

How to Add an Agency

Broker's may have multiple agencies for which they submit business. In the NYSOH Broker Portal, adding a new Agency is easy. Simply sign in to the NYSOH Broker Portal. Once on the Overview screen, click the *My Profile* tab at the top of the screen. Once on the My Profile screen, scroll down to the bottom of the page. Under Agency Affiliation, all agencies that the Broker is already affiliated with will appear.

AC0000050211 - Christa Smith
State Unique ID: 2017EIT License: EIT2017 Certification: SI00140 [View](#) Expiration: 2019-03-29 Status: Approved

Overview **My Profile** My Clients My Inbox Documents Address History Useful Links

Manage Profile Information collapse

Personal Profile

First Name: •
Middle Name:
Last Name: •
Suffix:

Legal Residence

Address Line 1: •
Address Line 2:
City: •
Zip: • State:

Contact Info

Email Address:
To change Broker email address, please call Customer Service.

Primary Phone Number: x Cell •
 x Work • [Add Another Number](#)

Preferred Phone Number:

Mailing Address Same as residence

Address Line 1: •
Address Line 2:
City: •
Zip: • State:

Business Address Same as residence

Address Line 1: •
Address Line 2:
City: •
Zip: • State:

Account Preferences

Hide Profile from Public Search
 Send me Client Renewal Reminder Notice

Group Size

Individual 2 - 10 11 - 25 25+

You can select more than one county or language by holding down the control button when making your selection.

Counties List

Counties Served:

Languages List

Languages Supported:

Available Issuer List

My Issuer Affiliations

Agency Affiliation:

Enter Agency's License Number to add to your list.

Agency Name Agency EIN (Tax ID)

My Agency Affiliations	EIN/Tax ID	License No.	
<input type="text" value="testnew"/>	<input type="text" value="12345691"/>	<input type="text" value="test234"/>	remove

Additional Contact Information Optional

You can give us a secondary contact who can do business on your behalf through NY State of Health Customer Service Center. You can also skip this section or come back to it later. [View/Edit Additional Contact](#)

Can work independently on the Marketplace

Please confirm that the information above, related to your NY State of Health certification and service details is accurate. This information will be displayed when potential clients are searching for a Broker, Navigator or Certified Application Counselor.

[Save](#)

1. To add a new Agency Affiliation, enter the Agency License Number of the new Agency. Once added, the Agency Name and Agency EIN will populate. Verify the information is correct and then click the green *Add* link.

Agency Affiliation:
Enter Agency's License Number to add to your list.

Agency Name Agency EIN (Tax ID) [Add](#)

My Agency Affiliations

Agency Name	EIN/Tax ID	License No.	
testnew	12345691	test234	remove

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[Save](#)

▸ Reassign Clients [expand](#)

2. Once the green *Add* link is clicked, the new Agency will appear under **My Agency Affiliations** section.

Agency Affiliation:
Enter Agency's License Number to add to your list.

Agency Name Agency EIN (Tax ID)

My Agency Affiliations

Agency Name	EIN/Tax ID	License No.	
SHOP	12345671	12345671	remove
testnew	12345691	test234	remove

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[Save](#)

▸ Reassign Clients [expand](#)

3. Click the *Save* button once complete. The newly added Agency Affiliation will display under "My Agency Affiliations".