

Access LOCADTR via the Health Commerce System (HCS) - 3 Step Process

Step 1 Affiliate your Clinic with the HCS	Step 2 Enroll user accounts on the HCS at your Clinic (HCS Coordinator must enroll users)	Step 3 Add users to the LOCADTR role for your Clinic (HCS Coordinator)
<ul style="list-style-type: none"> Send an email to locadtr@oasas.ny.gov asking to affiliate your clinic on the HCS. OASAS will send you an email asking you for clinic, Director and Coordinator information that you will have to fill out and email back. Once OASAS receives your email with the requested information, they will generate an HCS Director and Coordinator account request and you will receive an email with 3 PDF attachments: <ul style="list-style-type: none"> Document 1 SAUP (SAUP means Security and Use Policy) – about roles and responsibilities. Document 2 SAUP – about security ‘do not share your account’. Barcoded account form. Read and retain the SAUPs to reference. Sign the form, have your signature notarized, the notary section must be complete (forms are rejected if it is not complete), keep a copy for account activation. <ul style="list-style-type: none"> The Director form is the binding organizational agreement with the HCS. The Coordinator form will require the Director’s signature authorizing the Coordinator for the clinic. Mail both the Director and Coordinator forms together to the address provided in the lower left corner of the form. The Director form must be processed first as the binding agreement. Once the Commerce Accounts Management Unit (CAMU) processes your form, you will receive a PIN letter with account activation instructions 	<ul style="list-style-type: none"> Your user must register for an account: https://apps.health.ny.gov/pub/usertop.html NOTE: must have a Valid Photo ID to register (see below for a list of Valid Photo IDs). Once they register, you must enroll the user on the HCS for your clinic: <ul style="list-style-type: none"> Sign on the HCS Click “Coord Account Tools- HCS” under My Applications on the left Click “User” under Account Request section If the user has a Valid Photo ID, click “Yes, they have a Valid Photo ID” and follow the steps. <p style="margin-left: 20px;">Here is a list of Valid Photo IDs:</p> <p style="margin-left: 20px;">US Passport, with photograph and name US Driver License with photograph and name US Federal, NY State ID card with photograph Driver License issued by Canada Govt. Unexpired foreign passport with I-551/I-94 Alien Registration Card with photograph Unexpired Temporary Resident Card (INS I-688) Unexpired Employment Card (INS I-688A) Unexpired Reentry Permit (INS I-327) Unexpired Refugee Travel Document (INS I-571) Unexpired Employment Documents (INS I-688B)</p> <ul style="list-style-type: none"> If they do not have a Valid Photo ID, click “No, they do not have a Valid Photo ID” and follow the steps. 	<ul style="list-style-type: none"> Sign on the HCS Click “Coordinator’s Update Tool” under My Applications on the left Select your clinic. Click “Manage Role Assignments” tab Click “Modify” next to the LOCADTR role Check the box next to each person that you wish to assign the LOCADTR role and click “Add Role Assignment”: <ul style="list-style-type: none"> If you do not see the person, their primary organization is under another facility. You can do a search for them by Last Name below. Look for a name with a userID, NOT one with a “na” that means No Account. If you assign roles to users with no accounts, they will not be able to log into the HCS.
How do I find out if I already have an HCS account? Who is my HCS Coordinator? Who do I contact to change my password?	Commerce Accounts Management System (CAMU) 1-866-529-1890 option 1 M-F 8:00AM-4:45PM (excluding weekends and holidays)	LOCADTR questions email: locadtr@oasas.ny.gov