New York State Lead Rental Registry and Inspection Program

A guide to create a NY.gov ID, Log onto LeadSafeNY, and Register a Property on LeadSafeNY

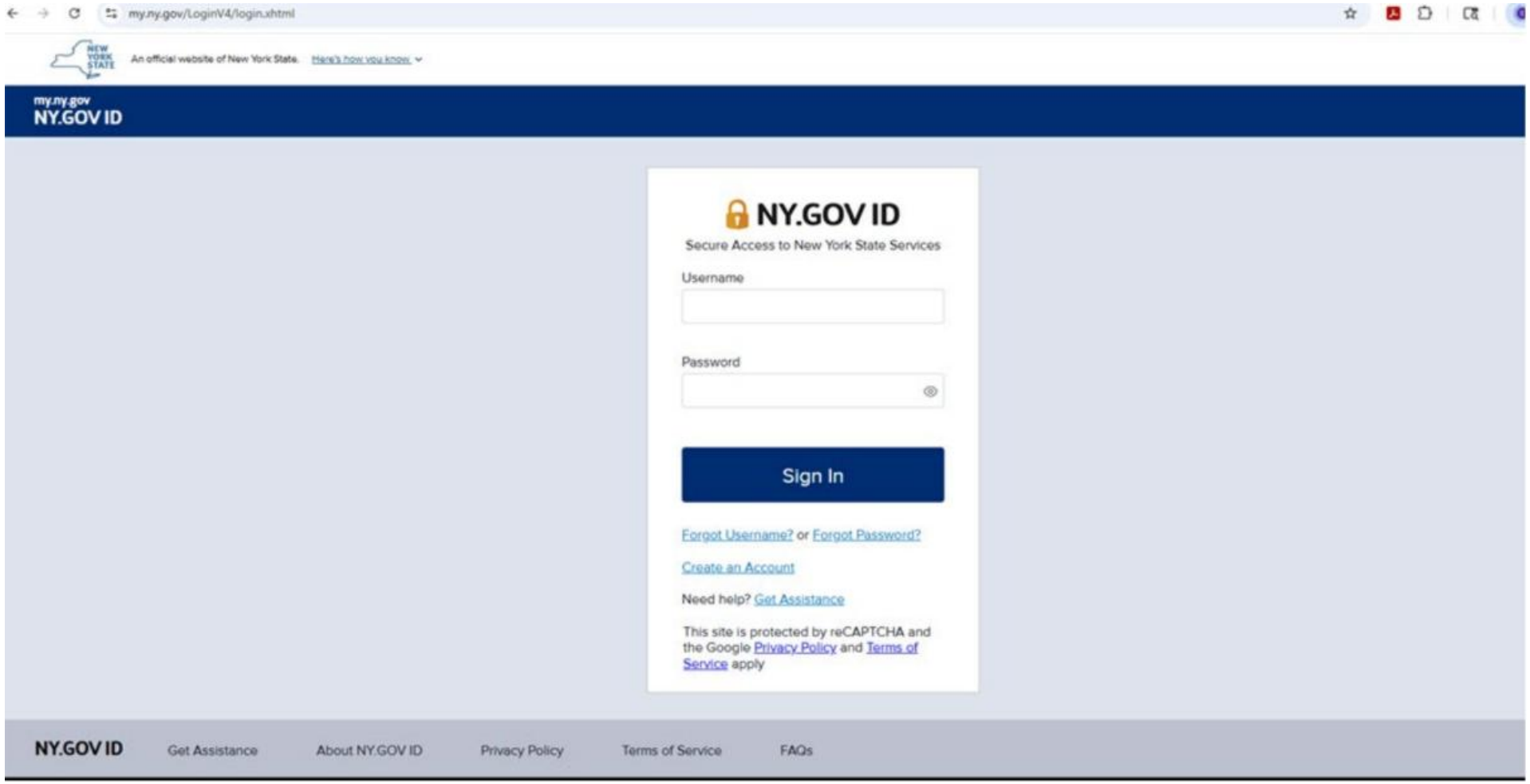
JCPHS
Jefferson County
Public Health Service

Before you begin, you will need:

- An email address that is easily accessible
- A phone (cellular or landline)
- Your rental property street address and unit identifier for each unit at that address
- The property tax ID # (found on deed, annual tax bill, title report, mortgage documents). You can contact your county clerk if you don’t have this information.
- Name, address, phone number, and email of the primary property owner
- Corporation (LLC) contact information (if applicable)
- Contact information for property managers (if applicable)

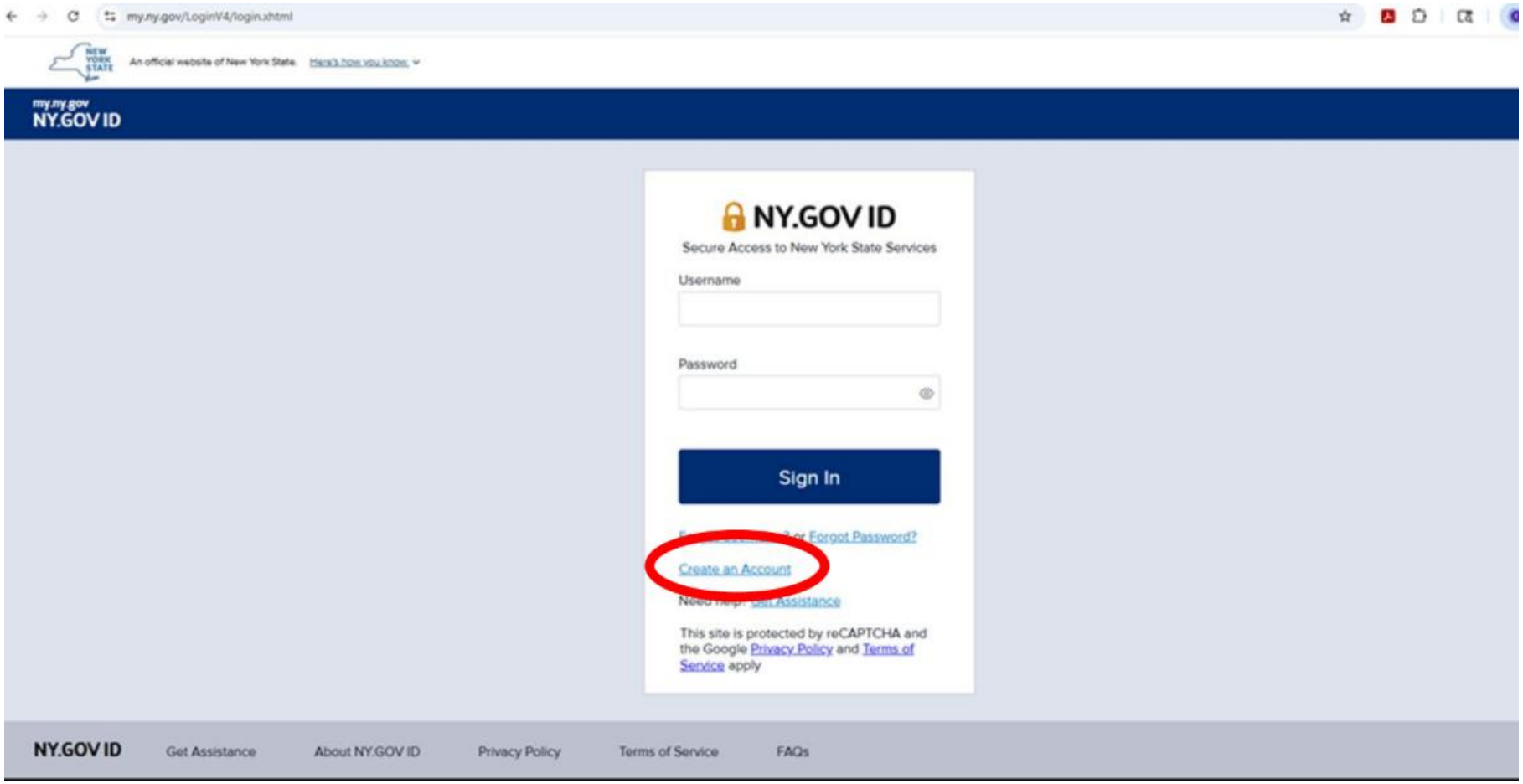
Make a NY.gov ID

- 1. Visit: https://leadsafeny.health.ny.gov/



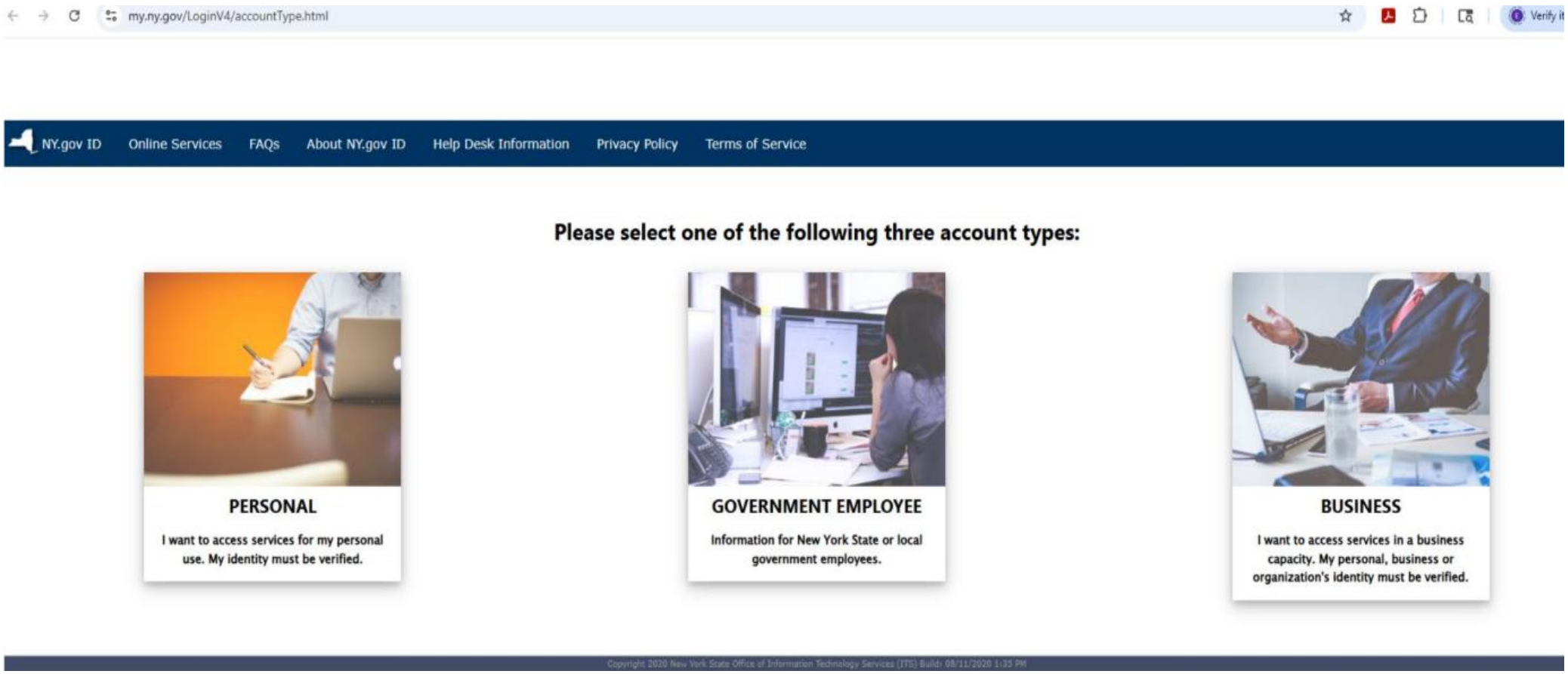
Make a NY.gov ID (cont.)

- 2. Select “Create an Account”



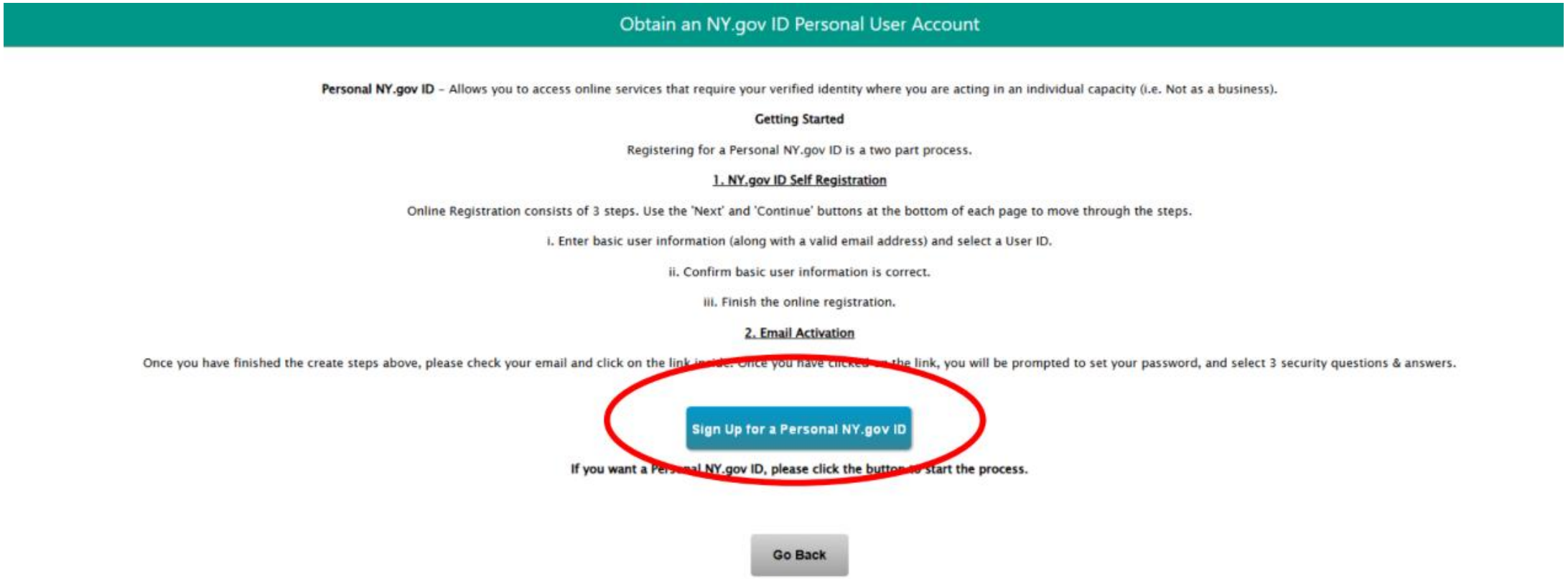
Make a NY.gov ID (cont.)

- 3. Select “Personal”



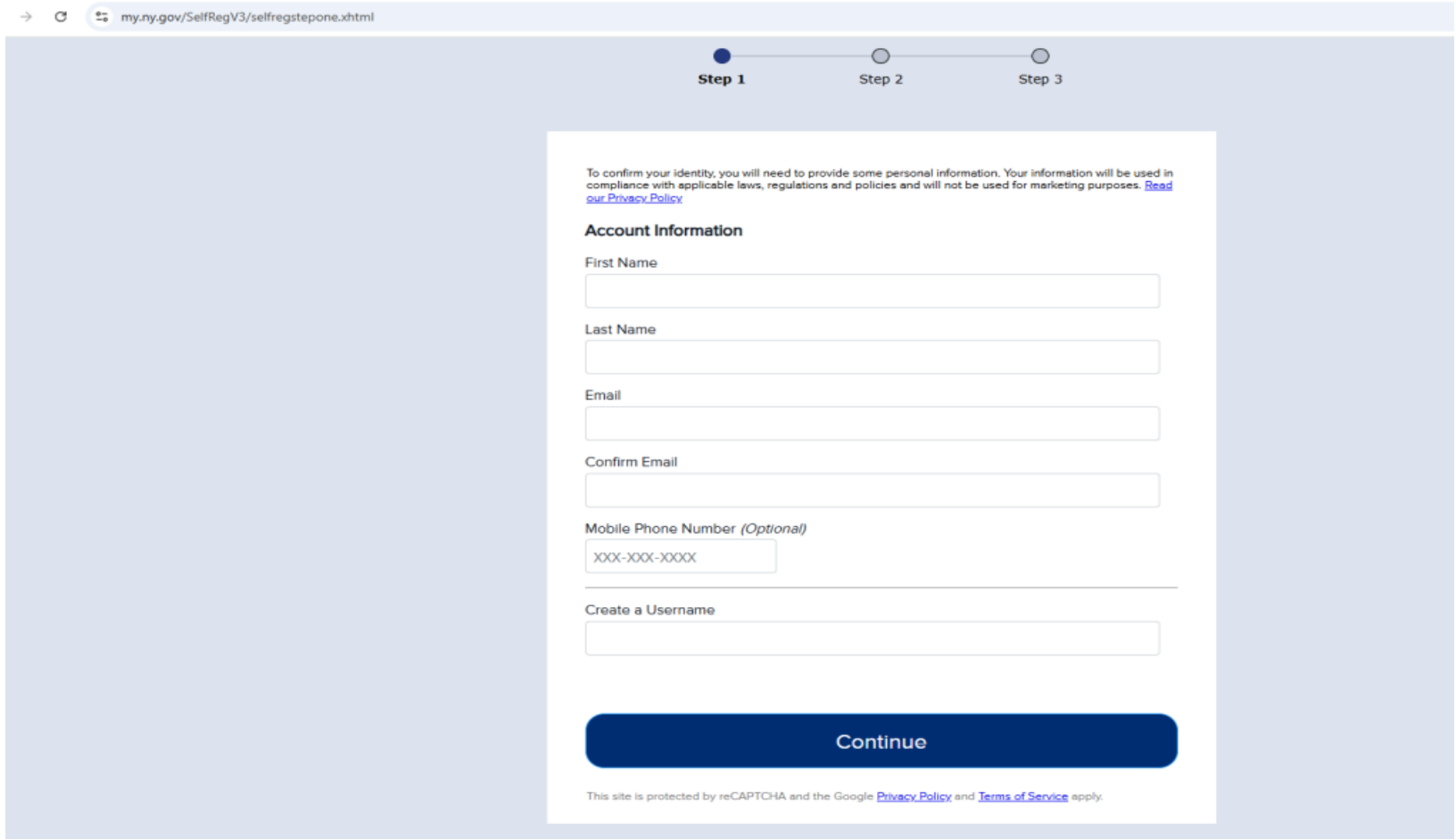
Make a NY.gov ID (cont.)

- 4. Select “Sign up for a Personal NY.gov ID”



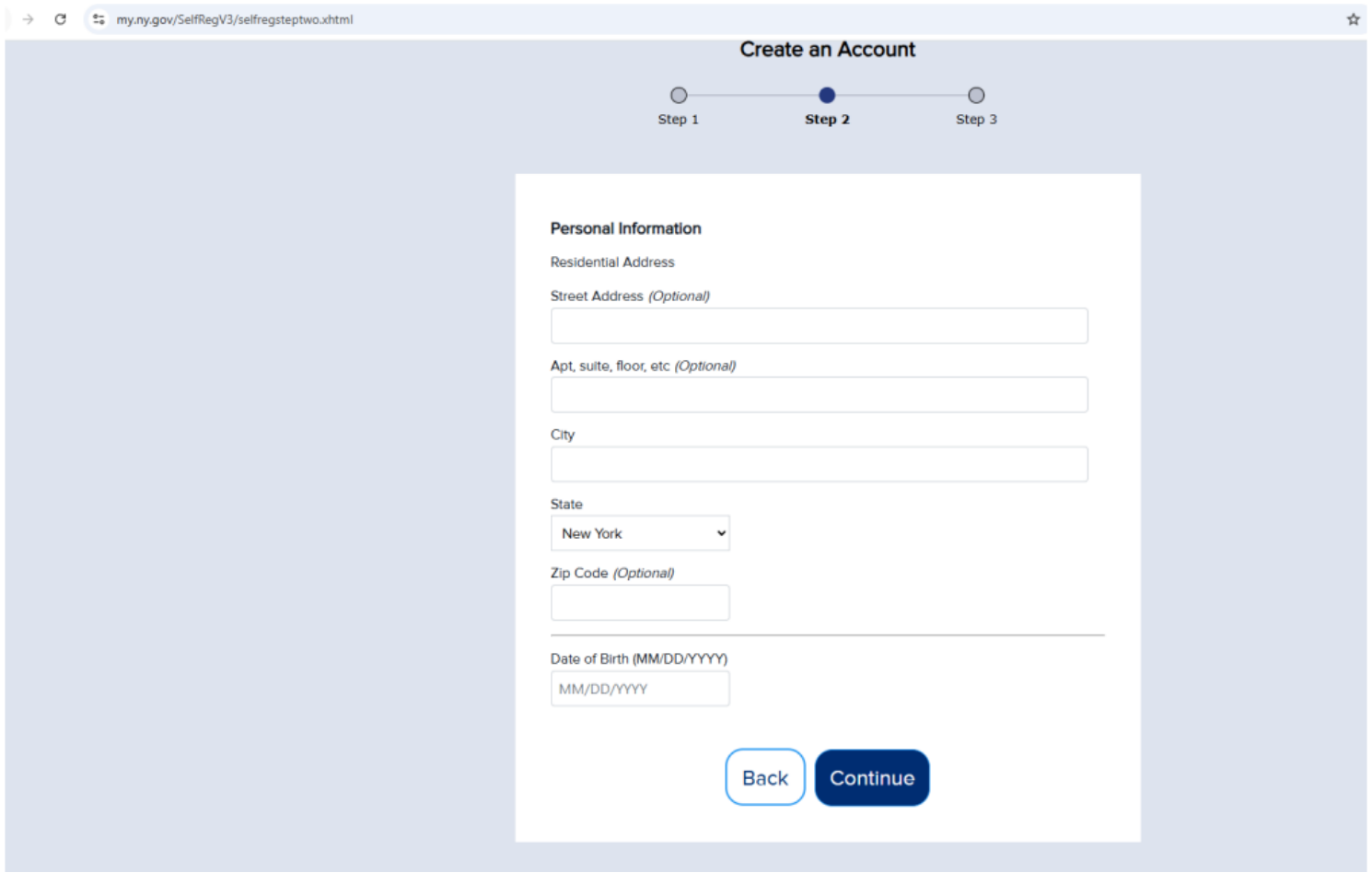
Make a NY.gov ID (cont.)

- 5. Insert Account Info (Write down Username)



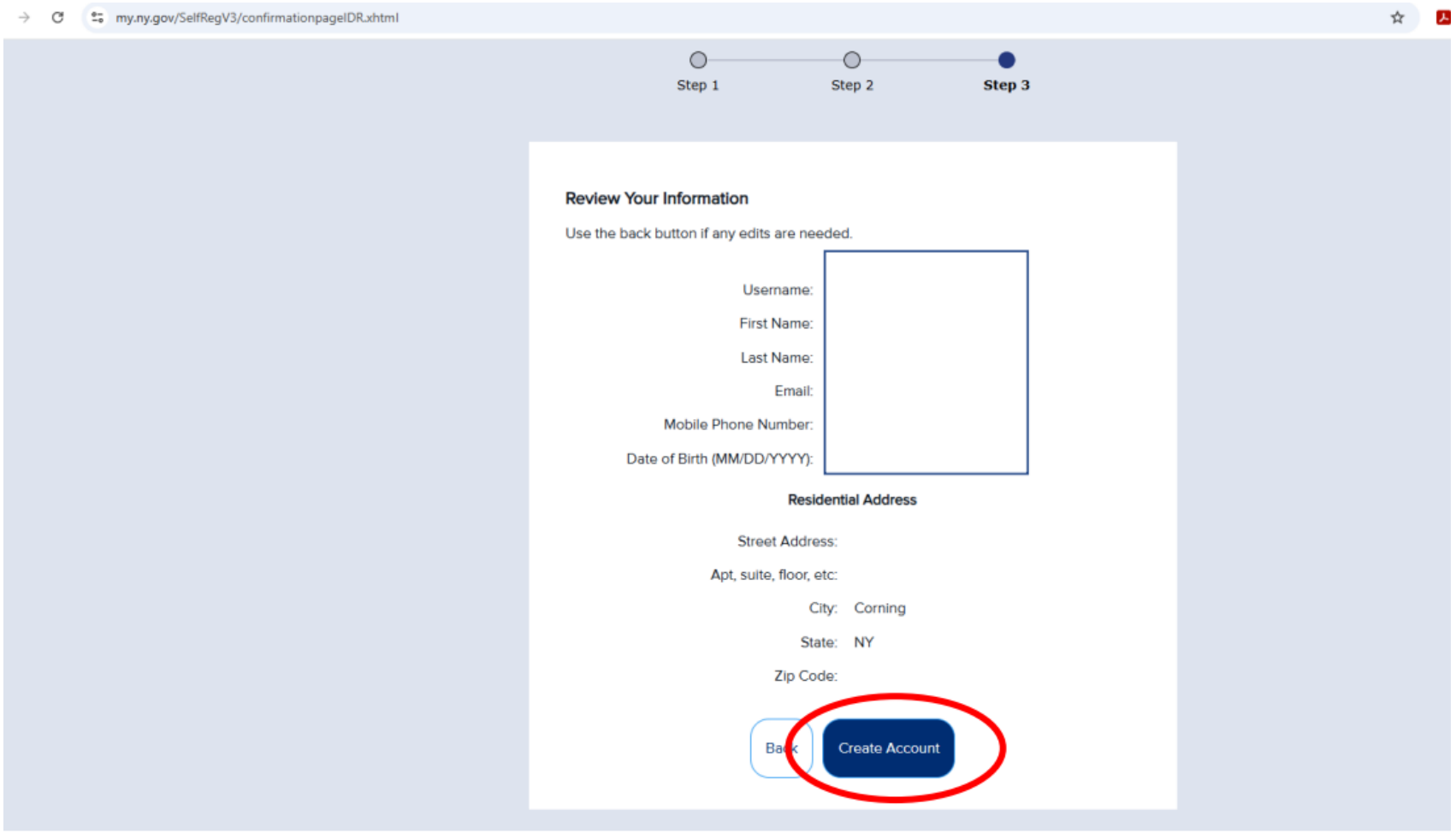
Make a NY.gov ID (cont.)

- 6. Insert Personal Information



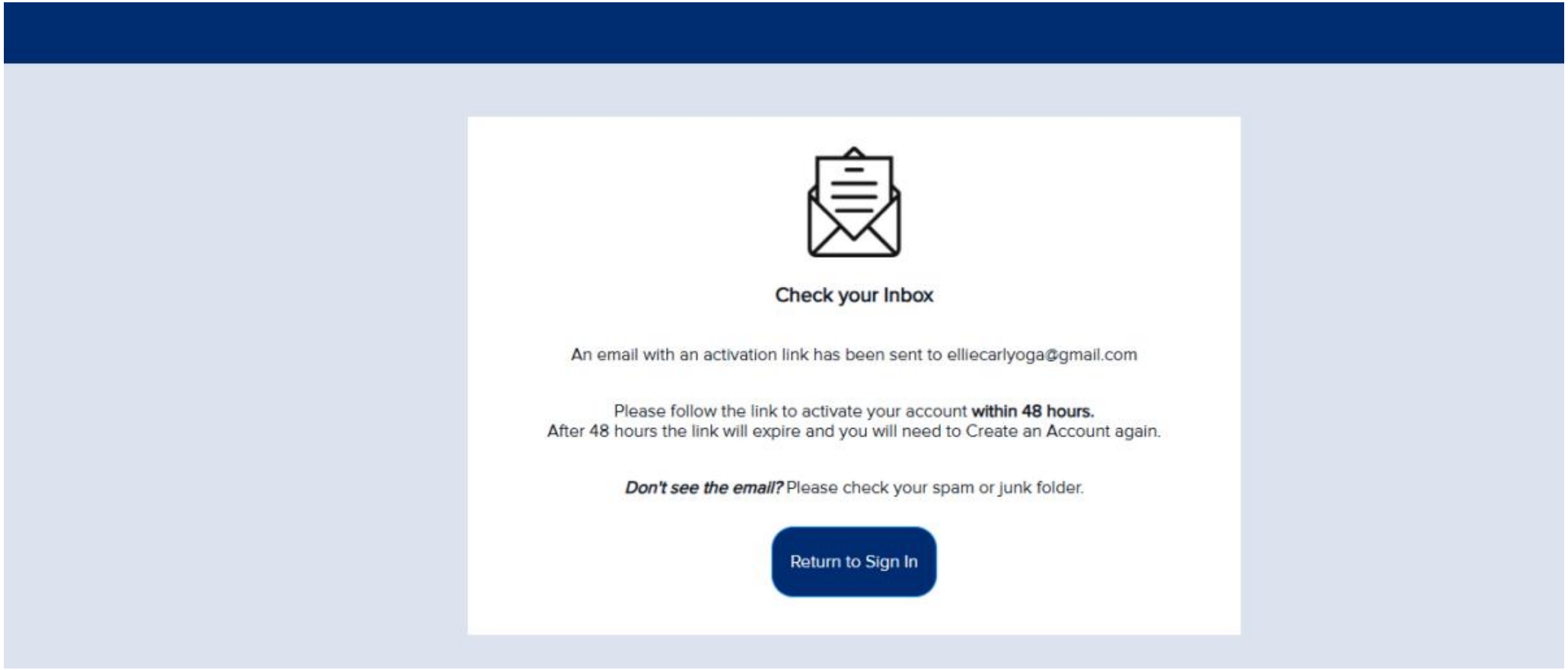
Make a NY.gov ID (cont.)

- 7. Review Info and Create Account



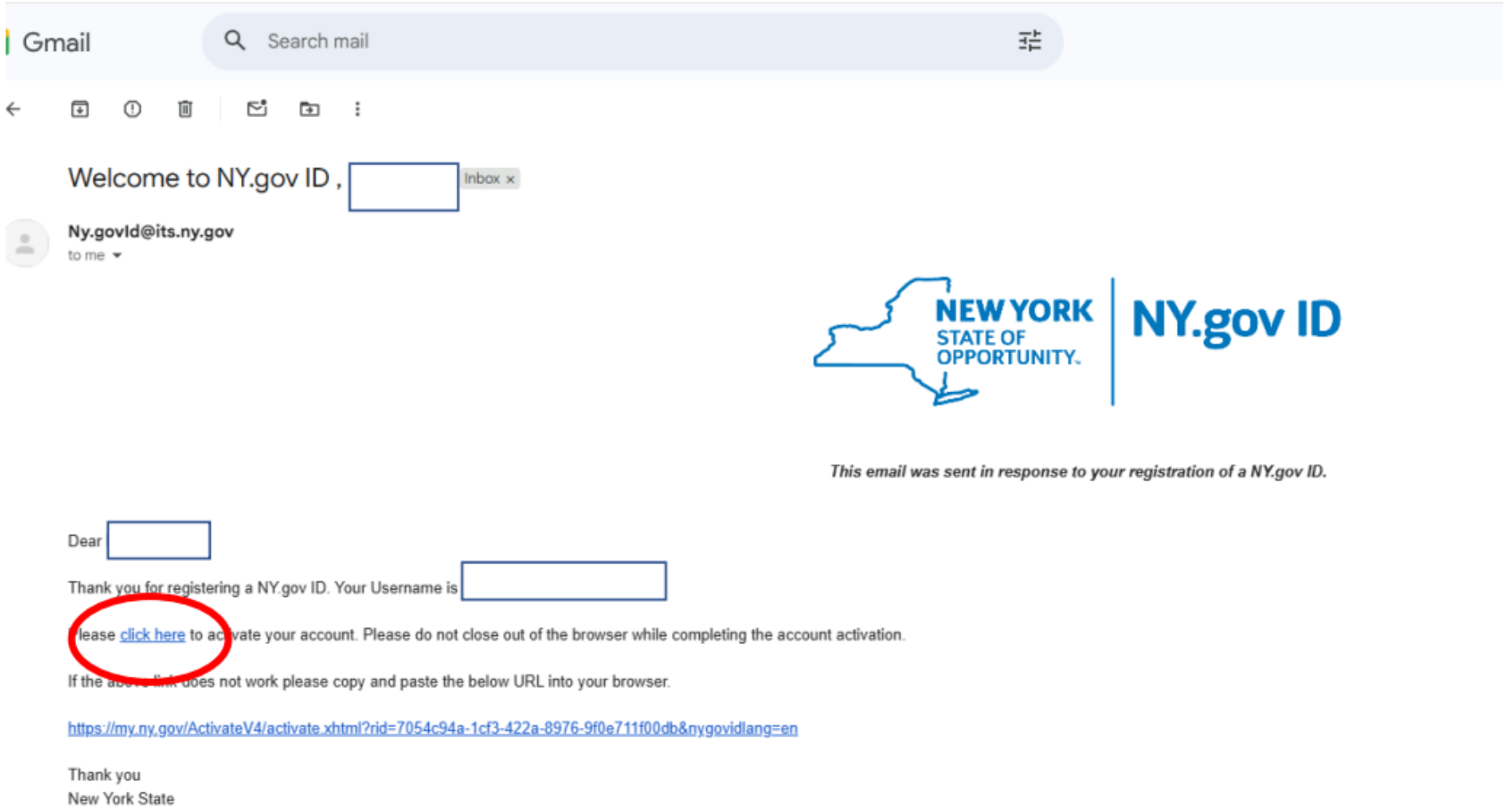
Make a NY.gov ID (cont.)

- 8a. Email Activation



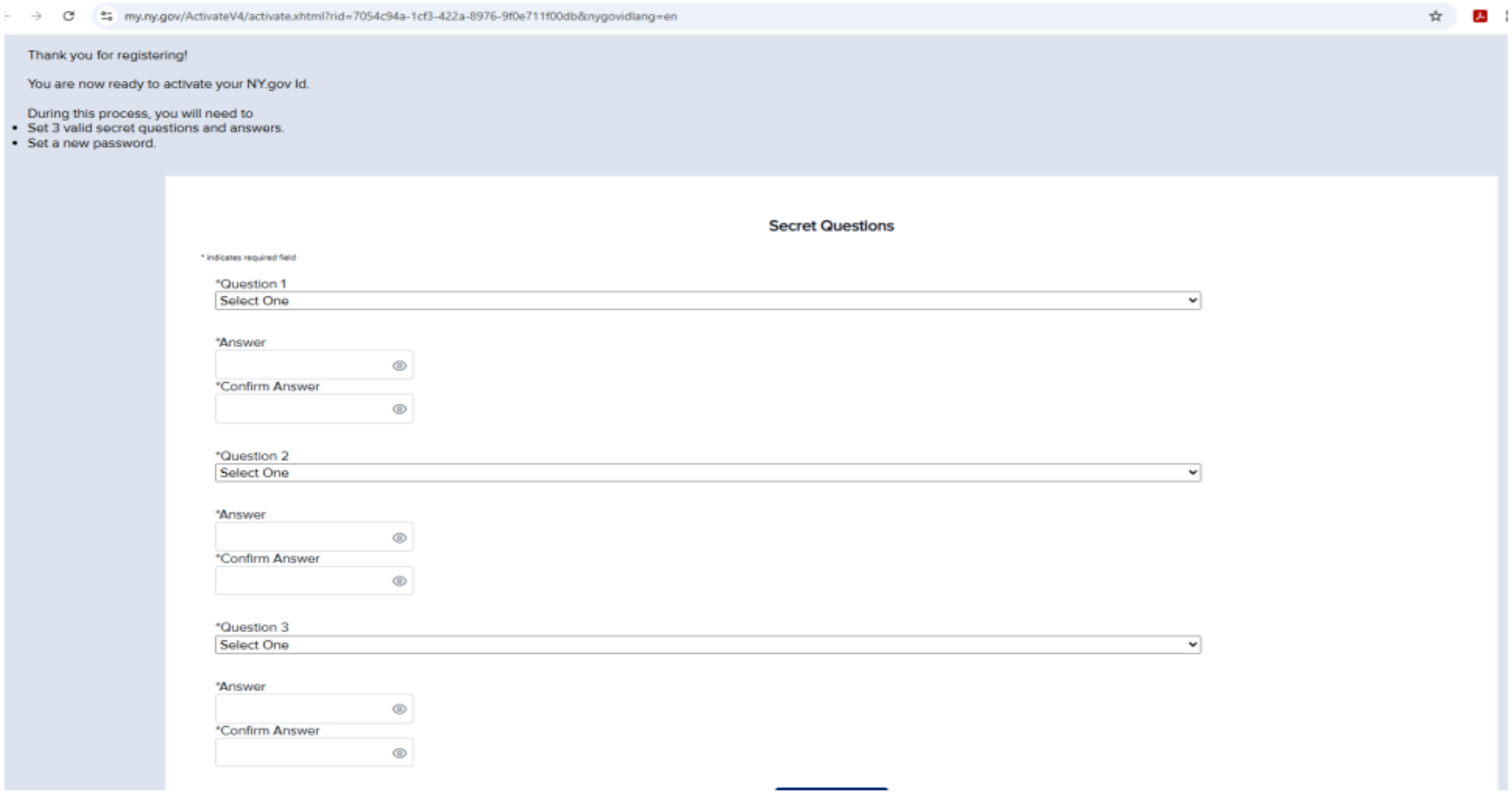
Make a NY.gov ID (cont.)

- 8b. Log on to email and select “click here”



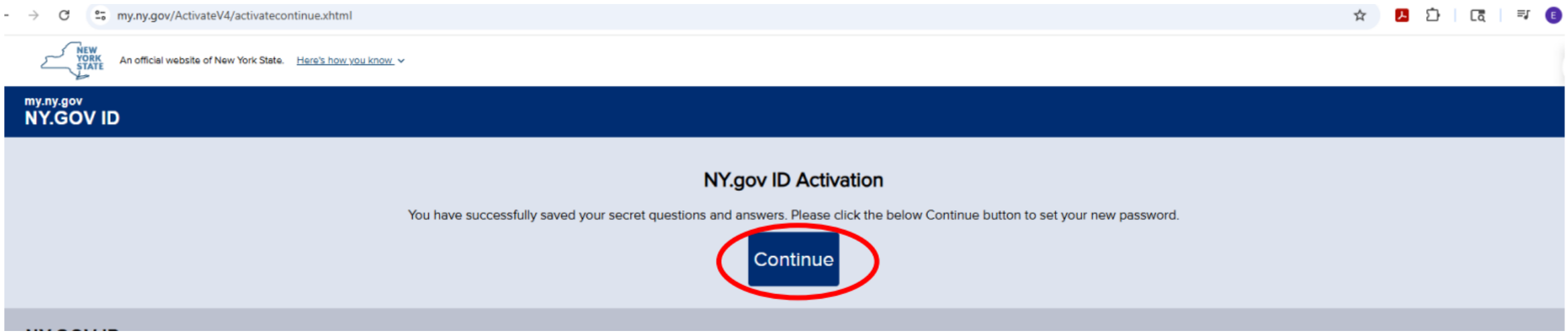
Make a NY.gov ID (cont.)

- 9. Select 3 “Secret Questions” and answers (write down chosen questions and answers. Remember that capitalization matters!)



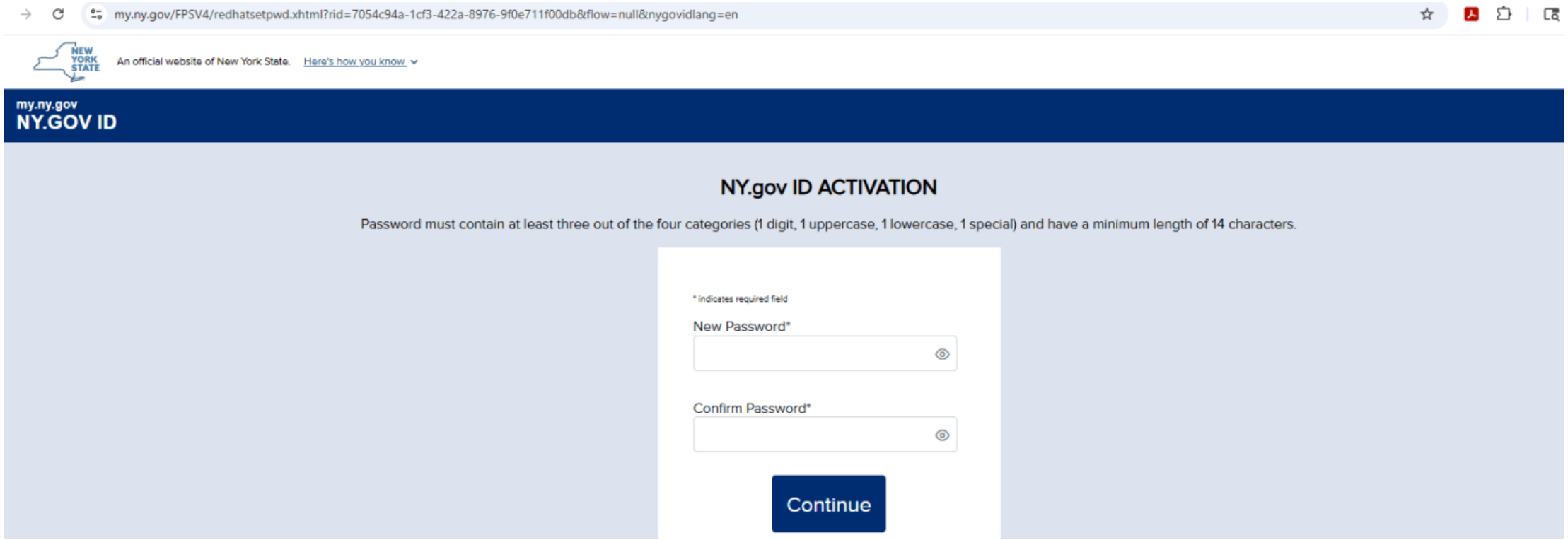
Make a NY.gov ID (cont.)

- 10a. Set Password – Select “Continue”



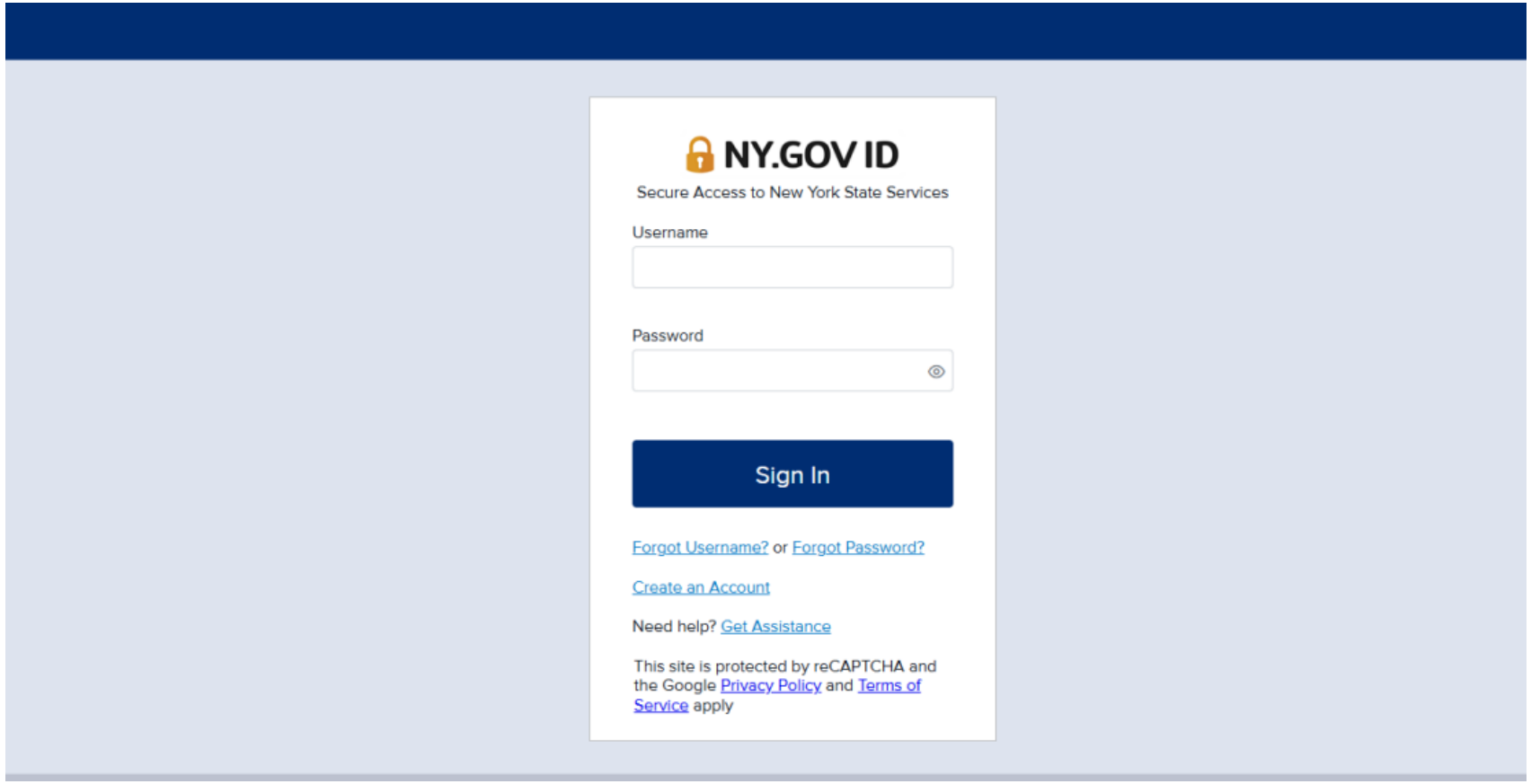
Make a NY.gov ID (cont.)

- 10b. Set Password – Select “Continue” (write down selected password)



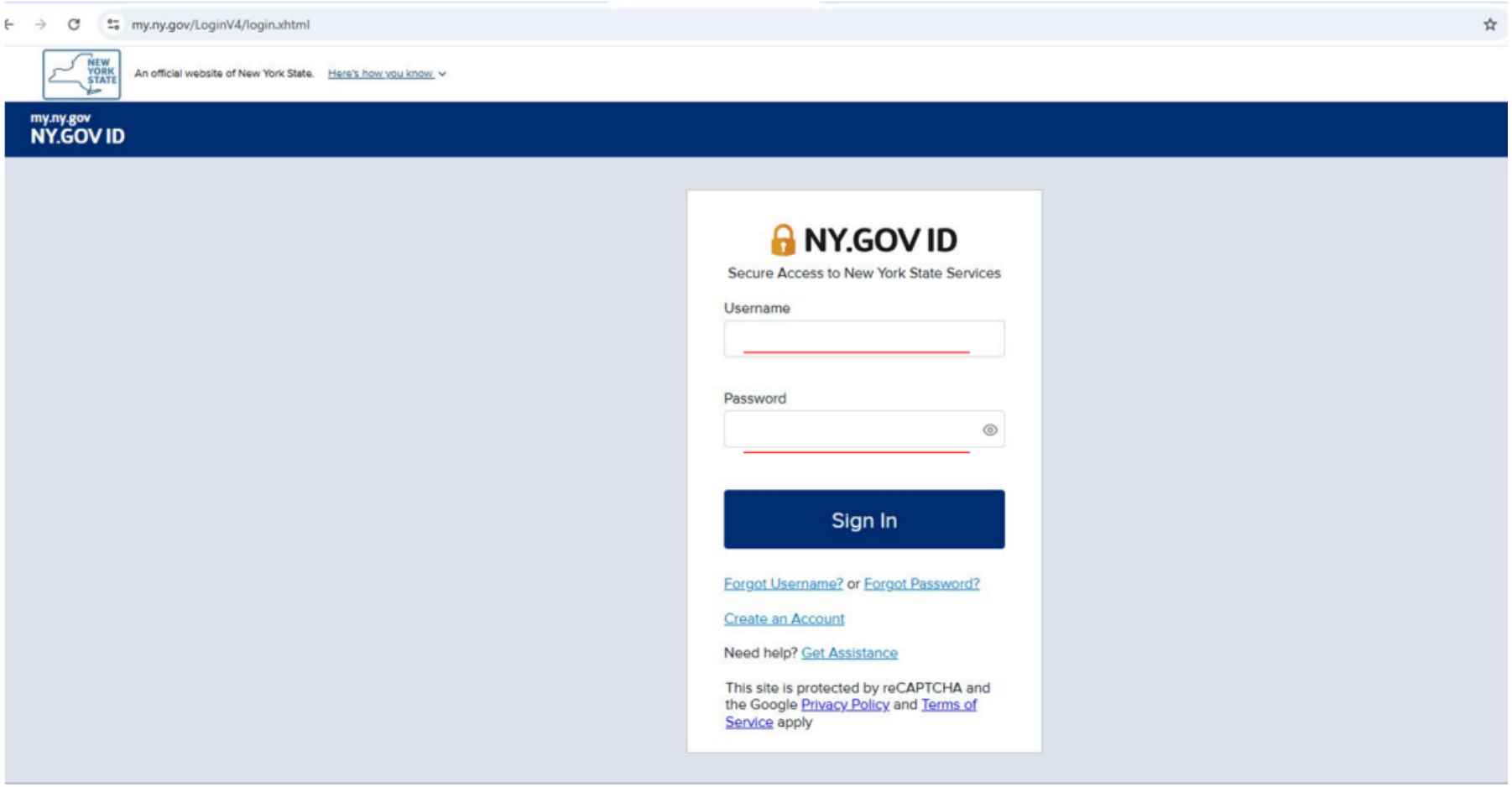
Log on to LeadSafeNY

- 1. Visit: https://leadsafeny.health.ny.gov/



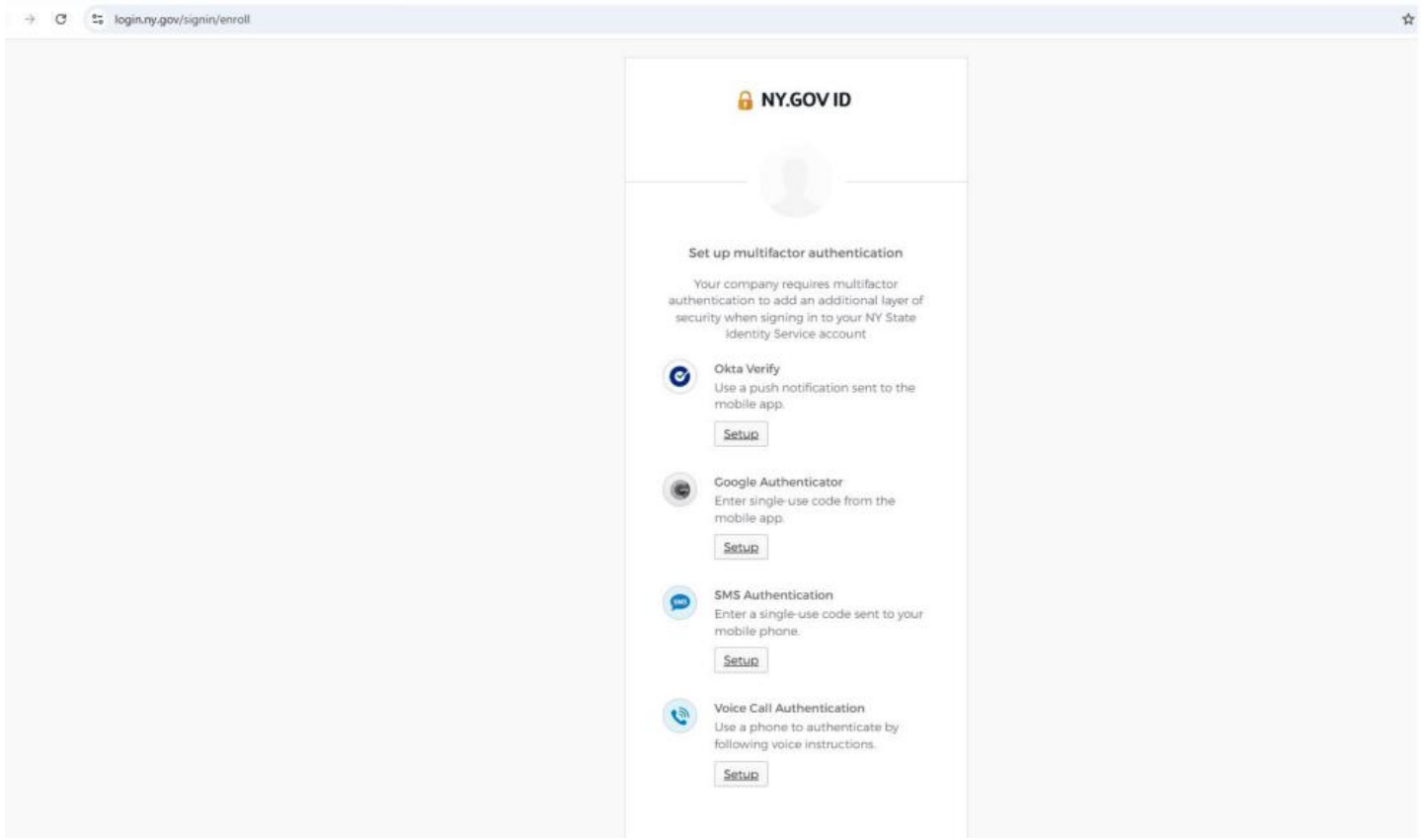
Log on to LeadSafeNY (cont.)

- 2. Insert Username and Password (This is the same as NY.gov ID Username and Password)



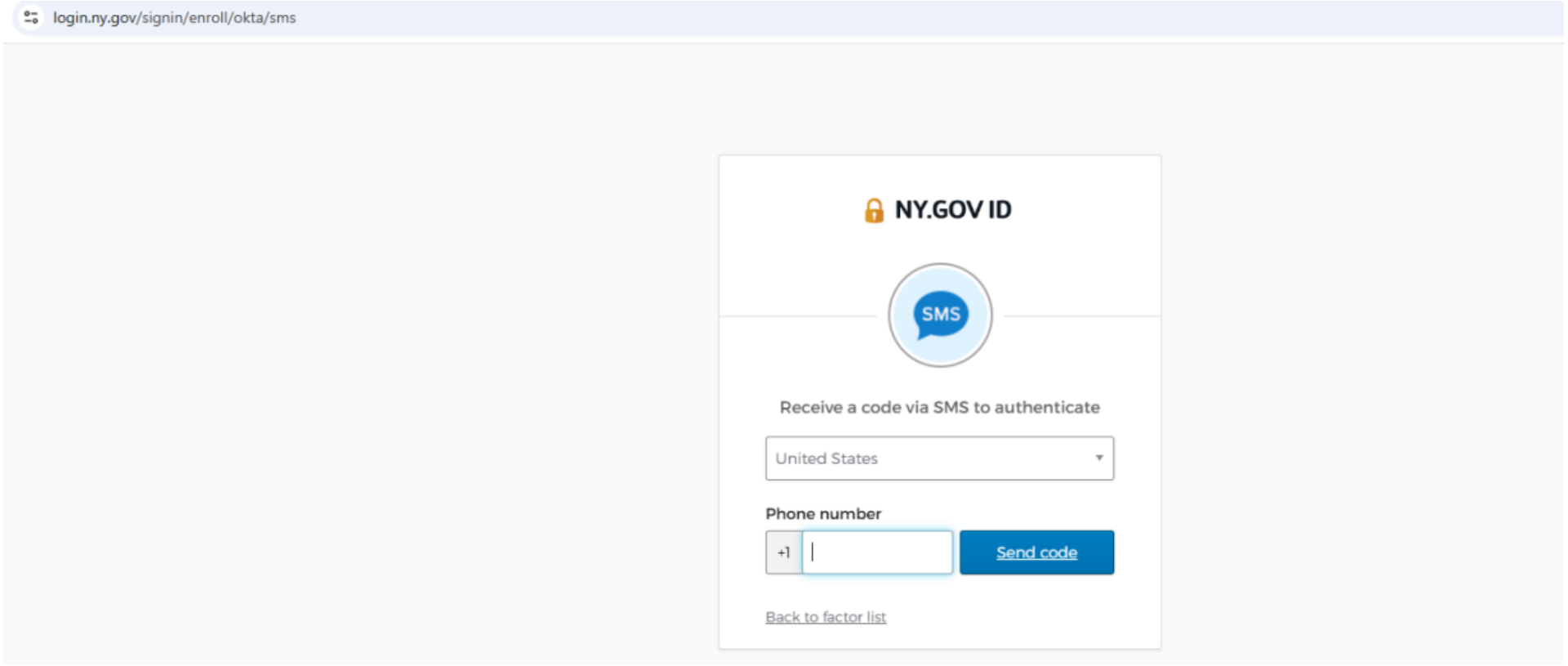
Log on to LeadSafeNY (cont.)

- 3a. Set up multifactor authentication (SMS/text recommended, select “Voice Call Authentication” if using a landline phone)



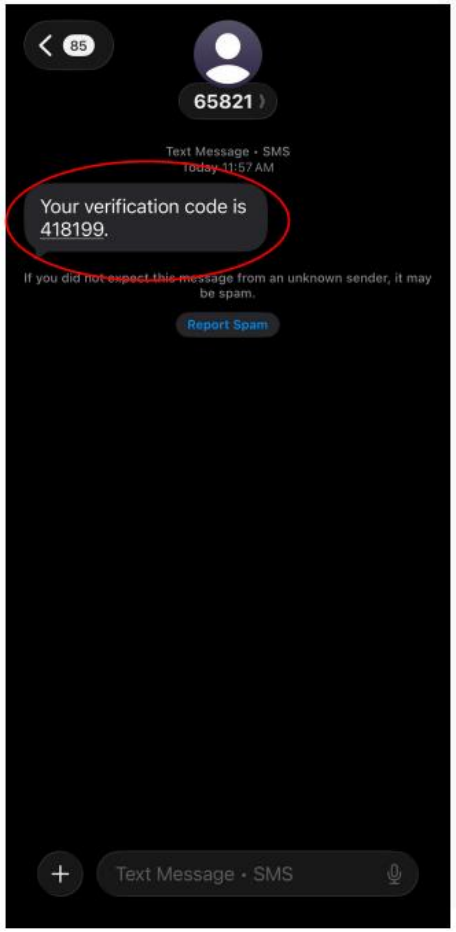
Log on to LeadSafeNY (cont.)

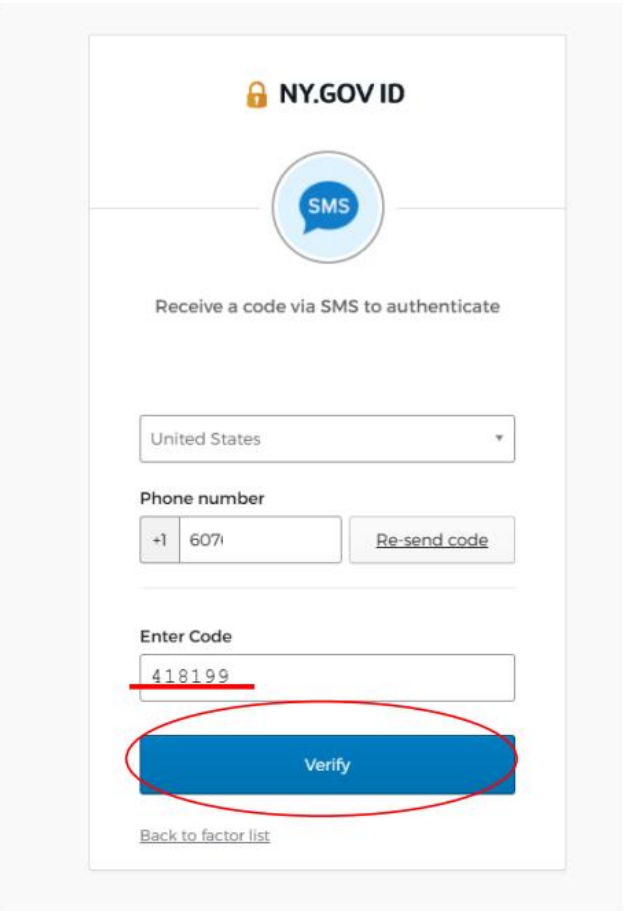
- 3b. Multifactor authenticator – Insert phone number and send code (SMS/text recommended, but a code can be sent to a landline if using “Voice Call” option)

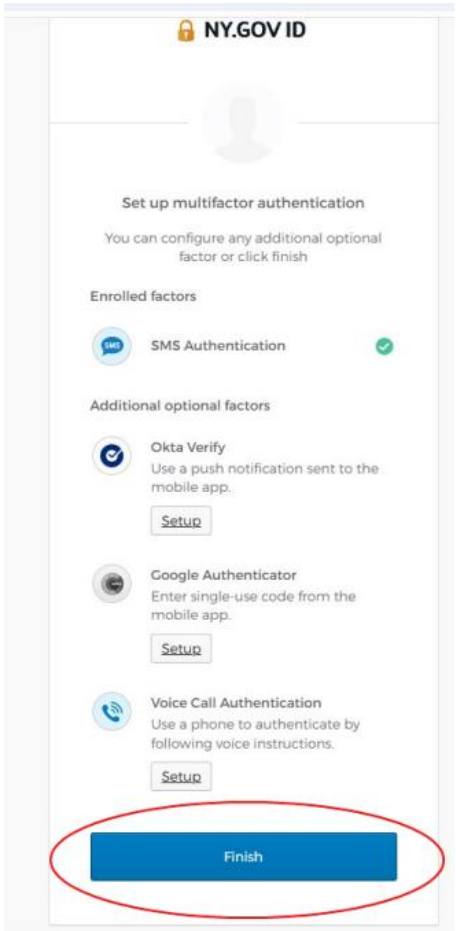


Log on to LeadSafeNY (cont.)

- 3c. Multifactor authenticator – Enter code sent to phone

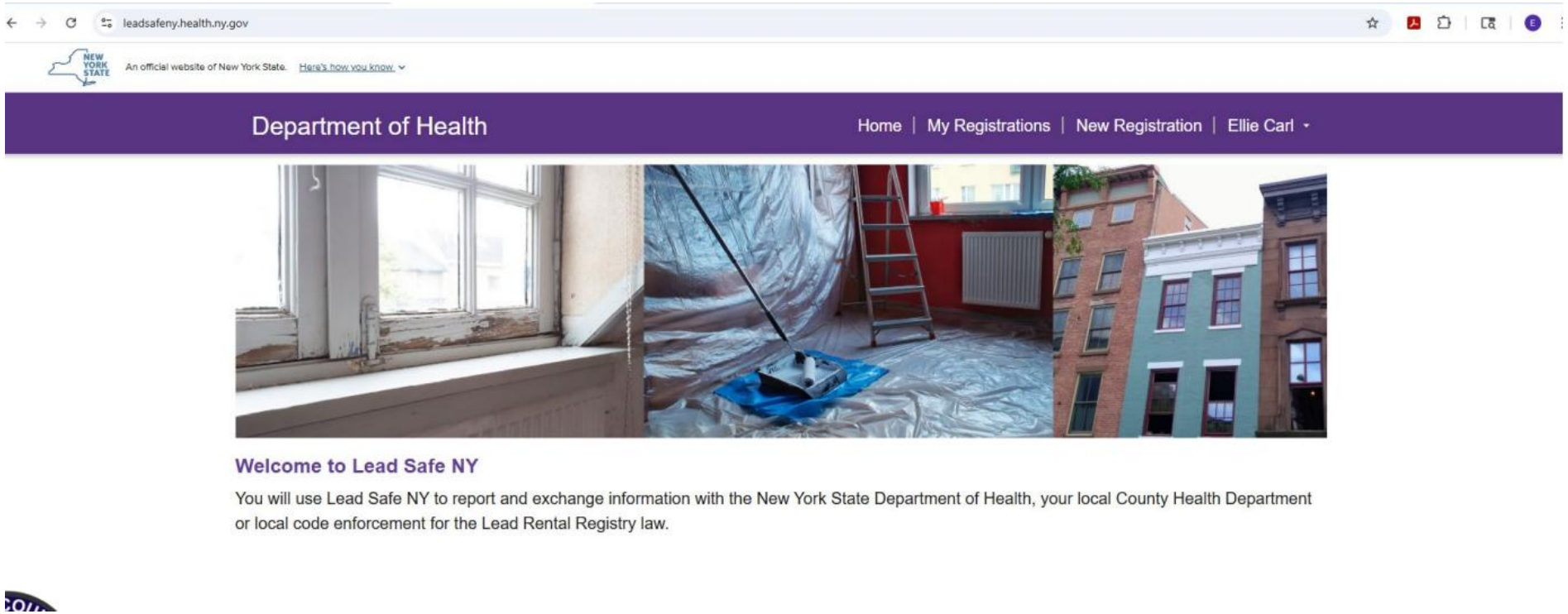






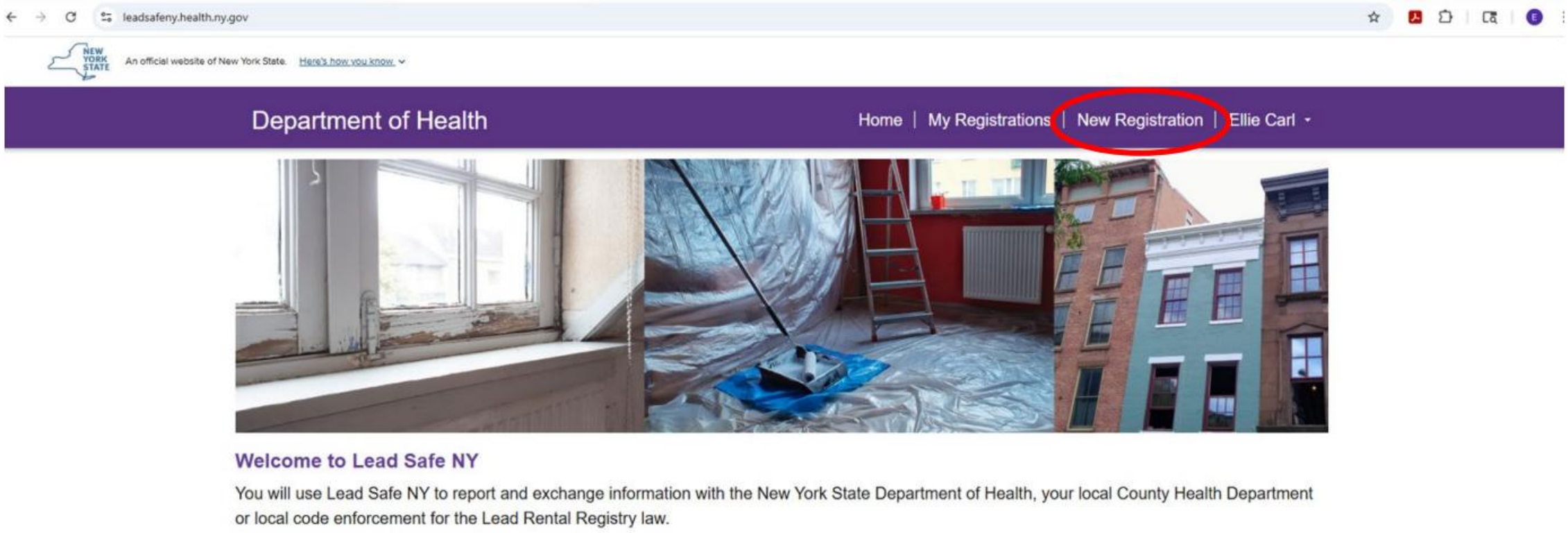
Log on to LeadSafeNY (cont.)

- 4. LeadSafeNY homepage



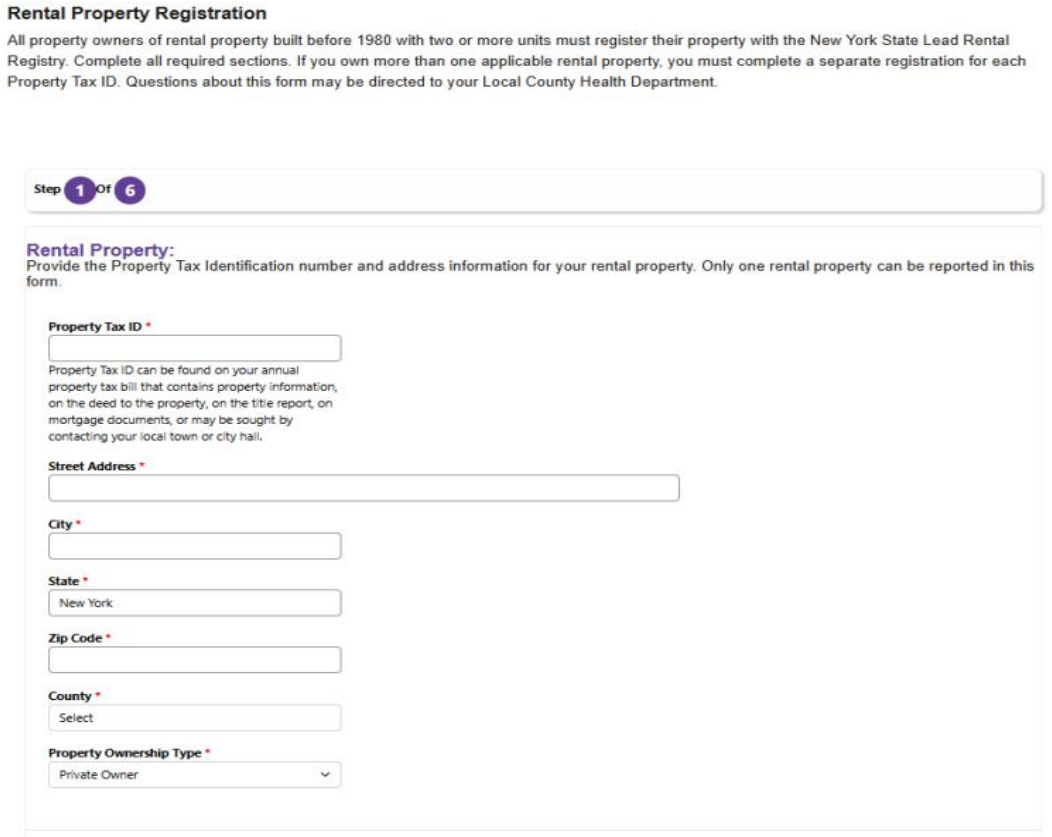
Register a Property

- 1. Select “New Registration”



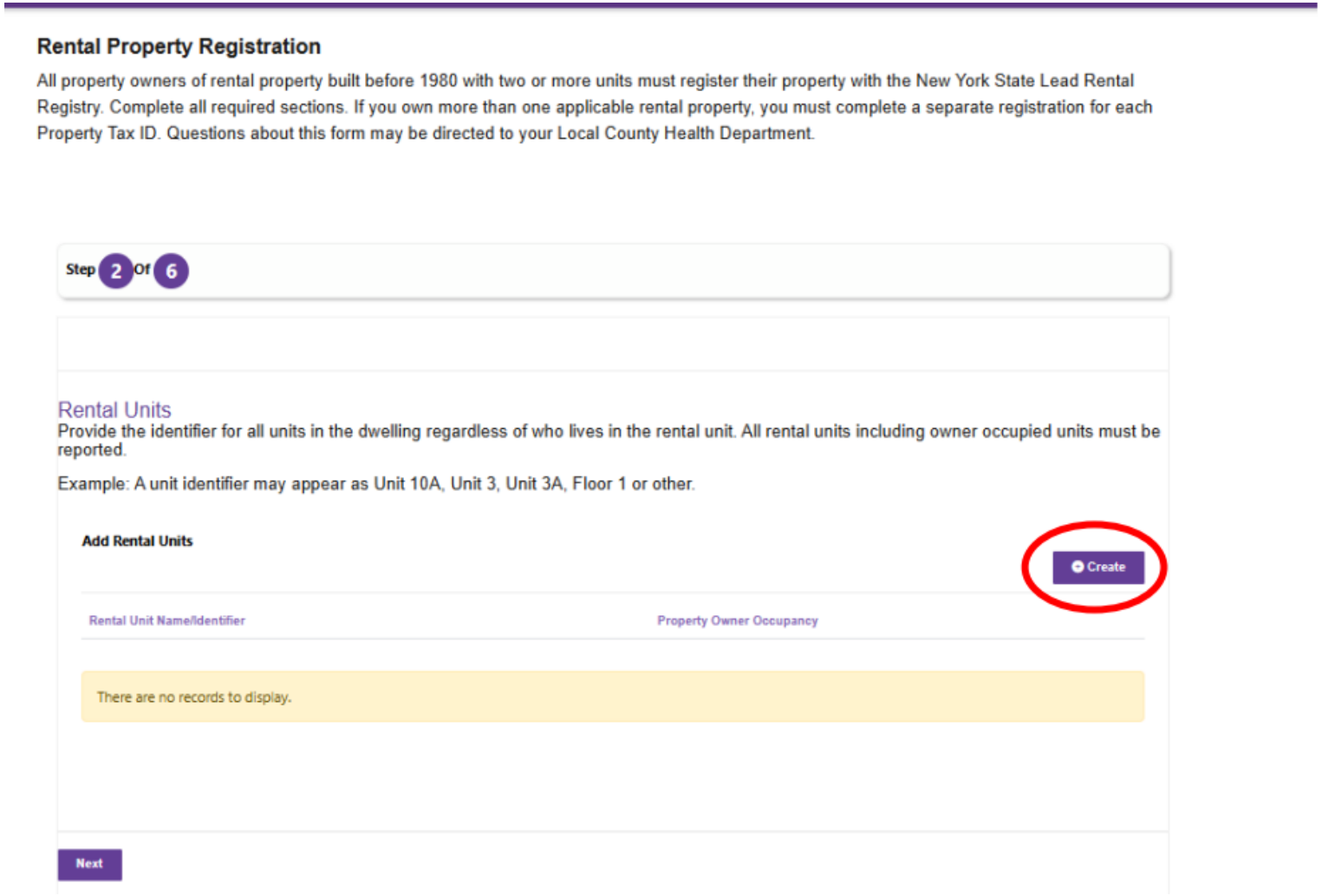
Register a Property (cont.)

- 2. Insert rental property information (Property Tax ID can be found on letter received, tax bill, or Jefferson County Parcel Search)
- Address will populate with similar addresses. Make sure the correct address is selected.



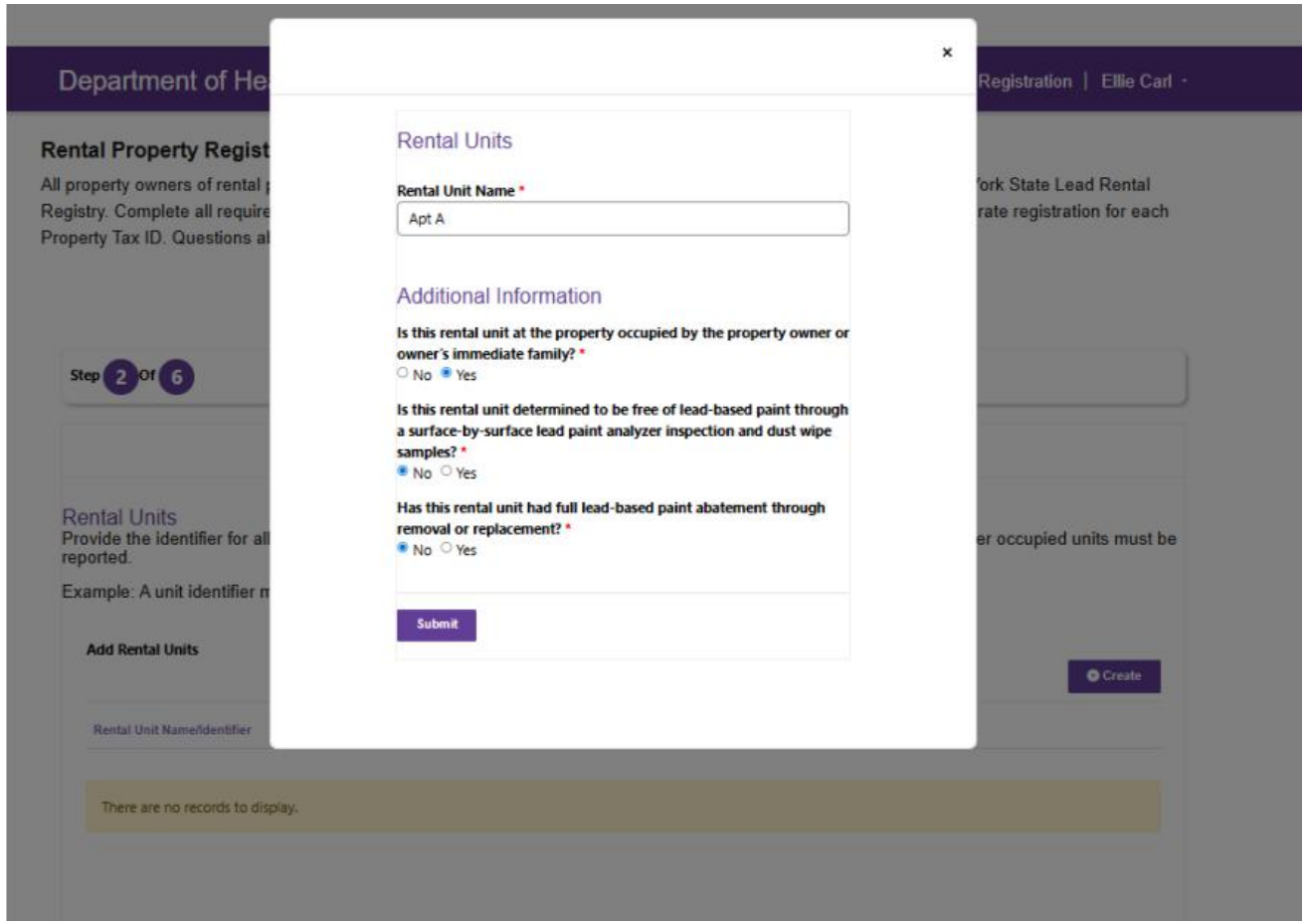
Register a Property (cont.)

- 3a. Create units



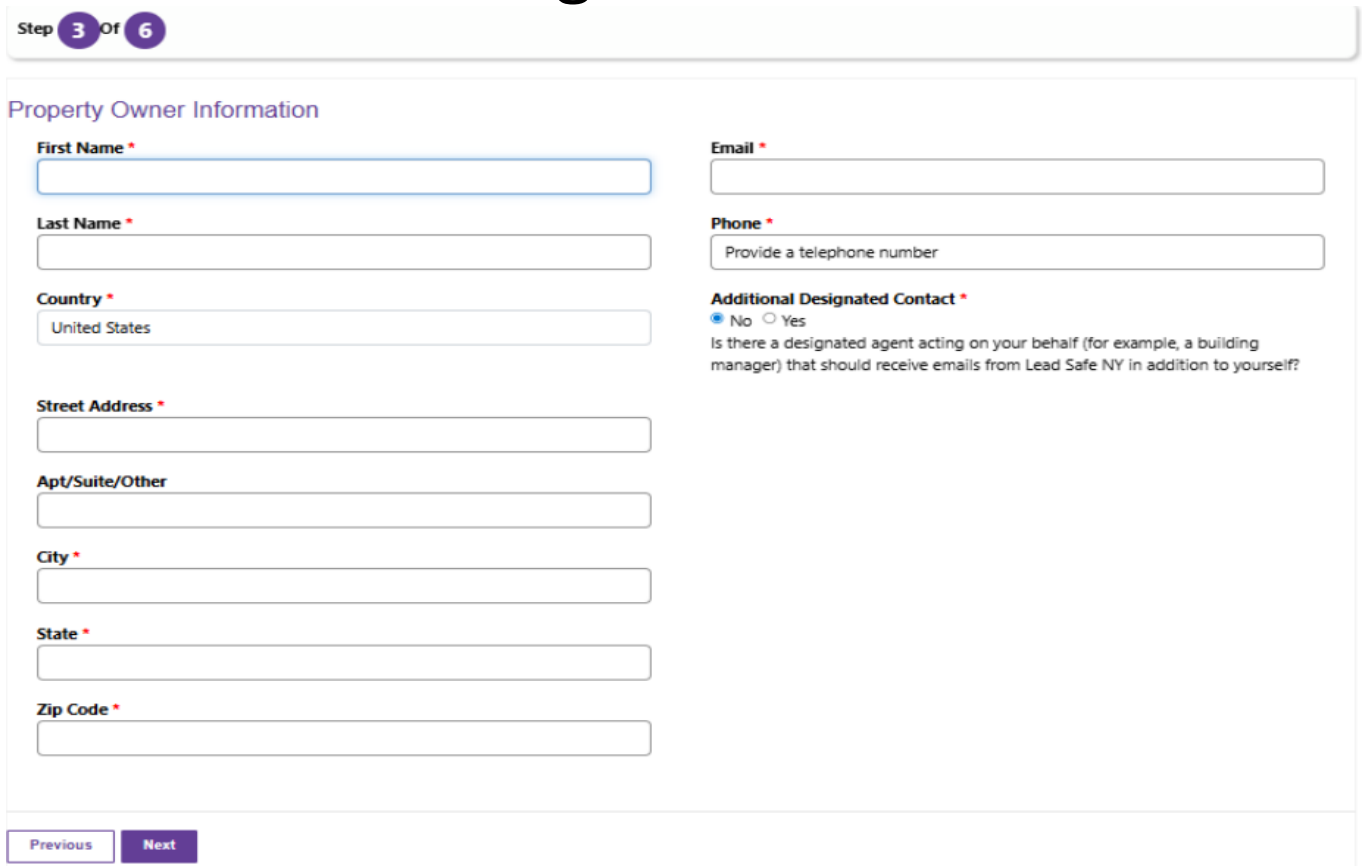
Register a Property (cont.)

- 3b. Create Units (Every property must have at least 2 units added. Answer questions for each unit)



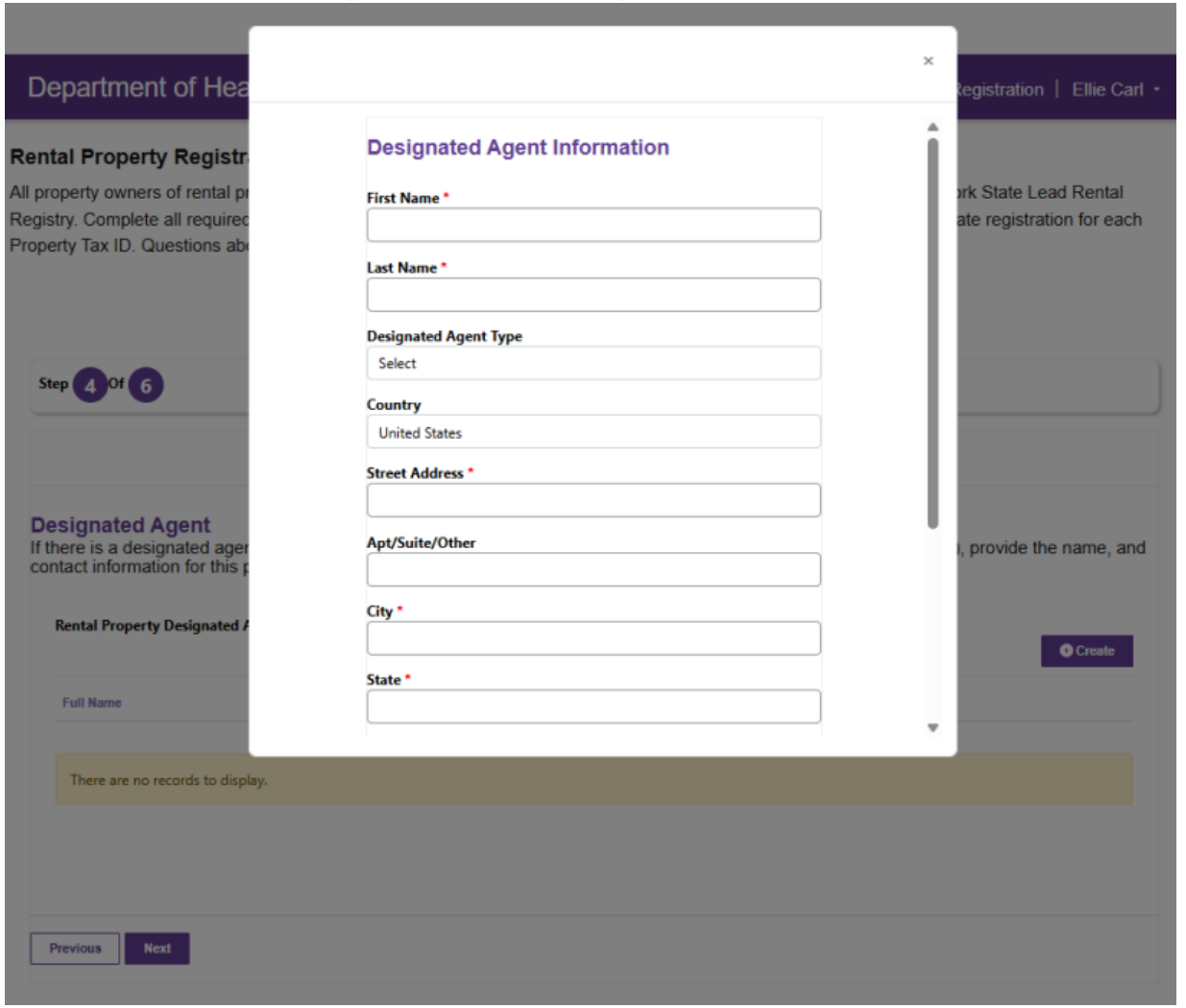
Register a Property (cont.)

- 4. Insert Property Owner Info (If you have a property manager or another person you'd like associated with the property, select "Yes" under "Additional Designated Contact"



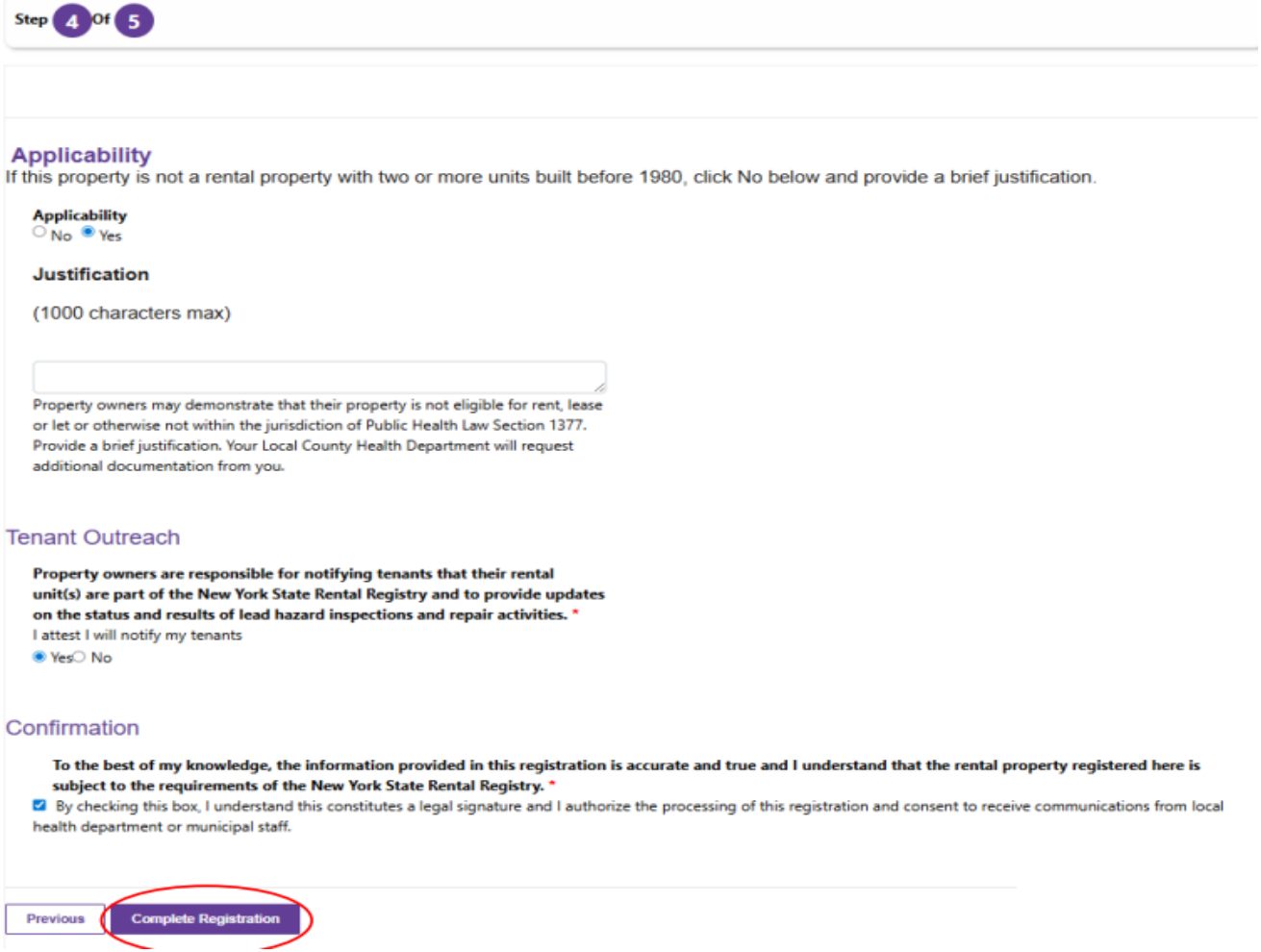
Register a Property (cont.)

- 5. OPTIONAL – Add Designated Agent Info



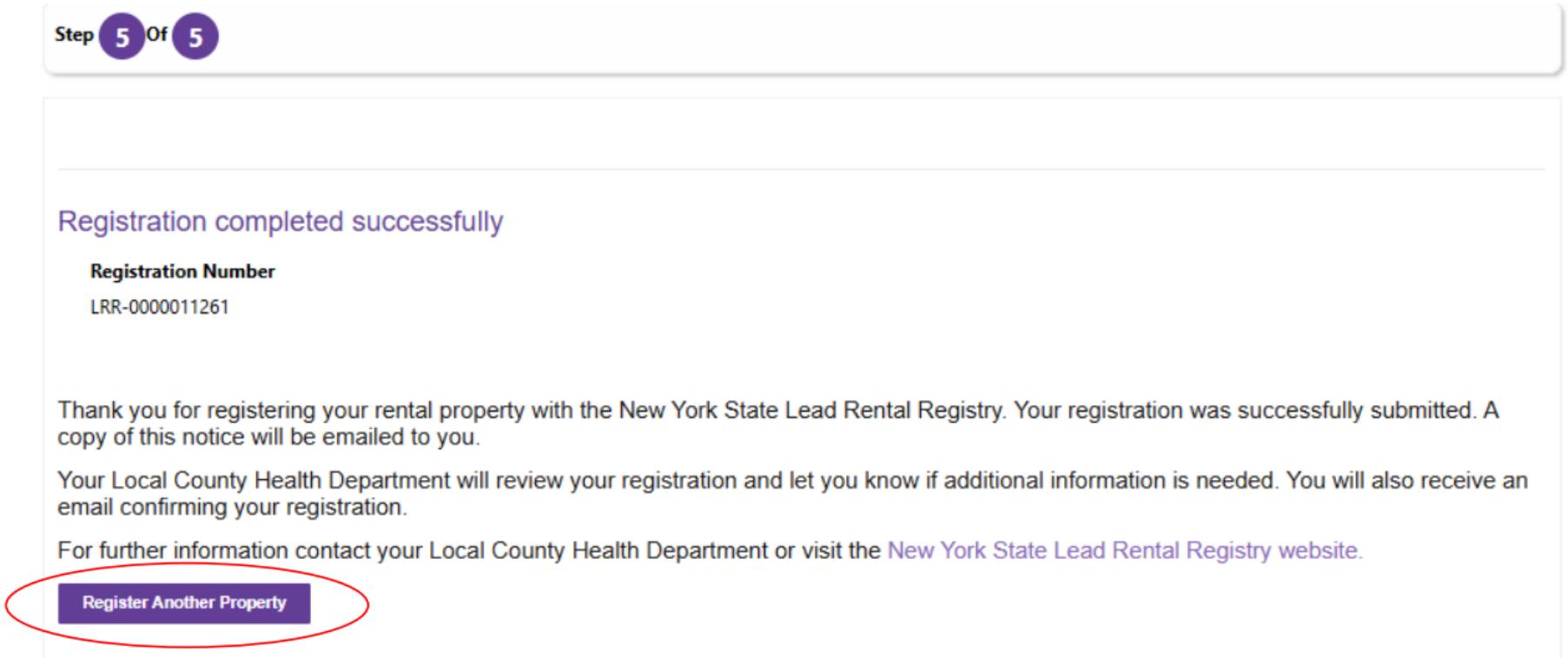
Register a Property (cont.)

- 6. Applicability, Tenant Outreach, Confirmation



Register a Property (cont.)

- 7. Registration Complete (If you need to register more eligible rentals, select “Register Another Property” and repeat. If you see a mistake on a completed registration, call **315-786-3700** to provide correct info



For More Assistance

- Call 315-786-3700
- Email leadsafe@jeffersoncountyny.gov
- Visit https://www.jeffersoncountyny.gov/LeadRentalRegistry
- Visit https://www.health.ny.gov/environmental/lead/lead_rental_registry/