

## Directions

**Step 1:** Either enter your existing NY.gov ID or create a NY.gov ID (Instructions below)

**Step 2:** Find your existing license record(s) and link them to your account. (Instructions below)

Do NOT choose the option for a new application if you previously had a business license from our department. New applications have different business rules and fees and your company's history will not be captured. If you have issues or questions please utilize the NY License Call Center, they can assist!

**The Call Center number is 518-453-8130.**

### Instructions for Creating an Account and Claiming a Record

Follow the below instruction to create your NY.gov ID and proceed to claim your existing record.

If you already have a NY.gov ID, please log in and begin at Step 3.

Step 1 – Creating an NY.gov ID account:

- Go to NYS License Center at <https://aca.licensecenter.ny.gov/aca/> and click on the “I need a NY.gov ID” link.
- On the NY.gov Self Registration page, enter your user information, email address and choose a Preferred User ID. Click on the Check button to ensure it is unique. Enter the captcha image in the field and click Create Account.
- You will be asked to verify the information entered. If everything is correct, click Continue button.
- You will now click on the Finish button to complete the account creation process.
- Close the NY.gov Online Services screen and check for your email notification.

Step 2 – Activating your NY.gov ID Account:

- Click on the link found in the email notification.
- Select and answer three secret questions (these will be used if you forget your password.) Click Continue.
- Confirm your questions and answer have been saved and Click Continue.
- Create a password, confirm your new password and click Set Password.
- Your Password change information is now displayed, Click Continue
- An activation confirmation screen will now appear. Click NYS eLicense Center.

Step 3 – Claiming your Applications/Licenses

- On the NYS License Center Home page, Click on “manage My License” and select the, “click here” to associate licenses, permits and other documents with your account. The link is located under the Records label.
- Complete the License Type Section by selecting the Business radio button.
- Complete the question whether you have an online account with Department of Taxation and Finance.
  - If no, you should select the link to create an account
  - If yes you should provide your Username and Password for this account and click Next.
  - If you have more than one business account, you should select Claim Another Business and continue the process.
  - The business information will be sent for validation and matching to a business application/licenses for claiming.

- A link will display that returns you to your license Center account and will list all application/licenses that match your Tax and Finance account under the “manage Your Licenses”. You will also receive an email notification containing this information.

If you have any question or issues please:

**Call our Help Desk at (518) 453-8130, Monday – Friday 8:30 am and 4:30 pm EST**