

Paperless HCS Medical Practice Account

The Health Commerce System (HCS) Medical Practice account request has gone paperless! No more signatures and notary. Registering your Medical Practice on the HCS is as simple as filling out an online form.

Where do I register my Medical Practice on the HCS?

1. Log in the HCS

<https://commerce.health.state.ny.us>

2. Enter your **User ID** and your **Password**
3. Click **Sign in**

How do I register my Medical Practice?

1. Click **Register Medical Practice** under My Application on the left
2. Enter your NYSED Business Entity Professional Service Corporation (PSC*) number
* The PSC number can be found on <http://www.op.nysed.gov/opsearches.htm>
3. Enter your Medical Practice name in the 'Practice Name' field
4. Enter your Medical Practice address, city, zip code, county, phone and fax number (all field marked with an asterisk are required)
5. Click the Security and Use Policy link and read it for rules and responsibilities
6. Check the box to agree to the terms outlined in the SAUP
7. Click **Submit**

Congratulations! Your medical practice has been created and a request for an director has been submitted.

You will get an email within three to five business days when the request has been accepted.