**Attachment A**

**Health Commerce System (HCS)**

To access your rate sheet and the administrator letter, users must have access to the DTC applications as well as an active HCS account and password. The steps for adding the Healthcare Financial Data Gateway (HFDG) application to a user’s ‘My Applications’ are provided below as well.

**Step-by-Step:**

1. Start the browser and enter the URL – <https://commerce.health.state.ny.us/public/hcs_login.html>
2. Enter the appropriate User Id and Password, then click the Login button or hit Enter.
3. On the HCS home page, at the left of the page under ‘My Applications’, choose the application ‘Healthcare Finance Data Gateway’.
4. Choose ‘Publications’ at the top menu bar on the Healthcare Financial Data Gateway.
5. Select the Organization Type:
   1. ‘Diagnostic and Treatment Centers’, the Collection ‘D&TC Federally Qualified Health Centers (FQHCs)’, the Package ‘October 1 2022 Rate’, and your organization from the dropdown box provided, then click ‘Search’.
   2. ‘Hospitals’, the Collection ‘Hosp Outpatient Rate Report’, the Package ‘October 1 2022 FQHC’, and your organization from the dropdown box provided, then click “Search’.
6. Refer to the section for General Data, which contains the Administrator letter available to all providers, and for Organization Specific Data, which contains your facility’s rate sheet. Click ‘Download’ at the bottom to view/print/download the PDF files.

**HCS Instructions – Adding HFDG to “My Applications”**

1. Login to HCS: <https://commerce.health.state.ny.us/public/hcs_login.html>
2. Enter User ID and Password
3. On the HCS home page, choose ‘My Content’ at the top of the page and choose ‘All Applications’.
4. Choose the letter ‘H’ and you will see ‘Healthcare Financial Data Gateway’ as the fifth application down from the top. On the right-hand side of that line, you will see a green plus sign (+). Click on the plus sign and from that point on, it will show up in the ‘My Applications’ List.