

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 Electronic Death Registration System (EDRS). All EDRS users must have an HCS user account.

This procedure is intended for all new users of HCS and EDRS. 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 into EDRS.
- User accounts are managed by HCS.
- One or more people at each facility are designated as *HCS Coordinator* responsible for setting up user accounts and roles.
- For each facility that an EDRS user is affiliated with, the *HCS Coordinator* at that facility must **assign the user to the facility**, and **assign an EDRS role to the user**. Staff cannot access EDRS until their user account has been assigned to the facility and their EDRS role is assigned
- Each EDRS 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 EDRS user must have an **email** account to receive HCS and EDRS notifications and instructions. Emailed notifications may come from the following:
 - camu@its.ny.gov (CAMU is the NYSDOH Commerce Account Management Unit)
 - its.sm.camu
 - Individual members of the NYS ITS group (Office of Information Technology Services)
 - EDRS.Vital.Records
 - edrs@health.ny.gov
 - hcsxpeol@health.ny.gov
 - DOH (or doh)
 - HPN (or hpn)

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>

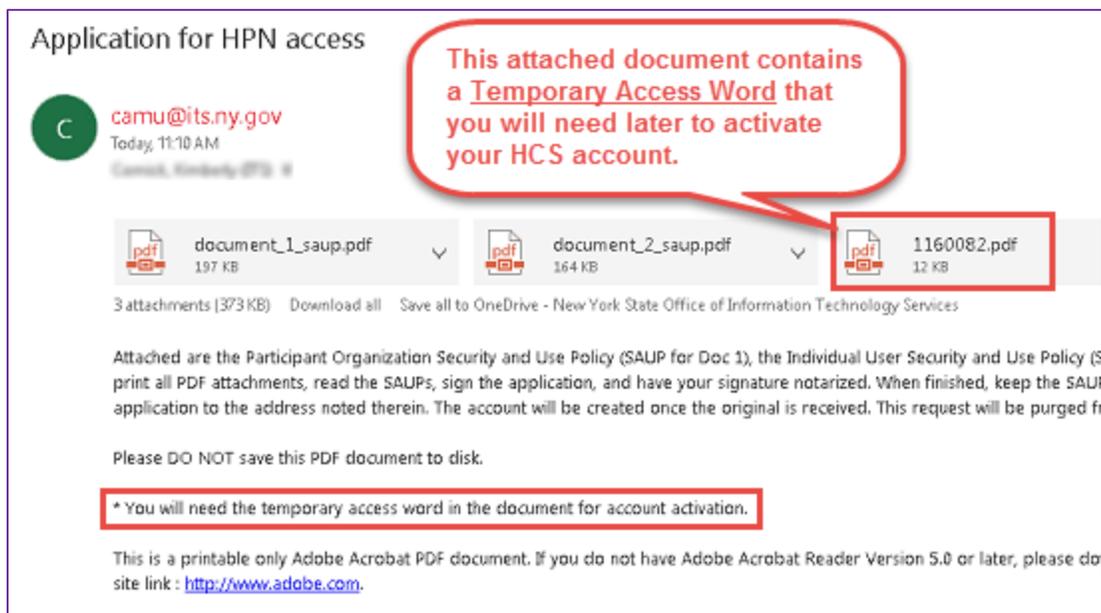
When you get to the HCS Account Activation webpage you will need to supply your **Temporary Access Word** (a temporary password that will be emailed to you on your HCS account form), and you will need your **Personal Identification Number (PIN)**, which will be sent to you in the mail.

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:



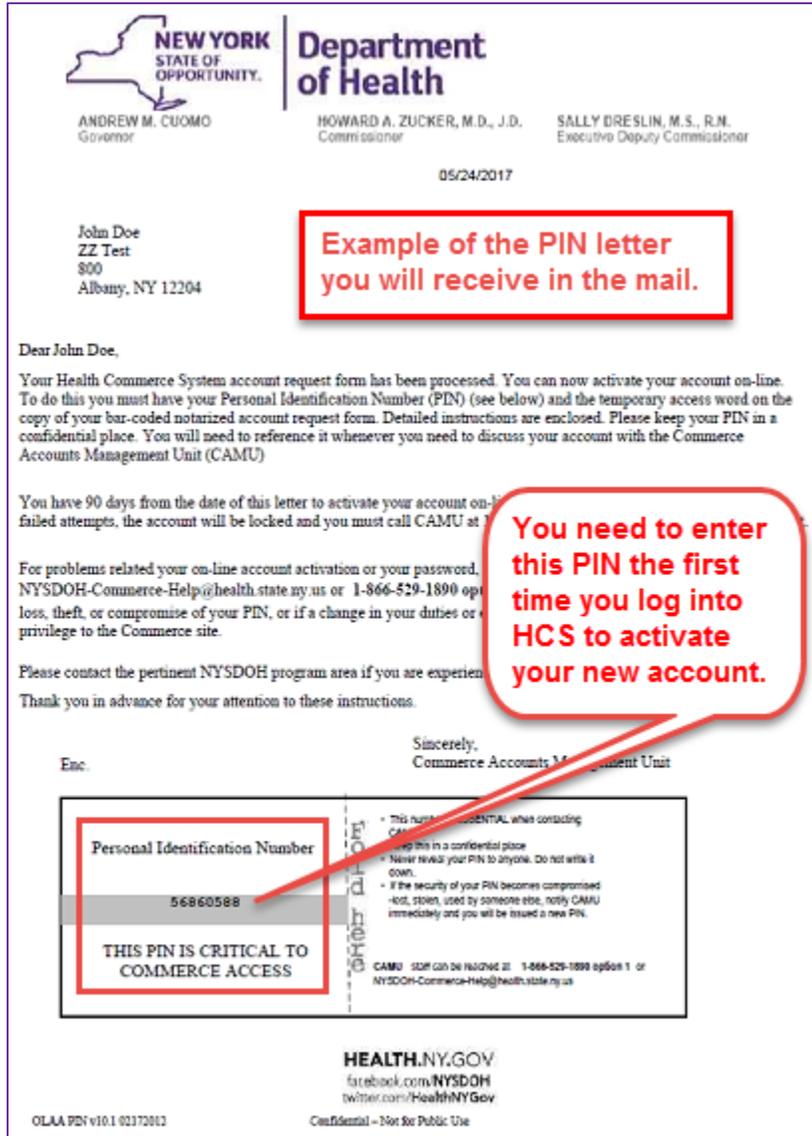
The email attachments include:

- 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 actually 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 HCS PIN letter looks like this:



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.

- 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 on-line

To activate your account on-line 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 5 failed attempts, the account will be locked and you must call 1-866-529-1890 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>
- Enter your last name in the "last name" field.
- 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://commerce.health.state.ny.us>
(remember to bookmark it)

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

For both security and quality of service, logs and audit trails are kept of all HCS accesses. 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.

**Internet address
to activate your
HCS account**

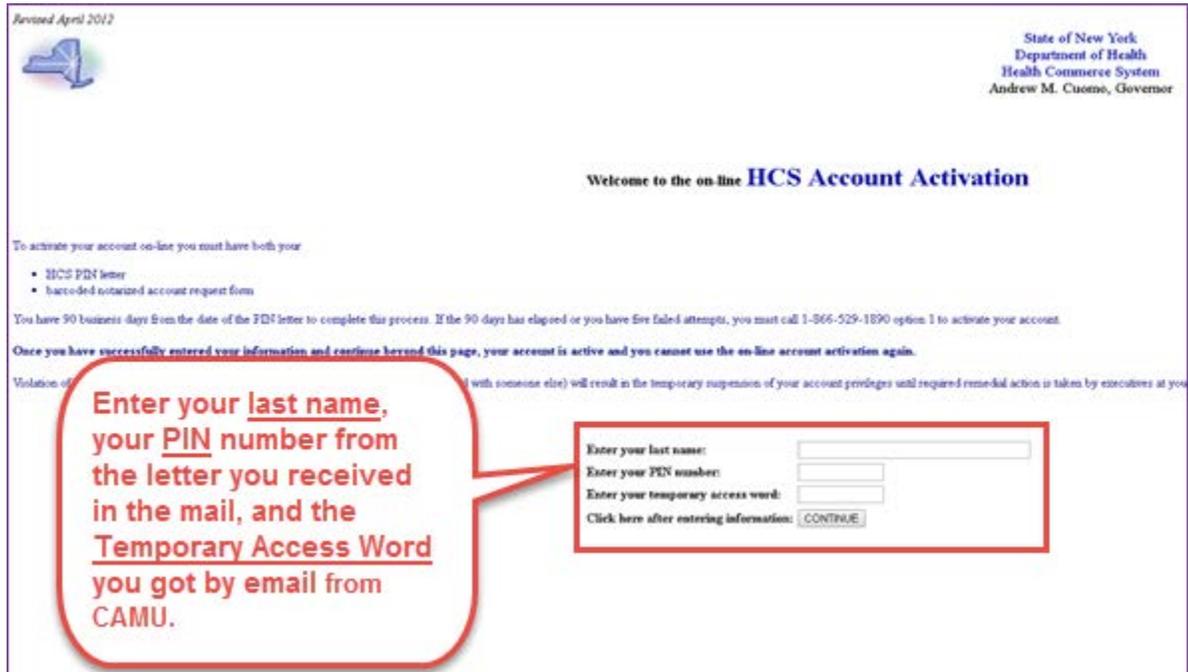
5. To activate your HCS user account, open your Internet browser on your computer and go to the following website address:

<https://apps.health.ny.gov/pub/cgi-bin/applinks/pubforms/olaa/activate>

NOTE: Internet Explorer and Google Chrome are the preferred browsers for EDRS, 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 and EDRS.

8. As soon as you sign in you will be prompted to set your **Password** for HCS. For the final time, enter your **Temporary Access Word** in the Password field, and click the **Next** button.

- 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.

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: * \ " \ # @

- 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

Secret Questions

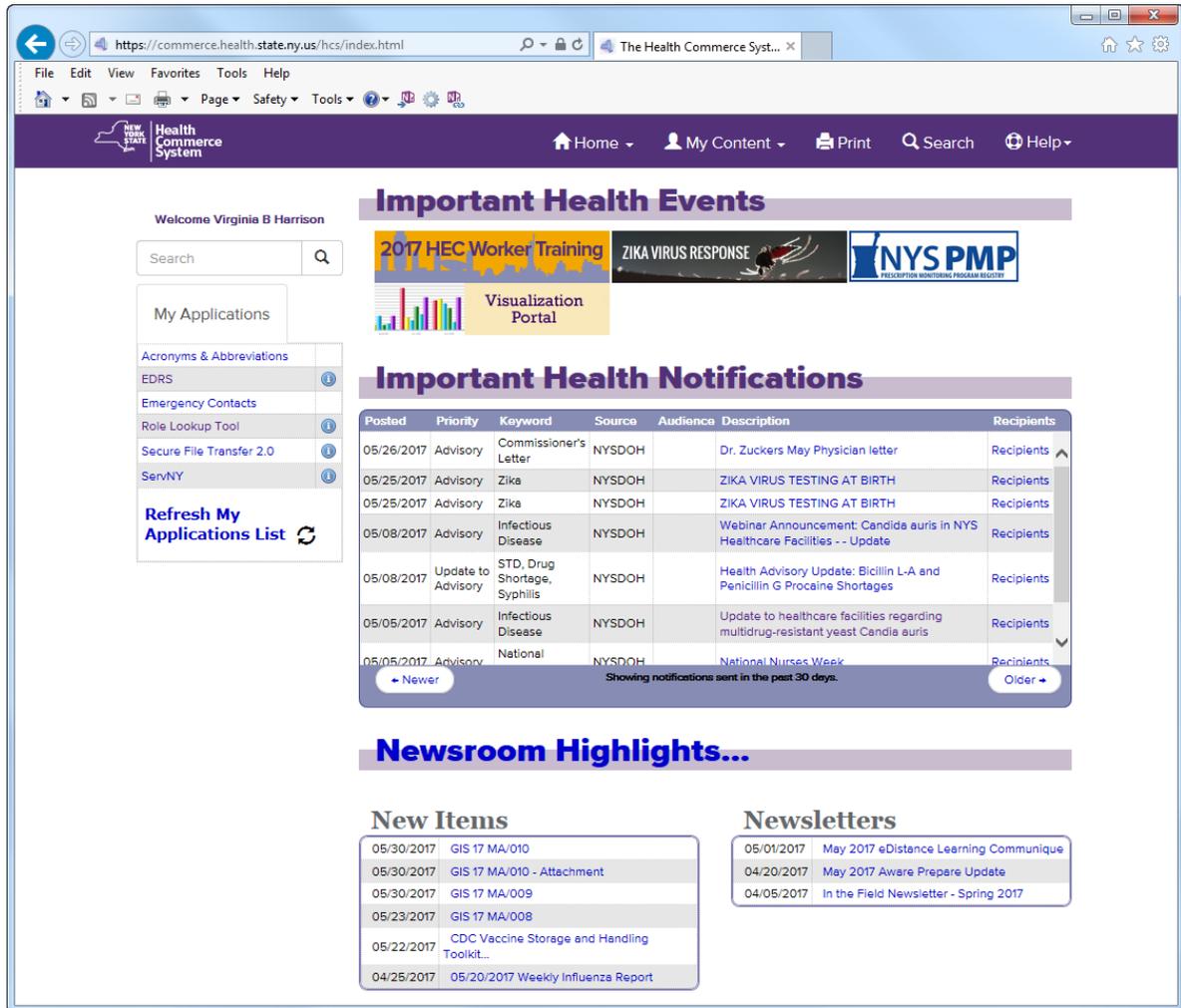
* Please answer at least 6 of the 27 provided questions.

Question	Answer
What is the name of your first pet?	Dog
What is the name of your first school?	PSJ
What is the last name of your all-time favorite teacher?	Heaton
What is the last name of your first school principal?	Granger
What is the last name of your favorite author when you were in school?	
What is the first name of your childhood best friend?	Jeff
What is the model of your first car?	
What is the color of your first car?	Black
What is the last name of your childhood pediatrician?	
What is the first name of your mother's father?	
What is the first name of your mother's mother?	
What is your father's middle name?	
What is the street that you lived on as a child?	
What is the city where your grandparents live or lived?	
What is your favorite restaurant?	
What is your favorite vacation place?	
What is your favorite band?	
What is your favorite movie?	
What is your favorite TV show?	
What is your favorite drink?	
What is your favorite food?	
What is your favorite place?	
What is your favorite pastime or hobby?	
What is the title of your favorite book?	
What is the last name of your favorite actor?	
What is the last name of your favorite athlete?	
What is your favorite song?	

* indicates a required field



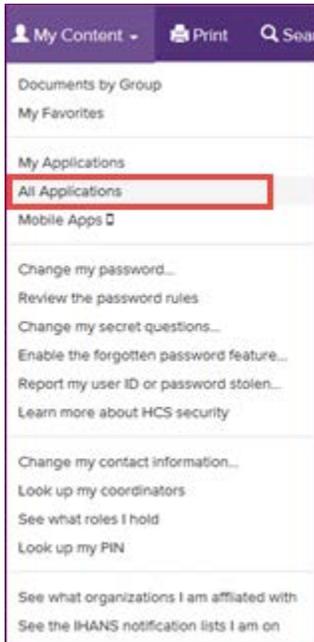
11. The HCS Home Page appears.



If EDRS is Not Listed in My Applications

To get the link to the EDRS on your **My Applications** list on the HCS home page, your *HCS Coordinator* needs to assign you to the facility and assign your EDRS role. After that facility and role are set-up if you do not yet see the EDRS link, then click **Refresh My Applications List**. If the link is still 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**.



- Click **E** to list applications that start with the letter E, and then click the green + sign to the far right of **Electronic Death Registration System**.

Health Commerce System Applications View Help

Browse by **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z** View All

Application Name	Acronym	Profile	Restricted	Add/Remove
Eat Well Play Hard	EWPCCS			
ECLRS Lab Live Reporting			Yes	
ECLRS Lab Survey 2016				
ECLRS Lab Trial Reporting			Yes	
EI Provider Approval & Due Process Upload	SFT 2.0			
EIFS Claims and Adjustment Data Upload	SFT 2.0			
Electronic Clinical Laboratory Reporting System	ECLRS		Yes	
Electronic Death Registration System	EDRS		Yes	
Electronic Plan Of Correction System	EPOC			
Electronic Prescribing Waivers				
Electronic Proficiency Testing Reporting System	EPTRS		Yes	
Electronic Syndromic Surveillance System	ESSS		Yes	
Empire Clinical Research Investigator Program (ECRIP) Project Abstract Form	ECRIP		Yes	
EMT Certification Search Screen				
Environmental Health Reporting (WebFocus)	WebFocus			
Environmental Laboratory Approval Program	ELAP		Yes	
Environmental Public Health Tracking Secure Portal	EPHT			
EPI Problem Alerts			Yes	

Regular HCS Sign-In Page – Bookmark It

After you have activated your HCS user account, you will go to the regular sign in page instead of going to the activation page: https://commerce.health.state.ny.us/public/hcs_login.html

Bookmark that page in your Internet browser for your future convenience.

