Paperless HCS User Account

Paperless HCS User Accounts are for non-medical professionals OR all those needing access to UAS. The Health Commerce System (HCS) user account request is paperless! No more signatures or 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 who do not have a valid Photo ID can still apply for an HCS user account using the a paper 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 and
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 login page, click **Sign Up Here**
3. Click **No** (I am not a medical professional)
4. 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.

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 user ID and password that you created when registering.