

WE ARE YOUR DOL



A proud partner of the American Job Center network

SEND A SECURE MESSAGE Using Your NY.gov Account

1 LOGIN OR CREATE A NY.GOV ID LABOR.NY.GOV/SIGNIN

NY.gov ID

This page is for NY.gov IDs only. Your SSN/PIN will not work on this page.

NY.gov Username

NY.gov Password

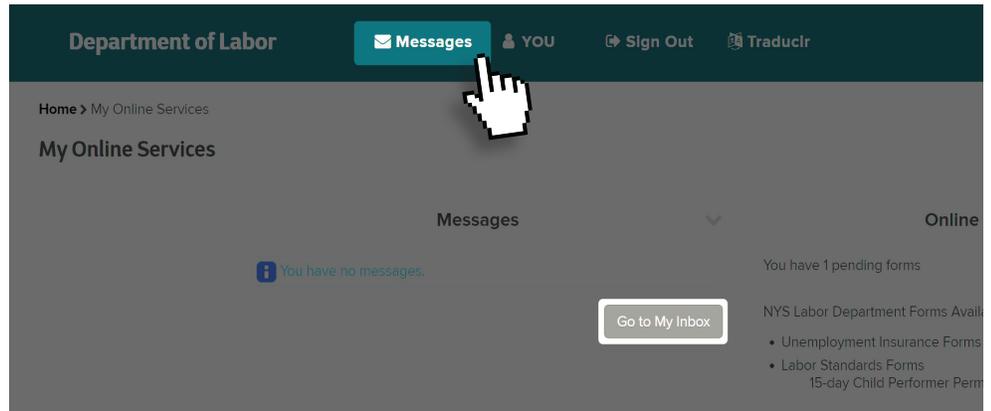
Sign In

Forgot your Username or Password? [NY.gov - Terms of Service](#)

Create NY.gov Account

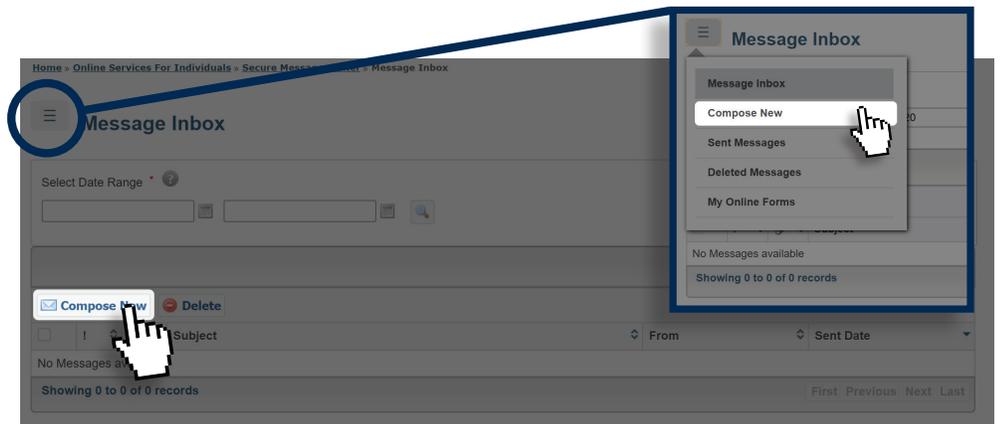
2 CHOOSE THE ENVELOPE ICON

Click on the envelope icon at the top of the page or the "Go to My Inbox" Button. This will bring you to your inbox.



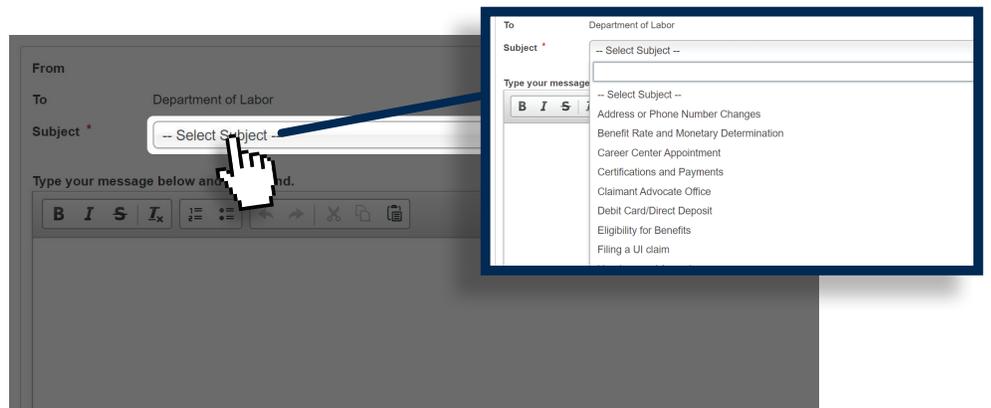
3 WRITE YOUR MESSAGE

- A. COMPOSE A MESSAGE**
- USE THE MENU BUTTON
OR
"COMPOSE NEW" BUTTON



- B. CHOOSE SUBJECT LINES**
- Select the subject line that best matches your question. Once you do, you may be asked to choose a second subject line. Again, choose the best match.

- D. WRITE YOUR MESSAGE**
- Be as specific as possible.



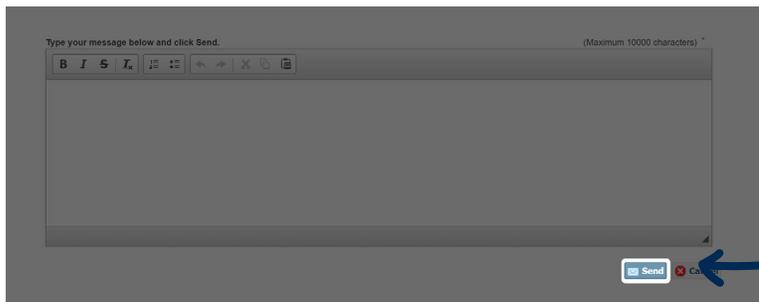
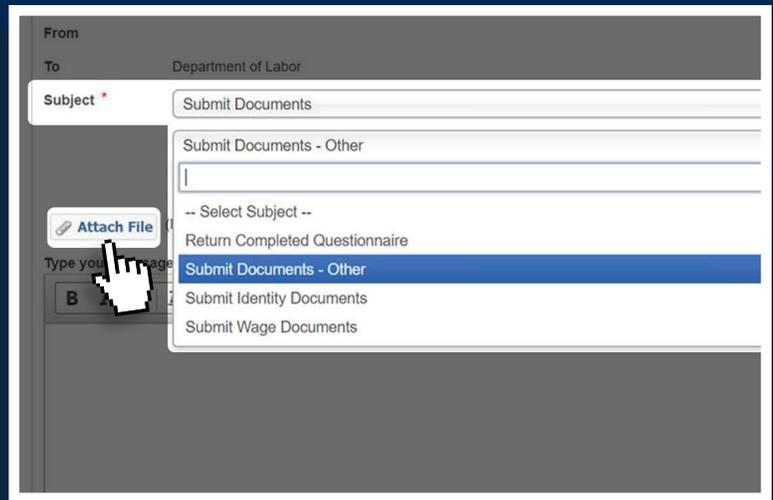
ATTACH FILES

If you have been asked to use secure messaging to submit documents to DOL, you need to select the subject “Submit Documents” and then select one of the options from the second drop down menu.

- Subject: Return Completed Questionnaires
- Subject: Submit Documents - Other
- Subject: Submit Identity Documents
- Subject: Submit Wage Documents

Once you have selected options for both subject lines, the attach documents button will appear.

- Click the “Attach File” button.
- Click the “Choose File” button on the attachment screen.
- When you have chosen the correct file from your computer, select the “Open” button.
- Click “Submit” to attach the file to your message.



4 LASTLY, SELECT “SEND”