New HCS User Account

Need a Health Commerce System (HCS) account? Follow these steps (Register only once):

A. Create your unique User ID and set up Security Questions.
B. Go to your HCS Coordinator with your user ID and valid photo ID for verification.
C. Set your password and login.

FIRST—The New User will...

A. Create User ID & Set Up Security Questions

1. Go to https://commerce.health.state.ny.us
2. Click **Sign Up Here**
3. Click **No** (I do not hold a healthcare professional license issued by the NYS Department of Education)
4. Create/Enter a unique User ID
5. Enter your First Name, Last Name and Email Address
   NOTE: Name is same as it is on your Photo ID
6. Click the **User Security and Use Policy** link and review
7. Check the box to confirm you read and understand the Security and Use Policy
8. Click **Continue**
9. Answer six (6) Security Questions and click **Save**
10. Confirm: Step 1 Success message

   You will receive two emails from camu@health.ny.gov:

   "*HCS Self Registration Account Created for <user ID>*" and

   "*HCS security questions and answers have been changed for <user ID>.*"

   Check junk mail if not received.

11. **Go to your organization's HCS coordinator** with your <user ID> and a valid photo ID e.g. NYS DMV Driver's License, NYS DMV Non-driver Photo ID, Passport, Unexpired Foreign Passport, US Driver's license (out-of-state users), etc.

SECOND—The HCS Coordinator will...

B. Affiliate you with the organization

1. Login the HCS
2. Click **Coord Account Tools - HCS** under My Applications
3. Scroll down to **Request an account for a... User**
4. Click **User**
5. Select your organization from the list
6. Enter the user's HCS ID and click **Next**
7. Select option: **NYS Photo ID** or **Non NYS Photo ID**

   NOTE: The information must match exactly. If the ID is not a NYS driver license, please enter the **out-of-state ID** number in the Non NYS ID Value field.

8. Complete user's information based on photo ID and click **Next**
9. Enter the user's business contact information and click **Submit** Confirm confirmation message "**Registration Success**" displays
10. Instruct the *newly* enrolled user to look for "Congratulations! You are enrolled on the HCS" email. This contains their link to set their password. *Existing users do not need to reset password.*

User Sets Password & Logs in...

C. Set your password upon receipt of "Congratulations! You are enrolled on the Health Commerce System (HCS)" email:

1. Click the link in your email Note: Only newly enrolled users will receive an email; existing users will not.
2. Enter your user ID
3. Click **Continue**
4. From the Forgot your Password? screen, click one option e.g.
   Reset my password using my NYS Driver License or NYS Non-Driver Photo ID or
   for out-of-state users: **Reset my password using my security question answers**
5. Enter your user ID and NYS DMV or security questions info, etc. and **Login** to HCS.