

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 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. 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** (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 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.