

# 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 are needed. 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's 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:

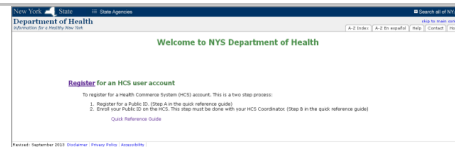
1. Register for an account
2. Enroll your account on the HCS. This step must be done with your HCS Coordinator

### Where do I register?

1. Open your web browser and enter this website in the address bar

<https://apps.health.ny.gov/pub/usertop.html>

2. Click '**Register**' for an account'



### 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. Confirm your account information, and click **Confirm**
5. Print your NYSDOH Account Registration Completion information, click **OK**
6. Print your confirmation email that your user ID was created
7. See your \*HCS Coordinator with your NYSDOH Account Registration Completion email printout, and your Photo ID

## B. Coordinator steps...

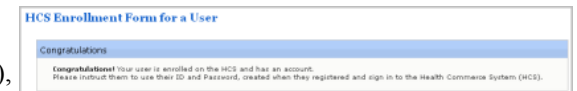
### How do I enroll a user with the paperless process?

1. Log on the HCS
2. Click **Coord Account Tools -HCS** under My Applications  
\* Counties click Coord Account Tools—LHD
3. Click **User** under 'Request an account for a...'
4. Select **Yes, they have a Valid Photo ID**

#### Does the user have a Valid Photo ID, such as a NYS DMV Driver's License, NYS DMV Non-driver Photo ID, Passport, etc.

- **Yes, they have a Valid Photo ID**  
This process requires their name to match their Photo ID exactly. If it does not match, you may click "No they do not have... link, even if they have Valid Photo ID, to fill out the hardcopy form for an account.  
[Quick Reference Guide](#)
- **No, they do not have a valid Photo ID**  
This process is by hardcopy and can take up to seven business days to obtain an HCS account.

5. Select your organization from 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**
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>)



### 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