## **Clinical Laboratory Evaluation Program - Single Use Permit**

# eCLEP-SUP Access Quick Start Guide

The eCLEP-SUP application is housed within the Health Commerce System (HCS). HCS Directors and HCS Coordinators can grant access to eCLEP-SUP using the instructions provided in this Quick Start Guide for the Organization Types listed below.

#### **Organization Types**

- Clinical Laboratory (Labs applying for or holding a NY clinical laboratory permit)
- Clinical Labs Other (Labs without a clinical laboratory permit)

An employee must have a valid HCS account before their HCS Director or HCS Coordinator can grant eCLEP-SUP access. Directions for obtaining a new HCS account can found by clicking the "Sign Up Here" link on the HCS login page.

You must have available the Permanent Facility Identifier (PFI) for your laboratory. Contact <a href="mailto:clepnpl@health.ny.gov">clepnpl@health.ny.gov</a> if you do not know or do not have a PFI.

#### HINT:

- Clinical Laboratories (Labs applying for or holding a NY clinical laboratory permit) have an all numeric PFI number (e.g., "1234")
- Clinical Labs Other (Labs without a clinical laboratory permit) have an alpha-numeric PFI number (e.g., "A123")

### **Getting Started**

#### What do I need?

- 1. Health Commerce System (HCS) account with HCS Coordinator permissions at a Clinical Laboratory or Clinical Labs Other.
- 2. Verify that the person to whom you want to assign the role has a valid HCS account.

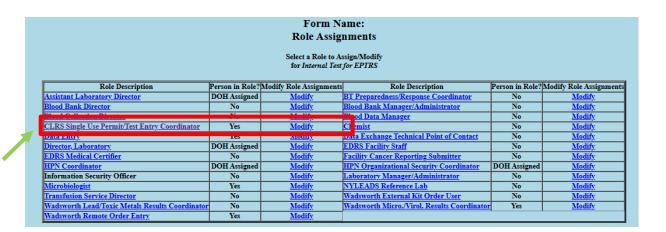
#### Grant Employees Access to eCLEP-SUP

How do I assign employees to a role?

- 1. Login to your HCS account.
- 2. Open "Coordinator's Update Tool" and select your facility, if needed.
- 3. Select the "Manage Role Assignments" tab.



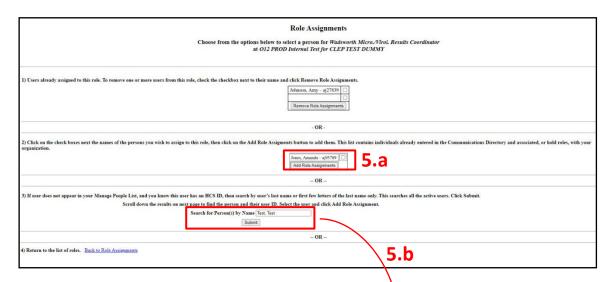
4. Find the "CLRS Single Use Permit/ Test Entry Coordinator' role and click "Modify" to add or change which users are assigned to the role.



5. Look for the new employee starting in the second sectionwhere current HCS users can be found.

NOTE: Before assigning the role, make sure the user id next to the name is not "na."

a. If you find the employee here, select the box next to the employee's name and click "Add Role Assignment."



b. If you can't locate the employee in the second section, use the search box in the third section to search for them. Select the correct employee and click "Add Role Assignment."

