ServSTEUBEN Medical Reserve Corps
New Member
Step-by-Step
Registration Guide
Please note that new NY State regulations require all MRC volunteers to possess a NY.gov ID. Registration for this ID must occur prior to registering with the ServSTEUBEN Medical Reserve Corps.

This guide will cover the entire registration process, starting with NY.gov ID registration and moving on to registration with ServNY, the NY State volunteer database. Although this guide attempts to give clear and accurate instructions, we recognize that this process is not always easy or intuitive. If you encounter any difficulties or find yourself simply unable to register for any reason, please contact a MRC Coordinator staff at 607-664-2438

ServNY is a registry of people who are open to the idea of volunteering to help the community prepare for or respond to emergencies. In registering, you share information about your skills and abilities allowing us to match quickly people with potential needs. Registering does not guarantee that you will be called upon, nor does it mean that you must participate if called.

We are happy to assist you in any way we can!

Steuben County Public Health
1) To begin the registration process, please open your web browser and visit https://apps.health.ny.gov/pub/servny/

2) On the Home page, click Log in to NY.gov on the left-hand side of your screen.
3) Click on **Don’t have an Account**.

If you happen to already have a NY.gov ID, you can click **Sign In**.

Then, click on the **Health Application** icon and then the **ServNY** link.

Skip to Step 11.
4) On the account selection screen, select **Personal**.

5) On the following page, select sign **Up for a Personal NY.gov ID**
6) On the NY.gov ID Self Registration page, enter your User Information and Login Information.

When you are finished entering all necessary information, select **Create Account**.
7) Navigate through the necessary confirmation windows. When you have finished, an automatic email will be sent to the email address you supplied. Go to your email account and click the link inside.

Dear [Username]

Thank you for registering a NY.gov ID.

Your Username is [Username]

Please click here to activate your account. Please do not close out of the browser while completing the account activation.

If the above link does not work please copy and paste the below URL into your browser.

https://my.ny.gov/Activate/activate.xhtml?id=0394e8a7-025a-409b-bbb9-6df320938169&nygovidlang=en

Thank you
New York State

8) Once you have accessed the link, select and answer all three security questions.

These can be used later to retrieve your password if needed.
9) After you have selected your security questions, please select a password.

Your password must contain at least 8 characters, including 3 letters and 1 number.

10) Once you have selected your password, select **Continue to Enrollment** to register with ServSTEUBEN MRC.
11) On the primary Dashboard, select **Health Applications** in the lower-left portion of your screen.

12) On the NYS Department of Health Applications page, select **ServNY**.

**NYS Department of Health Applications**

- ![Medical Marijuana Data Management System](image)
- ![ServNY](image)
- ![Certificate Of Need](image)
- ![Public Collaboration](image)
13) Then, select **Don’t have existing account**.

14) You will now be directed to register as a volunteer with ServNY. Although you must enter all necessary information. Please note that this process does not need to be completed all at once. Partial information will be stored for completion at a later date.
15) Under the ServNY Program Membership tab, scroll down and select Steuben County ServSTEUBEN MRC from the list to join our program.

16) When you have entered all necessary information, click Register at the bottom of the ServNY Summary tab.
Once you have completed registration, you will see the confirmation pop-up window (pictured below).

You’re done. Congratulations!

We realize that this process is not particularly easy or convenient. If you encounter any difficulties with the registration process, please feel free to contact a MRC Coordinator at 607-664-2438.

Thank you for taking the time to register.
Welcome to the ServSTEUBEN Medical Reserve Corps (MRC)!

Our thanks to NYC MRC for putting these directions together and allowing us to modify for ServSTEUBEN MRC.