



DYCD Youth Employment Programs

NYC Summer Youth Employment Program – Participant Site, Document Upload

What You Need to Get Started

In order to use the Participant Site, please have the following information.

- Social Security #
- Date of Birth
- Zip Code
- Access to the internet

Document Upload

Enrollment for the SYEP Program will take place online using a secure site. You will be required to upload images of the required documents listed within three (3) days of being selected by the lottery.

Getting Started

Please use the steps provided below to begin your enrollment process.

1. Go to <https://participant.yepsonline.org>
2. Select “Login”
3. Authenticate your username through NYC.ID. Select one of the options to the right hand part of the screen. If you need a NYC.ID, select “Create Account”.
4. Enter your Social Security Number, Zip Code, and Date of Birth. Then select “Register”.
5. Complete the forms in the “Forms” section
6. Upload all documents in the “Documents” section

Please see the images below for more details.

Step 1:

Go to
<https://participant.yepsonline.org>

NYC Department of Youth and Community Development

NYC Department of Youth & Community Development

Participant Site

Log In

To authenticate users, this website utilizes the NYC.ID service. Kindly use your NYC.ID to log in. In case you don't have an NYC.ID, you can create one by clicking the Log In button below.

[Log In »](#)

[Click here for Get Banked NYC Website](#)

[@nycyouth](#)

[Click here to set a savings goal with America Saves for Young Workers](#)

If you have further questions about DYCD, contact NYC Youth Connect at (800) 246-4646.

Step 2:

Select "Log In"

Step 3:

Authenticate your username through NYC.ID.

Select one of the options to the right hand part of the screen.

If you need a NYC.ID, select "Create Account".

NYC | NYC.ID

The Official Website of the City of New York

Login

Log in using your NYC account

Email Address or Username *

Password *

[Login](#)

Log in using one of these options

[NYC Employees](#) [Google](#) [LinkedIn](#)

[Microsoft](#) [Yahoo](#)

[Forgot Password](#) [Create Account](#) [Report an Issue](#)

WARNING: This system and network belong to the City of New York and are intended solely for users and uses authorized by the City of New York. Unauthorized access or use is strictly prohibited. By using this system you expressly consent to the City of New York monitoring all use of this system, regardless of the purpose. If monitoring reveals possible evidence of criminal activity, damage or other unauthorized use, the City of New York may provide that evidence to law enforcement or others. Systems and networks accessed or used may be subject to additional terms and policies.

Step 4:

Enter your Social Security Number, Zip Code, and Date of Birth. Then select Register.

Register for the Participant Site.

Create a new account

Answer all of the security questions below to create an account. Please make sure that the information you provide below matches what we have on record for you.

Social Security #:

Zip Code:

Date of Birth:



Register

Cancel

NYC Department of Youth and Community Development Log Out

Hello, [Documents](#) [Messages](#) [Information](#) [Time Sheets](#) [Hours](#) [Pay](#) [W2 / 1099](#)

SYEP 2023 Document Upload

Provider: United Activities Unlimited

This site will allow you to upload the documents required to complete your enrollment in the SYEP 2023 program.

| Participant Information | | |
|-------------------------|---------------|---------------|
| Participant | Address | Email |
| | | |

| Forms | | |
|--------|-------------------------------|----------------------------|
| Status | Document | Link |
| ✓ | Participant Enrollment Survey | Click Here |
| ✓ | Form I-9 | Click Here |
| ✓ | Form W-4 | Click Here |
| ✗ | Form IT-2014 | Click Here |

Step 5:

Complete the forms listed in the "Forms" section.

| Documents | | |
|---|--|------------------------|
| Status Category | Document | |
| ✓ Proof of Age Valid proof of age includes a birth certificate, benefit card, NYS driver/non-driver's license, permanent resident or alien registration card, or U.S. passport (signed). | Birth Certificate | Upload |
| ✓ Copy of Social Security Card Valid proof of social security includes a photo of your physical social security card or a copy of the physical card. | Social Security Card | Upload |
| ✗ Working Papers Green working paper cards are required for 16 and 17 year old youth. | | Upload |
| ✗ Proof of Address Valid proof of address must be dated with 6 months of enrollment and can include a home utility bill, current lease/mortgage/deed/rent bill, bank or credit card statement, insurance (health, car, pet), or official mail from a federal/state/city agency (including your school). | | Upload |
| ✓ Proof of Identity / Recent Photo | Official Picture ID - (school, city, state, government issued, IDNYC Municipal ID) | Upload |
| ✓ Proof of Employment Authorization Valid proof of employment authorization includes a report card dated within the last 6 months, official school transcript, valid/signed U.S. passport, NYS driver's/nondriver's license, alien registration card, US military card/draft card, voter's registration card, I-94, I-551, I-797 forms, certificate of naturalization, or employment registration card. You may be asked to provide additional documentation depending on your employment authorization status. | Official School Transcript | Upload |

Step 6:

Upload all documents in the "Documents" section.

Please note: If you have a document that is more than one page, only the first page of the document needs to be uploaded. Please remember that the acceptable file types are jpg. jpeg. gf. png. and PDF. The maximum file size is approximately 10MB.