



# 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](https://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.

### 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.

OR

### 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.