Accessing NYSE-CON using your HCS Account

To use NYSE-CON, you must have a Health Commerce System (HCS) account and you must be added to the **role of CON Submitter and/or CON Updater**. For OASAS certified providers, you have an HCS Coordinator in your Agency who can assist you in getting an HCS account and adding the required roles. LOCADTR is accessed through the Health Commerce System and is the reason your Agency already has an HCS Coordinator. If you are not an existing OASAS certified provider, you will need to access the instructions for accessing NYSE-CON through the Public Authenticated system using an ny.gov account.

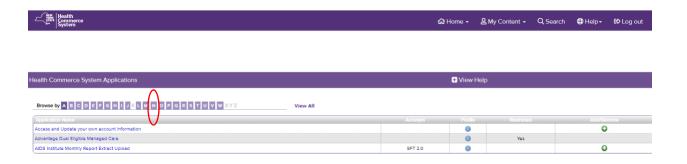


When you sign on to the Health Commerce System, if NYSE-CON is not listed in My Applications, click on the My Content menu.

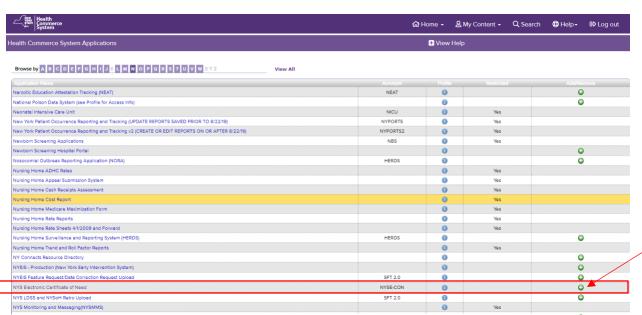


Select All Applications.

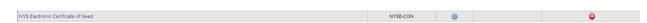
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Select N.



Click the "+" in the Add/Remove Column to add the application.



The NYS Electronic Certificate of Need is added to the My Applications menu when the "-"sign is displayed. Click on Home to get back to the main screen.

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You will now see NYSE-CON listed under My Applications. Select NYSE-CON from My Applications to enter the system.



You are now on the home page for NYSE-CON.