

FIRE DEPARTMENT OF THE CITY OF NEW YORK

FDNY Business

Requesting a PIN and Linking Records to a NYC ID

User Guide

August 2021

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IMPORTANT INFORMATION

This guide is made available by the Fire Department City of New York (FDNY) as a courtesy to the public. It does not represent all the filing requirements for any given FDNY application. Though every effort is made to continuously update this guide, it in no way supersedes, or otherwise substitutes for the legal or procedural requirements of the New York City Fire Code, Building Code, Zoning Resolution or any other applicable rules, regulations or policies.

INTRODUCTION

About this Guide

The *Requesting a PIN and Linking Records to a NYC ID* User Guide is designed to assist users with requesting a PIN and to then use the PIN to link a Record ID to your FDNY Business account.

Submitting a **Request a PIN** Application and a **Link to Record — Using a PIN** Application can be done from any computer with an Internet connection. (Applications cannot currently be completed on mobile devices.)

NOTE: Once you have linked an FPIMS Account Number (i.e., a Legacy FPIMS Record) to your FDNY Business account, you will be able to view <u>ALL</u> active FDNY Summonses, Criminal Court Summonses (CCS') and Violation Orders (VOs), that have been issued to you. You will also be able to view information for Letters of Approval (LOAs) and Permits that are active <u>AND</u> issued for the linked Account Number under **My Records**.

To complete online **Request a PIN** and **Link to Record — Using a PIN** Applications, you must have the following:

- A NYC ID (instructions on creating a NYC ID are below)
- Any relevant Supporting Documents
- The **Primary Contact** information [e.g., name, billing and/or mailing address(es), phone number, email address, etc.]
 - The Primary Contact could be the Building Owner; the Business Owner; the Applicant; etc. and <u>is dependent upon the specific Application and/or</u> <u>Inspection type</u>.

Throughout this User Guide, numbers in the images will assist you in following the instructions.

For example, 1 indicates your first action, 2 indicates your second action, etc.

For additional assistance, dial 311 and ask for FDNY Business Support or send an email to FDNY.BusinessSupport@FDNY.nyc.gov.

Please Follow the Instructions to Link All Active Legacy Records Using a PIN

The process to Request a PIN and to Link a Record has been updated on FDNY Business and applies to <u>ALL</u> the following Application/Record types:

- Inspections (including Permits, LOAs, FDNY Summonses, CCS', VOs, etc.)
- Emergency Planning and Preparedness Group (EPPG)
- Technology Management (TM)

You can now submit a Request a PIN Application online using FDNY Business. Once

reviewed and approved by FDNY, the applicable Contact (e.g., the Building Owner; Business Owner,

etc., dependent upon the type of record) will be sent an automated email that contains the PIN.

NOTE: The PIN will be sent via email to the <u>Building Owner</u> on file and you will need to obtain the PIN from the Building Owner to link your record. If <u>NO</u> Building Owner contact is available on the record, then FDNY will send the PIN to the to the Requestor after FDNY confirms the Requestor is authorized to receive the PIN.

You will need the PIN (and the associated Record Number) to submit a Link to Record -

Using a PIN Application online via FDNY Business and to link the record to your NYC ID.

In the Example Provided in this User Guide:

We will submit a **Request a PIN** Application on FDNY Business and, upon its review and approval by FDNY (and after receiving the PIN by email), we will then submit a **Link to Record — Using a PIN** Application on FDNY Business to link an <u>Inspection Record</u> to your FDNY Business account.

1. REQUESTING A PIN

Step 1. Create Your NYC ID Account

If you do not have an **NYC ID**, go to <u>Register for an Account</u> to create your account. On the **Create Account** page, enter the required information. Then click to "check" the checkbox to accept the **NYC ID Terms of Use** and click the **Create Account** button. See Figure 1.

Create Account	
All fields are required.	
EMAIL OR USERNAME 2 Email Address or Username: Confirm Email Address or Username:	
PASSWORD ? Password: Confirm Password:	Password Strong
SECURITY Select a security question and provide an arr on a public computer, we recommend you in Security Question: Answer: Display Answers:	nswer to it. The answer is not case sensitive and must be between 3 and 255 characters. If you are nask your answers by selecting <i>Hide</i> below.
TERMS Check the box to indicate that you understand and agree to the NYC.ID Terms of Use, the overall Terms of Use for NYC.gov, and the Privacy Policy for NYC.gov.	CREATE ACCOUNT

Fig. 1: NYC ID — Create Your Account

Once you have created your account — or if you already have an account — begin your Application by clicking the Login button on the FDNY Business Home Page. See Figure 2.

FDNY Busin	ess	
FDNY Dashboard	Return to NYC Business	
Μγ Αςςοι	Int	
Home	Announcements	Register for an Account Login
Advanced Search		0
We are pleased to offer	our citizens, businesses, and visitors access to government services online, 24 hou	urs a day, 7 days a week.
What would you like to do Search Applications/F Initiate Application/Re	lequests	

Fig. 2: Click 'Login'

Enter your **Email Address** (your **NYC ID**) and **Password**. Then, click the **Log In** button. See

Figure 3.



Fig. 3: Enter Your NYC ID/Password and Log In

Once logged in, click on either **Initiate Application/Request** or on **Request a PIN** (located at the bottom of the screen under the "Link to Record" section). See Figure 4.

NOTE: If you click on **Request a PIN**, proceed directly to **Step 2**.

My Account						
	Announcements	Logged in				
Home						
My Drafts My Records						
Cart (0)						
Your cart is empty.						
Welcome						
Go to My Drafts to see applicatio	ns that you are currently working o	on.				
Go to My Records to check the s	tatus of application that you have	submitted.				
Search Applications/Reques	What would you like to do today? Search Applications/Requests Initiate Application/Request					
Link to Record	Get Help	Contact Us				
Using Account ID (PPIMS#)	User Guide	By Phone				
Request a PIN	FAQs	By Email (Cor				
Using a PIN						

Fig. 4: Initiate Application/Request

On **Select Type of Application** page, click the **Record Linking** drop-down list and select "Request a PIN." Next, click **Continue Application**. See Figure 5.

Search Applications Create an Application
Select Type of Application
Choose one of the following application types. Need help with FDNY Business? Please click here for more information.
What are you applying for today? Search
Enforcements
Public Request
 Certificate of Fitness
Emergency Planning and Preparedness
Design and Installation Application
Cancellation Request
Refund Request Record Linking
Certificate of Fitness Record Linking
C Link to Record - Using a PIN
Request A PIN
Continue Application »

Fig. 5: Select 'Request a PIN'

Step 2. Enter the Record ID

You are taken to the Record PIN details page. Under the "PIN Details" section, enter the

Record Number/Account Number for your PIN Request Then, click Continue Application. In this

example, we will enter our 8-digit Inspection Account Number. See Figure 6.

NOTE: Dependent on the type of **Record Number/Account Number** you need to link, the Record Number you enter in the "PIN Details" section will vary.



Fig. 6: Enter the Record/Account Number

Step 3. Upload Supporting Documents

On the **Supporting Documents** page, you can upload supporting documents. Click the **Add** button to begin uploading and attaching a document. See Figure 7.

NOTE: For information on uploading and attaching documents, refer to the **Document Upload** video on the FDNY <u>Technology Management Training</u> page.

Record PIN Details		2 Supporting Documents	3	Review and Submit	4 Confirmation	
ep 2: Supportin		nts > Supportin	g Documents			
'Indicates a required You will be able to e	i tield. dit the details	in this application f	rom the "Review and S	ubmit" page prior to fi	nal submission.	
ttachment						
supporting documents 4. Finally, click the Upi Maximum size permitt	below, then clic in your compute int type for each above. oad button to up ed is 25 MB per	ck Add again. r you want to add, then file added by selecting sload the documents to file.	an option from the dropdo		". These types will match the required and optional list of	
Name No records found.	Type	Size	Modified Date	Document Status	Action	
No records found.						
Select from My Account Add						
Save and Resume Later Save and Resume Later button. Continue Application >						

Fig. 7: Click the 'Add' Button

The File Upload window opens. Click the Add button. See Figure 8.

File Upload		×
Continue	Add	temove All



Your File Explorer will open. Browse and locate the file you want to upload and click on it to select it. After clicking on it, the selected file's name will appear in the "File Name" section (as highlighted below in "yellow"). Next, click the **Open** button. See Figure 9.

🥖 Choose File to Upload			×
\leftarrow \rightarrow \checkmark \uparrow \blacksquare > This PC	C > Desktop >	ר איי איי איי איי איי איי איי איי איי אי	h Desktop
Organize 👻 New folder	0		E • 🔲 🕐
	^ Name	Date modified	Туре
and the second s	(a) from and fact . Located Statistics for the life.	2/1/2021 2:08 PM	Microsoft Word D
A CONTRACT OF A			
	and the second sec		
	and the second se		
a sea descendent			
	Contraction of the second second		
	and the second se		
	the second second		
and the second se	and the second se		
	the second lines		
and the second se			
	✓ <		>
File name	From and Real - Canadida Charafter Parcilla, Bio modil Rep."	All Files (*.	*) ~
		2 Open	Cancel

Fig. 9: Select the File and Click the 'Open' Button

When the upload status of your selected document reads "100%" (highlighted below in "yellow"), click **Continue**. See Figure 10.



Fig. 10: Click 'Continue'

NOTE: After clicking the **Upload** button, you will see a notification near the top of your screen stating that your file has been successfully uploaded. See Figure N1.



Fig. N1: File Successfully Uploaded

Once the file has been successfully uploaded, it will appear listed in the "Attachment" section.

When you are ready, click the **Continue Application** button. See Figure 11.

1 Record PIN Details	2 Supporting Documents	:	3 Review and Submit	4 Confirmation				
Step 2: Supporting Documents > Supporting Documents *Note: 1. "Indicates a required field. 2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.								
Attachment	Attachment							
Documents can be added/uploa 1. Click the Add button below, th 2. Select the file(s) from your co 3. Identify the document type for supporting documents above. 4. Finally, click the Upload butto Maximum size permitted is 25 M	hen click Add again. omputer you want to add, then o r each file added by selecting a on to upload the documents to t	n option from the dropdo	wn menus labeled "Type	s". These types will match the required and optional list of				
Name Type	Size	Modified Date	Document Status	Action				
No. of Concession, Name	Tanih an	1700000	Uploaded	Actions -				
Select from My Account	Select from My Account Add							
Save and Resume Later	Save and Resume Later Tip: Save your application periodically to avoid losing your work by clicking on Continue Application »							

Fig. 11: Attachment(s) Uploaded / Click 'Continue Application'

You will be taken to the **Review and Submit** page, where you can review/edit all the information you have entered in your Application.

When you are ready, "check" the checkbox to digitally affirm/sign your Application and then click **Submit Application**. See Figure 12.

1 Record PIN Details	3	2 Supporting Documents		3 Review and Submit	4 C	Confirmation
Step 3: Review ar	nd Submit					
Record Type						
			Reques			
PIN Details					-	Edit
Record Number:			-			
Attachment					-	Edit
*Required Section						
Documents can be added/ 1. Click the Add button be						
2. Select the file(s) from y	our computer you wa	ant to add, then click Co				
 Identify the document ty supporting documents abo 		ed by selecting an option	n from the dropdov	in menus labeled "Type". T	hese types will match t	he required and optional list of
4. Finally, click the Upload	d button to upload the	e documents to the appl	ication.			
Maximum size permitted i	is 25 MB per file.					
Name T	урө	ŝize	Modified Date	Document Status	Action	
		100	100	Uploaded	Actions -	
· /						properly performing the job or in
						meanor and is punishable by a fine r negligently falsified or allowed to
be falsified any certificate,	form, signed statemen	at, application, report or ce	rtification of the corr	ection of a violation required u	nder the provisions of the	e NYC Administrative Code,
				ther applications or documen at I, or a qualified employee, o		ent. I hereby certify that I am r my direct consent, prepared or
					-	d belief, the plans and documents,
By checking this box	r, I agree to the abov	ve certification and elec	ctronic signature.	ana Marakana Mada Oka Pira Okada.	and Alkan an Parkin law	Date: 07/22/2021
Save and Resume	Later	Tip: Save your applicatio Save and Resume Later	n periodically to av ' button.	oid losing your work by clic	king on 2	Submit Application

Fig. 12: Review/Edit/Sign/Submit Your Application

Step 4. Confirmation

After your Application is submitted, you are taken to the **Receipt/Record Issuance** page.

Highlighted in "yellow" in the below example, the Record ID is displayed. If you want to view its details, click on the **Record ID**. See Figure 13.

Home					
Search Applications Create an Application					
1 Select item to pay 2 Payment 3 Receipt/Record issuance					
Step 3: Receipt/Record issuance Receipt					
Your application(s) has been successfully submitted.					
Restation .					

Fig. 13: Click on the 'Record ID'

Your screen will refresh and your **Record ID** (highlighted below in "yellow") is displayed.

Additionally, the **Record Status** (highlighted below in "green") now reads "Application Submitted." To see additional details, click the **More Details** drop-down list and then click the **Application**

Information drop-down list. In the "Pin Details" section, you will see the **Record Number** (highlighted below in "blue"). In this example, it is the Inspection Record ID/Account Number. See Figure 14.

Search Applications	Create an Application		
Record			Add to can Add to collection
Record Info 🔻	Payments 🔻		
To Upload Docum	ents : Please click on "Reco	d Info" and select "Supporti	ting Documents".
Record Details ✓More Details	1 2		
Application Info PIN DETAILS Record Number:	rmation	-	

Fig. 14: Record Details — 'More Details'

2. RECEIVING YOUR PIN

Once FDNY has reviewed and approved your Request a PIN Application, an automated email will be sent to the applicable Contact. In this example, because we are linking an Inspection Record, the email will be sent to the **Building Owner**.

NOTE: For an Inspection Record, the PIN will ONLY be sent via email to the Building Owner on file. If no Building Owner is available in the record, FDNY will review your PIN Request to determine whether a PIN can be issued to you.

The email's Subject Line will read: "PIN Report For XXXXXXXX," (where the "Xs" will be your unique Record ID). In this example, it is the 8-digit Inspection Record ID. The Record ID is also shown in the body of the email (below, both are highlighted in "yellow").

The email will contain a PDF attachment. Double-click the PDF attachment to open it. See Figure 15.

PIN Report for				
FDNY Business <noreply@fdny.nyc.gov></noreply@fdny.nyc.gov>		Reply All	\rightarrow Forward \cdots	
		·	Thu 7/22/2021 11:26 AM	
pinreportpdf 63 KB				
Dear FDNY Customer,				
Please see the attachment for an important notice from FDNY regarding a PIN request f	or Inspection R	ecord,		
Thank You,				
BUREAU OF FIRE PREVENTION				
9 METROTECH CENTER				
BROOKLYN, NY 11201				
CONFIDENTIALITY NOTICE:				
The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged				
information and may be legally protected from disclosure. If you are not the intended re has been addressed to you in error, please immediately delete this message and any att		-		
hereby notified that any use, dissemination, copying, or storage of this message or its at			ndeu recipient, you are	
*** This is an automatically generated email, please do not reply ***				
Fig. 15: DIN Papart Email — Open the DDE Attachment				

Open the PDF Attachment 15: PIN Report Email

Step 1. Review the PIN Report PDF/Copy the Necessary Information

The PDF opens. As highlighted in "yellow" in this example, the **PIN Number** is provided (the **PIN Number** begins with "PIN" — the word "PIN" <u>IS</u> part of the **PIN Number** that you will need to enter during the next step).

Highlighted below in "green," the PDF displays the **Record Type** and the **Record Number** (in this example, the 8-digit Inspection Record ID). It also displays the Contact information. Since this example is for an Inspection's **Request a PIN** Application, the **Contact Type** is the Building Owner (highlighted below in "blue"). See Figure 16.

NOTE: If you are the Building Owner <u>and</u> will be completing the next step (linking the Inspection Record using the PIN), copy the **PIN Number** <u>AND</u> the **Record Number** — you will need both to proceed.

If you are the Building Owner <u>and</u> will <u>NOT</u> be completing the next step, forward the email containing the **PIN Number** <u>AND</u> the **Record Number** to the appropriate Contact so they can complete the following steps.

	FIRE DEPARTMENT OF NEW YORK METROTECH CENTER BROOKLYN, NY 11201 PIN REPORT		
Record Type:	Inspection Record		
Record Number:	CHE IN COLUMN		
PIN Number:	PIN.		
Status:	and a state of the		
Premises Address:			
Contact Details			
Contact Type:	Building Owner -		
Contact Name:	Index Text		
Mailing Address:			
Instructions:			
Step 1: Login to nyc.gov and click on Apply Online. Note: If you have not registered your profile, please register first.			
Step 2: Go to "Link/Relink an Existing License to your Account with your "PIN/RecordNumber" and click Apply.			
Step 3: If you already have registered your profile, then enter your Username and password to login.			
Step 4: Click Log In			
Step 5: Click on "Home". At the bottom of the page there will be link for "PIN from Email". Click link.			
Step 6: Check the box for "I have read and accepted the above terms."			
Step 7: Click on "Continue Application"			
Step 8: In the record information section Enter Record ID and PIN number			
Step 9: Click on "Continue Application"			
Step 10: Review Information and Click on "Continue Application"			
Step 11: Go to "Home" and click on "My Records". Record ID will be listed under "My Records".			
Note: If you are unable to connect your record in your profile, please call 311 for assistance.			

Fig. 16: PDF Attachment — PIN Report

3. LINKING THE RECORD TO YOUR NYC ID

Step 1. Log In to Your NYC ID Account

Once you have received your PIN, you can use it to link the Legacy record to your account. To begin, click the <u>Login</u> button on the <u>FDNY Business Home Page</u> to log in to your **NYC ID** account. For instructions, refer to **Step 1 (Figures 1–3)** in the **REQUESTING A PIN** section.

Once logged in, click on **Initiate Application/Request** or on **Using a PIN** (located at the bottom of the screen under the "Link to Record" section). See Figure 17.

NOTE: If you click on Using a PIN, proceed directly to Step 2.

My Account				
Home	Announcements	Logged in a		
My Drafts My Records				
Cart (0) Your cart is empty.				
Welcome Go to My Drafts to see applications that you are currently working on. Go to My Records to check the status of application that you have submitted. What would you like to do today? Search Applications/Requests Initiate Application/Request				
Link to Record	Get Help	Contact Us		
Using Account ID (FPIMS#)	User Guide	By Phone		
Request a PIN	FAQs	By Email (Co		
Using a PIN				

Fig. 17: Initiate Application/Request

On the **Select Type of Application** page, click the **Record Linking** drop-down list and select "Link to Record — Using a PIN." Then, click **Continue Application**. See Figure 18.

Search Applications	Create an Application
Select Type of Appli	ication
Choose one of the followir	
Need help with FDNY Busi	ness? Please click here for more information.
What are you applying t	For today? Search
 Enforcements 	
Public Request	
Certificate of Fitness	
Emergency Planning and	Preparedness
Design and Installation Ap	pplication
Cancellation Request	
 Refund Request Record Linking 	
Certificate of Fitness F	Record Linking
Link to Record - Using	a PIN 🚤 2
Request A PIN	_
Continue Application	n» - 3

Fig. 18: Select/Click 'Continue Application'

Step 2. Enter the Record Information

On the **PIN Validation** page, under the "Record Information" section, enter the **Record Number** and then enter the **PIN Number** you just copied (or that was provided to you). Then, click **Continue Application**. In this example, we will enter the 8-digit Inspection Record/Account Number and the associated PIN. See Figure 19.



Fig. 19: Enter the 'Record Number' and 'PIN Number'

FDNY BUSINESS — Requesting a PIN and Linking Records to a NYC ID

Next, complete the "Digital Signature" section. Enter your **First Name** and your **Last Name**. Then, click the **Title/Roles** drop-down list and make your selection. In this example, because the Building Owner is signed into their **NYC ID** account, they will select "Building Owner."

When you are ready, click Continue Application. See Figure 20.



Fig. 20: Complete the 'Digital Signature' Section

You are taken the **Review and Submit** page. Here, you can review/edit all the information you have entered in your Application.

When you are ready, "check" the checkbox to digitally affirm and sign your Application and

then click Submit Application. See Figure 21.

1 Pin Validation	2 Review and Submit	3 Confirmation
Step 2: Review and Submit		
Record Type		
	Link to Record - Using a PIN	•
Record Information		Edit
Record Number:	- 40000000	
PIN Number:	Contract of Contract New York	
Digital Signature		> Edit
First Name :	10000	
Last Name :	100	
Title/Roles:	NUMBER OF STREET	
exchange for special-konsideration. Violation is punishable by or imprisonment, if both. Understand that if an dourd alter be failed and selfistate. Km-signed statement, applicatio including the New York City Fire Code or of a rule of any age authorized by the owner named herein, to file this application supervised the preparation of this application, and the plans,	or a city employee to accept, any benefit, monetary or otherwise, y imprisonment or fine or both. I understand that falsification of an thearing to have knowingly or negligently made a false statement n, report or certification of the correction of a violation required un n, report as a statement from filling further applications or documents on their behalf. I hereby entity that L or a qualified employee, or documents and/or specifications herewith submitted and to the but documents and/or specifications herewith submitted and to the but documents.	y statement is a misdemeanor and is punishable by a fine or to have knowingly or negligently failaffed or allowed to der the provision of the NYC Administrative Code, with the Fire Department. I hereby centify that I am authorized agent under my direct consent, prepared or or fmy knowledge and ballet, the plans and documents,
By checking this box, I agree to the above certificat	tion and electronic signature.	Date: 07/23/2021
Save and Resume Later	our application periodically to avoid losing your work by clicki esume Later button.	ng on 2 Submit Application

Fig. 21: Review/Edit/Sign/Submit Your Application

Step 3. Confirmation

After your Application has been submitted, you will be taken to the **Receipt/Record Issuance** page. As highlighted in "yellow" in the below example, your linked Record/Account Number is displayed (note that the end of the Record ID displays the word "LINK").

If you want to view the details, click the Record ID. See Figure 22.



Fig. 22: Click the Record ID

Your screen will refresh and your **Record ID** (highlighted below in "yellow") is displayed at the top. The **Record Status** (highlighted below in "green") shows that it is "Linked."

If you want to see additional details, from the "Record Details" section, click the **More Details** drop-down list and then click the **Application Information** drop-down list.

If you need to make a payment, you can click on the **Payments** tab (bordered below in "red") to access the record's Fees. For detailed instructions on making online payments, see the <u>Making</u> <u>Online Payments and Requesting Refunds</u> instructions.

Additionally, you can click on the **Record Info** tab (bordered below in "blue") to view Supporting Documents (e.g., an issued LOA or an issued Permit, etc.), Record Details and/or Related Records, as applicable. See Figure 23.

NOTE: Some Supporting Documents, including Permits and LOAs, will become available in late 2021 as Inspection Units (e.g., Rangehood, etc.) are transitioned to FDNY Business.

Record RECORD		Add to cart Add to collection	
Link to Record - Using a PIN			
Record Status: Linked			
Record Info 🔻 Payments 🔻 🍂			
To Upload Documents : Please click on "Record Info" and select "Supporting Documents".			
Work Location			
Record Details			
Applicant:			
More Details			
Record Information			
Record Number: PIN Number:			
	-		
Applicant Information First Name :			
Last Name :	int in	←────	
Title/Roles:	Building Owner		

Fig. 23: Record Details

Figures 24–25 show the options available under the **Record Info** tab and under the **Payments** tab, respectively.

Record Status: Li	aked	Record Status: Linked		
Record Info 🔻	Payments 🔻	Record Info 🔻	Payments 🔻	
Record Details 🚽	its : Please click on "Record Info" and select "Supporting [To Upload Documer	Fees 🚽	kecord Info" and select "Sup
Supporting Documents	ients	Work Location	_	
Concerning Section Documents can be added/uploaded by following these steps Click the Add button below, then click Add again. Select the file(s) from your computer you want to add, then click Continue.		to serve an end property and an ender		
supporting documents above	e for each file added by selecting an option from the dropdown menus labeled b. utton to upload the documents to the application.	Record Details		
Maximum size permitted is	25 MB per file.	Licensed Professional:		

Fig. 24: 'Record Info' Tab

Fig. 25: 'Payments' Tab