



Please follow the script as provided. If you still experience problems go to www.emedny.org/POS and locate the online presentations to view or call the eMedNY Provider Services Call Center at (800) 343-9000.

For use with only NYS Medicaid VeriFone Vx570

How to Add/Delete Provider IDs

1. Press the **RED** key (terminal should display **EMEDNY DAY, DATE and TIME**).
2. Press the **PROVIDER** key (terminal should display **ENTER PASSWORD**).
3. Type 1 for Prov and press the Green key.
4. Type in **1 2 3 4 5 6** and press the **GREEN** key (terminal should display **PROVIDER SETUP**).
5. Type in the 2 digit provider location (terminal can hold 1-20 providers).
6. Press the **GREEN** key after the provider location has been typed in.

If Adding a Provider, go to 6a:

If Deleting a Provider, go to 6b:

- 6a. Type in the new Provider number to be added to the device. Continue to 7.
- 6b. Press the **BACKSPACE** (yellow) key over the existing Provider ID. Continue to 7.
7. Press the **GREEN** key and then press the **RED** key you will now be back at the eMedNY main menu.

If device does not respond, press the **RED** key and repeat process again.