



BIC Online Portal

Side Guard Waiver Application Module Guide

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Getting Started

What to Know Before You Go

This guide is to be used for applying to BIC for a waiver of the side guard requirements set forth in 17 RCNY sections 5-10(h)(2) and 7-10(h)(2). A separate waiver application must be submitted for each vehicle.

All applications will be considered on an individual basis. The Commission may contact the applicant for additional supporting information.

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 to the BIC Online Portal, the main menu appears. Click the Side Guard Waiver Application icon to access the main screen for the application.



Selection Screen

At the main screen of the module, select whether you are submitting a new side guard waiver application or amending a pending side guard waiver application.

Application For Waiver Of The Side Guard Requirement

*What would you like to do?

- Submit a new side guard waiver application
- Amend a pending side guard waiver application

Submitting a New Side Guard Waiver Application

After selecting to submit a new waiver application, the instructional screen appears. To start applying, click the **Start Application** button. Please note the following:

- A separate application must be completed for each vehicle for which a waiver is requested
- If you have already submitted a side guard waiver application for an existing vehicle, it will not show for selection.

Side Guard Requirement Waiver Application Information

To apply for a waiver of the side guard requirements, please click on the button provided to begin the application process. A separate application must be completed for each vehicle for which a waiver is requested.

NOTE: If you have already submitted a side guard waiver application for an existing vehicle, it will not show in the next screen.

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On the next screen, select the vehicle for which you would like to apply for a waiver of the side guard requirements.

Application For Waiver Of The Side Guard Requirement

Vehicle VIN	BIC Plate #	DMV Plate #	DMV Plate State
<input checked="" type="radio"/> 1FVACXB55AHAM6355	L12345	TEST12	NY

[Clear Selection](#)

You are applying for a waiver of the side guard requirements set forth in 17 RCNY sections 5-10(h)(2) and 7-10(h)(2). **A separate waiver application must be submitted for each vehicle.** All applications are considered on an individual basis.

NOTE: If you have already submitted a side guard waiver application for an existing vehicle, it will not show in the above selection table.

The Commission may contact the applicant for additional supporting information. The Commission will evaluate a waiver application and make a determination within 90 days of whether to approve or deny such application.

Please select a vehicle above and click **Next** to answer the application questions and upload the materials as indicated to complete and submit the waiver application for the vehicle selected.

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On the next screen, you will fill out the questions provided and submit documentation supporting your waiver application for the vehicle selected.

Application For Waiver Of The Side Guard Requirement

Please answer the questions below and upload the following materials as indicated to complete and submit the waiver application for the selected vehicle.

1. Please describe why installation of a side guard is impractical for this vehicle. Please be specific and include all necessary information to demonstrate why side guard installation is impractical for this vehicle. You may attach additional documentation under the below section.

* Description

Complete this field.

Currently Selected Vehicle

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

Accepted types are JPG .PNG .PDF

VIN: 1FVACXB55AHAM6355

BIC Plate: L12345

DMV Plate/State: TEST12 // NY

Front Side Image

NOTE: Please ensure DMV plate is visible in photo.

* Vehicle Front

Upload FilesOr drop files

Driver Side Image

NOTE: Please ensure BIC plate is visible in photo.

* Vehicle Driver Side

Upload FilesOr drop files

Passenger Side Image

NOTE: Please ensure BIC plate is visible in photo.

* Vehicle Passenger Side

Upload FilesOr drop files

Upload Additional Information (optional)

Upload any additional documentation you would like the Commission to consider. This could include:

- Photographs
- Invoices
- Correspondence from a vendor/mechanic
- Other information

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

Additional/Supporting Documentation

Upload FilesOr drop files

Complete the question(s) noted and then submit documentation for the vehicle, including any additional information needed to support your application.

On the left side of the screen, a summary of the information for the selected vehicle is displayed. In the center of the page, upload an image for each vehicle side as indicated (only JPG, PNG, PDF file types 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. Front Side **(required)** The DMV plate **MUST** be visible in photo.



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



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



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

- Photographs
- Invoices
- Correspondence from a vendor or mechanic
- Other information

After all files are uploaded, complete the certification for the application by entering your name and then 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

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Complete Submission

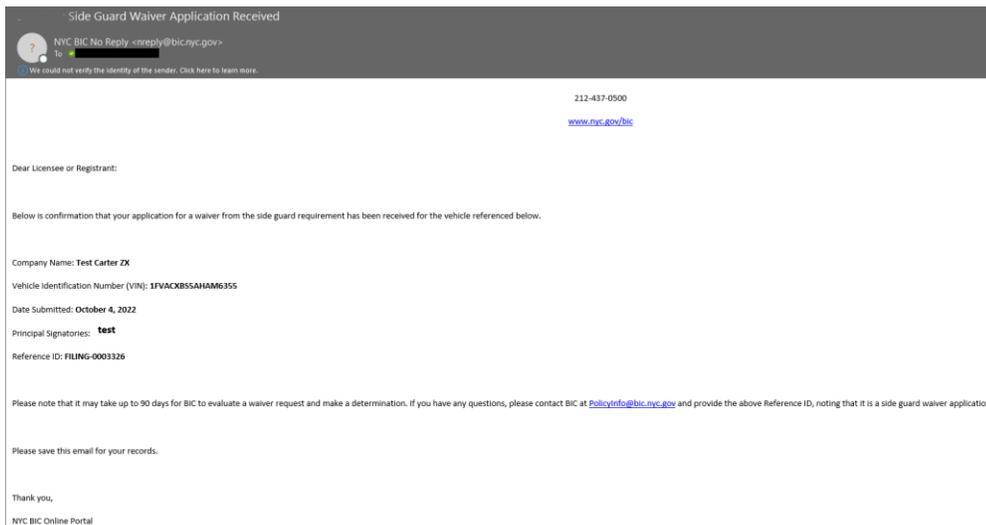
Once the submission is completed, the following screen will appear:

Application For Waiver Of The Side Guard Requirement

Your submission has been completed. Please click **Done** to restart the application process and apply for another vehicle.

Done

You will also receive an email confirming your submission. **Please keep this email for your records.**



To submit a waiver application for another vehicle, Click **Done** and return to the main selection screen.

Amending a Pending Side Guard Waiver Application

To amend a pending side guard waiver application that was previously submitted, select the amend option at the selection screen.

The screenshot shows a form titled "Application For Waiver Of The Side Guard Requirement". At the top, it asks "What would you like to do?" with two radio button options: "Submit a new side guard waiver application" (unselected) and "Amend a pending side guard waiver application" (selected). A blue "Next" button is located in the bottom right corner.

On the next screen, select the pending waiver application that you would like to amend. Click the **Amend Waiver** button to proceed.

The screenshot shows a form titled "Amend Application For Waiver Of The Side Guard Requirement". It contains the following text: "You are amending an application for a waiver of the side guard requirements set forth in 17 RCNY sections 5-10(h)(2) and 7-10(h)(2). The Commission may contact the applicant for additional supporting information. The Commission will evaluate a waiver application and make a determination within 90 days of whether to approve or deny such application. Please select a pending waiver below and click **Amend Waiver** to proceed to upload additional materials as indicated and amend the waiver application."

Waiver ID	Vehicle Information	Status
<input checked="" type="radio"/> FILING-0003336	VIN: 1FVACXB55AHAM6355 DMV Plate: TEST12 BIC Plate: L12345	Pending

Below the table is a "Clear Selection" button. At the bottom right, there are "Previous" and "Amend Waiver" buttons.

On the Amend Application for Waiver screen, submit additional documentation as needed for the vehicle or any additional information relating to your pending application for a waiver of the side guard requirement. Please ensure that the **Waiver ID** and the **Vehicle information** on the left side of the screen match the waiver application you are amending.

NOTE: You cannot amend the description question in the submission screen; you can only submit additional information to support your application. You are free to submit additional reasoning via the **Upload Additional Information** area via the supported file types (JPG, PNG, PDF, DOC, DOCX, XLS, XLSX, CSV).

All fields are optional. Once you have finished amending your application, you must complete a new certification and select **Amend Submission**.

Amend Application For Waiver Of The Side Guard Requirement

Currently Selected Waiver

Waiver ID:
FILING-0003336

Vehicle Information: VIN: 1FVACXB55AHAM6355
DMV Plate: TEST12
BIC Plate: L12345

Upload Vehicle Images (optional)

Accepted types are JPG, PNG, PDF

Front Side Image

NOTE: Please ensure DMV plate is visible in photo.

Vehicle Front

[Upload Files](#) Or drop files

Driver Side Image

NOTE: Please ensure BIC plate is visible in photo.

Vehicle Driver Side

[Upload Files](#) Or drop files

Passenger Side Image

NOTE: Please ensure BIC plate is visible in photo.

Vehicle Passenger Side

[Upload Files](#) Or drop files

Upload Additional Information (optional)

Upload any additional documentation you would like the Commission to consider. This could include:

- Photographs
- Invoices
- Correspondence from a vendor/mechanic
- Other information

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

Additional/Supporting Documentation

[Upload Files](#) 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 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

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[Amend Submission](#)

Once you amend a waiver application, you will receive a confirmation screen like the below:

Amendment Application For Waiver Of The Side Guard Requirement

Your amendment has been completed. Please click **Done** to restart the module.

[Done](#)

You will **not** receive another confirmation email for the amendment.

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 "Industries" selected. The page title is "Portal Support Form". On the left is a sidebar with various links. The main content area contains the "Portal Support Form" with the following fields:

- 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 radio buttons)
- Please explain the problem you are having with the portal. (Text area)

At the bottom left of the form area are social media sharing icons and a "share" button.

Include as much detailed information as possible, such as the specific error message received. 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