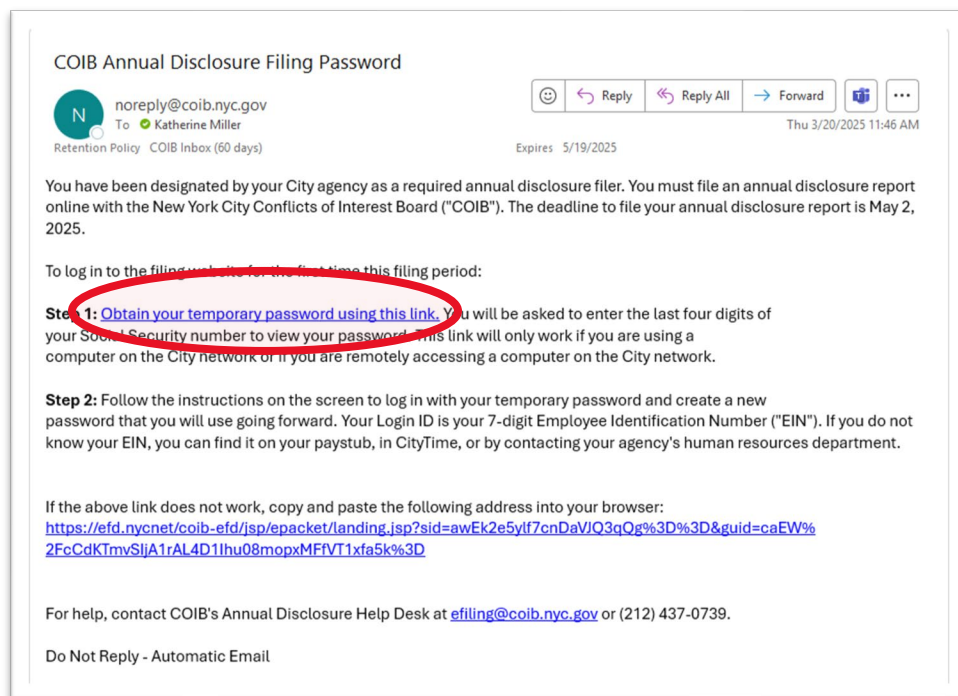


Obtaining Your Temporary Password from the COIB Email

Step 1: You must be on the City network to open the link in the email. We suggest that you open the email while at work to obtain your temporary password, log in, and create a new password.

- To test whether you are connected to the City network, try to access [CityShare](https://cityshare.nycnet/content/cityshare/pages/) (<https://cityshare.nycnet/content/cityshare/pages/>). If you have access, you are connected.

Step 2: Locate the email sent to you from “noreply@coib.nyc.gov” with the subject “COIB Annual Disclosure Filing Password” (search your Inbox, Junk/Spam, and Deleted Items folders) and click the link to obtain your temporary password. If the link does not work, copy and paste the full address into your Internet browser.



Step 3: You will be directed to the first E-Packet Delivery Page. Enter the last 4 digits of your Social Security number ("SSN") and click "View Credentials."

ELECTRONIC FINANCIAL DISCLOSURES

E-PACKET DELIVERY PAGE

Enter the last four digits of your Social Security number ("SSN")

View Credentials **Cancel**

Step 4: You will be directed to a second E-Packet Delivery Page where your temporary password will be displayed on the screen. Write down or copy the temporary password (to use on the next page) and click the link on this page to access the website for filing.

The screenshot shows a web page titled "E-PACKET DELIVERY PAGE". It displays a temporary password "MsHfAgUwJ" which is circled in red. Below the password, it says "Write down or copy this temporary password to use on the next page." There is also a link "Click here to access the website for filing your report" which is also circled in red. The page includes instructions on how to find the EIN and contact information for technical assistance and password issues.

ELECTRONIC FINANCIAL DISCLOSURES

E-PACKET DELIVERY PAGE

Welcome. Your temporary password is:

MsHfAgUwJ

Write down or copy this temporary password to use on the next page.

On the next page, you will be asked to log in and change your password. Your Login ID is your 7-digit Employee Identification Number ("EIN"). If you do not know your EIN, you can find it on your paystub, in CityTime, or by contacting your agency's human resources department.

[Click here to access the website for filing your report](#) and follow the instructions on the screen. The recommended browser is Google Chrome or Safari.

For technical assistance, contact OTI's Help Desk at (212) 692-4357.

For other inquiries, including password issues, contact COIB's Annual Disclosure Help Desk at efiling@coib.nyc.gov or (212) 437-0739.

For security, close this window.

Step 5: Log in using your login ID and temporary password.

- If you are having trouble, make sure you are:
 - Entering the correct login ID
 - For most filers, your login ID is your 7-digit Employee Identification Number ("EIN"). If you do not know your EIN, you can find it in CityTime, on your paystub, or by asking your agency's annual disclosure liaison or human resources department.
 - If you do not have an EIN, your login ID is your agency acronym, the first letter of your last name, and the last 4 digits of your Social Security number.
 - Entering the correct temporary password (remember, it is case sensitive).
- **Note:** The "Forgot password?" function will not work until after you have logged in with your temporary password AND created a new password for yourself.

The screenshot shows a login page titled "ELECTRONIC FINANCIAL DISCLOSURES". It has a "Login ID" field and a "Password" field with a "Show password" checkbox. There is a "Login" button and a "Forgot password?" link. A note at the bottom states: "NOTE: If you are logging in for the first time this filing period, this link will not work. You must use your temporary password provided by COIB." There is also a "Help" section with links to "What is my login ID?" and "How long do I have to file?".

ELECTRONIC FINANCIAL DISCLOSURES

EFD Filing Application : EFD_5_0_9

Help
▶ [What is my login ID?](#)
▶ [How long do I have to file?](#)

Login ID

Password
 ☐ Show password

Login

[Forgot password?](#)

NOTE: If you are logging in for the first time this filing period, this link will not work. You must use your temporary password provided by COIB.

Step 6: Follow the instructions on the screen to create a new password to use going forward. The new password must be at least 8 characters long and contain a mix of lower-case and upper-case letters and non-alphabetical characters (0, 1-9, #, &, etc.).

- If you are having trouble, make sure you are:
 - Entering your date of birth using forward slashes (/) between your 2-digit month, 2- digit day, and 4-digit year (MM/DD/YYYY); and
 - Entering the last 6 digits of your Social Security number (“SSN”) with a dash (-) between the middle 2 digits and the last 4 digits (##-####).

ELECTRONIC FINANCIAL DISCLOSURES

CHANGE PASSWORD

Your new password must be at least 8 characters long and contain a mix of lower-case and upper-case letters and non-alphabetical characters (0, 1-9, #, &, etc.).

Important: Choose a password you will remember without writing it down, but that will be difficult for someone else to guess. The strength of your password is very important in protecting the confidentiality of your filing information.

Do not lose this new password. Do not share your password with anyone.

EIN (Employee ID Number)
2223456

New Password
 ☐ Show password

Confirm New Password

FORGOTTEN PASSWORD RESET QUESTIONS

Please provide your date of birth and the last 6 digits of your social security number below. In the event you forget your password above, answering these questions will enable you to create a new password.

DOB (mm/dd/yyyy)

Last 6 digits of SSN (##-####)

You must include a hyphen (-) between the middle 2 digits and last 4 digits.