



**Training Video
For NYS Medicaid Providers**

Enrollment

Key Objectives

Provider Services Portal (PSP)
NY.GOV ID Instructions

General Information

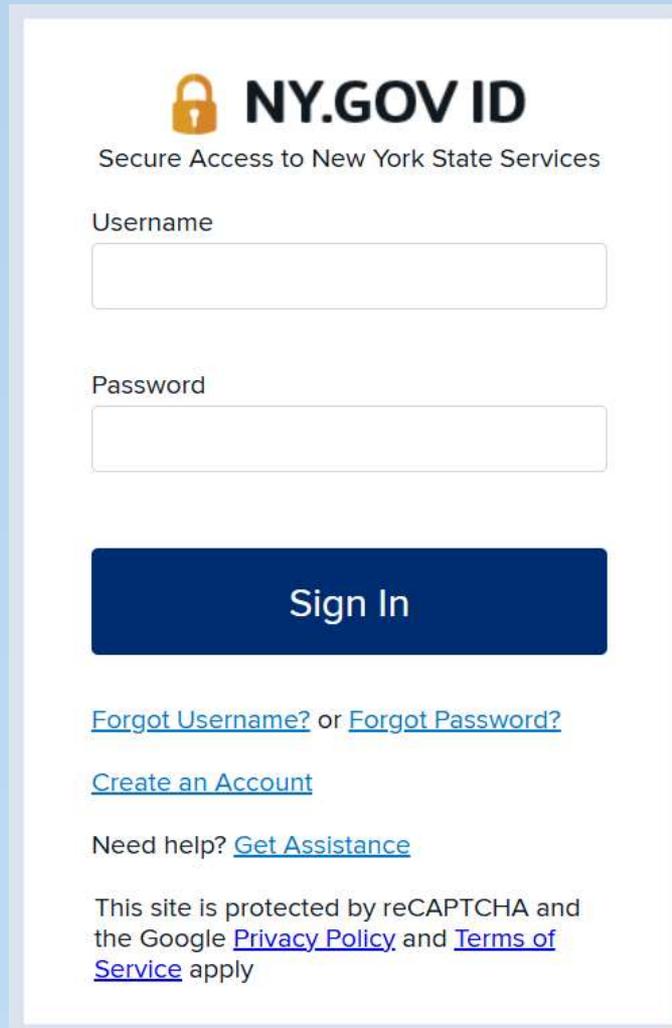
NY.GOV ID is an online service that allows users to securely sign in to government services that participate with NY.GOV ID

NY.GOV ID business account is required to access the NYS Medicaid Provider Services Portal

All Provider Services Portal users
(practitioners, owners, managing employees and credentialing staff)
must have their own NY.GOV ID business accounts

Multifactor authentication and identity proofing steps are required for all NY.GOV ID business accounts

NY.GOV ID – Create a Business Account



The image shows a login form for NY.GOV ID. At the top, there is a logo consisting of a padlock icon and the text "NY.GOV ID". Below the logo is the tagline "Secure Access to New York State Services". The form contains two input fields: "Username" and "Password". Below these fields is a large blue button labeled "Sign In". Underneath the button are three links: "[Forgot Username?](#) or [Forgot Password?](#)", "[Create an Account](#)", and "Need help? [Get Assistance](#)". At the bottom of the form, there is a disclaimer: "This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply".

<https://my.ny.gov/LoginV4/login.xhtml>

NY.GOV ID – Create a Business Account

The screenshot displays the eMedNY website interface. At the top, there is a navigation bar with links for 'home', 'self help', 'glossary', and 'site map'. A search bar is present, labeled 'ENHANCED BY Google'. Below the navigation bar, a horizontal menu contains several categories: 'What's New', 'Information', 'Provider Enrollment', 'Provider Manuals', 'Provider Outreach and Training', 'Contacts', 'eMedNY HIPAA Support', 'eMedNY Tools Center', and 'PTAR'. The main content area features the 'NEW YORK STATE Medicaid PSP PROVIDER SERVICES PORTAL' logo. A descriptive paragraph states: 'The New York State Medicaid Provider Services Portal is an online system that manages the provider enrollment process. It includes a secure, easy-to-use portal where providers can enroll, update information in their enrollment file, ask questions, and find support.' Below this, a numbered list of steps is shown, with step 1 highlighted: '1 Obtain Portal Access'. The text for step 1 reads: 'All NYS DOH Medicaid providers are required to have a NY.gov username in order to login to NYS Medicaid Provider Services Portal. Follow the steps below to create your NY.gov username. All steps must be completed before you are able to log into the portal and begin an application.' A yellow box highlights the first step: '1 Click on the login link: <https://my.ny.gov/LoginV4/login.xhtml>'. To the right, there are sections for 'Featured Links' (including 'PSP User Guide' and 'PSP FAQs'), 'Quick Reference Guides' (listing documents for new submissions and milestone guides), and 'Helpful Links' (including 'Provider Index', 'Provider Enrollment Guide', 'Provider Training Sessions', and 'Training Session').

1 Obtain Portal Access

All NYS DOH Medicaid providers are required to have a NY.gov username in order to login to NYS Medicaid Provider Services Portal.

Follow the steps below to create your NY.gov username. All steps must be completed before you are able to log into the portal and begin an application.

- 1 Click on the login link: <https://my.ny.gov/LoginV4/login.xhtml>
- 2 Click Create an Account.
- 3 Select Business.
- 4 Click on NYS Department of Health (NYSOH)

<https://www.emedny.org/PSP/#psm=step1>

NY.GOV ID – Create a Business Account

**NY.GOV ID**

Secure Access to New York State Services

Username

Password

Sign In

[Forgot Username?](#) or [Forgot Password?](#)

[Create an Account](#)

Need help? [Get Assistance](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply

<https://my.ny.gov/LoginV4/login.xhtml>

NY.GOV ID – Create a Business Account



Services News Government

NY.gov ID Online Services FAQs About NY.gov ID Help Desk Information Privacy Policy Terms of Service

Please select one of the following three account types:



PERSONAL

I want to access services for my personal use. My identity must be verified.



GOVERNMENT EMPLOYEE

Information for New York State or local government employees.



BUSINESS

I want to access services in a business capacity. My personal, business or organization's identity must be verified.

If you currently have an NY.GOV ID personal account, you will still need to create a business account

NY.GOV ID – Create a Business Account

Obtain an NY.gov ID Business User Account

Business NY.gov ID - Allows you to access online services that require your business organization's unique identity must be verified where you are acting in a business capacity as an authorized representative of the business (i.e. not as an individual). Business NY.gov ID may be used by representatives of companies, partnerships, sole proprietorships or organizations including municipalities and not-for-profit societies. Additional accounts for employees can be created as required.

Create a Business Account for:

[NYS Department of Labor](#) : Allows business users to create an employer account or a representative account.

[NYS Department of Public Service](#) : Allows Business users to make electronic filings using our Document and Matter Management (DMM) System.

[NYS Department of Taxation and Finance](#) : Allows business users to view your account, sales tax web file, tax preparer registration and more.

[NYS Office for the Aging](#) : Allows Users to create a business account to access NYSOFA applications.

[NYS Department of Motor Vehicles](#) : Allows Users to create a business account to access DMV applications.

[NYS Workers Compensation Board](#) : Allows Users to create a business account to access WCB applications.

[NYS Department of State](#) : Allows user to create a business account to access Charitable Organization Financial Reporting System.

[NYS Department of Transportation](#) : Allows Users to create a business account to access DOT applications.

[NYS Office of Renewable Energy Siting](#) : Allows business users to create an account and make electronic filings using our Permit Application Portal.

[NYS Office of Children and Family Services](#) : Allows Users to create a business account for OCFS applications.

[NYS Office of General Services](#) : Allows Users to create a business account for SDVES applications.

[NYS Office of Temporary & Disability Assistance](#) : Allows Users to create a business account for OTDA applications.

[NYS Department of Health \(NYSOH\)](#) : Allows Users to create a business account to access the NYSOH Issuer Portal

[NYS Office for People With Developmental Disabilities](#) : Allows Users to create a business account to access OPWDD applications.

[NYS Department of Corrections and Community Supervision](#) : Allows Users to create a business account to access the DOCCS Issuer Portal.

[NYS Homes and Community Renewal](#) : Allows Users to create a business account to access HCR applications.

NY.GOV ID – Create a Business Account

NY.gov ID Business Account Self Registration

First Name*

Last Name*

Email address is needed for password recovery.

Email*

Confirm Email*

Username must be at least 4 characters long, can be up to 128, and must be unique.
Must contain only alphanumeric characters. @ - _ and . may also be included. Do NOT use spaces.

Create a Username*

Create Account

Step 1 of 3

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

NY.GOV ID – Create a Business Account

Welcome [redacted], You are logged in as [redacted]

Last login -

Log out



REGISTER TO VOTE
Sign up online or download and mail in your application.
[REGISTER NOW](#)

You have access to the following services

No services enrolled

You can sign up for the following services



NY BUSINESS EXPRESS
Business Express



NYS SECTION 8 HCV PORTAL
Section 8 Housing Choice Voucher Program

Total time: 0 seconds

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NY.GOV ID – PSP First Sign In

**NY.GOV ID**

Secure Access to New York State Services

Username

Password

[Sign In](#)

[Forgot Username?](#) or [Forgot Password?](#)

[Create an Account](#)

Need help? [Get Assistance](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply

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

NY.GOV ID – PSP First Sign In



The New York State Medicaid Provider Services Portal is an online system that manages the provider enrollment process. It includes a secure, easy-to-use portal where providers can enroll, update information in their enrollment file, ask questions, and find support.



1 Obtain Portal Access

All NYS DOH Medicaid providers are required to have a NY.gov username in order to login to NYS Medicaid Provider Services Portal.

Follow the steps below to create your NY.gov username. All steps must be completed before you are able to log into the portal and begin an application.

- 1 Click on the login link: <https://my.ny.gov/loginV4/login.xhtml>
- 2 Click Create an Account.
- 3 Select Business.
- 4 Click on NYS Department of Health (NYSDOH)
- 5 Enter data into the following fields:
 - First Name, Last Name
 - Email (use your business email)
 - Confirm email
 - Username
 - Check the Captcha box and verify pictures (if required)
- 6 Click Create Account.
- 7 Verify all information. Click Continue to proceed or Back to update.
- 8 Click Finish.
- 9 Go to your email account and find the message from "NY.govID@its.ny.gov."
- 10 Open the email and click on the link to activate the NY.gov account.
- 11 Click Continue.
- 12 Select questions and enter valid responses to all three secret questions.
- 13 Click Continue.
- 14 Enter a new password that meets the criteria.
- 15 Click Continue.
- 16 Close the browser window.

Click on the login link <https://www.nysproviderportal.health.ny.gov> if you have not already identity proofed, it will prompt you to do so. If you have not set up a multifactor authentication, it will prompt you to do so. This is required.



Are you compliant with NYSDOH EFT Requirement?

Login ePACES

[ePACES Information](#)

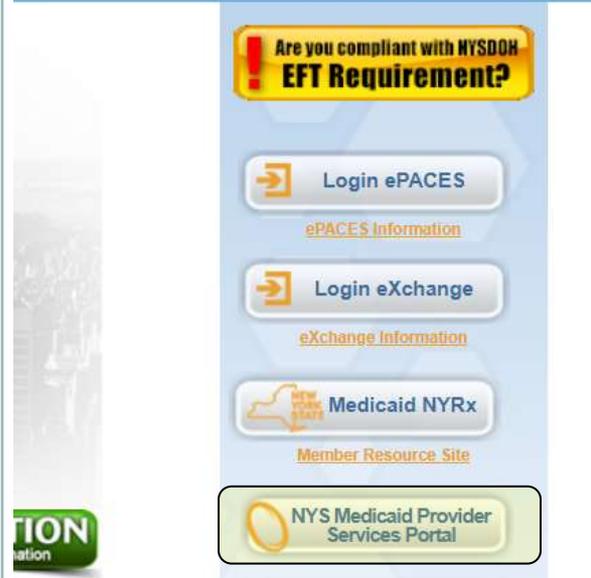
Login eXchange

[eXchange Information](#)

Medicaid NYRx

[Member Resource Site](#)

NYS Medicaid Provider Services Portal



NY.GOV ID – PSP First Sign In

**NY.GOV ID**

Secure Access to New York State Services

Username

Password

Sign In

[Forgot Username?](#) or [Forgot Password?](#)

[Create an Account](#)

Need help? [Get Assistance](#)

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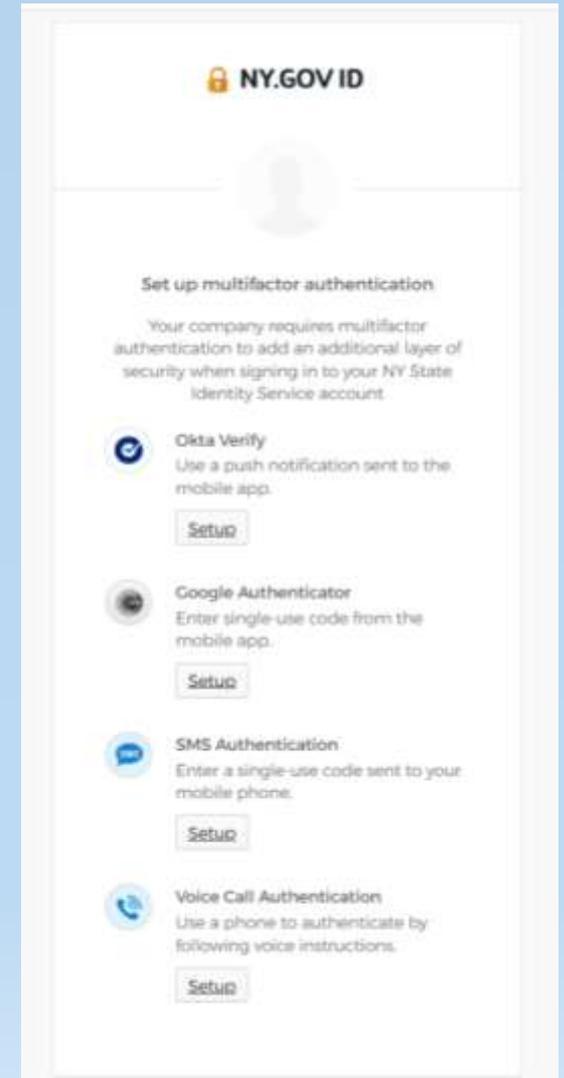
<https://www.nysproviderportal.health.ny.gov>

NY.GOV ID – PSP First Sign In

Multifactor Authentication Options

Multifactor Authentication (MFA) options include:

- Okta Verify
- Google Authenticator
- SMS (Text Message)
- Voice call



NY.GOV ID – PSP First Sign In Identity Proofing



An official website of New York State [Here's how you know.](#)

my.ny.gov
NY.GOV ID

We'll need to take some steps to confirm your identity.

It'll only take a few minutes. You'll need:

- Access to a smartphone or tablet with a working camera.
- A U.S. passport, passport card, driver's license or a state-issued non-driver ID.

On the next page you'll be prompted to:

- Review the information we have on file for you.
- Edit any information that should be updated.

Continue

Don't have access to a mobile phone?
Contact the [appropriate agency](#) for assistance.

NY.GOV ID

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NY.GOV ID – PSP First Sign In Identity Proofing

 An official website of New York State. [Here's how you know](#)

my.ny.gov
NY.GOV ID

Let's get you verified
It will only take 2 minutes

What you will need:

 Your Government Issued ID - State ID,
Driver's License or US Passport

 Your smartphone

Get started

powered by  **Secure**

To complete document verification, you will be transferred from this New York State website to our partner's website. Secure's [Terms of Use](#) and [Privacy Statement](#) apply.

Don't have a smartphone or tablet with a working camera? Contact the [appropriate agency](#) for assistance.

NY.GOV ID [Get Assistance](#) [About NY.GOV ID](#) [Privacy Policy](#) [Terms of Service](#) [FAQs](#)

U.S. passport, passport card, driver's license or state issued non-driver ID is required

NY.GOV ID – PSP Sign In

**NY.GOV ID**

Secure Access to New York State Services

Username

Password

Sign In

[Forgot Username?](#) or [Forgot Password?](#)

[Create an Account](#)

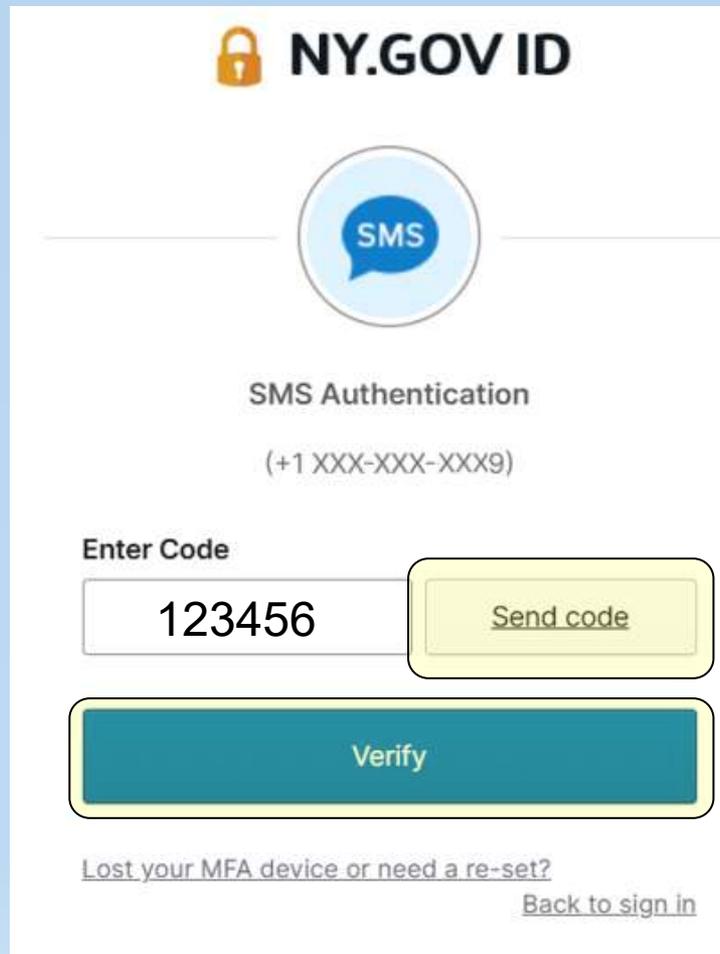
Need help? [Get Assistance](#)

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

NY.GOV ID – PSP Sign In

Multifactor Authentication



The image shows a mobile application screen for NY.GOV ID. At the top, there is a lock icon followed by the text "NY.GOV ID". Below this is a circular icon with a blue speech bubble containing the text "SMS". Underneath the icon, the text "SMS Authentication" is displayed, followed by a phone number placeholder "(+1 XXX-XXX-XXX9)". A text input field labeled "Enter Code" contains the number "123456". To the right of this field is a yellow button labeled "Send code". Below these elements is a large teal button labeled "Verify". At the bottom of the screen, there is a link that reads "Lost your MFA device or need a re-set?" and another link that reads "Back to sign in".

 **NY.GOV ID**



SMS Authentication
(+1 XXX-XXX-XXX9)

Enter Code

123456

Send code

Verify

[Lost your MFA device or need a re-set?](#)

[Back to sign in](#)

Provider Services Portal – Homepage

Provider Enrollment
Select an applicable option

New Enrollment
Enroll As a New Provider

[Enroll Now](#)



Track Application
Track Existing Provider Application

[Track Application](#)



Important Reminders

NY.GOV ID business account is required to access the
NYS Medicaid Provider Services Portal

From the list of NY.GOV ID business user account options
Select - NYS Department of Health (NYSOH)

All Provider Services Portal users
(practitioners, owners, managing employees and credentialing staff)
must have their own NY.GOV ID business accounts

Multifactor authentication and identity proofing steps are required
for all NY.GOV ID business accounts

Reference and Contact Information

eMedNY Website – Provider Services Portal Homepage

- www.emedny.org/PSP/#psm=step1

Quick Reference Guide – NY.GOV ID Account Overview

- https://www.emedny.org/PSP/NYGOV_ID_Account_Overview.pdf

NY.GOV ID

- NY.GOV ID - FAQs:
<https://my.ny.gov/NYgovId/faqs.xhtml>
- 1-844-891-1786
- Fixit@its.ny.gov



Conclusion

Provider Services Portal
NY.GOV ID Instructions



www.emedny.org