” underneath Online Services Applications. **Jump to Step 6 for instructions on how to assign Tax Limit roles. Jump to Step 9 for instructions on how to assign Assessment Roll Verification roles.**

(Note: the roles for Tax Cap Compliance are under the Tax Cap application)

The screenshot displays the user management interface for John Doe (municipaluser). The top navigation bar includes the New York State Comptroller logo, the name THOMAS P. DINAPOLI, a TEST indicator, and the Online Services header. The user profile section shows 'John Doe (municipaluser)' with tabs for Info, Permissions, Locations, Activity Logs, and Audit Logs. The 'Online Services Applications' section is active, showing three application buttons: Enrollment (2), Tax Limit (1), and Tax Cap. A yellow arrow points to the 'Tax Cap' button. Below this, a list of roles is shown, each with an unchecked checkbox and a description of its privileges:

- Tax Cap Certifier**
All the privileges of the Reviewer role. Can also certify Tax Cap report data submissions for their municipality. All privileges apply only to the user's Municipality.
- Tax Cap Reviewer**
Read privileges for any certified or uncertified Tax Cap data for their municipality. All privileges apply only to the user's Municipality.
- Tax Cap Preparer**
Ability to enter and edit data in unsubmitted Tax Cap forms. Read privileges for certified data for their municipality. All privileges apply only to the user's Municipality.
- Tax Cap Compliance Certifier**
Ability to certify Tax Cap Compliance (Tax Levy) information. Ability to view the read-only Tax Cap Form Summary screen. No Tax levy (Tax Cap Compliance) data entry privileges. All privileges apply only to the user's Municipality.
- Tax Cap Compliance Preparer**
Ability to enter Tax Cap Compliance (Tax Levy) data. Ability to view the read-only Tax Cap Form Summary screen. No Tax Levy (Tax Cap Compliance) certification privileges. All privileges apply only to the user's Municipality.
- Tax Cap Compliance Reviewer**
Read-only rights for the Tax Cap Compliance (Tax Levy) data. Ability to view the read-only Tax Cap Form Summary screen. All privileges apply only to the user's Municipality.

The footer contains links for Contact Us, Privacy and Links Policies, and Terms of Service, along with the copyright notice © New York State Office of the State Comptroller.

ASSIGNING ROLES TO AN ACCOUNT – PROPERTY TAX CAP (Continued)

Step 4: You now have the ability to assign the roles of Tax Cap and Tax Cap Compliance Reviewer, Preparer and/or Certifier. Below is a description of each role.

Property Tax Cap

Tax Cap Reviewer: Can read all Tax Cap reports.

Tax Cap Preparer: Can read all Tax Cap reports and edit all unsubmitted Tax Cap reports.

Tax Cap Certifier: Can read all Tax Cap reports and certify unsubmitted Tax Cap reports.

Property Tax Cap

Tax Cap Compliance Reviewer: Can read all Tax Cap Compliance reports.

Tax Cap Compliance Preparer: Can read all Tax Cap Compliance reports and edit all unsubmitted Tax Cap Compliance reports.

Tax Cap Compliance Certifier: Can read all Tax Cap Compliance reports and certify all unsubmitted Tax Cap Compliance reports.

IMPORTANT: For school districts, the Tax Cap Compliance laws only allow the CEO (Superintendent) to complete the certification of the Tax Cap Compliance report. For all other municipalities, the CEO and/or Budget Officer can complete the certification.

ASSIGNING ROLES TO AN ACCOUNT – PROPERTY TAX CAP (Continued)

Step 5: Once you assign a Tax Cap and/or Tax Cap Compliance 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 user management interface for John Doe (municipaluser). The left sidebar contains navigation options: 'View Municipality Users', 'Add Municipality User', and a 'JOHN DOE' section with a 'View User' button. The main content area is titled 'John Doe (municipaluser)' and includes tabs for 'Info', 'Permissions', 'Locations', 'Activity Logs', and 'Audit Logs'. Under 'Online Services Applications', there are three buttons: 'Enrollment 2', 'Tax Limit 1', and 'Tax Cap 1'. The 'Tax Cap 1' button is highlighted in blue. Below this, a list of roles is shown, with the 'Tax Cap Certifier' role selected and highlighted in blue. A yellow arrow points to the checkmark icon next to the 'Tax Cap Certifier' role.

Role	Description
<input checked="" type="checkbox"/> Tax Cap Certifier	All the privileges of the Reviewer role. Can also certify Tax Cap report data submissions for their municipality. All privileges apply only to the user's Municipality.
<input type="checkbox"/> Tax Cap Reviewer	Read privileges for any certified or uncertified Tax Cap data for their municipality. All privileges apply only to the user's Municipality.
<input type="checkbox"/> Tax Cap Preparer	Ability to enter and edit data in unsubmitted Tax Cap forms. Read privileges for certified data for their municipality. All privileges apply only to the user's Municipality.
<input type="checkbox"/> Tax Cap Compliance Certifier	Ability to certify Tax Cap Compliance (Tax Levy) information. Ability to view the read-only Tax Cap Form Summary screen. No Tax levy (Tax Cap Compliance) data entry privileges. All privileges apply only to the user's Municipality.
<input type="checkbox"/> Tax Cap Compliance Preparer	Ability to enter Tax Cap Compliance (Tax Levy) data. Ability to view the read-only Tax Cap Form Summary screen. No Tax Levy (Tax Cap Compliance) certification privileges. All privileges apply only to the user's Municipality.
<input type="checkbox"/> Tax Cap Compliance Reviewer	Read-only rights for the Tax Cap Compliance (Tax Levy) data. Ability to view the read-only Tax Cap Form Summary screen. All privileges apply only to the user's Municipality.

ASSIGNING ROLES TO AN ACCOUNT – CONSTITUTIONAL TAX LIMIT (Continued)

Step 6: To assign roles for Constitutional Tax Limit, select “Tax Limit” underneath Online Services Applications. *(Note: only Counties, Cities and Villages are required to file the Constitutional Tax Limit)*

The screenshot displays the user management interface for John Doe (municipaluser). The left sidebar contains navigation options: 'Online Services', 'Search' (Municipality Users), 'Create' (Municipality User), and 'View' (John Doe). The main content area shows tabs for 'Info', 'Permissions', 'Locations', 'Activity Logs', and 'Audit Logs'. Under the 'Online Services Applications' section, there are three buttons: 'Enrollment' (with a red notification badge '2'), 'Tax Limit' (highlighted with a mouse cursor), and 'Tax Cap'. Below these buttons, a list of roles is shown, each with an unchecked checkbox and a description:

- Tax Limit Certifier**
Certifier role has all of the privileges of the Reviewer role plus the ability to certify Tax Limit report data submissions for their municipality.
- Tax Limit Reviewer**
View-Only role with no create/update/delete privileges. This role can view the certified and uncertified Tax Limit data for their municipality only.
- Tax Limit Preparer**
Preparer role has view/create/update/delete access to all unsubmitted Tax Limit report data for their municipality only. This role can also view certified data for their municipality.

ASSIGNING ROLES TO AN ACCOUNT – CONSTITUTIONAL TAX LIMIT (Continued)

Step 7: You now have the ability to assign the roles of Tax Limit Reviewer, Preparer and/or Certifier. Below is a description of each role.

Constitutional Tax Limit

Tax Limit Reviewer: Can read all certified and uncertified Tax Limit data.

Tax Limit Preparer: Can read all certified and uncertified Tax Limit data and edit all unsubmitted Tax Limit data.

Tax Limit Certifier: Can read all certified and uncertified Tax Limit data and certify all unsubmitted Tax Limit data.

ASSIGNING ROLES TO AN ACCOUNT – CONSTITUTIONAL TAX LIMIT (Continued)

Step 8: Once you assign a Tax Limit 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 user management interface for John Doe (municipaluser). The left sidebar contains navigation options: Online Services, Search (Municipality Users), Create (Municipality User), and View (John Doe). The main content area is titled 'John Doe (municipaluser)' and includes tabs for Info, Permissions, Locations, Activity Logs, and Audit Logs. Under 'Online Services Applications', there are three tabs: Enrollment (2), Tax Limit (1), and Tax Cap. The 'Tax Limit' tab is active and highlighted in blue. Below this, three roles are listed:

- Tax Limit Certifier**
Certifier role has all of the privileges of the Reviewer role plus the ability to certify Tax Limit report data submissions for their municipality.
- Tax Limit Reviewer**
View-Only role with no create/update/delete privileges. This role can view the certified and uncertified Tax Limit data for their municipality only.
- Tax Limit Preparer**
Preparer role has view/create/update/delete access to all unsubmitted Tax Limit report data for their municipality only. This role can also view certified data for their municipality.

At the bottom, 'Municipality Enrolled Information' is displayed:

Municipality Code	010201000000	Status	Active
Municipality Name	City of Albany		

ASSIGNING ROLES TO AN ACCOUNT – ASSESSMENT ROLL VERIFICATION (Continued)

Step 9: To assign roles, select “Assessment Roll Verification” underneath Online Services Applications. (Note: only school districts are required to file the Assessment Roll Verification)

The screenshot displays the user interface for the New York State Comptroller's Online Services. The top navigation bar includes 'Online Services', 'Users', 'Entities', and 'Reports'. The user profile for 'Mary Lamb (arvtestschooluser)' is shown, with tabs for 'Info', 'Permissions', 'Locations', 'Activity Logs', and 'Audit Logs'. Under 'Online Services Applications', three options are listed: 'Enrollment', 'Tax Cap', and 'Assessment Roll Verification'. The 'Assessment Roll Verification' option is highlighted with a mouse cursor. Below this, a role assignment card is visible for 'Assessment Roll Verification Preparer', with a description: 'Preparer role has rights to make entries and verify Taxable Assessed Value amounts and read-only rights to their Assessment Roll Verification summary.' At the bottom, the 'Municipality Enrolled Information' section shows 'Municipality Code' as 300690800200 and 'Municipality Name' as Whitesboro Central School District, with a status of 'Active'.

ASSIGNING ROLES TO AN ACCOUNT – ASSESSMENT ROLL VERIFICATION (Continued)

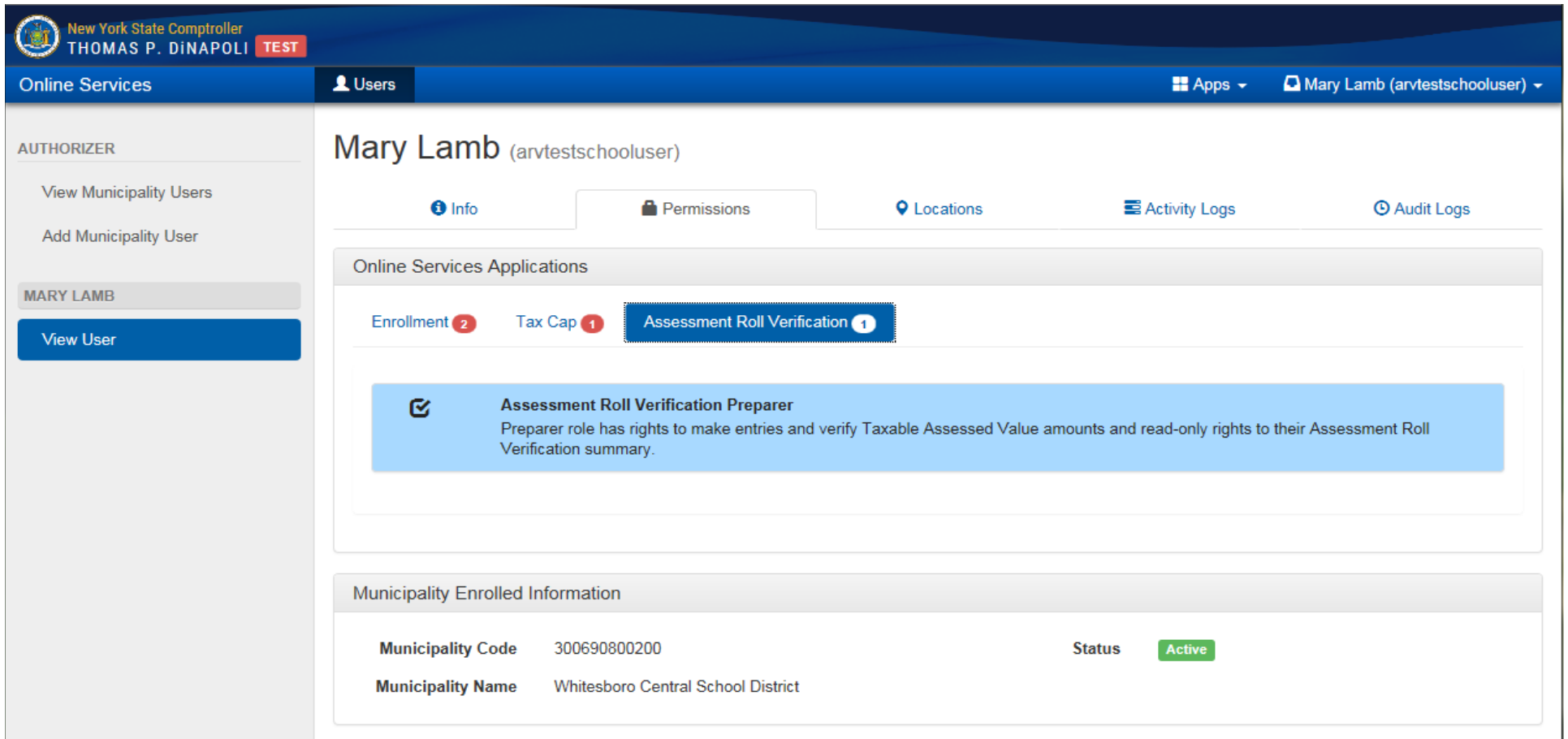
Step 10: You now have the ability to assign the role of Assessment Roll Verification Preparer. Below is a description of the role.

Assessment Roll Verification

Assessment Roll Verification Preparer: Can make entries, verify Taxable Assessed Values and view the Assessment Roll Verification Summary.

ASSIGNING ROLES TO AN ACCOUNT - ASSESSMENT ROLL VERIFICATION (Continued)

Step 11: Once you assign an Assessment Roll Verification 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)



New York State Comptroller
THOMAS P. DINAPOLI TEST

Online Services | Users | Apps | Mary Lamb (arvtestschooluser)

Mary Lamb (arvtestschooluser)

Info | Permissions | Locations | Activity Logs | Audit Logs

Online Services Applications

Enrollment ² | Tax Cap ¹ | **Assessment Roll Verification ¹**

Assessment Roll Verification Preparer
Preparer role has rights to make entries and verify Taxable Assessed Value amounts and read-only rights to their Assessment Roll Verification summary.

Municipality Enrolled Information

Municipality Code	300690800200	Status	Active
Municipality Name	Whitesboro Central School District		

ASSIGNING ROLES TO AN ACCOUNT (Continued)

Step 12: You can now select the “Local Government Real Property Tax Cap Filing System”, “Local Government Constitutional Tax Limit Filing System” and/or the “Local Government Assessment Roll Verification” by selecting, “Apps” at the top. *(Note: the Tax Cap Compliance application is located within the Local Government Real Property Tax Cap Filing System)*

The screenshot displays the 'Online Services' dashboard for the New York State Comptroller, Thomas P. Dinapoli. The user is logged in as Mary Lamb (arvtestschooluser). The 'Apps' menu is open, showing three options: 'Local Government Assessment Roll Verification Filing System', 'Local Government Constitutional Tax Limit Filing System', and 'Local Government Real Property Tax Cap Filing System'. The main content area shows 'Online Services Applications' with a list of subscribed applications: 'Assessment Roll Verification', 'Tax Cap', and 'Tax Limit'. The 'Announcements' section shows 'No announcements to report.'

CREATING ADDITIONAL USER ACCOUNTS (PRIMARY AUTHORIZER ONLY)

Step 1: Once you are logged into the website, select “Manage Users” underneath Municipality Information. *(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 (municipaluser). The dashboard is divided into several sections:

- Header:** New York State Comptroller Thomas P. DiNapoli, Users, My Apps, and John Doe (municipaluser).
- Left Sidebar:** Online Services, View, Dashboard (selected), Announcements, and User Profile.
- Welcome to Online Services:** A central heading.
- Online Services Applications:** A section titled 'Online Services Applications' with the text 'You are currently subscribed to the following applications:' and a yellow message box stating 'No applications available.'
- Announcements:** A section titled 'Announcements' with a placeholder for an announcement.
- Municipality Information:** A section containing:
 - Municipality Name: [Redacted]
 - Municipality Code: [Redacted]
 - Number of Users: 11
 - Application(s): Tax Cap , Tax Limit
 - A 'Manage Users' button with a right-pointing arrow.
- User Information:** A section containing:
 - Name: John Doe
 - User ID: municipaluser
 - Previous Last Access: Mar 30, 2015 01:45 PM
 - Password Expiration Date: Mar 29, 2016 12:00 AM
 - Created On: Mar 26, 2014 12:36 PM
 - A 'Manage Profile' button with a right-pointing arrow.

CREATING ADDITIONAL USER ACCOUNTS (Continued)

Step 2: Select “Municipality User” underneath Create on the left-hand side.

The screenshot displays the user management interface for the City of Albany. On the left sidebar, under 'Online Services', there is a 'Create' section with a button for 'Municipality User' highlighted by a mouse cursor. The main content area shows a 'City of Albany' header, a 'Filters' section with input fields for 'First Name', 'Last Name', 'Primary Email', and 'Status', and a 'Results' table displaying a list of users. The user 'municipaluser' is highlighted in green, indicating it is the selected user.

Actions	User ID	First Name	Last Name	Email	Status
Info	Locked
Info	municipaluser	John	Doe	...	* Active
Info	Locked
Info	Active
Info	Active

CREATING ADDITIONAL USER ACCOUNTS (Continued)

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

New York State Comptroller
Thomas P. DiNapoli

Users | My Apps | John Doe (municipaluser)

City of Albany

Municipality 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.

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

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

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: assigning the role of Municipal Tax Cap, Tax Limit and/or Assessment Roll Verification Authorizer will allow the user to add/remove roles for any user account and create additional accounts)*

The screenshot displays the user management interface for 'Jane Doe' (arvtest1). The top navigation bar includes the New York State Comptroller logo and name, 'THOMAS P. DiNAPOLI TEST', and the user's name 'Mary Lamb (arvtestschooluser)'. The left sidebar shows the 'AUTHORIZER' section with options to 'View Municipality Users' and 'Add Municipality User', and the 'JANE DOE' section with a 'View User' button. The main content area shows the user's profile with tabs for 'Info', 'Permissions', 'Locations', 'Activity Logs', and 'Audit Logs'. A green notification bar states 'User 'Jane Doe' created successfully.' Below this is the 'Online Services Applications' section with tabs for 'Enrollment', 'Tax Limit', 'Tax Cap', and 'Assessment Roll Verification'. The 'Enrollment' tab is active, showing three role assignment options, each with an unchecked checkbox:

- Municipal Tax Limit Authorizer**
Authorizer role that can view/create/update/delete any Tax Limit User for their municipality but has no view/create/update/delete privileges for any Tax Limit report data.
- Municipal Tax Cap Authorizer**
Authorizer role that can view/create/update/delete any Tax Cap User for their municipality but has no view/create/update/delete privileges for any Tax Cap report data.
- Assessment Roll Verification Authorizer**
Authorizer role that can view/create/update/delete any Assessment Roll Verification User for their municipality but has no read-only/edit/send/approve privileges for any Assessment Roll Verification data.

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 username and the other a temporary password. (*Note: a non-Primary Authorizer account will only be able to access LGSA applications that they have roles assigned to*)

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: municipaluser

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>