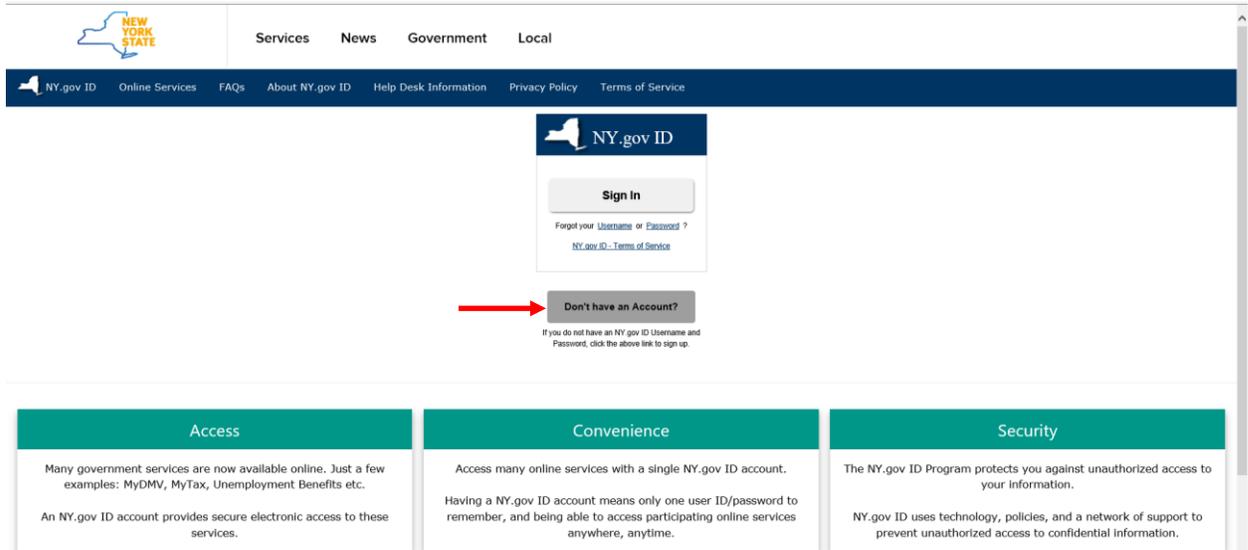


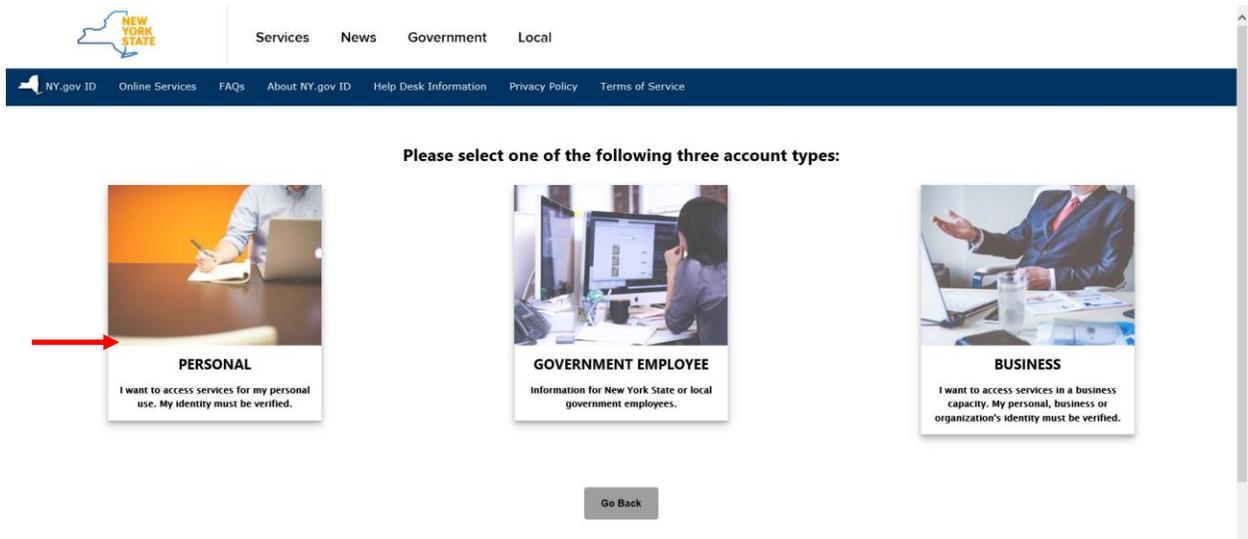
## How To Create a My NY.gov Personal Account

NY.GOV account is required in order to complete the certified patient or designated caregiver registration process for the medical marijuana program. If you do not have a NY.GOV account, follow the instructions below to obtain one.

1. Visit <https://my.ny.gov/> and click the "Don't have an Account?" button.

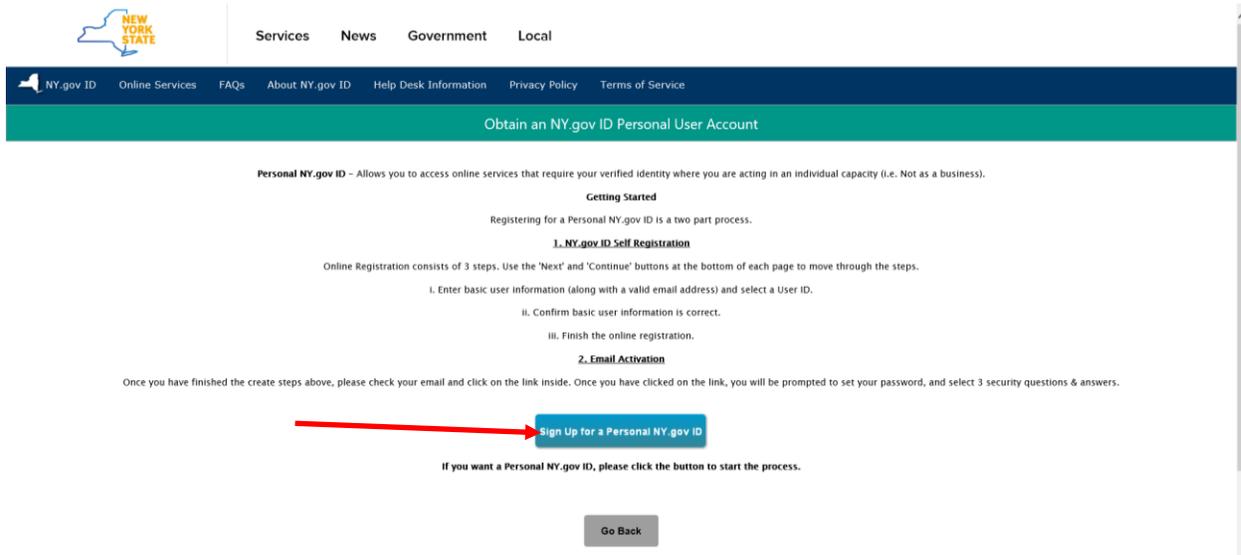


2. Click the "Personal" button.

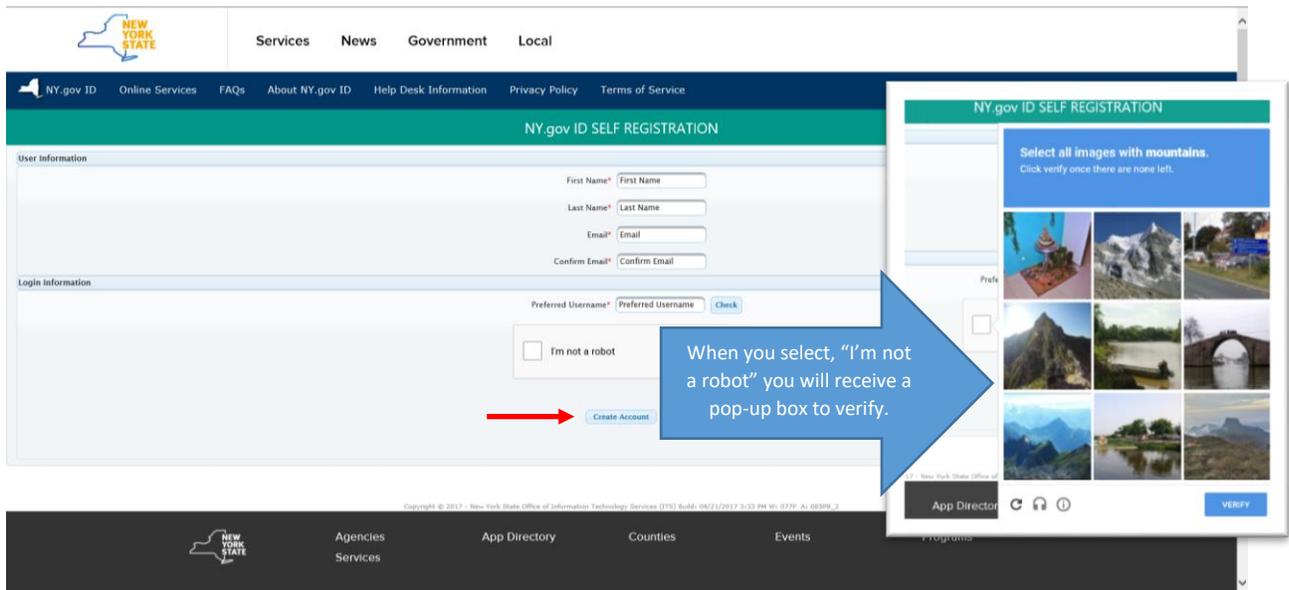


## How To Create a My NY.gov Personal Account

3. Click the "Sign Up for a Personal NY.gov ID" button.



4. Complete the required fields, check "I'm not a robot", complete the pop-up, then click the "Create Account" button. You may select the "Check" box to the right of Preferred Username before creating an account to confirm the user name you selected is available.



*If you receive a message on the next screen indicating "You might already have a NY.gov ID!" this means you have used this same email address for a previous registration. If you are sure you entered your email address correct, you may select "Continue".*

## How To Create a My NY.gov Personal Account

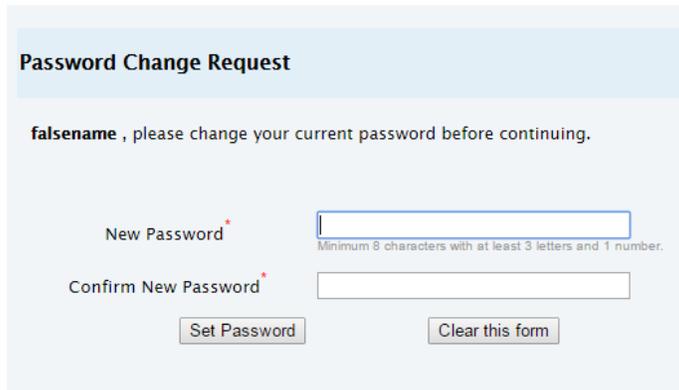
5. Verify that the information you entered is accurate. If it is accurate, click the "Continue" button. If it is NOT accurate, click the "Back" button to go back and enter the correct information.
6. Click the "Finish" button. A confirmation email will be sent to the email address you entered.
7. When you receive the confirmation email, click on the link to activate your account or copy and paste the link into your web browser.
8. You will be taken to the NY.gov ID Activation page. Select your 3 secret questions and enter the answers. You will need to remember the answers to these questions if you ever forget your password. When you have completed all 3 questions and answers, click the "Continue" button.

The screenshot shows the 'NY.gov ID Activation' page. At the top, it says 'Thank you for registering!' and 'You are now ready to activate your NY.gov Id.' Below this, it states 'During this process, you will need to' followed by a bulleted list: 'Set 3 valid secret questions and answers.' and 'Set a new password.' The main section is titled 'Secret Questions' and contains three identical rows. Each row has a dropdown menu labeled '\*Question' with 'Select One' as the current selection, an input field for '\*Answer', and another input field for '\*Confirm Answer'. At the bottom of the form is a blue 'Continue' button.

9. You should receive a confirmation message when your secret questions and answers are successfully saved. Click the "Continue" button.

## How To Create a My NY.gov Personal Account

10. Enter your password for your account and click the "Set Password" button.



The screenshot shows a web form titled "Password Change Request". Below the title, it says "false name, please change your current password before continuing." There are two input fields: "New Password" and "Confirm New Password". The "New Password" field has a red asterisk and a tooltip that says "Minimum 8 characters with at least 3 letters and 1 number." Below the input fields are two buttons: "Set Password" and "Clear this form".

11. You will receive a confirmation message that your new password has been set. Click the "Continue" button.

12. You will receive a confirmation message that your NY.gov Id has been activated. Click on the "Go to MyNy" button.



The screenshot shows a confirmation page titled "NY.gov ID ACTIVATION". At the top right is a "Log out" button. The main message says "You have successfully activated your NY.gov Id!" followed by "Please click on one of the buttons below." There are two buttons: "Continue to Enrollment" with the text "This is where you sign up for various NYS applications." and "Go to MyNy" with the text "A portal to view the NYS applications you have access to." A red arrow points to the "Go to MyNy" button.

The steps below will show you how to access the Medical Marijuana Program's registration system once you have your NY.GOV account.

## How To Create a My NY.gov Personal Account

13. You will be taken to the Services page. Scroll down and click on the "Health Applications" icon.

You have access to the following services

You can sign up for the following services

- SLMS: Statewide Learning Management System.
- Labor Online: Department of Labor Online Services.
- MyDMV: Motor Vehicles Online Services.
- TEACH Application: Teacher Certification.
- NYS License Center: NYS License Center.
- NY State of Health: The Official Health Plan Marketplace.
- BPSS Application: BPSS.
- VSP: Office of Victim Services.
- Health Applications: (indicated by a red arrow)

14. Click on the "Medical Marijuana Program" link.

New York State  
Department of Health

Services News Government Local

**NYS Department of Health Applications**

Medical Marijuana Data Management System

15. Select your role.

*If you would like additional step-by-step assistance, select HELP in the top right corner.*

Medical Marijuana Program: Registration Home

**Help**

Please select your Role.

**Patient:** Choose this role if you are a certified patient, eighteen years of age or older and capable of consenting to your own medical treatment.

You may also use this role if you are helping a patient register who is eighteen years of age or older and the patient can consent to his or her own medical treatment. If the patient's NY.GOV account was not used to login, please exit and have the patient login to NY.GOV to access this page and select PATIENT. Do not select the PROXY APPLICANT role.

**Proxy Applicant:** Choose this role if you are registering on behalf of a patient who is under the age of eighteen or on behalf of a patient who is incapable of consenting to medical treatment.

- You must be over twenty-one years of age to select this role.
- If you are helping a patient register who is over the age of eighteen and can consent to their own medical treatment, do NOT select the Proxy Applicant role. Please have the patient log into their own NY.GOV account and select the Patient role.

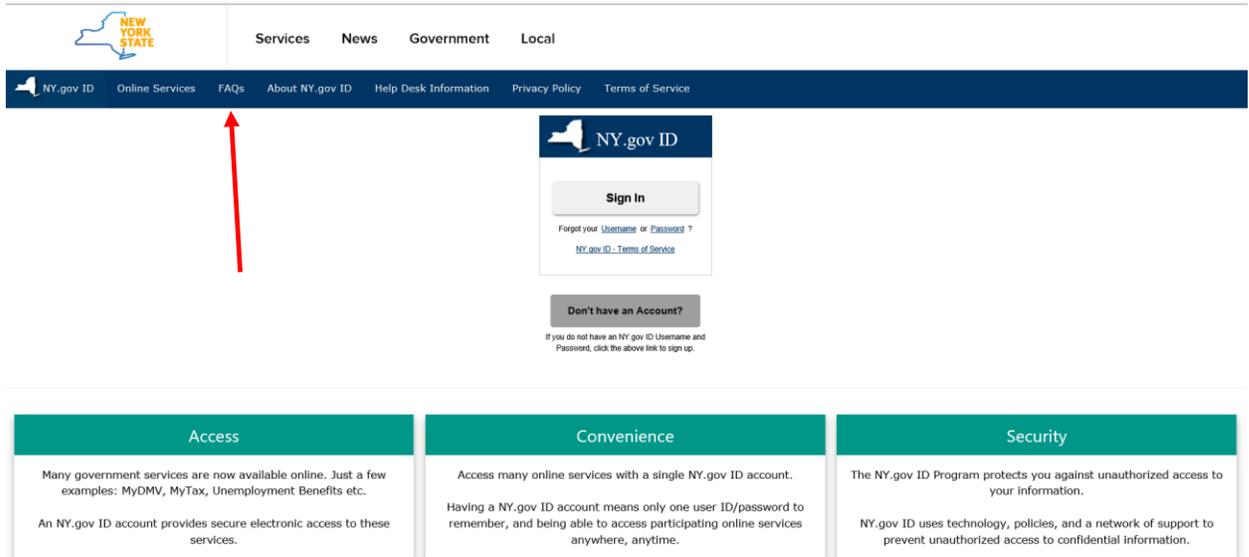
**Caregiver:** Choose this role if you were designated by a patient or a proxy applicant on the patient's registration to be a patient's caregiver.

- The patient's registration must be active before you can register as a caregiver.
- Once you select the role of Caregiver, select Register/View my Patients. If the patient's name is not listed, contact the patient or their proxy applicant to verify the status of the patient's registration and ensure you're listed as a caregiver.

Patient Proxy Applicant Caregiver

## How To Create a My NY.gov Personal Account

If you need additional information on using your NY.Gov account or require password assistance, please visit the “FAQ” link on the *NY.Gov ID* Menu (shown below).



The screenshot displays the NY.gov website interface. At the top left is the New York State logo. The main navigation bar includes links for Services, News, Government, and Local. A dark blue secondary navigation bar contains links for NY.gov ID, Online Services, **FAQs** (highlighted with a red arrow), About NY.gov ID, Help Desk Information, Privacy Policy, and Terms of Service. Below this is the NY.gov ID sign-in page, which features a 'Sign In' button, a link for 'Forgot your Username or Password?', and a 'Don't have an Account?' button. Below the sign-in page are three informational boxes: 'Access', 'Convenience', and 'Security'.

Access	Convenience	Security
Many government services are now available online. Just a few examples: MyDMV, MyTax, Unemployment Benefits etc. An NY.gov ID account provides secure electronic access to these services.	Access many online services with a single NY.gov ID account. Having a NY.gov ID account means only one user ID/password to remember, and being able to access participating online services anywhere, anytime.	The NY.gov ID Program protects you against unauthorized access to your information. NY.gov ID uses technology, policies, and a network of support to prevent unauthorized access to confidential information.