



HHS Accelerator: A Quick Start Guide

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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 and submit applications. 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 Application	X	X	X	X
Submit Application			X	X
Upload Documents	X	X	X	X
Share Documents			X	X
Maintain User Access		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>

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.

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

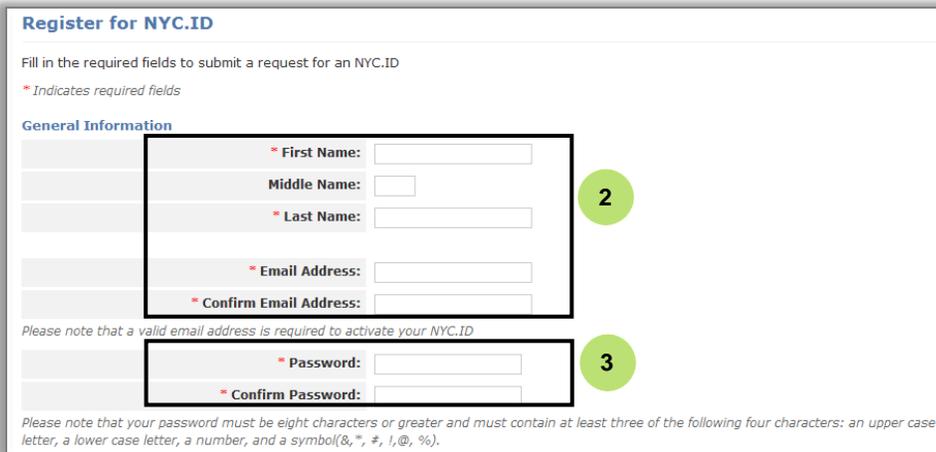
The fields marked by a red asterisk () are required.*

Register for NYC.ID

Fill in the required fields to submit a request for an NYC.ID

** Indicates required fields*

General Information



Please note that a valid email address is required to activate your NYC.ID

Please note that your password must be eight characters or greater and must contain at least three of the following four characters: an upper case letter, a lower case letter, a number, and a symbol(&*, #, !, @, %).

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.

The registration form contains three security questions, each with a dropdown menu for the question and a text input for the answer. A CAPTCHA graphic shows the word 'army' with a green circle '5' over it. Below the CAPTCHA is a text input field and a green 'Register' button with a green circle '6' over it. A 'Cancel' button is also present. A green circle '4' is positioned to the right of the security questions section.

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:

The confirmation screen features the NYC HHS Accelerator logo at the top left and a 'Text Size: A A A' selector at the top right. The main heading is 'Account Request Submitted'. Below this, a message states: 'Your NYC.ID account request has been submitted. An activation email with a validation link will be sent shortly to nyc_provider@aim.com to activate this account.' A blue link reads 'Click here to return to the HHS Accelerator Portal'.

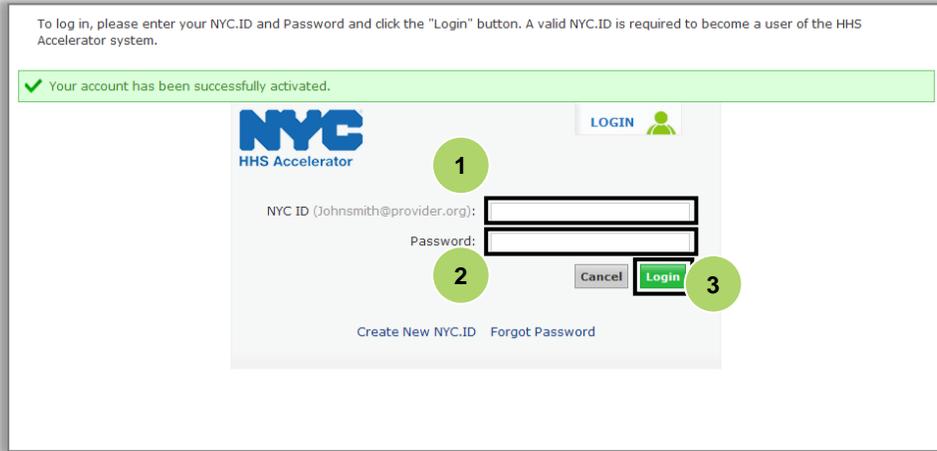
Once successfully submitted, check for an automated validation email associated with your NYC.ID account. To activate your account, click the validation link within the email, which will direct you to the HHS Accelerator System login screen. The system will display confirmation of your NYC.ID activation.

The login screen displays a green success message at the top: '✓ Your account has been successfully activated.' Below this is the NYC HHS Accelerator logo and a 'LOGIN' button with a person icon. The login form includes fields for 'NYC ID (Johnsmith@provider.org):' and 'Password:'. At the bottom of the form are 'Cancel' and 'Login' buttons. Below the form are links for 'Create New NYC.ID' and 'Forgot Password'.

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

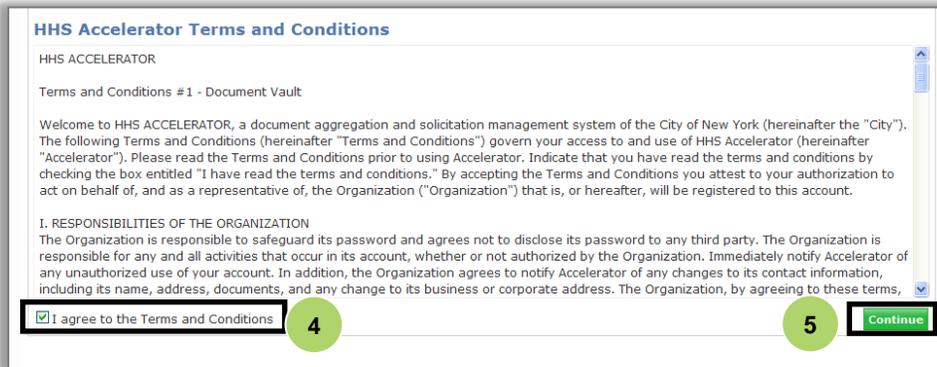
Requesting an HHS Accelerator Account

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.



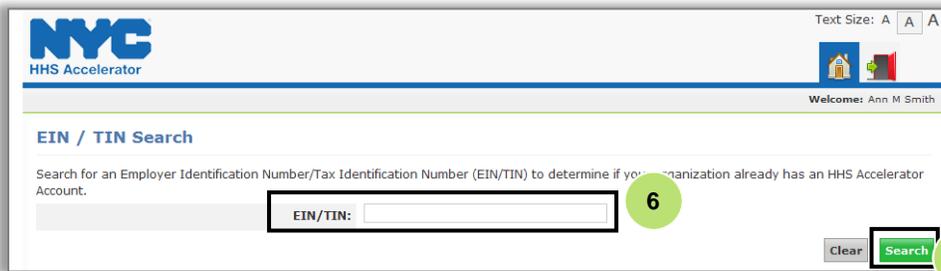
1. Enter your **“NYC.ID.”**
2. Enter your **“NYC.ID Password.”**
3. Click **“Login.”**

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



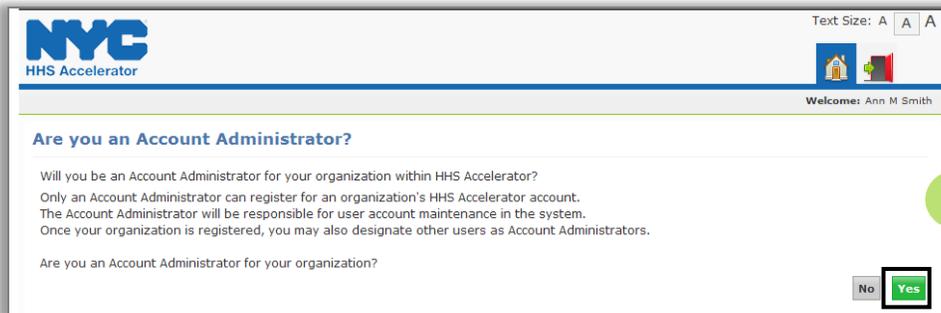
Review the HHS Accelerator System Terms and Conditions.

4. Click check box to agree to the Terms and Conditions.
5. Click **“Continue.”**



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

7. Click **“Search.”**



*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:

Address Line 2:

* City: **2**

* 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 question: "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).
- A green "Submit Account Request" button is located 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.**”

Next, the system will validate your organization’s EIN/TIN.

EIN/TIN System Validation

If your organization’s EIN is recognized by the HHS Accelerator System, you will be directed to a screen to confirm the creation of your organization’s new HHS Accelerator account (as shown below).

The screenshot shows a confirmation screen with the following content:

- NYC HHS Accelerator logo and text size controls (A A A).
- Welcome message: "Welcome: John Smith".
- Organization Account Created**
- Message: "Congratulations, an organization account has been created for <Human Services Provider>."
- Instruction: "Click the "Continue" button to get started and proceed to your organization's HHS Accelerator home page."
- A green "Continue" button.

You may click “**Continue**” to access your organization’s new account.

If your organization’s EIN is not recognized by the HHS Accelerator System, the system will assign your request to a member of the HHS Accelerator Team for further processing.

NYC
HHS Accelerator

Text Size: A A A

Welcome: John Smith

Organization Account Request Submitted

Thank you for requesting an HHS Accelerator Account

When a decision has been made regarding your account request, an email notification will be sent to you <administrator email> and your organization's Executive Director/CEO or equivalent <CEO email>.

[Click here to return to the HHS Accelerator Portal](#)

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.