

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 am not a licensed medical professional)
4. Click **'Register for an account'**
5. Create/Enter a unique User ID
6. Enter your First Name, Last Name and Email Address
NOTE: Name is same as it is on your Photo ID
7. Click **Security and Use Policy (SAUP)** link and review
8. Check the box to confirm you read and understand the Security and Use Policy (SAUP)
9. Check "I'm not a robot" and complete CAPTCHA
10. Click **Continue**
11. Answer at least six Security Questions and click **Save**
12. 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.

13. **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**
NOTE: Confirmation of user ID created was sent to the user via email with subject "HCS Self Registration Account Created for <user ID>"
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 *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. 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 for out-of-state users: [Reset my password using my security question answers](#)
6. **Login** to HCS.