NY State of Health Assistors
Creating your NY.gov

Assistors: Navigators, Certified Application Counselors (CACs), and Marketplace Facilitated Enrollers (MFEs)

Creating a NY.gov username and password for your NY State of Health Assistor account

This is a step-by-step guide to help Assistors set up their NY.gov user name and password so they may proceed to the Assistor account creation process. Assistors must successfully complete certification training and then create their account with NY State of Health in order to gain access to their Assistor Dashboard.

You MUST create a NY.GOV ID if you do not already have one.
- If you already have an existing NY.gov account, go to the Assistor Toolkit page and open the section heading that says **Resources for Assistors**. Then, follow the instructions on the document labeled **NYSOH Assistors - Registering Your Account**.

Steps for Creating an NY.GOV:
- Click on the link below, or enter it into your web browser:
  https://nystateofhealth.ny.gov/agent/assistors

- Click on **CLICK HERE TO REGISTER** to Create a NYS.GOV ID.

You will be navigated to the **NY.gov ID Self Registration** screen.

- Enter your **First Name** and **Last Name**
- Enter your **Email**, and then complete the field for **Confirm Email**.
  - o For this step, using a personal email account is recommended, rather than your work email address. Having a personal email associated with your NY.gov account may be helpful in the future if you change your agency or use your NY.gov account for other tasks.
- Enter a work appropriate **Preferred Username.**
- Complete the CAPTCHA by clicking on **I'm not a robot** and following any subsequent instructions.
- Click **Create Account**.
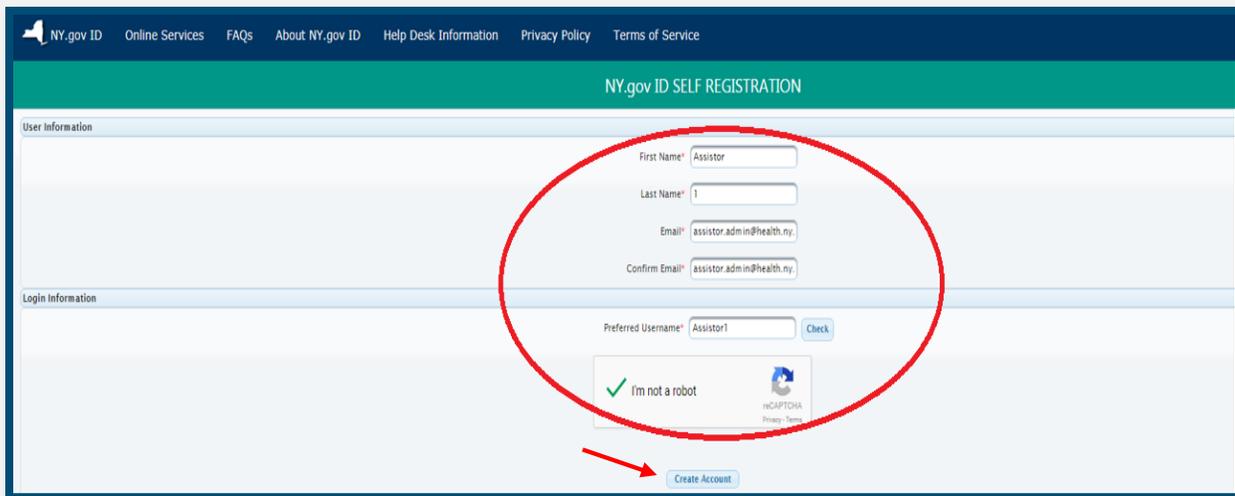
- Verify that all the information displayed on the screen is correct.
- Click **Continue**.
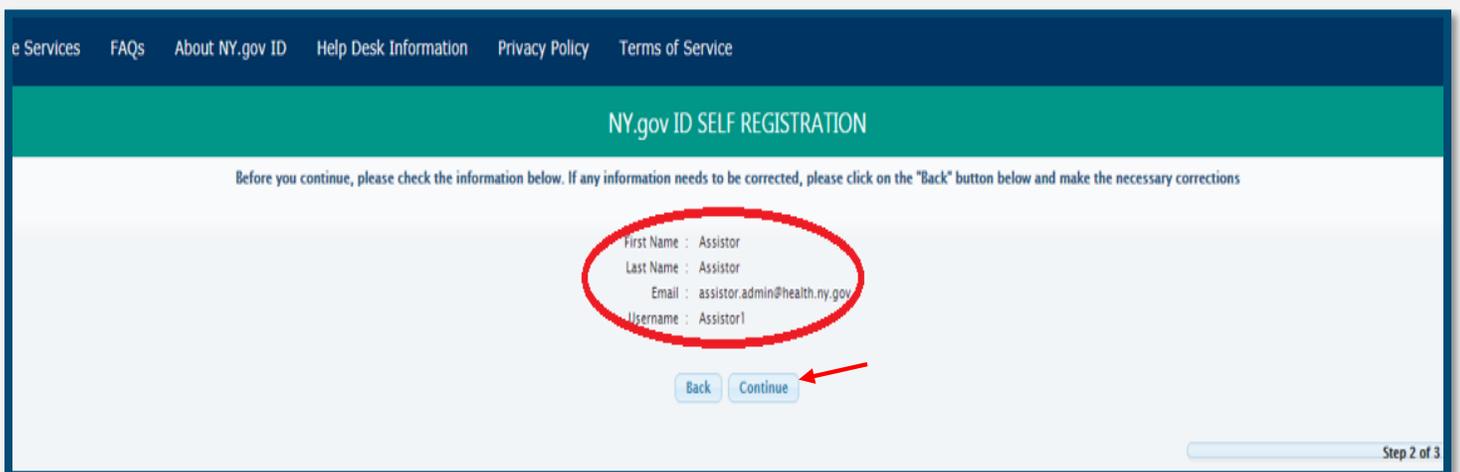
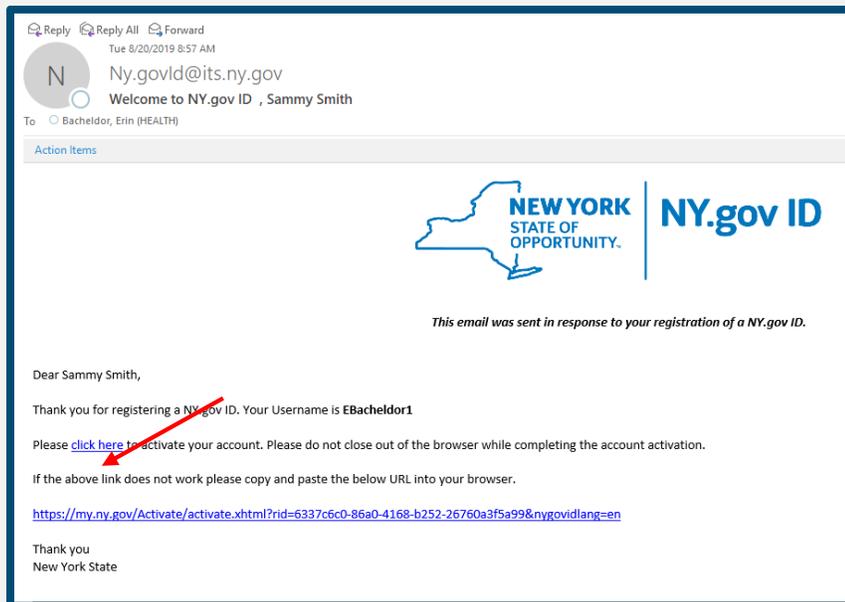- The screen will display a message advising that an activation email has been sent to the email address you supplied.
- Click **Finish**.

NY.gov ID SELF REGISTRATION

An activation email has been sent to – assistor.admin@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

- Check the email account that you entered previously.
- Open the message sent from Ny.gov ID and click on the link enclosed in the email.

Reply Reply All Forward
Tue 8/20/2019 8:57 AM

N   Ny.govId@its.ny.gov
     Welcome to NY.gov ID , Sammy Smith
To   Bacheldor, Erin (HEALTH)

Action Items

NEW YORK STATE OF OPPORTUNITY. | **NY.gov ID**

This email was sent in response to your registration of a NY.gov ID.

Dear Sammy Smith,

Thank you for registering a NY.gov ID. Your Username is **EBacheldor1**

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://my.ny.gov/Activate/activate.xhtml?rid=6337c6c0-86a0-4168-b252-26760a3f5a99&nygovidlang=en

Thank you
New York State

- You will be navigated to a **NY.gov ID Activation** screen where you will be prompted to select three security question and answers.

- Complete the security question and answer section.

- Click **Continue**.
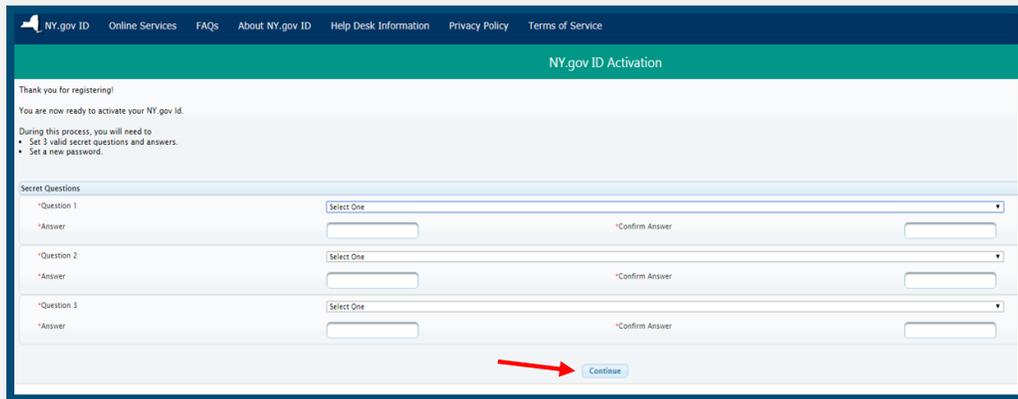
- You will be navigated to a screen verifying that you have successfully completed and saved your secret questions and answers.
- Click **Continue.**
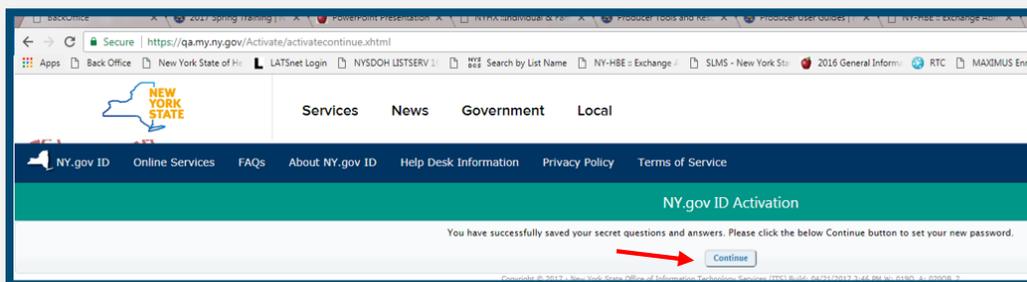
- You will be prompted to create a password.
- Create your password and enter it in the **New Password** field. Then confirm it in the **Confirm New Password** field.
- Click **Set Password.**
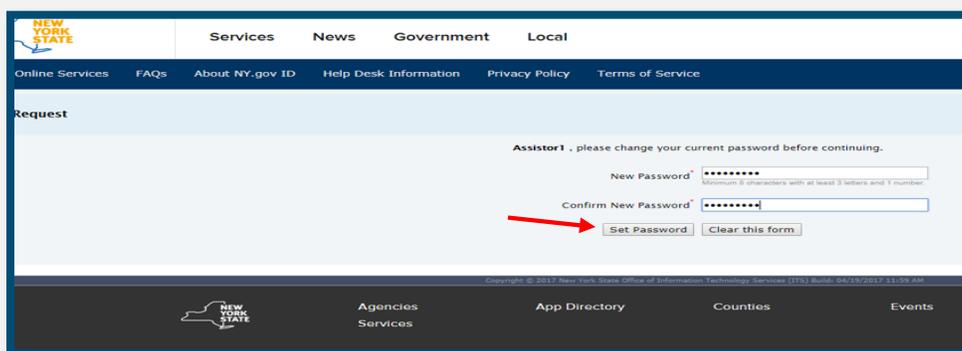
- You will then receive confirmation that your password has been set.
- Click **Continue**.

- You will see a message that you have successfully completed creating your own account. **Do not click on any buttons on this screen. Close out of this window.**
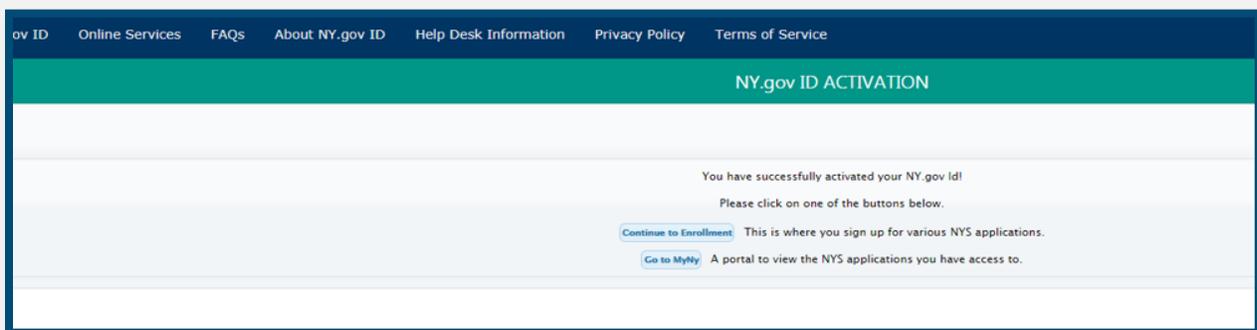
You have now successfully created a NY.GOV account.
You may begin the process of registering your Assistor account.

- Go to the Assistor Toolkit page and open the section heading that says **Resources for Assistors**. Then, follow the instructions on the document labeled **NYSOH Assistors - Registering Your Account**.