

Paperless HCS User Account

1. Open your web browser and enter this website in the address bar:
 - a. <https://apps.health.ny.gov/pub/usertop.html>
2. Click **Register** for an account
3. Complete the Name, Address and Policy Statement sections and click **Continue**
 - a. **NOTE: Your name must match what is on your NYS driver license or NYS Photo ID. DO NOT enter "Jr.", "Sr.", "I", "II", "III", etc after your name, as this is a separate field in your driver's license and not recognized by the system.**
4. Answer at least six of the 27 secret questions, click **Register**.
5. Confirm your account information and click **Confirm**.
6. You will receive a confirmation email that your user ID was created.
7. Email Melinda Johnston (Melinda_johnston@urmc.rochester.edu) with the following information:
 - a. User ID
 - b. Agency
 - c. Driver's License Number
 - d. Date of Birth
 - e. Email Address
 - f. Phone Number
 - g. Fax Number
 - h. Mailing address zip code (what appears on your license)
8. Once Melinda receives and confirms your account, you will receive an email from her that you are all set.