eMedNY

Training Video

For NYS Medicaid Providers

Enrollment

Key Objectives

Provider Services Portal (PSP)
Enrollment File Access
Registration PIN

General Information

This presentation describes how Medicaid providers gain access to their existing provider enrollment records within the Provider Services Portal (PSP)

An NY.GOV ID **BUSINESS** account is required to access the PSP.

Refer to the NY.GOV ID Quick Reference Guide for instructions on creating an NY.GOV ID **BUSINESS** account. https://www.emedny.org/PSP/NYGOV_ID_Account_Overview.pdf

An eMail and/or letter will be sent with PSP registration instructions and a registration PIN

If the eMail address on file is incorrect, providers can update the email address from the eMedNY.org homepage

Sample PSP Registration PIN Letter

NYS Medicaid Provider Services Portal
REGISTRATION REQUIRED BY XX/XX/2026

Dear Provider:

New York State (NYS) Medicaid has replaced the paper-based provider enrollment application process with an online system called the NYS Medicaid Provider Services Portal (PSP). The PSP is fully functional with the ability to enroll, revalidate, and modify an existing provider ID at any time. In addition, all provider enrollment records have been converted to the new system.

To ensure converted information is accurate and complete, you are required to complete a registration process by creating an account, logging in, and linking to your provider ID. For security purposes, you must use the unique PIN found further below to start the linking process in the PSP.

CREATING A PSP ACCOUNT: To create your account in the PSP, follow the instructions below.

1. Go to the eMedNY website at https://www.emedny.org/PSP/.
2. Follow the instructions to create a user account, which includes first creating an NY.gov business account that will enable you to access State systems.
3. Once your NY.gov business account is created, log into the PSP at **https://www.nysproviderportal.health.ny.gov**.
4. A PIN has been associated to the provider ID above. Once you have logged into the PSP, use the PIN below to begin the registration and linking process:

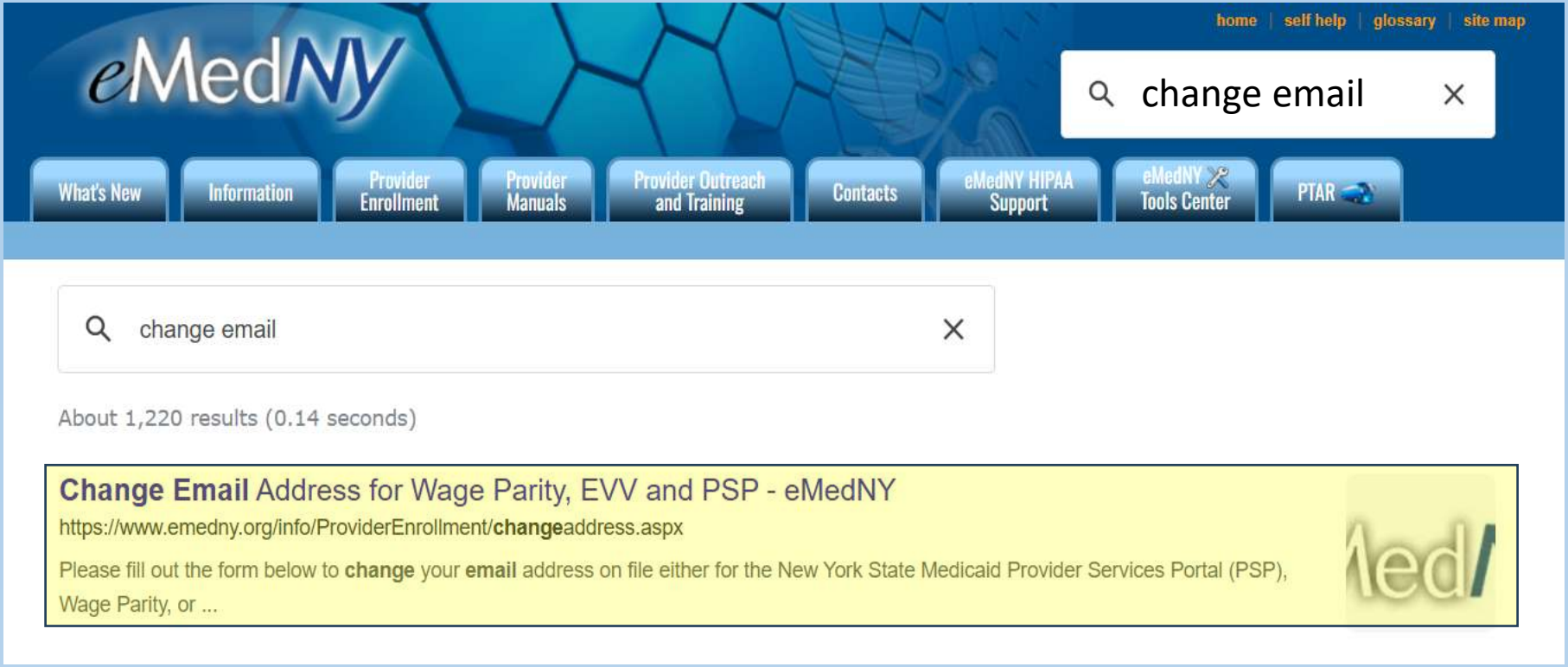
NYS Medicaid PSP Registration PIN: XXXXXX

A user who completes the PSP registration process is initially set up with the security profile of "Domain Administrator." The Domain Administrator reviews and validates provider information. Please understand that if you are allowing an office manager or staff member to utilize this PIN credential, you will be granting them administrator rights over the account. You are still ultimately responsible for administration of the account.

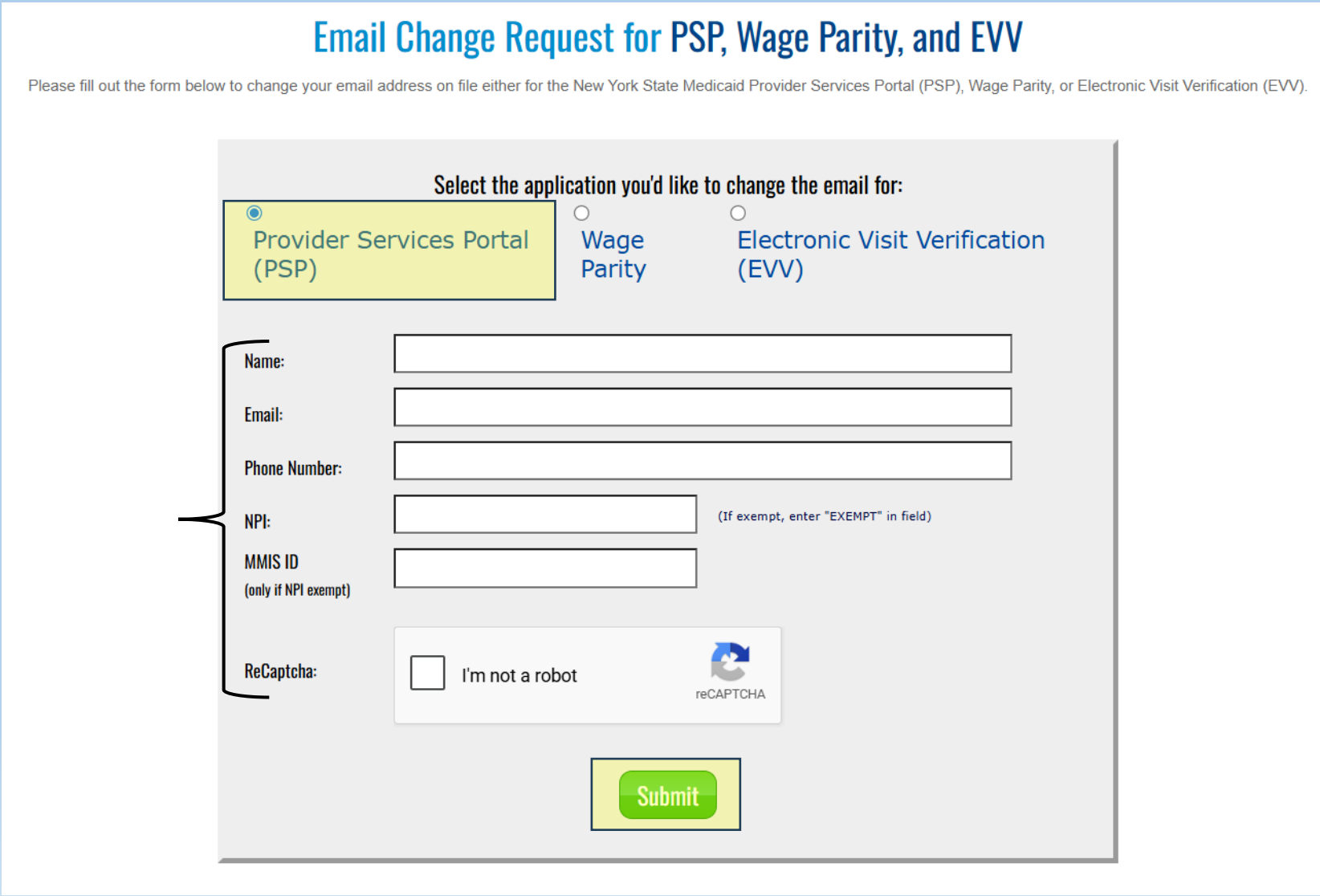
Change eMail Address

www.emedny.org

Change eMail Address



Change eMail Address



Change eMail Address

Sample Confirmation eMail

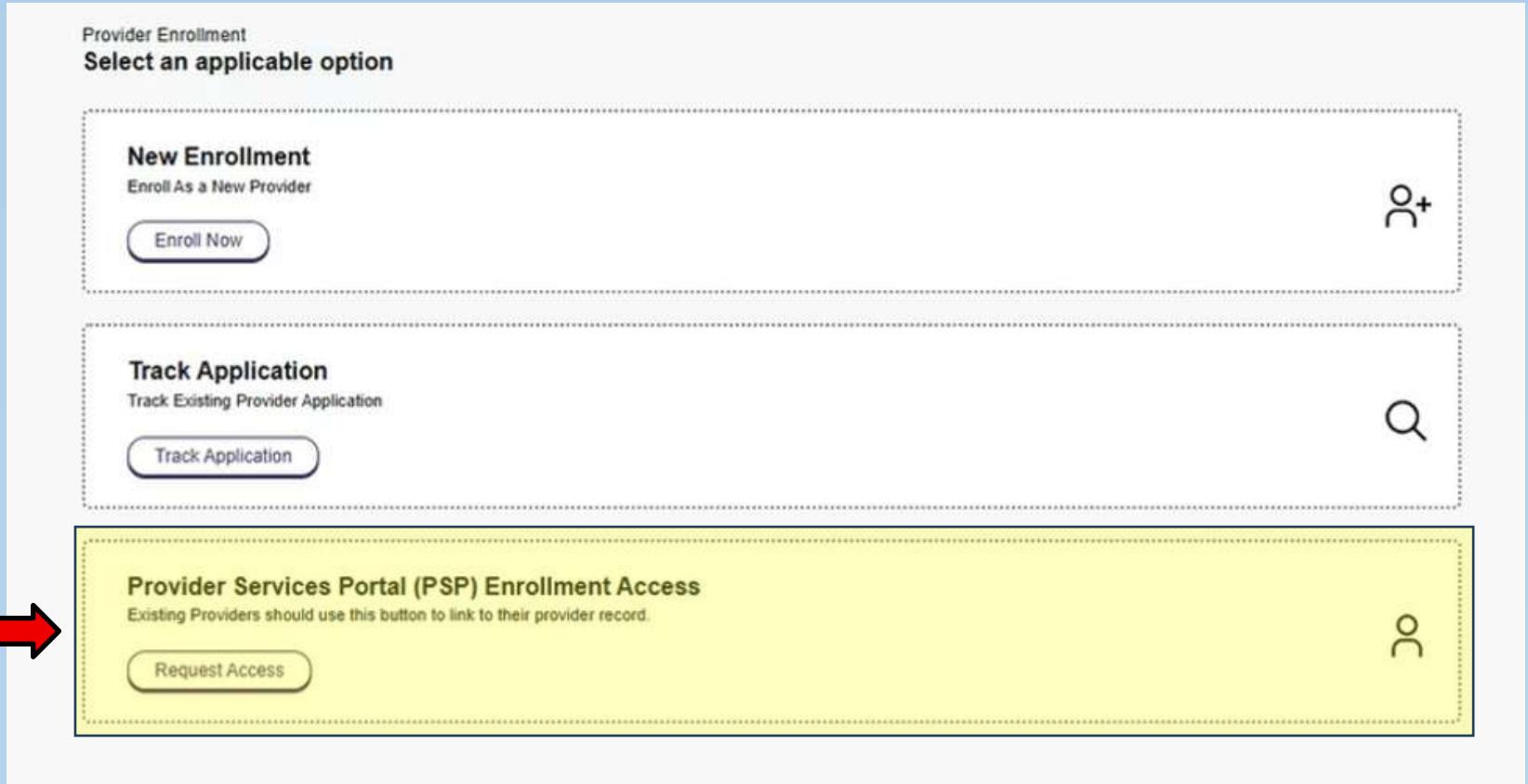
Your email change request has been completed.

Please note: If this email change request was for access to the Provider Services Enrollment Portal (PSP), you may now continue the registration process and generate a PIN. Upon successful registration, please validate the information is correct such as date of birth, name, other required fields, and make any changes as necessary.

If you have any questions, please contact the eMedNY Call Center at 1-800-343-9000.

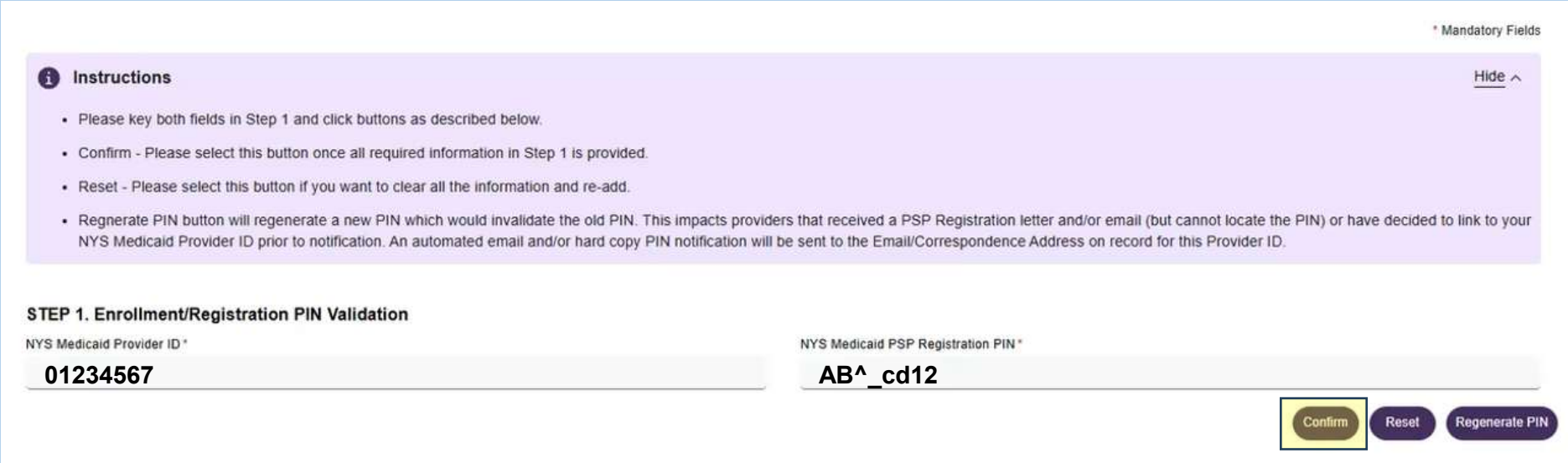
This is an automated email; please do not reply to this message. This message is for the designated recipient only and may contain privileged, proprietary, or otherwise private information.

PSP Enrollment Access



https://www.nysproviderportal.health.ny.gov

PSP Enrollment Access
Step 1: Enrollment/Registration PIN Validation



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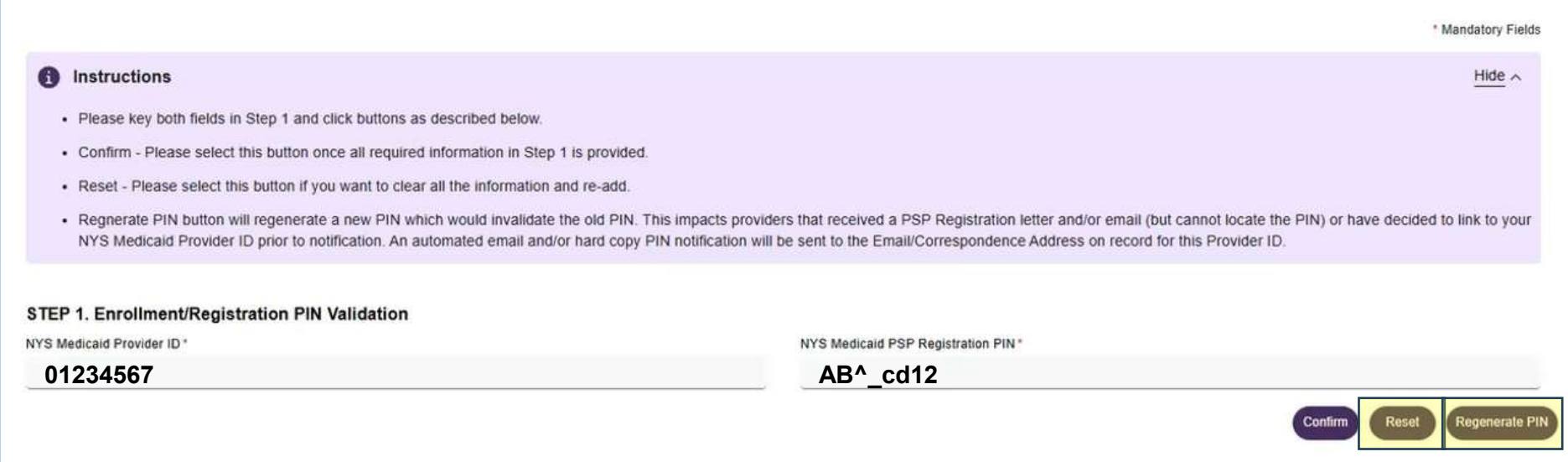
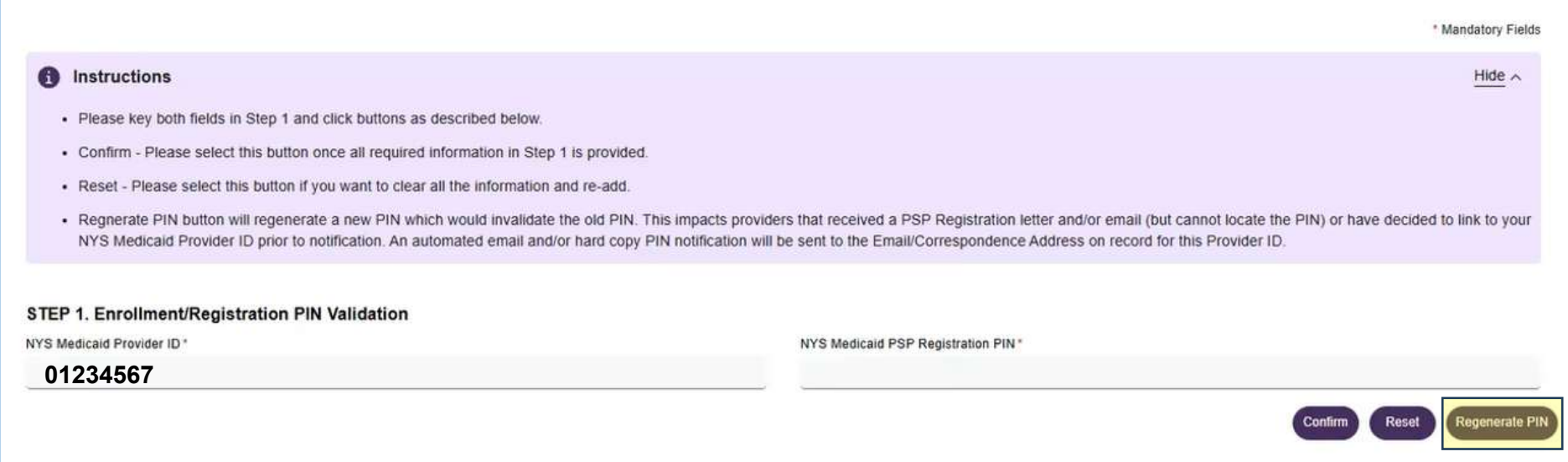


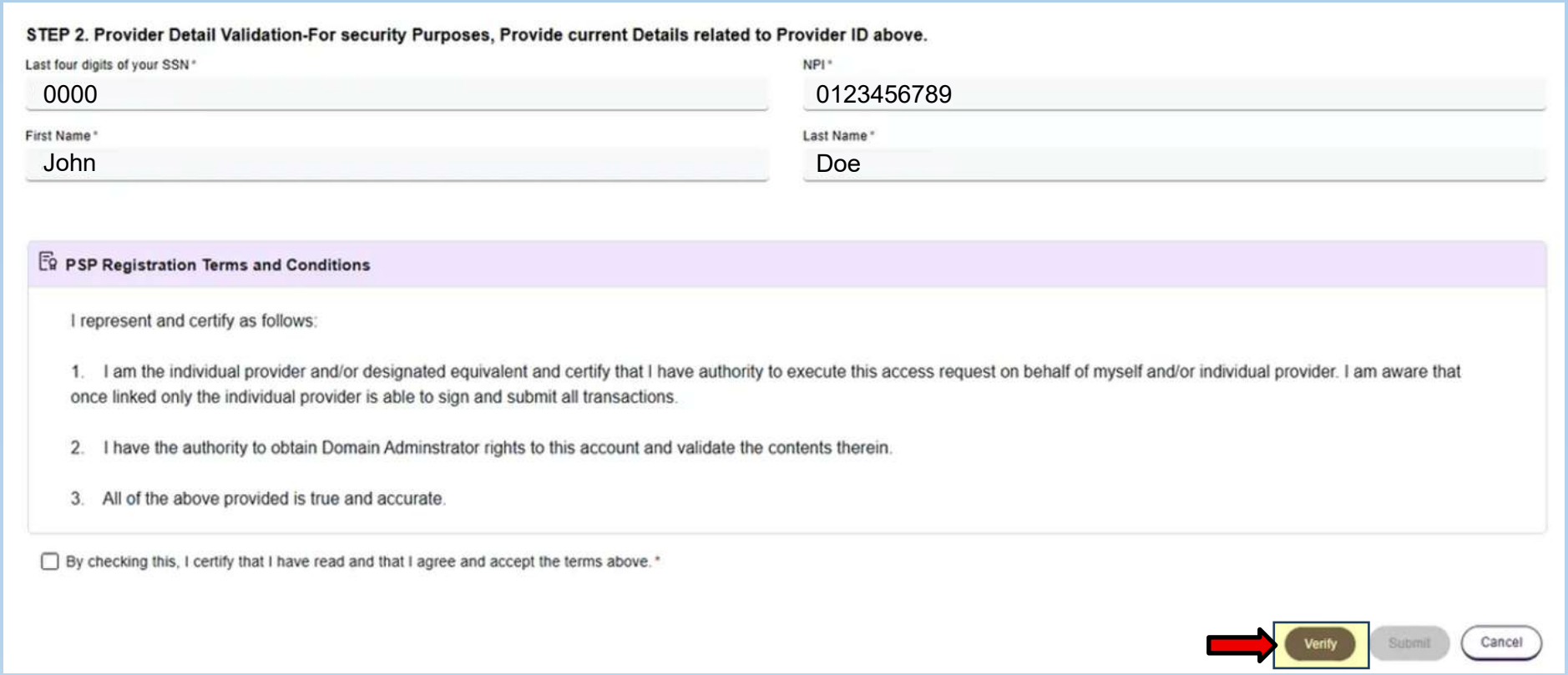
NOTE: If the eMail address on file is incorrect and needs to be updated - refer to the change eMail address instructions

PSP Enrollment Access
Step 1: Enrollment/Registration PIN Validation



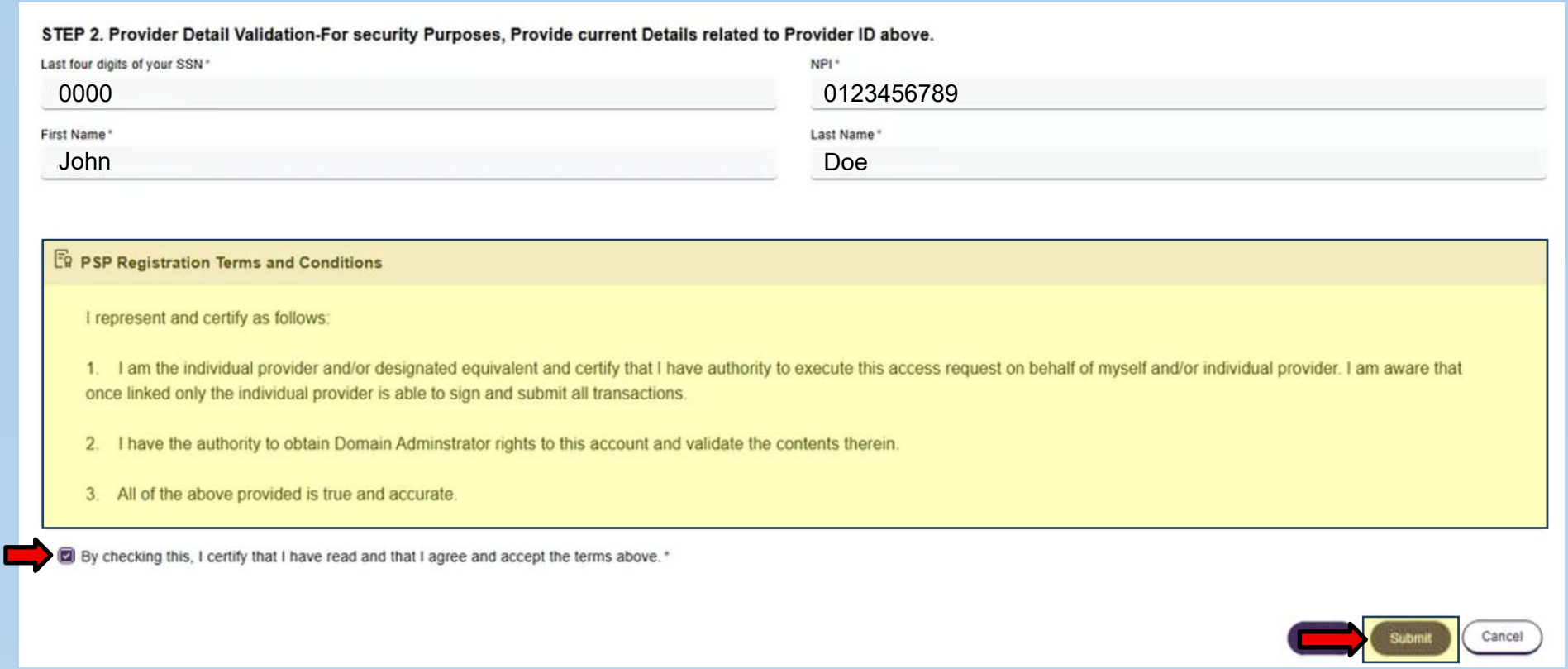
PIN has been sent to abc*****@email.com. If a change of email address or a hard copy letter is needed, please visit https://www.emedny.org/portal/email and complete the form.

PSP Enrollment Access
Step 2: Provider Detail Validation



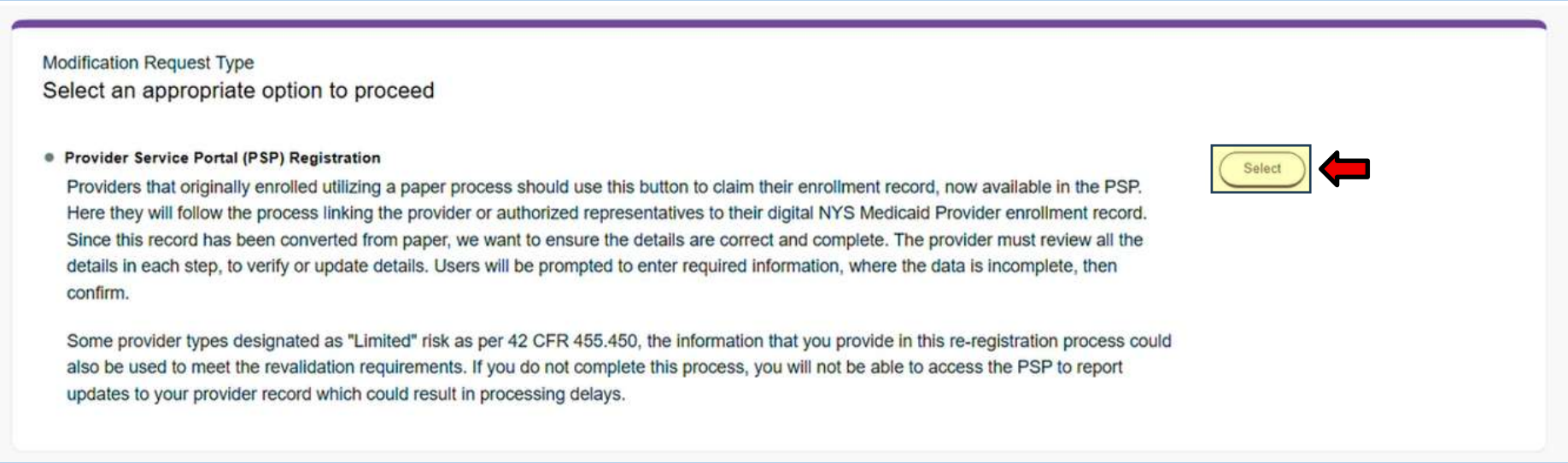
NOTE: This example is for an individual practitioner's registration PIN process

PSP Enrollment Access
Step 2: Provider Detail Validation

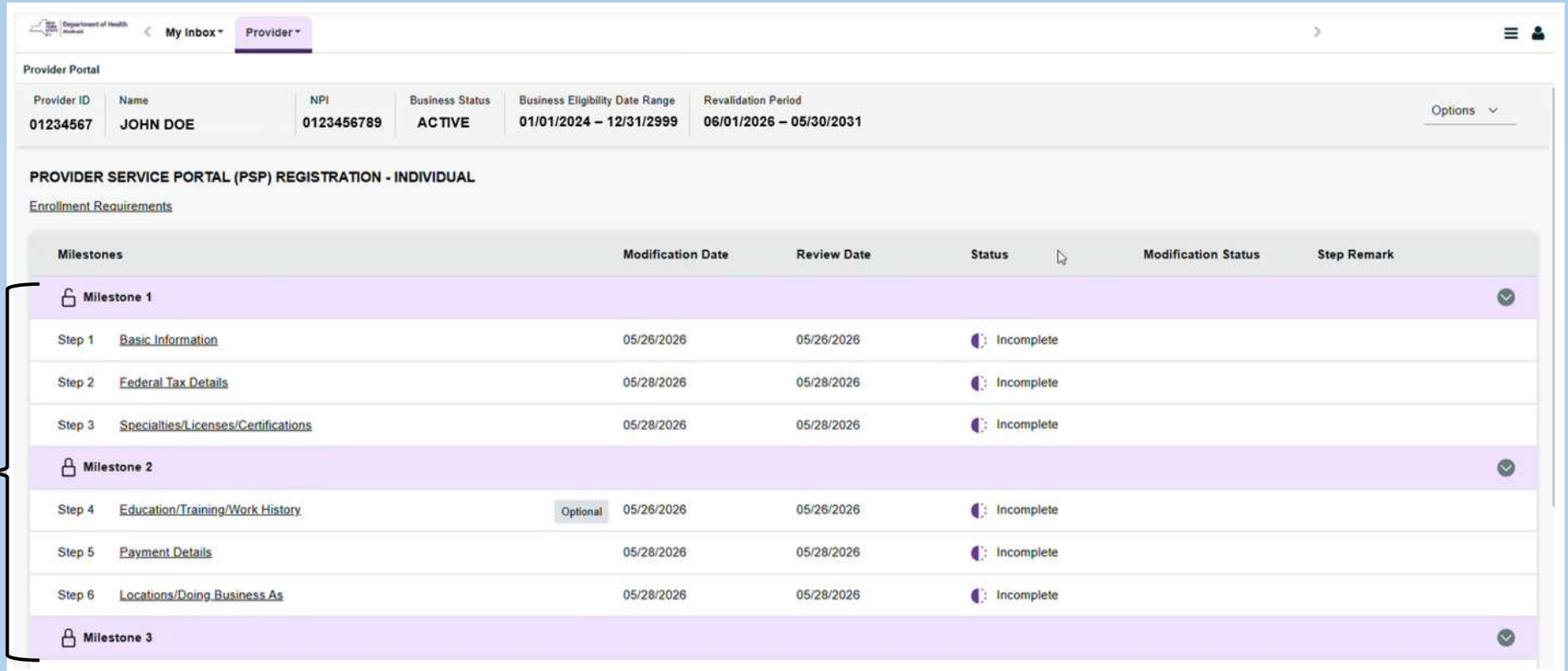


PSP Enrollment Access Domain Home Page

PSP Enrollment Access Modification Request Type



PSP Enrollment Access



NOTE: The provider, owner, board member or managing employee must e-sign and submit the updated enrollment profile

Important Reminders

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Reference and Contact Information

eMedNY Website

- www.emedny.org

PSP – Registration PIN Quick Reference Guide

- https://www.emedny.org/PSP/docs/PSP_RegistrationGuide.pdf

eMedNY Call Center

- 800-343-9000

Conclusion

Provider Services Portal Registration PIN

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www.emedny.org