**Activating Your HCS Account**

This procedure steps through the process of activating your New York State Health Commerce System (HCS) user account, which provides access to the HERDS Office Based Surgery Practice Report. All Office-Based Surgery practices must have an HCS user account.

This procedure is intended for all new users of HCS and HERDS. This procedure is **not** needed by medical professionals who already have an active HCS account for access to other New York State Department of Health applications.

**Key Points About HCS**

- HCS serves as the web portal for access to the annual HERDS Office Based Surgery Practice Report.

- One or more people at each practice are designated as *HCS Coordinator* responsible for setting up user accounts and managing the role assignments.

- For each practice that an HCS user is affiliated with, the *HCS Coordinator* at that practice must **assign the user to the practice/organization**, and **assign an HERDS Data Reporter role to the user**. Staff cannot access HERDS until their user account has been assigned to the HERDS Data Reporter role.

- Each HCS user should have one (1) user account profile in HCS. This means you have one (1) user ID, one (1) password, and one (1) personal address that spans all facilities you are assigned to.

- Each HCS user must have an **email** account to receive HCS notifications and instructions. Emailed notifications may come from the following:
  
  - NYSDOH Commerce Account Management Unit (CAMU) - camu@its.ny.gov
  - Individual members of the NYS Office of Information Technology Services group (ITS) - member.name@its.ny.gov
  - Individual members of the NYSDOH - member.name@health.ny.gov

  **Be sure to read these messages carefully and follow the instructions provided in the message.**

**Website to Activate Your HCS Account**

The location of the HCS Account Activation website will be included in a letter you will receive after your user account has been set up. It’s provided here so you can simply click the link when you are ready to activate your account:

[https://apps.health.ny.gov/pub/cgi-bin/applinks/pubforms/olaa/activate](https://apps.health.ny.gov/pub/cgi-bin/applinks/pubforms/olaa/activate)
When you get to the HCS Account Activation webpage you will need to supply your **Temporary Access Word** (a temporary password that will be emailed to you on your HCS account form), and you will need your **Personal Identification Number (PIN)**, which will be sent to you in the mail.

The section below gives the detailed information on where to get these items and what to do with them.

**Steps to Activate Your HCS Account**

1. After you submit your HCS Account setup request, you will receive an email from camu@its.ny.gov. The email contains attached security documents pertaining to your access to HCS.

   The CAMU email looks something like this:

   ![email attachment](image)

   Attached are the Participant Organization Security and Use Policy (SAUP for Doc 1), the Individual User Security and Use Policy (print all PDF attachments, read the SAUPs, sign the application, and have your signature notarized. When finished, keep the SAUP application to the address noted therein. The account will be created once the original is received. This request will be purged if received). Please DO NOT save this PDF document to disk.

   "You will need the temporary access word in the document for account activation."

   "This is a printable only Adobe Acrobat PDF document. If you do not have Adobe Acrobat Reader Version 5.0 or later, please do site link: http://www.adobe.com."

   The email attachments include:

   1) Organization Security and Use Policy

   2) Individual User Security and Use Policy

   3) Participant Agreement which you will print, sign, have notarized, and mail into NYSDOH Commerce Account Management Unit (CAMU)

2. The Participant Agreement document contains the **Temporary Access Word** that you will need later to activate your HCS account. Your Temporary Access Word is a temporary password that will expire as soon as you log into HCS the first time.

   **Print two copies of this document** – one print-out that you will sign, have notarized, and mail to CAMU, and the other print-out that you will **keep just until you Activate your HCS user account.**
The Participant Agreement document looks like this:

<table>
<thead>
<tr>
<th>HPN Document 1 - Schedule 2A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Organization Agreement</td>
</tr>
</tbody>
</table>

**DOH/Coordinator completes lines 1 – 6**

1. Name of Participant Organization: [Organization Name]
2. Address: [Address]
   - CITY: [City]
   - ST: [State]
   - Zip: [Zip Code]
3. Name of Director: [Director Name]
   - Title: [Director Title]
4. Telephone Number: [Phone Number]
5. Email: [Email Address]
6. This replaces [Previous Signature]
   who previously signed this agreement for the organization.

**DOH/Coordinator completes line 7: Director signs line 8 in presence of Notary**

I have read and understand the HPN Participant Organization Security and Use Policy (aka Document 1) and the HPN Individual User Security and Use Policy and Application (aka Document 2). I understand that submitting this completed document will result in my being given access to the HPN and assigned the status of HPN Coordinator. I have read Schedule “1A” and agree that, as the subject and responsibilities in a timely and effective manner. I have the authority to bind the Participant Organization to terms and conditions, and I agree to the terms and conditions set forth in this document including its schedules. I will actively use my HPN account to execute my responsibilities as an HPN Coordinator in a timely manner and understand that violations of the HPN policies and procedures may result in revocation of HPN access and possible legal action.

7. HPN User ID (if one exists): [UserID]
   OR
   Month/Day of Birth: [Date]
   (Used to ensure a unique account)
8. Signature of Organization Director: [Signature]
   Date: [Date]

**Temporary Access Word** - You will need this when you activate your HCS account.

Temporary Access Word: [AccessWord]

This form is the binding agreement between your organization and HCS.

3. After your HCS account has been set up, you will receive a **letter in the mail** from the New York State Department of Health’s CAMU. The letter contains a personal identification number (PIN) that you will need to access HCS the first time.
The HCS PIN letter looks like this:

![Example of the PIN letter you will receive in the mail.]

**NOTE**: Save your PIN. Although you will only need your PIN for first log-in to activate your new account, you may be asked for your PIN on the telephone if you need to call CAMU in the future.

4. Included with the PIN letter are detailed instructions for activating your HCS account and setting your password.
The detailed instruction sheet looks like this:

### Steps to activate your Health Commerce System (HCS) account online

To activate your account online, you must have your personal identification number (PIN) letter and temporary access word found on your copy of the bar-coded notarized account request form. You have 90 days from the date of the PIN letter to complete this process. If the 90 days has elapsed or you have 3 failed attempts, the account will be locked and you must call 1-866-529-1880 option 1 to activate your account.

#### Activate your HCS account:
- Enter the following address in your browser’s address bar to start the “On-Line Account Activation”:
  - [https://apps.health.ny.gov/pub/cgi-bin/applinks/pubforms/olaa/activate](https://apps.health.ny.gov/pub/cgi-bin/applinks/pubforms/olaa/activate)
- Enter your PIN in the “PIN number” field (located on the PIN letter you received with these instructions).
- Enter your temporary access word in the “temporary access word” field (located on the bar-coded notarized form).
- Click **CONTINUE**.

Congratulations! You have activated your User ID:
- Make note of your User ID on top in blue (you will need it for all future HCS access).

#### Change your password (temporary access word):
- Enter your User ID in the “User ID” field.
- Enter your temporary access word in the “Password” field.
- Click **Sign In**.
- Enter your temporary access word in the “Password” field.
- Click **Next**.
- Enter a new password in the “New Password” field.
- Enter the new password in the “Confirm Password” field.
- Click **Change Password**.

#### Activate your Self-Service Forgotten Password Feature:
- Enter six of the 27 questions (you will be required to answer three when using the feature).
- Click **Save**.

Your account is active!

For all future HCS access, go to this website - [https://commerces.health.state.ny.us](https://commerces.health.state.ny.us) (remember to bookmark it!)

For HCS training (Coordinator or Introduction to HCS), please email the Commerce Trainer at hcsupport@health.state.ny.us.

For both security and quality of service, logs and audit trails are kept of all HCS access. Refer to your SAUP for details. Violation of the SAUP (e.g., sharing your confidential account information) will result in the suspension of your account privileges until executives at your organization take required remedial action. Repeat offenses may result in the permanent removal of the account.

**5. To activate your HCS user account,** open your Internet browser on your computer and go to the following website address:

[https://apps.health.ny.gov/pub/cgi-bin/applinks/pubforms/olaa/activate](https://apps.health.ny.gov/pub/cgi-bin/applinks/pubforms/olaa/activate)

**NOTE:** Internet Explorer are Google Chrome are the preferred browsers for HCS, but Safari and Firefox should also work as well.
The HCS Account Activation webpage will appear:

6. In the space provided, enter your **last name**, your **PIN number** from the PIN letter you received in the mail, and your **Temporary Access Word** that is on your retained copy of the Participant Agreement you received by email from CAMU.

**NOTE:** As you type your Temporary Access Word, it will display as an asterisks (*), because it is a secret password that should not be viewed by other people.

Click the **Continue** button.
7. The following confirmation/sign-in screen appears, providing you with your HCS User ID:

In the space provided, enter your **User ID**, and your **Temporary Access Word**.
Click the **Sign In** button.

**NOTE:** Write down your **User ID**. You will need this every time you log into HCS.

8. As soon as you sign in you will be prompted to set your **Password** for HCS. For the final time, enter you **Temporary Access Word** in the Password field, and click the **Next** button.
9. The **Change My Password** page will appear. Define your new password in the space provided, and then enter it again. Click the **Change Password** button.

![HCS Password Management System](image)

**NOTE:** Your HCS password must obey the following rules:

- Must be at least 8 characters long
- Must have at least 5 letters
- Must have either 2 numbers, 2 special characters, or 1 number and 1 special character.
  
  Special characters **cannot** be the following: * ' " \ # @

10. The **My Secret Questions** page will appear. You are required to provide answers to at least six (6) of the questions listed. The purpose of this is so that if you forget your password at some time in the future, you will have the ability to reset your own password if you can verify your identity by correctly answering your secret questions.
After entering your answers to **at least six (6)** of the questions, click the **Save** button.

### My Secret Question Answers

<table>
<thead>
<tr>
<th>Secret Questions</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the name of your first pet?</td>
<td>Dog</td>
</tr>
<tr>
<td>What is the name of your first school?</td>
<td>High</td>
</tr>
<tr>
<td>What is the last name of your all-time favorite teacher?</td>
<td>Teacher</td>
</tr>
<tr>
<td>What is the last name of your first school principal?</td>
<td>Principal</td>
</tr>
<tr>
<td>What is the last name of your favorite author when you were in school?</td>
<td>Author</td>
</tr>
<tr>
<td>What is the first name of your childhood best friend?</td>
<td>Best</td>
</tr>
<tr>
<td>What is the model of your first car?</td>
<td>Car</td>
</tr>
<tr>
<td>What is the color of your first car?</td>
<td>Color</td>
</tr>
<tr>
<td>What is the last name of your childhood pediatrician?</td>
<td>Pediatrician</td>
</tr>
<tr>
<td>What is the first name of your mother's father?</td>
<td>Father</td>
</tr>
<tr>
<td>What is the first name of your mother's mother?</td>
<td>Mother</td>
</tr>
<tr>
<td>What is your father's middle name?</td>
<td>Middle</td>
</tr>
<tr>
<td>What is the street that you lived on as a child?</td>
<td>Street</td>
</tr>
<tr>
<td>What is the city where your grandparents live or lived?</td>
<td>City</td>
</tr>
<tr>
<td>What is your favorite restaurant?</td>
<td>Restaurant</td>
</tr>
<tr>
<td>What is your favorite vacation place?</td>
<td>Place</td>
</tr>
<tr>
<td>What is your favorite band?</td>
<td>Band</td>
</tr>
<tr>
<td>What is your favorite movie?</td>
<td>Movie</td>
</tr>
<tr>
<td>What is your favorite TV show?</td>
<td>TV</td>
</tr>
<tr>
<td>What is your favorite drink?</td>
<td>Drink</td>
</tr>
<tr>
<td>What is your favorite food?</td>
<td>Food</td>
</tr>
<tr>
<td>What is your favorite place?</td>
<td>Place</td>
</tr>
<tr>
<td>What is your favorite pastime or hobby?</td>
<td>Hobby</td>
</tr>
<tr>
<td>What is the title of your favorite book?</td>
<td>Book</td>
</tr>
<tr>
<td>What is the last name of your favorite actor?</td>
<td>Actor</td>
</tr>
<tr>
<td>What is the last name of your favorite athlete?</td>
<td>Athlete</td>
</tr>
<tr>
<td>What is your favorite song?</td>
<td>Song</td>
</tr>
</tbody>
</table>

* indicates a required field
11. The HCS Home Page appears.

If HERDS is Not Listed in My Applications

To get the link to the HERDS on your My Applications list on the HCS home page, your HCS Coordinator needs to assign you to the HERDS Data Reporter role and you need to add HERDS to your My Applications List. If HERDS link is not listed in My Applications, then you can do the following:

1. At the top of the HCS home page click My Content, and then click All Applications.
2. Click H from Browse by, and then click the green + sign to the far right of HERDS for Hospitals (Health Electronic Response Data System).
HCS Login Page – Bookmark It

After you have activated your HCS user account, you will go to the regular log in page instead of going to the activation page.

Bookmark this page in your Internet browser for your future convenience. [https://commerce.health.state.ny.us/public/hcs_login.html](https://commerce.health.state.ny.us/public/hcs_login.html).