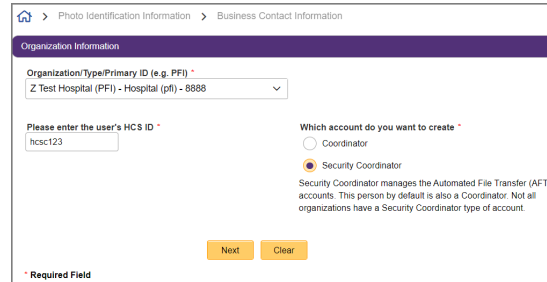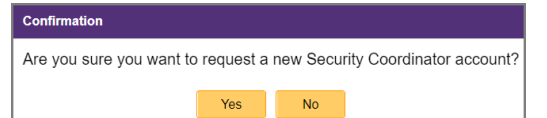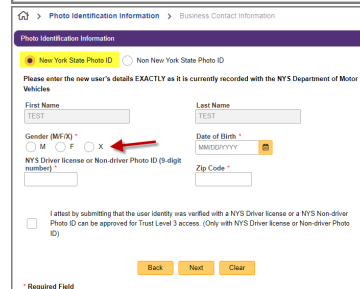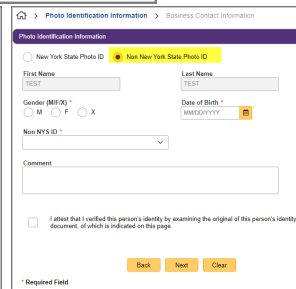# New Coordinator *or* Security Coordinator

Important: You must be an existing Coordinator to create either a new Coordinator or Security Coordinator account. A **Coordinator** manages user accounts and roles. A **Security Coordinator (SC)** manages the Automated File Transfer (AFT) accounts. The SC is by default a Coordinator and not all organizations need an SC. **BEFORE** creating a Coordinator or SC account, the person must be an existing user or have created a new user ID. All users have accepted the Security and Use Policy and set up their six security questions. If the person does not have a user ID, then they should go to HCS login page and click **Don't Have An Account? Sign Up Here.**

1. Click **Coord Account Tools—HCS** or **Coord Account Tools—LHD** (Local/County Health Dept) from **My Applications** list.
2. Select **Coordinator or Security Coordinator** link from the **Request an account for a**… table.
3. Select the **Organization/Type/Primary ID (e.g. PFI)** you are adding the Coordinator to.
4. Enter person's **HCS ID**. If they do not have one, then follow instructions to create a New HCS user account .
5. Select either **Coordinator** or **Security Coordinator** option.
6. Click **Next.**
7. Confirm message, "*Are you sure you want to request a new Coordinator account or new Security Coordinator account?"*
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 Comments field.
8. Complete user's information based on photo ID and click **Next**
9. Enter the user's business contact information and click **Submit**
10. Confirm confirmation message "**Registration Success**" displays
11. Instruct the *new* Coordinator to look for "Congratulations! You are enrolled on the HCS" email. This email contains their link to set their password (if new Coordinator is also a new user) and to review the Organizational Security and Use Policy.

If the new Coordinator or SC is also a new user, then they will receive three confirmation emails: (**1**) HCS Self Registration Account Created for <userID>, (**2**) HCS Security Questions and answers have been changed and (**3**) Congratulations! You are enrolled on the HCS.

If user did not create a User ID or you typed it incorrectly, then you will receive this message: This HCS ID does not exist. Please check if the ID entered is correct. If needed, please confirm if the user registered for the account before requesting the Coordinator or Security Coordinator access.

Beginning 2023: NYS Assembly Bill enacts the "Gender Recognition Act." New Yorkers can update all State forms with a gender-neutral 'X' (non-binary) designation.

If new Coordinator, is also a new user, then they need to set their password, review the User Security and Use Policy and the Organizational Security and Use Policy before logging in:

1. Click the top link in the Congratulations email
2. Enter user ID
3. Check "I'm not a robot" and complete the CAPTCHA
4. Click **Continue**
5. 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 out-of-state users: **Reset my password using my security question answers**
6. Enter user ID and NYS DMV or security questions info, etc. and **Login** to HCS.