

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 nystateofhealth website. At the top, there is a dark blue header with 'New York State' and 'State Agencies' on the left, and a search bar on the right. Below the header is a light blue navigation bar with the nystateofhealth logo and the text 'The Official Health Plan Marketplace'. To the right of the logo are links for 'ABOUT', 'RESOURCES', 'FORMS', 'GET HELP', '1-855-355-5777', and 'LANGUAGES'. Below these are tabs for 'Individuals & Families', 'Employers', 'Employees', 'Brokers', and 'Navigators'. The 'Brokers' tab is highlighted with a red circle. Below the navigation bar is a light blue section with text about enrolling in coverage. Below that is a yellow section with statistics: 'As of April 16th, 2014', '1,319,239 completed applications', and '960,762 enrolled'. Below the statistics is a large image of a family (a man, a woman, and a baby) with the text 'Individuals & Families' and a 'GET STARTED' button. Below the button is a link: 'Get help finding an insurance assistor in your area.'

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

The screenshot shows the NY State of Health website. At the top, there is a navigation bar with the logo and links for ABOUT, RESOURCES, FORMS, GET HELP, 1-855-355-5777, and LANGUAGES. Below the navigation bar, there are tabs for Individuals & Families, Employers, Employees, Brokers, and Navigators. The main content area is divided into sections. The first section is titled "As of April 16th, 2014" and shows statistics: 1,319,239 completed applications and 960,762 enrolled. The second section is titled "Brokers" and contains text about the online portal and client communication. The third section is titled "Get Started" and contains links for Returning Users (CLICK HERE TO LOGIN) and New Users (CLICK HERE TO REGISTER). The "CLICK HERE TO REGISTER" link is circled in red. At the bottom, there is a yellow box titled "Interested in becoming a broker certified to sell on the Health Plan Marketplace?" with text about training requirements and a link to learn more.

nystateofhealth
The Official Health Plan Marketplace

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

Individuals & Families Employers Employees Brokers Navigators

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

My NY.gov Online Services

State Agencies

NY.gov ID

- Online Services
- FAQs
- About NY.gov ID
- Privacy Policy
- Terms of Service

Help Desk Information

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

NY.gov ID SELF REGISTRATION

[Personal Privacy Protection Law Notice](#)

User Information

First Name*

Last Name*

Email*

Confirm Email*

Login Information

Preferred Username*

Captcha*

Step 1 of 3

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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](#)

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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 displays the 'NY.gov ID Activation' page. At the top, there is a navigation bar with the text 'My NY.gov Online Services' and a search box. Below this, a sidebar on the left contains links for 'Online Services', 'FAQs', 'About NY.gov ID', 'Privacy Policy', and 'Terms of Service'. The main content area is titled 'NY.gov ID Activation' and includes a thank-you message and instructions for activation. The 'Secret Questions' section contains three rows, each with a dropdown menu for a question, an input field for the answer, and a 'Confirm Answer' input field. A 'Continue' button is located at the bottom of the form. The footer contains copyright information and a 'Contact Us' link.

Search all of NY.gov

State Agencies

NY.gov ID

- Online Services
- FAQs
- About NY.gov ID
- Privacy Policy
- Terms of Service

Help Desk Information

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

NY.gov ID Activation

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.

Secret Questions

*Question 1

*Answer *Confirm Answer

*Question 2

*Answer *Confirm Answer

*Question 3

*Answer *Confirm Answer

Continue

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8. Click **CONTINUE**.

The screenshot shows the My NY.gov Online Services interface. At the top, there is a search bar and the text "Search all of NY.gov". Below this is a navigation bar with "My NY.gov Online Services" and "State Agencies". The main content area is titled "NY.gov ID Activation" and contains the message: "You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password." The "Continue" button is highlighted with a red circle. On the left side, there is a sidebar with "NY.gov ID" and a list of links: "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". At the bottom, there is a footer with copyright information 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 'all of NY.gov' and a navigation menu with 'State Agencies'. Below this is a 'NY.gov ID' section with links for '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 copyright information: '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' interface. At the top, there is a search bar labeled 'Search all of NY.gov' and a navigation menu for 'State Agencies'. The main content area features a 'Password Change Information' notification box with the text: 'your new password has been set. Use this new password the next time you log into your account.' Below this message is a 'CONTINUE' button. On the left side, there is a sidebar menu for 'NY.gov ID' with links to 'Online Services', 'FAQs', 'About NY.gov ID', 'Privacy Policy', and 'Terms of Service'. Below these links is a 'Help Desk Information' section with a link to 'List of Agency and Online Services Help Desk Information'. 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”).

The screenshot shows the NYS State of Health website. At the top, there is a navigation bar with "New York State" and "State Agencies" on the left, and a search bar on the right. Below this is a secondary navigation bar with the "nystateofhealth" logo and menu items: "ABOUT", "RESOURCES", "FORMS", "GET HELP", "1-855-355-5777", and "LANGUAGES". A third navigation bar contains "Individuals & Families", "Employers", "Employees", "Brokers" (circled in red), and "Navigators".

The main content area features a light blue banner with text about enrolling in coverage. Below this is a yellow banner displaying statistics: "As of April 16th, 2014", "1,319,239 completed applications" (with a checkmark icon), and "960,762 enrolled" (with a person icon).

The "Brokers" section is titled "Brokers" and contains text describing the services provided through the online portal. To the right of this text is a "Get Started" call to action box. This box has two sections: "Returning Users" with a link "CLICK HERE TO LOGIN" (circled in red) and "New Users" with a link "CLICK HERE TO REGISTER".

At the bottom, there is a yellow box with the heading "Interested in becoming a broker certified to sell on the Health Plan Marketplace?" and text explaining the certification process and providing contact information for the Department of Financial Services (DFS).