



BIC Online Portal

Vehicle Management Guide

Contents

Management	0
Getting Started.....	2
What to Know Before you Go	2
Vehicle Management	3
Main Screen	3
Editing Vehicle Information	4
Support	8
Website	8
Phone.....	8

Getting Started

What to Know Before you Go

Before starting, gather the information needed to complete the vehicle management interface.

- 1) **Vehicle Information** – For each truck registered with BIC, the below information will be needed as it relates to Local Law 145 of 2013 (vehicle emission standards) and Local Law 56 of 2015 (installation of side guards).
 - a) Truck year;
 - b) Whether your vehicle has Side Guards;
 - c) Gross Vehicle Weight (GVW) in pounds;
 - d) Gross Vehicle Weight Rating (GVWR) in pounds;
 - e) Engine Make, Model and Year;
 - f) Engine Horsepower;
 - g) Whether the vehicle is owned, leased or financed;
 - h) Whether a retrofit has been installed on your truck (also known as BART);
 - i) If a retrofit has been installed, what is the classification level of the installed retrofit;
 - j) Expected compliance with the requirements of Local law 145 of 2013 (either replacing older engines with those 2007 or later OR installing a retrofit);
 - k) Whether you are planning on retiring the truck;
 - l) Quarter/year of expected vehicle replacement or compliance;
 - m) Annual miles traveled in 2017; and
 - n) Net Book Value.

Note: Not every truck will require ALL of this information. For instance, if a truck has already been retrofitted or will be retired, the annual miles traveled or the net book value would not be needed. The portal will prompt you accordingly.

Vehicle Management

Main Screen

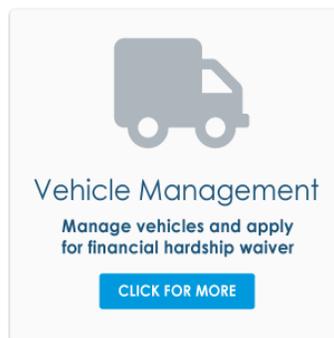
Attention
Please ensure you have all proper vehicle information, e.g. vehicle purchased, DMV registration, engine sticker documents, and/or you can visit [DMV website](#) to retrieve all basic vehicle information.

Please utilize this portal to provide BIC with the requested information for each of your registered vehicles. All fields are required to be accurately completed, the following symbol **▲** will appear next to each vehicle record when there is missing information for that particular vehicle. You are required to login to this site to update vehicle information should the status of any of these vehicles change or if you register new vehicles with BIC.

Test Account 2 Show 20 per page Clear

3 STATUS	BIC PLATE ▲	DMV PLATE	VIN	TRUCK INFO	FUEL TYPE	SIDE GUARD	GVW	GVWR
4 ✓			TESTTESTTESTT	Bering, Mac, 2010	Diesel	Yes	33,001 lbs. or greater	Class 4: (14,001-16,000 lbs.)
▲			TESTTESTTESTT1					

Once you have successfully logged in, the main menu appears. Click the Vehicle Management icon to access the main screen.



The screen above is an example of the main screen and includes the following features:

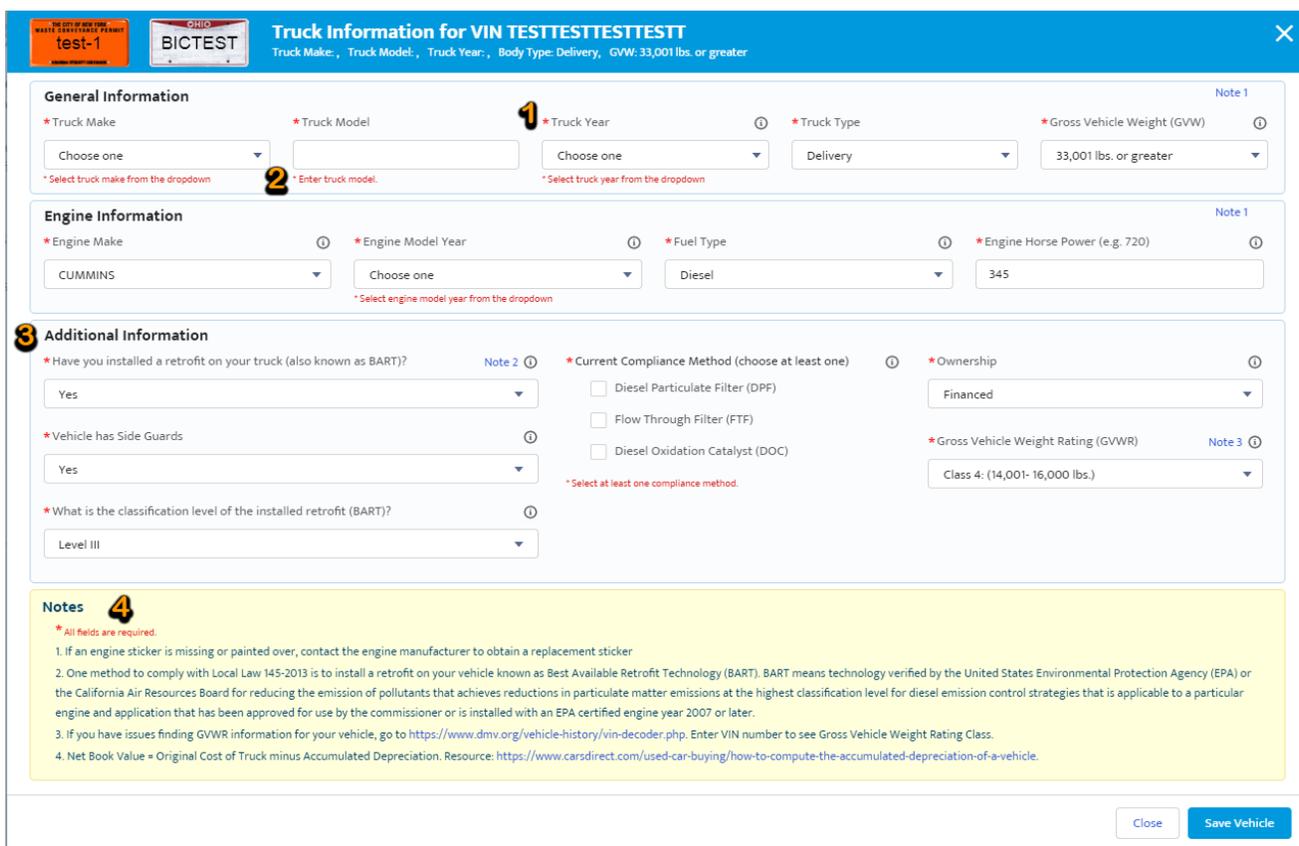
- (1) **Main/Navigation Header:** Here you can go ‘Home’ or find support options.
- (2) **Search/Record View Size:** The search box allows you to search for VIN, BIC Plate or DMV Plate numbers, or other data points (see table on following page). Additionally, you can choose how many vehicles are shown on the page.
- (3) **Vehicle Table Headers:** The headers can be clicked to initiate sorting by ascending (up) or descending (down).

The Status field notes whether or not your vehicle has complete information or is missing information and needs to be updated.

- a. A green check icon  means the vehicle has all required information on file. *We recommend that you review these records to ensure the information is accurate and update any fields as needed.*
- b. A red warning icon  means that the vehicle record is missing information and it needs to be updated.

(4) **Vehicle Information Table:** This table displays your company's vehicles active with the Commission.

Editing Vehicle Information



Truck Information for VIN TESTESTESTEST
Truck Make: , Truck Model: , Truck Year: , Body Type: Delivery, GVW: 33,001 lbs. or greater

General Information Note 1

*Truck Make *Truck Model *Truck Year *Truck Type *Gross Vehicle Weight (GVW)

Engine Information Note 1

*Engine Make *Engine Model Year *Fuel Type *Engine Horse Power (e.g. 720)

3 Additional Information

*Have you installed a retrofit on your truck (also known as BART)? Note 2

*Vehicle has Side Guards

*What is the classification level of the installed retrofit (BART)?

*Current Compliance Method (choose at least one) Note 2

Diesel Particulate Filter (DPF)
 Flow Through Filter (FTF)
 Diesel Oxidation Catalyst (DOC)

*Ownership

*Gross Vehicle Weight Rating (GVWR) Note 3

Notes 4

* All fields are required.

- If an engine sticker is missing or painted over, contact the engine manufacturer to obtain a replacement sticker
- One method to comply with Local Law 145-2013 is to install a retrofit on your vehicle known as Best Available Retrofit Technology (BART). BART means technology verified by the United States Environmental Protection Agency (EPA) or the California Air Resources Board for reducing the emission of pollutants that achieves reductions in particulate matter emissions at the highest classification level for diesel emission control strategies that is applicable to a particular engine and application that has been approved for use by the commissioner or is installed with an EPA certified engine year 2007 or later.
- If you have issues finding GVWR information for your vehicle, go to <https://www.dmv.org/vehicle-history/vin-decoder.php>. Enter VIN number to see Gross Vehicle Weight Rating Class.
- Net Book Value = Original Cost of Truck minus Accumulated Depreciation. Resource: <https://www.carsdirect.com/used-car-buying/how-to-compute-the-accumulated-depreciation-of-a-vehicle>.

Close Save Vehicle

Select a vehicle to edit by clicking on the row of the vehicle you wish to edit. A vehicle information screen appears (see above) consisting of the following features:

- (1) **Required Fields:** Each field with a red asterisk (*) is required. You must provide information related to each field that has a red asterisk.

- (2) **Missing Information Messages:** If a field has not been filled in, this field will have a message in red text noting what is required.
- (3) **Additional Information:** This section will change depending on the values entered for the vehicle selected. Not all fields displayed in the above screenshot may show depending on the values for a particular vehicle as they relate to Local Law 145 of 2013 (vehicle emission standards).
- (4) **Notes Section:** This section contains important information for specific fields on the information screen. Click the “Note #” link in blue text near the field it appears next to. Also, see the corresponding numbers.

If you attempt to ‘save’ a vehicle’s information and did not fill out all of the required information, the following screen will appear:

Truck Information for VIN TESTESTESTEST
Truck Make: Bering, Truck Model: Mac, Truck Year: , Body Type: Dual Bin, GVW: 33,001 lbs. or greater

Missing Information
You must enter all the highlighted information to bring the vehicle into compliance.

General Information Note 1

*Truck Make: Bering
*Truck Model: Mac
*Truck Year: Choose one * Select truck year from the dropdown
*Truck Type: Dual Bin
*Gross Vehicle Weight (GVW): 33,001 lbs. or greater

Engine Information Note 1

*Engine Make: CUMMINS
*Engine Model Year: Choose one * Select engine model year from the dropdown
*Fuel Type: Diesel
*Engine Horse Power (e.g. 720): * Enter horsepower in number, e.g. 720

Additional Information

*Have you installed a retrofit on your truck (also known as BART)? Note 2
Yes

*Vehicle has Side Guards
Yes

*What is the classification level of the installed retrofit (BART)?
Level III

*Current Compliance Method (choose at least one) Note 2

Diesel Particulate Filter (DPF)
 Flow Through Filter (FTF)
 Diesel Oxidation Catalyst (DOC) * Select at least one compliance method.

*Ownership Note 3
Choose one * Select ownership type from the dropdown
*Gross Vehicle Weight Rating (GVWR)
Class 4: (14,001-16,000 lbs.)

Notes
* All fields are required.
1. If an engine sticker is missing or painted over, contact the engine manufacturer to obtain a replacement sticker
2. One method to comply with Local Law 145-2013 is to install a retrofit on your vehicle known as Best Available Retrofit Technology (BART). BART means technology verified by the United States Environmental Protection Agency (EPA) or the California Air Resources Board for reducing the emission of pollutants that achieves reductions in particulate matter emissions at the highest classification level for diesel emission control strategies that is applicable to a particular engine and application that has been approved for use by the commissioner or is installed with an EPA certified engine year 2007 or later.

Close Save Vehicle

The fields requiring attention will be highlighted in red. This information will need to be entered in order to complete and save all information to this vehicle. If you do not have all information available, click the **Close** button and come back at another time to edit the vehicle information.

Upon successful completion of a vehicle's information, the below screen will show:

test-1 **BICTEST** **Truck Information for VIN TESTTESTTEST** Truck Make: Bering, Truck Model: Mac, Truck Year: 1971, Body Type: Dual Bin, GVW: 33,001 lbs. or greater

Success
Truck information successfully saved.

General Information Note 1

*Truck Make: Bering, *Truck Model: Mac, *Truck Year: 1971, *Truck Type: Dual Bin, *Gross Vehicle Weight (GVW): 33,001 lbs. or greater

Engine Information Note 1

*Engine Make: CUMMINS, *Engine Model Year: 1966, *Fuel Type: Diesel, *Engine Horse Power (e.g. 720): 344

Additional Information

*Have you installed a retrofit on your truck (also known as BART)? Note 2: Yes

*Vehicle has Side Guards: Yes

*What is the classification level of the installed retrofit (BART)? Note 2: Level III

*Current Compliance Method (choose at least one) Note 2:
 Diesel Particulate Filter (DPF)
 Flow Through Filter (FTF)
 Diesel Oxidation Catalyst (DOC)

*Ownership Note 2: Owned

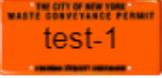
*Gross Vehicle Weight Rating (GVWR) Note 3: Class 4: (14,001- 16,000 lbs.)

Notes
* All fields are required.
1. If an engine sticker is missing or painted over, contact the engine manufacturer to obtain a replacement sticker
2. One method to comply with Local Law 145-2013 is to install a retrofit on your vehicle known as Best Available Retrofit Technology (BART). BART means technology verified by the United States Environmental Protection Agency (EPA) or the California Air Resources Board for reducing the emission of pollutants that achieves reductions in particulate matter emissions at the highest classification level for diesel emission control strategies that is applicable to a particular engine and application that has been approved for use by the commissioner or is installed with an EPA certified engine year 2007 or later.

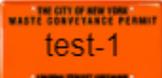
Close Save Vehicle

At this time, the record was completed and saved successfully. Next, click **Close** and move onto the next vehicle on the list.

When you return to the vehicle information screen, the status will have changed (as shown below).

Test Account				
STATUS	BIC PLATE ▲	DMV PLATE	VIN	TRUCK INFO
✓			TESTTESTTESTT	Bering, Mac, 1971
✓			TESTTESTTESTT1	Audi, deded, 1968

A green status check mark  notes that those vehicles fully provided the required information and no blank values remain.

Test Account				
STATUS	BIC PLATE ▲	DMV PLATE	VIN	TRUCK INFO
✓			TESTTESTTESTT	Bering, Mac, 1971
			TESTTESTTESTT1	Audi, deded, 1968

If a red warning sign  is displayed, then that vehicle is missing required information and needs attention.

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. The main navigation menu has "Industries" selected. The page title is "Portal Support Form". On the left is a sidebar 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 is titled "Portal Support Form" and contains several input fields: "BIC File#: *", "Company Name: *", "Name of person submitting information: *", "Phone Number (numerals only):", and "E-mail Address (e.g., test@example.com):". There are also radio buttons for "Do you need a password reset?" (Yes/No) and a text area for "Please explain the problem you are having with the portal." at the bottom.

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