

NYSOH Broker Certification - Step 1: Account Credentials

Certification Courses are now offered through the NY State of Health (NYSOH). There are no fees associated with certification courses or the associated exam. These trainings are free courses and they do not count for Continuing Education (CE) credits as they are not offered through the Department of Financial Services (DFS). Training modules are completely online and have been streamlined for your convenience. Broker Certification Modules 1-4 are step-by-step instructions on the complete setup of the broker account and Certification Trainings.

To become a certified broker with NY State of Health, complete the steps outlined below. *Brokers must be currently licensed as an insurance agent or a broker in New York State*

Note: A NYS Insurance License is separate from the NYSOH Certification.

1. Go to <https://nystateofhealth.ny.gov>. Click **Brokers** on the top right-hand corner of the screen.



2. On the Broker Sign-on screen, click the **Register Broker Account** button for New Users.

Brokers

Through our online portal and your own personalized user account, you will be able to setup and enroll new individuals, view and manage open enrollment activity, process your clients' rewards, or even set up new employer groups and preform maintenance for SHOP eligibility determinations.

Interested in becoming a Broker certified to sell on the NY State of Health Marketplace?

Brokers must have a valid NYS Department of Financial Services License, and be trained and certified to work on the NY State of Health Marketplace. Brokers will receive free training through our online classroom while registering for a new broker account. To learn how you can become a NY State of health certified Broker follow the steps below, or if you have any questions contact NY State of Health Broker support at NYSOHbrokersupport@health.ny.gov.

BROKER SIGN IN **REGISTER BROKER ACCOUNT** **BROKER TOOLKIT**

- 1**
Create an Account
Select the "Register Broker Account" button above to get started creating a NYS GOV ID. Then follow the easy process to create a NY State of Health Broker account.
- 2**
Verify Your NYS License
NY State of Health will collect and verify your Broker or Agent licensing information with the Department of Financial Services.
- 3**
Complete Certification Training
Upon verification of your license by DFS you will receive an email with further instructions on how to complete our online certification training course(s).

3. Next, create an NY.Gov ID that is specifically used for the Broker account. Enter your First Name, Last Name at the top of the screen. Then, enter and confirm the Email Address that will be associated with the account. At the bottom of the screen, enter the Username that will be used to sign into the Broker account on the NYSOH website. Click **Create Account**.
- Note: An email address can only be affiliated with one username. It is suggested that Brokers use their business/broker email address to separate from any personal accounts linked to NY.Gov (such as DMV, or the Individual Marketplace).

NY.gov ID SELF REGISTRATION

First Name*

Last Name*

Email address is needed for password recovery.

Email*

Confirm Email*

Username must be at least 4 characters long, can be up to 128, and must be unique.
Must contain only alphanumeric characters. @ - _ and . may also be included. Do NOT use spaces.

Username*

Create Account

Step 1 of 3

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

4. Confirm that the information on the screen is correct. If edits are needed, click **Back**. To confirm the information is correct, click **Continue**.

my.ny.gov
NY.GOV ID

NY.gov ID SELF REGISTRATION

Before you continue, please check the information below. If any information needs to be corrected, please click on the "Back" button below and make the necessary corrections

First Name: Stansa
Last Name: Stark
Email: example.123412@outlook.com
Username: SStark123

[Back](#) [Continue](#)

Step 2 of 3

NY.GOV ID [Get Assistance](#) [About NY.GOV ID](#) [Privacy Policy](#) [Terms of Service](#) [FAQs](#)

5. The last screen confirms that an activation email is being sent to the address entered. Click **Finish**.

my.ny.gov
NY.GOV ID

NY.gov ID SELF REGISTRATION

An activation email has been sent to - example.123412@outlook.com

Please check your email and click on the link inside. Once you have clicked on that link, you will be prompted to set your password, and select 3 security questions & answers.

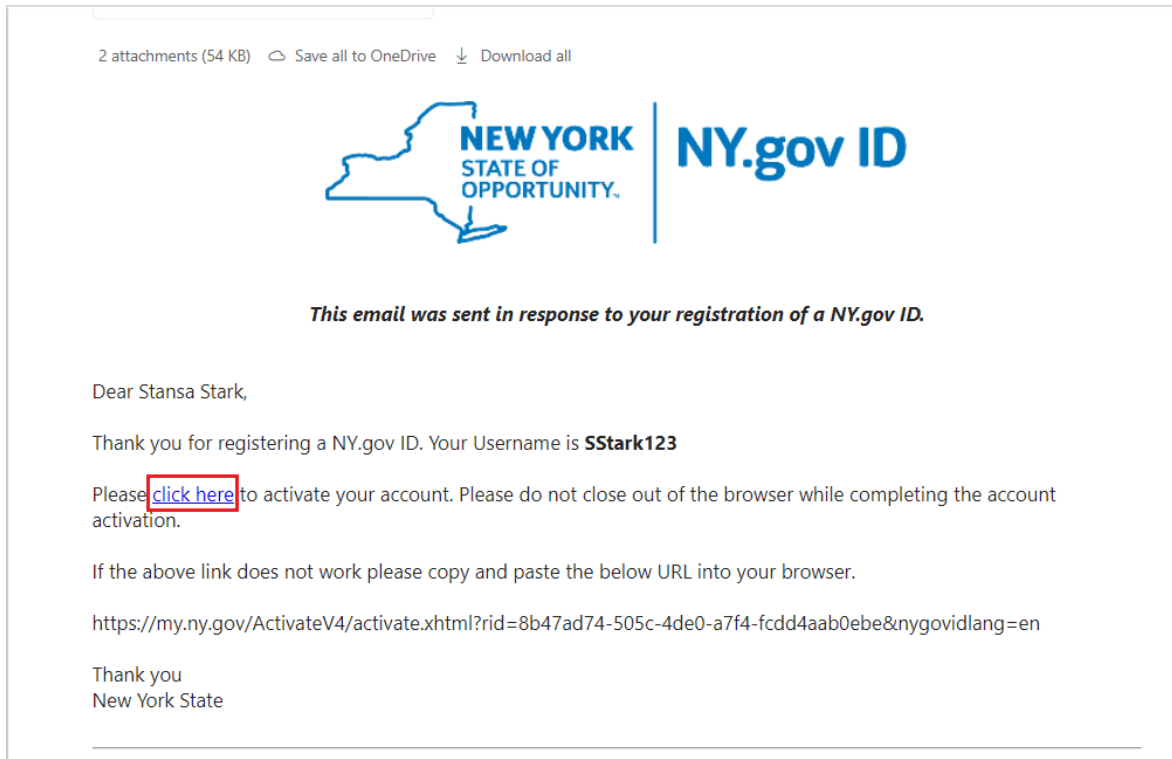
If you do not click on the link within 48 hours, you will be required to come back to this website and re-register your account. Please check your junk mail filters/folders in case the activation email gets blocked.

[Finish](#)

Step 3 of 3

NY.GOV ID [Get Assistance](#) [About NY.GOV ID](#) [Privacy Policy](#) [Terms of Service](#) [FAQs](#)

6. In the activation email, click the [click here](#) link to activate the account.



7. After activating, select the personalized security questions and set the answers in the event the password is forgotten. Click **Continue**.

You are now ready to activate your NY.gov ID.

During this process, you will need to

- Set 3 valid secret questions and answers.
- Set a new password.

Secret Questions

*Indicates required field

*Question 1
What was the name of my first pet?

*Answer
.....

*Confirm Answer
.....

*Question 2
What is the first name of my childhood best friend?

*Answer
.....

*Confirm Answer
.....

*Question 3
What was the name of your supervisor or boss on your first paid job?

*Answer
.....

*Confirm Answer
.....

Continue

- At this point you will receive a confirmation “You have successfully saved your secret questions and answers. Please click Continue to set your password.” Click **Continue**.

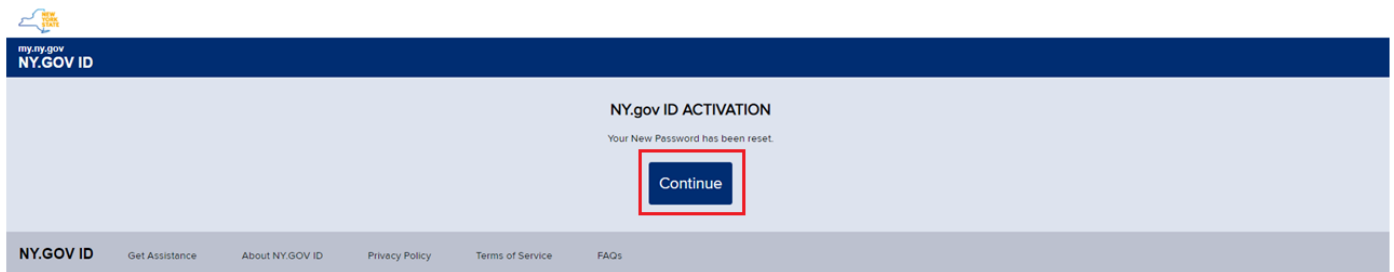


- Next, set and confirm a password for this account. Passwords must be a minimum of 14 characters including – 1 Capital letter, 1 Digit and 1 Special Character. Click **Continue**.



The screenshot shows the 'NY.gov ID ACTIVATION' password creation form. The heading is 'NY.gov ID ACTIVATION'. Below the heading is the instruction: 'Password must contain at least 1 digit, 1 alphabetic, and minimum 14 characters.' The form contains two text input fields: 'New Password*' and 'Confirm Password*', both with asterisks indicating they are required fields. Each field contains a series of dots representing masked characters. Below the input fields is a blue 'Continue' button, which is highlighted with a red rectangular border.

10. Click **Continue** once the password is set.



11. Now that the NY.Gov ID account credentials have been set, log in to the NYSOH website at: <https://nystateofhealth.ny.gov>

Live Help ▾ Support & Resources ▾ Language Support

nystateofhealth
The Official Health Plan Marketplace

Individuals & Families Employers Home Care Assistors Brokers SIGN IN -

Brokers

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***Continue to the next User Guide:
NYSOH Broker Certification - Step 2: Identity Proofing and Licensing***