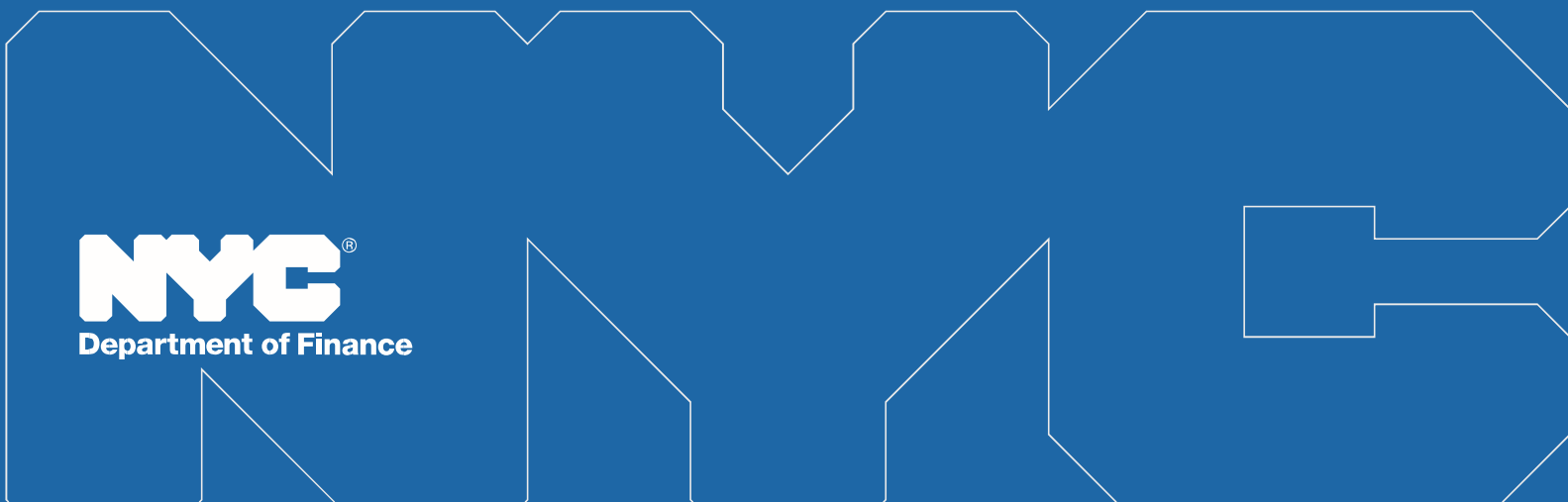


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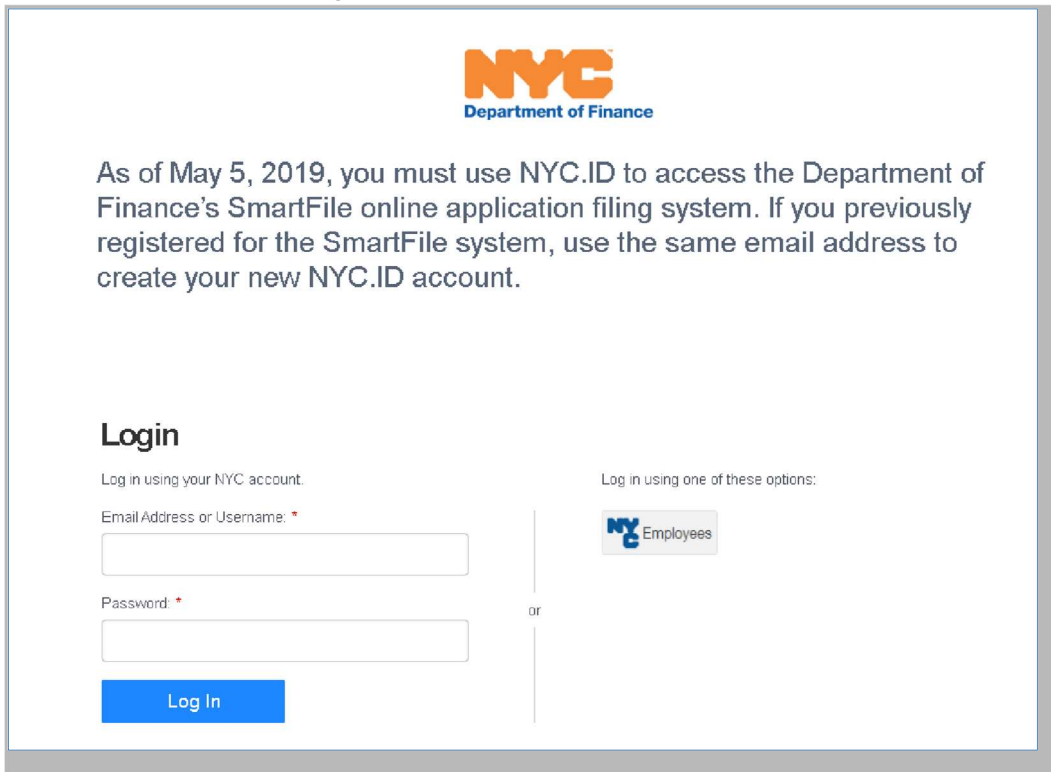
How to Create an NYC.ID for RPIE Filings



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.



The screenshot shows the NYC ID login page for the Department of Finance. At the top center is the NYC Department of Finance logo. Below the logo is a paragraph of text: "As of May 5, 2019, you must use NYC.ID to access the Department of Finance's SmartFile online application filing system. If you previously registered for the SmartFile system, use the same email address to create your new NYC.ID account." Below this text is a "Login" section. On the left, under "Log in using your NYC account.", there are two input fields: "Email Address or Username: *" and "Password: *", with a blue "Log In" button below them. On the right, under "Log in using one of these options:", there is a button labeled "NYC Employees" with a small NYC logo to its left. A vertical line with the word "or" is positioned between the two login options.

II. Enter your information

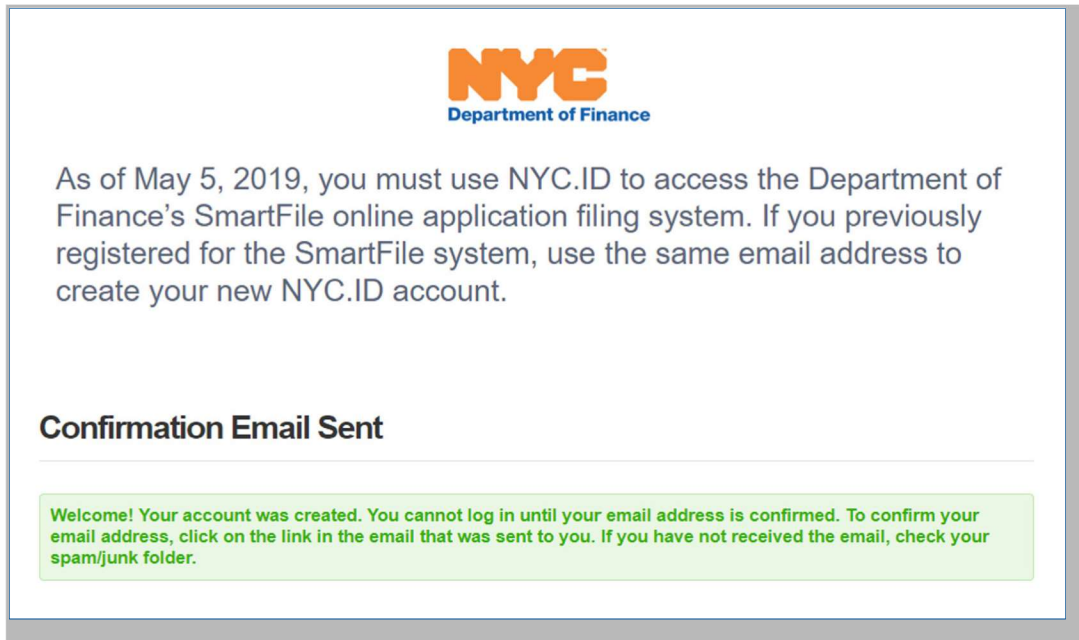
To create your account, enter your contact information and create a password. You will also be asked to set a security question (not pictured).

The screenshot shows the 'Create Account' form with the following sections and annotations:

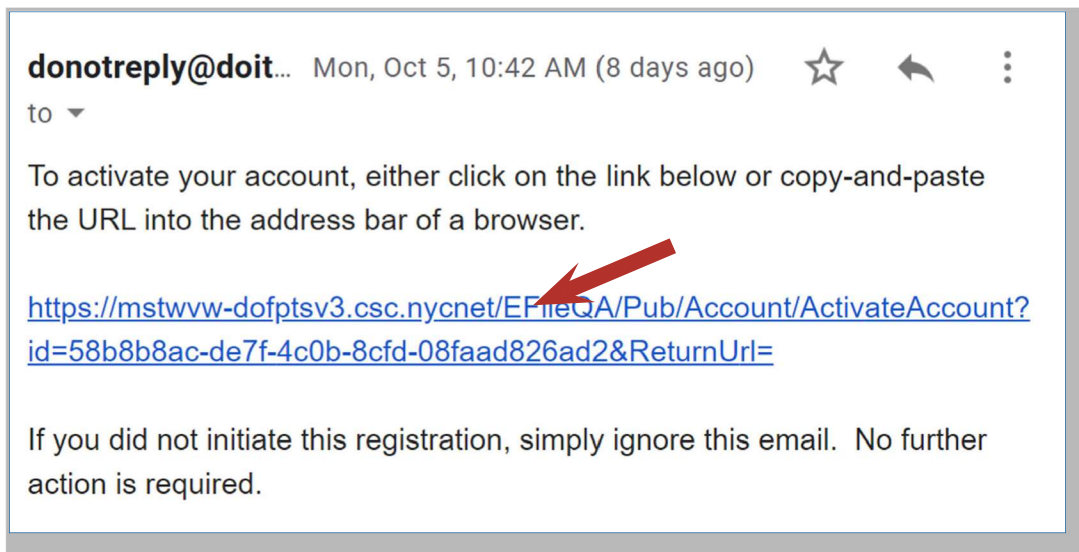
- Create Account** (Section Header)
- All fields are required.** (Message)
- EMAIL OR USERNAME** (Section Header)
 - Email Address or Username: (Annotated with: *Enter your email address and enter it again to confirm*)
 - Confirm Email Address or Username:
- PASSWORD** (Section Header)
 - Password: (Annotated with: *Create a password and enter it again to confirm*)
 - Confirm Password:
- SECURITY** (Section Header)
 - 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.
 - Security Question: (Annotated with: *Choose a security question from the drop-down menu and enter the answer below*)
 - Answer:
 - Display Answers: Show Hide
- TERMS** (Section Header)
 - 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](#). (Annotated with: *Read the terms of use and check the box to accept. Then click on the "Create Account" button below*)
 -
 - CREATE ACCOUNT** (Button)

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.

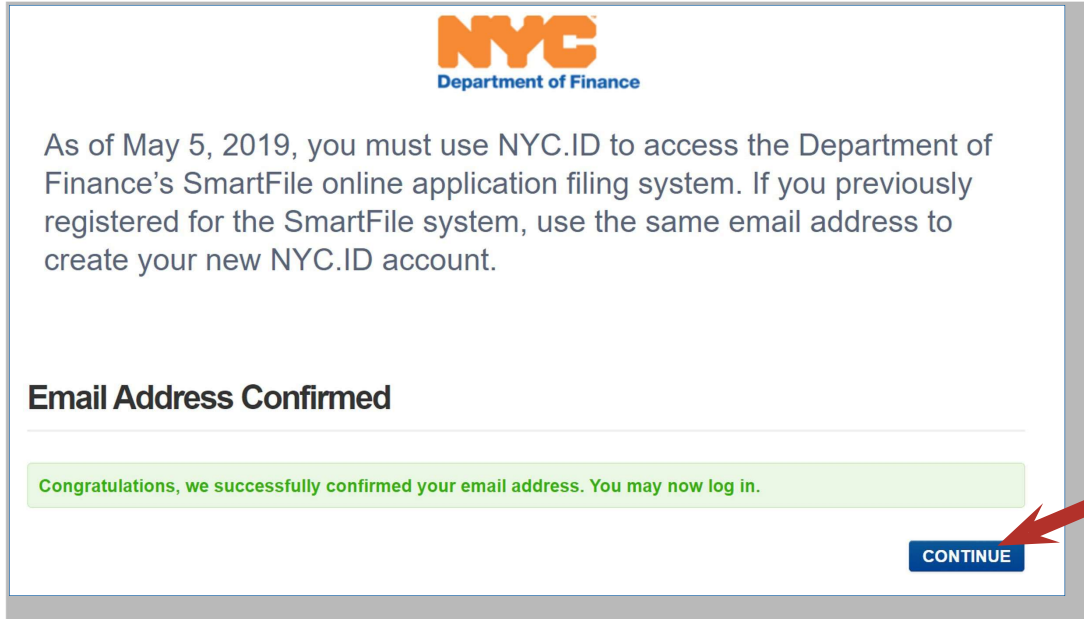


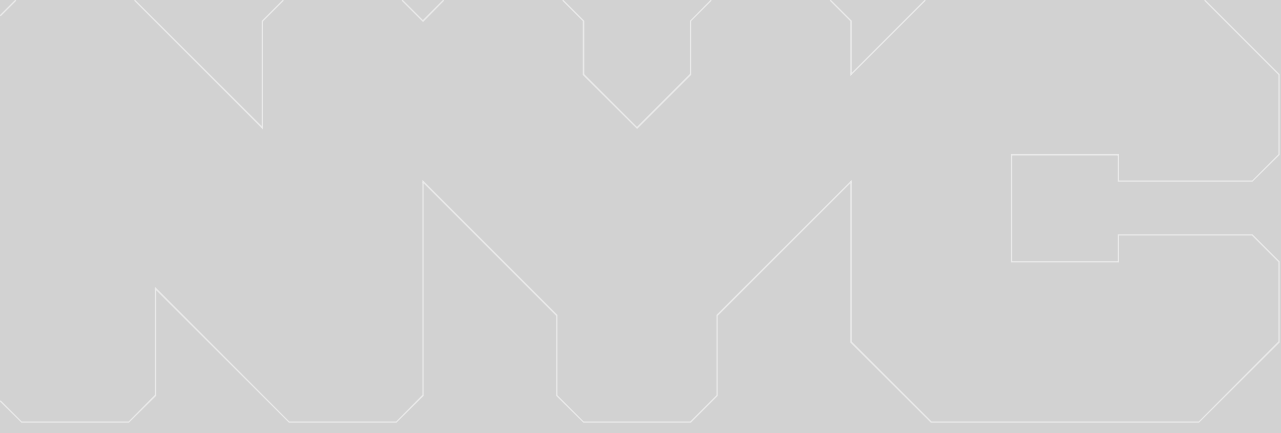
Open your email and click the link.



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.





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