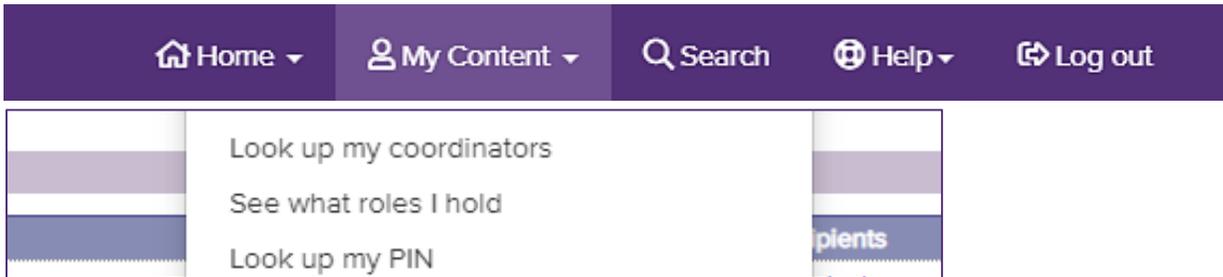


Accessing the Hospital Communication Portal

To gain access to the Hospital Communication Portal, follow the steps below:

1. Log in to your Health Commerce System Account. Click on **My Content** and then **See what roles I hold**.



2. If you hold the role of **Newborn Screening Hospital Communication App User**, skip to step 6.
3. If you do **not** hold the role of **Newborn Screening Hospital Communication App User** click on **My Content** and then **Look up my coordinators**.
 - a. Contact any of the Health Commerce System Coordinators listed and ask them to assign you the role of **Newborn Screening Hospital Communication App User**.
4. If your Health Commerce System Coordinator does not know how to assign a role, they should follow the steps below:
 - a. Click **Coordinator's Update Tool**.
 - b. Select the appropriate organization.
 - c. Click **Manage Role Assignments** (blue tab).
 - d. Click the **Modify** link located to right of the role name.
 - e. Under section 2 (if no one is currently in role) or section 3 (if role has been assigned), **check the box to the right of the person** with an ID you wish to add to the role.
 - f. Avoid assigning the role if you see an **NA** after a user's name. This will not assign user any permissions.
 - g. If you cannot locate the person on the list, then proceed to the last option, **Search for Person(s) by Name**.
 - i. Enter the person's last name in the **Search for Person(s) by Name**.
 - ii. Click **Submit**.
 - iii. Select the person in the list with a valid user ID.
 - iv. Click **Add Role Assignments**.
 - v. Assign the appropriate user the role of **Newborn Screening Hospital Communication App User**.

For additional assistance with HCS accounts and role assignment, please call the Commerce Accounts Management Unit (CAMU) at 866-529-1890 press option 2.

5. Once you have had the proper role added, log in to the Health Commerce System with your user ID and password.
6. Look for the application in your **My Applications** list. The name of the application is **NBSHCA**.
 - a. If you do not see the portal, click on **My Content** and **All Applications**. Click **N** and add **Newborn Screening Hospital Portal** to your applications by clicking the green plus sign **+** to the right of the application name. The app should now appear on your **My Applications** list.

Please contact nbsinfo@health.ny.gov with any questions regarding the Hospital Communication Portal.