**New HCS User Account**

**FIRST—The New User will...**

**A. Create User ID & Set Up Security Questions**
1. Go to [https://commerce.health.state.ny.us](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>"
     - “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 your valid photo ID e.g. NYS DMV Driver License, NYS DMV Non-driver Photo ID, Passport, Unexpired Foreign Passport, US Driver’s license, etc.

**SECOND—The HCS Coordinator will...**

**B. Affiliates 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** (for non-licensed professionals)
4. Click **User**
5. Select **Yes, they have a Valid Photo ID**
6. Select your organization from the list
7. 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>
8. 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 ID number in the Comments field.
9. Complete user’s information based on photo ID and click **Next**
10. Enter the user’s business contact information and click **Submit**
11. Confirm confirmation message “Registration Success” displays
12. Instruct the newly enrolled user to look for “Congratulations! You are enrolled on the Health Commerce System (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 **Reset my password using my security question answers**
6. **Login** to HCS.

* 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)  Revised Feb 2022