**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)
4. Click ‘Register for an account’

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

**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

   ![Photo ID Certification](https://commerce.health.state.ny.us)

   **NOTE:** This information must be supplied by the user when they registered for 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://commerce.health.state.ny.us)

**C. User steps...**

How do I sign on the HCS?

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),

*If you do not know your HCS Coordinator, please call the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890 option 1 (M-F 8am-4:45pm)