Director/Health Commerce System (HCS) Coordinator Instructions for Additional Staff Account Requests
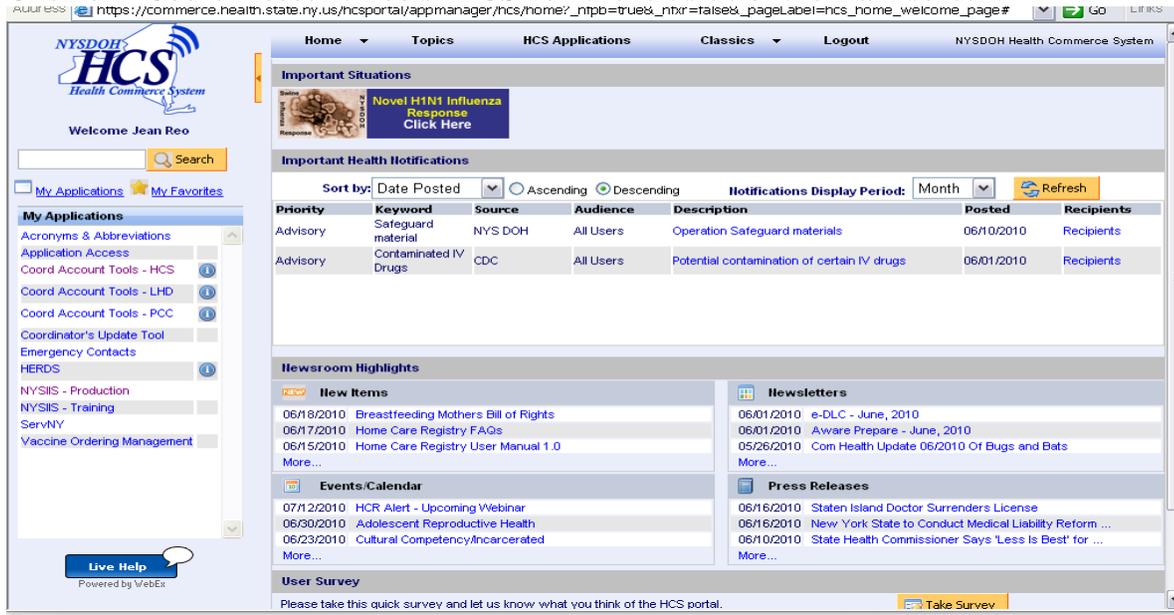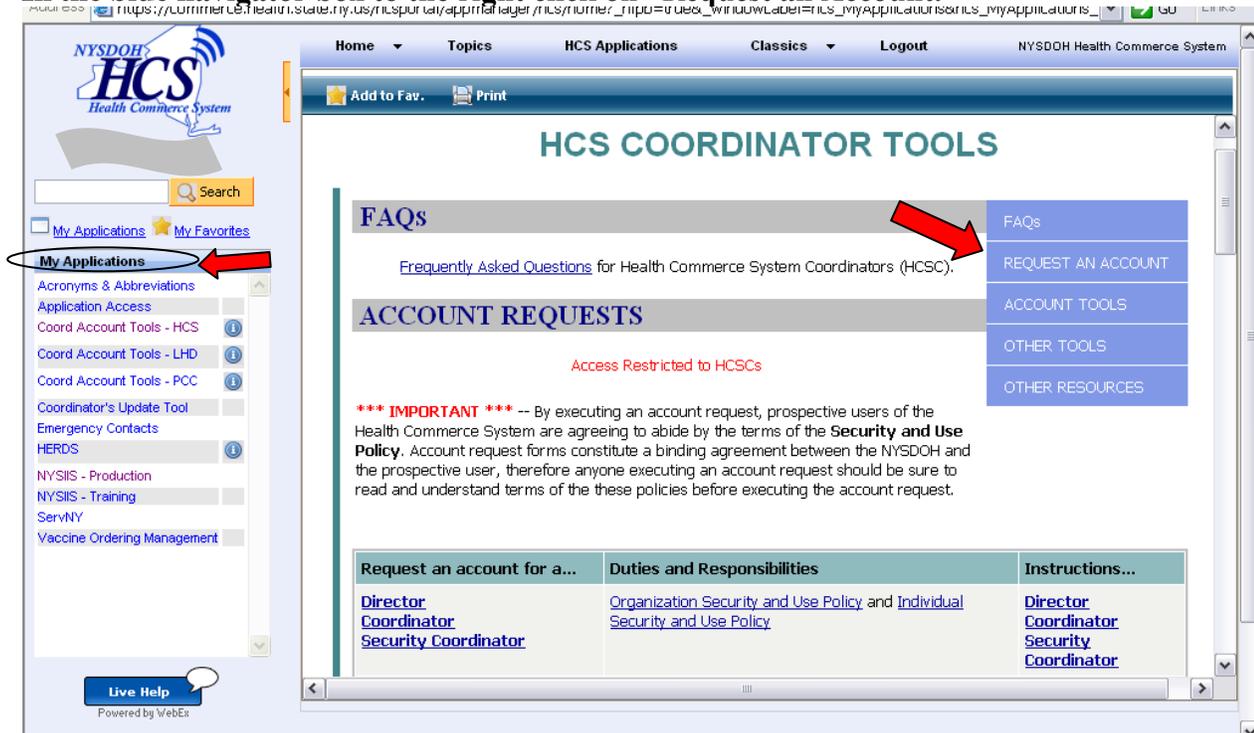
Log into the HCS at: https://commerce.health.state.ny.us/.

Click on "Coord Account Tools- HCS" on the left side of the main screen.

In the blue navigator box to the right click on "Request an Account."

Select the appropriate link under the column "Request an account for a….."

Director - The Director is the person who can bind the organization with the New York State Department of Health (NYSDOH)--preferably a CEO or CFO. This person by default is also a Coordinator and User.

Coordinator – The Coordinator is the person who has the responsibility and authority to request and manage Commerce accounts and manage roles in the Communications Directory. This person by default is also a User. **Use the Coordinator option if you need to request a user account and be designated as Coordinator or if you are an existing user that needs to be designated as Coordinator.**

Security Coordinator - The Security Coordinator is the person who holds an information technology position in the organization and manages the Pubic Health Preparedness and Response (PHPAR) accounts, and also has the authority to request and manage Commerce accounts and manage roles in the Communications Directory. This person by default is also a Coordinator and User.

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MOST COMMON ACCOUNT REQUEST TYPES FOR NYSIIS

User – Usually a nonmedical staff person (secretaries, clerks, medical assistants, etc.) who needs basic access to the Health Commerce System and can only get to non-secure areas.

Prescribing Practitioner – is the person who can bind the practice (or their medical license number) with NYSDOH. This person holds a Director account and by default is also a Coordinator and User.

Non-Prescribing Practitioner - The Non-prescribing Practitioner (LPNs, RNs, etc.) holds a User account and has basic access to the Health Commerce System and can get to non-secure areas.

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- **Be sure to follow the instructions and complete the request form online before printing.**
- **Be sure to have the physician or designated HCS Coordinator sign the request form where it states "Director/HCS Coordinator's signature."**
- **The person for whom the account is being requested must also sign the request form and have it notarized.**
- **Mail completed and signed request form to the address provided.**
- **A separate request form is needed for each staff person.**