

Provider Guide to Account Creation and Access



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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 can 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 the current version of one of the following internet browsers installed on your computer:

• Microsoft Internet Explorer, Microsoft Edge, Mozilla Firefox, Safari, and Chrome.

Enabling JavaScript

Follow the instructions below to ensure JavaScript has been enabled:

Microsoft Internet Explorer most current version

- 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.

Microsoft Edge most current version

1. No action is required. By default, JavaScript is enabled.

Mozilla Firefox most current version

- 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 most current version

- 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.



Chrome most current version

- 1. Click the "Customize and Control" button.
- 2. Select the "Settings" menu item.
- 3. Search for the JavaScript settings.
- 4. Change the JavaScript setting to "Allow all sites to run JavaScript."
- 5. Click "Done."

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 <u>Google</u>, <u>Yahoo</u> or <u>Windows Live</u>. The first person to request an account for your organization must first activate their NYC.ID.



Selecting Users and Assigning Roles

IMPORTANT: HHS RFPs are now released in PASSPort and the HHS Prequalification Application including related documents are also submitted in PASSPort. However, the historical Procurement and Application data remains available for your organization to view in HHS Accelerator with the relevant Procurement 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
- View your organization's historical profile and manage account access
- View submitted responses to Requests for Proposals from the City and/or other potential funders
- Sign contracts on behalf of your organization
- Submit budgets and invoices on behalf of your organization.
- Read-only Access
 - Read-only permissions to the entire system.
- Financials Access
 - Level One
 - Read-only Permissions to the Procurement tab
 - Basic Permissions in the Financials, Documents Vault and Applications tabs.
 - Level Two
 - Read-only Permissions to the Procurement tab
 - Full Permissions in the Financials, Documents Vault and Applications tabs.
- Procurements Access
 - Level One
 - Read-only Permissions to the Financials tab
 - Basic Permissions in the Procurements, Document Vault and Applications tabs.
 - Level Two
 - Read-only Permissions to the Financials tab
 - Full Permissions in the Procurements, Document Vault and Applications tabs.
- Financials and Procurements Access
 - Level One
 - Basic Permissions in the Financials, Procurements, Document Vault and Applications tabs.
 - Level Two
 - Full Permissions to the entire System.



System User Access Table

System roles and common organizational levels for these roles are outlined in the table below. *Access to view historical information only.

Role	Tasks	L1 User	L2 User
Read-only	None	N/A	N/A
	*Begin Business Application	X	X
	*Submit Business Application		X
	*Select Services	X	X
	*Submit Service Applications		X
	*Begin Proposal	X	X
Procurements	*Submit Proposal		Х
Procurements	*View Evaluation Scores		X
	*Retract Proposal		X
	*Cancel Proposal		X
	Show Proposal Comments	X	X
	Upload Documents	X	X
	Share Documents		X
	*Begin Business Application	X	X
	*Submit Business Application		X
	*Select Services	X	X
	*Submit Service Applications		X
	View Budget	X	X
	Modify Budget	X	X
Financials	Request Advance		X
	Cancel Modification		X
	Submit Invoice		X
	Delete/Withdraw Invoice		X
	View Invoice	X	X
	Upload Documents	X	X
	Share Documents		X

** There is also the Level 1 Procurement/Financial Users role and the Level 2 Procurement/Financial Users role.



Two-Step Process to Create an HHS Accelerator Account

Establishing an HHS Accelerator account is a two-step process that requires you to first create a NYC.ID using a valid email address and then request an account using your newly created NYC.ID credentials.

For users requesting access to an existing account please review the Accessing an Existing Account for New Users section of this 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 applications, including: PASSPort, AccessNYC and HHS Accelerator. 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.

			Mayor's Office of Contract Service		Kreyòl Ayisyen ≽	Translate ▼	Text-Size
About	Systems	Legal & Forms	Reporting	Partners	Contact	Search	Q
	System Lo	ogin	PASSPort		HHS Accelera	ator	
About / Go to HHS Accelerator	-	bout / G	Go to H⊦	IS Acc	elerator		
HHS Accelerator	Training						
HHS Accelerator	Training	HHS Accelerat	tor Login				

You may want to bookmark the HHS Accelerator URL for easy access: nyc.gov/hhsaccelerator

 Visit www.nyc.gov/ hhsaccelerator and click the "Create an Account" button.



he Official Website of the City of New York	NYC	Text Siz
нн	S Accelerator	
	or provides centralized acces	
	g opportunities and the abili	
financial transactions. Ple	ease create a NYC.ID if you	require access to
	HHS Accelerator.	
Login		
Login Log in using your NYC account.	Log in using one of these	ptions.
	Log in using one of these	ptions:
Log in using your NYC account.	Part -	ptions:
Log in using your NYC account.	Part -	ptions
Log in using your NYC account. Email Address or Username: *	The Employees	ptions:
Log in using your NYC account. Email Address or Username: * Password: *	The Employees	ptions
Log in using your NYC account. Email Address or Username: *	The Employees	ptions:
Log in using your NYC account. Email Address or Username: * Password: *	The Employees	ptions:
Log in using your NYC account. Email Address or Username: * Password: *	The Employees	ptions:

2. Click the "Create Account" hyperlink.



		-		
All fields are required.		3		
EMAIL				
Email Address or Username:				
Confirm Email Address or Username:				
Usemanie.				
PASSWORD				
? Password:				
Confirm Password:				
NAME				
First Name:				
Middle Initial:				
Last Name:				
SECURITY				
Select a security question and provide an a on a public computer, we recommend you r			ust be between 3 and 2	55 characters. If you are
Security Question:				
Answer:				
,				
Display Answers:	Show	⊖ Hide		
Check the box to indicate that you understand and agree to the	5			
NYC.ID Terms of Use, the overall Terms of Use for NYC.gov, and the	-			
Privacy Policy for NYC.gov.				6
			С	REATE ACCOUNT

3. Enter required data to complete the account creation submission form. *All fields are required.*

Note: Passwords must be <u>at</u> <u>least</u> eight (8) characters long and contain (3) of the following:An uppercase letter, a lowercase letter and a number, and one of these symbols: & *#!@%

- 4. Select a **security question** and provide your unique answer.
- 5. Agree to the NYC.ID Terms of Use by clicking the checkbox.
- 6. Click the "CREATE ACCOUNT" button.

Once submitted, check the email inbox associated with your NYC.ID for an automated validation email, which will direct you to the NYC.ID log in screen. The system will display confirmation of your NYC.ID activation.

The validiation link must be clicked within 24 hours of being received.

Note: If the automated validation email cannot be located, check your Spam and Junk folders.



Once successfully submitted, check your email inbox associated with your NYC.ID for an automated confirmation email from NYC.gov (Subject: NYC.gov – NYC.ID Confirm Your Email Address). To confirm your email address, click the "Click this link" hyperlink contained in the email.

The Official Website of the City of New York	NYC	Select Language ¥ Text Siz
HE	IS Accelerat	or
HHS Accelerato Human Service fundin financial transactions. Ple	ng opportunities and	
Confirmation Email Sent		
Welcome! Your account was created. You email address, click on the link in the ema spam/junk folder,		



The system will display confirmation of your email address affiliated with your NYC.ID.

The Official Website of the City of New York	Select Language 🔻 Text Size
HHS Acce	C lerator
HHS Accelerator provides of Human Service funding opportunit financial transactions. Please create a HHS Accel	a NYC.ID if you require access to
Email Address Confirmed	
Congratulations, we successfully confirmed your email address	ss. You may now log in.
	CONTINUE

You have now successfully created and activated a NYC.ID, click the "**CONTINUE**" button to be redirected to the Login page. Log in by entering the NYC.ID credentials you created. Your credentials are you the email address you used when registering your NYC.ID and the password you created.

Login	
Log in using your NYC account.	Log in using one of these options:
Email Address or Username: *	Employees
Password: *	or
Log In	
Create Account Forgot Password	
Report an Issue	



Requesting the Initial 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 setting up your organization's HHS Accelerator Account.

			Mayor's Office o Contract Service		Kreyòl Ayi	isyen ▶ Tran	nslate 🔻	Text-Size	1	Visit
About	Systems	Legal & Forms	Reporting	Partners	Contact		Search	Q		www.nyc.go
	System L	ogin	PASSPort		HHS Acc	elerator				hhsaccelerate and click the
oout / Go to HH ccelerator	A	\bout / G	o to H⊦	IS Aco	celerat	tor				"HHS Accelerator Login" button
IS Accelerator ocurements		HHS Accelerato		1						
Accelerator	Login		2	N	Y	C	Ĵ		2.	Click the blue
S Accelerator	Login							unity based	2.	
Related Links	Login City Record Online Payee Information I	otal	HHS Accelerato Services providi redundant pape standardized all HHS Accelerato	or was launched to sim ers. Through a deliber r based requirements lowing the City and pro or is an online-system	uplify and speed the con ate and collaborative m were removed, proces avviders to focus more o designed to improve th	ntract process for nulti year planning ses reengineered on mission critical ne City's contractii	r Client and Comm g process with pro- d, and contract doc I activities. Ing process.	viders, uments	2.	Click the blue " Login " buttor
Related Links	City Record Online Payee Information I MWBE Online Dire		HHS Accelerato Services provide redundant pape standardized all HHS Accelerato The System pro to compiete fina	or was launched to sim ers. Through a deliber ir based requirements lowing the City and pro- or is an online-system wides centralized acce uncial transactions.	uplify and speed the con ate and collaborative n were removed, proces oviders to focus more o	ntract process for nulti year planning ses reengineered on mission critical ne City's contraction n Service funding	r Client and Comm g process with pro d, and contract doc l activities. Ing process. opportunities and	viders, uments	2.	Click the blue " Login " buttor



The Official Website of the City of New York	NYC	Text Size
HI	HS Accelerator	r
	or provides centralized ng opportunities and the ease create a NYC.ID i HHS Accelerator.	e ability to complete
Login		
Log in using your NYC account.	Log in using one	e of these options:
Email Address or Username: *	3 Employee	S
Password: *	4 or	
Log in 5		
Create Account Forgot Password		
Report an Issue		

- 3. Enter the **Email** Address you used when registering your NYC.ID.
- 4. Enter your NYC.ID "Password."
- 5. Click "Log In."

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 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 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 asfeguard 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 any unauthorized use of your account. In addition, the Organization agrees to notify Accelerator of any changes to its contact information to the sum conditions, and my change to its business or corporate address. The Organization, by agreeing to these to the Terms and Conditions or account. In addition, the Organization agrees to notify Accelerator of any changes to its contact information of the large to the Terms and Conditions.

Review the HHS Accelerator System Terms and Conditions.

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

HHS Accelerator	Text Size: A A A
	Welcome: Misato Smith
EIN / TIN Search	
Search for an Employer Identification Number/Tax Identi Account.	fication Number (EIN/TIN) to determine if your organization already has an HHS Accelerator
EIN/TIN:	
	Clear Search

- 8. Enter your organization's Employer Identification Number (EIN) or Tax Identification Number (TIN).
- 9. Click "Search."

HHS Accelerator	Text Size: A A A
	Welcome: Provider One
Are you an Account Administrator?	
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.	10
	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.
- 10. If you are the Account Administrator, click "Yes."



Creating the Organization Account

To create the Organization Account:

HHS Accelerator		Text Size: A A A	The fields marked by a red asterisk (*) are required.
Create Organization Account	ur contribution, plance other the information	tion below and diele the "Cubmit Account Request"	1. Enter "Organization
 *Indicates required fields 	ur organization, please enter the morma	don below and click the Submit Account Request	Details."
Organization Details			
Employee Identification Number/Tax Identification Number (EIN/TIN):	99-1234556		The EIN/TIN is prepopulated from the data
* Organization Legal Name:			entered in step 6 and is
* Corporate Structure:	Select one		read-only.
Dun and Bradstreet Number (DUNS#):			·
Doing Business As (DBA) or Alternate Name:			Vour organization's local
* Accounting Period:	Jan 💙 to Dec 💙		Your organization's legal
Executive Office Address			name must match your
* Address Line 1:			Certificate of Incorporation
Address Line 2:			(or equivalent) exactly.
* City:			
* State:	Select one	2	2. Enter "Executive
* Zipcode:			Office Address."
* Phone Number:			Office Address.
Fax Number:			
Website:			



Account Administrator Details	
NYC ID:	provideruser1@mailinator.com
First Name:	Provider
Middle Initial:	3
Last Name:	One
* Office Title:	Select one
* Phone Number:	
Email Address:	provideruser1@mailinator.com
Chief Executive Officer / Executive Director (or equivalent)
····· · · · · · · · · · · · · · · · ·	Use Administrator Information
* First Name:	
Middle Initial:	
* Last Name:	4
* Phone Number:	
* Email Address:	
Chief Financial Officer (or equivalent)	My organization has a CFO: O Yes O No
	my organization has a CPO: O Tes O No
Board Chair / President	
	Use Administrator Information
* First Name:	
Middle Initial:	
* Last Name:	
* Phone Number:	
* Email Address:	
(i) After clicking the "Submit Account Request" butto decision has been made by MOCS regarding your	n, no further actions are required on this page. An email notification will be sent 7 ce a request.
	Submit Account Request

3. Enter "Account Administrator Details."

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

- 4. Enter "Chief Executive Officer" information.
- 5. Indicate whether your organization has a **Chief Financial Officer** (CFO).
- 6. Enter **"Board Chair/President"** information.
- 7. Click "Submit Account Request."

Note: After clicking the "Submit Account Request" button, no further actions are required on this page. An email notification will be sent to you once a decision has been made by MOCS regarding your request.

The Official Website of the City of New York	NYC	Select Language ▼ Text Size
Log Out Success		
You are now logged out. We recommend cl	osing your Web browser.	

The system will now automatically log you out. You will be notified by email once a decision has been made by MOCS regarding your request.



Accessing an Existing Account for New Users

Users requesting access to an existing account must follow the steps to create an NYC.ID. The Account Administer for your organization will then need to login and approve your request in the HHS Accelerator System.

Creating a New System User

			Mayor's Office of Contract Service		Kreyòl Ayisy	en ⊧ Translate ▼	Text-Size
About	Systems	Legal & Forms	Reporting	Partners	Contact	Search	Q
	System I	Login	PASSPort		HHS Acce	lerator	
About / Go to HHS Accelerator		About / G	io to HF	IS Acc	elerato	or	
IHS Accelerator T	raining	HHS Accelerate	or Login				
Procurements		Create an Ac	count	1			

1. Visit www.nyc.gov/ hhsaccelerator and click the "Create an Account" button.



he Official Website of the City of New York	NYC	Text Size
HHS A	C C C C C C C C C C C C C C C C C C C	
Human Service funding opp financial transactions. Please c	-	y to complete
Login		
Log in using your NYC account.	Log in using one of these opt	ions:
Email Address or Username: *	Employees	
Password: *	or	
Log In		
Create Account Create Account Porgot Password		

2. Click the "**Create Account**" hyperlink.



All fields are required.	(3		
EMAIL				
EMAIL				
Email Address or Username:				
Confirm Email Address or Username:				
PASSWORD				
Password:				
•				
Confirm Password:				
NAME				
First Name:				
Middle Initial:				
Last Name:				
SECURITY				
Select a security question and provide an a on a public computer, we recommend you r			nust be between 3 and 2	55 characters. If you are
	liask your answers by	selecting mide below.		
Security Question:			4	
Answer:				
Display Answers:	Show	○ Hide		
	-			
Check the box to indicate that you				
understand and agree to the NYC.ID Terms of Use, the overall				
Terms of Use for NYC.gov, and the Privacy Policy for NYC.gov.				
Finacy Folicy for NTC.gov.				6
				REATE ACCOUNT
			C	ALATE ACCOUNT

3. Enter required data to complete the account creation submission form. *All fields are required.*

Note: Passwords must be <u>at</u> <u>least</u> eight (8) characters long and contain (3) of the following:An uppercase letter, a lowercase letter and a number, and one of these symbols: & *#!@%

- Select a security question and provide your unique answer.
- 5. Agree to the **Terms** and **Conditions** by clicking the checkbox.
- 6. Click the "CREATE ACCOUNT" button.

Once submitted, check the email inbox associated with your NYC.ID for an automated validation email, which will direct you to the NYC.ID log in screen. The system will display confirmation of your NYC.ID activation. The validiation link must be clicked within 24 hours of being received.

Note: If the automated validation email cannot be located, check your Spam and Junk folders.



Once successfully submitted, check your email inbox associated with your NYC.ID for an automated confirmation email from NYC.gov (Subject: NYC.gov – NYC.ID Confirm Your Email Address). To confirm your email address, click the "Click this link" hyperlink contained in the email.

	IHS Accelerat	or
Human Service fun	ding opportunities and	ed access to the City's the ability to complete D if you require access to
Confirmation Email Ser	nt	

The system will display confirmation of your email address affiliated with your NYC.ID.

The Official Website of the City of New York	NYC	Select Language ¥ Text Size
HHS	S Acceler	ator
Human Service funding financial transactions. Plea	opportunities a	lized access to the City's nd the ability to complete C.ID if you require access to or.
Email Address Confirmed		
Congratulations, we successfully confirmed	your email address. You	may now log in.
		CONTINUE



You have now successfully created and activated a NYC.ID, click the "**CONTINUE**" button to be redirected to the Login page. Log in by entering the NYC.ID credentials you created. Your credentials are your email address and the password you created.

Log in using your NYC account.	Log in using one of these options:
Email Address or Username: *	Employees
Password: *	or
Log In	
Create Account	



Requesting Access to Your Organization's HHS Accelerator Account

Once the new user has activated their NYC.ID, s/he may begin the process of requesting access to your organization's HHS Accelerator Account.







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 Account.	s an HHS Accele
EIN/TIN:	
	Clear Search



Review the HHS Accelerator System Terms and Conditions.

- 4. Click check box to agree to the Terms and Conditions.
- 5. Click "Continue."
- Enter your organization's
 Employer Identification
 Number (EIN) or
 Tax Identification
 Number (TIN).
- 7. Click "Search."
- 8. Click "Yes, request an account."

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





Once the new user has requested access to their organization, the Account Administrator will receive an email notification alerting them that a new user has requested access to the organization.

The Account Administrator must then login to the system and approve the user request:

IS Accelerato	Organization Information	Document Vault	Applications	Procurements	Financials		396 ?
			2			Welcome: Misat	o Smith, Training Pro
rganizatio	on Information						
Basics Ge	eography Language	s Population	Members & U	lsers			
Members	& Users						(
Manage informa	ation about your organiz	ation's staff memb	er and account us	ers.			
							+ Add Memb
Name	Office Title		E	mail Address	System User	Member Status	Actions
*Ilana Smith	Executive		ti	mprov3emgr@mailinato 1	or.co Yes	Active	Edit Profile
*Jennifer	Executive		ti	mprov3cmgr@mailinato 1	or.co Yes	Active	Edit Profile
Smith							
Smith Lauren Sacca			la	aurensacca@mailinator.	com Pending	Pending	<u>Review</u> <u>Request</u>
	Staff			mprov3bmgr@mailinato		Pending Active	
Lauren Sacca *Misato Smith			tı n	mprov3bmgr@mailinato 1 hisatotomato@mailinato	or.co Yes	-	Request
Lauren Sacca	Staff		ti n n	mprov3bmgr@mailinato n nisatotomato@mailinato n nolly.stewart@mailinato	pr.co Yes	Active	<u>Request</u> <u>Edit Profile</u>
Lauren Sacca *Misato Smith Misato Tomato	Staff		tu n n n n	mprov3bmgr@mailinato nisatotomato@mailinato nolly.stewart@mailinato n mprov3dmgr@mailinato	pr.co Yes pr.co No pr.co Yes	Active	<u>Request</u> Edit Profile Edit Profile

- Click the "Organization Information" button.
- Click the "Members & Users" tab.
- 3. Click the "Review Request" link.

Upon approving the request, the new user will receive an email alerting them that their user request has been approved and they can now access the system.

For information on assigning user roles please review the **Selecting Users and Assigning Roles** section of this guide.



Managing Multiple Accounts by a Single User

Requesting Access to Multiple Accounts

Users who manage accounts for multiple organizations are able to access each organization's account through a single NYC.ID. To request access to additional organization's accounts please contact the <u>MOCS Help Desk</u> and include your name, NYC.ID, current organization and organization you wish to request access to.

Selecting an Organization

Users who request access to additional accounts have the option to select which organization they would like to access after entering their login credentials.

Log in using your NYC account. Email Address or Username: * Password: * Log In Create Account Forgot Password Report an Issue	Log in using one of these options:	 Enter the email address you used when registering your NYC. ID and "Password", and click "Login" Your NYC.ID is the email address used in the initial account set up.
Report an Issue		



Text Size: A A A	Organization" drop- down menu or start typing the name of
Select an Organization	the organization in
Please use the type ahead field or click on the drop down arrow below to select the organization you would like to log in to. If you want to log into a different organization after your selection below, you can click the Switch Organization icon in the top right corner.	the box.
Select/Search for Organization: R5UAT Provider 10	
Training Provider 3 R5UAT Provider 10	If an organization does no appear in the drop down menu or when typed please contact the <u>MOCS</u> <u>Service Desk</u> to request access.
Text Size: A A A	

2. Select an

organization from the "Select/Search for

does not

Once logged into the system, users can switch between organizations without completing logging out.



HS Accelerator Organization Document Ap	Text Size: A A /
	Welcome: Rena Papena, RSUAT I 4
Provider Homepage	w la
Application	Filings
Your Current Organization Status: Approved	Filings Status: Current
Your Business Application Status: Approved	Fiscal Period of Last Approved Filing: 07/01/2015 to 06/30/2016
Your organization has 0 pending Service Applications	Next CHAR500 due date: 05/15/2018(FY17)
Your organization has 2 approved Service Applications	Registration Type: Dual/Executive Law Article 7-A (7A)
	Last CHAR500 uploaded on: 12/01/2016
	Last CHAR500 approved on: 12/01/2016
Procurements	8
RFPs you're eligible for will be released within 30 days	RFPs with draft or submitted proposals
RFPs you're eligible for have due dates within 30 days	RFPs with proposals determined eligible for award
Financials	8
Budgets pending submission	Active Budgets
Budgets returned for revision	Budgets pending approval
	Modifications and Updates pending approval
Modifications and Updates pending submission	
Modifications and Updates pending submission Modifications and Updates returned for revision	Invoices pending approval





icon.

	2 annroued Service Applications Login to a Different Organization	Redistration Type: Dual/Executive Law Article 7-A (7A)
l	Select an Organization	
	Please use the type ahead field or click on the dr would like to log in to.	op down arrow below to select the organization you
0	Please close any open HHS Accelerator browser s	sessions before continuing.
	Click the Cancel button to return to the previous	s screen.
br	Select/Search for Organizatio	on: 5 • 6
r		Cancel Login
þd	d	

- 5. To switch users select an organization from the "Select/Search for Organization" drop down menu or start typing the name of the organization in the box.
- 6. Click "Login."



Provider Homepage

After logging in, you will encounter the Provider Homepage. Below the main tabs and navigation icons are dashboards that give an overview of your Organization's Procurements (historical information), Financials, Documents Shared with your Organization and NYC.ID Account Maintenance. You will also see the Application/Filings dashboards combined with an explanation that HHS prequalification is to be completed in <u>PASSPort</u>.

			Text Size: A A			
HHS Accelerator Organization Document Applications	Procurements	Financials	👔 🛔 🖓 😰 👗 🕯			
			Welcome: Mister Tiberius, Shamise			
Provider Homepage			?			
Application/Filings						
HHS Prequalification is now hosted in PASSPort - it is streamlined and easier than ever to complete! If your organization wishes to begin the HHS Prequalification application process or has a pending prequalification application in HHS Accelerator, you must submit a new application in PASSPort. To complete an HHS Prequalification Application in PASSPort, you must have a PASSPort account. Click <u>here</u> to create a PASSPort account. The same NYC.ID login credentials you use to access HHS Accelerator may be used to login or create an account in PASSPort. Once logged into your PASSPort account, follow the instructions below to begin the HHS Prequalification Application process in PASSPort: 1. Navigate to the RFx tab on the top banner and select Browse Prequalified Lists from the dropdown. 2. Search for the HHS Prequalification application and click on the PQL label to access the application. 3. Click the Create New Application button located at the top of the page, complete the questionnaire, and click Submit for Review .						
Procurements			8			
0 RFPs you're eligible for will be released within 30 days	4 RFPs with draft or submitted proposals					
0 RFPs you're eligible for have due dates within 30 days	2 RFPs with proposals determined eligible for award					
Financials			8			
10 Budgets pending submission	31 Active Budgets					
0 Budgets returned for revision	2 Budgets pending approval					
4 Modifications and Updates pending submission	0 Modifications and Updates pending approval					
0 Modifications and Updates returned for revision	12 Invoices pending approval					
9 Invoices pending submission	1 Contracts pending registration					
0 Invoices returned for revision						
Documents Shared with your Organization	NYC.ID Account M	fanagement				
No organizations have shared documents with you at this time. This	Update Your NYC.ID Profile					
section will become active once an organization has granted you access to 1 or more documents.	NVC.ID takes several minutes to synchronize with HHS Accelerator. The next time you log in, your NYC.ID profile will be updated.					
If you'd like to grant Providers or NYC Agencies view-only access to your documents, you can do so from your <u>Document Vault</u> .						