

# How to Access NYCAPS

- Open an Internet Browser. If your Home Page does not default to Cityshare, type:

<http://cityshare.nycnet>

- Click on “Working” on the left hand side menu
- Click on NYCAPS
- Enter your User ID and Password
- **User ID:**  
Your User ID is your Employee ID number, which is the 7-digit Reference number on your paycheck stub.
- **Password:**  
Your initial password is the last 2 digits of your SSN and the 8 numerical digits of your birth date. e.g. if your SSN is 123-45-6789 and your birth date is 11-05-1980, your initial password is 8911051980.