

# WE ARE YOUR DOL



A proud partner of the American Job Center network

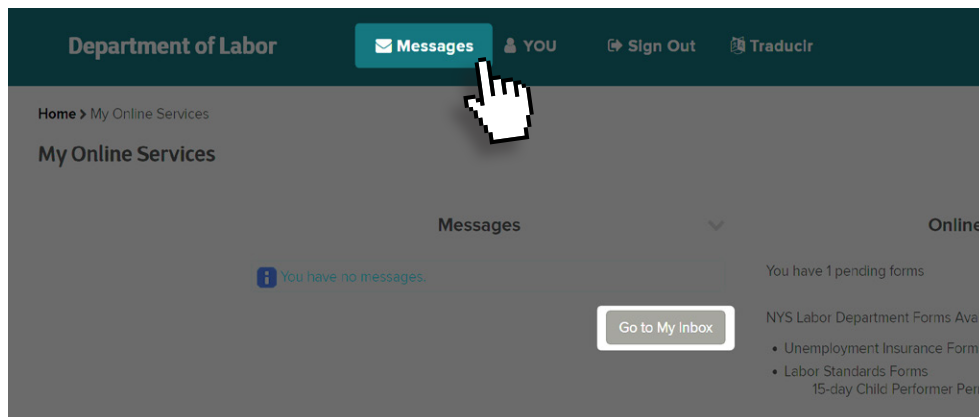
## SEND A SECURE MESSAGE Using Your NY.gov Account



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

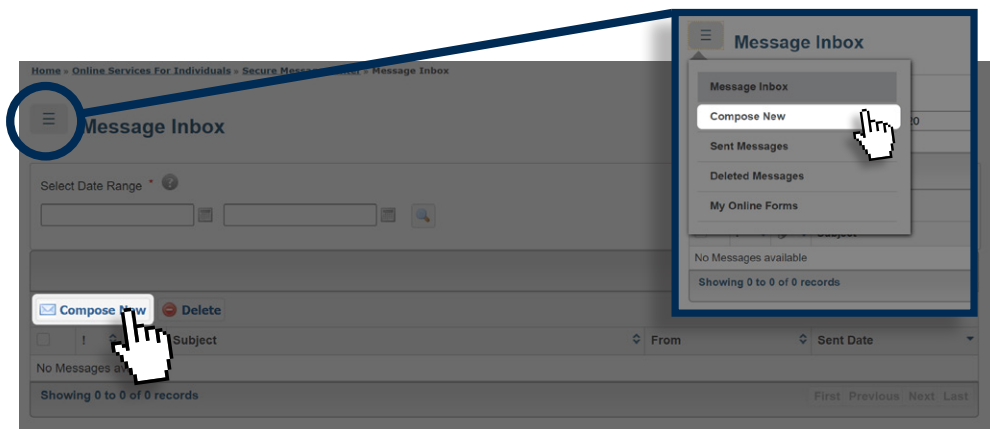


### 2 CHOOSE THE ENVELOPE ICON Click on the envelope icon at the top of the page or the "Go to My Inbox" Button. This will bring you to your inbox.



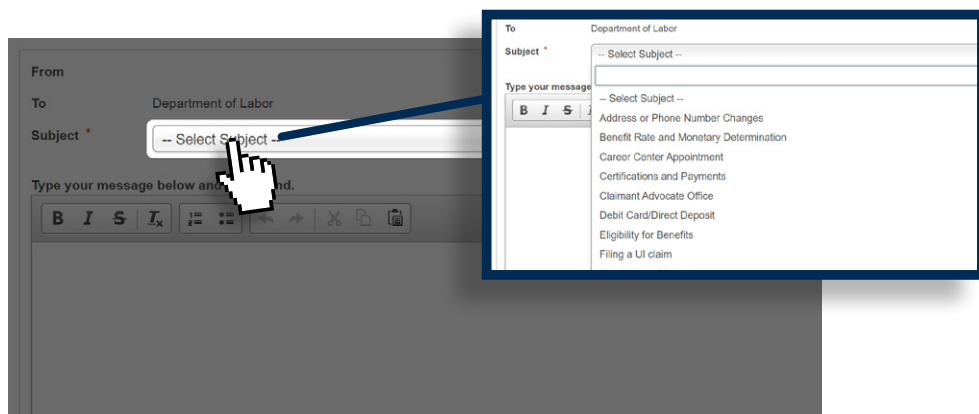
### 3 WRITE YOUR MESSAGE

- 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.

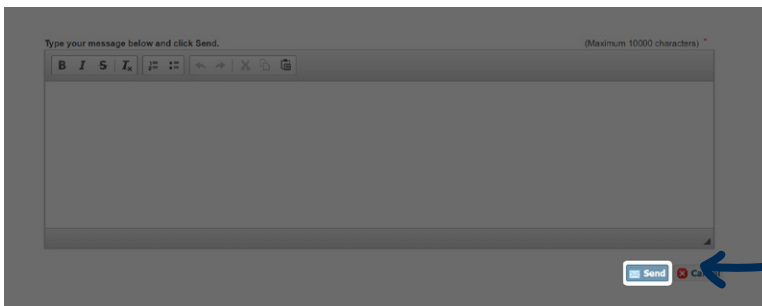
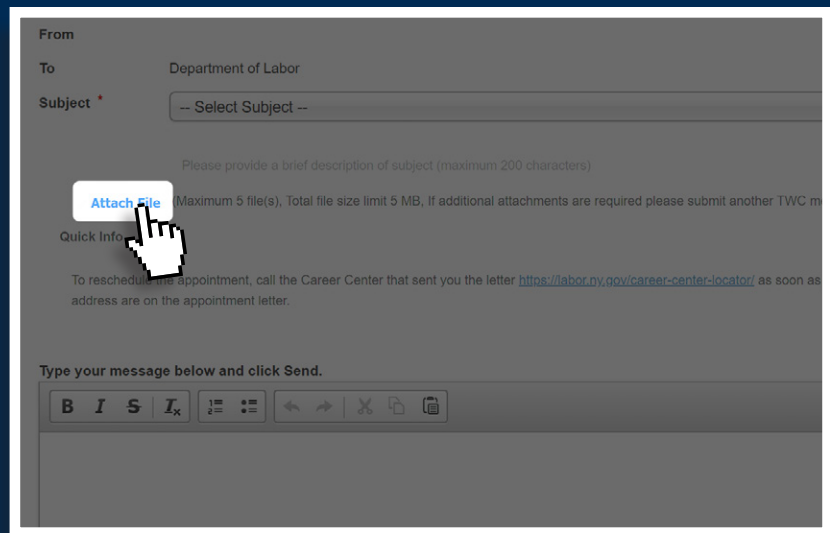
- D. WRITE YOUR MESSAGE  
• Be as specific as possible.



## IF NEEDED

### ATTACH FILES

- Click “Attach File” button below the subject line.
- 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”