

Immunization Survey Health Commerce System (HCS) Access Instructions



Health Commerce System Overview

What is the New York Health Commerce System?

The New York State (NYS) Health Commerce System (HCS) is a secure, web-based portal operated by the NYS Department of Health (NYSDOH) for exchanging confidential information, reporting health data, and managing communications between the state, healthcare facilities, and providers. It serves as a central hub for mandatory health reporting, emergency, administrative, and clinical applications. The system ensures that critical, often confidential, health-related data are shared, stored, and managed securely in compliance with state regulations.

Key Aspects of the HCS:

- **Secure Communication & Access:** HCS provides a secure platform for accessing sensitive health information, including patient-level data related to communicable diseases, environmental disasters, or public health emergencies.
- **Mandatory User Accounts:** Access is restricted to authorized individuals, such as healthcare providers, administrators, and public health partners. Every user must have a unique account; sharing credentials is a violation of the security policy.
- **Key Functions & Applications:**
 - **Data Reporting:** Used for submitting mandatory reports (e.g., to the NYS Immunization Information System - NYSIIS).
 - **Clinical Applications:** Access to tools like the Prescription Monitoring Program (PMP) and electronic clinical laboratory reporting (eCLEP).
 - **Emergency Preparedness:** Used by the NYSDOH to send urgent, time-sensitive alerts to facilities.
 - **Regulatory Compliance:** Allows providers to maintain up-to-date business and contact information in the HCS Communications Directory.
- **Accessing the System:** Users can log in through the HCS login page or through a dedicated mobile app for notifications.

Account Creation, Affiliation, and Maintenance

Account Creation (completed by user):

1. Go to <https://commerce.health.state.ny.us>.
2. Click the Sign Up Here under the Login button.

PLEASE LOGIN TO BEGIN USING THE HEALTH COMMERCE SYSTEM (HCS)

NEW YORK STATE Health Commerce System

User ID
User ID

Password
Password

Forgot Your User ID or Password Remember User ID

LOGIN

Don't Have An Account? [Sign Up Here](#)
Having trouble logging in? [Report a problem here](#)

3. Choose the appropriate response in the pop-up window based on your specific situation.

Create an Account

Do you hold a healthcare professional license issued by the New York State Department of Education?

Yes No Cancel

4. Create/enter a unique User ID.
5. Enter your First Name and Last Name exactly as shown on your Photo ID.
6. Enter a valid email address.
7. Click the [User Security and Use Policy](#) link and review.
8. Check the box to confirm you read and understand the Security and Use Policy.
9. Click Continue.

Register for an Account

The New York State Health Commerce System (HCS) is a secured system for the NYS Department of Health to support health data reporting and distribution among NYS entities, health facilities/providers and other partner organizations. An account request must be for the user acting in an official capacity as an authorized representative of these organizations.

This is a two step process. Please [click here](#) for more information.

Choose a user ID and complete all required fields. Ensure that your first and last names entered match those on your valid photo ID

User ID
Enter User ID

First Name Must match your Photo ID
Enter First Name

Last Name Must match your Photo ID
Enter Last Name

Email
Enter Email

I hereby confirm that I have read and understood the User Security and Use Policy

Success!

Continue

Return to the Health Commerce System

10. Answer six (6) security questions and click Save.

11. If successful, you will receive two emails (possibly in the junk/spam folder) from camu@health.ny.gov:
 - a. “HCS Self Registration Account Created for <user ID>”
 - b. “HCS security questions and answers have been changed for <user ID>”
12. For Director Roles (Highest Ranking Administrators)
 - a. Email OSAS@health.ny.gov with the following:
 - i. Completed Director Request Form.
 - ii. Copy of your 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.
13. For Other Roles (HCS Coordinator/School Nurse/Data Reporter):
 - a. Reach out to your organization’s HCS Coordinator with the following:
 - i. Your <user ID>

***If unsure of who your HCS Director/Coordinator is, please call the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890 option 1 (M-F 8am-4:45pm). ***
14. Newly enrolled users will receive a “Congratulations! You are enrolled on the HCS” email that contains a link to set their password.
15. Click link at the top of the Congratulations email.
16. Enter user ID.
17. From the Forgot your Password? screen, select to reset using your ID or security questions.
18. Enter user ID and NYS DMV or security questions info, etc. and Login to HCS.

Organization Affiliation (completed by Online School Assessment Survey Team for Director Roles or the assigned HCS Coordinator within the organization for all other roles):

1. For HCS Coordinators assigning another role within their organization – they must first login to HCS.
2. Click Coordinator’s Update Tool – under applications in HCS.
3. Select your organization from the list.

Coordinator's Update Tool

Main Menu

Please select an organization for which you are a coordinator

<input checked="" type="radio"/> Z TEST PRIVATE SCHOOL -Schools, Private
<input type="button" value="Select"/>

4. Click Manage Role Assignments.

Coordinator's Update Tool

[Main Page](#) | [Location](#) | [Manage People](#) | [Organizational Offices](#) | **Manage Role Assignments** | [Reports](#) | [Add a New Person](#) | [Special Accounts](#)

Form Name:
Location Information for Z TEST PRIVATE SCHOOL

Primary ID: 888888888888	Secondary ID:	Org Type: Schools, Private
Name	Z TEST PRIVATE SCHOOL	
*Addr. Line 1	800 North Pearl Street	
*Addr. Line 2		
*Town or City	Albany	Albany County <small>Not NYS Albany</small>
*State or Province	NY	*Country USA
Postal Code	12204	
Phone	518-473-0190	Fax
Changed On	01/28/2026	Changed By: 098 <small>* required field(s)</small>

[Modify](#) | [Reset](#)

5. Click Modify next to the role that is being assigned.

Form Name:
Role Assignments

Select a Role to Assign/Modify for Z TEST PRIVATE SCHOOL

Role Description	Person in Role	Modify Role Assignments	Role Description	Person in Role	Modify Role Assignments
HCS Coordinator	DOH Assigned	Modify	School Absenteeism and Dismissal Data Reporter	No	Modify
School Data Reporter	Yes	Modify	School Nurse	Yes	Modify
School Principal/Administrator	No	Modify			

6. In section 3, enter the person's last name and click Submit.

Role Assignments

Choose from the options below to select a person for *School Nurse* at Z TEST PRIVATE SCHOOL

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.

Remove Role Assignments

- OR -

2) Click on the check boxes next to the names of the person 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.

Add Role Assignments

- OR -

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. Scroll down the results on next page to find the person and their user ID. Select the user and click Add Role Assignment.

Search for Person(s) by Name:

- OR -

4) Return to the list of roles. [Back to Role Assignments](#)

7. Find the applicable user, highlight their name, then click Add Role Assignment.

TIME HEALTH MEDICAL GROUP@LIFETIME HEALTH MEDICAL GROUP 6317 - Aetna Health Inc. SUNG MEMORIAL HOSPITAL RIVERDALE MONTESSORI SCHOOL 070 - Registered Nurses (Med. Professional - Volunteers) 666 - UnitedHealthcare of New York, Inc.
<input type="button" value="Add Role Assignment"/>
If you would like to try your search again, click on GO BACK .

Managing Other Role Assignments (handled by HCS Director/Coordinators):

1. To ensure accurate roles and proper access, the HCS Director and/or Coordinators should periodically review and manage the roles affiliated with their organization.
2. Click Coordinator's Update Tool – under applications in HCS.
3. Select your organization from the list.

Coordinator's Update Tool

Main Menu

Please select an organization
for which you are a coordinator

Z TEST PRIVATE SCHOOL
 -Schools, Private

Select

4. Click Manage Role Assignments.

Coordinator's Update Tool

Main Page
Location
Manage People
Manage Role Assignments
Reports
Add a New Person
Special Accounts

Form Name:
Location Information for Z TEST PRIVATE SCHOOL

Primary ID: 8888888888	Secondary ID:	Org Type: Schools, Private
Name: Z TEST PRIVATE SCHOOL		
*Addr. Line 1: 100 North Pearl Street		
Addr. Line 2:		
*Town or City: Albany	Albany County	Not NY? Albany
*State or Province: NY	*Country: USA	
Postal Code: 12204		
Phone: 518-473-9199	Fax:	
Changed On: 01/28/2024	Changed By: jrb08	*required field

Modify | Reset

5. Click Modify next to each role to review the current list of assignments.

Form Name:
Role Assignments

Select a Role to Assign/Modify
for Z TEST PRIVATE SCHOOL

Role Description	Person in Role	Modify Role Assignments	Role Description	Person in Role	Modify Role Assignments
HCS Coordinator	DOH Assigned	Modify	School Absenteeism and Dismissal Data Reporter	No	Modify
School Data Reporter	Yes	Modify	School Nurse	Yes	Modify
School Principal/Administrator	No	Modify			

6. Within section 1, review the users listed – if any are no longer affiliated or needed, click the checkbox next to the applicable name and click Remove Role Assignments.

Role Assignments

Choose from the options below to select a person for School Data Reporter
at Z TEST PRIVATE SCHOOL.

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.

<div style="display: flex; justify-content: space-between; font-size: x-small;"> Monday, April 15, 2024 10:00 AM </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> Albany, Fulton St - Albany 11:11 AM </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> Remove Role Assignments 2:04 </div>	<input checked="" type="checkbox"/>	Remove Role Assignments <small>Remove role assignments</small>
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7. Confirm user is no longer listed – if not, they have been successfully removed from that specific organization in that specific role.