



New York State Immunization Information System

Checklist to Go Live with NYSIIS

1. EACH INDIVIDUAL USER must obtain their own personal account on the NYSDOH Health Commerce System (HCS). For assistance obtaining this account, contact your organization's HCS Coordinator. If you do not know who the HCS Coordinator is, contact the Commerce Account Management Unit (CAMU) Help Desk at 1-866-529-1890 or hinhpn@health.state.ny.us.
2. Complete training (formal or self-study). Detailed training information is available at: http://www.health.ny.gov/prevention/immunization/information_system/status.htm
3. Obtain access to NYSIIS
 - a. If you register for formal training (classroom or webinar), NYSIIS access will be granted for you in the training application AND the live system.
 - b. If you do not register for formal training, you must contact your organization's NYSIIS Administrative User to obtain access to the live system. This may or may not be the same person who is your HCS Coordinator.
 - c. If no one from an organization has registered for formal training, the organization's NYSIIS Administrative User can contact the NYSIIS Help Desk at 1-866-389-0371 or nysiishelpdesk@hp.com for account set up. The NYSIIS Administrative User will then be responsible for setting up additional NYSIIS users.
4. Log in to NYSIIS via the NYSDOH Health Commerce System: <https://commerce.health.state.ny.us>
5. Verify connectivity
 - a. Port issues – The typical port used for Internet connectivity is 443. NYSIIS uses the less common ports of 543 for the live system and 743 for the training application. If you encounter connection problems, ask your information systems staff to open Internet connections through ports 543 and 743. They can restrict traffic on 543 and 743 to just the Health Commerce System url (<https://commerce.health.state.ny.us>) by limiting to IP address: 192.135.176.8
6. User Agreement
 - a. If you did not already sign a user agreement, please print, read and sign the last page. The User Agreement is available in the NYSIIS application under "Forms" or the websites below. Your organization's NYSIIS Administrative User will hold this signed form.
7. Verify Information
 - a. If you are logging in for the first time, please verify that your user information is correct and update as needed by logging into NYSIIS and selecting Edit My User Account.

8. NYSIIS Administrative User

- a. If you are your organization's NYSIIS Administrative User logging in for the first time, please verify that your organization information is correct and update as needed by logging into NYSIIS and selecting Manage Access/Account → Edit Organization.
- b. The NYSIIS Administrative User is responsible for setting up additional NYSIIS users.
- c. Be sure to have new users sign the user agreement as described in paragraph 6 above and retain for future reference.
- d. If multiple organizations maintain operational partnerships and access needs to be linked in NYSIIS, the organization's NYSIIS Administrative User should contact the NYSIIS Help Desk at 1-866-389-0371 or nysiishelpdesk@hp.com.

9. Help

- a. Commerce Accounts Management Unit (CAMU) Help Desk
 - For HPN access or account issues
 - (866) 529-1890 or hinhpn@health.state.ny.us
- b. NYSIIS Technical Help Desk
 - For NYSIIS user access or questions on how to use the system
 - (866) 389-0371 or nysiishelpdesk@hp.com
- c. Growing Up Healthy Hotline
 - For parents/public
 - 1-800-522-5006
- d. NYSIIS staff
 - For general program or policy questions
 - (518) 473-2839 or nysiis@health.state.ny.us

10. Websites

- a. NYSDOH public website – NYSIIS page:
http://www.health.state.ny.us/prevention/immunization/information_system/