

## ✓ Quick User Guide: Comprehensive online Renewal COF Application

### Step 1: Create an Account

1. Log onto <http://fires.fdnyccloud.org> or Scan the QR Code
2. Locate the menu icon  at the top left and select it.
3. Tap **Register for an Account**.
4. Fill in the required fields. > Use an accessible **email** and a **password** you'll remember.
5. Agree to the Terms and Conditions, then tap **Continue**.
6. A message will prompt you to check your **email**.
7. **Open** your email inbox and locate a message from **nyc.gov**.
8. Open the message and tap. **Click this link**.
9. Tap **Continue** — you're now registered.



### Step 2: Link Your Certificate(s) of Fitness (COF)

1. Sign in using an iPad or phone or PC. Tap the **Home** tab (top left on iPad or center of screen on phone).
2. **Scroll** to the **bottom** and select **Begin Application Request**.
3. Select **Record Linking** > **Certificate of Fitness Record Linking** > **Continue Application**.
4. **Enter** your **Certificate #** and the last **4 digits** of your **SSN**. Tap **Continue**.
5. Check the **Certification box**, type your **first** and **last name**, check the **second box**, then tap **Continue**.
6. **Review all your information**. Check the box at the bottom left and tap **Continue Application**. > Step 2 is complete.

### Step 3: Renew Linked COF and Upload Documents

1. Return to the **Home** screen.
2. Tap **More** (rotate your phone horizontally if needed), or on iPad, go to **My Records**.
3. Scroll right to **RENEW APPLICATION** and select it.
4. Ensure **Fee Exemption** is selected for City Employees and confirm your COF type (e.g., Q01, R02, etc.). Tap **Continue**.

5. If you see an error, tap **Edit**.
6. Update any required fields (indicated by a red asterisk \*). Select **Organization/City Agency**, update phone/email as needed. Tap **Continue**.
7. **Repeat** if another error appears.
8. Once a **green** checkmark appears, update your mailing address if needed. Tap **Save and Close**, then **Continue Application**.
9. Tap **Continue** to reach the **Digital Signature** page.
10. Check the first box, enter your **first and last name**, check the second box, then tap **Continue**.
11. Review the **summary**. If all is correct, check the box at bottom left and tap **Submit**. > *Non-City employees: continue to **Step 4** to make **payment**.*
12. You'll receive a confirmation number on-screen and via email (e.g., 2025-COF-LINK-00XXXX).

#### **Step 4: Make a Payment (if required)**

1. Tap **Continue**.
2. Under **Billing**, select the **Credit Card** tab. Enter billing info and tap **Continue**.
3. Tap **Next**, enter card details, and tap **Pay Now**. > You'll receive a confirmation number at the bottom of the page and via email (e.g., 2024-COF-000XXXX-APP).