

# Paperless HCS User Account

**NEW! Paperless HCS User Accounts for non medical professionals OR all those needing access to UAS.** The Health Commerce System (HCS) user account request has gone paperless! No more signatures and notary. Applying for an HCS user account is as simple as filling out an online form and having a valid Photo ID, such as a NYS DMV Driver License, NYS DMV Non-driver Photo ID, Passport, etc. People that do not have a valid Photo ID can still apply for an HCS user account using the existing process which requires signatures and a notary. Please see your HCS Coordinator to apply.\*

## A. User steps...

### What are the steps?

To obtain an account, you must:

1. Register for an account
2. Enroll your account on the HCS. This step must be done with your HCS Coordinator

### Where do I register?

1. Open your web browser and enter this web address in the address bar: <https://commerce.health.state.ny.us>
2. On the HCS log in page, click **Create an HCS Account**
3. Click **No** (I am not a medical professional)
3. Click **Register** for an account **Register only once!**

The screenshot shows the HCS login interface. At the top, there is a yellow banner with the text: "Difficulties signing in? Use the self-service 'Forgot your Password?' or 'Forgot your User ID?' links below." Below this are fields for "User ID" and "Password" (with a "Remember HCS ID" checkbox). There are two buttons: "Sign In" and "Create an HCS Account". A red arrow points to the "Create an HCS Account" button.

### How do I register?

1. Complete the Name, Address and Policy Statement sections, and click **Continue**  
**NOTE: Your name must match what is on your Photo ID**
2. Create a user ID and password, click **Continue**
3. Answer at least six of the 27 secret questions, click **Register**
4. Verify your account information, and click **Confirm**
5. Print your Account Registration Completion information, click **OK**
6. Print your confirmation email that your user ID was created
7. See your \*HCS Coordinator with your Account Registration Completion email printout and your Photo ID

The screenshot shows the "HCS Password Management System" registration form. It is titled "Page 1 of 4 - User and Account Information". The form has several sections: "Account Type" (set to "MIS"), "Name" (with fields for First, Middle, and Last Name, each with a note: "Last Name must match your NYS Driver License"), "Address" (with fields for Address Line 1, Address Line 2, Country (set to "UNITED STATES"), City, State, Postal Code, and Email), and "Privacy Statement" (with a checkbox for "I have read and understand the terms of the privacy policy"). At the bottom, there are "Continue" and "Cancel" buttons.

## B. Coordinator steps...

### How do I enroll a user with the paperless process?

1. Log on the HCS
2. Click **Coord Account Tools - HCS** under My Applications
3. Click **User** under 'Request an account for a...'
4. Select **Yes, they have a Valid Photo ID**

The screenshot shows a form titled "Does the User have a Valid Photo ID, such as a NYS DMV Driver's License, NYS DMV Non-Driver Photo ID, Passport, etc.?" There are two radio button options: "Yes, they have a Valid Photo ID" and "No, they do not have a Valid Photo ID". Below the "Yes" option, there is a note: "If using a NYS DMV Driver's License or NYS DMV Non-Driver Photo ID, their name must match their Photo ID exactly. If it does not match, you may click 'No, they do not have...' link and complete the paper document OR the user can create another ID using the correct name." There is a "Quick Reference Guide" link. Below the "No" option, there is a note: "This process is by hardcopy and can take up to seven business days to obtain an HCS account."

5. Select your organization in the list
6. Enter the user's HCS ID, click **Submit**  
**NOTE: This information must be supplied by the user when they registered for an HCS account**
7. Enter the user's information from the Photo ID, click **Submit**  
**NOTE: The information must match exactly. If the ID is not a NYS driver license, please enter the ID number in the Comments field.**
8. Enter the user's contact information (fields marked with an asterisk are required), click **Submit**
9. Your user is enrolled on the HCS. Please instruct them to use their user ID and password they created and sign in the HCS (<https://>

The screenshot shows a "Congratulations" message: "Congratulations! Your user is enrolled on the HCS and has an account. Please instruct them to use their ID and Password, created when they registered and sign in to the Health Commerce System (HCS)."

## C. User steps...

### Important Information!

### How do I sign on the HCS?

Newly enrolled users will receive an email.  
Existing users will not receive an email.

Once your HCS Coordinator completes their steps above, you will be enrolled on the HCS and receive a congratulations email. Do the following:

1. Read the 'Document 2 SAUP' for rules and responsibilities
2. Click the HCS website link (or copy and paste it in your browsers address bar),