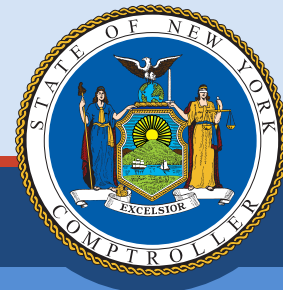


Office of the New York State Comptroller

Thomas P. DiNapoli • State Comptroller



Schedule of Real Property Taxes

Tax Data Verification Enrollment

June 2020

New User Account Instructions for the Online Services Portal – TDV

Users must activate their accounts before they can access LGSA applications in the Online Services portal. Users will receive two emails from the Enrollment system. The first will contain a username and the other a temporary password.

1. Log in to the [Online Services portal](#) with your User ID and temporary password.



Online Services

Login

*User ID [I forgot my User ID](#)

*Password [I forgot my Password](#)

Need an account ? [Enroll Now](#)

[Learn more about our Online Services.](#)

Online Services Applications



Like us on Facebook at facebook.com/nyscomptroller
Follow us on Twitter @[@nyscomptroller](https://twitter.com/nyscomptroller)

2. Enter your first and last name.

Online Services Assistance

Password Assistance - Validate Identity

Please enter your First Name and Last Name to validate your identity.

*First Name

*Last Name

3. Use the temporary password to create a permanent password.

Online Services Assistance

Password Assistance - Change Password

Please enter current password and create new password.

User ID TDVTestAlbany

*Current Password

*New Password

(8-32 characters. It cannot contain your first or last name, or your userID, or the word 'password', or any special characters. The password must contain at least 1 number, 1 lower case character and 1 upper case character.)

*Re-type New Password

4. Select security questions and enter answers.

Online Services Assistance

User Profile Assistance - Set Secret Questions & Answers

Please select two different questions and enter answers.

User ID TDVTestAlbany

*Question 1 Choose One

*Answer 1

*Question 2 Choose One

*Answer 2

5. Once steps 1-4 are complete, the Dashboard screen will be visible. The TDV app has been added to your list of available applications.

New York State Comptroller
THOMAS P. DINAPOLI STAGING

Online Services

VIEW

- Dashboard
- Announcements
- User Profile

Welcome to Online Services

Online Services Applications

You are currently subscribed to the following applications:

Forgot Your Password

1. Enter your User ID, then select **I forgot my Password**.



Online Services

Login

*User ID [I forgot my User ID](#)

*Password [I forgot my Password](#)

Need an account ? [Enroll Now](#)

[Learn more about our Online Services.](#)

2. Enter your User ID, first name and last name. Select **Next**

Recover Password

Password Assistance - Identity Validation

Please enter the data exactly as you enrolled.

*User ID

*First Name

*Last Name

3. Enter the responses to the security questions you chose when setting up your account.

Recover Password

Password Assistance - Secret Questions/Answers Validation

Please answer the following questions. If they are NOT your questions, please contact us.

*What is your favorite color?

*What is the name of your favorite pet?

< Previous Next > Cancel Finish

4. Enter your new password.

Recover Password

Password Assistance - Password Creation

Please enter your desired new password. The new password should:

- contain 6 to 32 characters
- contain at least 1 number, 1 lower case character and 1 upper case character
- NOT contain your first or last name
- NOT contain your userID
- NOT contain the word 'password'
- NOT contain any special characters
- NOT be your last 6 passwords (if applies)

*New Password

*Re-type New Password

< Previous Next > Cancel Finish

5. Click **Finish** when the message below appears.

Recover Password

Password Assistance - Success

Your new password has successfully been created.

< Previous Next > Cancel Finish

User Roles

When a new user account is created, rights or permissions will need to be applied for the user to access and complete the TDV form. For example, if a user wanted to view the form but not have the ability to edit or submit the form, they would select only **Tax Data Reviewer** in their account. The permissions available to a user are listed below. One account can have multiple roles, if necessary.

When an account is created, OSC will apply the roles based on your responsibilities in the filing process. Each county can have only one **Tax Data Approver**.

Online Services Applications

Enrollment Tax Cap **Tax Data Verification**

<input type="checkbox"/>	Tax Data Reviewer Reviewer role has read-only privileges for all muni views for their municipality.
<input type="checkbox"/>	Tax Data Preparer Preparer role has edit and send rights to their municipalities questionnaire, and read-only rights to their TDV summary.
<input type="checkbox"/>	Tax Data Approver Approver role has read only rights to their municipalities questionnaire, and the ability to approve their TDV summary.

Enrollment Contact Information

Contact us at (866) 321-8503, Option 3.

Email us at LGSATaxDataVerification@osc.ny.gov.