NYC®

HHS Accelerator

Account Creation and Adding Users

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

Step 1: Create a New NYC.ID

- ☐ Visit nyc.gov/hhsaccelerator and click the **"Create an Account"** button.
- ☐ Click the "**Create Account**" link.
- ☐ Enter the required information, confirm the Terms of Use and click **"CREATE ACCOUNT"** button to register your NYC.ID.
- ☐ Check your email, and click the "**Click this link**" hyperlink from your confirmation email. You have 24 hours to click the NYC.ID confirmation link before it expires.

Step 2: Request an Accelerator Account

- ☐ 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."**

The system will determine if your organization has an Accelerator account. You will receive a prompt either to create your organization's initial account or to access its existing account.

OR

Create New Organization Account

- ☐ Click **"Yes"** to set up the Account Administrator Role.
- ☐ Complete the required fields on the Create Organization Account page. Enter your organization's legal name *exactly* as it appears on your Certificate of Incorporation (or equivalent).
- ☐ Click **"Submit Account Request."**
- ☐ HHS Accelerator will display a message confirming your submission.

The HHS Accelerator Team will now review your request. When a decision is made, you will receive an email with next steps.

Access Existing Organization Account

An account exists if you get this message "Organization Account Already Created."

- ☐ Click "**Yes, request an account**" to access your organization's existing account.
- ☐ HHS Accelerator will display a message **"Account Request Submitted."**

An email will be sent automatically to your organization's Account Administrator* to review your request. When your organization has completed the review of your request, you will receive an email notification with the decision.

*For more detailed step-by-step instructions review the **Account Creation and Access** guide.*
Account Administrators; review the full **Account Administration guide for information on approving new users.*