



Department of Health

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Date: 08/16/23

TO: All HCS Secure File Transfer (SFT) Users

FROM: Health Commerce System Team

Effective August 23, 2023: MFA will be required to access SFT on the HCS

The Health Commerce System is implementing Multi-Factor Authentication (MFA) functionality for the Secure File Transfer (SFT) application in the Health Commerce System (HCS). Multi-Factor Authentication adds an additional layer of security to the application to ensure security and compliance. Effective August 23, 2023, all SFT users will be required to use MFA to access the application in the HCS. Users will not be able to access SFT without setting up MFA in the HCS application. Users are strongly encouraged to set up MFA as soon as possible to ensure continuity of access.

Users **with** a New York State driver's license or non-driver photo ID can set up their own MFA:

- Click My Content on the top navigation bar and select "All Applications"
- Click the "M" tab, then "MFA Enrollment" and complete the required fields
- Step-by-step directions can be found here: <https://bit.ly/userMFA>

Users **without** a New York State driver's license or non-driver photo ID must have their MFA set up by their HCS Coordinator using the Coordinator's Update Tool. HCS Coordinators without a New York State driver's license or non-driver photo ID must have their MFA completed by a different HCS Coordinator at their organization.

- Step-by-step directions for HCS Coordinators can be found here: <https://bit.ly/coordMFA>
If you do not know your HCS Coordinator or if you need help adding new HCS Coordinators for your organization, contact the Commerce Accounts Management Unit (CAMU) by phone: (866) 529-1890 or email: camu@health.ny.gov

For questions and issues setting up MFA, please contact the Commerce Accounts Management Unit (CAMU) by phone: (866) 529-1890 or email: camu@health.ny.gov