

# Paperless HCS Medical Professions Account

The Health Commerce System (HCS) Medical Professions account request is paperless! No signatures or notary.  
 Applying for an HCS account is as simple as filling out an online form and having a NYS DMV Driver License or Non-driver Photo ID.  
 Medical Professionals that do not have a NYS DMV Driver License or Non-driver Photo ID can still apply for an HCS medical professions account using the existing paper process which requires signatures and a notary.

## Important information!

To enroll using the paperless process you must have a:

- NYS DMV Driver License or Non-driver Photo ID
- NYS Education Department registered medical professional license.

## Where do I go to apply for an HCS account?

Open your web browser and enter this website in your address window:

[https://commerce.health.state.ny.us/public/hcs\\_login.html](https://commerce.health.state.ny.us/public/hcs_login.html)  
 OR Google "HCS" to search for the link.

## How do I apply for an account?

1. From the HCS Login page, click **Sign Up Here**
2. Click **Yes** if you hold a professional medical license from NYS Education Dept.
3. Click '**Apply for an HCS Medical Professions account**'
4. Click '**I have a NYS DMV driver license or Non-driver Photo ID**'  
**NOTE:** If you do not have a NYS driver license, you can still apply by clicking 'I do not have a NYS DMV driver license or Non-driver Photo ID and complete the paper from'
5. Enter your medical profession information, click **Submit**  
**Important!** Your first and last name, license type, professional license number, and SSN must match what is in the NYSED Office of the Professions.
6. Enter your DMV information from your driver license or non-driver photo ID exactly as it appears on your driver's license, click **Submit**  
**Important!** Your first and last name, license number, date of birth, gender, and zip code must match what is on your NYS driver license or Non-driver photo ID.
7. Enter your contact information (fields marked with an asterisk are required)
8. Agree to the terms outlined in the Security and Use Policy (SAUP), check the box, and **Submit**
9. Create your new password, confirm the password, click **Submit**
10. Congratulations, you have an HCS account. Keep your user ID as it will be required for all HCS access.

The screenshots illustrate the online application process:

- 1:** The HCS Login page with fields for User ID and Password, and a 'LOGIN' button.
- 2:** The 'Create an Account' page with a question: 'Do you hold a professional medical license issued by the New York State Department of Education?' and 'Yes', 'No', and 'Cancel' buttons.
- 3:** The 'Apply for an HCS Medical Professions account' page with a 'Quick Reference Guide' and a question: 'Do you have a NYS Driver License or NYS Non-Driver Photo ID?' with options 'I have a NYS driver's license or Non-driver Photo ID' and 'I do not have a NYS DMV driver license or Non-driver Photo ID'.
- 4:** The 'Register to become a ServNY volunteer becoming a medical profession' page with a 'Reference Guide' and a list of requirements: '1. You must apply for an HCS Medical Professions account', '2. You must Register your practice', '3. Your staff must Register'.
- 5:** The 'Medical Profession Information' form with fields for First Name, Middle Name, Last Name, License Type, License Number (6-digit number), Social Security Number (last 4-digits), and DEA Number. A 'Next' button is visible.

## How do I log on to the HCS?

1. Click the HCS website link in your congratulations page when applying OR your congratulations email that you received  
<https://commerce.health.state.ny.us>
2. Enter your **User ID** in the appropriate field
3. Enter your **Password** in the appropriate field
4. Click **Logon**

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