



# New York State Immunization Information System

## Checklist to Go Live with NYSIIS

1. EACH INDIVIDUAL USER must obtain their own personal account on the NYSDOH Health Commerce System (HCS). For assistance obtaining this account, contact your organization's HCS Coordinator. If you do not know who the HCS Coordinator is, contact the Commerce Account Management Unit (CAMU) Help Desk at 1-866-529-1890 or [hinhpn@health.state.ny.us](mailto:hinhpn@health.state.ny.us).
2. Complete training (live or recorded webinar). Detailed training information is available at: [http://www.health.ny.gov/prevention/immunization/information\\_system/status.htm](http://www.health.ny.gov/prevention/immunization/information_system/status.htm)
3. Obtain access to NYSIIS
  - a. If you register for a webinar training (live or recorded), NYSIIS access will be granted for you in the training application AND the live system.
  - b. If you are trained by a coworker or utilize the NYSIIS tutorials on the Health Commerce System, you must have your organization's NYSIIS Administrative User grant you access to the live system. If you are unsure who the NYSIIS Administrator is for your organization or have additional questions regarding training options, can contact the NYSIIS Help Desk at 1-866-389-0371 or [nysiishelpdesk@hp.com](mailto:nysiishelpdesk@hp.com) for account set up.
4. Log in to NYSIIS via the NYSDOH Health Commerce System: <https://commerce.health.state.ny.us>
5. User Agreement
  - a. If you did not already sign a user agreement, please print, read and sign the last page. The User Agreement is available in the NYSIIS application under "Forms" or the websites below. Your organization's NYSIIS Administrative User will hold this signed form.
6. Verify Information
  - a. If you are logging in for the first time, please verify that your user information is correct and update as needed by logging into NYSIIS and selecting Edit My User Account.
7. NYSIIS Administrative User
  - a. If you are your organization's NYSIIS Administrative User logging in for the first time, please verify that your organization information is correct and update as needed by logging into NYSIIS and selecting Manage Access/Account → Edit Organization.
  - b. The NYSIIS Administrative User is responsible for setting up additional NYSIIS users.
  - c. Be sure to have new users sign the user agreement as described in paragraph 6 above and retain for future reference.
  - d. If multiple organizations maintain operational partnerships and access needs to be linked in NYSIIS, the organization's NYSIIS Administrative User should contact the NYSIIS Help Desk at 1-866-389-0371 or [nysiishelpdesk@hp.com](mailto:nysiishelpdesk@hp.com).

8. Help

- a. Commerce Accounts Management Unit (CAMU) Help Desk
  - For HCS access or account issues
  - (866) 529-1890 or [hinhpn@health.state.ny.us](mailto:hinhpn@health.state.ny.us)
- b. NYSIIS Technical Help Desk
  - For NYSIIS user access or questions on how to use the system
  - (866) 389-0371 or [nysiishelpdesk@hp.com](mailto:nysiishelpdesk@hp.com)
- c. Growing Up Healthy Hotline
  - For parents/public
  - 1-800-522-5006
- d. NYSIIS staff
  - For general program or policy questions
  - (518) 473-2839 or [nysiis@health.state.ny.us](mailto:nysiis@health.state.ny.us)

9. Websites

- a. NYSDOH public website – NYSIIS page:  
[http://www.health.state.ny.us/prevention/immunization/information\\_system/](http://www.health.state.ny.us/prevention/immunization/information_system/)