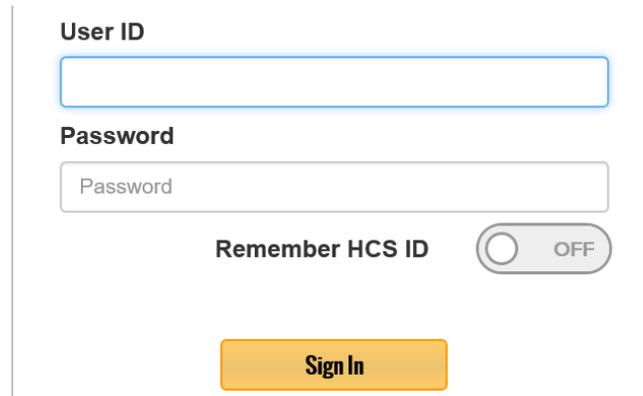# How a Licensed Practitioner Adds a Designee in the NYS PMP Registry

1. Log into your HCS account at: https://commerce.health.state.ny.us/public/hcs_login.html.

2. Click on NYS PMP logo.

3. Click on 'Designation'.

4. Enter Designee's HCS ID and Click 'Search'.

Designate User

Enter the designee's HCS ID: TT123456

Search

5. Verify HCS ID for accuracy and click 'Designate'.

Designate User

Enter the designee's HCS ID: TT123456

Search

HCS User ID: TT123456   Designate
User Name: Tom Test

6. Confirmation will display.

ⓘ The HCS User has been designated to perform patient searches on your behalf.