

## 1. To get started...

- Using any browser, go to the link provided in the “**Create your MLS password and get logged in**” email that will be sent beginning on 1.28.25 from [DoNotReply@safemls.net](mailto:DoNotReply@safemls.net) <[DoNotReply@safemls.net](mailto:DoNotReply@safemls.net)>.
- If you have not received it and think you should have, please check your spam folder as it is the only way to create your access.
- Using the **UserName** included in the above email (which should be your Elmira-Corning login preceded by EC, for example, if you currently use firstlast, your new login will be ECfirstlast).
- Select your email and/or mobile device that you would like to receive your code though. If only one or the other is showing, you must still select it. Go into your email and or text messages and retrieve the code so we can verify your identity.

2. Next, you must accept the NYS Enrollment Agreement by scrolling all the way to the bottom and then typing in your name EXACTLY as shown. In this example, you would type in ‘**Test Broker**’ and then click on **Agree**.

Agreement/Eula Version: 2.3  
User IP: 50.48.179.12  
Date Stamp: Jan 26, 2025, 10:38:39 PM

Print

Type Test Broker here

Test Broker

Agree

3. You will then be asked 3 security questions. Fill them out and then click on **Continue** as shown.

## Security questions

Select your secret questions and answers as an additional security method

Question	Your answer
What is your birth city?	Write answer
Question	Your answer
What is your mother's middle name?	Write answer
Question	Your answer
What is your father's middle name?	Write answer

Continue

4. Next, you will be asked to enter a new password and then enter it a second time to confirm it. When they match, click on **Set Password**.

Note- Your password must be a **minimum of 8 characters** and **must include a minimum of 2 numbers**.

## Password settings

Secure your account

New Password

Confirm Password

Password must:

Your password must be a minimum of 8 characters and must include a minimum of 2 numbers. Your password may not match one of your 3 previously used passwords.

Set password

5. Next, click on **Continue** and you will be on the portal log in screen with your new credentials for the first time. Use your new username (ECxxxxxxx) and the password you just created.
6. Verify your identity one more time by selecting your email and/or mobile device that you would like to receive your code though again. If only one or the other is showing, you must still select it. Go into your email and or text messages and retrieve the code so we can verify your identity.
7. This will bring you to your new **Portal Home Page**. Next time you log in, start with <https://portal.mynysmls.com/> (bookmark this one) and enter your new credentials.

## NEW PORTAL HOME PAGE

