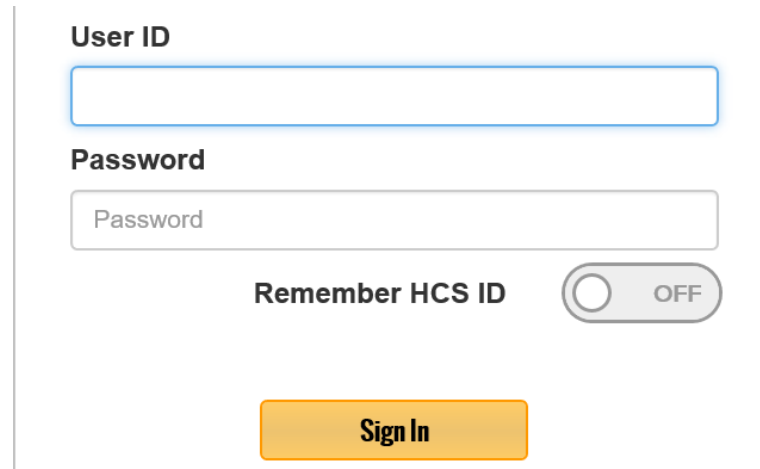


How to Update NYS License Information on the Health Commerce System (HCS)

1. Log into your HCS account at: https://commerce.health.state.ny.us/public/hcs_login.html.



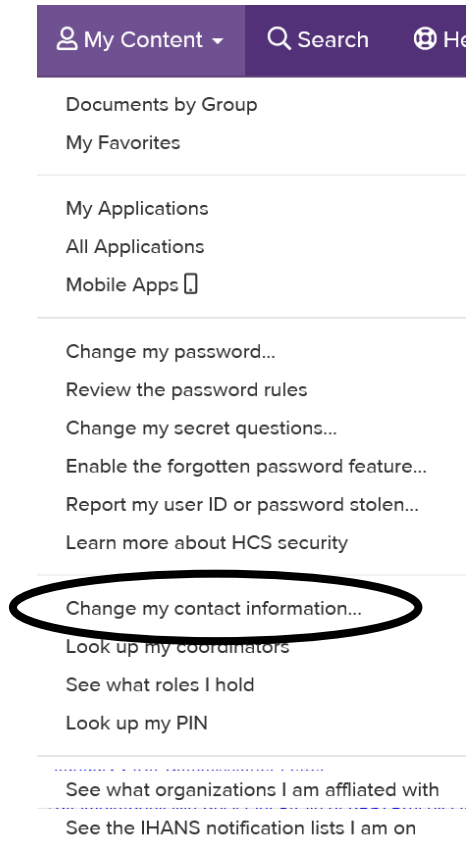
The screenshot shows a login form with the following elements:

- User ID**: A text input field.
- Password**: A text input field with the placeholder text "Password".
- Remember HCS ID**: A toggle switch currently set to "OFF".
- Sign In**: A yellow button.

2. At the top of the HCS home page, click 'My Content'.



3. Click on 'Change my contact information'.



4. Click on the 'Profession Information' tab.



5. If information is entered, verify for accuracy.
If no information is entered, click 'Add Profession'. Choose from the dropdown your profession type and enter NYS practitioner license number.

Business Contact Information Emergency Contact Information **Profession Information** MFA Information

Add Profession

Add a profession NOT listed above

Profession License Number **Add** **Cancel**

Submit **Reset**

6. Click 'Add'.

Business Contact Information Emergency Contact Information **Profession Information** MFA Information

Add Profession

Add a profession NOT listed above

Profession License Number **Add** **Cancel**

Submit **Reset**

7. Click 'Submit'.

The screenshot shows a web interface with four tabs: 'Business Contact Information', 'Emergency Contact Information', 'Profession Information', and 'MFA Information'. The 'Profession Information' tab is active. Below the tabs is a section titled 'Add Profession'. Inside this section is a form titled 'Add a profession NOT listed above'. The form has two main fields: 'Profession' and 'License Number'. The 'Profession' field is a dropdown menu with 'XXXX EMS Provider' selected. The 'License Number' field is a text input with '123456'. To the right of these fields are two buttons: 'Add' and 'Cancel'. Below the 'Add' and 'Cancel' buttons are two more buttons: 'Submit' and 'Reset'. The 'Submit' button is circled in black.

8. At the top, click 'Log out' and close browser.



9. Go to https://commerce.health.state.ny.us/public/hcs_login.html and log back in.