



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 \(Page 13\)](#)
- [LOCKING USER ACCOUNTS AND RESETTING PASSWORDS \(Page 17\)](#)

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.

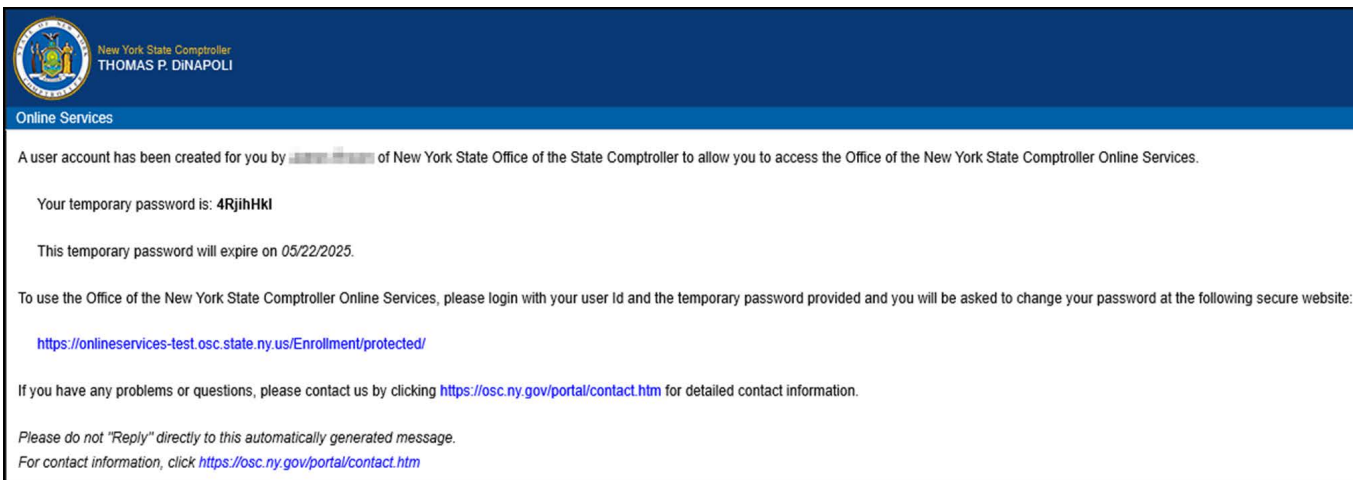
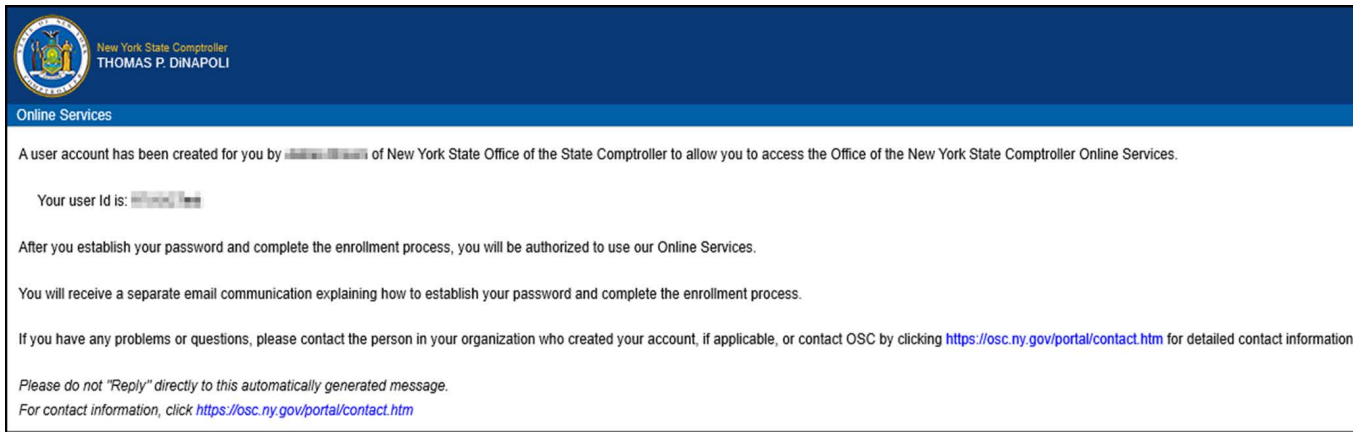
ACTIVATING YOUR ONLINE SERVICES AND PARIS GOVERNMENT AUTHORIZER ACCOUNT

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.



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.”

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NYS Comptroller Thomas P. DiNapoli

Online Services

Online Services Assistance

Password Assistance - Validate Identity

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

*First Name


*Last Name

↔ Validate

⊘ Cancel

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.”

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Online Services

Online Services Assistance

Password Assistance - Change Password

Please enter current password and create new password.

User ID

123456789

*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 and you cannot reuse a previous password. The password must contain at least 1 number, 1 lower case character and 1 upper case character.)

*Re-type New Password


✓ Update

✗ Cancel

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.

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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

TDVTestUser

*Question 1

Which phone number do you remember most from your child

▼

*Answer 1

815-555-1234

*Question 2

In what city were you born?

▼

*Answer 2

Brooklyn

✔ 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.

Office of the New York State Comptroller

NYS Comptroller Thomas P. DiNapoli

Online Services

Users

Apps

Public Information

Help

VIEW

Dashboard

Announcements

User Profile

Welcome to Online Services

Online Services Applications

You are currently subscribed to the following applications:

Public Authorities Reporting Information System (PARIS)

Government Information

Name

Department ID

Public Authority Code

Number of Users

Application(s)

1073

3

Online Services Identity and Access Management (ENROLLMENT) , Public Authorities Reporting Information System (PARIS)

Manage Users

Announcements

No announcements to report.

User Information

Name

User ID

Previous Last Access

Password Expiration Date

Created On

May 30, 2024 10:09 AM

May 22, 2025 12:05 PM

May 22, 2024 11:56 AM

Manage Profile

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 NYS Office of the State Comptroller IAM interface. The top navigation bar includes 'Online Services', 'Users', 'Entities', and 'Reports'. The left sidebar has sections for 'SFS' (Search Vendors, Search Departments) and 'LOCAL GOVERNMENT' (Search Public Authorities, Search Municipalities, View Government, Add Government User). The main content area is titled 'Users' and features tabs for 'Info', 'Applications', 'Locations', 'Users', and 'Audit Logs'. Below these tabs are filter fields for First Name, Last Name, Primary Email, and Status, along with 'Filter' and 'Reset' buttons. The 'Results' section displays a table with columns: Actions, User ID, First Name, Last Name, Email, and Status. Three users are listed. The first user's 'Actions' dropdown menu is open, showing options: Info, Permissions, Locations, Activity Logs, and Audit Logs. Red arrows point to the 'Info' dropdown and the 'Permissions' option. The second user has an email address ending in an asterisk (*), indicating government authorizer rights.

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.

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

Online Services

Users Entities Reports

Apps Kathy F

OSC INTERNAL

Search OSC Users

Add OSC User

OSC EXTERNAL

Search Vendor Users

Search Department Users

Search Public Authority Users

Search Municipality Users

LOCAL GOV

View User

View Government

View Government Users

Add Government User

Info Permissions Locations Activity Logs Audit Logs

Online Services Applications

Online Services Identity and Access Management (ENROLLMENT) 1

Public Authorities Reporting Information System (PARIS) 3

☒ Government Authorizer
Authorizer role is able to create and maintain user accounts and roles for their government entity.

☐ Sole Custody Authorizer
Authorizer role that can manage any Sole Custody User for their government entity.

Government Information

Public Authority Code 1073

Name

Status 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.

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

Online Services Identity and Access Management (ENROLLMENT) 1

Public Authorities Reporting Information System (PARIS) 1

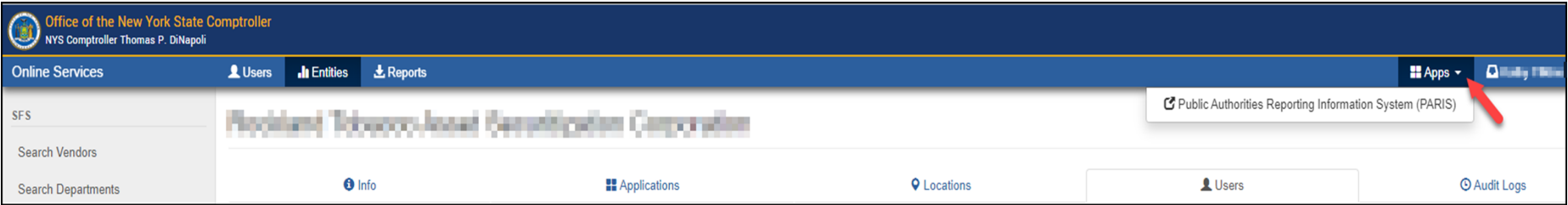
<input type="checkbox"/>	PA View Only PA View-Only role can view certified data for any public authority. This role has no create, update or delete privileges.
<input type="checkbox"/>	PA Preparer PA Preparer role has create, view, update and delete access to all unsubmitted data for their public authority.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

Government Information

Public Authority Code	1073	Status	Active
Name	Robert E. DiNapoli, Comptroller		

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 for the Office of the New York State Comptroller, NYS Comptroller Thomas P. DiNapoli. The dashboard is divided into several sections:

- Left Sidebar:** Contains 'VIEW' options: 'Dashboard' (selected), 'Announcements', and 'User Profile'.
- Top Header:** Includes 'Online Services' and 'Users' tabs, along with 'Apps' and 'Notifications' icons.
- Main Content Area:**
 - Welcome to Online Services:** The main heading.
 - Online Services Applications:** A section titled 'You are currently subscribed to the following applications:' containing a box for 'Public Authorities Reporting Information System (PARIS)'.
 - Announcements:** A section with a yellow banner stating 'No announcements to report.'
 - Government Information:** A section displaying user details: Name (blurred), Department ID, Public Authority Code (1073), Number of Users (3), and Application(s) (Online Services Identity and Access Management (ENROLLMENT) , Public Authorities Reporting Information System (PARIS)). At the bottom of this section is a 'Manage Users' button, which is highlighted with a red arrow.
 - User Information:** A section displaying user details: Name (blurred), User ID (blurred), Previous Last Access (May 30, 2024 10:09 AM), Password Expiration Date (May 22, 2025 12:05 PM), and Created On (May 22, 2024 11:56 AM). Below this is a 'Manage Profile' button.

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.

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

Online Services

OSC INTERNAL

Search OSC Users

Add OSC User

OSC EXTERNAL

Search Vendor Users

Search Department Users

Search Public Authority Users

Search Municipality Users

View User

View Government

View Government Users

Add Government User

Users

Entities

Reports

Apps

Info

Permissions

Locations

Activity Logs

Audit Logs

Personal Information

User ID

Name

Phone

Phone Ext.

Primary Email

Secondary Email

Title

Division

Bureau

Edit

System Information

User Type

Status

Status Reason

Available Actions

Logon Failures

Created On

Created By

Modified On

Modified By

Last Access

Previous Last Access

Page 14 of 17

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.

The screenshot shows the 'Add Government User' form within the NYS Office of the State Comptroller's Online Services IAM system. The form is titled 'Add Government User' and contains several input fields for user information. A red arrow points to the 'Create & Assign Roles' button at the bottom left. A warning message on the right states: '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.'

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.



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: 4RjihHkI

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 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 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 'View User' interface for a Government user. The left sidebar contains navigation links for 'OSC INTERNAL', 'OSC EXTERNAL', and 'View Government'. The main content area is divided into 'Personal Information' and 'System Information' tabs. The 'Personal Information' tab shows fields for User ID, Name, Phone, Phone Ext., Primary Email, Secondary Email, Title, Division, and Bureau. The 'System Information' tab shows User Type (Government), Status (Active), Status Reason (The account is active with a non-expired user ID and password), and Available Actions (Reset Password, Manual Password override - Thu151173319, and Lock User). The 'Lock User' option is highlighted in yellow and pointed to by a red arrow. The right sidebar shows system logs for Created On, Created By, Modified On, Modified By, Last Access, and Previous Last Access.

Field	Value
User ID	[Redacted]
Name	[Redacted]
Phone	866-321-8503
Phone Ext.	1
Primary Email	[Redacted]
Secondary Email	[Redacted]
Title	[Redacted]
Division	[Redacted]
Bureau	[Redacted]
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 - Thu151173319, Lock User
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