



HHS Accelerator: A Quick Start Guide

Table of Contents

HHS Accelerator System Requirements Overview.....	3
HHS Accelerator System Compatible Internet Browsers	3
Enabling JavaScript	3
Valid Email Account	3
Selecting Users and Assigning Roles	4
Creating a New NYC.ID.....	5
Requesting an HHS Accelerator Account	7
Creating an Administrator Account	10

HHS Accelerator System Requirements Overview

To access the HHS Accelerator System, organizations must first be approved for an HHS Accelerator Account. This guide provides detailed instructions on how organizations are able to request a new account. It also describes basic account requirements including an active internet connection and a compatible, JavaScript enabled browser. Finally it provides details of how your organization must identify system users and expected system user roles.

HHS Accelerator System Compatible Internet Browsers

You must have one of the following internet browsers installed on your computer:

- Microsoft Internet Explorer 7.x, 8.x and 9.x
- Mozilla Firefox 3.x
- Safari 3.x.

Enabling JavaScript

Follow the instructions below to ensure JavaScript has been enabled:

Microsoft Internet Explorer 7.x, 8.x and 9.x (Windows)

1. Open the **“Tools”** menu and select **“Internet Options.”**
2. Click the **“Security”** tab.
3. Click **“Custom level”** button to customize your security settings.
4. Scroll down to **“Scripting,”** near the bottom of the list.
5. Under **“Active Scripting”**, choose **“Enable.”**
6. Verify Security Settings and click **“OK”**; verify Internet Options and click **“OK.”**
7. Click the **“Reload”** icon.

Mozilla Firefox 3.x (Windows)

1. Open the **“Tools”** menu and select **“Options.”**
2. Select the **“Content”** section.
3. Check the **“Block pop-up windows,” “Load images automatically,” “Enable JavaScript”** and **“Enable Java”** (if available) boxes.
4. Click **“OK.”**
5. Click the **“Reload”** icon.

Safari 3.x (OS X)

1. Open the **“Safari”** menu and select **“Preferences.”**
2. Select the **“Security”** section.
3. Select **“Enable plug-ins,” “Enable Java”** and **“Enable JavaScript”** from “Web Content” section.
4. Close the **“Security”** window.
5. Click the **“Reload”** icon.

Valid Email Account

Each system user must provide a valid email address to activate his or her NYC.ID which is required for NYC systems. An email address provided by your organization is preferred. However, it is also possible to provide a third party account such as [Google](#), [Yahoo](#) or [Windows Live](#). The first person to request an account for your organization must first activate their NYC.ID.

Selecting Users and Assigning Roles

Your organization needs to make some critical decisions regarding who will access the HHS Accelerator System and what role each user will play. Please consider the most appropriate individual(s) to:

- Manage your organization’s relationships with the City and other funders
- Maintain your organization’s profile
- Respond to Requests for Proposals from the City and/or other potential funders
- Sign contracts on behalf of your organization.

HHS Accelerator System access levels are defined by two tiers; “Level 1” (L1) and “Level 2” (L2). The individual who submits the initial request for your organization’s HHS Accelerator Account must be your Account Administrator. S/he is automatically granted access to all system privileges and becomes a L2 user. Only L2 users can share documents, submit applications, submit proposals, view evaluation scores, request an advance, and cancel modification. Any subsequent user of any level can be designated as an Account Administrator.

System roles and common organizational levels for these roles are outlined in the table below.

	L1 User	L1 Account Administrator	L2 Users	L2 Account Administrator
Begin HHS Application	X	X	X	X
Submit HHS Application			X	X
Upload Documents	X	X	X	X
Share Documents			X	X
Maintain User Access		X		X
Begin Proposal	X	X	X	X
Submit Proposal			X	X
View Evaluation Scores			X	X
Retract Proposal			X	X
Cancel Proposal			X	X
Show Proposal Comments	X	X	X	X
View Budget	X	X	X	X
Modify Budget	X	X	X	X
Request Advance			X	X
Cancel Modification			X	X
Submit Invoice			X	X
Delete/Withdraw Invoice			X	X
View Invoice	X	X	X	X

We recommend selecting at least **two** Account Administrators to share the responsibility of managing your organization’s user access and privileges.

The Business and Service Applications are explained in further detail in the “Submitting the HHS Accelerator Application” guide. Additionally, the Membership Management process is described in the “HHS Accelerator Account Administration” guide.

Creating a New NYC.ID

A NYC.ID is a secure, single sign on that provides access to online services at multiple New York City government agency websites, including: Workforce1, the New Business Accelerator Team, and ACCESS NYC. A valid NYC.ID is required for each HHS Accelerator System user. If you do not already have a valid NYC.ID, navigate to the HHS Accelerator System Login page (below) to create one, and follow the subsequent process.



The individual who submits the initial request for your organization’s HHS Accelerator Account will automatically be granted access to all system privileges.

<http://www.nyc.gov/hhsacceleratorlogin>

1. Click the **“Create New NYC.ID”** link.

The fields marked by a red asterisk (*) are required.

2. Enter required data to complete the registration form.
3. Create and confirm your “NYC.ID Password.”

Passwords must be at least eight (8) characters long and contain (3) of the following:

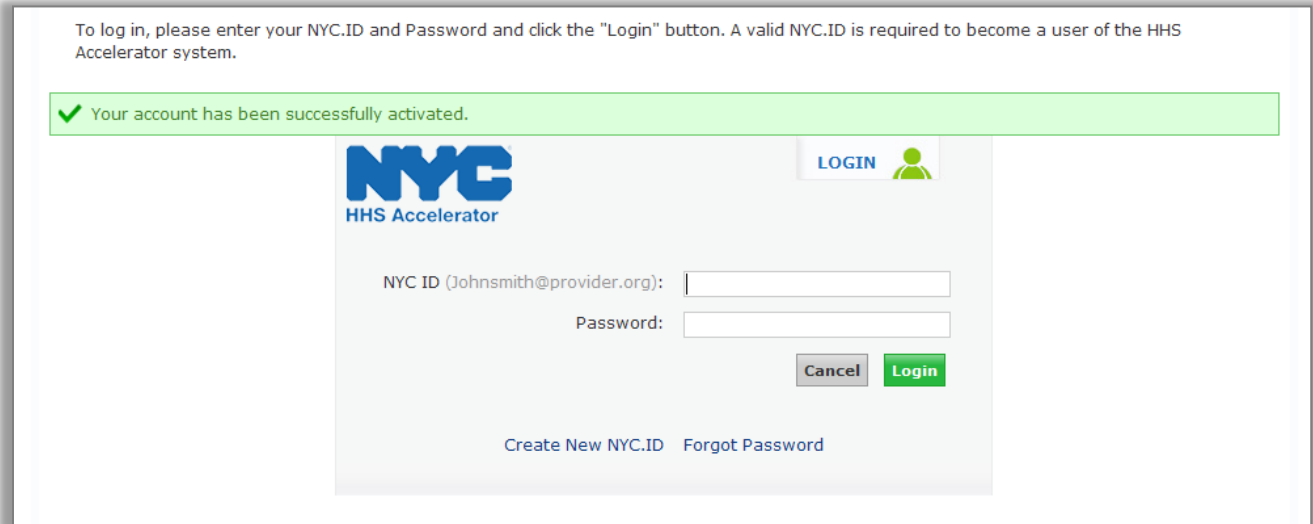
- An uppercase letter
- A lowercase letter
- A number
- One of these symbols (& * # ! @ %).

Your first name, last name, email, or the word password are not allowed to be used.

4. Select three security questions and provide your unique answers.
5. Enter the characters displayed in the CAPTCHA™ graphic.
6. Click “Register” to submit your request.

Once your request is successfully submitted, the system will direct you to the following screen:

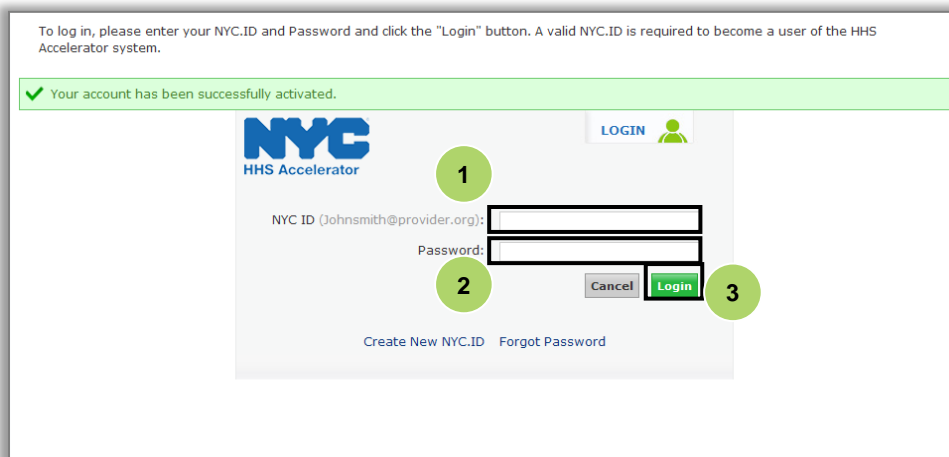
Once successfully submitted, check for an automated validation email associated with your NYC.ID account. To activate your account, click the validation link within the email, which will direct you to the HHS Accelerator System login screen. The system will display confirmation of your NYC.ID activation.



Now that you have successfully created a NYC.ID, you may request an HHS Accelerator Account.

Requesting an HHS Accelerator Account

After your organization's HHS Accelerator Account Administrator has activated his or her NYC.ID, s/he may begin the process of initiating your organization's HHS Accelerator Account.



1. Enter your **"NYC.ID."**
2. Enter your **"NYC.ID Password."**
3. Click **"Login."**

You will then be directed to review and accept the HHS Accelerator System Terms and Conditions.

HHS Accelerator Terms and Conditions

HHS ACCELERATOR

Terms and Conditions #1 - Document Vault

Welcome to HHS ACCELERATOR, a document aggregation and solicitation management system of the City of New York (hereinafter the "City"). The following Terms and Conditions (hereinafter "Terms and Conditions") govern your access to and use of HHS Accelerator (hereinafter "Accelerator"). Please read the Terms and Conditions prior to using Accelerator. Indicate that you have read the terms and conditions by checking the box entitled "I have read the terms and conditions." By accepting the Terms and Conditions you attest to your authorization to act on behalf of, and as a representative of, the Organization ("Organization") that is, or hereafter, will be registered to this account.

I. RESPONSIBILITIES OF THE ORGANIZATION

The Organization is responsible to safeguard its password and agrees not to disclose its password to any third party. The Organization is responsible for any and all activities that occur in its account, whether or not authorized by the Organization. Immediately notify Accelerator of any unauthorized use of your account. In addition, the Organization agrees to notify Accelerator of any changes to its contact information, including its name, address, documents, and any change to its business or corporate address. The Organization, by agreeing to these terms,

I agree to the Terms and Conditions. **4**

5

Review the HHS Accelerator System Terms and Conditions.

- 4. Click check box to agree to the Terms and Conditions.
- 5. Click "Continue."

NYC HHS Accelerator

Text Size: A A A

Welcome: Ann M Smith

EIN / TIN Search

Search for an Employer Identification Number/Tax Identification Number (EIN/TIN) to determine if your organization already has an HHS Accelerator Account.

EIN/TIN:

Clear Search

6. Enter your organization's **Employer Identification Number (EIN)** or **Tax Identification Number (TIN)**.

7. Click **“Search.”**

NYC HHS Accelerator

Text Size: A A A

Welcome: Ann M Smith

Are you an Account Administrator?

Will you be an Account Administrator for your organization within HHS Accelerator?

Only an Account Administrator can register for an organization's HHS Accelerator account. The Account Administrator will be responsible for user account maintenance in the system. Once your organization is registered, you may also designate other users as Account Administrators.

Are you an Account Administrator for your organization?

No Yes

*If you are not authorized to apply as your organization's Account Administrator, click **“No”** and refer the appropriate individual from your organization to set up the account.*

8. If you are the Account Administrator, click **“Yes.”**

Creating an Administrator Account

To create an Administrator Account:

NYC
HHS Accelerator

Text Size: A A A

Welcome: Ann M Smith

Create Organization Account

To request access to the HHS-Accelerator system for your organization, please enter the information below and click the "Submit Account Request" button.

** Indicates required fields*

Organization Details

Employee Identification Number/Tax Identification Number (EIN/TIN): 17-6251143 **1**

* Organization Legal Name:

* Corporate Structure: Select one

Dun and Bradstreet Number (DUNS#):

Doing Business As (DBA) or Alternate Name:

* Accounting Period: Jan to Dec

Executive Office Address

* Address Line 1: **2**

Address Line 2:

* City:

* State: Select one

* Zipcode:

* Phone Number:

Fax Number:

Website:

The fields marked by a red asterisk (*) are required.

1. Enter **“Organization Details.”**

The EIN/TIN is prepopulated from the data entered in step 6 and is read-only.

2. Enter **“Executive Office Information.”**

The Account Administrator's NYC.ID account data is prepopulated from Step 2 and is read-only.

The screenshot shows a web form titled "Account Administrator Details" with the following sections and callouts:

- Account Administrator Details:** Fields for NYC ID (nyc_provider@aim.com), First Name (Ann), Middle Name (M), Last Name (Smith), Office Title (dropdown menu, callout 3), Phone Number, and Email Address (nyc_provider@aim.com).
- Chief Executive Officer / Executive Director (or equivalent):** Fields for First Name, Middle Name, Last Name, Phone Number, and Email Address (callout 4).
- Chief Financial Officer (or equivalent):** A radio button selection for "My organization has a CFO: Yes No" (callout 5).
- Board Chair / President:** Fields for First Name, Middle Name, Last Name, Phone Number, and Email Address (callout 6).
- Submit Account Request:** A green button at the bottom right (callout 7).

3. Enter **“Office Title”** and **“Phone Number”** for the Account Administrator
4. Enter **“Chief Executive Officer”** information.
5. Indicate whether your organization has a Chief Financial Officer (CFO).
6. Enter **“Board Chair”** information.
7. Click **“Submit Account Request.”**

The system will assign your request to a member of the HHS Accelerator Team for further processing.

The screenshot shows the HHS Accelerator login page with the following elements:

- Instructions:** "To log in, please enter your NYC.ID and Password and click the 'Login' button. A valid NYC.ID is required to become a user of the HHS Accelerator system."
- Success Message:** A green banner with a checkmark icon stating "Organization Account Request Submitted. Thank you for requesting an HHS Accelerator Account. When a decision has been made regarding your account request, a notification will be sent to your email, nmast@hhsaccelerator.nyc.gov, and your organization's Executive Director/CEO or equivalent email, nmast@hhsaccelerator.nyc.gov."
- Login Form:** Includes the NYC HHS Accelerator logo, a "LOGIN" button with a user icon, input fields for "NYC ID (johnsmith@provider.org):" and "Password: Password", and "Cancel" and "Login" buttons.
- Links:** "Create New NYC.ID" and "Forgot Password" links at the bottom.

If your request is approved, you will receive a system-generated email containing a validation link.

If your request is not approved, a member of the HHS Accelerator Team will contact you for more information.