



**New York City
Department of Health and
Mental Hygiene**

NYCID account creation

Version: 1.1

Summary

This document provides the steps to create your account for NYC.ID and how to login in if you have already created your account.

Contents

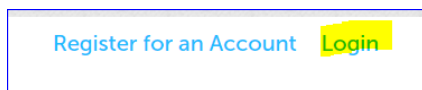
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1. Accessing DOHMH Permit and License Center site

In order to access DOHMH Permit and License Center [Business: NYC \(dohmh.nycnet\)](https://business.nyc.gov/dohmh.nycnet) you must have an account on NYC.ID, in order to get your account click on **1. Register for an Account** link on the upper-hand corner and you will be taken to the NYC.ID registration page:

The screenshot shows the top navigation bar of the NYC Department of Health and Mental Hygiene website. It includes the text "The Official Website of the City of New York", the NYC logo, and a "Text-size" link. Below this is a horizontal menu with links for Home, NYC Resources, 311, Office of the Mayor, Events, Connect, and Jobs, along with a search bar. A large blue banner reads "NYC Department of Health and Mental Hygiene License and Permit Online Portal" and "Submit applications, payments, and updated information online". At the bottom right of the banner are links for "Register for an Account" and "Login". Below the banner is a "Home" section with a message about accessing DOHMH license and permit services online, 24 hours a day, 7 days a week. It includes a note that a NYC.ID account is now required to access the system and provides a link to create a NYC.ID account. Below this is a section titled "What you would like to do today?" with links for "Create an account or link existing records", "Pay a summons online", "Schedule a mobile food vending unit inspection", "Frequently Asked Questions (FAQ)", and "Need Help?".

NOTE: if you already had created your NYC.ID account, you do not need to create a new one, just click on [Login](#) (next to Register for an Account) and you should be able to access to your account, apply or renew:



And go to session 1.2. Login into DOHMH Permit and License Center

1.1. Creating an NYC.ID login account for first time

After you click on [Register for an Account](#), you will be redirected to new site where you have to provide the following information:

Create Account

All fields are required.

Email or Username

Email Address or Username

Confirm Email Address or Username:

Password

Password

Confirm Password

Name

First Name

Middle Initial

Last Name

Security

Select a security question and provide an answer to it. The answer is not case sensitive and must be between 3 and 255 characters. If you are on a public computer, we recommend you mask your answers by selecting *Hide* below.

Display Answers

Show Hide

Security Question

Answer

Terms

Check the box to indicate that you understand and agree to the [NYC.ID Terms of Use](#), the overall [Terms of Use for NYC.gov](#), and the [Privacy Policy](#) for NYC.gov.

Create Account

Cancel

To create a new account, the Applicant will need to complete the required fields.

Note: Middle Initial is optional and if you want to add it, you must enter only the initial letter or you middle name.

1. Enter and confirm your email address.

Note: NY City employees cannot register with their work email address. Email addresses cannot contain the following domains: nyc.gov, nypd.org, queensda.org, specnarc.org, brooklynda.org, dfa.state.ny.us, trs.nyc.ny.us, nycers.org, nycfb.info, ibo.nyc.ny.us, queenscountrypa.com, statenislandusa.com.

2. Password: Enter and retype your password to confirm

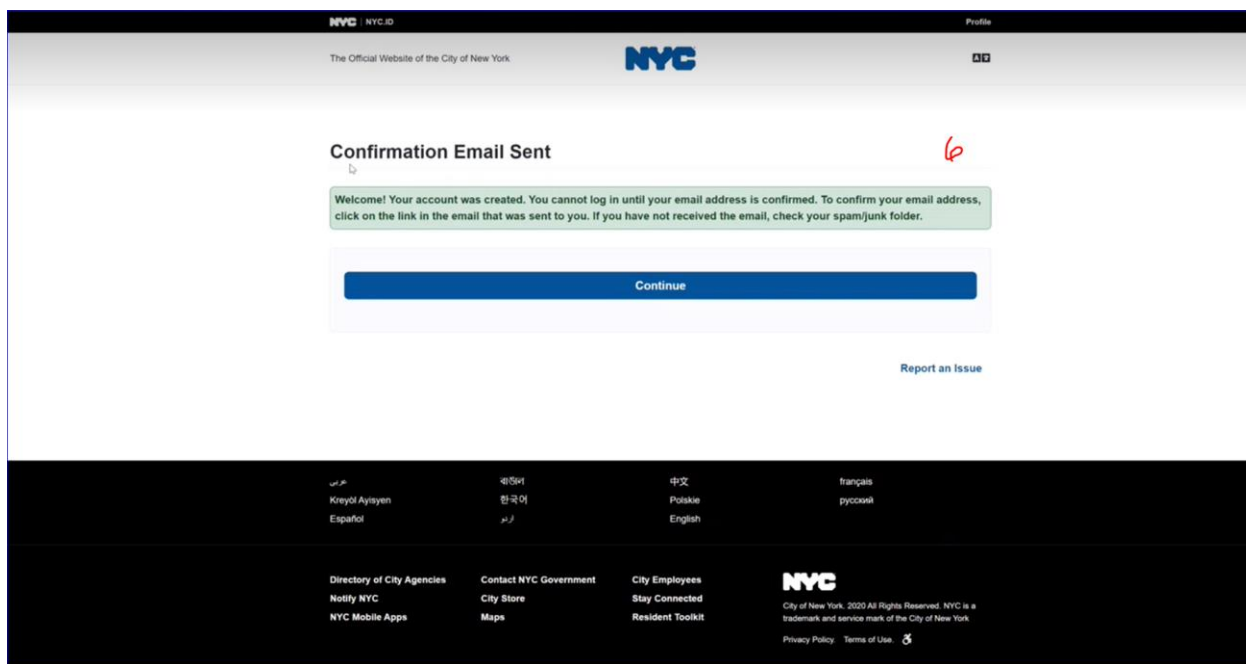
3. Name: Enter your First Name, Middle Initial, and Last Name

4. Security: Select 1 security question and provide your answer

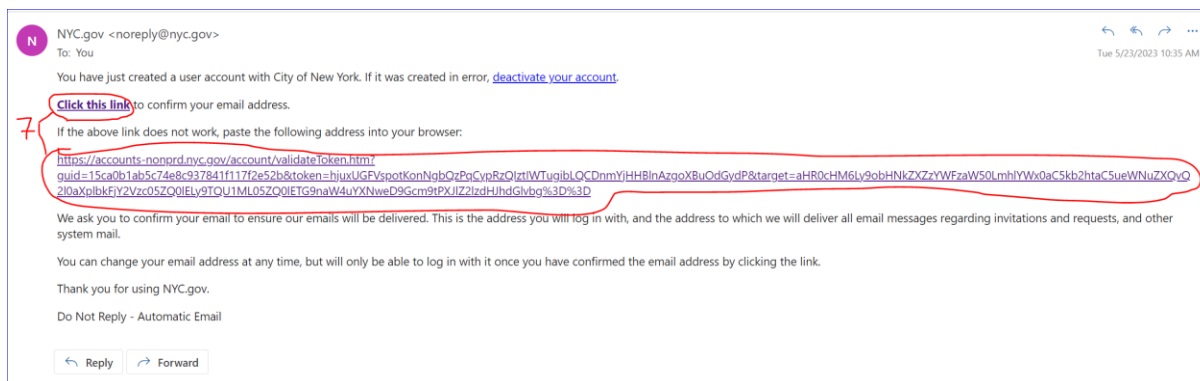
Note: This question will be used for automatic password recovery.

5. Once you review and agree to the NYC.ID terms of use, check the certification box and click the [Create Account](#) button to proceed.

6. You will see Confirmation Email Sent notice. Check you email (the one you use to register for NYC.ID account).

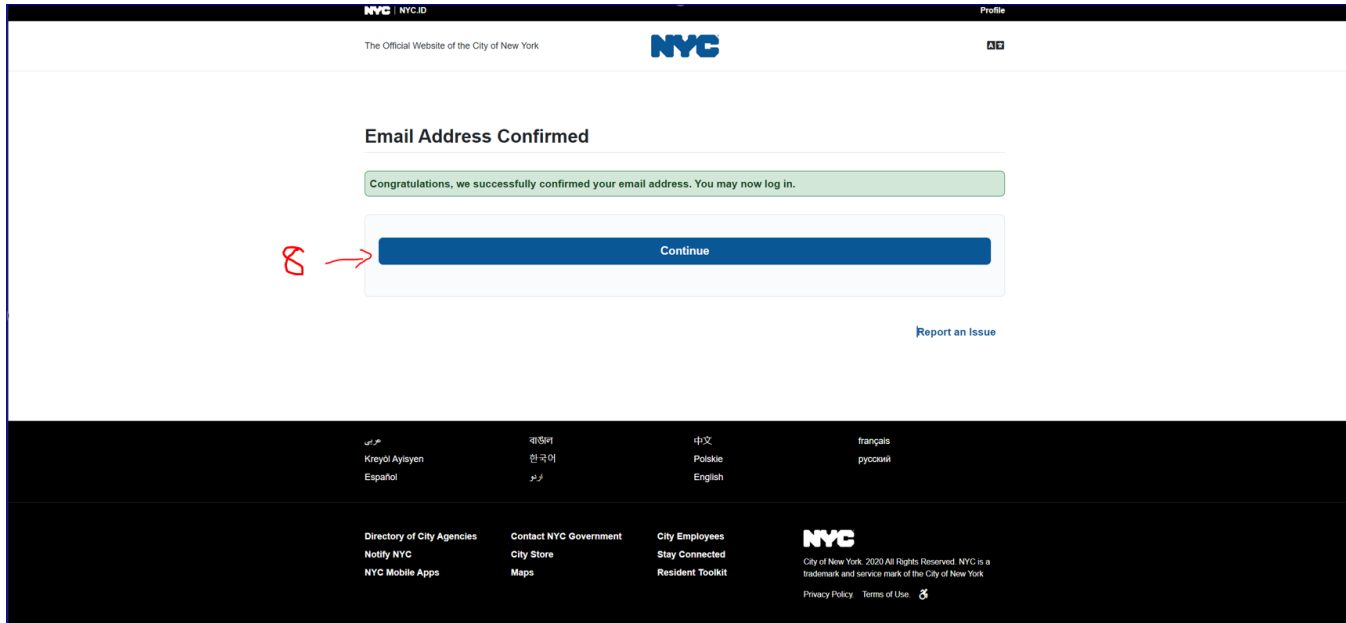


7. If you are unable to locate the email, check your Span/Junk Mail folder. You must click on the link [Click this link](#) or copy the below URL and paste it in your browser. Make sure you are using Microsoft Edge or Google Chrome. Do not use Microsoft Internet Explorer.



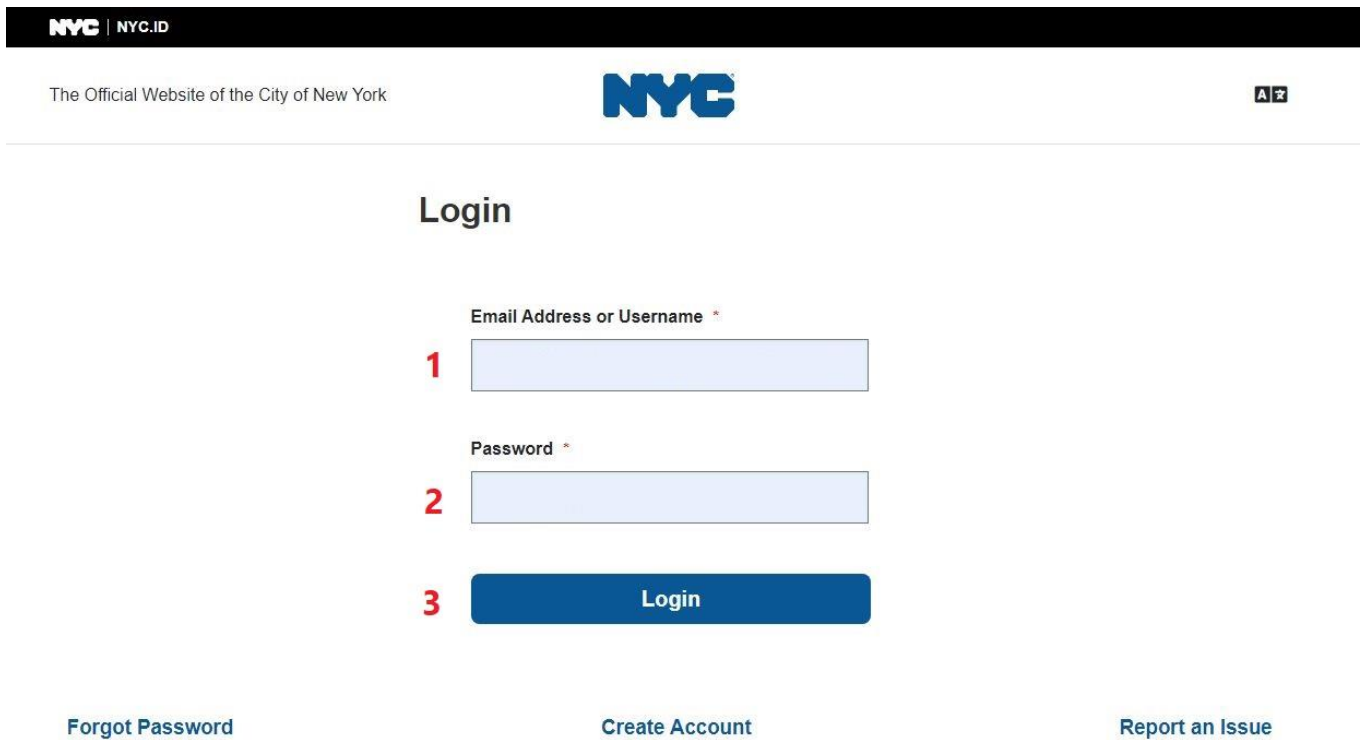
NOTE: if you created this account in error you can deactivate it by clicking the link [deactivate your account](#) in the email. ← This looks like it is not working after confirm account (need to be test it).

8. Click on the [Continue](#) button to return to DOHMH Permit and License Center site and proceed to login using your email and password used to create your NYC.ID account.



1.2. Login into DOHMH Permit and License Center

1. Enter the Email Address you used when you created your new NYC.ID account.
2. Enter the Password you created for your new NYC.ID account.
3. Click [Login](#) button.



WARNING: This system and network belong to the City of New York and are intended solely for users and uses authorized by the City of New York. Unauthorized access or use is strictly prohibited. By using this system you expressly consent to the City of New York monitoring all use of this system, regardless of the purpose. If monitoring reveals possible evidence of criminal activity, damage or other unauthorized use, the City of New York may provide that evidence to law enforcement or others. Systems and networks accessed or used may be subject to additional terms and policies.

Now you should be able to navigate into DOHMH Permit and License Center.

NOTE: If you want to logout from DOHMH Permit and License Center, just click on Logout button located at the top the right hand-side conner:

The screenshot shows the user interface of the NYC Department of Health and Mental Hygiene License and Permit Online Portal. At the top, there is a dark blue header with the text "NYC Department of Health and Mental Hygiene License and Permit Online Portal". Below this is a light gray banner with the text "Submit applications, payments, and updated information online". In the top right corner, there is a navigation area with the text "Logged in as: <CITIZEN NAME> Collections (0) Logout". A red arrow points to the "Logout" link. Below the navigation area is a dark blue "Home" button and a search bar with the text "What you would like to do today?". Below the search bar is a light blue navigation bar with the text "Dashboard My Records (Renew/Amend) My Account". Below the navigation bar is a white content area with a light blue border. The content area starts with a "Welcome <CITIZEN NAME>" message and "You are now logged in." Below this is a "Businesses:" section with the text "To apply for a license or permit, go to Health Department Licenses and Permits to read requirements, then continue to online applications." Below this is a "Select Access My Account below to:" section with a list of options: "- Renew and amend licenses once you have linked your licenses with a PIN", "- Access saved applications", and "- Pay for violations once you have linked your licenses or permits with a PIN". Below this is a "PLEASE NOTE:" section with the text "If you are renewing, amending, or paying for a violation, you will first need to link your license or permit to your account with your PIN. If you do not have a PIN and need one, you can:" Below this is a list of options: "- Request a PIN here" and "- Or call 311 and ask for 'NYC Online Licensing Service - Assistance and PIN Request.'" Below the content area is a "What you would like to do today?" section with a horizontal line and two links: "Create a new application or link existing records (new user)" and "Pay a summons online".

NYC Department of Health and Mental Hygiene License and Permit Online Portal

Submit applications, payments, and updated information online

Logged in as: <CITIZEN NAME> Collections (0) Logout

Home What you would like to do today?

Dashboard My Records (Renew/Amend) My Account

Welcome <CITIZEN NAME>
You are now logged in.

Businesses:
To apply for a license or permit, go to [Health Department Licenses and Permits](#) to read requirements, then continue to online applications.

Select Access My Account below to:

- Renew and amend licenses once you have linked your licenses with a PIN
- Access saved applications
- Pay for violations once you have linked your licenses or permits with a PIN

PLEASE NOTE: If you are renewing, amending, or paying for a violation, you will first need to link your license or permit to your account with your PIN. If you do not have a PIN and need one, you can:

- Request a PIN [here](#)
- Or call 311 and ask for "NYC Online Licensing Service - Assistance and PIN Request."

What you would like to do today?

[Create a new application or link existing records \(new user\)](#)
[Pay a summons online](#)