HHS Accelerator Site Functionality

Table of Contents

HHS Accelerator

Introduction

This guide provides an overview of the pages and functions of the HHS Accelerator System.

System Access

To access the HHS Accelerator System, go to http://www.nyc.gov/hhsacceleratorlogin

> You may consider bookmarking the link for easier access as you build your Organization’s profile and complete applications.

To log in to the HHS Accelerator System:

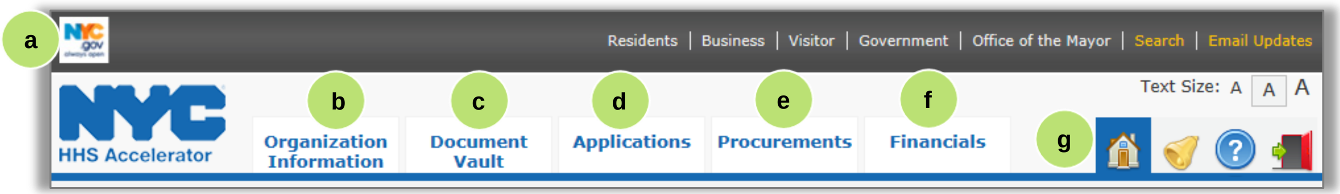
1. Enter your NYC.ID user name, which is the email you used to set up your NYC.ID.
2. Enter your NYC.ID password.
3. Click **“Login.”**

HHS Accelerator

Navigation Header

The top of all pages in the HHS Accelerator System features the: NYC.gov ribbon, Primary Functionality “Buttons” (Organization Information, Document Vault, Application, Procurements and Financials), and Navigation Icons.

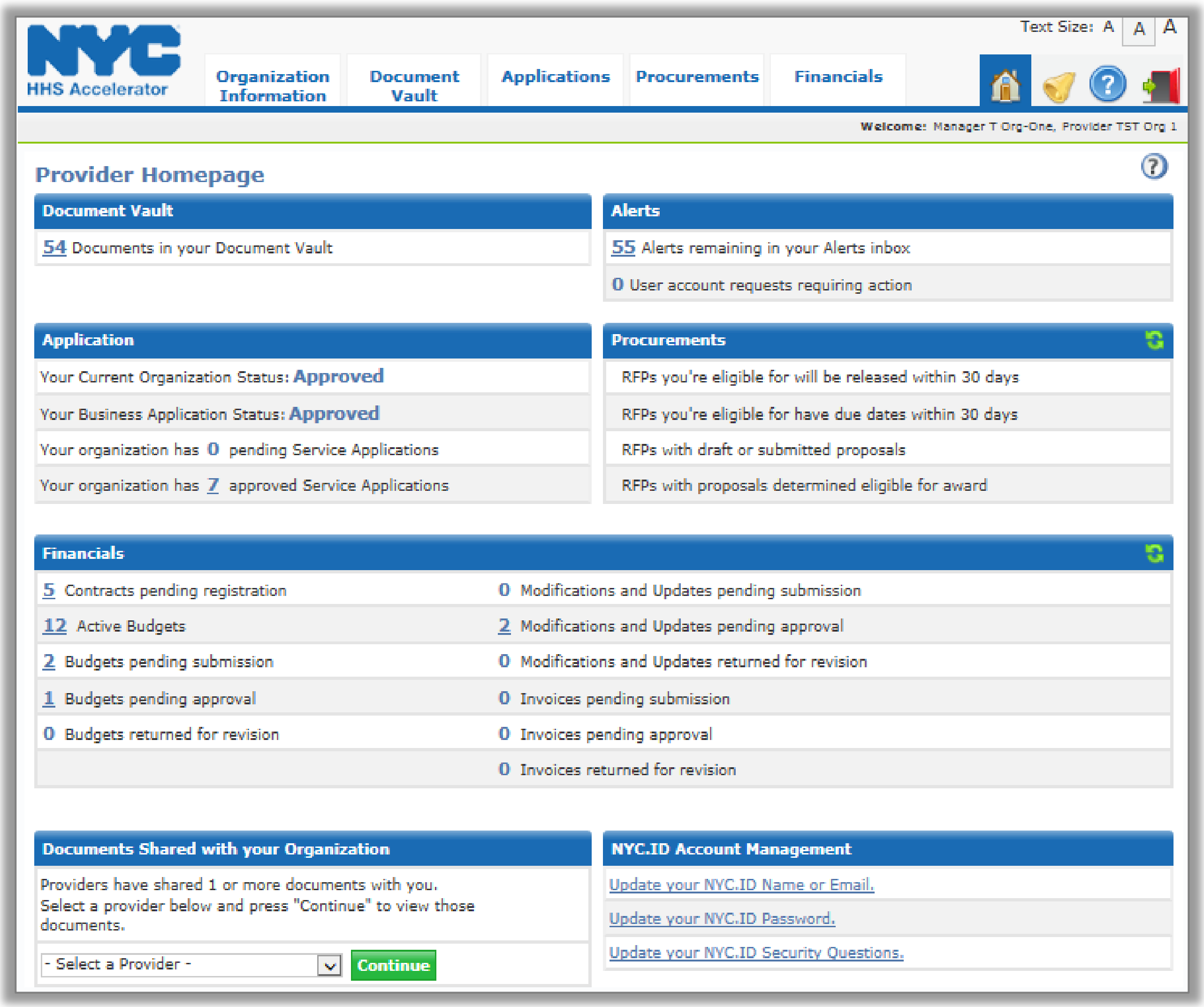
Clicking any link in this black ribbon will take you **outside of the HHS Accelerator System**. Please access the links in this section only when you want to leave the system.



a.	The NYC.gov ribbon is a standard frame for all New York City websites providing users access to general nyc.gov services and support.
b.	Click on the Organization Information tab to navigate to the Organization’s profile, which includes identifying information and contacts.
c.	Click on the Document Vault button to access the Document Vault.
d.	Click on the Application tab in order to become preapproved as a service provider to the City.
e.	Click the Procurements tab to view the procurements and respond if qualified.
f.	Click the Financials tab to access your budgets and invoices.
g.	The Navigation Menu displays icons that direct users to: Home - Alerts - Help - Log Out -

Provider Homepage

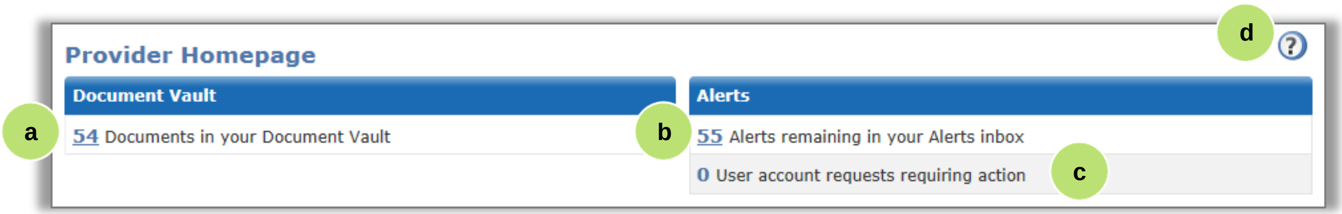
After logging in, the first page that you will encounter is the Provider Homepage. Below the main buttons and navigation icons is a dashboard that gives an overview of the Document Vault, Alerts, Application (status), Procurements, Financials, Documents Shared with your Organization and NYC.ID Account Maintenance.



NYC HHS Accelerator

The Document Vault and Alerts

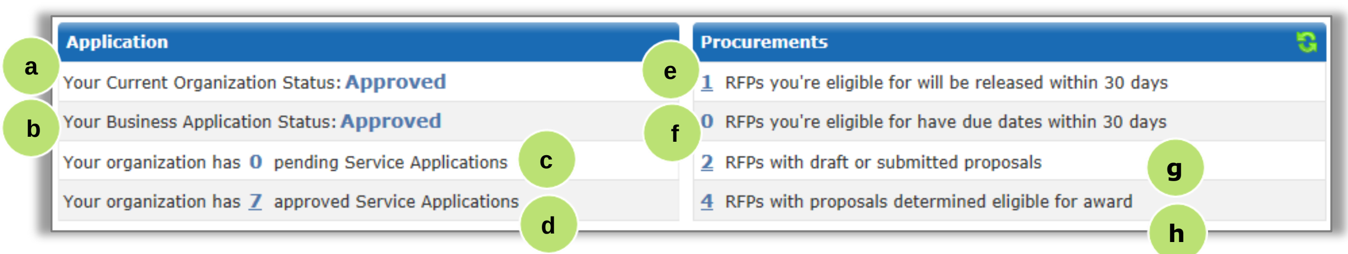
The top line of the Provider Homepage displays an overview of the Document Vault and system alerts.



a.	This number is a tally of the documents in the vault and a link to documents stored.
b.	This number links directly to the alerts in the system inbox.
c.	This number links directly to open user account requests.
d.	Click the icon for page level assistance.

Applications and Procurements

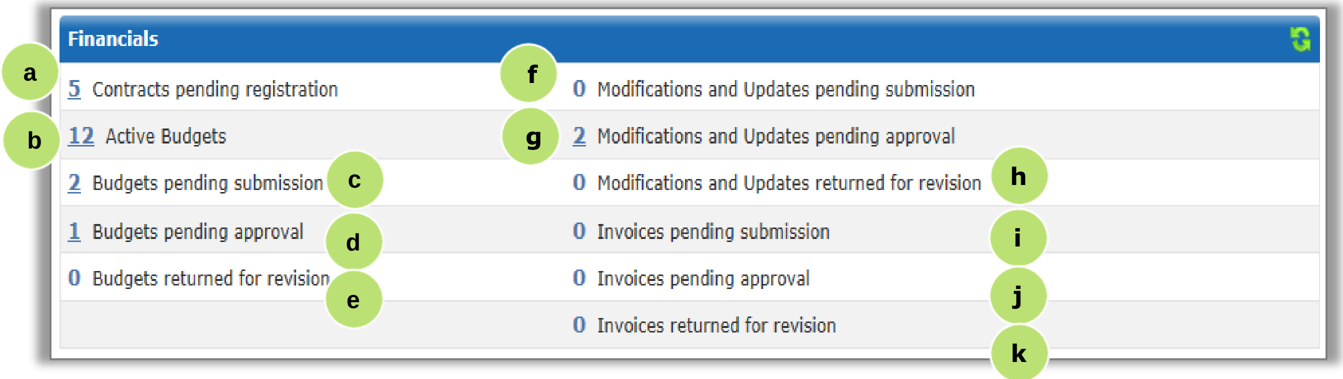
This section provides an overview of the status of all open Applications and Procurements.



a.	This line displays the overall status of your organization.
b.	This line displays the status of your organization’s Business Application.
c.	This number is both a tally of the numbers of services your organization has applied to compete for and a link to those Service Applications.
d.	This section displays the number of approved Service Applications.
e.	This line displays the number of RFPs you’re eligible for that will be released within 30 days.
f.	This line displays the number of RFPs you’re eligible for that have due dates within 30 days.
g.	This section displays the number of RFPs with draft or submitted proposals.
h.	This section displays the number of RFPs with proposals determined eligible for award.

Financials

This section provides an overview of the status of Financials for your organization in the system.

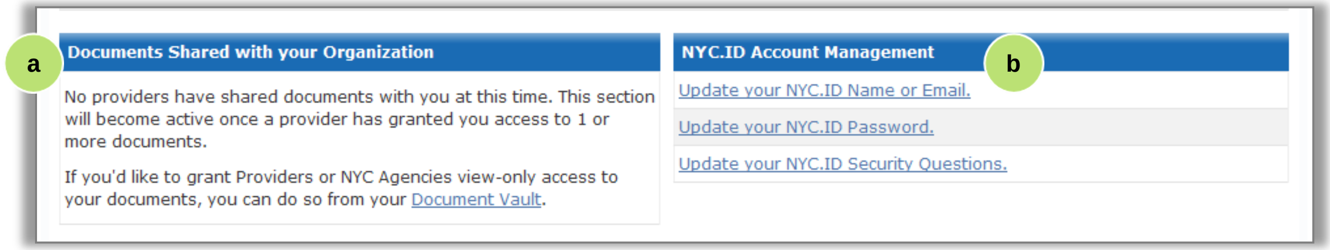


a.	This line displays the overall number of Contracts pending registration.
b.	This line displays the number of Active budgets.
c.	This section displays the number of Budgets pending submission.
d.	This section displays the number of Budgets pending approval.
e.	This section displays the number of Budgets returned for revision.
f.	This line displays the number of Modifications and Updates pending submission.
g.	This line displays the number of Modifications and Updates pending approval.
h.	This section displays the number of Modifications and Updates returned for revision.
i.	This section displays the number of Invoices pending submission.
j.	This section displays the number of Invoices pending approval.
k.	This section displays the number of Invoices returned for revisions.

When you log into the HHS Accelerator System, at first it will appear as if procurement and financial statistics are unavailable. In order to see the tasks and statistics, you must press the refresh icon, located on the solid blue band.

Shared Documents and NYC.ID Account Maintenance

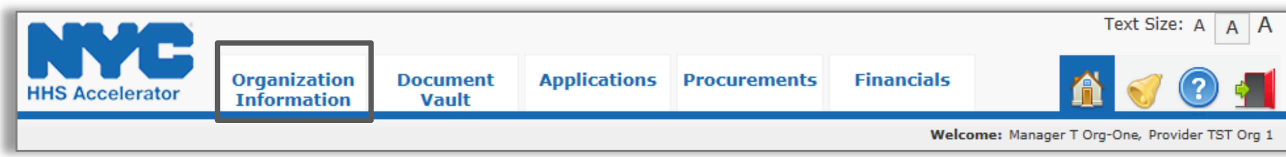
This section displays information about documents that have been shared with your organization and provides direct links to help you maintain your NYC.ID account.



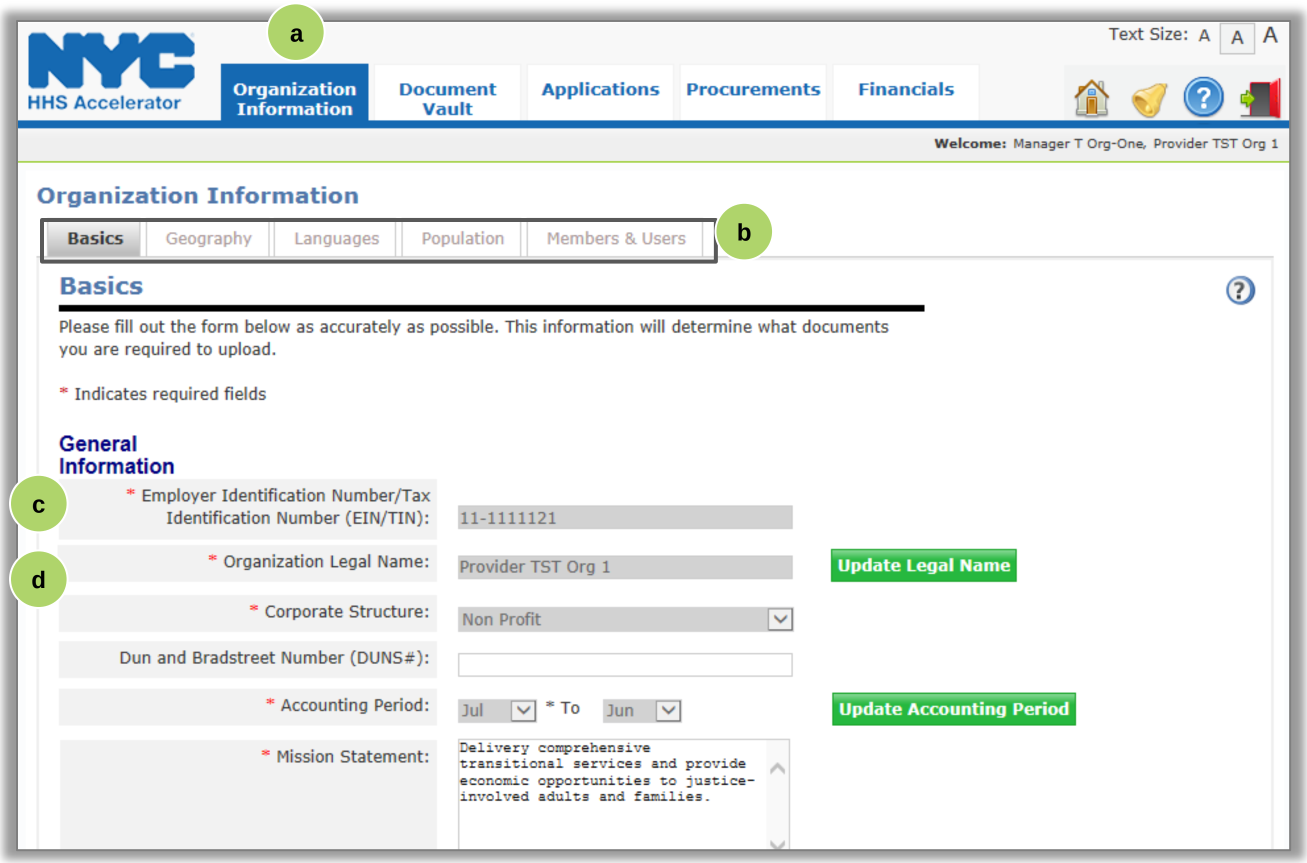
a.	This section highlights documents that have been shared with your organization.
b.	This section enables you to update your NYC.ID Name, Email, Password and Security Questions.

Organization Information

To access information on your Organization, click the “Organization Information” button.



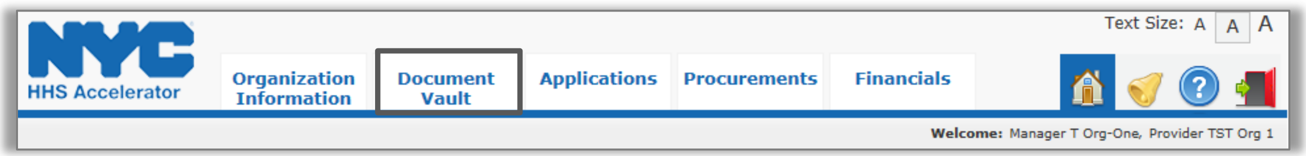
When the Organization Information button is first accessed, a blank form appears where you will complete basic information on your Organization. Fields marked by a red asterisk (*) are required. The form will not advance without completing all required fields.



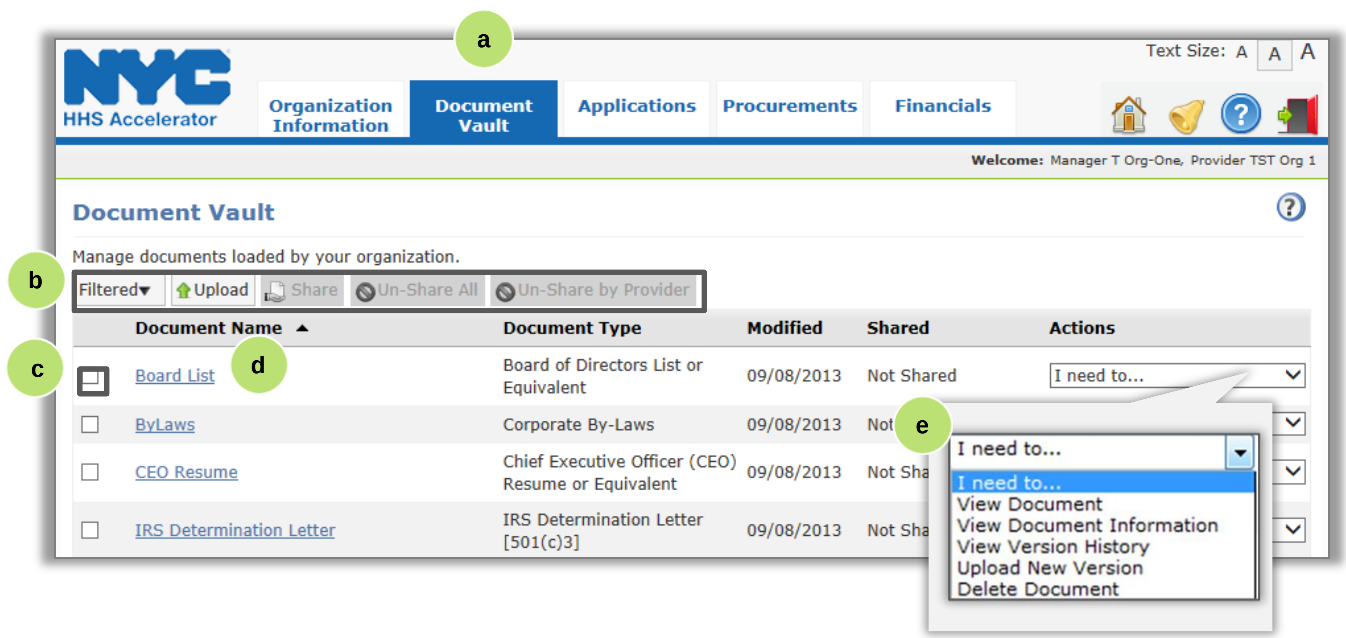
a.	The button is highlighted to show that Organization Information is open.
b.	Organization Information is grouped into five tabs: Basics, Geography, Languages, Population, and Members & Users.
c.	General Information includes EIN/TIN, Organization Legal Name, Corporate Structure, Entity Type and Accounting Period.
d.	The Organization Legal Name must match the Certificate of Incorporation.

Document Vault

To access the Document Vault, click the “Document Vault” button.



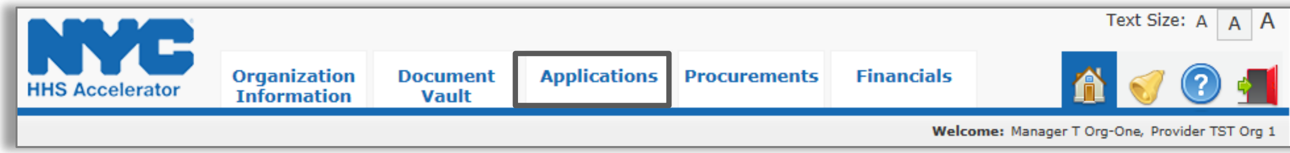
The Document Vault is where users can Upload, Filter, Share and Un-Share documents. More information about the Document Vault and its functions can be found in the “Introduction to the Document Vault” guide.



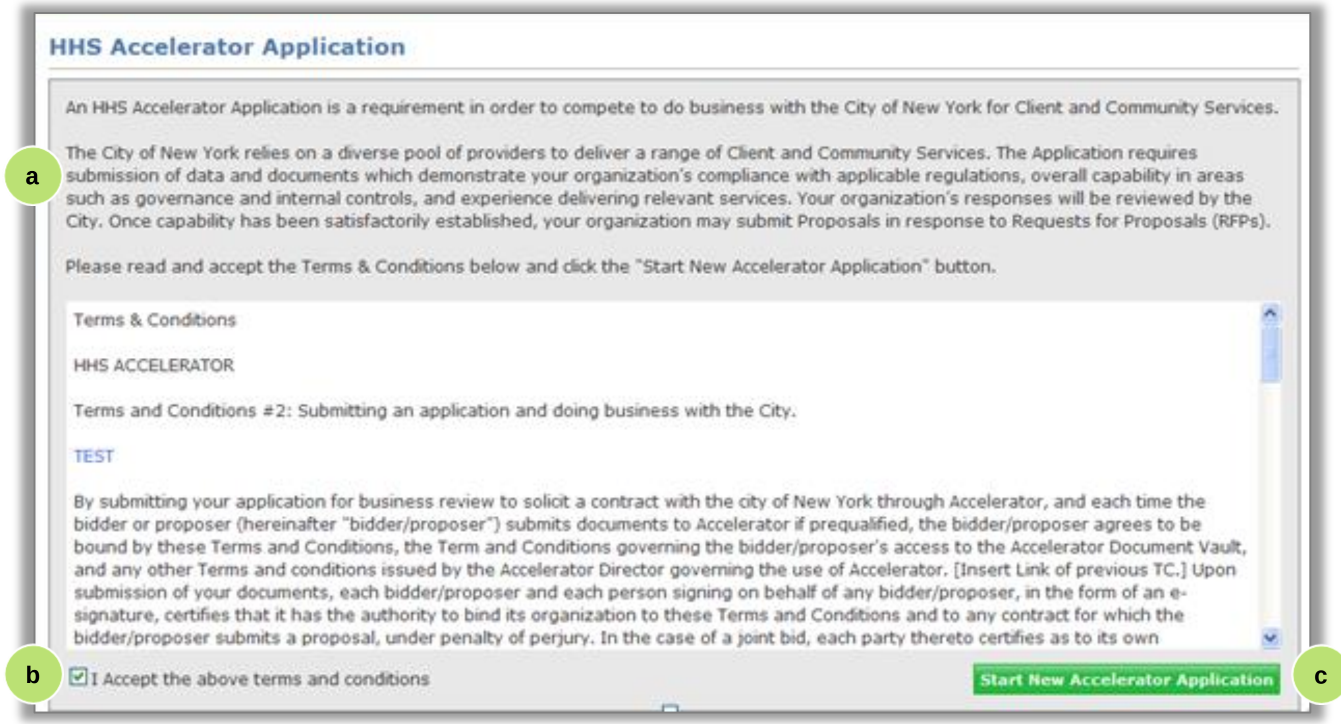
a.	The button is highlighted to show that the Document Vault is being accessed.
b.	Document management tabs.
c.	To select a document, click the checkbox to the left of it.
d.	Click the highlighted document name for a direct link to an uploaded document.
e.	Drop down menu with options for each document.

Applications

To access the Applications screen, click the Applications button.



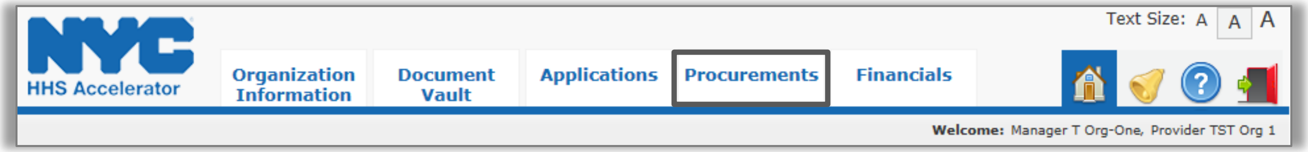
To do business with the City of New York, Organizations must complete a “Business Application.” Users are required to read and accept the terms and conditions to start an Application.



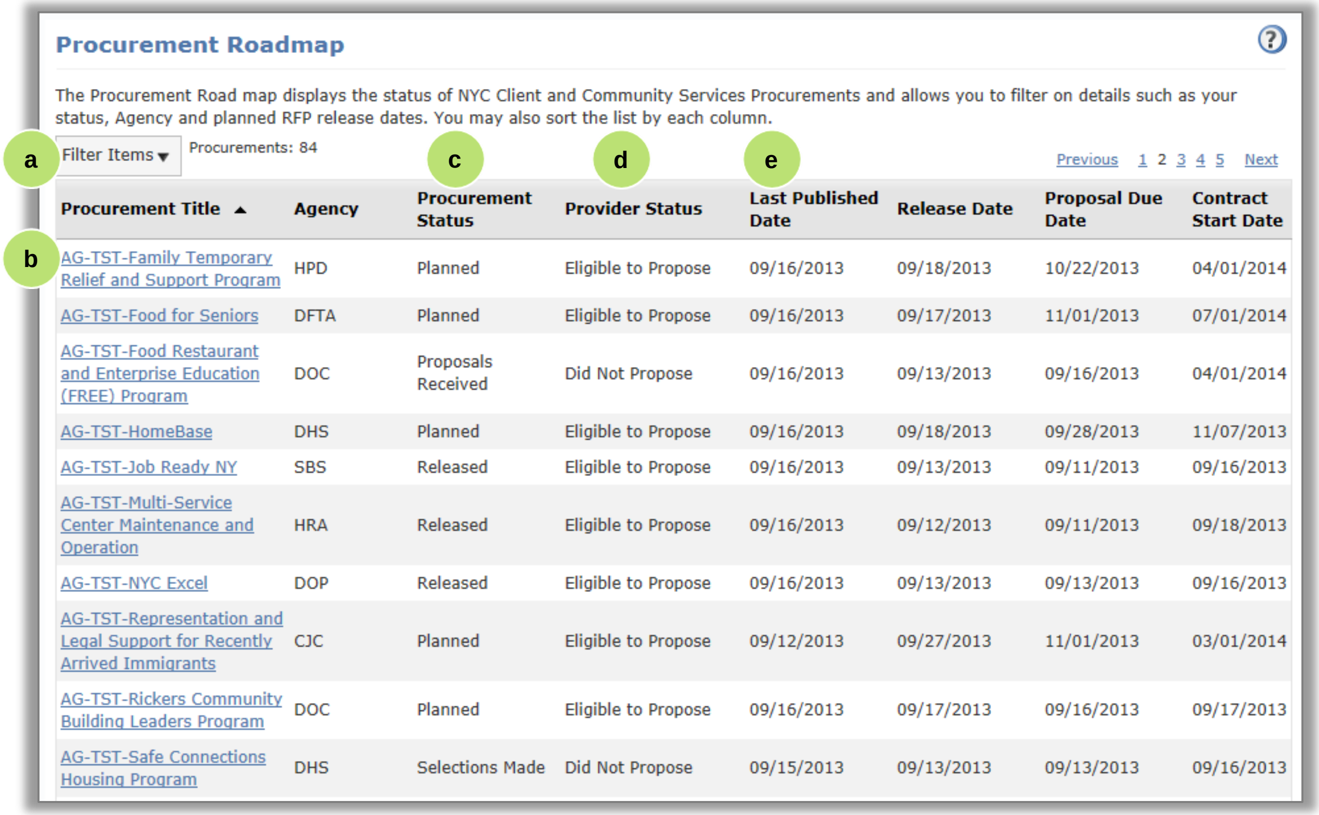
a.	Scroll here to read all terms and conditions.
b.	Click this checkbox to accept the terms and conditions.
c.	Click here to start a new Business Application.

Procurements

To access the Procurements screen, click the Procurements button.



Your organization can view and respond to Procurements using this section.



Procurement Roadmap

The Procurement Road map displays the status of NYC Client and Community Services Procurements and allows you to filter on details such as your status, Agency and planned RFP release dates. You may also sort the list by each column.

Filter Items ▾ Procurements: 84

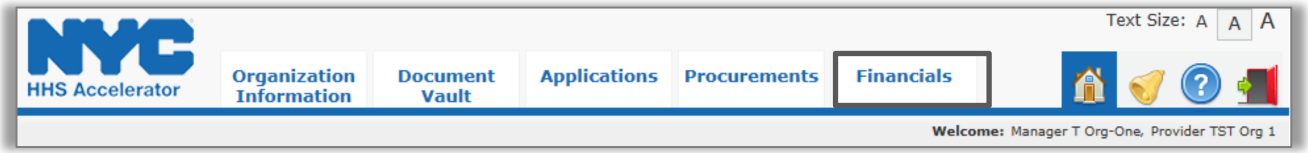
Previous 1 2 3 4 5 Next

Procurement Title ▲	Agency	Procurement Status	Provider Status	Last Published Date	Release Date	Proposal Due Date	Contract Start Date
AG-TST-Family Temporary Relief and Support Program	HPD	Planned	Eligible to Propose	09/16/2013	09/18/2013	10/22/2013	04/01/2014
AG-TST-Food for Seniors	DFTA	Planned	Eligible to Propose	09/16/2013	09/17/2013	11/01/2013	07/01/2014
AG-TST-Food Restaurant and Enterprise Education (FREE) Program	DOC	Proposals Received	Did Not Propose	09/16/2013	09/13/2013	09/16/2013	04/01/2014
AG-TST-HomeBase	DHS	Planned	Eligible to Propose	09/16/2013	09/18/2013	09/28/2013	11/07/2013
AG-TST-Job Ready NY	SBS	Released	Eligible to Propose	09/16/2013	09/13/2013	09/11/2013	09/16/2013
AG-TST-Multi-Service Center Maintenance and Operation	HRA	Released	Eligible to Propose	09/16/2013	09/12/2013	09/11/2013	09/18/2013
AG-TST-NYC Excel	DOP	Released	Eligible to Propose	09/16/2013	09/13/2013	09/13/2013	09/16/2013
AG-TST-Representation and Legal Support for Recently Arrived Immigrants	CJC	Planned	Eligible to Propose	09/12/2013	09/27/2013	11/01/2013	03/01/2014
AG-TST-Rickers Community Building Leaders Program	DOC	Planned	Eligible to Propose	09/16/2013	09/17/2013	09/16/2013	09/17/2013
AG-TST-Safe Connections Housing Program	DHS	Selections Made	Did Not Propose	09/15/2013	09/13/2013	09/13/2013	09/16/2013

a.	Click the Filter Items tab to target your search.
b.	Click the Procurement Title hyperlink to view and respond to a procurement.
c.	The Procurement Status column displays the status of each procurement. Procurements can be in one of the following statuses: Planned, Released, Proposals Received, Selections Made, and Closed.
d.	The Provider Status column displays your organization's status for a specific procurement. The following statuses can appear: Eligible to Propose, Service App Required, Draft, Submitted Proposal, Selected, Not Selected or Not Applicable.
e.	**Displays the Last Published Date, Release Date, Proposal Due Date, and Contract Start Date for each procurement.**

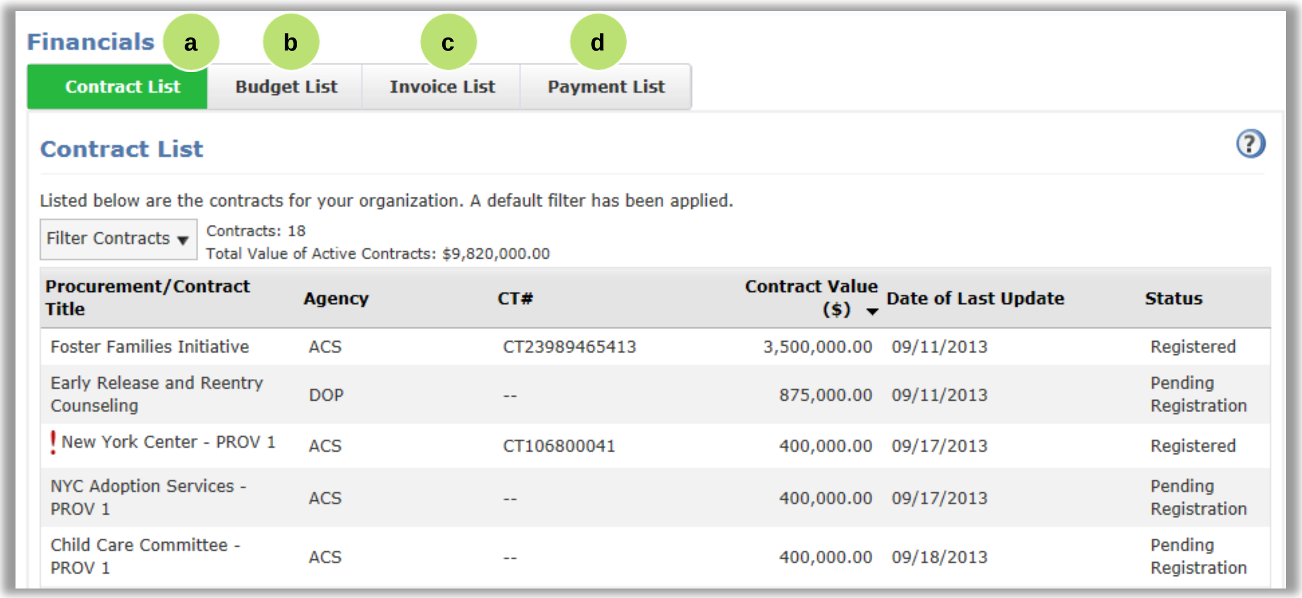
Financials

To access the Financials screens, click the Financials button.



The Financials tab provides a centralized location for your organization to manage financials. This section has the following functionality.

- A standard budget template for CCS contracts.
- A common interface for City Agencies and Providers to conduct budget transactions.
- Agencies using same process to configure/modify/amend budgets, invoices and payments.
- A more holistic picture of CCS contract data and financials for HHS Accelerator agencies.
- Nightly batch interface with FMS eases and quickens the process of making payments.



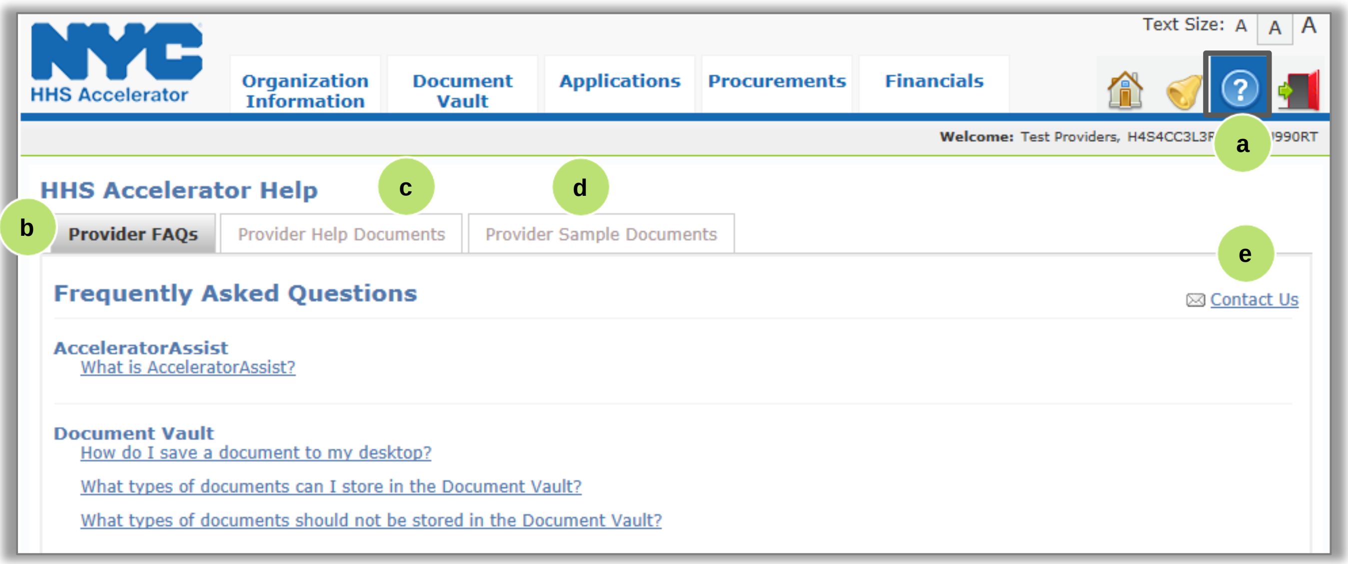
a.	Click this tab to view the “Contract List” for your organization.
b.	Click this tab to view the “Budget Lists.”
c.	Click on the “Invoice List” to work on Invoices.
d..	Click this tab to review the “Payment List.”

Getting Help

There are different ways to get help using the HHS Accelerator System.

> Use only the links and icons shown, or you will be taken outside of the system and be unable to reach the HHS Accelerator Team.

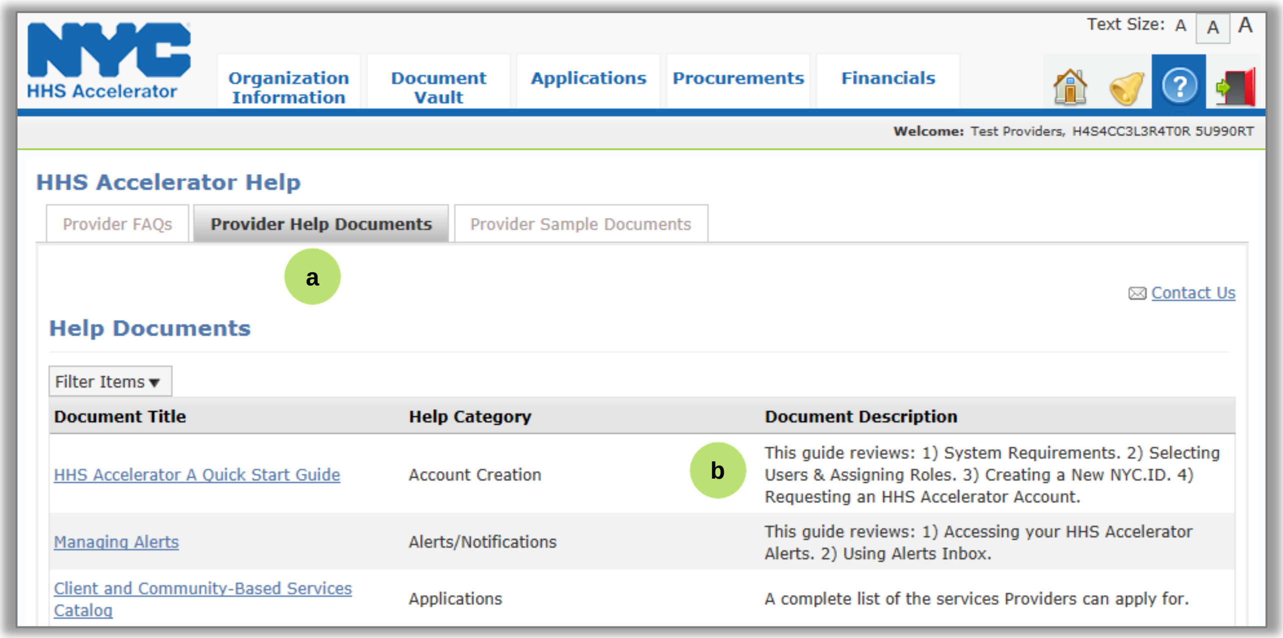
To get help completing a task, or to find the answer to a question, click the icon at the top of any page in the Navigation Menu. This icon will take you to a general help page:



a.	Click this tab to access “Frequently Asked Questions.”
b.	Click this tab to access “Provider FAQs.”
c.	Click this tab to access “Provider Help Documents.”
d.	Click this tab to access “Provider Sample Documents.”
e.	Click the Envelope icon to contact the HHS Accelerator Team.

Help Documents

Under the HHS Accelerator Help tab, are a number of "Help Documents" that provide tips and/or training to help you navigate the system. To view these Help Documents, click on the "Help Documents" tab.

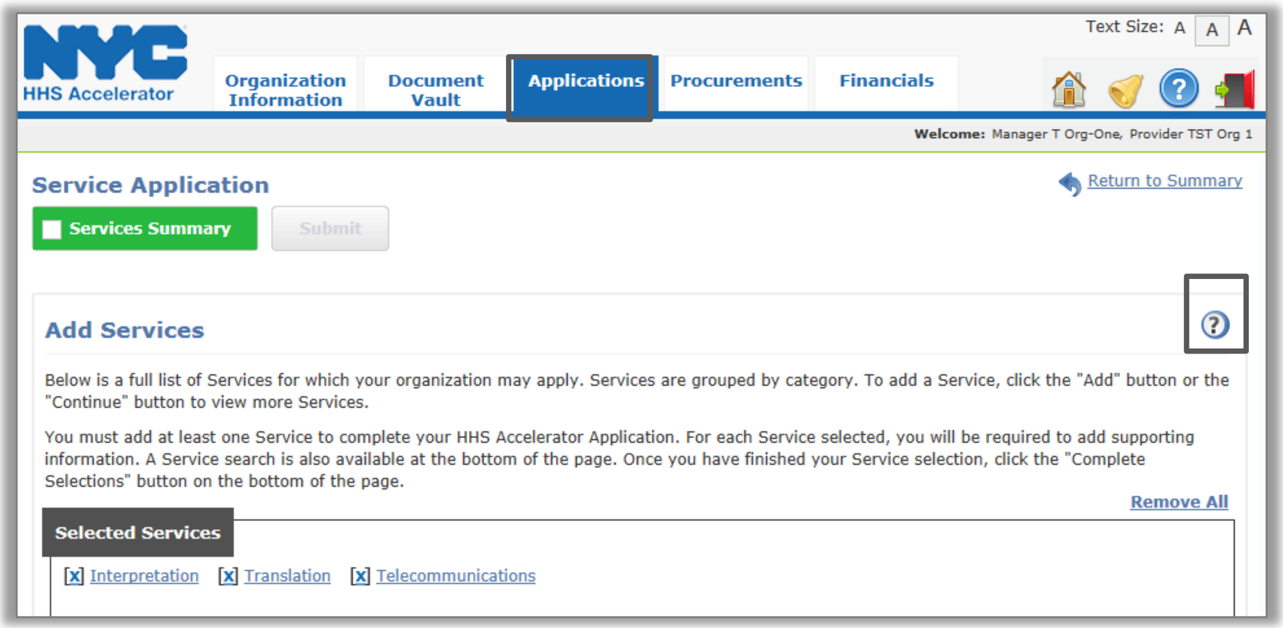


a.	Click on a document title to view the Provider Help Documents.
b.	Each help document has a brief description to give a preview of its contents.

Section Level Help

There is also help designated specifically to a screen section that aligns with the buttons at the top of the screen (Organization Information, Document Vault, Application, Procurements and Financials). The icon associated with -screen level help is:

While general help provides information about the overall functionality of the system, section-level help steers users to relevant help information based on the section of the application that they are currently working in.



For example, accessing section level help while Adding Services (above) will produce a pop-up to related Help Documents and a link to Contact the HHS Accelerator Team for help: