How to Update NYS License Information on the Health Commerce System (HCS)

1. Log into your HCS account at: https://commerce.health.state.ny.us/public/hcs_login.html.
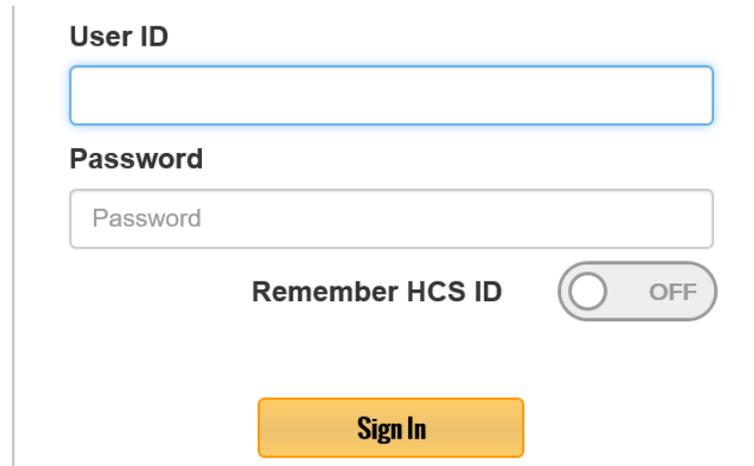
2. At the top of the HCS home page, click 'My Content'.

3. Click on 'Change my contact information'.
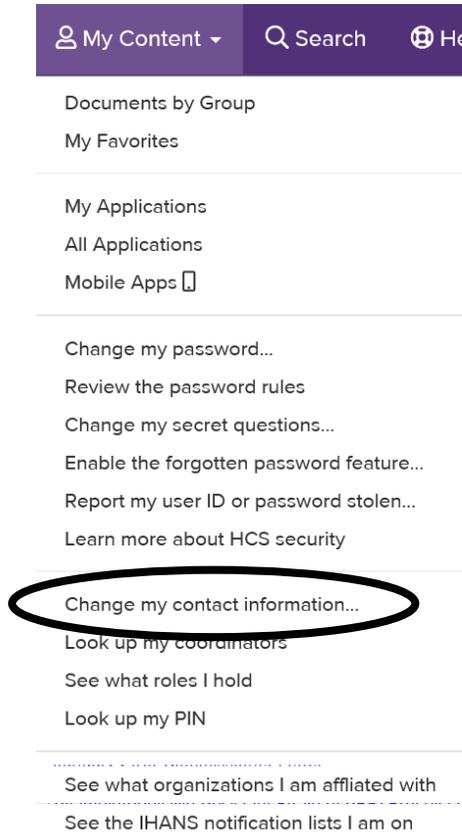
4. Click on the 'Profession Information' tab.

5. If information is entered, verify for accuracy.
   If no information is entered, click 'Add Profession'. Choose from the dropdown your profession type and enter NYS practitioner license number.

6. Click 'Add'.

7. Click 'Submit'.

8. At the top, click 'Log out' and close browser.

9. Go to https://commerce.health.state.ny.us/public/hcs_login.html and log back in.

10. Click on NYS PMP logo.

11. If you are still unable to access the NYS PMP, visit http://www.op.nysed.gov/opsearches.htm to confirm your license is up-to-date with New York State Education.

12. Select a profession and enter a minimum of 3 characters of the person's name.

13. Find corresponding License # and click on it.

Licensee List

MEDICINE

Click on license number link to the left of the professional's name for detailed information.

License # Name - City and State

012345 Test Tom – Albany, NY

14. Verify the license as 'Registered'.
   If 'Status' is not 'Registered', contact the New York State Education Department, Office of the Professions at 518-474-3817, Press 1 then ext. 570 or visit http://www.op.nysed.gov/contact.htm.

License Information *

03/04/2019

Name : TEST TOM
Address : ALBANY NY
Profession : MEDICINE
License No: 012345
Date of Licensure : 01/01/1970
Additional Qualification :
Status : REGISTERED
Registered through last day of : 01/20
Medical School: ALBANY MEDICAL COLLEGE   **Degree Date :** 01/01/1971