




Department
of Health

Using the New York State Medicaid Enteral Prior Authorization Portal

Creating a Portal Account

October 2023

Creating a Portal Account

- Go to the link
www.MEDICAIDENTERALPORTAL.health.ny.gov/portal/
- eMedNY.org – 
- Click on Register to set up a new account

Welcome to the
Enteral Authorization portal.

Email Address

Password

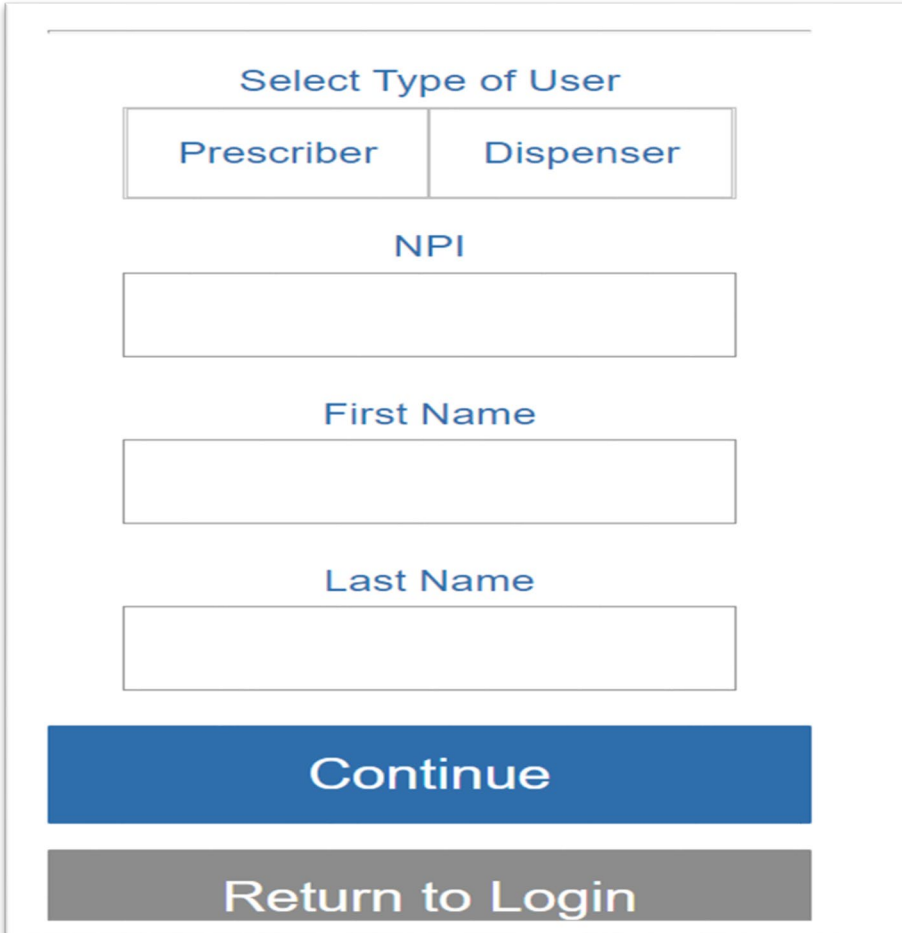
Login

Register

Reset Password

Creating a Portal Account

- Select Type of User (Prescriber or Dispenser)
- Enter your NPI (National Provider Identifier)
- Enter your First and Last name
- Click Continue

A screenshot of a web form for creating a portal account. The form is titled "Select Type of User" and contains two radio buttons: "Prescriber" and "Dispenser". Below this is a text input field for "NPI". Further down are two more text input fields for "First Name" and "Last Name". At the bottom of the form are two buttons: a blue "Continue" button and a grey "Return to Login" button.

Select Type of User

Prescriber Dispenser

NPI

First Name

Last Name

Continue

Return to Login

Creating a Portal Account

Enter a valid email address to receive a single use confirmation code

- Click Send Confirmation Email
- Check your email for 6-digit confirmation code
- Enter the confirmation code
- Click Confirm

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Enter Email Address

Email Address

Send Confirmation Email

Return to Login

Confirm Email Address

A confirmation email has been sent to Mxp12@health.ny.gov. Please enter the confirmation code in the box below.

Email Confirmation Code

Confirm

Return to Login

Creating a Portal Account

- Enter a valid mobile number to receive a single use confirmation code
- Click Send Confirmation Text
- Check your texts for the 6-digit confirmation code
- Enter the confirmation code
- Click Confirm

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Enter Mobile Phone Number

Phone Number

Send Confirmation Text

Return to Login

Confirm Phone Number

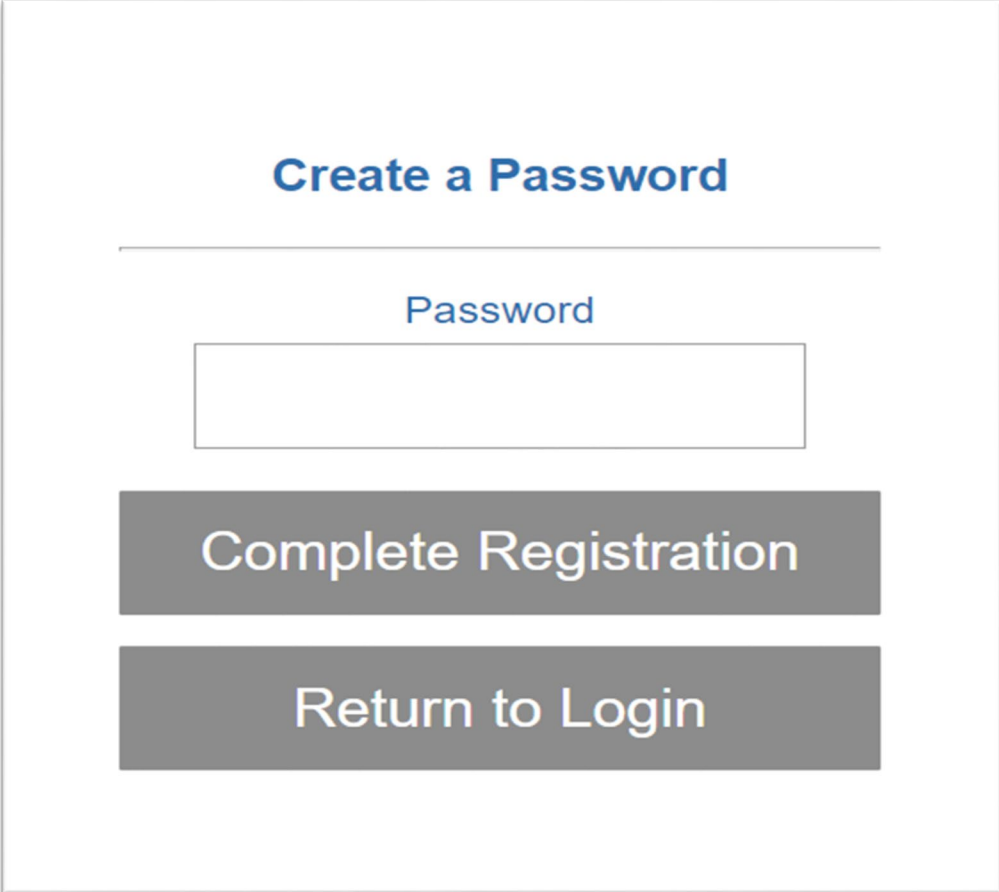
A confirmation text message has been sent to the phone number ending in 0705. Please enter the confirmation code in the box below.

Phone Number Confirmation Code

Confirm

Creating a Portal Account

- Create a Password
(must be at least 14 characters long and contain at least one letter, one number, and one special character)
- Click on Complete Registration



The screenshot shows a web form titled "Create a Password". Below the title is a horizontal line, followed by the label "Password" in blue text. Underneath is a white rectangular input field. Below the input field are two dark gray buttons with white text: "Complete Registration" and "Return to Login".

Creating a Portal Account - Tips

- Only one account can be set up per NPI number.
- Prescriber's NPI refers to the Ordering Provider. Dispenser's NPI refers to the Pharmacy or DME supplier.
- Only one email and phone number can be associated with an NPI number for multi-factor authentication login.
- After initial account set up, logging in will require an email and password.
- A confirmation code may be received via email or text.
- Dispensing providers will be asked for their Category of Service when registering.

RECORDING AND MATERIALS

A recording of the webinar and related materials
are available at:

eMedny.org/ProviderManuals/DME/index.aspx

Contact Us: OHIPMEDPA@health.ny.gov

or 800-342-3005 (Option 1)

Live Support is available Monday – Friday 8:30am to 4:45pm