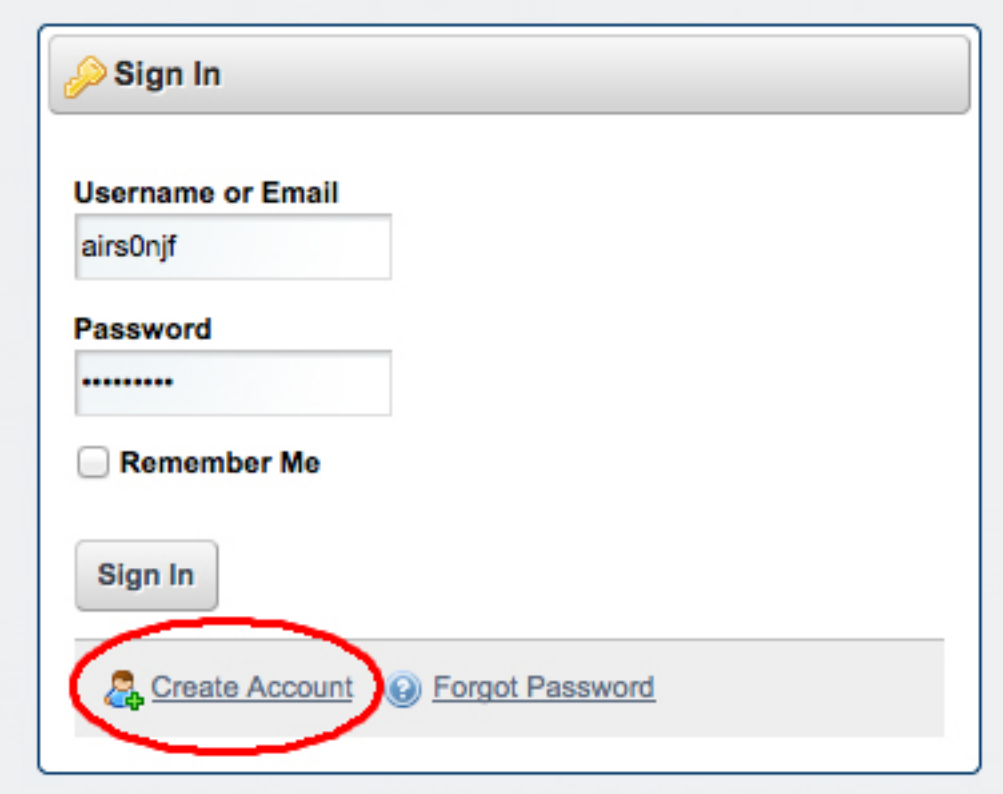
Create Account Instructions

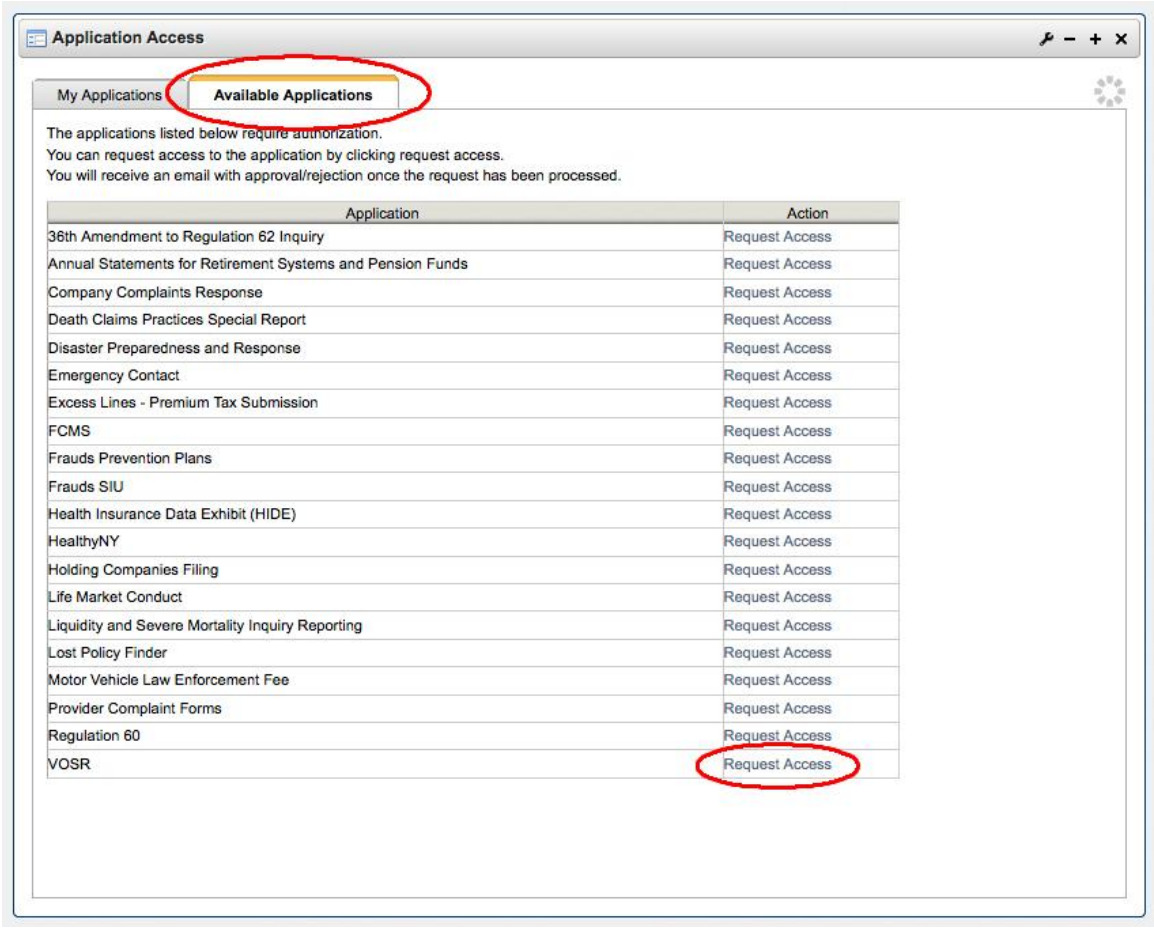
1) Navigate to the portal -> https://myportal.dfs.ny.gov/home
2) Locate the "Sign In" window and click the "Create Account" link as shown in the image below.



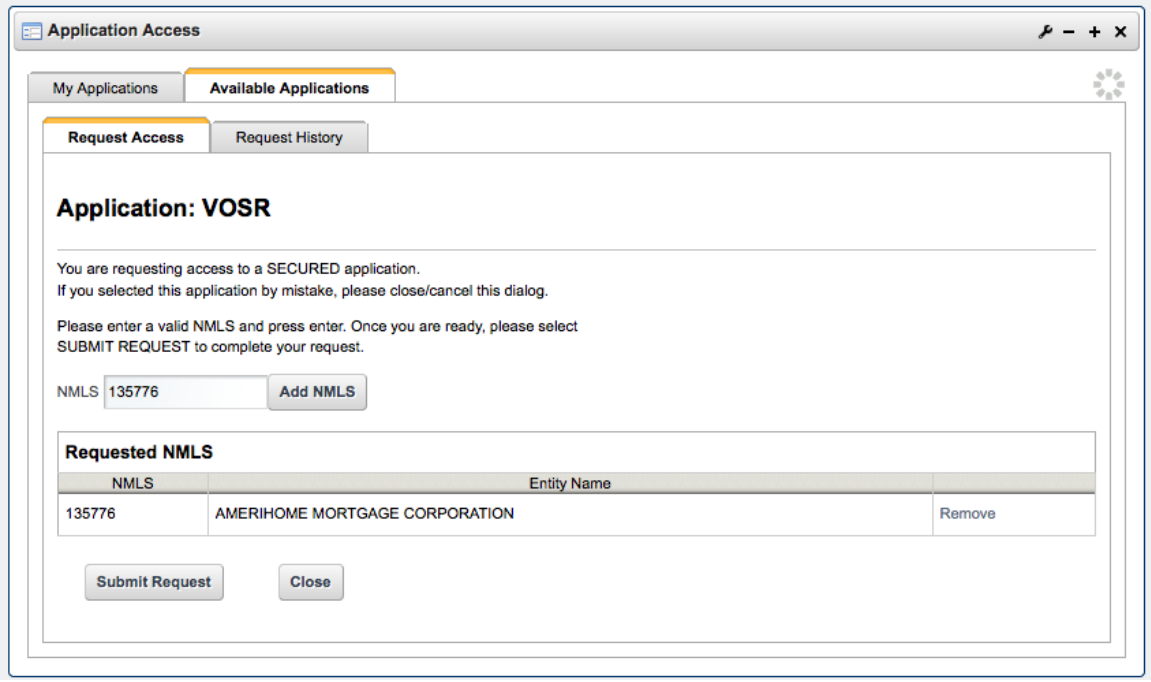
4) Fill out the form by entering your First Name, Last Name, email address and the "Text Verification" Captcha.
5) After clicking the "Save" button the screen will redirect to the login screen with a confirmation. A temporary password will be emailed to the email specified in the previous step.
6) After logging in for the first time you must change your password by following the on screen instructions. You will also be prompted for a challenge question, the answer to which must be provided in order to use the automated "Forgot Password" process.

Requesting Access to VOSR

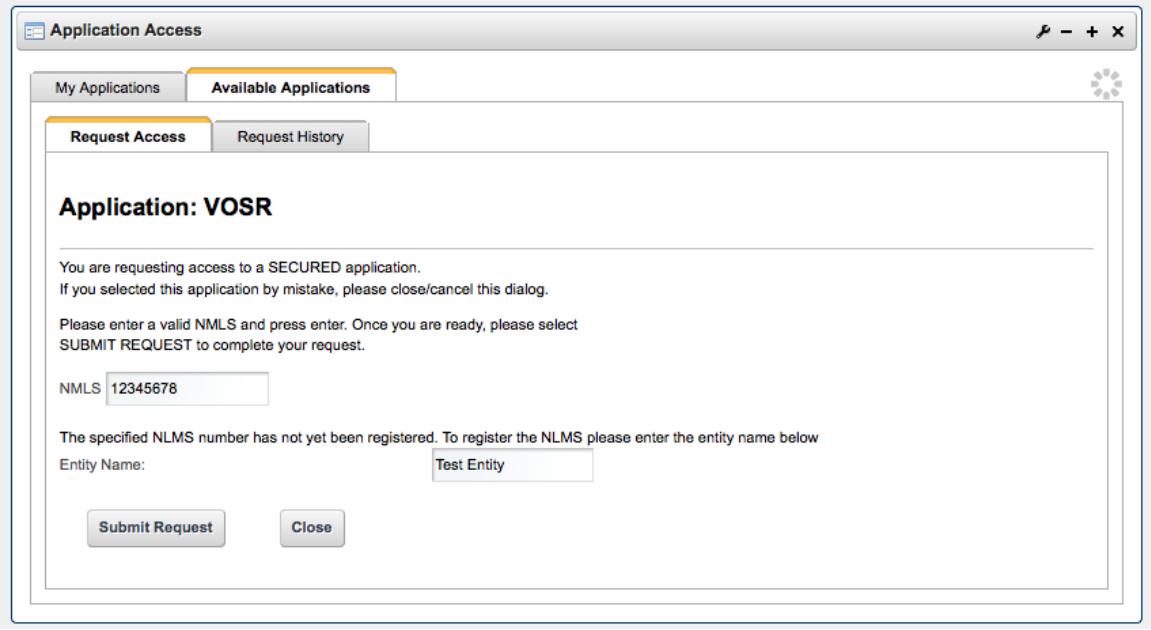
1. Log into the portal if you are not already: https://myportal.dfs.ny.gov/home
2. First time users will be sent directly to the "Available Applications" tab of the Application Access screen. If you already have access to at least one application you must click the "Available Applications" tab.
3. From the "Available Applications " tab click "Request Access" next to VOSR.



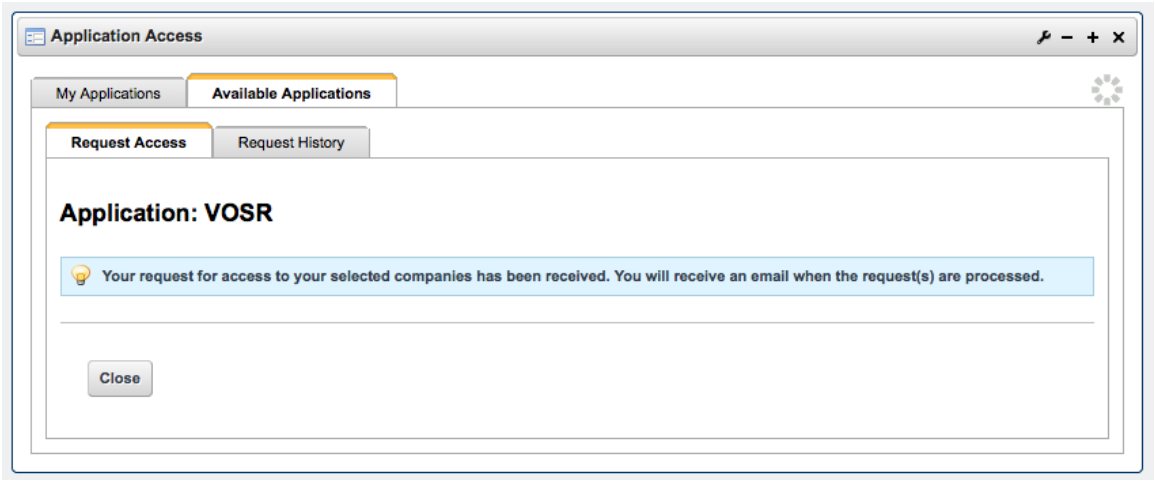
4. Find the input box for NMLS number and enter the NMLS number that you are requesting access to. Once it is entered click "Add NMLS".
    a. If the NMLS number is recognized by the system it will show up in the "Requested NMLS" box. If this is the case for you then click "Submit Request" to complete your request. (See example below)



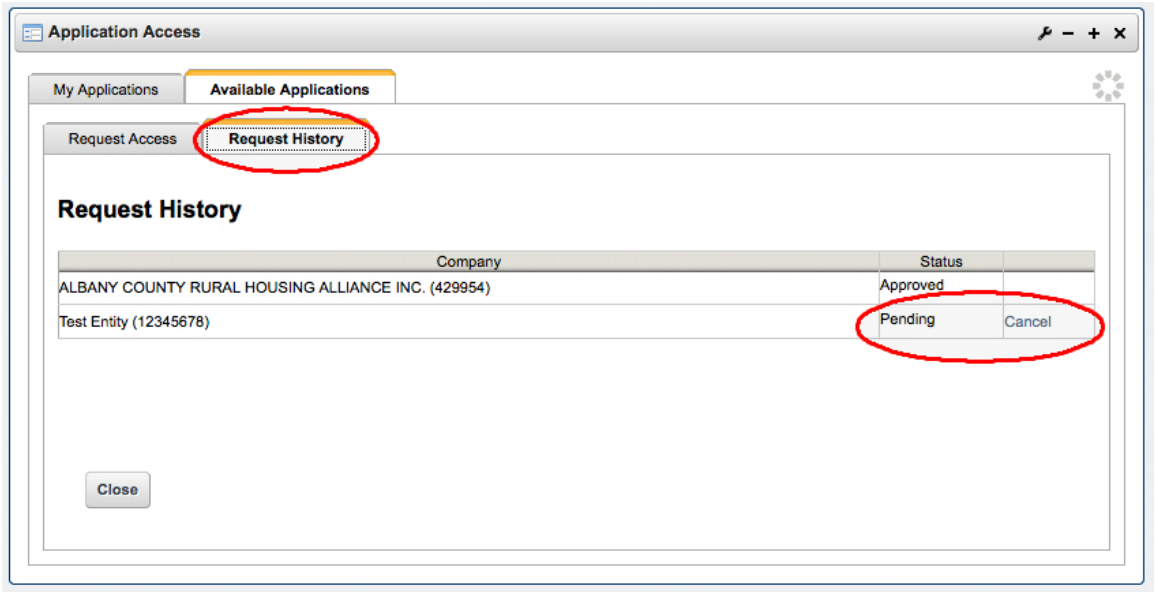
b. If the NMLS number is not recognized than you will be asked to enter the name of your entity. Please type the name carefully and then click "Submit Request" (See example below)



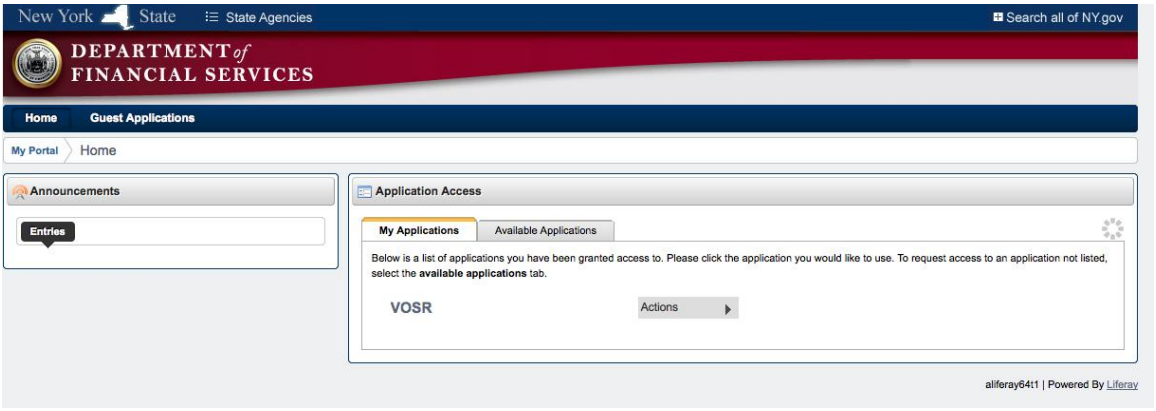
5. After the request is submitted, an onscreen confirmation will be displayed. As the confirmation indicates, you will be notified by email when an administrator responds to your request.



6. A history of past requests is always available by clicking the "Request History" tab from the "Available Applications" screen.



7. If you are logged into the portal when your request is completed you only need to refresh the home screen to see the link to the VOSR application. Otherwise the link to the VOSR application will show after your next logon as shown below:



If you need assistance:

If you experience any problems during the create account process or the access request process, please contact us at portal@dfs.ny.gov