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

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*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)

For users who are in the roles assigned to the application, once you click on the link you will be directed to the HCS login screen (unless you are already logged in) and then after login, you will be redirected to application. You can also get to the application under the My Applications section on the HCS Home Screen or under the top Menu item 'My Content->All Applications' and clicking on the 'C' set of applications.

Questions can be addressed to Commerce Accounts Management Unit (CAMU) camu@its.ny.gov or by phone at 1-866-529-1890 option 1.

NEW YORK STATE | Health Commerce System

Search 🔍

My Applications

Acronyms & Abbreviations	
Advantage Dual Eligible MC	ⓘ
Application Access	ⓘ
CFCA Cost Report	ⓘ
CHHA Cost Rpt	ⓘ
CHHA Rate Sheets	ⓘ
CHHA Telehealth Letters	ⓘ
CHPlus FE Integrity	ⓘ
CHPlus KIDS Data System	ⓘ
ComDir Role Lookup Tool	ⓘ
Coord Account Tools - HCS	ⓘ
Coord Account Tools - LHD	ⓘ
Coord Account Tools - PCC	ⓘ
Coordinator's Update Tool	ⓘ
COVID-19 Medical Prof Request	

👤 My Content ▾

Documents by Group

My Favorites

My Applications
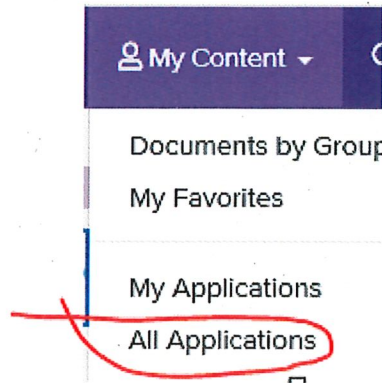
All Applications

To make a request through the HCS application, enter the date that you are requesting the volunteers to start, the County(s) that you need them to work in, the type of Facility(s) they will be working in and Profession Type(s) that you are looking for by entering the number of needed volunteers on the appropriate line. Once you click 'Submit Request' you will be directed to a new page letting you know that you will be receiving an email with the list of volunteers shortly.

COVID-19 Medical Professional Request

Requester

Organization: All

*Note: To change your email address, use this Link to update your email address in your HCS Profile.

Requested Start Date [_____] 🗓

Location

Select the counties (boroughs) and type of Facility for which you are requesting Medical Professionals to work in.

Counties (Boroughs)	Facility Type
Albany	Adult Care Facility/Assisted Living
Allegany	Clinic
Bronx	EMS
Broome	Hospital
Cattaraugus	Medical
Cayuga	Nursing Home

Medical Profession

Enter the number of professionals needed for each Medical Professional being requested:

Profession	Number
Certified Home Health Aid (CHHA)	
Certified nursing assistant (CNA)	
EMS Professional	
Licensed practical nurse (LPN)	
Occupational Therapist	
Other	
Pharmacist	
Phlebotomist	
Physical Therapist	
Physician (MD)	
Physician - nephrologist	
Physician Assistant (PA)/Nurse Practitioner	
Registered Nurse (RN)	
Respiratory Therapist	
Speech Pathologist	

Submit Request