# Instructions for Securely Submitting Files via the Health Commerce System (HCS)

*(How to SUBMIT using the 'Group Upload' feature)*

The Health Commerce System (**HCS**) provides a secure file transmission path for forwarding information to the NYSDOH. It uses FTP (File Transfer Protocol).

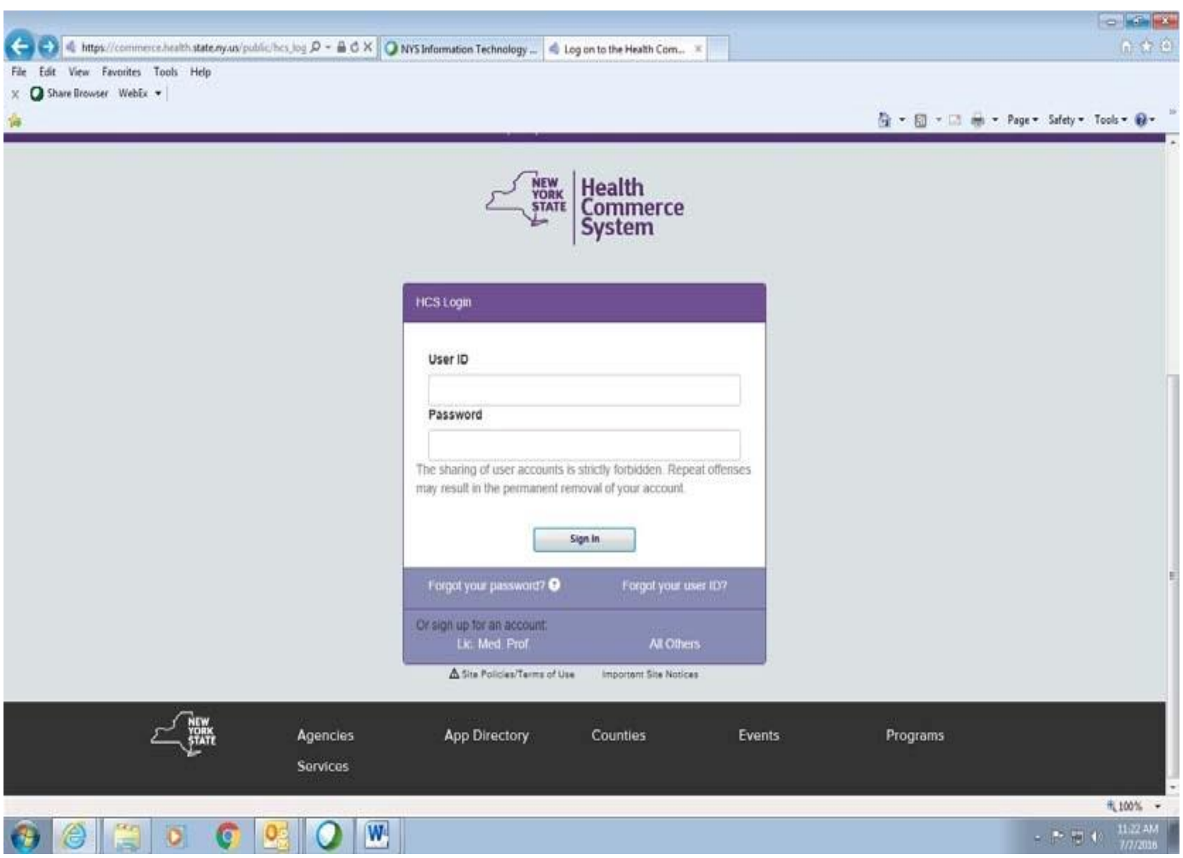
All Senders must have an HCS account. To register for a basic user HCS account, see **APPENDIX A** or https://apps.health.ny.gov/pub/ctrldocs/paperless_edoc2.pdf for the Quick Reference Guide. Other options include:

- NYS DOH Public Page using https://apps.health.ny.gov/pub/usertop.html
- Call CAMU at 1-866-529-1890. Select option 1 for assistance.

Files will be submitted to a Group through a specific 'landing page' on the HCS.

## A) How do I use the new Group Upload?

1. Log into the HCS at https://commerce.health.state.ny.us/



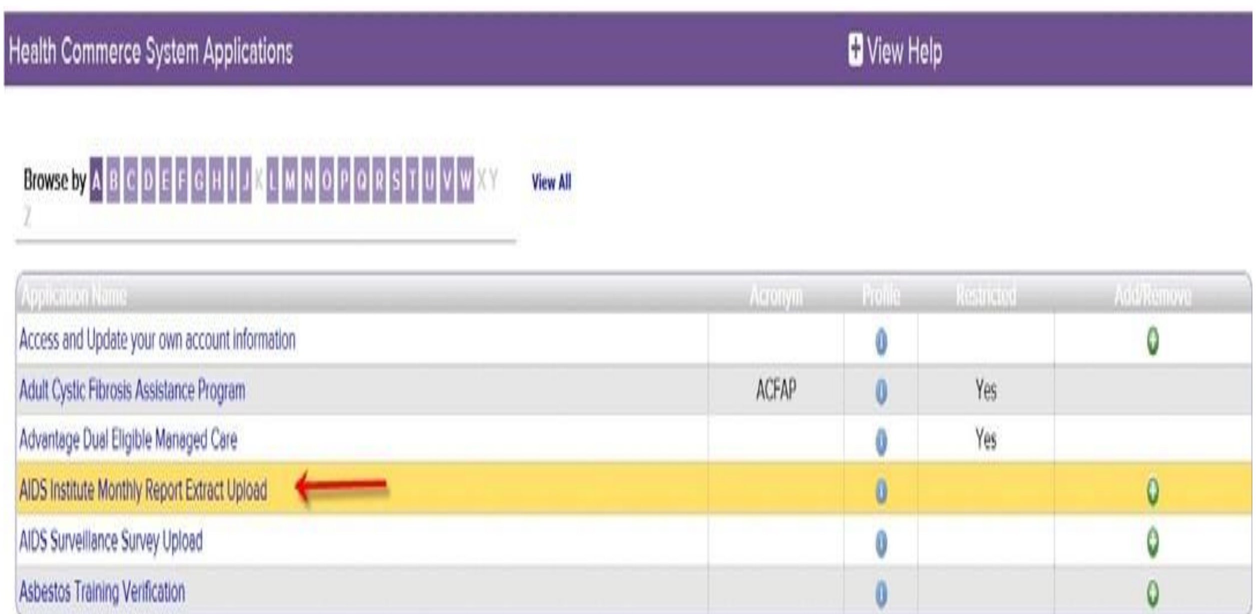
2. Click on **My Content** in the top menu to see the drop-down menu.

3. Select **All Applications** from the drop- down menu.


4. To look for the 'Report Group Name' that you want to upload files/information, click on the first letter of the name.

   - For example, when *clicking* on 'A', all the options starting with the letter 'A' will appear. This includes the "**AIDS Institute Monthly Report Extract Upload**" option. *See screenshot below.*

   - ***Suggestion***: Since you will likely be using this option more than once, click on the green plus sign ( ) to add it to your '**My Applications**' list (which will be seen on the left side of the HCS Home page).

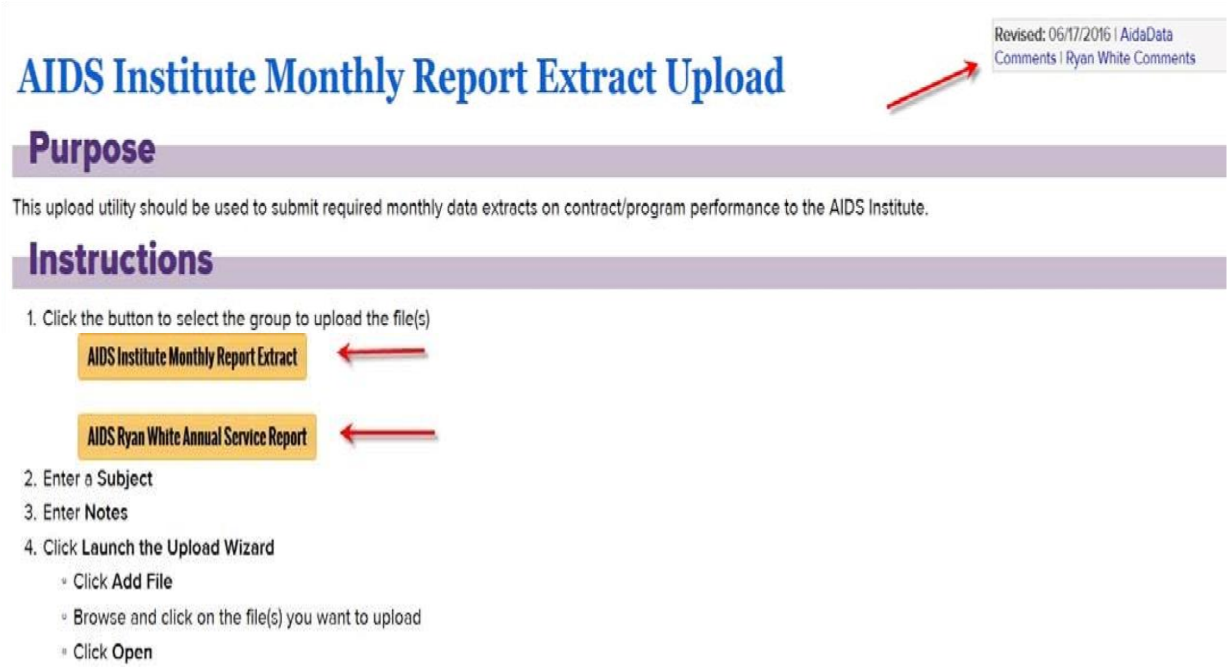


5. *Click* on the 'Report Group Name' to open the next screen (aka the 'Landing Page').

    - ***Note***:  If you need to ask questions about the upload, look for the 'Questions/Comments' link in the upper right corner of the screen.

    - Read and follow the *Instructions* section.  Determine if there are special instructions for your particular upload.

    - When the "*AIDS Institute Monthly Report Extract Upload*" is selected, there will be an option for the **AIDS Institute Monthly Report Extract** (for the **AIDS Institute Extract**) and the **AIDS Ryan White Annual Service Report** (for the **RSR Extract**).  *See screenshot below.*




    - **NOTE:**  The **HIV/AIDS Epidemiology Extract** is now uploaded via the **HIV/AIDS Provider Portal** application.  This portal is accessible via HCS.

        - To view or download the instructions, click on the ***How2–Upload the EPI Extract using the Health Commerce System (HCS)*** link.  The instruction is also located under the 'Extracts' option of the 'Instructions/Videos' section on the  www.airsny.org website.

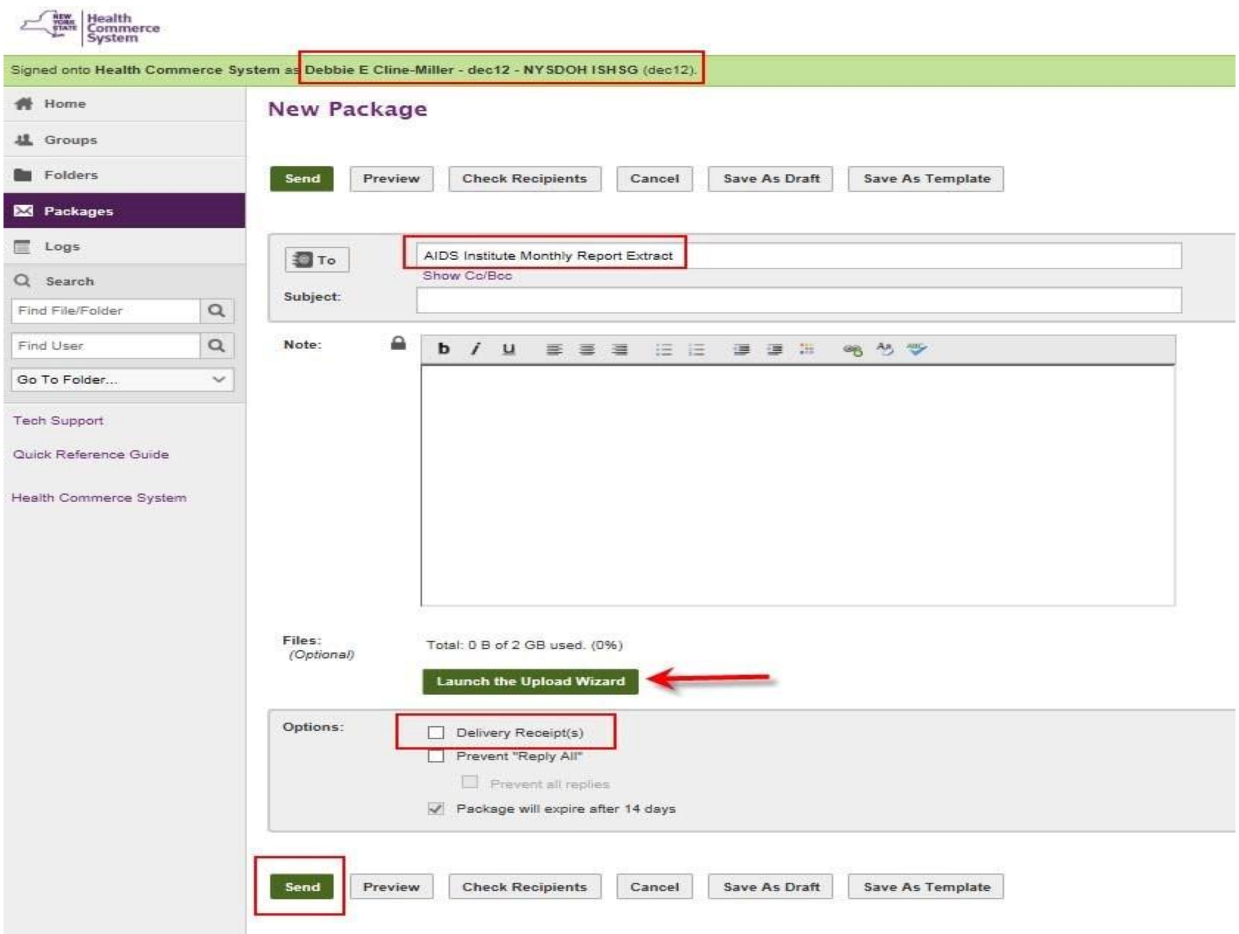
6. *Click* directly on the yellow (button) containing the name of the upload you need.  This will also auto-register you as a user, if you are not already.

7. A new tab will open and you will see "*Redirecting…*" for a few seconds.  It might be longer during peak times.

8. This brings you to the 'New Package' screen which will be used for the upload and notification. *See screenshot below.*

    - You will see your name in the green title bar.

    - **To**: This will be auto-populated with the Group you are submitting to.




9. Enter a *Subject* and a *Note*. Both are <u>required</u> fields.

10. *Click* **Launch the Upload Wizard** to add a file to upload.

    - Click **Add File**, *Browse* to location, *Select* the file, *Click* Open, click **Upload**.

        - **Please Note**: If you see a green **Upload** button instead of **Launch the Upload Wizard**, you have 'Compatibility Mode' turned on. Either remove **state.ny.us** (Tools > Compatibility View Settings) or click the **Browse** button to locate the file and click the **Upload** button to add the file to your request.

11. ***Optional:*** Click the **Delivery Receipt(s)** box if you want to know when the recipient opens your package. This new system is ‘off the shelf’ and does not send the recipient an email upon upload.

    - Note: If you did not select ‘Delivery Receipt(s)’ box (upon sending) but want to know if the package was viewed, see **APPENDIX B** for the steps you can take to see if someone has opened your package.

12. *Click* **Send** to submit your secure file transfer (SFT) package.

## Links to helpful documents

Also found in the left menu of the SFT 2.0

Quick Reference Guide:
https://commerce.health.state.ny.us/hpn/ctrldocs/sectran/sft2.0_qrg.pdf

SFT 2.0 FAQ:
https://commerce.health.state.ny.us/hpn/ctrldocs/sectran/SFT_2.0_QaA.pdf

# APPENDIX A

# *Paperless HCS User Account*

**NEW! Paperless HCS User Accounts for non medical professionals OR all those needing access to UAS.** The Health Commerce System (HCS) user account request has gone paperless! No more signatures and notary. Applying for an HCS user account is as simple as filling out an online form and having a valid Photo ID, such as a NYS DMV Driver License, NYS DMV Non-driver Photo ID, Passport, etc. People that do not have a valid Photo ID can still apply for an HCS user account using the existing process which requires signatures and a notary. Please see your HCS Coordinator to apply.*

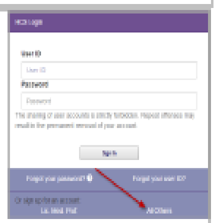
## A. User steps...

### 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

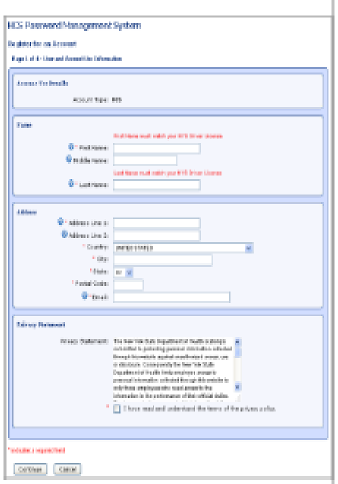
### Where do I register?




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 **All Others**
3. Click '**Register** for an account'

**Register only once!**

### How do I register?

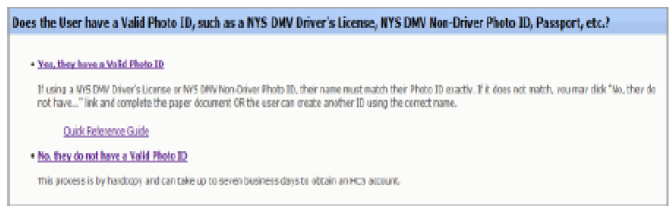



1. Complete the Name, Address and Policy Statement sections, and click **Continue**
   NOTE: Your name must match what is on your Photo ID
2. Create a user ID and password, click **Continue**
3. Answer at least six of the 27 secret questions, click **Register**
4. Verify your account information, and 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

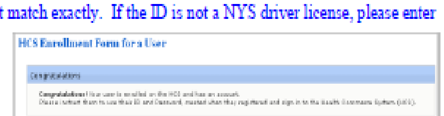
## B. Coordinator steps...

### 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**




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...

**Important Information!**

**Newly enrolled users will receive an email. Existing users will not receive an email.**

### 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), and enter your useri ID and password that you created when registering

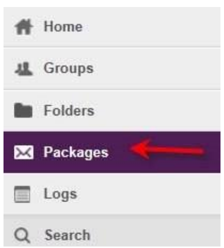
*** If you do not know your HCS Coordinator, please call the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890 option 1 (M-F 8am-4:45pm)**

# APPENDIX B

## How to determine if your package was viewed if you did <u>not</u> select ‘Delivery Receipt(s)’

If you did not select “Delivery Receipt(s)” option when you sent the package, the sender can visually tell if the file was downloaded by looking at the “Sent” folder in the SFT 2.0.

1. Go to the SFT section by logging into the HCS.
2. Go to the ‘Upload’ page.
3. Click the yellow ‘Upload’ button to get back to the new SFT. You will be on a ‘New Package’ page.
4. Click the ‘Packages’ option in the left menu.




5. Click the ‘Sent’ folder:


6. View the list of the packages they you’ve sent out:


7. Open the SFT package.

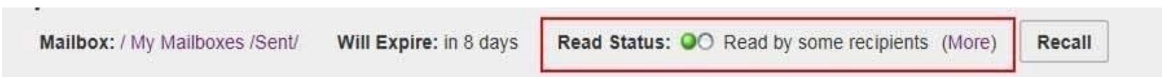
8. In the top header you will see 'Read Status':

   a. If both circles are **green and** it was sent to only one person, it has been opened.

   b. If it was sent to multiple people or a group, you would need to check the 'Read Status' by clicking on (More) to see who in the group has read it.

      i. If at least one circle is green, at least one person has read it. It is possible that no-one else will read it.

      ii. If you marked 'Delivery Receipt' or see one green circle, disregard the email indicating others have not read the item, which is sent when the SFT reaches the 14-day expiration date.




9. Click 'More' and you will see the 'Read Status' for all recipients: