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# BIC Online Portal

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## Side Guard Reporting Module Guide

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# Getting Started

## *What to Know Before You Go*

This guide is to be used for reporting vehicle side guards for those vehicles that meet the criteria set forth in Local Law 56 of 2015 as amended by Local Law 108 of 2021 (codified in section 16-526 of the Administrative Code).

Beginning on **January 1, 2023**, all trade waste companies are required to comply with **Local Law 56 of 2015** (as amended by Local Law 108 of 2021), which **requires the installation of side guards** on trade waste hauling vehicles that have a **Gross Vehicle Weight Rating (GVWR) over 10,000 pounds**.

This guide will walk you through the steps for submitting information to BIC for each vehicle that meets the above criteria.

**NOTE:** Screenshots in this guide are for presentation purposes only, and the system you are utilizing may or may not show all features shown in the screenshots.

# Navigating the Module

## *Main Screen*

Once you have successfully logged in, the main menu appears. Click the Side Guard Reporting icon to access the main screen.



# Select Vehicle

At the main screen of this module, vehicles that meet the criteria will be displayed. Individual submissions must be made for each vehicle shown.

## Side Guard Reporting

Beginning on **January 1, 2023**, all trade waste companies are required to comply with **Local Law 56 of 2015** as amended by Local Law 108 of 2021 (codified in section 16-526 of the Administrative Code), which **requires the installation of side guards** on trade waste hauling vehicles that have a **Gross Vehicle Weight Rating (GVWR) over 10,000 pounds**.

Use this page to provide proof of side guard compliance for each applicable vehicle in the BIC Vehicle Management console

If you do not see your vehicle listed below and you do have side guard information for that vehicle and the GVWR is over 10,000 lbs, first go to the [vehicle management console](#) and select "yes" for that specific vehicle having side guards. Then, the vehicle should appear below.

\* Vehicles Available For Reporting (1)

Vehicle VIN	BIC Plate #	DMV Plate #	DMV Plate State	Date Side Guard Last Updated
<input type="radio"/> TESTTESTTEST1	TEST-2	BICTEST3	FL	Aug 17, 2022

**You have 1 vehicle(s) that meet the criteria of Admin. Code § 16-526 but have not noted that each vehicle is equipped with side guards. Please update via the [vehicle management console](#).**

### Resources

[NYC Admin Code 16-526](#)

Next

Select the vehicle you want to report on by clicking in the selection circle indicated in the below image, then click **Next**.

The last time a vehicle was updated will be displayed, as well as the related law in the **Resources** section. If the 'Date Side Guard Last Updated' field is blank, then the vehicle has not been reported on yet.

**NOTE:** First, make sure the Vehicle Management Portal record has been updated to "Yes" for all vehicles with side guards installed. If a vehicle meets the criteria but has not been noted as having side guards, the following warning will appear:

**You have x vehicle(s) that meet the criteria of Admin. Code § 16-526 but have not noted that each vehicle is equipped with side guards. Please update via the Vehicle Management module.**

*Please go to the Vehicle Management module to update whether that vehicle has side guards installed, then return to this module.*

## Side Guard Reporting

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<input type="radio"/> TESTTESTTEST1	TEST-2	BICTEST3	FL	Aug 17, 2022

**You have 1 vehicle(s) that meet the criteria of Admin. Code § 16-526 but have not noted that each vehicle is equipped with side guards. Please update via the [vehicle management console](#).**

# Update Vehicle

## Side Guard Reporting

### Currently Selected Vehicle

For the selected vehicle, upload each side of the vehicle as noted.

Accepted types are .JPG .PNG .PDF

**VIN:** TESTTESTTEST1

**BIC Plate:** TEST-2

**DMV Plate/State:** BICTEST3 // FL

### Driver Side Image

**NOTE: Please ensure BIC plate is visible in photo.**

\* Vehicle Driver Side

Or drop files

### Passenger Side Image

**NOTE: Please ensure BIC plate is visible in photo.**

\* Vehicle Passenger Side

Or drop files

### Front Side Image

**NOTE: Please ensure DMV plate is visible in photo.**

\* Vehicle Front

Or drop files

### Upload Additional Information (optional)

Upload any additional information that is relative to the sideguard equipped on this vehicle.

Examples:

- Invoices
- Installation Information

Accepted types are .JPG .PNG .PDF .DOC .DOCX .XLS .XLSX .CSV

Additional/Supporting Documentation

Or drop files

## Certification

ANY MATERIAL FALSE STATEMENT OR OMISSION MADE IN CONNECTION WITH THIS FILING MAY SUBJECT THE PERSON AND/OR ENTITY MAKING THE FALSE STATEMENT TO CRIMINAL CHARGES.

I am a principal of **Test & Account&Test** . I have read and understand the information being filed with the Business Integrity Commission on this date. To the best of my knowledge, all of that information is full, complete and truthful.

\* Certified By:

I agree to the Certification above

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Complete Submission

On the left side of the Update Vehicle page, a summary of the vehicle information selected is displayed. In the center of the page, upload an image for each vehicle side as indicated (only JPG, PNG, PDF accepted):

**NOTE:** Upload one (1) file per side of the vehicle. If all vehicle sides are in one file, upload that file for each - three times. For example, if your file is a PDF containing all three vehicle sides, then upload the same PDF file for each vehicle side. If you upload the wrong file, click the x on the file preview and reupload.

1. Driver Side **(required)** The BIC plate **MUST** be visible in photo.



2. Passenger Side **(required)** The BIC plate **MUST** be visible in photo.



3. Front Side **(required)** The DMV plate **MUST** be visible in photo.



You may also upload any additional information (optional) as indicated, including but not limited to, the below document types (only JPG, PNG, PDF, DOC, DOCX, XLS, XLSX, CSV accepted):

- Invoices
- Installation Information

After all files are uploaded, certify the information by entering your name and click **Complete Submission**.

#### Certification

ANY MATERIAL FALSE STATEMENT OR OMISSION MADE IN CONNECTION WITH THIS FILING MAY SUBJECT THE PERSON AND/OR ENTITY MAKING THE FALSE STATEMENT TO CRIMINAL CHARGES.

I am a principal of **Test Carter ZX**. I have read and understand the information being filed with the Business Integrity Commission on this date. To the best of my knowledge, all of that information is full, complete and truthful.

\* Certified By:

I agree to the Certification above

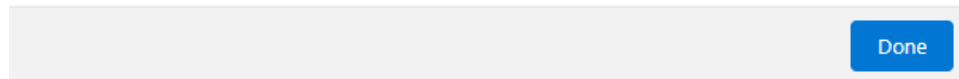
Previous

Complete Submission

Once the submission is completed, the following screen will appear:

## Side Guard Reporting

Your submission has been completed. Please click **Done** to restart the side guard reporting module and update another vehicle.



Click **Done**.

The module will reset showing the vehicle you submitted with an updated 'Date Side Guard Last Updated' (*see below*) and any other vehicles available to be reported on.

## Side Guard Reporting

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<input type="radio"/> TESTTESTTEST1	TEST-2	BICTEST3	FL	Aug 17, 2022

Please continue to report on all vehicles not yet updated.



# 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, "Business Integrity Commission", and a search bar. The main navigation menu has links for Home, Industries, News, Laws & Rules, Complaints, About, and Contact. The "Portal Support Form" title is prominently displayed in a dark blue banner. Below the banner, there is a sidebar with various links such as "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 "Portal Support Form" with several input fields: "BIC File#" (required), "Company Name" (required), "Name of person submitting information" (required), "Phone Number (numerals only)", "E-mail Address (e.g., test@example.com)", and a radio button for "Do you need a password reset?". There is also a text area for "Please explain the problem you are having with the portal." and social media sharing icons 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**