

# How to Update Contact Information

## Edit Contact Information for Another Person

You must be the **Coordinator** for the person's organization to be able to edit their contact information.

**Please Note:** Users will only appear on the manage people list under their Primary Organization. You may or may not be a coordinator for a particular user's Primary Organization. If you are not a coordinator for a particular user's Primary Organization you cannot edit that user's contact information. Primary Organization meaning the first organization the user received their account with.

1. Log into the Health Commerce System (HCS) [https://commerce.health.state.ny.us \(/hcs/index.html\)](https://commerce.health.state.ny.us (/hcs/index.html))
2. Click Coordinator's Update Tool under My Applications
3. Select your organization (if more than one is listed) and click Submit
4. Click Manage People
5. Click the name of the person you wish to update \*
6. Update the contact information
7. Click Submit and/or verify

\* If the name you are looking for does not appear on the list, this is not the person's Primary Organization. Primary Organization meaning the first organization the user received their account with.

## Edit Your Own Information

Users can edit their own contact information using the Person Update Tool (</doh2/applinks/comdir/personupdate/?self=T>)

1. Log into the Health Commerce System (HCS) [https://commerce.health.state.ny.us \(/hcs/index.html\)](https://commerce.health.state.ny.us (/hcs/index.html))
2. My Content (in menu bar on top)
3. Select Change my Contact Information...
4. Update Business, Emergency and Profession (if applicable) Contact Information
5. Edit the field that changed (if it is a name change contact CAMU)
6. All fields with an asterisk (\*) must be filled in
7. There are 2 locations for a FAX number, both must be filled in to save the form. If you do not have a fax number enter 999-999-9999.
8. Click Submit button in the bottom right corner.