

# Reporting Portal Quick Guide: How to Request Report Access

1. Go to Request Report Access menu. Then select a category.

**Note:** Each category needs its own separate request.

NYC DOHMH Reporting Portal

Promoting and Protecting the City's Health

NYC Health DOHMH Reporting Portal

Profile Log out

Translate Text-Size

Welcome, John Doe

### Request Report Access

Select a Category

-- Select a category --

A request is per category

Directory of City Agencies  
Notify NYC  
NYC Mobile Apps

Contact NYC Government  
CityStore  
Maps

City Employees  
Stay Connected  
Resident Toolkit

NYC Search

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2. Fill out form, **if any**.
3. Select the reports you want to access.
4. Click submit button.

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### Request Report Access

Select a Category

Syndromic Surveillance

Syndromic Surveillance  
Contains only those transactions posted to your Dept IDs by another processing unit. Included in this report might be recharges, new grant/gift appropriations, and errors prepared in another department using your Dept ID.

Reports

Request	Name	Description
<input checked="" type="checkbox"/>	Sample	sample report

A request is per category

Submit

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5. You will receive an email confirmation of your request. In addition, the agency contact will also receive a notification.