



NY Power
Authority

Canal
Corporation

User Registration and Report Guidelines

Equal Employment Opportunities (EEO) Reporting



September 26, 2024

User lands on Application Selection Page

NY Power Authority Login Careers Benefits RFPs Search

Who We Are What We Do Products & Services Visitors Suppliers Resources

Select an application to log in. Need Help?

- Account Center**
 - Pay bills for power, loans, and other NYPA invoices
 - View projects and energy services information
 - Submit annual compliance reporting
 - Submit and view status of applications for powerAnd more! LOGIN >
- NY Energy Manager**
 - NYEM customers, view your energy data and analytics
 - EO22/BuildSmart 2025 reporting
 - Virtual Audits for Economic Development Customers (i.e. Contract Requirement for EE Audit)And more! LOGIN >
- Request For Quote (RFQ)**

Streamline bid submissions by posting bid data, ensuring compliance with NYS regulations and advertising bid opportunities.

LOGIN >
- Non-Load Serving Entities (LSE) Scheduling Application:**

Efficiently automate NYISO scheduling, manage hydro contracts, transmit bilaterals, and meet energy contract parameters for non-NYPA load-serving entity customers.

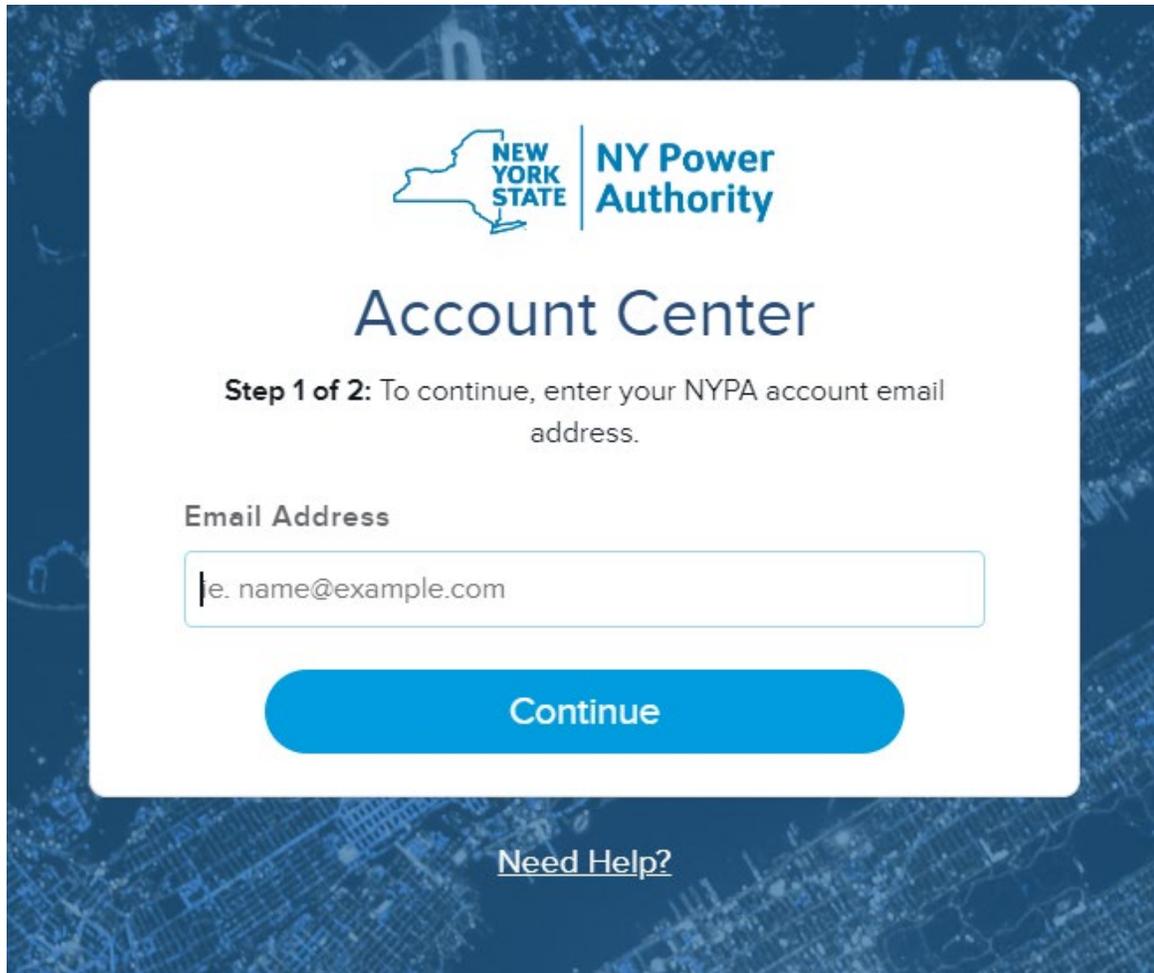
LOGIN >
- Equal Employment Opportunities (EEO) Reporting**

Streamlines NYS workforce reports for contractors and subcontractors featuring contract setup, user registration, report submission and access to past submissions.

LOGIN >

Login to Account Center

Step 1 : Email Entry Page – Enter Email address associated to your NYPA account



 **NY Power Authority**

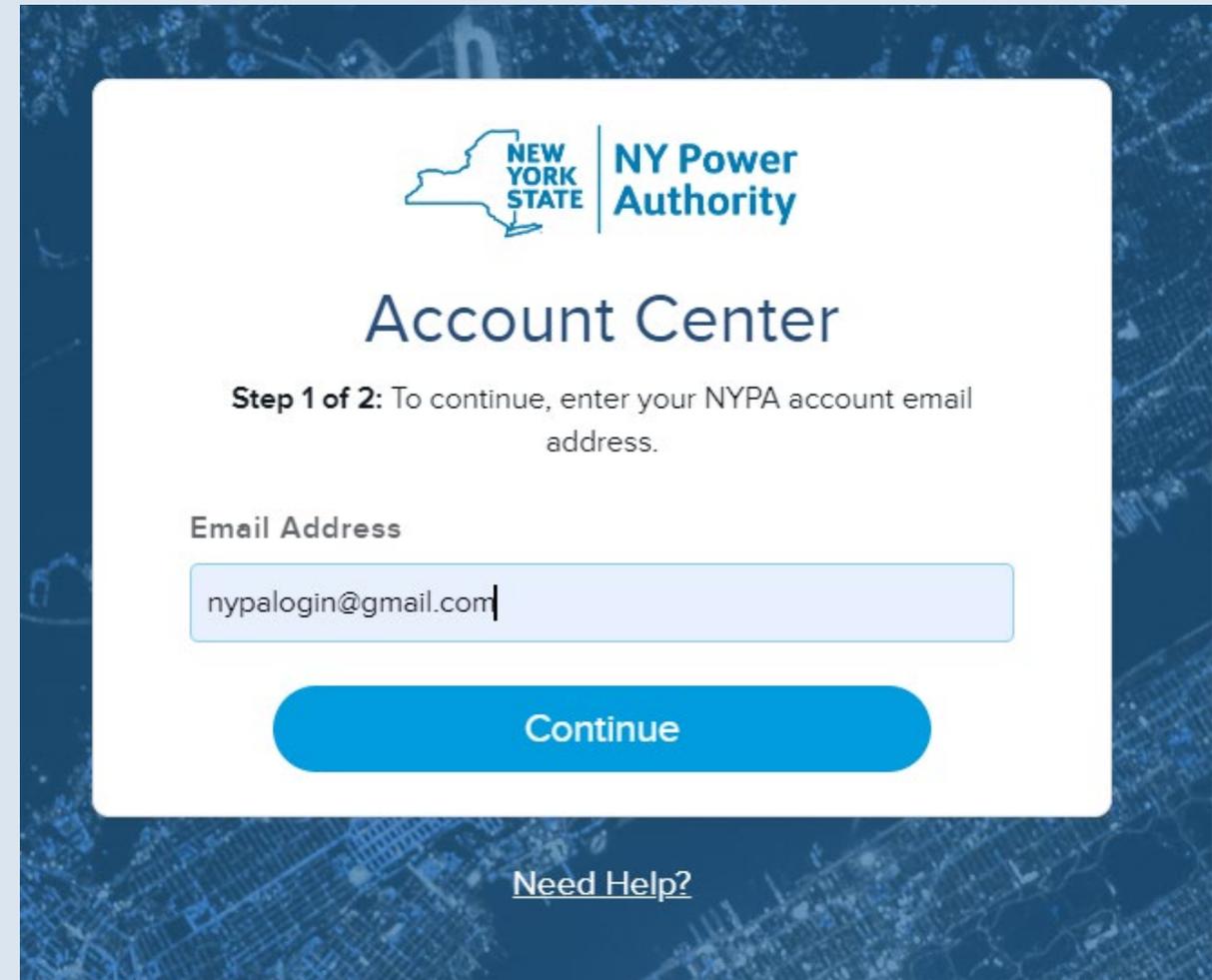
Account Center

Step 1 of 2: To continue, enter your NYPA account email address.

Email Address

[Need Help?](#)

[Continue](#)



 **NY Power Authority**

Account Center

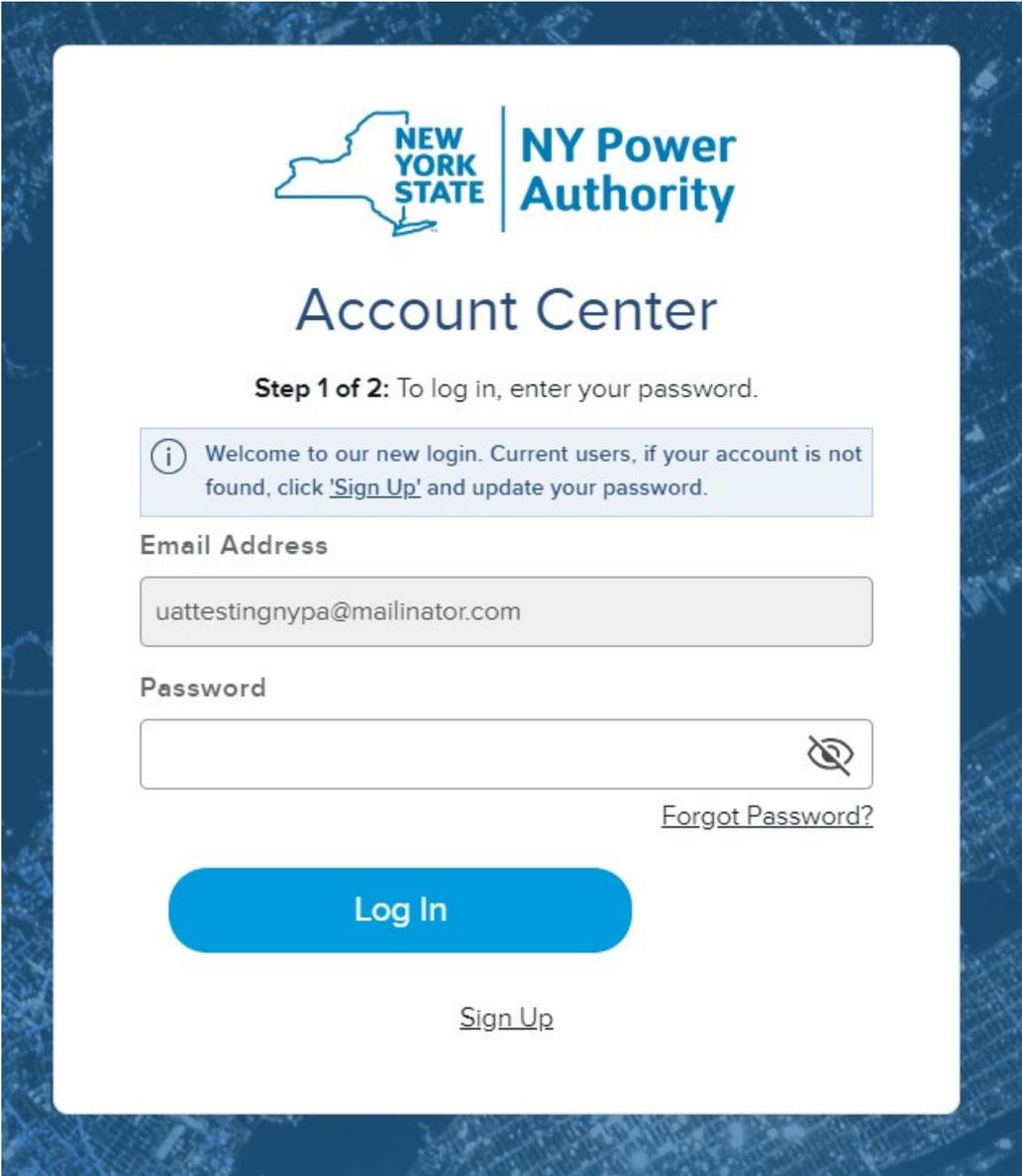
Step 1 of 2: To continue, enter your NYPA account email address.

Email Address

[Need Help?](#)

[Continue](#)

Step 1: Email address and password page



The screenshot shows the NY Power Authority Account Center login page. At the top, there is a logo for the New York State NY Power Authority. Below the logo, the text "Account Center" is displayed. Underneath, it says "Step 1 of 2: To log in, enter your password." There is an information icon (i) followed by a message: "Welcome to our new login. Current users, if your account is not found, click '[Sign Up](#)' and update your password." Below this message are two input fields: "Email Address" with the value "uattestingnypa@mailinator.com" and "Password" which is empty. To the right of the password field is a toggle icon for visibility. Below the password field is a link for "Forgot Password?". At the bottom, there is a blue "Log In" button and a "Sign Up" link.

Step 1 – Existing users logging for the first time, will see Account not found. Click Sign up

 **NY Power Authority**

Account Center

Step 1 of 2: To log in, enter your password.

i Welcome to our new login. Current users, if your account is not found, click '[Sign Up](#)' and update your password.

Email Address

Password

! Account not found. Click '[Sign Up](#)' below. [Forgot Password?](#)

Log In

[Sign Up](#)

Step 1: Create Account - Email entry page for email verification code – email entered

 **NEW YORK STATE** | **NY Power Authority**

Account Center

Create Account

Step 1 of 3: Enter a valid email address to receive a six-digit verification code.

Email Address

[Send Verification Code](#)

Email verification template from Microsoft

NYPA B2C QA account email verification code 

 **Microsoft on behalf of NYPA B2...** 
to me
0 minutes ago [Details](#)

This message has been modified to fit your screen. Tap here to show original.

Verify your email address

Thanks for verifying your nypalogs@gmail.com account!

Your code is: 898520

Sincerely,
NYPA B2C QA

Step 1: Create Account - Email entry page for email verification code – code entered


Account Center
Create Account

Step 1 of 3: Verify your email with the six-digit verification code sent to the associated email account.

Email Address

Verification Code

[Verify Email](#)

[Resend Verification Code](#)


Account Center
Create Account

Step 1 of 3: Verify your email with the six-digit verification code sent to the associated email account.

Email Address

Verification Code

[Verify Email](#)

[Resend Verification Code](#)

Step 2: Create Account – Enter details (first name ,last name, password and confirm password)

 NY Power Authority

Account Center

Create Account

Step 2 of 3: Enter your information and desired password to create your NYPA account.

Email Address

First Name

Last Name

Password

Confirm Password

Password Rules:

- Must contain between 8 - 64 characters
- Passwords must match
- Contains at least three of the following:*
- A special character
- A number
- An uppercase character
- A lowercase character

 NY Power Authority

Account Center

Create Account

Step 2 of 3: Enter your information and desired password to create your NYPA account.

Email Address

First Name

Last Name

Password

Confirm Password

Password Rules:

- Must contain between 8 - 64 characters
- Passwords must match
- Contains at least three of the following:*
- A special character
- A number
- An uppercase character
- A lowercase character

Step 2 : Set up Multi Factor Authentication Multi Factor Authentication by selecting SMS/Phone call or Authenticator App

 **NY Power Authority**

Account Center

Create Account

Step 3 of 3: Setup multi-factor authentication.

Select an MFA option(s)

SMS/Phone Call Authenticator App

[Continue](#)

Multi Factor Authentication is an extra layer of security which requires not only a password and username but also a 6-digit authentication code generated with authenticator app on your mobile device or by receiving a SMS/call on your direct line/mobile. It's a second step of verification when you sign in

 **NY Power Authority**

Account Center

Create Account

Step 3 of 3: Setup multi-factor authentication.

Please provide a phone number where we can text or call you for authentication purpose.

Country Code

United States (-1) ▼

Phone Number

5129446959

[Text Me](#)

[Call Me](#)

MFA - SMS/Phone Call option – Enter the phone number and click text me/call me



Account Center

Create Account

Step 3 of 3: Setup multi-factor authentication.

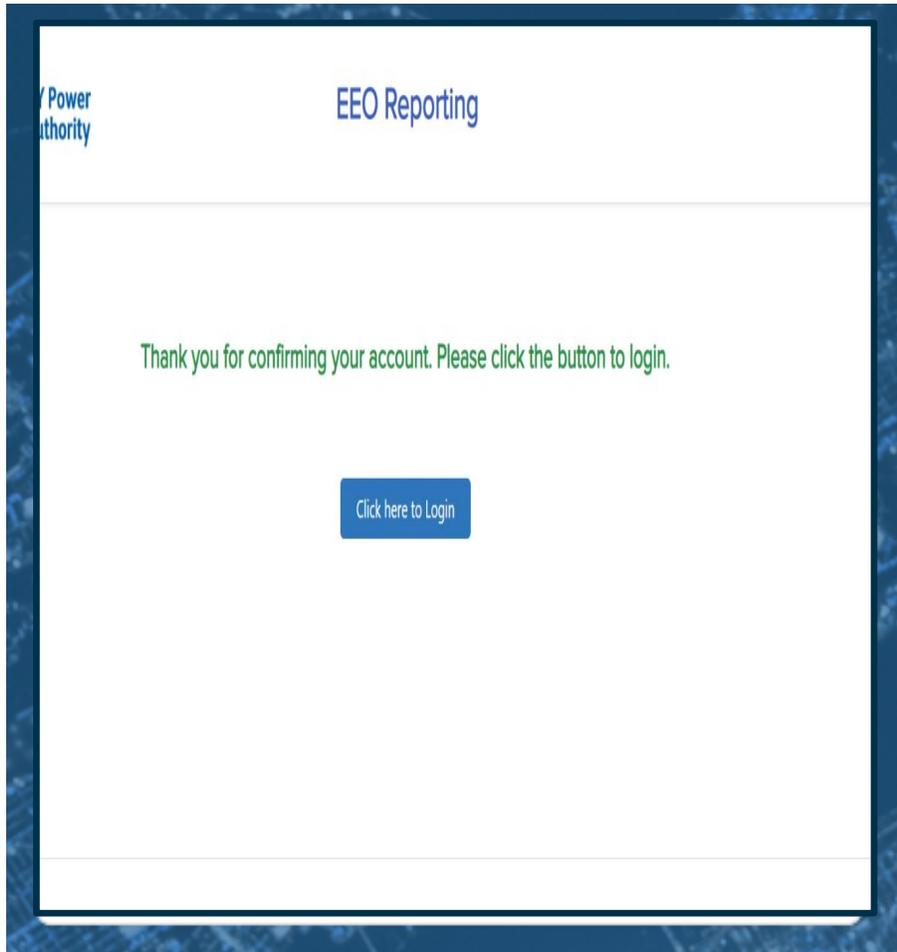
Please provide a phone number where we can text or call you for authentication purpose.

-15129446959

Continue

[Resend Verification Code](#)

**SMS/Phone call MFA –
Enter the 6 digit text and
click continue**



**Registration Complete.
Click here to Login**

EEO Reporting

Home

Contract Info

View Profile

Vendor Reports

 Log out

EEO Reporting Main Menu

Navigation

1. **Contract Info: use to set up a NYPA/Canals contract**
2. **View Profile: invite subcontractors and additional users**
3. **Vendor Report: view or create reports**

CONTRACT INFORMATION



NY Power Authority

EEO Reporting

Home

Contract Info

View Profile

Vendor Reports

Log out

Add Contract Info

Reporting Entity: *

Reporting Period: *

Prime Contract No: *

FEIN No:

Company: *

Submit

Field	Entry/Select
Reporting Entity	Select prime contractor or subcontractor
Reporting Period	Select 'monthly' for construction & engineering contracts, 'quarterly' for all other contract types.
Prime Contract Number	Enter the NYPA contract number assigned to the prime contractor. It begins with the #4 and is referenced in the new contract letter/email. Subcontractors must also reference the NYPA Prime contract number.
FEIN Number	Enter your company's Federal Employer Identification Number.
Company	Select NYPA for all, including NYS Canal contracts.
Submit	Press submit to complete and save the contract information.

VIEW PROFILE



EEO Reporting

Home

Contract Info

View Profile

Vendor Reports

Log out

Contract Number						Users	Sub Contractors	Profile
Drag a column header here to group by that column								
Contract Number	Reporting Entity	Reporting Period	FEIN No	Contract Status				
4600003560	Contractor	Monthly	1234567	Open				Edit Delete
Tab		Entry/Select						
Contract Number		The contract information is displayed. Edit and Delete are available options during initial setup. When a Vendor Report is submitted to NYPA, the contract information cannot be deleted.						
Users Tab		Additional Users can be added as an option to enter or view reports. Click Add New at top right of screen, type user information. Review the list of available contracts and select the contract you are assigning to this new user. Press submit to save new user information.						
Subcontractors		<p>The Prime Contractor can invite Subcontractors to enter EEO Workforce Utilization Reports. Click Add/Edit Subcontractor at top right of screen, enter Company Name.</p> <p>To setup a new subcontractor type the company name and email address in the fields provided. A new user activation email will be sent. New users are required to register for secure program access. Please contact them by email and provide the user account setup instructions.</p> <p>When a Subcontractor is already registered in the system their email address can be selected from the list. Next, select from the list of available contracts to assign a new contract to a registered user.</p>						
Profile		Registered Users can update their profile information as needed. It is recommended for users to add the Preparer's Job Title, so it prints on the EEO Workforce Utilization Report.						

VENDOR REPORTS



NY Power Authority

EEO Reporting

Home

Contract Info

View Profile

Vendor Reports

Log out

EEO Reporting

Clear Filters

Create New Report

Edit/View	Contract Number	Start Date	End Date	Last Updated	Last Update By	Vendor Name	Parent Vendor Name	Company Name	Cumulative Minority	Cumulative Female
🔍	🔍	🔍 📅	🔍 📅	🔍 📅	🔍	🔍	🔍	🔍	🔍	🔍

Field	Entry/Select
Edit/View	All previously submitted reports are displayed. Click the Read Only option to open the report.
Search Options	Multiple search options are available to quickly locate reports. Click into any field and enter search criteria. Click on the column heading to change sort order.
Create New Report	Click Create New Report to enter EEO Workforce data for the current reporting period.
	State contracts executed on or after June 01, 2017 that require Prime contractors and Subcontractors to report on the gross wages of employee performing work on the subject state contract, must completed the "Total Compensation" column

VENDOR REPORTS



EEO Reporting

Home

Contract Info

View Profile

Vendor Reports

Log out

EEO Reporting

Contract No:

Company:

Reporting Entity: *
 Contractor SubContractor

Reporting Period: *
 Quarterly Monthly

Start Date:

End Date:

No Hours To Report:

Contract Name:

Contractor Address:

Workforce utilized in Performance Of Contract
 Contractor/Subcontractor's Total workforce

Field	Entry/Select
Contract Number	Select the contract number from the list. New contracts are setup using the contract info tab.
Company Name	The Company Name, Reporting Entity and Reporting Period will be displayed by default. These fields are initially setup in Contract Info and cannot be changed for an individual report.
Dates	Start and End dates are displayed for the current reporting period.
No Hours to Report	Reporting begins when work released exceeds the thresholds of \$100,000 for construction contracts or \$25,000 for all other contract types. Reporting continues every reporting period thereafter for the duration of the contract. When there is no activity to report, indicate such by clicking No Hours to Report.
Options for Workforce Reporting	Select one of the options for type of data reported. The most common is workforce utilized in Performance of Contract. When it's not possible to separate the hours between Contractor/Subcontractor, Total hours can be provided by both

VENDOR REPORTS



EEO Reporting

Home

Contract Info

View Profile

Vendor Reports

Log out

EEO Reporting

Contract No:

Company:

Reporting Entity: *
 Contractor SubContractor

Reporting Period: *
 Quarterly Monthly

Start Date:

End Date:

No Hours To Report:

Contract Name:

Contractor Address:

Workforce utilized in Performance Of Contract
 Contractor/Subcontractor's Total workforce

Field	Entry/Select
Contract Number	Select the Contract Number from the list. New Contracts are setup using the Contract Info Tab.
Company Name	The Company Name, Reporting Entity and Reporting Period will be displayed by default. These fields are initially setup in Contract Info and cannot be changed for an individual report.
Dates	Start and End dates are displayed for the current reporting period.
No Hours to Report	Reporting begins when work released exceeds the thresholds of \$100,000 for construction contracts or \$25,000 for all other contract type. Reporting continues every reporting period thereafter for the duration of the contract. When there is no activity to report, indicate such by clicking No Hours to Report.
Options for Workforce Reporting	If this report is being submitted during the performance of a contract, check the box marked "Workforce Utilized in Performance of Contract". If this form is being submitted prior to the performance of a contract, indicate "Contractor/Subcontractor's Total Workforce".

VENDOR REPORTS



EEO Reporting

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Contract Info

View Profile

Vendor Reports

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Field	Entry/Select
<i>Occupation Classifications (SOC Major Group)</i>	Using the provided dropdown, indicate the occupation type.
<i>SOC Job Title</i>	Select the job title for which you are providing demographic information. Some titles may not be in the occupation classification expected. For example, if you are looking for a title relating to excavation, this is classified as "Transportation and Material Moving" instead of "Construction and Extraction".
<i>EEO Job Title</i>	This field fills in automatically. No entry is required.
<i>SOC Job Code</i>	This field fills in automatically. No entry is required.
<i>Race/Ethnicity</i>	Select the race/ethnicity of the employee(s) for which you are providing information. A subcategory selection is required for Asian and Pacific Islander ethnicities.
<i>Gender</i>	Select the gender of the employee(s) for which you are providing information.
<i>Number of Employees</i>	Indicate the number of employees you are providing information for during the reporting period based on the previously selected demographic and job title information.
<i>Number of Hours Worked</i>	Indicate the total number of hours worked during the reporting period for the employees indicated in the "Number of Employees" field.
<i>Gross Wages</i>	Indicate the total amount employees indicated in the previous fields were paid for the reporting period.
<p>The user has an option to save the report and return later to update. NYPA collects the reports on the 11th day following the end of the reporting period. Once the report is submitted to NYPA, no further changes are permitted. Submitted reports are available as View Only. Optionally, the user can download a copy of the report data.</p> <p>Save Download</p>	