

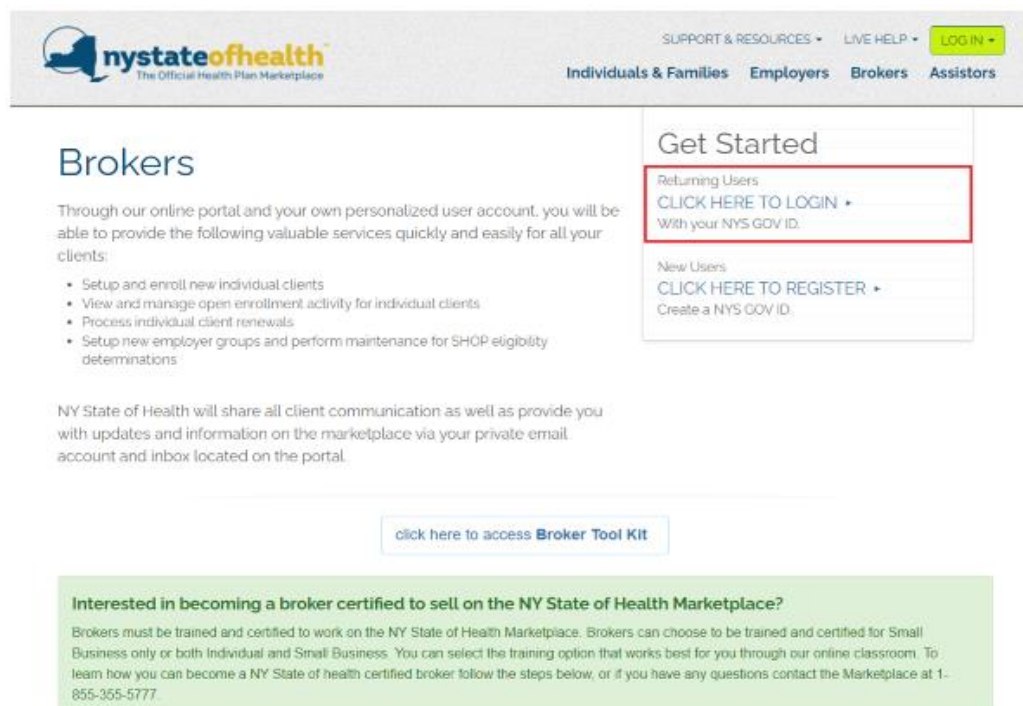
## Adding an Agency in the Broker Portal

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 **CLICK HERE TO LOGIN** with your newly created NY.Gov ID.



- 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.

AC0000050211 - Christa Smith  
 License #: 112017 Classification #: S00140 New Expiration: 2022-07-20 Status: Approved

Overview **My Profile** My Clients My Inbox Broker Authorizations 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  \*

X  \*

[Add Another Number](#)

Preferred Phone Number:

#### Mailing Address

Same as residence

Address Line 1:  \*

Address Line 2:

City:  \*

Zip:  \* State:

#### Oversight

Oversight Role:

Primary OM:

Secondary OM:

#### Business Address

Same as residence

Address Line 1:  \*

Address Line 2:

City:  \*

Zip:  \* State:

#### Account Preferences

Hide Profile from All Searches

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)

#### Agency Affiliation

My Agency Affiliations	EIN/Tax ID	License No.	
<input type="text" value="SHOP"/>	<input type="text" value="123456789"/>	<input type="text" value="123456789"/>	<span style="color: red;">remove</span>
<input type="text" value="testnew"/>	<input type="text" value="123456987"/>	<input type="text" value="test234"/>	<span style="color: red;">remove</span>

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.

Reassign Clients

expand

- 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](#)

**Agency Affiliation**

My Agency Affiliations	EIN/Tax ID	License No.	
<input type="text" value="testnew"/>	<input type="text" value="123456987"/>	<input type="text" value="test234"/>	<a href="#" style="color: red; text-decoration: none;">remove</a>
<input type="text" value="SHOP"/>	<input type="text" value="123456789"/>	<input type="text" value="123456789"/>	<a href="#" style="color: red; text-decoration: none;">remove</a>

**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](#)

- 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.	
<input type="text" value="testnew"/>	<input type="text" value="123456987"/>	<input type="text" value="test234"/>	<a href="#" style="color: red; text-decoration: none;">remove</a>
<input type="text" value="Testbroker"/>	<input type="text" value="123322111"/>	<input type="text" value="123456"/>	<a href="#" style="color: red; text-decoration: none;">remove</a>
<input type="text" value="SHOP"/>	<input type="text" value="123456789"/>	<input type="text" value="123456789"/>	<a href="#" style="color: red; text-decoration: none;">remove</a>

**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](#)

Check out the list of User Guides for more informational topics.