

Account Creation & Adding Users Checklist

Register for a NYC.ID

- Visit www.nyc.gov/hhsaccelerator.
- Click **“Create Account”** on the right side of the screen.
- Enter required information; set up 3 security questions and click **“Register.”**

Request an HHS Accelerator Account

- Activate your NYC.ID by clicking the link from your confirmation email.
- Login using your NYC.ID (email address) and password created during NYC.ID registration.
- Review the HHS Accelerator System Terms and Conditions and click **“Continue.”**
- Enter your organization’s **Employer Identification Number (EIN)** or **Tax Identification Number (TIN)** and click **“Search.”**
- Click **“Yes”** to set up the Account Administrator role.

Set up an Administrator Account

- Enter **“Organization Details.”**
- Enter **“Executive Office Information.”**
- Enter **“Account Administrator Details.”**
- Enter **“Chief Executive Officer/Executive Director (or equivalent)”** and **“Board Chair”** details.
- Click **“Submit Account Request.”**

Accessing an Existing Account for New Users

- New user visits www.nyc.gov/hhsaccelerator.
- Click **“Create Account”** on the right side of the screen.
- Enter required information; set up 3 security questions and click **“Register.”**
- Check your email for an activation link.
- Login using your NYC.ID (email address) and password.
- Review the **HHS Accelerator System Terms and Conditions** and click **“Continue.”**
- Enter your organization’s **Employer Identification Number (EIN)** or **Tax Identification Number (TIN)** and click **“Search.”**
- Click **“Yes, request an account.”**

Approving New User Requests (Account Administrator)

- The Account Administrator for your organization must login and approve your account request.
- Click the **“Organization Information”** button.
- Click the **“Members & Users”** tab.
- Click the **“Review Request”** link and then click **“Approve.”**

For step-by-step instructions on Account Creation and Access please review the [Account Creation and Access](#) guide.