

# **UPCOMING CHANGE**

## eFiling: Registration Changes for Filing Representatives

Filing Representatives have been added to eFiling as a new license/tradesperson type. To sign up for eFiling as a Filing Representative, you will be required to enter your Department-issued Identification Number and provide your Company Name.

All Filing Representatives **must** submit their Authentication/ Enrollment Form for eFiling enrollment to the Limited Alteration Application (LAA)/Permit Renewal and Hub Authentication Unit in-person or by mail accompanied with the following documentation:

### In-person

• The original Authentication/Enrollment Form **must** be notarized, dated, and signed by the applicant whose name appears on the form.

In-person submissions **must** be dropped off between 9:00am-3:45pm (Monday through Friday) to the Limited Alteration Application/Permit Renewal and Hub Authentication Unit Customer Service window, located on the 5th floor at 280 Broadway.

#### By Mail

 Include the original Authentication/Enrollment Form which must be notarized, dated, and signed by the applicant whose name appears on the form.

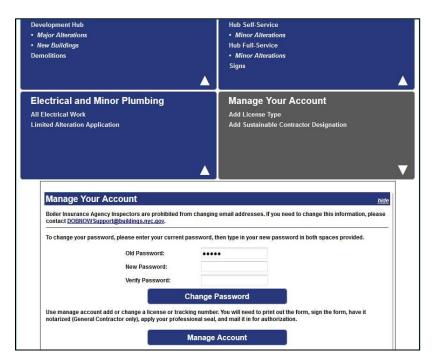
#### and

 Provide a copy of a Department-issued identification card that matches the name of the applicant reflected on the Authentication/Enrollment Form.

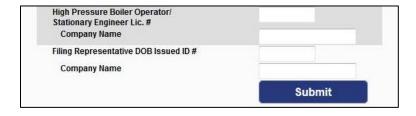
All Authentication/Enrollment Forms must be mailed to:

New York City Department of Buildings LAA/Permit Renewal and Hub Authentication Unit Attn: eFiling Enrollment 280 Broadway 5th Floor NY, New York 10007 All Filing Representatives currently registered in eFiling as preparers will need to add their Department-issued ID # in eFiling:

1. Login to eFiling and select Manage Your Account



2. Enter your Department-issued Identification Number and Company Name, then click Submit.



 Submit the Authentication/Enrollment Form to the Limited Alteration Application (LAA)/Permit Renewal and Hub Authentication Unit in-person or by mail per the above steps.

**Post Until: INDEFINITELY**