

A User Guide to the ICIP CERTIFICATE OF CONTINUING USE (CCU) ONLINE RENEWALS

A step-by-step guide to help you complete the renewal application online

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TEXT BOXES

A text box will appear if you answer YES to a question. Text boxes are required fields and must be completed. Your response must have a minimum of 20 characters. If you get an error message, you must expand on your answer.

TIME OUT

The system will time out if there is no activity for thirty minutes. It will save all information through the next-to-the-last page you entered information on. Please be sure to submit or save your form if you plan to step away.

NAVIGATING BETWEEN SCREENS

At the bottom of each screen are the “Cancel Filing,” “Next,” and “Previous” buttons.

The “Cancel Filing” button allows you to cancel the questionnaire.

“Next” allows you to advance to the next screen.

“Previous” allows you to go back to a previous screen.

When you leave a screen, the system will automatically save the information entered.

Managing your filings

There are five tabs at the top of the application that will help you manage your filings and your account.



- Available Filings: Contains the list of all available filings.
- My Filings: Contains the list of filings you have already started or created.
- Message Center: Contains any email correspondence with DOF regarding your filings.
- Account: Allows you to change your password or deactivate your account.
- Sign Out: Enables you to log out of the site.

To return to a filing you have started or view a submitted filing, please follow these instructions:

The screenshot shows the NYC Department of Finance user interface. At the top center is the NYC Department of Finance logo. Below the logo is a navigation bar with links for 'Available Filings', 'My Filings', 'Message Center' (with a notification badge showing '253'), 'Account', and 'Sign Out'. Below the navigation bar is the 'My Filings' section header. To the right of the header are 'Tile' and 'List' view toggle buttons. Below the header is a sub-header that says 'To view a filing, click on it below.'

Click on the filing link and you will see the following screen. The Primary Keys will show the filing's docket number and BBL.

The screenshot shows the details of a filing. The title is 'Industrial & Commercial Incentive Program (ICIP) - Certificate of Continuing Use'. Below the title are the following details: 'Filing Id', 'Created 09/02/2020 12:23 PM', 'Modified 09/02/2020 12:31 PM', and 'Status Published to the Property Tax System'. At the bottom, there is a 'Primary Keys' section which is currently empty.

If the filing is still a draft and has not been submitted, you will see the options below:

The screenshot shows the 'Filing Status' page for a draft filing. The title is 'Filing Status'. Below the title are the following details: 'Filing Industrial & Commercial Incentive Program (ICIP) - Certificate of Continuing Use', 'Started Monday, October 5, 2020 7:53 PM', and 'Status Draft Filing Created, But Not Yet Submitted.'. At the bottom, there are three buttons: 'Resume Filing' (highlighted in blue), 'Print Draft', and 'Cancel Filing'.

If the filing has been submitted, you will see the options below:

The screenshot shows the 'Filing Status' page for a submitted filing. The title is 'Filing Status'. Below the title are the following details: 'Filing Industrial & Commercial Incentive Program (ICIP) - Certificate of Continuing Use', 'Started Wednesday, September 2, 2020 12:23 PM', and 'Status Published to the Property Tax System'. At the bottom, there are two buttons: 'View Filing' and 'Print Filing'.

Starting A Filing

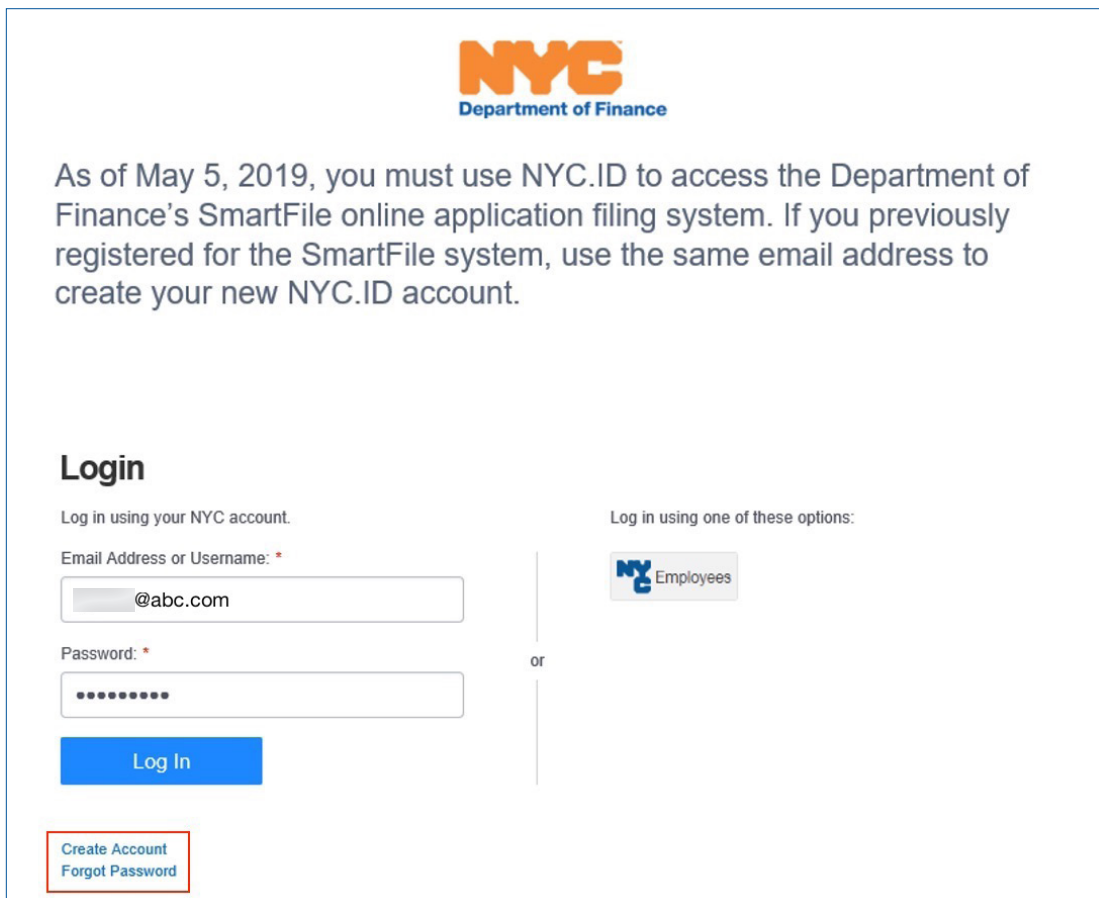
Click on “Begin Filing” to start the application.



This will take you to the NYC.ID login page.

Logging Into The System

If you already have a NYC.ID account, you can log in by entering your NYC.ID email and password.



If you do not have an NYC.ID account, you will need to create one and can do so by clicking on the “Create Account.”

You may change your password by clicking on the “Change Password” link on this tab.

ADD NEW USER / CREATE ACCOUNT

Complete all required fields.

Create Account

All fields are required.

EMAIL OR USERNAME

? Email Address or Username:

Confirm Email Address or Username:

PASSWORD

? Password:

Confirm Password:

NAME

First Name:

Middle Initial:

Last Name:

SECURITY

Select a security question and provide an answer to it. The answer is not case sensitive and must be between 3 and 255 characters. If you are on a public computer, we recommend you mask your answers by selecting *Hide* below.

Security Question:

Answer:

Display Answers: Show Hide

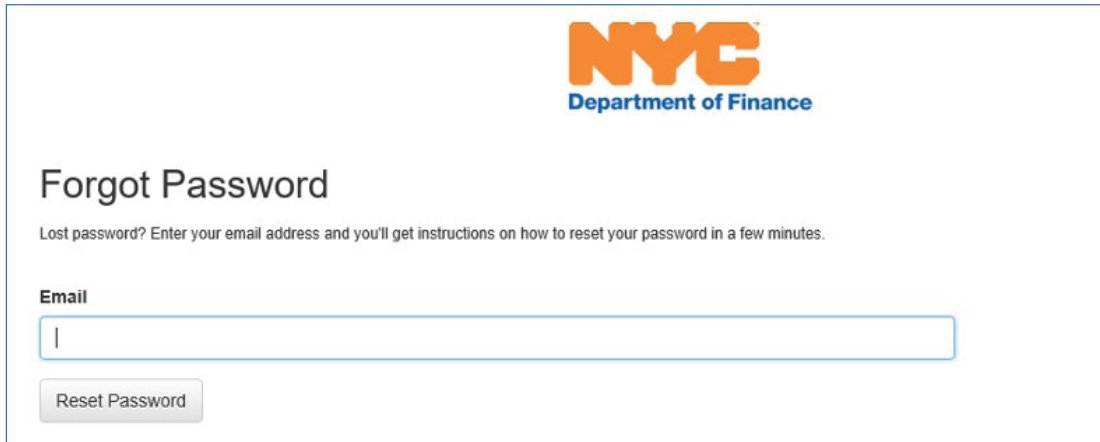
TERMS

Check the box to indicate that you understand and agree to the [NYC.ID Terms of Use](#), the [overall Terms of Use for NYC.gov](#), and the [Privacy Policy](#) for NYC.gov.

CREATE ACCOUNT

RESETTING YOUR PASSWORD:

Enter the email you registered with.



The screenshot shows the 'Forgot Password' page for the NYC Department of Finance. At the top right is the NYC Department of Finance logo. Below the logo, the heading 'Forgot Password' is displayed. Underneath, a message reads: 'Lost password? Enter your email address and you'll get instructions on how to reset your password in a few minutes.' There is a text input field labeled 'Email' with a vertical cursor. Below the input field is a button labeled 'Reset Password'.

Click "Reset Password."

The screen below will be displayed. Use the link sent to you by email to reset your password.



The screenshot shows the confirmation screen for the 'Forgot Password' process. At the top right is the NYC Department of Finance logo. Below the logo, the heading 'Forgot Password' is displayed. Underneath, a message reads: 'We just sent an email to you with instructions on how to set a new password. You must **click the link in that email** to finish changing your password.' At the bottom left, there is a blue link that says 'Return to Login page'.

Once you are logged in, the system will present the "Search for Property" screen to begin the filing.

Screen 1 - Search for Property

There are two ways to search for a property:

- Using the Entity ID. Please use this option if possible. Your Entity ID can be found on the DOF renewal notification you received.
- Using the borough-block-lot (BBL) number . You must enter the complete BBL to locate the property.

Search for Property

Please search for your property using one or more of the search options below. Once you find your property, select it in the search results grid, then click the Start Filing button.

Entity ID:

Borough:

Block:

Lot:

[Search](#)

Search Results

	Entity ID	BBL	Owner Name	Application #	Location Address	Filing Status
No items to display						

The system will present the Entity ID, BBL, Owner Name, DOF Application #, Location Address, and Filing Status.

Search Results

	Entity ID	BBL	Owner Name	Application #	Location Address	Filing Status
Start Filing		1-58403-0037	John Smith	135789	270 1 st Avenue, New York, NY 10012	FILED
Start Filing		1-58403-0038	John Smith <small>OWNER</small>	135790	270 1 st Avenue, New York, NY 10012	NOT FILED


1 - 2 of 2 items

- If the filing status is “FILED,” this application has been filed and does not need to be filed again. Please cancel to avoid creating a duplicate filing.
- If the status is “FILED”, the system will present a message on the “Filer Information” tab indicating it has already been filed. Please cancel filing to avoid creating a duplicate filing.

Filer Information

Please enter the following information for the filer of this application:

Full Name:



ⓘ Form has been submitted, no further action needed. Please click on the CANCEL FILING button. This field is required.

Search

Search Results

	Entity ID	BBL	Owner Name	Application #	Location Address	Filing Status
Start Filing					New York, NY 10012	FILED
Start Filing					New York, NY 10012	NOT FILED

1 - 2 of 2 items

To begin the filing, click the “Start Filing” button.

Screen 2 – Parcel Information

Review the property information to confirm that you are filing for the right property.

Parcel Information | Filer Information | Applicants | Application | Building Use | Attachments | Submit

Verify Property Information

Please verify you have selected the correct property.

BBL

Building Class
4 / STORE BUILDINGS - RETAIL

Tax Class
RK

Location Address
NEW YORK NY 10012

Owner
NEW YORK NY 10012

Application Number

Cancel Filing | Next

Screen 3 – Filer information

Update the filer information in the following screen if it is pre-filled and the filer has changed. First-time filers must complete all fields.

Parcel Information | Filer Information | Applicants | Application | Building Use | Attachments | Submit

Filer Information

Please enter the following information for the filer of this application:

Full Name: [input] x ✓

Address: [input] ✓
Apt., Unit No. [input]

10017 ✓ | Zip+ | NEW YORK | NY v

Phone #: (###) ###-#### ✓

Email: [input]@abc.com ✓

Relationship to Owner/Applicant: [dropdown]

Previous | Cancel Filing | Next

Screen 4 – Applicants

The owner name and address are pre-filled with the current owner information in DOF's records.

If you are a new owner, update the name and address in this screen. Please be aware this will not affect the information on your billing record; it will be used to verify ownership only.

If you need to change the owner or address information in DOF's records, please go to: <https://www1.nyc.gov/site/finance/taxes/property-update-property-and-billing-information.page>.

Parcel Information Filer Information **Applicants** Application Building Use Attachments Submit

Applicant Information

Owner/Applicant

Name(s):

Federal EIN:

Daytime Address:

Apt., Unit No.

NEW YORK NY 10012

Phone:

Email:

Previous

Screen 5 – Application Details

All fields must be completed. A text box will be presented requesting details when the is “Yes.” Please add all pertinent details.

Parcel Information Filer Information Applicants **Application** Building Use Attachments Submit

Renewal Application Details

Complete each question. If completing for a condominium unit(s), only answer for the units in the project and not for the building as a whole.

Has there been a change in the use of this parcel? Yes ✓

**Note: If you are completing a CCU for a condominium unit(s), only answer for your unit(s), not the entire building.*

Year of change: *

Please provide full details:

Is this building used for industrial purposes? No ✓

**Note: If you are completing a CCU for a condominium unit(s), only answer for your unit(s), not the entire building.*

Does this building contain residential space? *

Is the building being used for any other purpose than described above? *

**Note: If you are completing a CCU for a condominium unit(s), only answer for your unit(s), not the entire building.*

Is there more than one building? *

Previous Cancel Filing Next

Screen 6 – Building Use

Please indicate the building usage for each floor. Use the “Add” and “Delete” buttons to add and delete floor information.

Parcel Information Filer Information Applicants Application **Building Use** Attachments Submit

Building Use Details

Please be specific in your description of the building's current use.
For example, if the space is used for manufacturing, indicate what is being made. If it is a warehouse, indicate whether it is commercial or industrial.

*** You must add at least one entry. All fields are required.**

Add Delete

#	Floor From/To	Net Sq Ft	Current Use
1			

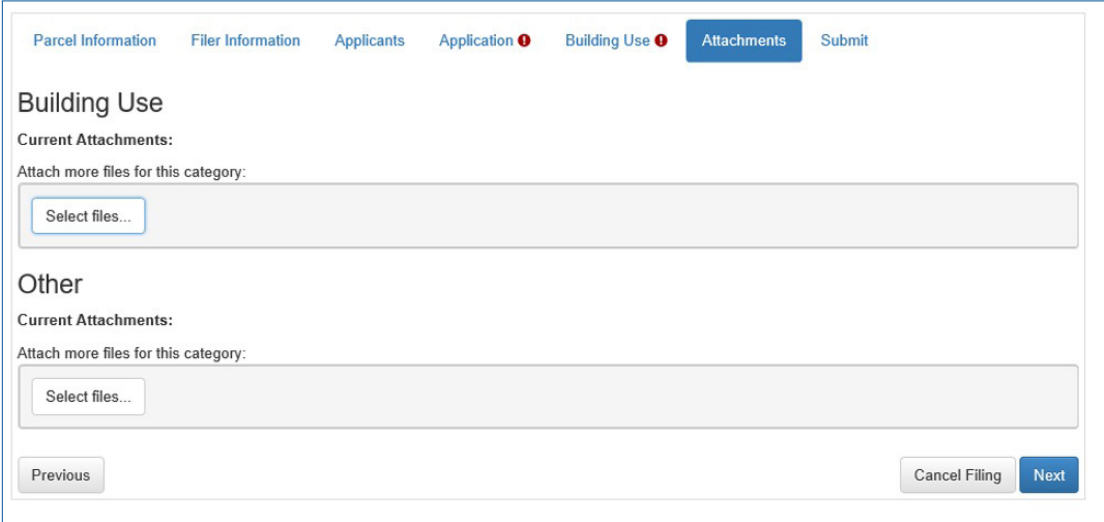
1 - 1 of 1 items

Previous Cancel Filing Next

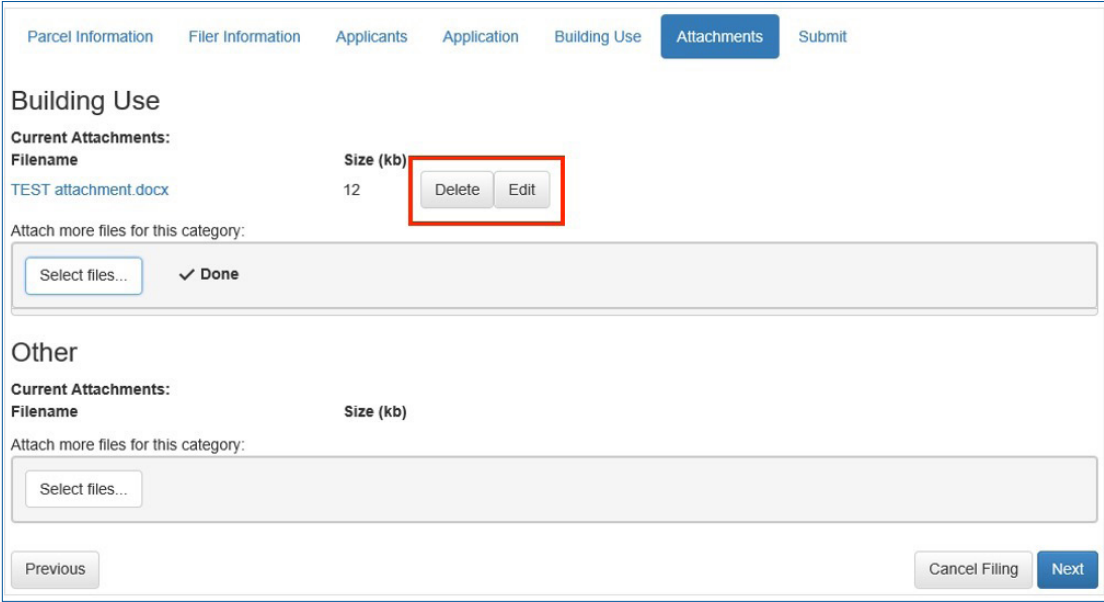
Screen 7 – Attachments

Attach all documents needed to support your filing. *The maximum size for an attachment is 5MB.*

Click “Select files” to upload a document from your computer.



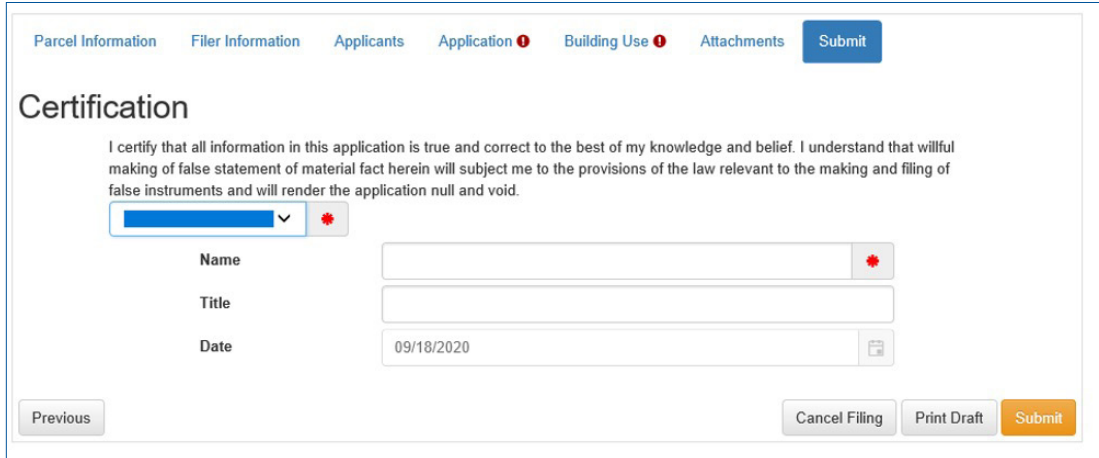
Once attached, a document may be deleted or edited.



Screen 8 – Certify and Submit

Use this tab to certify that all information entered is valid and submit your application. You have the option to print a draft of your application here.

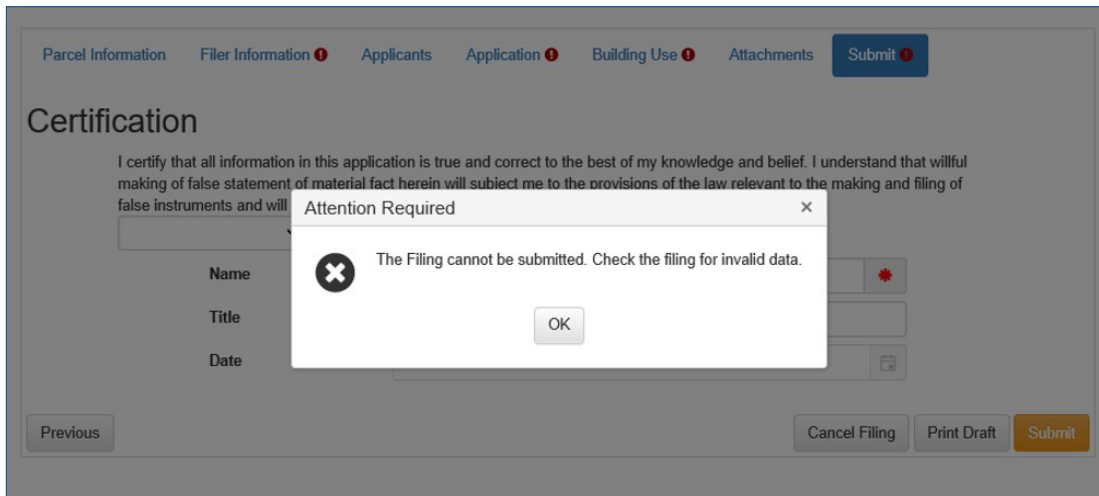
You may not make any updates once the application is submitted.



The screenshot shows the 'Certification' tab in a web application. At the top, there is a navigation bar with tabs: 'Parcel Information', 'Filer Information', 'Applicants', 'Application' (with a red exclamation mark), 'Building Use' (with a red exclamation mark), 'Attachments', and a blue 'Submit' button. Below the navigation bar, the 'Certification' section contains a text box with a certification statement: 'I certify that all information in this application is true and correct to the best of my knowledge and belief. I understand that willful making of false statement of material fact herein will subject me to the provisions of the law relevant to the making and filing of false instruments and will render the application null and void.' Below this is a dropdown menu with a red asterisk icon. The form fields are: 'Name' (with a red asterisk icon), 'Title', and 'Date' (with the value '09/18/2020' and a calendar icon). At the bottom, there are buttons for 'Previous', 'Cancel Filing', 'Print Draft', and 'Submit'.

The application cannot be submitted if any required information is not included.

The error message below will appear and the tab with missing info will have a red exclamation mark.

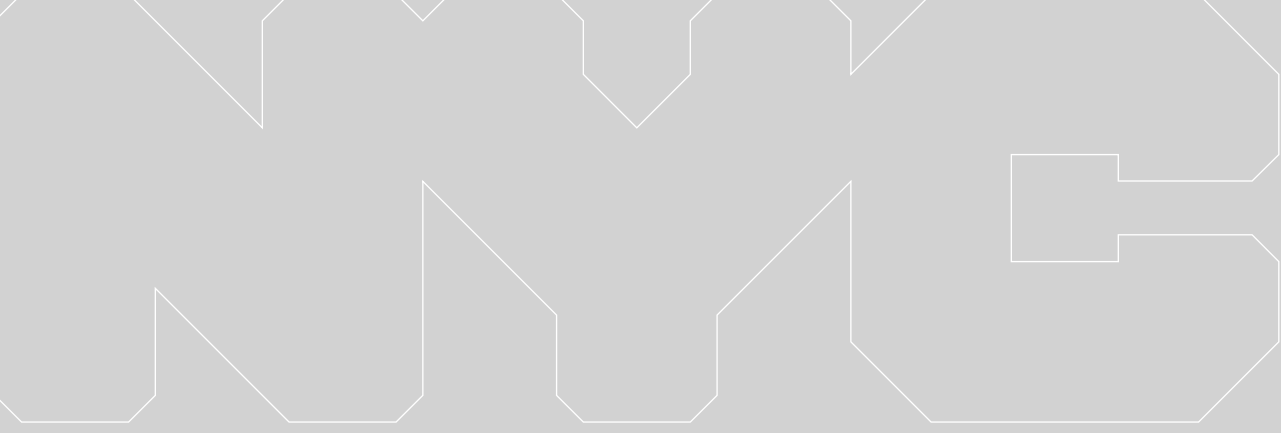


The screenshot shows the 'Certification' tab in a web application, similar to the previous one, but with an error message dialog box overlaid. The dialog box is titled 'Attention Required' and contains the text: 'The Filing cannot be submitted. Check the filing for invalid data.' with an 'OK' button. The background is dimmed, and the 'Application' tab in the navigation bar now has a red exclamation mark.

A confirmation page will be presented when the application is submitted successfully. You will also receive email confirmation.

A filing number will be assigned to your case. This will be on the email confirmation and you will also find it on the “My Filings” tab along with the status of your case.

You may print your final application once it has been successfully submitted.



Department of Finance