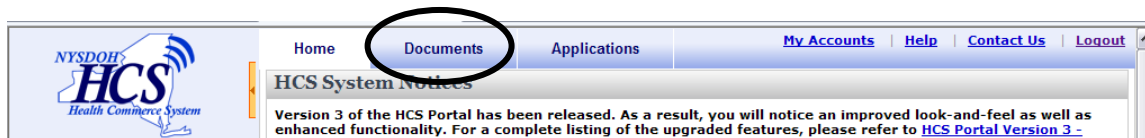
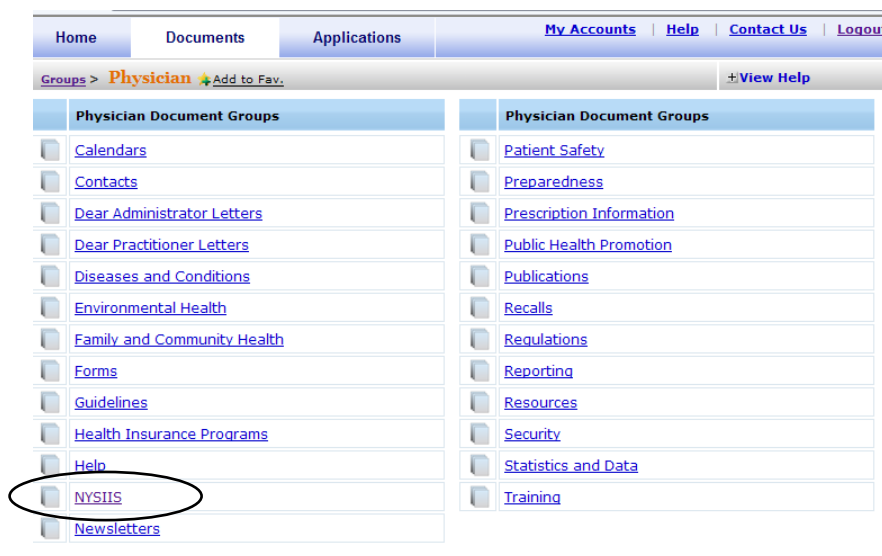


Accessing the NYSIIS Folders and Tutorials on the Health Commerce System (HCS)



Enter the Web Address: <https://commerce.health.state.ny.us>

- Log in to the HCS Portal
- From the top navigational bar on the HCS home page, click on **Documents**.
- Under **My Groups**, click on the group that describes your organization type.
- Then select the **NYSIIS** folder from the list.



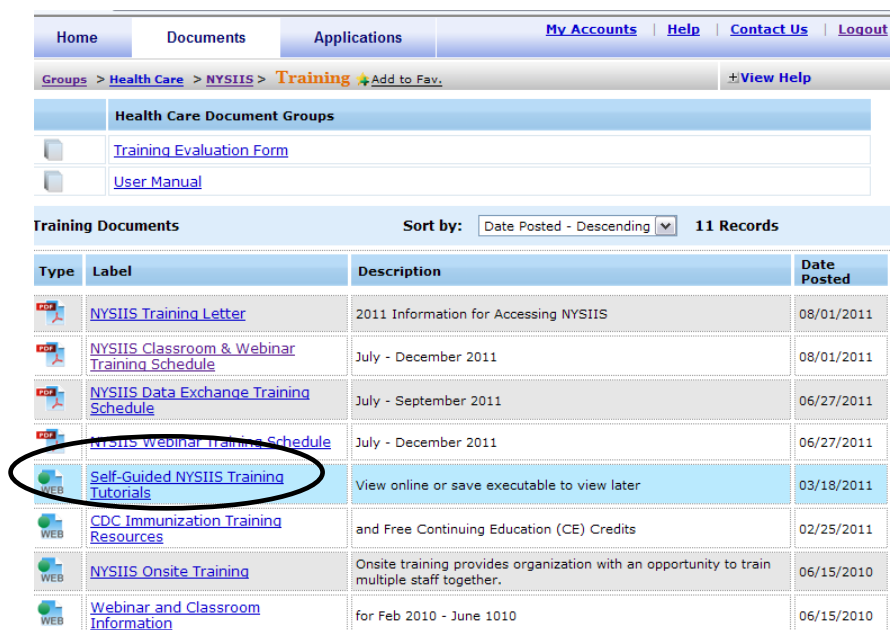
- To save the entire **NYSIIS** folder to your favorites click **Add to Fav.**



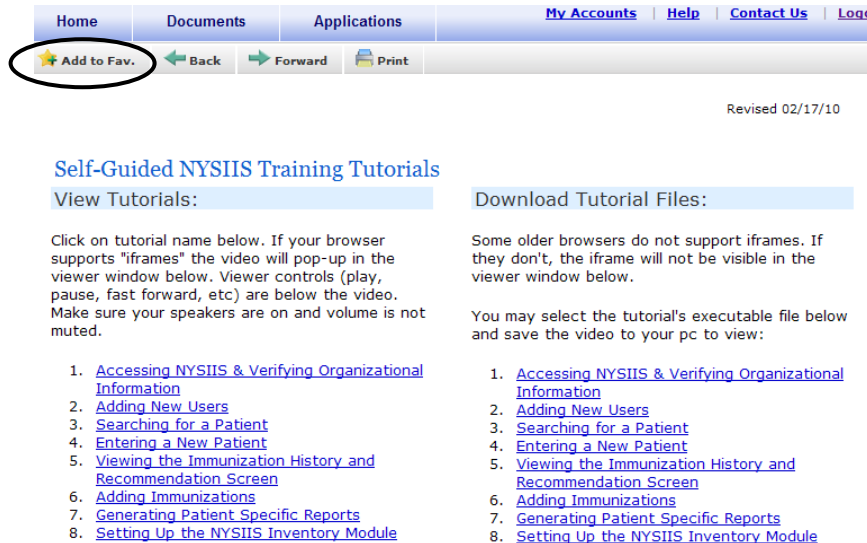
- F. Within the **NYSIIS folder**, select the **Training folder** in order to access the NYSIIS Self-Guided Training Tutorials.



- G. To add the self-guided tutorials to your favorites, click the link to open the tutorials.



- H. Select **Add to Fav.** at the top of the screen.



- I. Once you have added the NYSIIS folder and/or self-guided tutorials you can now access them directly from the left-side panel under **My Favorites**

