Online Services

This guide provides step-by-step instructions for the following topics:

- **ACTIVATING A PRIMARY AUTHORIZER ACCOUNT** (Page 2)
- **ASSIGNING PARIS ROLES TO AN ACCOUNT** (Page 9)
- **CREATING ADDITIONAL USER ACCOUNTS** (Page 15)
- **LOCKING USERS AND PASSWORD RESETS** (Page 21)

PLEASE NOTE: 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 INFORMATION WILL BE EMAILED TO YOU SEPARATELY.
ACTIVATING A PRIMARY AUTHORIZER ACCOUNT

Step 1: Once your account has been created, you must activate it before you can access PARIS. You will receive two automated emails from the Enrollment system. One email will contain your user ID and the other a temporary password. (Note: Temporary passwords expire the day after they are received. If you don’t log in the day you receive the temporary password email, you will have to contact the LGSA Help Desk at 1-866-321-8503 and request a password reset.)

A User Account has been created for you by [Name] of New York State Office of the State Comptroller to allow you to access the New York State Office of the State Comptroller's Online Services.

Your User ID is: PACertifier

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 containing information 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 [http://www.osc.state.ny.us/portal/contact.htm](http://www.osc.state.ny.us/portal/contact.htm) for detailed contact information.

Please do not "Reply" directly to this automatically generated message.

For contact information, click [http://www.osc.state.ny.us/portal/contact.htm](http://www.osc.state.ny.us/portal/contact.htm)
ACTIVATING A PRIMARY AUTHORIZER ACCOUNT (Continued)

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 New York State Office of the State Comptroller's Online Services.

Your temporary password is Q7h/ALz3

To use the New York State Office of the State Comptroller’s Online Services, please log in with your User ID and Password and you will be asked to change your Password at the following secure website:

https://portal.osc.state.ny.us/enrollment/login

If you have any problems or questions, please contact us by clicking http://www.osc.state.ny.us/portal/contact.htm for detailed contact information.

Please do not "Reply" directly to this automatically generated message.
For contact information, click http://www.osc.state.ny.us/portal/contact.htm
ACTIVATING A PRIMARY AUTHORIZER ACCOUNT (Continued)

Step 2: Once you have reached the login page, sign-in with your user ID and temporary password.

Online Services

Login

*User ID  PACertifier
Password ************

I forgot my User ID
I forgot my Password

Login

Need an account? Enroll Now
Learn more about our Online Services.

Announcements

No announcements to report.

Online Services Applications

Government  Local Government  Vendors  Individuals

VendRep System
The VendRep System is a secure application which allows vendors to enter, maintain and certify their Vendor Responsibility Questionnaires. Once the questionnaire is certified, it is available for review by authorized New York State Contracting Entity users. Access to New York State contract data is also available through the VendRep.

Public Authorities Reporting Information System
The Public Authorities Reporting Information System (PARIS) is an online data entry and collection system. Public Authorities use PARIS to comply with various statutory and regulatory requirements of public authorities law, general municipal law and OSC regulations. More Details
ACTIVATING A PRIMARY AUTHORIZER ACCOUNT (Continued)

**Step 3:** On the Identity Validation screen, enter your first and last name. When done, select “Validate.”

*(Note, the name you enter must exactly match what was provided on the Government Account Authorization Form, i.e. “John” not “Jonathan”, “Johnathan” or “Jon”.)*
ACTIVATING A PRIMARY AUTHORIZER ACCOUNT (Continued)

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.”
ACTIVATING A PRIMARY AUTHORIZER ACCOUNT (Continued)

Step 5: When prompted, choose and answer two secret questions. When done, select “Update.” (Note: these questions will be used in the event you need to recover your password or otherwise validate your identity)
ACTIVATING A PRIMARY AUTHORIZER ACCOUNT (Continued)

Step 6: Once you have activated your account, you are now ready to assign yourself permissions (roles) and/or create additional users.
ASSIGNING PARIS ROLES TO AN ACCOUNT (PRIMARY AUTHORIZER ONLY)

**Step 1:** Once you are logged into the website, select “Manage Users” underneath Government Information at the bottom. *(Note: if you do not see this option, then you do not have a Primary Authorizer account)*

[Image of the Online Services page with the Government Information section displaying PARIS roles]
ASSIGNING PARIS ROLES TO AN ACCOUNT (Continued)

Step 2: On the following screen, click the drop-down arrow to the left of the appropriate User ID and select “Permissions.”
ASSIGNING PARIS ROLES TO AN ACCOUNT (Continued)

**Step 3:** To assign roles for PARIS, select “PARIS” underneath Online Services Applications.

- **PA View Only**
  PA View-Only role can view certified data for any public authority. This role has no create, update or delete privileges.

- **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.

- **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.
ASSIGNING PARIS ROLES TO AN ACCOUNT (Continued)

Step 4: You now have the ability to assign the roles of PA View Only, PA Preparer and/or PA Certifier. Below is a description of each role.

PARIS (PA) View Only: Can read PARIS reports in Certified status. No create, update or delete privileges.

PARIS (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.

PARIS (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.
ASSIGNING PARIS ROLES TO AN ACCOUNT (Continued)

Step 5: Once you assign a PARIS role, its corresponding box will be check-marked and the role highlighted in blue.

(Note: it is recommended that you logout of the website and completely close out of the web browser in order for the changes to take effect)
ASSIGNING PARIS ROLES TO AN ACCOUNT (Continued)

**Step 9:** You can now select the “Public Authorities Reporting Information System” by selecting Apps at the top.

My Apps – Public Authorities Reporting Information System
CREATING ADDITIONAL USER ACCOUNTS (PRIMARY AUTHORIZER ONLY)

**Step 1:** Once you are logged into the website, select “Manage Users” underneath Government Information. *(Note: if you do not see this option, then you do not have a Primary Authorizer account)*
CREATING ADDITIONAL USER ACCOUNTS (Continued)

Step 2: Select “Add Government User” underneath Create on the left-hand side. This is also where you would create a new primary authorizer.
CREATING ADDITIONAL USER ACCOUNTS (Continued)

**Step 3:** Fill in the new user’s information and select “Create and Assign Roles” at the bottom.

Add Government User

Enter basic credentials for the user you wish to create. 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.

- **User ID**
  - (6-32 characters. It cannot contain your first or last name, or any special characters.)

- **First Name**

- **Last Name**

- **Title**
  - (CEO, CFO, President, etc.)

- **Division**
  - (HR, Operations, etc.)

- **Bureau**
  - (Bureau of Contracts, Bureau of Financial Operations, etc.)

- **Phone**
  - (10 digits separated by dashes i.e.555-555-5555)

- **Phone Ext.**

- **Primary Email**

- **Re-type Primary Email**

[Create & Assign Roles]
[Create with No Roles]
CREATING ADDITIONAL USER ACCOUNTS (Continued)

**Step 4:** You will now be redirected to Online Services Applications where you can assign roles to the new user account. *(Note: if you want the new user to have the capability of adding/removing roles or creating additional accounts similarly to your authorizer function, follow the instructions for “ASSIGNING AN ADDITIONAL AUTHORIZER” on the page after Step 5 below.)*

![Image of Online Services Application](image-url)
CREATING ADDITIONAL USER ACCOUNTS (Continued)

Step 5: 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. *(Note: a non-Primary Authorizer account will only be able to access PARIS if one or more PARIS roles have been assigned.)*

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A User Account has been created for you by [Name of New York State Office of the State Comptroller] to allow you to access the New York State Office of the State Comptroller’s Online Services.

Your User ID is: PAUser

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 communicating 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 [http://www.osc.state.ny.us/portal/contact.htm](http://www.osc.state.ny.us/portal/contact.htm) for detailed contact information.

*Please do not “Reply” directly to this automatically generated message.*

For contact information, click [http://www.osc.state.ny.us/portal/contact.htm](http://www.osc.state.ny.us/portal/contact.htm)

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A User Account has been created for you by [Name of New York State Office of the State Comptroller] to allow you to access the New York State Office of the State Comptroller’s Online Services.

Your temporary password is: Q7tBalz3

To use the New York State Office of the State Comptroller’s Online Services, please log in using your User ID and Password and you will be asked to change your Password at the following secure website:

[https://portal.osc.state.ny.us/enrollment/login](https://portal.osc.state.ny.us/enrollment/login)

If you have any problems or questions, please contact us by clicking [http://www.osc.state.ny.us/portal/contact.htm](http://www.osc.state.ny.us/portal/contact.htm) for detailed contact information.

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ASSIGNING AN ADDITIONAL AUTHORIZER

This step can be used when creating additional accounts or when an authorizer is leaving and wants to designate a successor.

John Doe (PACertifier)

Online Services Applications

Enrollment 1  PARIS 1

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

Government Information

<table>
<thead>
<tr>
<th>Public Authority Code</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>9909</td>
<td>Active</td>
</tr>
<tr>
<td>Name</td>
<td>PARIS Test Authority</td>
</tr>
</tbody>
</table>
LOCK USER ACCOUNTS OR RESET PASSWORD

Authorizers have the capability to “Lock User” shown below. This should be used for staff leaving the authority, or for staff you no longer want accessing PARIS. You can also “Reset Password” for your authority users. Selecting this option will initiate the temporary password email. (Note: Temporary passwords expire the day after they are received. If the email receiver doesn’t log in the day the temporary password email is received, the email receiver will have to contact the LGSA Help Desk at 1-866-321-8503 and request a password reset.)