

How to Create a NY.Gov ID

1. Go to NYSOH website at: www.nystateofhealth.ny.gov and click the **BROKERS** tab.



The screenshot shows the homepage of the New York State Official Health Plan Marketplace. The top navigation bar includes 'New York State', 'State Agencies', and a search bar. The main navigation menu features 'Individuals & Families', 'Employers', 'Employees', 'Brokers' (highlighted with a red circle), and 'Navigators'. Below the navigation, there are sections for 'Individual Marketplace' and 'Small Business Marketplace'. A statistics bar displays 'As of April 16th, 2014', '1,319,239 completed applications', and '960,762 enrolled'. The main content area is titled 'Individuals & Families' and includes a 'GET STARTED' button and a link to 'Get help finding an insurance assistor in your area.'

2. Under New Users, select **CLICK HERE TO REGISTER**.

The screenshot shows the nystateofhealth website. The header includes the logo and navigation links: ABOUT, RESOURCES, FORMS, GET HELP, 1-855-355-5777, and LANGUAGES. Below the header are links for Individuals & Families, Employers, Employees, Brokers, and Navigators. A light blue banner contains text about enrollment in the Individual Marketplace and Small Business Marketplace. A yellow banner displays statistics: 'As of April 16th, 2014', '1,319,239 completed applications', and '960,762 enrolled'. The main content area features a 'Brokers' section and a 'Get Started' sidebar. The 'Get Started' sidebar has two options: 'Returning Users' with a 'CLICK HERE TO LOGIN' link, and 'New Users' with a 'CLICK HERE TO REGISTER' link circled in red. A yellow box at the bottom provides information for those interested in becoming a broker.

nystateofhealth
The Official Health Plan Marketplace

ABOUT RESOURCES FORMS GET HELP 1-855-355-5777 LANGUAGES

Individuals & Families Employers Employees Brokers Navigators

sted in the Individual Marketplace
31st. Individuals and families can enroll in coverage if they qualify for a special enrollment period. Click [here](#) to learn more. Individuals eligible for Medicaid or Child Health Plus and American Indians/

mployees interested in the Small Business Marketplace
ce is available all year long. To sign up for coverage for July 1st you must enroll by May 31st
n about using your coverage.

As of April 16th, 2014 1,319,239 completed applications 960,762 enrolled

Brokers

Through our online portal and your own personalized user account, you will be able to provide the following valuable services quickly and easily for all your clients: Group setup and enrollment for new clients, view and manage open enrollment activity, upload and edit employee rosters; process client renewals and manage client activity.

NY State of Health will share all client communication as well as provide you with updates and information on the marketplace via your private email account and inbox located on the portal.

Get Started

Returning Users
[CLICK HERE TO LOGIN](#) ▶
With your NYS GOV ID

New Users
[CLICK HERE TO REGISTER](#) ▶
Create a NYS GOV ID.

Interested in becoming a broker certified to sell on the Health Plan Marketplace?

Brokers must be trained and certified for the Small Business Marketplace. Brokers can also elect to complete additional training requirements to become certified in the Individual marketplace. You can select the training option that works best for you in the classroom, online or webinar. To learn how you can become a NY State of Health certified broker, contact the Department of Financial Services (DFS) at this web address,

3. Fill in the required user information, choose a username, enter the Captcha, and click **CREATE ACCOUNT**.

Search all of NY.gov
State Agencies

My NY.gov Online Services

NY.gov ID SELF REGISTRATION

[Personal Privacy Protection Law Notice](#)

User Information

First Name*

Last Name*

Email*

Confirm Email*

Login Information

Preferred Username*

Captcha*

[Privacy & Terms](#)

Step 1 of 3

Help Desk Information
[List of Agency and Online Services Help Desk Information](#)

Copyright © 2013 – New York State Office of Information Technology Services (ITS) Build: 4/10/2014 1:20 PM W: 73P A: 25P [Contact Us](#)

4. Check the accuracy of your information and click **CONTINUE**.

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	NYSOH
Last Name	User
Email	nysoh.user@outlook.com
User Id	nysoh.user

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

Step 2 of 3

If you need further assistance: [Click here for agency assistance & contact info](#)

5. You will see a confirmation message indicating that you will receive an email prompting you to set up your password. Click **FINISH**.

NY.gov ID SELF REGISTRATION

An activation email has been sent to – colleen.williams@health.ny.gov

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

If you need further assistance: [Click here for agency assistance & contact info](#)

Copyright © 2013 – New York State Office of Information Technology Services (ITS) Build: 5/21/2014 9:51 AM W: 19Q A: 20Q [Contact Us](#)

6. Once you receive the email welcoming you to NY.gov ID, select **CLICK HERE** in the body of the text to activate your account. If this hyperlink does not work, copy and paste the URL below into your browser.

Dear Holly Gray,

Thank you for registering a NY.gov ID.

Your Username is HollyG

Please [click here](#) to activate your account. Please do not close out of the browser while completing the account activation.

If the above link does not work please copy and paste the below URL into your browser.

<https://qa.my.ny.gov/Activate/activate.xhtml?rid=e85a4e06-6d6d-45b6-9d34-5ace11ebf898>

Thank you
New York State

7. You will be prompted to choose security questions. Please make sure you can readily answer these questions as they will help you retrieve your username or password in the future, if needed. Click **CONTINUE**.

The screenshot shows the 'NY.gov ID Activation' page. At the top, there is a navigation bar with 'My NY.gov Online Services' and a search bar. Below this is a sidebar with 'NY.gov ID' and links to 'Online Services', 'FAQs', 'About NY.gov ID', 'Privacy Policy', and 'Terms of Service'. The main content area is titled 'NY.gov ID Activation' and contains the following text:

Thank you for registering!
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.

The 'Secret Questions' section contains three identical forms. Each form has a dropdown menu for the question (currently set to 'Select One'), an input field for the answer, and a 'Confirm Answer' input field. A 'Continue' button is located at the bottom of the form area.

At the bottom of the page, there is a footer with the text: 'Copyright © 2014 - New York State Office of Information Technology Services (ITS) Build: 4/11/2014 10:29 AM W: 19Q_A: 21Q' and a 'Contact Us' link.

8. Click **CONTINUE**.

The screenshot displays the My NY.gov Online Services interface. At the top, there is a search bar labeled "Search all of NY.gov" and a navigation menu with "State Agencies". The main header features the text "My NY.gov Online Services" and a map of New York. Below this, the "NY.gov ID" section is visible, with a sub-header "NY.gov ID Activation". The main content area contains the message: "You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password." A "Continue" button is prominently displayed and circled in red. On the left side, there is a sidebar with a "NY.gov ID" menu containing links for "Online Services", "FAQs", "About NY.gov ID", "Privacy Policy", and "Terms of Service". Below this is a "Help Desk Information" section with a link to "List of Agency and Online Services Help Desk Information". The footer contains copyright information: "Copyright © 2014 - New York State Office of Information Technology Services (ITS) Build: 4/11/2014 10:29 AM W: 18Q A: 21Q" and a "Contact Us" link.

9. Enter the username you created earlier and choose a password. Confirm your new password and click **SET PASSWORD**.

The screenshot shows the 'My NY.gov Online Services' website. At the top, there is a search bar for 'Search all of NY.gov' and a navigation bar with the text 'My NY.gov Online Services' and 'State Agencies'. Below this is a 'NY.gov ID' section with a list of links: 'Online Services', 'FAQs', 'About NY.gov ID', 'Privacy Policy', and 'Terms of Service'. A 'Help Desk Information' section contains a link to 'List of Agency and Online Services Help Desk Information'. The main content area is titled 'Password Change Request' and contains the following text: 'please change your current password before continuing.' Below this are three input fields: 'UserName*', 'New Password*', and 'Confirm New Password*'. The 'New Password*' field has a note: 'Minimum 8 characters with at least 3 letters and 1 number.' At the bottom of the form are two buttons: 'Set Password' (circled in red) and 'Clear this form'. The footer contains the copyright notice 'Copyright © 2013 New York State Office of Information Technology Services (ITS) Build: 04/09/2013 3:33 PM' and a 'Contact Us' link.

10. You will receive confirmation that your password has been set.

The screenshot displays the My NY.gov Online Services website. At the top, there is a navigation bar with a search box labeled "Search all of NY.gov" and the text "My NY.gov Online Services" and "State Agencies". Below the navigation bar is a sidebar menu for "NY.gov ID" with links to "Online Services", "FAQs", "About NY.gov ID", "Privacy Policy", and "Terms of Service". A "Help Desk Information" section is also present with a link to "List of Agency and Online Services Help Desk Information". The main content area features a "Password Change Information" message: "your new password has been set. Use this new password the next time you log into your account." A "CONTINUE" button is centered below the message. The footer contains the copyright notice "Copyright © 2013 New York State Office of Information Technology Services (ITS) Build: 04-09-2013 3:33 PM" and a "Contact Us" link.

Please NOTE: When you have successfully created your NY.gov ID, you can create your NYSOH broker account by returning to www.nystateofhealth.ny.gov. Once again, you will click on the **BROKERS** tab; however, this time you will continue by clicking on **CLICK HERE TO LOGIN**. Follow the steps to create a broker account (See: “How to Create a Broker Account”). You will need your state-issued broker license number and your invitation code in order to create your online account. You should have received an invitation code upon registering your completed NYSOH certification course with the Department of Financial Services (DFS) (See: “How to Complete Broker Certification for NYSOH”).

New York State State Agencies Search NY.GOV site

nystateofhealth
The Official Health Plan Marketplace

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