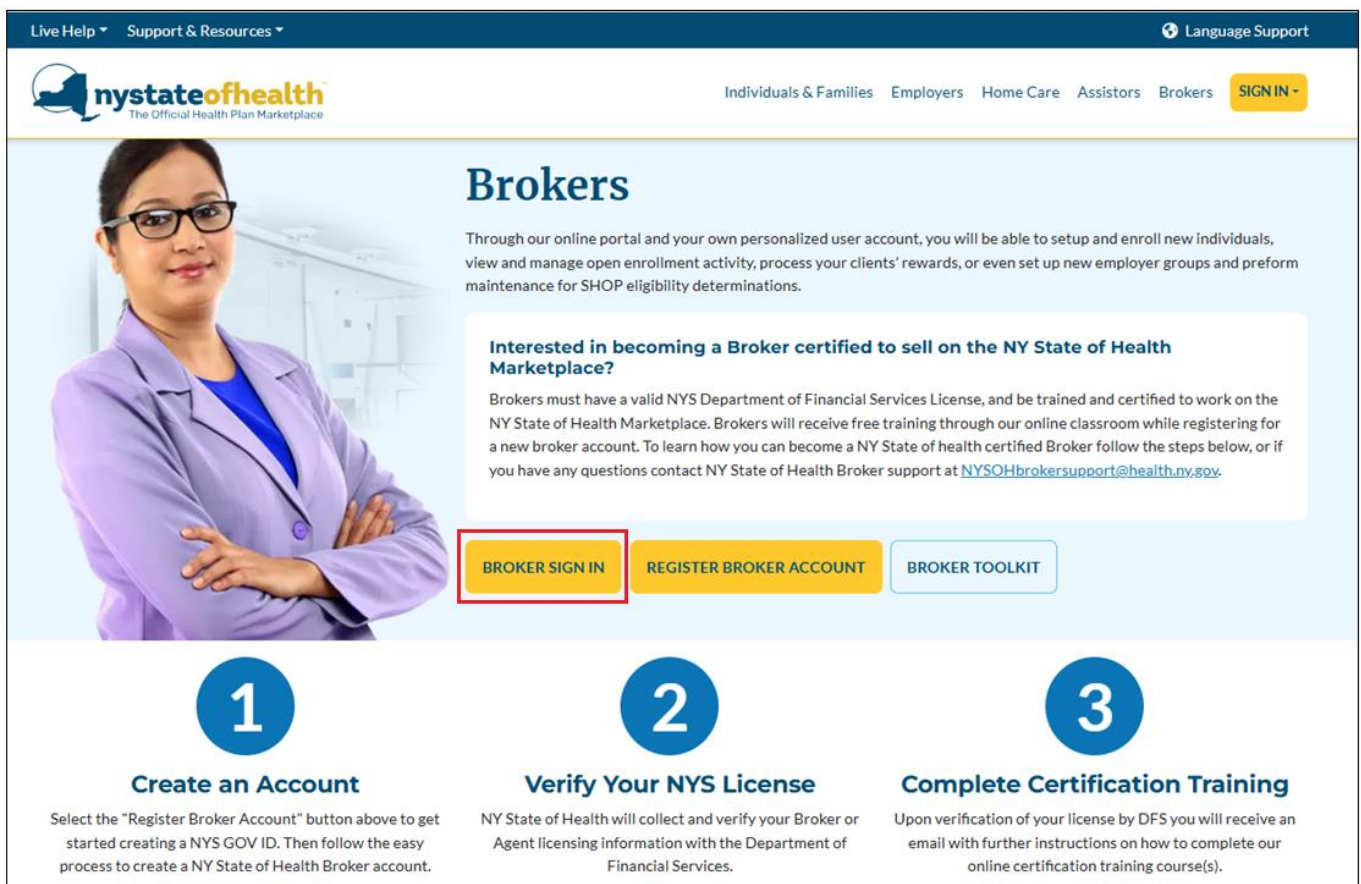## Adding an Agency in the Broker Portal

Brokers may have multiple agencies under which they submit business. In the NY State of Health Broker Portal, adding a new agency is easy. Simply start by signing in to the NYSOH Broker Portal.

1. Log in to https://nystateofhealth.ny.gov. Click **Brokers** in the upper right-hand corner.

2. On the Broker Portal sign-on page, click the **Broker Sign In** button with the newly created NY.Gov ID.

3. Once on the *Overview* screen, click the **My Profile** tab at the top of the screen. From the top of the *My Profile* screen, scroll down to the bottom of the page. Under *Agency Affiliation*, all agencies already affiliated will appear, if applicable.

4. 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. | 123456 |

| Agency Name | Agency EIN (Tax ID) ⊕ | | |
| Testbroker | 123322111 | *Add* | ▪ |

Agency Affiliation

My Agency Affiliations		EIN/Tax ID	License No.	
testnew	⁄⁄	123456987	test234	*remove*
SHOP	⁄⁄	123456789	123456789	*remove*

☑ **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 an Assistor or Broker.

Save

5. Click the **Save** button to complete the addition of the new agency.

Agency Affiliation:

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

| Agency Name | Agency EIN (Tax ID) ⊕ |
| | |

Agency Affiliation

My Agency Affiliations		EIN/Tax ID	License No.	
testnew	⁄⁄	123456987	test234	*remove*
Testbroker	⁄⁄	123322111	123456	*remove*
SHOP	⁄⁄	123456789	123456789	*remove*

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Save

Check out the list of User Guides for more informational topics