

How to Gain Access to NYPORTS

New York Patient Occurrence Reporting & Tracking System

1. Log into Health Commerce System (HCS)

https://commerce.health.state.ny.us/public/hcs_login.html

HCS Login

User ID
User ID

Password
Password

The sharing of user accounts is strictly forbidden. Repeat offenses may result in the permanent removal of your account.

Sign In

Forgot your password? Forgot your user ID?

Or sign up for an account:
Lic. Med. Prof. All Others

Site Policies/Terms of Use Important Site Notices

2. On main page of HCS, click on “My Content, then scroll down and click on “All Applications”

Health Commerce System

Home My Content Print

Welcome Julie G Richards

Search

My Applications

Account Info

Acronyms & Abbreviations

Application Access

Bulk Messaging Tool

ComDir Bulk Messaging Tool

ComDir List Creation Utility

ComDir Org Member List

ComDir Role Lookup Tool

Content Submission Tool

Coord Account Tools - HCS

Coord Account Tools - LHD

Coord Account Tools - RDC

System Notices

- Coming Soon! The self-service 'Forgot your password?' You will be able to:
 - reset your password using your NYS driver license questions/answers.
 - retrieve your user ID via email using your name and...

Important Health Events

ZIKA VIRUS RESPONSE

CYBERS

Important Health Notification

Posted Priority Keyword Source Audience

Documents by Group

My Favorites

My Applications

All Applications

Mobile Apps

Change my password...

Review the password rules

Change my secret questions...

Enable the forgotten password f

Report my user ID or password :

Learn more about HCS security

Change my contact information.

Look up my coordinators

See what roles I hold

3. Brows to “N” and to 4th line down to NYPORTS and click

Health Commerce System Applications View Help

Browse by A B C D E F G H I J K L M N O P Q R S T U V W X Y Z View All

Application Name	Acronym	Profile	Restricted	Add/Remove
Narcotic Education Attestation Tracking (NEAT)	NEAT	i		+
National Poison Data System (see Profile for Access Info)		i		+
Neonatal Intensive Care Unit	NICU	i	Yes	
New York Patient Occurrence Reporting and Tracking	NYPORTS	i	Yes	
Newborn Screening Applications	NBS	i	Yes	
Nosocomial Outbreak Reporting Application (NORA)	HERDS	i		+

4. Click on "Request for Access" as shown w/ red arrow in screen shot below

New York Patient Tracking System (

Description of App

The New York Patient Occurrence Report reporting as defined in Section 2805-l of tl the information to the Department of Heal

Access Information

Access is restricted to authorized users on

If you do not have access to this applicatic "Access" link below. You will hear from the the application. Once you have been gran side of the Health Commerce System (HCS

- [Request for Access](#) 

If you already have access for one organiz access (only for requesting access, this lini section:

5. Fill in the Request for Access to the NYPORTS

Note: Your email address must be connected to your organization (facility).

If it does not match, got to **Step 6 below** and update your email/facility by going into "My Content" and in the Business Contact tab update your contact information in the Person Update Tool.

NEW YORK STATE DEPARTMENT OF HEALTH Health Commerce System

Request for Access to the New York Patient Occurrence Reporting and Tra

[Click Here to go BACK to Previous Page](#)

Although you have a valid HCS user account, access to this area must be approved by the New York State Departm **SEND** button below.

Note: All fields are required.

If requesting access for another person or group, please e-mail or call:

[Debra Valenti](#) 518-402-1004

[Colleen Kewley](#) 518-402-1004

Name:

E-mail Address: [Add/Correct My E-Mail/Phone](#)

Organization:

Phone Number:

Supervisor/HPN Coordinator:

Supervisor/HPN Coordinator's Phone:

Additional Information:

Operating Certificate number:

Facility Id:

Please enter the reason access is being requested:

Press to submit your request or to clear form.

6. Change Business Contact Information by completing the Person Update Tool form below and click on Submit.

Submit

Reset

Person Update Tool for Julia Ric

The information in this section comes from

First Name : Julia Middle Name
Primary Organization : NYSDOH OHSM

Important instructions for filling out this form:
(1) Be sure to enter all information for required fi
(2) * Indicates required information.

Business Contact Information Emergency

Viewable by all users

Address 1 *

City *

Zip Code*

Phone *

Phone

Fax *

Email *