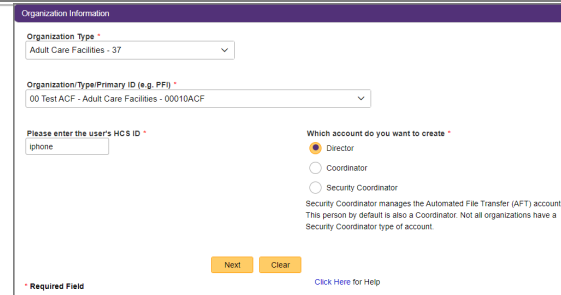


New Director, Coordinator or Security Coordinator

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.



Organization Information

Organization Type *
Adult Care Facilities - 37

Organization/Type/Primary ID (e.g. PFI) *
00 Test ACF - Adult Care Facilities - 00010ACF

Please enter the user's HCS ID *
iphone

Which account do you want to create *
 Director
 Coordinator
 Security Coordinator
Security Coordinator manages the Automated File Transfer (AFT) accounts. This person by default is also a Coordinator. Not all organizations have a Security Coordinator type of account.

Next Clear [Click Here for Help](#)

* Required Field

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 Coordinator or

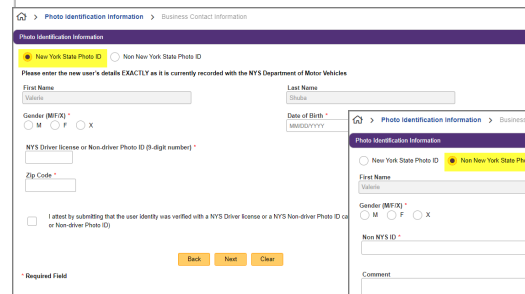


Photo Identification Information

New York State Photo ID Non New York State Photo ID

Please enter the new user's details EXACTLY as it is currently recorded with the NYS Department of Motor Vehicles

First Name
Last Name

Gender (M/F/X) *
 M F X

Date of Birth *
MM/DD/YYYY

NYS Driver License or Non-driver Photo ID (8-digit number) *
Zip Code *

I attest by submitting that the user identity was verified with a NYS Driver License or a NYS Non-driver Photo ID or Non-driver Photo ID

Back Next Clear

* Required Field

Security Coordinator access.

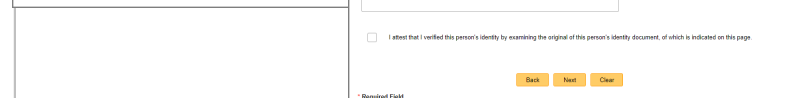


Photo Identification Information

New York State Photo ID Non New York State Photo ID

First Name
Last Name

Gender (M/F/X) *
 M F X

Date of Birth *
MM/DD/YYYY

Non NYS ID *
Non NYS ID Value *

Comment

I attest that I verified this person's identity by examining the original of the person's identity document, of which is indicated on this page

Back Next Clear

* Required Field

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.