Department of Finance

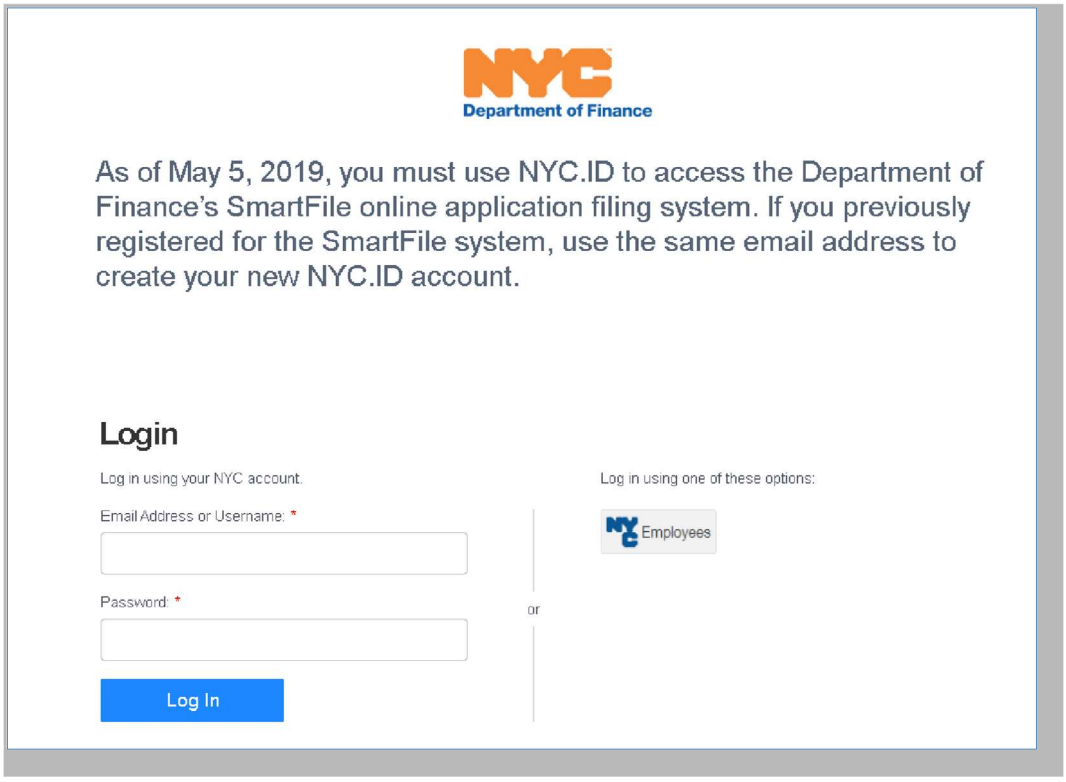
How to Create an NYC.ID for RPIE Filings

NYC Department of Finance

How to Create an NYC.ID for RPIE Filings

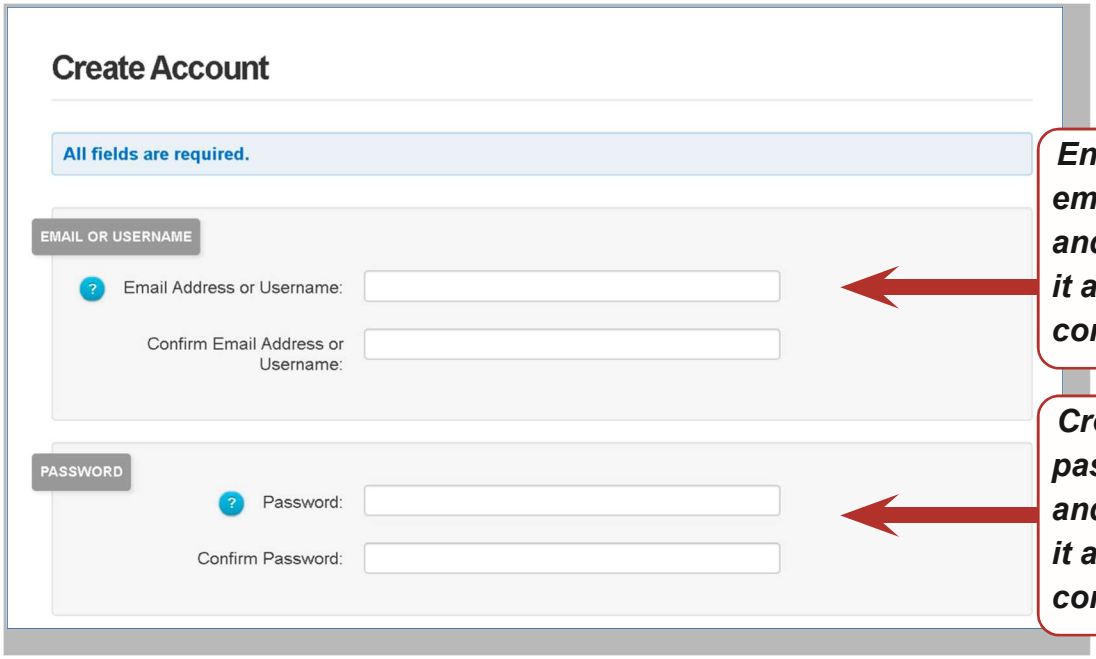
I. Visit the RPIE webpage at www.nyc.gov/rpie for instructions to file. When you are ready to begin filing, click on the link to "File or Amend Your RPIE on SmartFile." You will be directed to the NYC.ID login page below.

You will need to log in with your NYC.ID. If you do not have an NYC.ID, click "Create Account" to begin.



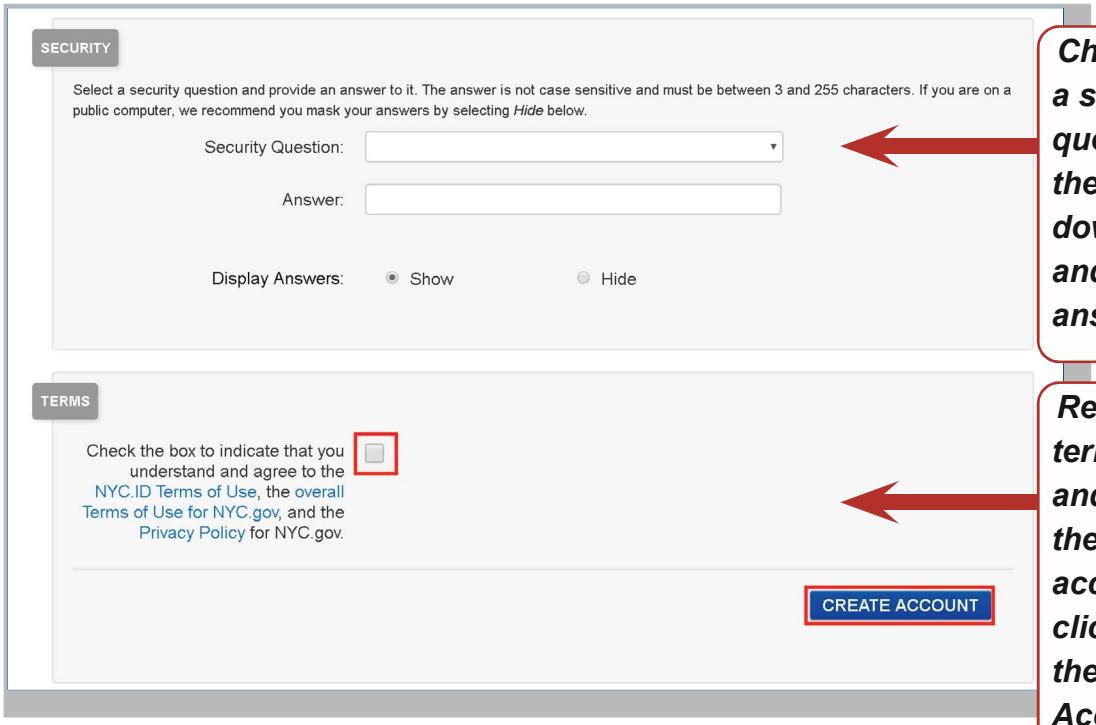
II. Enter your information

To create your account, enter your contact information and create a password. You will also be asked to set a security question (not pictured).



Enter your email address and enter it again to confirm

Create a password and enter it again to confirm

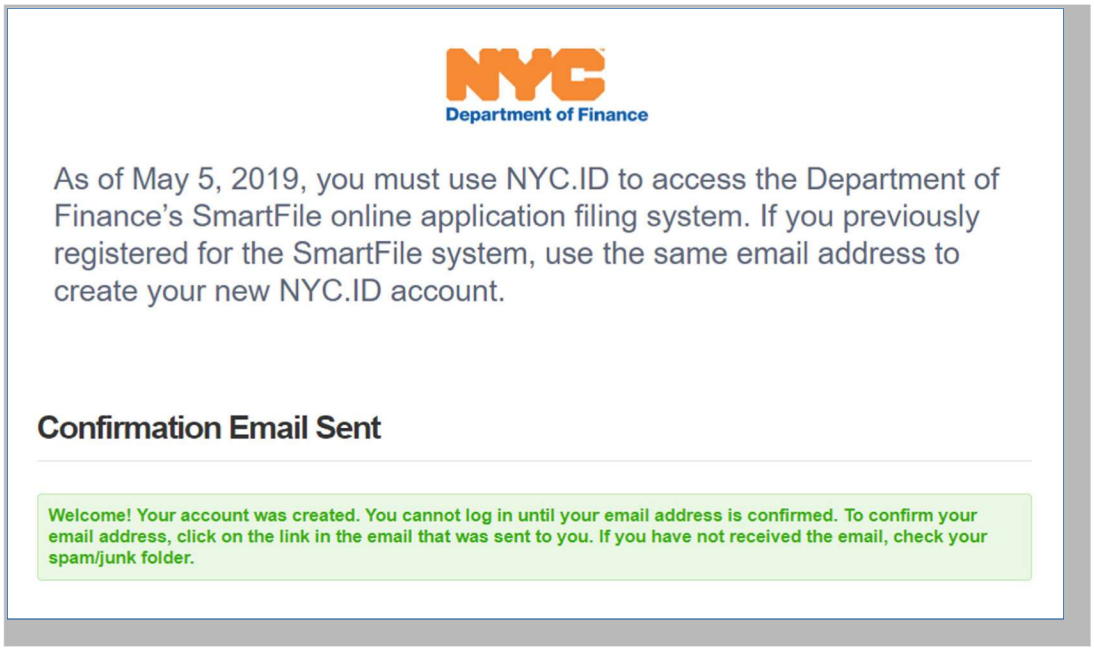


Choose a security question from the drop-down menu and enter the answer below

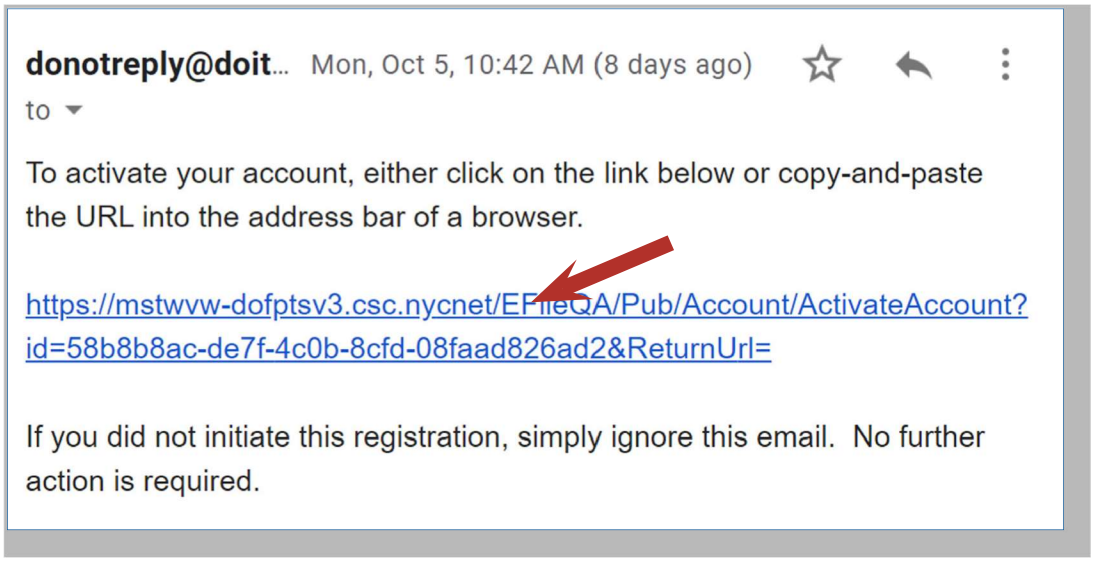
Read the terms of use and check the box to accept. Then click on the "Create Account" button below

III. Check your email

After you have entered your information you will see this screen. You will need to check your email and click on the link we sent you to finish creating your account.

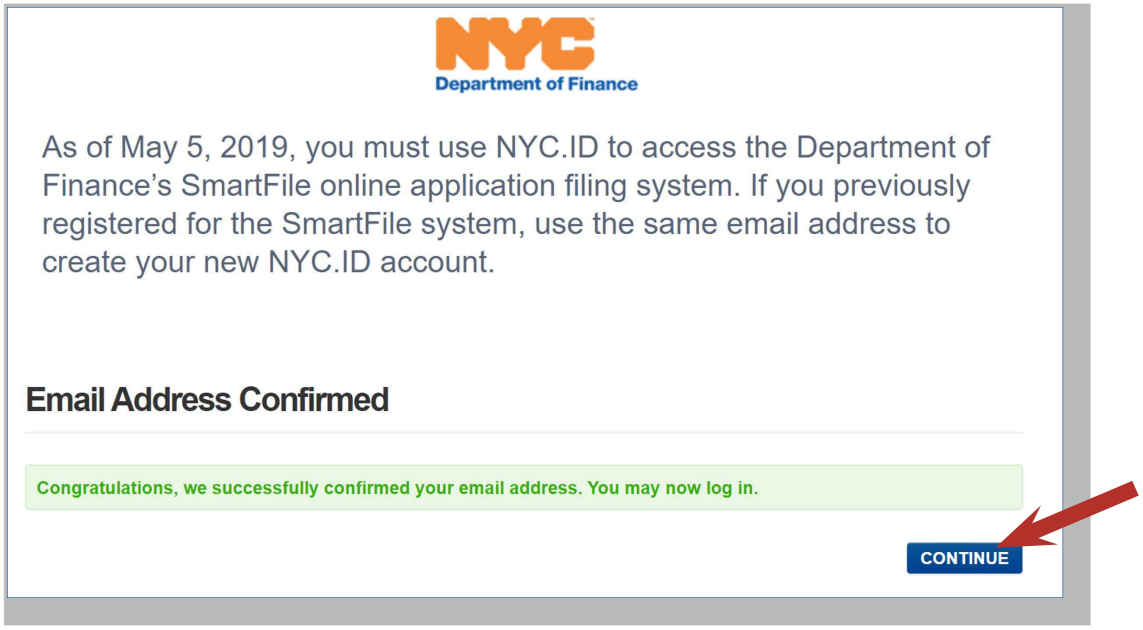


Open your email and click the link.



IV. Proceed to file your RPIE

After clicking the link in your email, you will be taken to a confirmation screen. From here, you can click “Continue” to log in and proceed.



Department of Finance