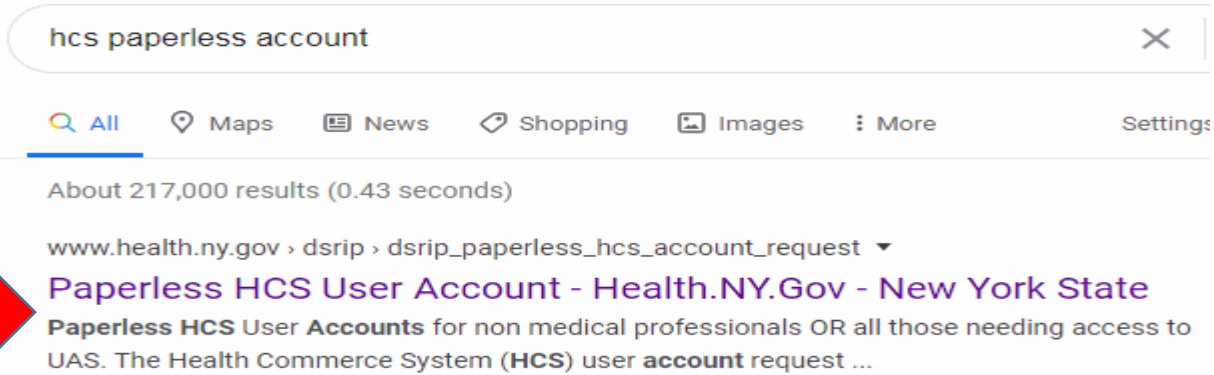


## Instructions on how to acquire an HCS username

1. Please use Google Chrome and search “paperless HCS account” –
2. Choose the first website that Chrome recommends:



Next, select the link under the heading, “Where do I register”

### Where do I register?

1. Open your web browser and enter this website in the address bar <https://apps.health.ny.gov/pub/usertop.html>
2. Click 'Register for an account'

Choose the link: <https://apps.health.ny.gov/pub/usertop.html>

Next, select “Register” this will be in blue letters and you will be on this page:



Click on the Blue  
“Register” link



Next, Please fill out the following page, you will be on the HCS password management page: (see photo below)

### HCS Password Management System

#### Register for an Account

Page 1 of 4 - User and Account Use Information

Account Use Details

Account Type: HCS

Name

Ⓜ First Name must match your Photo ID

\* First Name:

\* Middle Name:

Ⓜ Last Name must match your Photo ID

\* Last Name:

Address

\* Address Line 1:

\* Address Line 2:

\* Country: UNITED STATES

\* City:

\* State: NY

\* Postal Code:

\* Email:

Very important to note:

- Your username must be 8 characters or less.
- Please make sure your name is spelled exactly as it is on your DMV license
- Please use the zip code that is currently listed with DMV
- Please use your Stony Brook Medicine email only.

*At this time, after submitting, please email [Lora.Dempsey@stonybrookmedicine.edu](mailto:Lora.Dempsey@stonybrookmedicine.edu) – Please make sure to have the following information ready to provide in the body of the email:*

- *9 digit Driver's license number \* if you do not have a NY driver's license please make sure to let me know and indicate what state your license is from*
- *Zip code*
- *Date of Birth*
- *Username you created for HCS*
- *Contact number*
- *If you have a medical license, please be sure to include \*\*\**

- Also important to remember, please log on to this site once every 30 days to remain in an “Active” status
- Please save your usernames and passwords in your phones in the event you need to log on from home
- For password resets/unlocking accounts: 1-866-529-1890-NYS Acct Mgmt. Unit



*Stay safe everyone!*