The Department of Health uses a “paperless” application process for Licensed Medical Professionals and Unlicensed Professionals to apply for a Health Commerce System (HCS) account.

- Entirely electronic and does not require signatures and a notary.
- A NYS DMV Driver’s License or a NYS DMV Non-driver Photo ID is necessary to apply.
- Upon completion of the application, immediate access to the HCS.
- A User account request should be completed by a HCS Coordinator for unlicensed professionals.

If you are a **Licensed Medical Professional**, click here: [Apply](https://apps.health.ny.gov/pub/usertop.html) for an HCS Medical Professionals account.

   ➢ If you need help, click here to access the HCS [Quick Reference Guide](https://apps.health.ny.gov/pub/ctrldocs/paperless_edoc2.pdf)

If you are an **Unlicensed Professional**, please contact your coordinator. This is a two-step process.

1. The unlicensed professional must register for a HCS user account through the NYS Department of Health.
   ➢ Click here to register: [https://apps.health.ny.gov/pub/usertop.html](https://apps.health.ny.gov/pub/usertop.html)

2. The HCS Coordinator must enroll (activate) your account on the HCS.
   ➢ Click here for the steps to enroll: Step B of the [Quick Reference Guide](https://apps.health.ny.gov/pub/ctrldocs/paperless_edoc2.pdf)

**Please Note:** The “paperless” application process is not an option if a HCS account request is already in process. If attempted, you will receive an error message and may not proceed.

If you **DO NOT** have a NYS DMV Driver’s License or NYS DMV Non-driver Photo ID, you can still apply using the existing process which requires signatures and a notary. See instructions below.

- [Instructions on how to obtain an HCS account for licensed professionals](#)
- [Instructions on how to obtain an HCS account for unlicensed professionals](#)