

Lead Testing in School Drinking Water

Requirements for reporting in the SMART reporting application on Health Commerce System (HCS)

Schools must report the required information using the Department of Health's statewide electronic reporting application called SMART accessed through the [NYS Health Commerce System](#) (HCS), a secure online communications system. In SMART, there is one form to complete for the 2026-2028 compliance period. The form asks for general information, such as sampling information, lead results, remediation, and reimbursement. Selected information provided is made available to the public on Health Data NY (<https://health.data.ny.gov/>). The data displayed on Health Data NY is updated bi-weekly.

How To Get Started

Identify who your HCS Coordinator(s) is for your school building. **HCS Coordinators hold key roles in this process.** Typically, an HCS Coordinator is the district Superintendent, Head Nurse, or other business official

Only individuals who have been assigned the **“Lead Testing in School Drinking Water Reporter”** role in the Health Commerce System (HCS) will be able to access the SMART reporting form and report the lead data in the electronic reporting application to the state. Role assignments can only be done by a school's **HCS Coordinator. Role assignments must be done for each building that will be reporting lead test results. It is not done on a “District level” basis.**

Individuals that will be responsible for reporting school lead in drinking water information into HCS/SMART must complete the following steps:

1. Have or create an HCS Account

- If the school representative already has an HCS account for each school building that they will be reporting data for, skip to step 2.
- If a school representative responsible for reporting does not have an account, they need to do the following steps;
 1. **Register for an HCS Account.** (Refer to instructions provided below under [Health Commerce System Tools and Resources](#)).
 2. **Have an HCS Coordinator** at the school finalize the new user's account;
 3. The new user must then successfully sign into HCS to verify the account is fully registered

2. Your HCS Coordinator will then have to assign the “School Lead in Drinking Water Reporter” role to you in HCS for each school building you will be reporting data for.

Notes for HCS Coordinators:

- The role only exists at the “facility” (school) level, **NOT** the “District” level.
- HCS users can be assigned this role to one or more schools in a district, however, assignments must be done by the HCS Coordinator for each individual school building where data will be reported.
- If desired, multiple people can be assigned this role for each school building.
- Only HCS Coordinators can add or **DELETE** an account. If staff leave a schools' organization, only the HCS Coordinator(s) have the ability to remove that account from HCS. Department of Health staff cannot change an account's status or add/remove individuals from roles.

3. Once the role has been assigned, you will be able to login to HCS/SMART and

report your data. For assistance in accessing the SMART refer to the guidance document: [How to Access the 2026-2028 SMART Reporting Form on Health Commerce System](#)

Health Commerce System Resources



New HCS User Account

Need a Health Commerce System (HCS) account? Follow these steps (Register only once):

- A.** Create your unique User ID and set up Security Questions.
- B.** Go to your HCS Coordinator with your user ID and valid photo ID for verification.
- C.** Set your password and login.

FIRST—The New User will...

A. Create User ID & Set Up Security Questions

1. Go to <https://commerce.health.state.ny.us>
2. Click **Sign Up Here**
3. Click **No** (I do not hold a healthcare professional license issued by the NYS Department of Education)
4. Create/Enter a unique User ID
5. Enter your First Name, Last Name and Email Address
NOTE: Name is same as it is on your Photo ID
6. Click the [User Security and Use Policy](#) link and review
7. Check the box to confirm you read and understand the Security and Use Policy
8. Click **Continue**
9. Answer six (6) Security Questions and click **Save**
10. Confirm: Step 1 Success message
You will receive two emails from camu@health.ny.gov:
"HCS Self Registration Account Created for <user ID>" and
"HCS security questions and answers have been changed for <user ID>."
Check junk mail if not received.
11. **Go to your organization's HCS coordinator** with your <user ID> and a valid photo ID e.g. NYS DMV Driver's License, NYS DMV Non-driver Photo ID, Passport, Unexpired Foreign Passport, US Driver's license (out-of-state users), etc.

SECOND—The HCS Coordinator will...

B. Affiliate you with the organization

1. Login the HCS
2. Click **Coord Account Tools - HCS** under My Applications
3. Scroll down to **Request an account for a... User**
4. Click **User**
5. Select your organization from the list
6. Enter the user's HCS ID and click **Next**
7. Select option: **NYS Photo ID** or **Non NYS Photo ID**
NOTE: The information must match exactly. If the ID is not a NYS driver license, please enter the out-of-state ID number in the Non NYS ID Value field.
8. Complete user's information based on photo ID and click **Next**
9. Enter the user's business contact information and click **Submit** Confirm confirmation message "**Registration Success**" displays
10. Instruct the *newly* enrolled user to look for "Congratulations! You are enrolled on the HCS" email. This contains their link to set their password. *Existing users do not need to reset password.*

User Sets Password & Logs in...

C. Set your password upon receipt of "Congratulations! You are enrolled on the Health Commerce System (HCS)" email:

1. Click the link in your email **Note: Only newly enrolled users will receive an email; existing users will not.**
2. Enter your user ID
3. Click **Continue**
4. From the Forgot your Password? screen, click one option e.g. [Reset my password using my NYS Driver License or NYS Non-Driver Photo ID](#) or for out-of-state users: [Reset my password using my security question answers](#)
5. Enter your user ID and NYS DMV or security questions info, etc. and **Login** to HCS.

How To Assign Roles

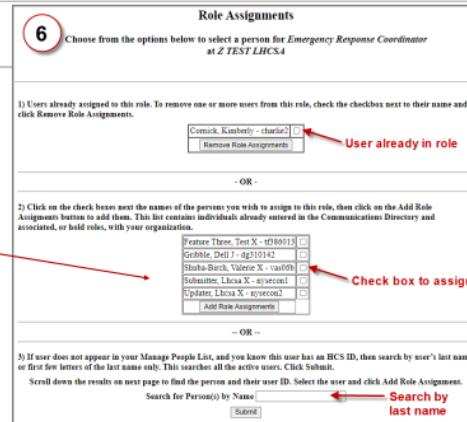
Roles are used to identify staff, send targeted notifications, and grant access to role-based applications. Roles are managed by the organization's HCS Coordinator.

Coordinator Steps to Assign a Role

1. Click **Coordinator's Update Tool**
2. Select the appropriate organization
3. Click **Select**
4. Click **Manage Role Assignments** (blue tab)
5. Click the **Modify** link located to right of a role name
6. Locate the option to Add Role Assignment
7. Select checkbox corresponding to user ID
8. Click **Add Role Assignment**

OR

7. Search for user by Last Name
8. Click **Submit**
9. Select the person from the list with a valid user ID
10. Click **Add Role Assignment**.



6 Choose from the options below to select a person for *Emergency Response Coordinator* at *Z TEST LHCS4*

1) Users already assigned to this role. To remove one or more users from this role, check the checkbox next to their name and click Remove Role Assignments.

2) Click on the check boxes next the names of the persons you wish to assign to this role, then click on the Add Role Assignments button to add them. This list contains individuals already entered in the Communications Directory and associated, or hold roles, with your organization.

3) If user does not appear in your Manage People List, and you know this user has an HCS ID, then search by user's last name or first few letters of the last name only. This searches all the active users. Click Submit.

Search for Person(s) by Name

Remove User from Role

1. Click **Coordinator's Update Tool**
2. Select your organization > Click **Select**
3. Click **Manage Role Assignments**
4. Click **Modify** to the right of the role name
5. Check the box next to the name of the user you wish to remove from the role
6. Click **Remove Role Assignments**.

Review Role Report

1. Go to <https://commerce.health.state.ny.us>
2. Click **Coordinator's Update Tool** from **My Applications** (left side panel)
3. Select your organization > Click **Select**
4. Select **Reports**
5. Select **Get Role Report**
6. **View** or **Download** report
7. As needed, proceed to **Remove User from Role** (instructions are below) or **Delete User** (right)
8. Click **Data Verified** when Manage People list and Role Report are up to date.

Delete HCS User Account

Who is responsible for deleting an account?

The Health Commerce System (HCS) Coordinator at the user's organization.

Why do I delete an account?

To uphold the integrity of the HCS and prevent security breaches.

When do I delete an account?

When the user is no longer employed at your organization or the user had a change in jobs within the organization and no longer requires HCS access.

What happens when an account is deleted?

Immediately upon clicking **Delete User**, the account will be end-dated for your organization and the user will

- be removed from your organization's Communications Directory roles
- be removed from your organization's Manage People list, &
- no longer be able to access the HCS.

CAUTION: Deleting an account cannot be undone. Account deletion is immediate and permanent. If an account is deleted in error, a new account request must be completed to restore access to the Health Commerce System.

How do I know what users I manage?

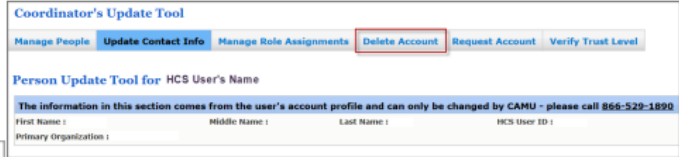
A Coordinator manages users and roles for their organization.

To see who is affiliated with your organization:

1. Click the **Coordinator's Update Tool** from My Applications
2. Select your organization (if it is not already selected)
3. Click **Reports**
4. Click **Get Role Report**
5. Scroll down table and view all roles
6. Click [Download](#) link at bottom of results/page
7. Click [Data Verified](#) at bottom of page when info is correct.

How do I delete an account?

1. Click the **Coordinator's Update Tool** in My Applications
2. Select your organization (if it is not already selected)
3. Click **Select**
4. Click **Manage People**
5. Click the user's name link
6. Click **Delete Account**.



What if I see 'No account on file' next to a name?

Test, Test No account on file

This means that only contact information exists for this person, and they do not have an HCS user ID with your organization.

1. Click the name
2. Click **Delete Account**
3. Click **Remove User from Manage People List**.

What if I do not see a user in my Manage People list?

If you do not see user in Manage People, then their user ID may exist with another organization. It does not mean that the user does not have any roles in your organization, so always check your Role Report.

To Remove User from Role:

1. Click **Manage Role Assignments**
2. Click Modify to right of **Role Description**
3. Check box next to name of user
4. Click **Remove Role Assignments**.

New Director, Coordinator or Security Coordinator

Important: A **Director** account is the highest level account a user can have, and is the person who can bind the organization with NYSDOH (preferably an owner, Commissioner, CEO or CFO). A Director is by default a Coordinator, Security Coordinator, and user; and must adhere to both the Organization and User Security and Use Policies. The **Coordinator** manages user accounts and roles. A **Security Coordinator (SC)** manages the Automated File Transfer (AFT) accounts. The SC is by default a Coordinator and not all organizations need an SC. **BEFORE** creating a Director, Coordinator or SC account, the person must be an existing user or have created a new user ID. All users have accepted the Security and Use Policy and set up their six security questions. If the person does not have a user ID, then they should go to HCS login page and click **Don't Have An Account? Sign Up Here.**

1. Click **Coord Account Tools—HCS** from **My Applications** list.
2. Select **Director, Coordinator or Security Coordinator** link from the **Request an account for a...** table.
3. Select the **Organization/Type/Primary ID (e.g. OPCERT)** you are adding the Coordinator to.
4. Enter person's **HCS ID**. If they do not have one, then follow instructions to create a [New HCS user account](#).
5. Select appropriate account type option.
6. Click **Next**.
7. Confirm message, "Are you sure you want to request a new Director, Coordinator account or new Security Coordinator account?"
8. Select option: **NYS Photo ID** or **Non NYS Photo ID**
NOTE: The information must match exactly. If the ID is not a NYS driver license, please enter the **out-of-state ID** number in the **Comments** field.
9. Complete user's information based on photo ID and click **Next**
10. Enter the user's business contact information and click **Submit**
11. Confirm confirmation message "**Registration Success**" displays
12. Instruct the *new Director/Coordinator* to look for:
 "Congratulations! You are enrolled on the HCS" email. This email contains their link to set their password (if new Director/Coordinator is also a new user) and to review the [Organizational Security and Use Policy](#).

NOTE: If the new Director/Coordinator is also a new user, then they will receive three confirmation emails: **(1)** HCS Self Registration Account Created for <userID>, **(2)** HCS Security Questions and answers have been changed and **(3)** Congratulations! You are enrolled on the HCS.

If user did not create a User ID or you typed it incorrectly, then you will receive this message:
This HCS ID does not exist. Please check if the ID entered is correct. If needed, please confirm if the user registered for the account before requesting the Coordinator or

Security Coordinator access.

If new Director/Coordinator, is also a new user, then they need to set their password, review the User Security and Use Policy and the Organizational Security and Use Policy before logging in:

1. Click the top link in the Congratulations email
2. Enter user ID
3. From the **Forgot your Password?** screen, click one option e.g. [Reset my password using my NYS Driver License or NYS Non-Driver Photo ID](#) or out-of-state users: [Reset my password using my security question answers](#)
4. Enter user ID and NYS DMV or security questions info, etc. and **Login to HCS.**