



BIC Online Portal

Notify BIC Guide

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Getting Started

What to Know Before you Go

On November 16, 2018, new rules went into effect in regards to additional reporting requirements by licensees and registrants. These rule amendments are designed to improve the safety of the general public.

The amendments in relation to this guide require licensees and registrants to notify BIC of:

1. Their drivers' Vehicle and Traffic Law violations.
2. Driver's license suspensions or revocations.
3. Crashes that involve a vehicle used in the licensee's or registrant's business.
4. Adverse actions by any federal, state, and local government authorities, including actions that result in the suspension or revocation of a permit, license or other permission required in connection with the operation of the licensee's or applicant's business or a penalty or fine of \$1,000 or more.

Depending on the section above being reported, different information is needed.

VTL Violations (1)

1. Driver Name **(required)**
2. Driver License Number **(required)**
3. Driver License State **(required)**
4. Date of Event **(required)**
5. Date Learned of Event **(required)**
6. VTL Summons copy upload **(required)**

License Suspension or Revocation (2)

1. Driver Name **(required)**
2. Driver License Number **(required)**
3. Driver License State **(required)**
4. Date of Event **(required)**
5. Date Learned of Event **(required)**
6. Reason for Suspension or Revocation **(required)**
7. Notification of suspension/revocation copy upload

Crashes (3)

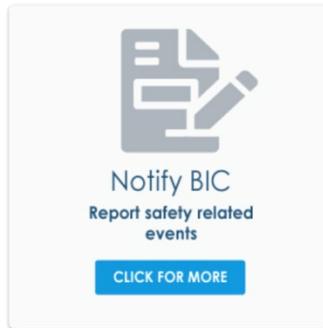
1. Driver Name **(required)**
2. Driver License Number **(required)**
3. Driver License State **(required)**
4. Date of Crash **(required)**
5. Approximate Time of Crash **(required)**
6. Date Learned of Event **(required)**
7. Crash Location **(required)**
8. Helper Name(s) **(required - If no helper present, enter "No helper present.")**
9. Description of Crash **(required)**
10. MV-104 copy upload
11. Photos or other documentation upload

Determination by Federal, State, or Local Authorities (4)

1. Date of Event **(required)**
2. Date Learned of Event **(required)**
3. Agency Issuing Decision **(required)**
4. Reason for Notification **(required)**
5. Decision copy upload

Notify BIC

Main Menu



Once you have successfully logged in, the main menu appears. Click on the Notify BIC icon to continue to the reporting page.

Reporting Page

NOTIFY BIC

Use these forms to report safety related events to BIC and upload related documents as required by 17 RCNY § 2-05.

Failure to report the following events within ten business days and/or submitting false information may subject your company to administrative penalties of up to \$10,000 per violation. See 17 RCNY § 1-04.

Vehicle and Traffic Summonses

You must notify BIC of all vehicle and traffic tickets issued to the company or the company's drivers while operating a vehicle on behalf of the company.

You are not required to report parking tickets.

NOTIFY

Driver License Suspensions or Revocations

You must notify BIC if one of the company's vehicle operator's driver's license is suspended or revoked.

NOTIFY

Crashes

You must notify BIC if any vehicle used in the course of the company's business is involved in any crash, as defined by 17 RCNY § 1-01.

If the company is required to file a Report of Motor Vehicle Accident (MV-104) or other forms with the New York State DMV, the company must also provide those documents to BIC.

NOTIFY

Determinations by Federal, State, or Local Authorities

You must notify BIC of all determinations by any federal, state, or local government agency or authority that result in:

- (1) the suspension or revocation of a permit or license required for the operation of its business,
- (2) any injunctive relief against the company or its employees or agents,
- (3) a fine or penalty of more than \$1,000, or
- (4) the determination relates to a violation of the Vehicle and Traffic Law or any other laws relating the safe operation of a vehicle.

NOTIFY

Each of the events that you can report to BIC is noted above. For each one you want to report to BIC, click the **Report** button.

When you click Report, the screen relating to the event to be reported is shown.

VEHICLE AND TRAFFIC SUMMONSES [X]

You must notify BIC of all vehicle and traffic tickets issued to the company or the company's drivers while operating a vehicle on behalf of the company.
You are not required to report parking tickets.

* Driver Name

* Driver License Number

* Driver License State
Choose one [v]

* Date of Event

* Date Learned of Event

* Upload copy of VTL summons
 Or drop files

[EXIT] [NOTIFY]

In this example, we will use the *Vehicle and Traffic Summonses* screen to guide you through reporting such an event.

As noted in the previous section, there is information you will be required to report. Information that is required will have a red asterisk * next to the field name. We have also noted it above as **(Required)**.

Once you fill out the information and upload documentation (if applicable/required), then click the **Report to BIC** button.

If successful, the following message will appear:



You will also receive a confirmation email to the email address associated with the user account logged in.

This email is a confirmation of receipt of your submission to BIC regarding a Determination of Governmental Authority

Reference ID: FILING-0000297

Date Submitted: 12/20/2018

Type: Determination of Governmental Authority

To submit additional information and/or documentation for this notification, please email licensing@bic.nyc.gov and include your company name and the above reference ID in the subject line.

Please keep this for your records.

This is an automated email from an unmonitored email box. Please do not reply.

NYC BIC Online Portal

Support Website

If you require assistance for reasons other than the information provided in this guide, please contact BIC via the link on our website:

<http://www1.nyc.gov/site/bic/industries/portal-support-form.page>

The screenshot shows the NYC Business Integrity Commission website. The header includes the NYC logo, the text "Business Integrity Commission", and a search bar with "311 Search all NYC.gov websites". There are navigation links for "Industries", "News", "Laws & Rules", "Complaints", "About", and "Contact". A search bar is also present. The main heading is "Portal Support Form". On the left, there is a sidebar menu with links: "Carter Information", "Customer Information", "Trade Waste Approved Companies", "Trade Waste Denied Companies", "Trade Waste Forms", "Trade Waste Fees", "Maximum Rates", "Trade Waste Decals", "Safety Resources", "Regulatory Reporting", and "Trade Waste Advisory Board". The main content area contains the following fields and options:

- BIC File#:** *
- Company Name:** *
- Name of person submitting information:** *
- Phone Number (numerals only):**
- E-mail Address (e.g., test@example.com):**
- Do you need a password reset?**
 Yes No
- Please explain the problem you are having with the portal.**

At the bottom left, there are social media sharing icons for Facebook, Twitter, YouTube, and LinkedIn, followed by a "Share" button.

Include as much detailed information as possible, such as specifics of error messages. BIC will work to resolve the issue and respond as soon as possible.

Phone

Call the BIC support hotline for the following types of issues with the BIC Online Portal:

- 1) Questions pertaining to the entry of information.
- 2) Technical issues (login, errors, etc.).

BIC Portal Help Hotline: 212-437-0560