Provider Services Portal
Registration Instructions

Overview

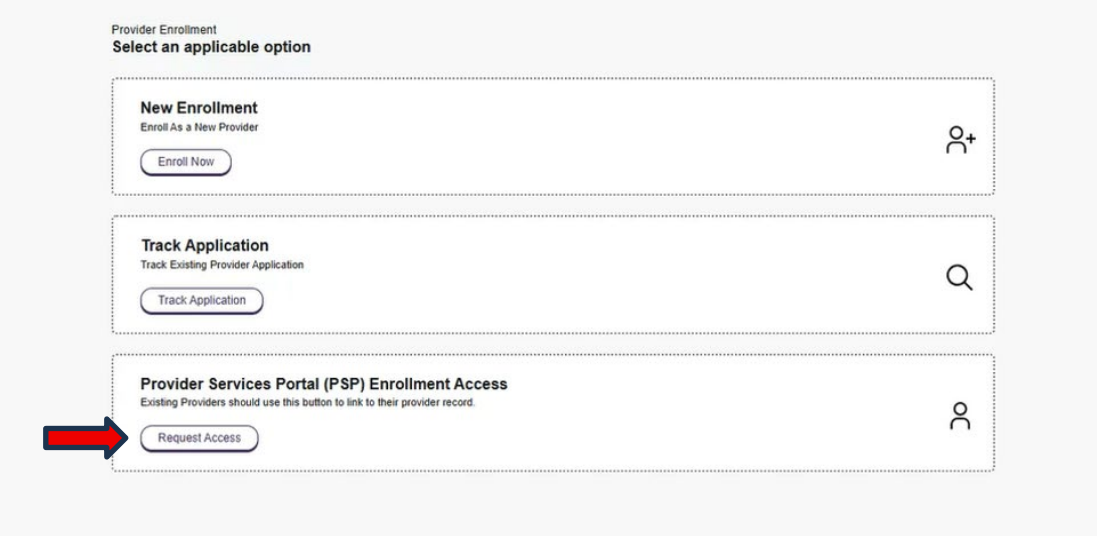
This document describes how Medicaid providers gain access to their existing provider enrollment records within the Provider Services Portal (PSP). An NY.GOV ID business account is required to access the PSP.

Please 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

Request Access

Once logged in to the PSP (https://www.nysproviderportal.health.ny.gov):

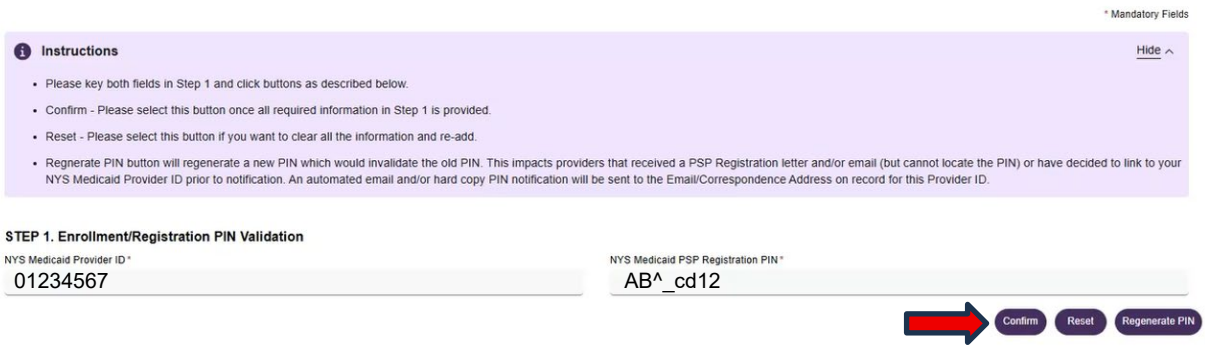
Select Provider Services Portal (PSP) Enrollment Access from the available options:



Enrollment/Registration PIN Validation (Step 1)

Enter the NYS Medicaid Provider ID number and NYS Medicaid PSP Registration PIN (refer to the sample registration PIN Email/letter on page 5).

Click on Confirm.



The **Reset** button will clear all information in the fields.

The **Regenerate PIN** button will regenerate a new PIN. An Email will be sent to the provider's Email address on file.

NOTE: If the Email address on file is incorrect and needs to be updated, refer to the Change Email Address instructions starting on page 6.

The following message is an example of the response that will appear after entering the NYS Medicaid Provider ID number and clicking Regenerate PIN. Only the first 3 letters of the email address will be displayed.

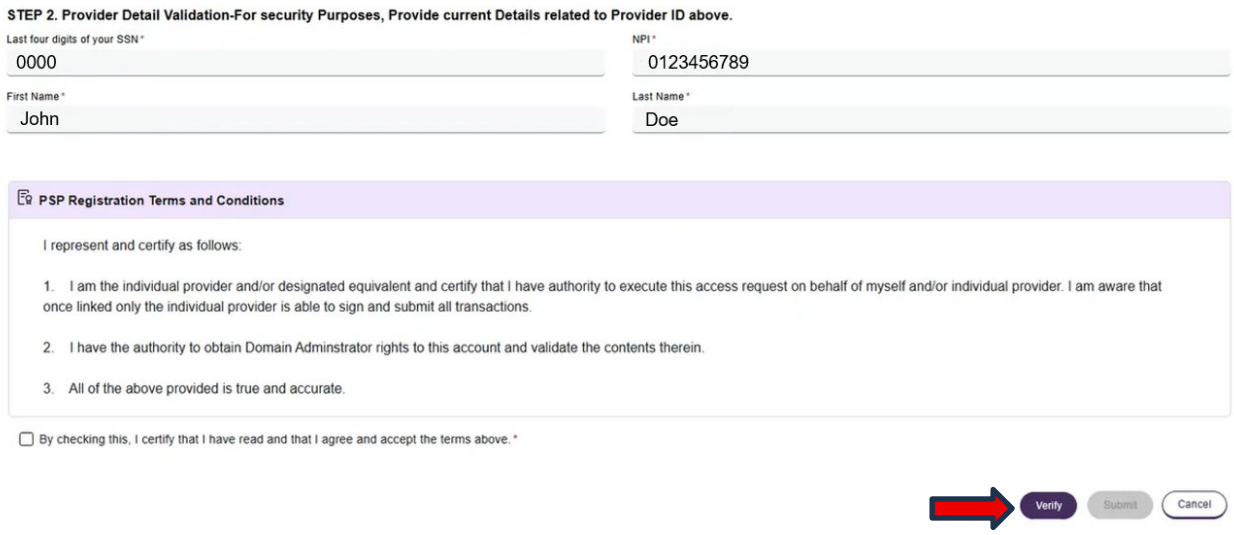
PIN has been sent to abc***@email.com. If a change of email address or a hard copy letter is needed, please visit https://www.emedny.org/portal/email and complete the form.**

***Provider Detail Validation* (Step 2)**

Enter the last four digits of the provider's Social Security number, the provider's NPI number and first and last names.

Click on Verify

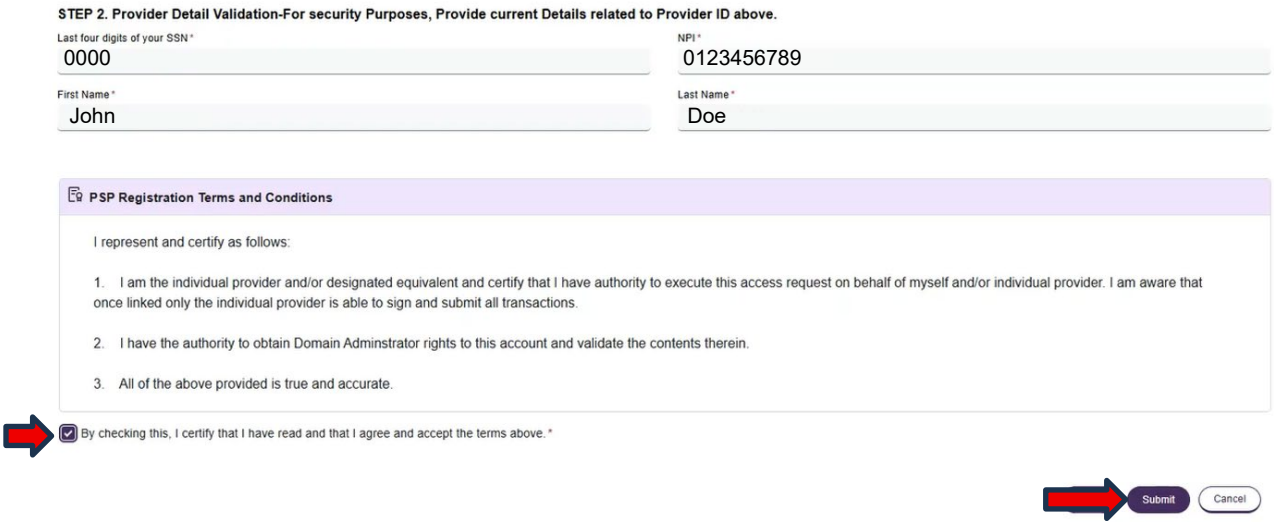
NOTE: This example is for an individual practioner's PIN process. Required fields will vary depending on provider type.



Once verified, review the PSP Registration Terms and Conditions.

Place a check mark in the "I certify that I have read and that I agree to and accept the terms above."

Click on Submit

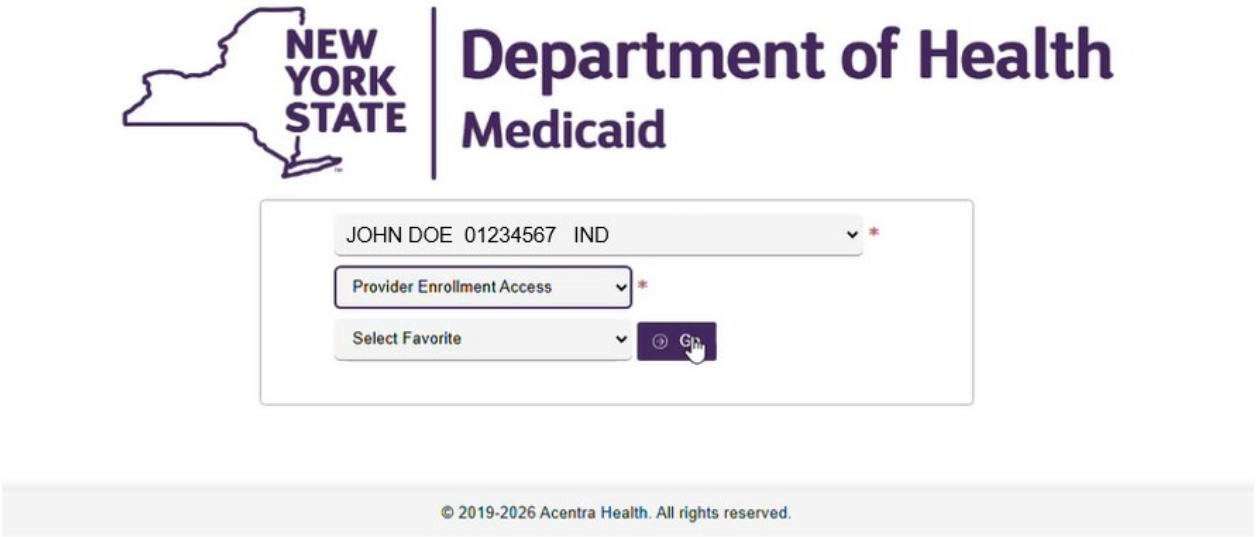


From the NYS PSP domain home page –

Select - Provider's name from the drop-down list (if more than one provider is available)

Select - Provider Enrollment Access

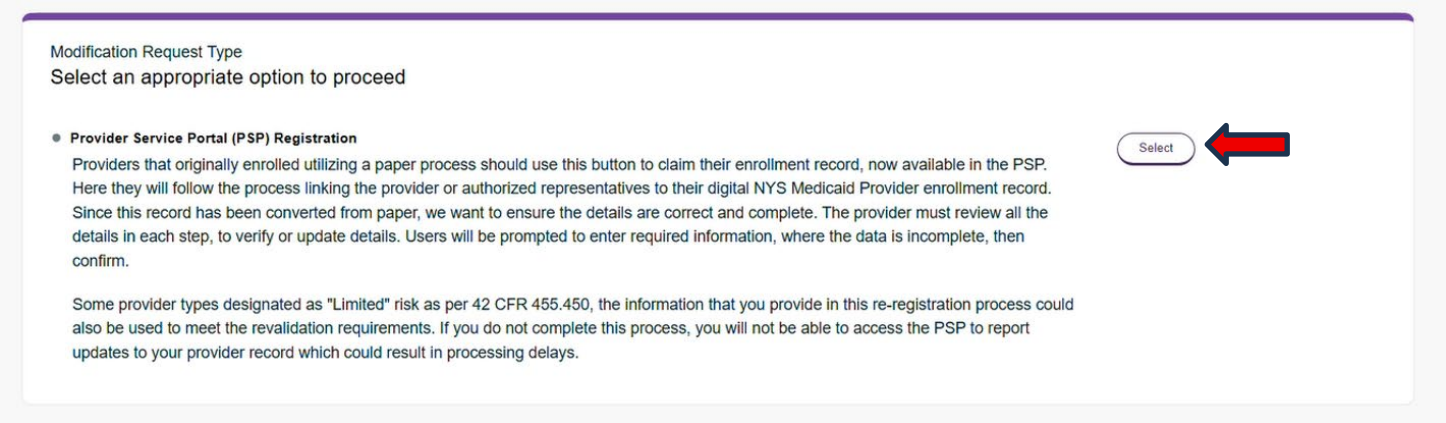
Click on Go



NOTE: A credentialer can add a provider via the domain access profile at their convenience once the provider has claimed their file via the PIN. Please refer to the Managing Domain Administrators quick reference guide for assistance with making changes and additions to the provider domain and enrollment access files.

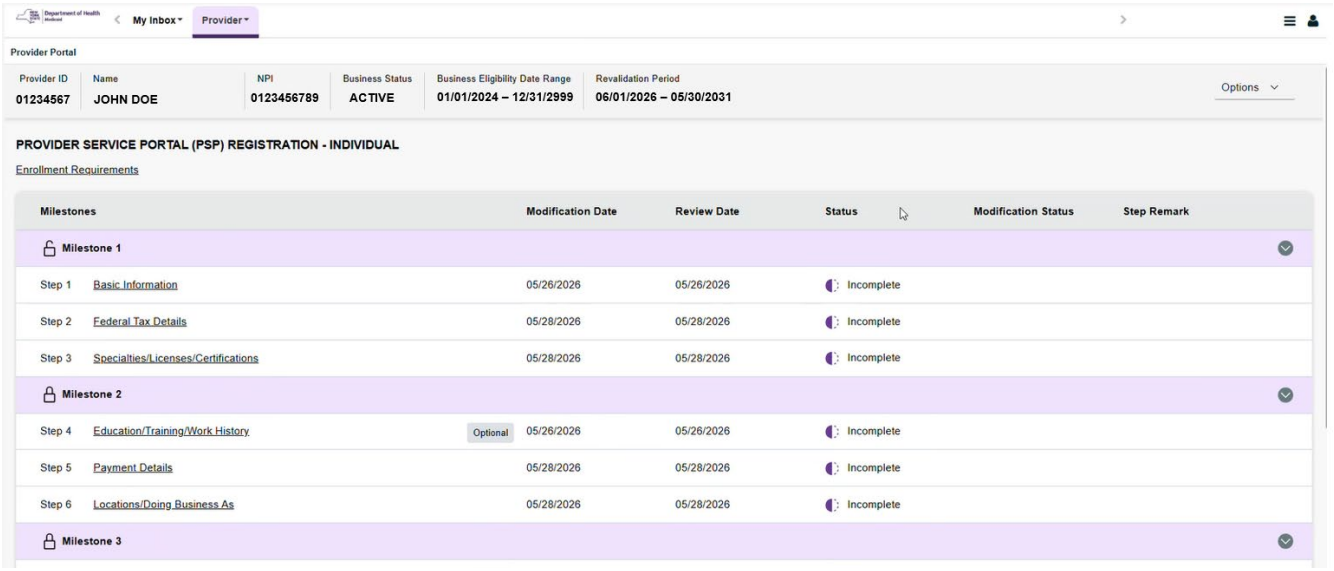
From the Modification Request Type Screen –

Select - Provider Services Portal (PSP) Registration



Make modifications and updates to the provider's enrollment profile where needed and then submit.

NOTE: The provider (not a credentialer or staff member) must e-sign and submit the updated enrollment profile. Providers are encouraged to complete the profile update as soon as possible.



Sample Email/Letter with Registration PIN

An Email and/or letter will be sent with PSP registration instructions and a registration PIN to the email and correspondence addresses currently on the provider's enrollment file. The image below is an excerpt from a NYS Medicaid PSP registration 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 (if needed)

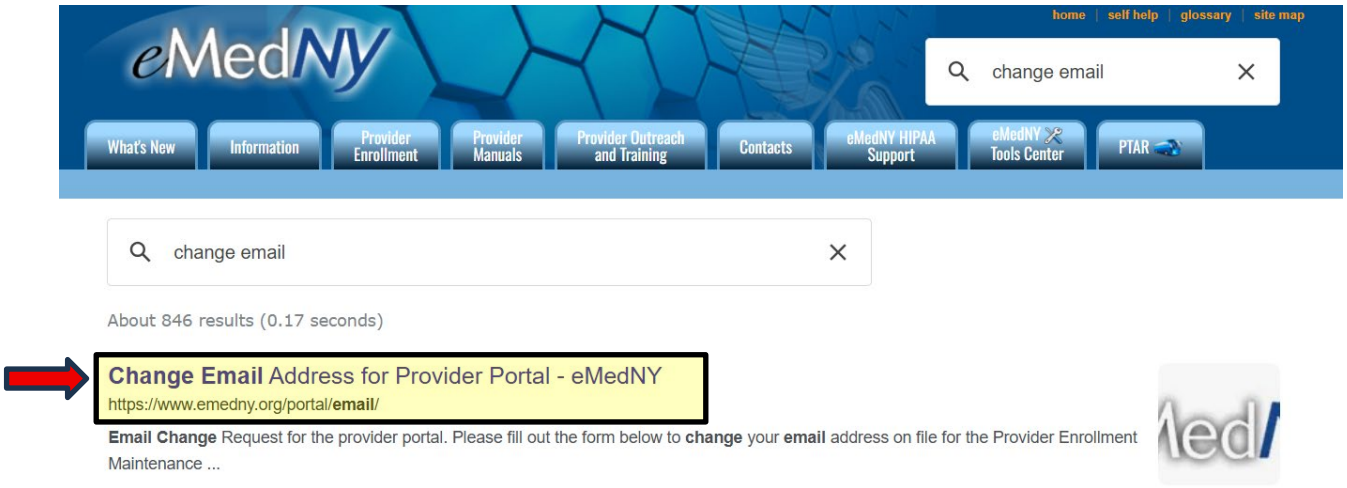
If the Email address on file is incorrect, providers can update the email address as follows:

From the eMedNY.org homepage

Enter **change email** in the Enhanced by Google search box in the upper right corner

Click on 🔍 to search

Select - Change Email Address for Provider Portal - eMedNY



Select the Provider Services Portal (PSP) application

Complete and submit the form to update the Email address on file