



Submitting an eCertification

New York City Department of Housing Preservation & Development

HPD Violation Certification

- A **certification of correction** is a statement filed with HPD by a property owner or registered agent to affirm that the violation conditions cited on an HPD Notice of Violation have been corrected within the legally required timeframe.
- **eCertification** simply allows an owner or agent to submit that certification of correction electronically.
- Housing Quality Standards Failures issued by HPD may also be eCertified, whether those failures are issued with a violation or without.

Certification and eCertification are free but both must be submitted within the time period provided on the Notice of Violation.

eCertification

How can I certify correction of violations/failures online?

- Property Registration must be current.
- You must be an owner, named owner's officer, or managing agent of the building.
- You must be an HPD online user (login and password).
- You must be enrolled (See Enrollment pdf) for your building.
- Use Microsoft Edge.
- Once you are notified about the issuance of violations and you correct the conditions timely, log in to eCertification and certify correction. Details about completing the eCertification are the subject of this document.

eCertifying

- Being enrolled does not mean you must eCertify. You can still submit paper certifications.
- Only violations within the certification period, or open HQS failures, will be displayed for eCertification.
- Violations of different classes, on different NOVs and with different due dates can be eCertified in the same session.
- You will be required to enter the violation correction date and information about the vendor who corrected the condition.
- All violations can be eCertified except:
 - ❖ Lead-based paint violations
 - ❖ Mold or vermin violations in Alternative Enforcement Program buildings.
- You can certify and pay for heat and hot water violations which are eligible for settlement. (See HPD's Heat and Hot Water page for more information on this process.)

Steps for eCertification

- Log-on with HPD user ID and password.
- Select the Building.
- Enter the 24-hour confidential phone number.
- View violations or failures which can still be certified.
- Select the corrected violations.
- Enter the required information about when and by whom the violation or failure was corrected.
- Enter the verification code.
- Submit.
- Review the pending copy of the eCertification document.
- Submit.
- Provide eSignatures on DocuSign window and Submit.
- Violation status is updated with HPD. eCertification is complete.
- Print or save a copy for your records.

HPD HOME PAGE

Click on “**Certify Correction of Violations**”



Housing Preservation & Development

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HPD, HDC, Alembic, SUS And Partners Announce The Start of Construction On A New Supportive Housing Development in Ocean Hill, Brooklyn. ▶

MAR 20, 2015 - [READ MORE](#)

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More than half of the units in the 134-unit affordable housing development will serve formerly homeless families & individuals.

On-site supportive services available to residents in need including case management, recovery programs, skills & employment training & structured social and recreational activities.

[Apply for Affordable Housing ▶](#)
[File a Housing Complaint ▶](#)
[Certify Correction of Violations ▶](#)

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[Section 8 Landlord Portal ▶](#)

HPDONLINE: Building Information

Select Borough ▼

Enter house #

LOG IN SCREEN

➔ Enter User Name (email address) and Password and click “Log In”.

NYC HPD eCertification of Violations and Failures



If you are not currently validly registered for a building, you will no longer be allowed to e-Certify violations for that building. The deadline to register was August 31 for the registration year that began on September 1.

eCertification is an online application which allows validly registered property owners and managing agents to certify HPD violations and Housing Quality Standards (HQS) failures online! HPD's **eCertification** is free to enroll in and use! Save time and money, and notify HPD immediately of a correction to a violation or failure condition!

A building's Property Registration must be current, and only named owners, officers, or agents are eligible to enroll for **eCertification**. Enrollment will remain active for as long as a building remains validly registered. Please note that lead violations are not eligible for **eCertification**.

Apart from the initial enrollment form, **eCertification** is truly a paperless process. Once HPD receives a valid enrollment, an owner or agent will be able to **eCertify** violations immediately by simply logging on and selecting the violations to be certified (entering the same information currently required on the paper certification form).

Although HPD will continue to mail Notice of Violations and accept paper submission of Correction of Violation forms, **eCertification** will reduce the use of paper and save money on postage, printing, notary fees, and other administrative fees. To get started, you will first need to create an HPD User Account. This account will also enable you to access other services offered by HPD.

eCertification (includes enrollment and certification)

For more details about how to create an account and enroll a building, [click here](#)

For more details about how to enroll and disenroll, [click here](#)

For more details about how to eCertify, [click here](#)

Please browse our Frequently Asked Questions (**FAQs**) for additional information about the **eCertification** program.

If you have questions about the **eCertification** process or are experiencing technical difficulties with **eCertification**, you may contact HPD at ecertadmin@hpd.nyc.gov or 212-863-5414.

To obtain an Application to Invalidate **eCertification Enrollment**, please email HPD at ecertadmin@hpd.nyc.gov or call HPD at 212-863-5414. Please include the borough and address of the enrolled property in your email or telephone message. Only a person listed as a responsible party or the individual owner can invalidate an **eCertification Enrollment**.

Log In	
User Name (email address):	<input type="text"/> *
Password:	<input type="password"/> *
<input type="button" value="Log In"/>	
Create a new user...	Forgot Password?

Once you have logged in to eCertification, select the eCertification tab. All buildings assigned to this user ID will be displayed. You can only eCertify for buildings with a status of enrolled. Select the building for which you want to certify the correction of violations.

NYC HPD
eCertification of Violations and Failures

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To retrieve violation that are currently within the valid date range to be certified as corrected or to retrieve Housing Quality Standards failures which are currently open, click the List Violations link for any enrolled building. You can only certify violations/failures for enrolled buildings. You will need the name and contact information or either the company or individual who performed the work in order to certify violations.

	MDR Number	Borough	House No	Street Name	Block No	Lot No	Zip	Status
List Violations		Bronx			02681		10459	Enrolled
List Violations		Bronx			02720		10455	Enrolled
—		Brooklyn			06122		11209	Pending
—		Brooklyn			05892		11209	Pending
List Violations		Queens			09186		11418	Enrolled
List Violations		Queens			01518		11373	Enrolled

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To retrieve violation that are currently within the valid date range to be certified as corrected or to retrieve Housing Quality Standards failures which are currently open, click the List Violations link for any enrolled building. You can only certify violations/failures for enrolled buildings. You will need the name and contact information or either the company or individual who performed the work in order to certify violations.

MDR Number	Borough	House No	Street Name	Block No	Lot No	Zip	Status
List Violations	Bronx						Enrolled
List Violations	Bronx						Enrolled
List Violations	Brooklyn						Pending
List Violations	Brooklyn						Pending
List Violations							Enrolled
List Violations							Enrolled

Please enter the building's 24 hour confidential number.

To continue, Enter your building's 24 hour confidential telephone number which you listed on your building's registration:

Please input the right phone number!

OK Cancel

Violations and failures available for certification will be listed. Select the violations to be certified by clicking in the left column. A check mark will appear for the selected violations in the first column. Column “**Eligible for Civil Penalties**” advise you if any of the **heat or hot water violations** are eligible for payment in satisfaction of civil penalties. See our Heat and Hot water page for more information on this option. Column “**HQS Failures**” advise if the violation is an HQS failure, and if so, you can check the HQS correction date in last column.

Home	eCertification Enrollment	eCertification	History	FAQ			
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Selected Address				MDR Number	Block	Lot	
					02681	0033	

The eCertification application displays Housing Quality Standards (HQS) failures as well as Housing Maintenance Code violations. The listing below includes 1) open violation(s) that can be timely certified, 2) open HQS failures, and 3) open violation/HQS failure combinations where only the HQS failure can still be eCertified. Please note that Lead-based Paint violations, Mold and Alternative Enforcement Program (AEP) buildings mold and vermin violations cannot be certified using this online process. To view a complete list of open violations for this building [click here](#).

To view more on Mold requirements [click here](#)

If a heat or hot water violation has ☒ in the column labeled “Eligible for Satisfaction of Civil Penalties,” you may choose to pay \$250 at the end of the certification process to settle civil penalties if the condition was corrected by the correction date. [Click here](#) or look at the back side of your Report of Violations for more detailed information about this settlement option.

<input type="checkbox"/>	Violation Id	Order No	Violation/Failure Description	Class	Issue Date	HMC Correct by Date	HMC Certify by Date	Eligible for Civil Penalties	HQS Failure	HQS Correct/ Certify by Date
<input type="checkbox"/>	15487024	666	§ 27-2029 ADM CODE PROVIDE AN ADEQUATE SUPPLY OF HEAT FOR THE APARTMENT IN THE ENTIRE APARTMENT LOCATED AT APT 3A, 3rd STORY, 1st APARTMENT FROM EAST AT SOUTH	C	11-09-2022	11-10-2022	11-22-2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	15487025	670	§ 27-2031 ADM CODE PROVIDE HOT WATER AT ALL HOT WATER FIXTURES IN THE ENTIRE APARTMENT LOCATED AT APT 3A, 3rd STORY, 1st APARTMENT FROM EAST AT SOUTH	C	11-09-2022	11-10-2022	11-22-2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	15487026	672	§ 27-2033 ADM CODE PROVIDE READY ACCESS TO BUILDINGS HEATING SYSTEM DOOR LOCKED AT BOILER ROOM	C	11-09-2022	11-16-2022	11-23-2022	<input type="checkbox"/>	<input type="checkbox"/>	

Total number of violations eligible for certification: 3

☒ Number of Violations Selected : 3



WARNING: HPD MAY AUDIT THIS CERTIFICATION BY CONDUCTING AN INSPECTION. IF THE CONDITION IS FOUND TO NOT BE CORRECTED, THIS WILL BE CONSIDERED A FALSE CERTIFICATION. FALSE CERTIFICATION IS A CRIME! THE HOUSING MAINTENANCE CODE PROVIDES FOR A CRIMINAL PENALTY OF A FINE OF UP TO \$1000, IMPRISONMENT OF UP TO ONE YEAR, OR BOTH, FOR EACH MADE FALSE OR MISLEADING STATEMENT. THE HOUSING MAINTENANCE CODE ALSO PROVIDES FOR A CIVIL PENALTY OF UP TO \$1000 FOR EACH VIOLATION FALSELY CERTIFIED.

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Proceed With Selected Violation(s) >

Violations Missing HMC Certify by Date

If a violation does not list HMC certify by date, the condition is only an HQS failure and is not a HPD violation.

Home	eCertification Enrollment▼	eCertification	History▼	FAQ		
Enrolled Buildings	Building Violations	Violation Correction Info	Verify and Confirm	Verification Info	eCertificate	Payments

Selected Address	MDR Number	Block	Lot
827 HOME STREET Bronx 10459	202799	02681	0033


The eCertification application displays Housing Quality Standards (HQS) failures as well as Housing Maintenance Code violations. The listing below includes 1) open violation(s) that can be timely certified, 2) open HQS failures, and 3) open violation/HQS failure combinations where only the HQS failure can still be eCertified. Please note that Lead-based Paint violations, Mold and Alternative Enforcement Program (AEP) buildings mold and vermin violations cannot be certified using this online process. To view a complete list of open violations for this building [click here](#).

To view more on Mold requirements [click here](#)

If a heat or hot water violation has ☒ in the column labeled "Eligible for Satisfaction of Civil Penalties," you may choose to pay \$250 at the end of the certification process to settle civil penalties if the condition was corrected by the correction date. [Click here](#) or look at the back side of your Report of Violations for more detailed information about this settlement option.

<input type="checkbox"/>	Violation Id	Order No	Violation/Failure Description	Class	Issue Date	HMC Correct by Date	HMC Certify by Date	Eligible for Civil Penalties	HQS Failure	HQS Correct/Certify by Date
<input type="checkbox"/>	15487024	666	§ 27-2029 ADM CODE PROVIDE AN ADEQUATE SUPPLY OF HEAT FOR THE APARTMENT IN THE ENTIRE APARTMENT LOCATED AT APT 3A, 3rd STORY, 1st APARTMENT FROM EAST AT SOUTH	C	11-09-2022	11-10-2022	11-22-2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	15487025	670	§ 27-2031 ADM CODE PROVIDE HOT WATER AT ALL HOT WATER FIXTURES IN THE ENTIRE APARTMENT LOCATED AT APT 3A, 3rd STORY, 1st APARTMENT FROM EAST AT SOUTH	C	11-09-2022	11-10-2022	11-22-2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	15487026	672	§ 27-2033 ADM CODE PROVIDE READY ACCESS TO BUILDINGS HEATING SYSTEM DOOR LOCKED AT BOILER ROOM	C	11-09-2022	11-16-2022	11-23-2022	<input type="checkbox"/>	<input type="checkbox"/>	

Total number of violations eligible for certification: 3
☒ Number of Violations Selected : 1

**WARNING: HPD MAY AUDIT THIS CERTIFICATION BY CONDUCTING AN INSPECTION. IF THE CONDITION IS FOUND TO NOT BE CORRECTED, THIS WILL BE CONSIDERED A FALSE CERTIFICATION. FALSE CERTIFICATION IS A CRIME! THE HOUSING MAINTENANCE CODE PROVIDES FOR A CRIMINAL PENALTY OF A FINE OF UP TO \$1000, IMPRISONMENT OF UP TO ONE YEAR, OR BOTH, FOR EACH MADE FALSE OR MISLEADING STATEMENT. THE HOUSING MAINTENANCE CODE ALSO PROVIDES FOR A CIVIL PENALTY OF UP TO \$1000 FOR EACH VIOLATION FALSELY CERTIFIED.**

Warning

If the violation is corrected after the “HMC Correct by Date”
You will be able to certify the violation, but it will be
considered a late certification and you will receive a
rejection email at the end of the process.

Home	eCertification Enrollment▼	eCertification	History▼	FAQ		
Enrolled Buildings	Building Violations	Violation Correction Info	Verify and Confirm	Verification Info	eCertificate	Payments

Selected Address			MDR Number	Block	Lot


The eCertification application displays Housing Quality Standards (HQS) failures as well as Housing Maintenance Code violations. The listing below includes 1) open violation(s) that can be timely certified, 2) open HQS failures, and 3) open violation/HQS failure combinations where only the HQS failure can still be eCertified. Please note that Lead-based Paint violations, Mold and Alternative Enforcement Program (AEP) buildings mold and vermin violations cannot be certified using this online process. To view a complete list of open violations for this building [click here](#).

To view more on Mold requirements [click here](#)

If a heat or hot water violation has ☒ in the column labeled "Eligible for Satisfaction of Civil Penalties," you may choose to pay \$250 at the end of the certification process to settle civil penalties if the condition was corrected by the correction date. [Click here](#) or look at the back side of your Report of Violations for more detailed information about this settlement option.

<input type="checkbox"/>	Violation Id	Order No	Violation/Failure Description	Class	Issue Date	HMC Correct by Date	HMC Certify by Date	Eligible for Civil Penalties	HQS Failure	HQS Correct/ Certify by Date
<input type="checkbox"/>	15487024	666	§ 27-2029 ADM CODE PROVIDE AN ADEQUATE SUPPLY OF HEAT FOR THE APARTMENT IN THE ENTIRE APARTMENT LOCATED AT APT 3A, 3rd STORY, 1st APARTMENT FROM EAST AT SOUTH	C	11-09-2022	11-10-2022	11-22-2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	15487025	670	§ 27-2031 ADM CODE PROVIDE HOT WATER AT ALL HOT WATER FIXTURES IN THE ENTIRE APARTMENT LOCATED AT APT 3A, 3rd STORY, 1st APARTMENT FROM EAST AT SOUTH	C	11-09-2022	11-10-2022	11-22-2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	15487026	672	§ 27-2033 ADM CODE PROVIDE READY ACCESS TO BUILDINGS HEATING SYSTEM DOOR LOCKED AT BOILER ROOM	C	11-09-2022	11-16-2022	11-23-2022	<input type="checkbox"/>	<input type="checkbox"/>	

Total number of violations eligible for certification: 3
☒ Number of Violations Selected :



WARNING: HPD MAY AUDIT THIS CERTIFICATION BY CONDUCTING AN INSPECTION. IF THE CONDITION IS FOUND TO NOT BE CORRECTED, THIS WILL BE CONSIDERED A FALSE CERTIFICATION. FALSE CERTIFICATION IS A CRIME! THE HOUSING MAINTENANCE CODE PROVIDES FOR A CRIMINAL PENALTY OF A FINE OF UP TO \$1000, IMPRISONMENT OF UP TO ONE YEAR, OR BOTH, FOR EACH MADE FALSE OR MISLEADING STATEMENT. THE HOUSING MAINTENANCE CODE ALSO PROVIDES FOR A CIVIL PENALTY OF UP TO \$1000 FOR EACH VIOLATION FALSELY CERTIFIED.

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Rejection Email

From: noReply-eCertAdmin <noReply-eCertAdmin@hpd.nyc.gov>
To: Cruickshank, Jude (HPD)
Cc:
Subject: Late Corrected Violations

Sent: Thu 8/13/2015 3:41 PM

Dear e-Certification Customer:

This email is in reference to the violations certified for 111 ARLINGTON AVENUE Staten Island 10303.

The date(s) you provided as the correction date(s) for the following violation(s) is/are past the required correction date(s):

Violation No Class Correct By Date Correction Date Submitted

10813948	C	8/12/2015	8/13/2015
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As a result of this, your certification is hereby REJECTED and the violation will remain open. If there is an error with the correction date you entered, you may submit a paper certification. Please click on the following links to obtain downloadable paper forms

[Certification Form- Non-Heat](#)

[Certification Form-Heat/Hot Water Violations](#)

Copies of the original Notice of Violation and certification document can be obtained by visiting your local Code Enforcement Office.

To have corrected violations of the HMC properly removed from HPD's records after the correction period has expired; you may file for a dismissal request inspection with your Borough Code Enforcement Office and pay the required fee. [Dismissal Request](#) forms are available on-line or at the HPD Borough Offices. Failure to correct and certify violation(s) properly may result in civil penalties imposed by the housing court.

If this is a class C violation, HPD may reinspect the violation, and if it is determined that there is work remaining to be done, HPD may complete the work. The full cost of such work, along with administrative fees and sales tax, will be charged to the building owner of record. The City is subject to laws governing procurement, contracting, wages and other matters that may make such work significantly more expensive than the price you could obtain if you perform or contract for the work yourself. Failure to pay this bill will result in the City of New York placing a tax lien against the property. The tax lien will bear interest and may be sold and/or foreclosed to collect the amount you owe.

FALSE CERTIFICATION IS A CRIME! THE HOUSING MAINTENANCE CODE PROVIDES FOR A FINE OF UP TO \$1000, IMPRISONMENT FOR UP TO A YEAR, OR BOTH, FOR WILLFULLY SUBMITTING A FALSE STATEMENT.

Thank you.

ABOUT THIS MESSAGE: Please do not reply to this message. Replies to this message will not be read or responded to.

Violations Missing HQS Correct/Certify by Date

➡ If a violation does not list “HQS Correct/Certify by Date” then it is only an HPD violation and not an HQS failure.

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Selected Address	MDR Number	Block	Lot

The eCertification application displays Housing Quality Standards (HQS) failures as well as Housing Maintenance Code violations. The listing below includes 1) open violation(s) that can be timely certified, 2) open HQS failures, and 3) open violation/HQS failure combinations where only the HQS failure can still be eCertified. Please note that Lead-based Paint violations, Mold and Alternative Enforcement Program (AEP) buildings mold and vermin violations cannot be certified using this online process. To view a complete list of open violations for this building [click here](#).

To view more on Mold requirements [click here](#)

If a heat or hot water violation has ☒ in the column labeled “Eligible for Satisfaction of Civil Penalties,” you may choose to pay \$250 at the end of the certification process to settle civil penalties if the condition was corrected by the correction date. [Click here](#) or look at the back side of your Report of Violations for more detailed information about this settlement option.

<input type="checkbox"/>	Violation Id	Order No	Violation/Failure Description	Class	Issue Date	HMC Correct by Date	HMC Certify by Date	Eligible for Civil Penalties	HQS Failure	HQS Correct/Certify by Date
<input type="checkbox"/>	15487024	666	§ 27-2029 ADM CODE PROVIDE AN ADEQUATE SUPPLY OF HEAT FOR THE APARTMENT IN THE ENTIRE APARTMENT LOCATED AT APT 3A, 3rd STORY, 1st APARTMENT FROM EAST AT SOUTH	C	11-09-2022	11-10-2022	11-22-2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	15487025	670	§ 27-2031 ADM CODE PROVIDE HOT WATER AT ALL HOT WATER FIXTURES IN THE ENTIRE APARTMENT LOCATED AT APT 3A, 3rd STORY, 1st APARTMENT FROM EAST AT SOUTH	C	11-09-2022	11-10-2022	11-22-2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	15487026	672	§ 27-2033 ADM CODE PROVIDE READY ACCESS TO BUILDINGS HEATING SYSTEM DOOR LOCKED AT BOILER ROOM	C	11-09-2022	11-16-2022	11-23-2022	<input type="checkbox"/>	<input type="checkbox"/>	

Total number of violations eligible for certification: 3

☒ Number of Violations Selected : 3



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Proceed With Selected Violation(s) >

Verification Notice

Once you select the violations/failures from a building and click **“Proceed With Selected Violation(s)”** then you will get a confirmation message.

Note- In this example, we selected 2 out of total 3 violations.


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Selected Address		MDR Number	Block	Lot		

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To view more on Mold requirements [click here](#)

If a heat or hot water violation has ☒ in the column labeled "Eligible for Satisfaction of Civil Penalties," you may choose to pay \$250 at the end of the certification process to settle civil penalties if the condition is not corrected. For more information about this settlement option, see the Settlement of Civil Penalties Report of Violations for more detailed information.

Confirm to proceed

**There are 3 violations on 1 separate pages. Are you sure you would like to proceed with the selected 2 violations?**

<input type="checkbox"/>	Violation Id	Order No	Violation/Failure	by Date	Eligible for Civil Penalties	HQS Failure	HQS Correct/ Certify by Date
<input type="checkbox"/>	15487024	666	§ 27-2029 ADM CODE PROVIDE HOT WATER AT ALL HOT WATER FIXTURES IN THE ENTIRE APARTMENT LOCATED AT APT 3A, 3rd STORY, 1st APARTMENT FROM EAST AT SOUTH		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	15487025	670	§ 27-2031 ADM CODE PROVIDE HOT WATER AT ALL HOT WATER FIXTURES IN THE ENTIRE APARTMENT LOCATED AT APT 3A, 3rd STORY, 1st APARTMENT FROM EAST AT SOUTH	C	11-09-2022	11-10-2022	11-22-2022
<input checked="" type="checkbox"/>	15487026	672	§ 27-2033 ADM CODE PROVIDE READY ACCESS TO BUILDINGS HEATING SYSTEM DOOR LOCKED AT BOILER ROOM	C	11-09-2022	11-16-2022	11-23-2022

Total number of violations eligible for certification: 3

☒ Number of Violations Selected : 2



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Enter the “Correction Date” and the information about the vendor who corrected the condition. Once you enter “Vendor Name” and “Vendor Address” for one violation then you can select that same vendor (If applicable) from the “Vendor Name” dropdown for other violations during the same eCertification session. For HQS failures without an HMC Certify by date, vendor information is not required.

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Selected Address		MDR Number	Block	Lot
Bronx 10459				

Please enter the correction date for all items listed which you wish to certify. Please provide the information about the vendor/repair person as required (this information is NOT required if the condition was cited only as a failure of Housing Quality Standards).

* indicates required fields.

Violation Id	Violation/Failure Description	Correction Date	Vendor Name	Vendor Address	Vendor Contact
15487025	§ 27-2031 ADM CODE PROVIDE HOT WATER AT ALL HOT WATER FIXTURES IN THE ENTIRE APARTMENT LOCATED AT APT 3A, 3rd STORY, 1st APARTMENT FROM EAST AT SOUTH	<input type="text"/>	<input type="text"/>	<div><div>* House # :</div><div>* Street :</div><div>* City :</div><div>* State :</div><div>* Zip :</div></div>	<div><div>* Phone : </div><div>First Name : </div><div>Last Name : </div></div>
15487026	§ 27-2033 ADM CODE PROVIDE READY ACCESS TO BUILDINGS HEATING SYSTEM DOOR LOCKED AT BOILER ROOM	<input type="text"/>	<input type="text"/>	<div><div>* House # :</div><div>* Street :</div><div>* City :</div><div>* State :</div><div>* Zip :</div></div>	<div><div>* Phone : </div><div>First Name : </div><div>Last Name : </div></div>

You must enter the correction date.

Enter “Correction Date”, “Vendor Name”, “Vendor Address”, “Vendor Contact” and then click “Proceed to Certify”

Home	eCertification Enrollment▼	eCertification	History▼	FAQ		
Enrolled Buildings	Building Violations	Violation Correction Info	Verify and Confirm	Verification Info	eCertificate	Payments

Selected Address	MDR Number	Block	Lot

Please enter the correction date for all items listed which you wish to certify. Please provide the information about the vendor/repair person as required (this information is NOT required if the condition was cited only as a failure of Housing Quality Standards).
* indicates required fields.

Violation Id	Violation/Failure Description	Correction Date	Vendor Name	Vendor Address	Vendor Contact
15487025	§ 27-2031 ADM CODE PROVIDE HOT WATER AT ALL HOT WATER FIXTURES IN THE ENTIRE APARTMENT LOCATED AT APT 3A, 3rd STORY, 1st APARTMENT FROM EAST AT SOUTH	11/10/2022 *	ABC ▼	* House #: 123 * Street: 1st st * City: NY * State: NY * Zip: 11001	* Phone: 123-123-1234 First Name: Last Name:
15487026	§ 27-2033 ADM CODE PROVIDE READY ACCESS TO BUILDINGS HEATING SYSTEM DOOR LOCKED AT BOILER ROOM	11/14/2022 *	ABC ▼	* House #: 123 * Street: 1st st * City: NY * State: NY * Zip: 11001	* Phone: 123-123-1234 First Name: Last Name:

You must enter the correction date.

< Back

Proceed to Certify >

Review the summary, which now includes your entered information. If the information is correct, click on the checkbox for the statement verifying that you are the authorized certifier and then click **“Submit”**.

NOTE- Only the person whose name appears here should be processing this certification.

Welcome [Logout](#)

eCertification

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eCertification Enrollment

eCertification

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Enrolled Buildings

Building Violations

Violation Correction Info

Verify and Confirm

Verification Info

eCertificate

Payments

Selected Address	MDR Number	Block	Lot
			

Violation Id	Violation Description	Correction Date	Vendor Name	Vendor Address	Vendor Contact
15487025	§ 27-2031 ADM CODE PROVIDE HOT WATER AT ALL HOT WATER FIXTURES IN THE ENTIRE APARTMENT LOCATED AT APT 3A, 3rd STORY, 1st APARTMENT FROM EAST AT SOUTH	11-10-2022	ABC	123 1st st NY NY 11001	Phone : 123-123-1234 Name :
15487026	§ 27-2033 ADM CODE PROVIDE READY ACCESS TO BUILDINGS HEATING SYSTEM DOOR LOCKED AT BOILER ROOM	11-14-2022	ABC	123 1st st NY NY 11001	Phone : 123-123-1234 Name :

☐ I, , by clicking on the Submit button and checkbox, certify that:

i. I am the authorized eCertifier.

ii. I have not shared my HPD login or password with anyone and am responsible for the entries made in this online document.

iii. I have personally reviewed all information contained in this document and it is true, correct and complete to the best of my knowledge.

iv. I have examined the areas and conditions identified by the violations being certified as corrected and, to my knowledge, such violations were corrected on the date provided by me.

< Back

Submit

Click **“Submit”** to receive a verification code via email that is listed on the screen.

Note-The email address you provided during enrollment will be the ones used.

Welcome

[Logout](#)

eCertification

Home	eCertification Enrollment▼	eCertification	History▼	FAQ		
Enrolled Buildings	Building Violations	Violation Correction Info	Verify and Confirm	Verification Info	eCertificate	Payments

Verification Code Delivery :

A one-time verification code will be delivered to the email provided on your current enrollment form.

Email: @gmail.com

You will momentarily be receiving an email with the verification code required to complete this transaction. This is the only time you will use this code, so there is no need to retain it.

Sample of Verification Code Email



VerificationCodeServices <VerificationCodeServices@hpd.nyc.gov>

to me ▼

Note: This is a service message regarding the Verification Code you requested.

Your Verification Code is: 3349632.

This code will expire soon so please enter it in the appropriate field online as soon as possible.
Please return to the online page where you requested the code and enter it now.

Thank you for being a valued HPD client.

Enter verification code received via email and then click “Next”


Home	eCertification Enrollment▼	eCertification	History▼	FAQ		
Enrolled Buildings	Building Violations	Violation Correction Info	Verify and Confirm	Verification Info	eCertificate	Payments

Verification Code Delivery :
A one-time verification code will be delivered to the email provided on your current enrollment form.

Email .com

You will momentarily be receiving an email with the verification code required to complete this transaction. This is the only time you will use this code, so there is no need to retain it.

Enter your verification code

 Verification Code :

A preview of the final eCertification document will momentarily appear. Depending on your browser settings, the pdf may appear in a separate window. Please review the document carefully and confirm that the information is accurate, then click the Submit button at the top of the page to proceed.

Pending Copy of eCertification

- A pending copy of your eCertification will appear. Review the document carefully. If there are errors, go back and correct them before clicking in the check box at the top with the verification statement.
- After clicking Submit, a DocuSign window will open for you to sign the eCertification

Enrolled Buildings Building Violations Violation Correction Info Verify and Confirm Verification Info eCertificate Payments

Pending Copy of eCertification

This is a DRAFT of the eCertification document, please review the document carefully and confirm that the information is accurate. Click the BACK button only if corrections are to be made, otherwise, if all information is accurate, you may proceed forward by clicking the box below and submit.

PLEASE NOTE: If you exit the browser prior to submitting then ALL information will be lost!

☒ By submitting, I agree that all information entered was done accurately & truthfully

1 of 2

NYC
Department of Housing Preservation & Development
nyc.gov/hpd

Department of Housing Preservation Development
100 Gold Street
New York, NY 10038

Online Certification of Correction of Violation(s)

Building Location:	PENDING						MDR:	PENDING
Authorized Certifier:	PENDING							
Apartment #	Violation #	Order #	Class	NOV ID #	ISSUE DATE	HMC CORRECT BY DATE	HMC CERTIFY BY DATE	
3A	15487025	670	C	8137872	09-Nov-2022	10-Nov-2022	22-Nov-2022	
VIOLATION DESCRIPTION								
§ 27-2031 ADM CODE PROVIDE HOT WATER AT ALL HOT WATER FIXTURES IN THE ENTIRE APARTMENT LOCATED AT APT 3A, 3rd STORY, 1st APARTMENT FROM EAST AT SOUTH								
DATE CORRECTED	NAME OF AGENT OR EMPLOYEE WHO PERFORMED THE WORK			ADDRESS OF AGENT OR EMPLOYEE WHO PERFORMED THE WORK				
10-Nov-2022	ABC			123 1st st NY NY 11001				
Apartment #	Violation #	Order #	Class	NOV ID #	ISSUE DATE	HMC CORRECT BY DATE	HMC CERTIFY BY DATE	
PENDING	15487026	672	C	8138361	09-Nov-2022	16-Nov-2022	23-Nov-2022	
VIOLATION DESCRIPTION								
§ 27-2033 ADM CODE PROVIDE READY ACCESS TO BUILDINGS HEATING SYSTEM DOOR LOCKED AT BOILER ROOM								
DATE CORRECTED NAME OF AGENT OR EMPLOYEE WHO PERFORMED THE WORK ADDRESS OF AGENT OR EMPLOYEE WHO PERFORMED THE WORK								

Watermark

Click “Continue” on the top right of DocuSign page to open the document

Please Review & Act on These Documents

DocuSign

eCertiApp Sender

NYC Housing Preservation and development

Please review the documents below.

CONTINUE

OTHER ACTIONS ▾

Apartment #	Violation #	Order #	Class	NOV ID #	ISSUE DATE	HMC CORRECT BY DATE	HMC CERTIFY BY DATE
3A	15487025	670	C	8137872	09-Nov-2022	10-Nov-2022	22-Nov-2022

VIOLATION DESCRIPTION

§ 27-2031 ADM CODE PROVIDE HOT WATER AT ALL HOT WATER FIXTURES IN THE ENTIRE APARTMENT LOCATED AT APT 3A, 3rd STORY, 1st APARTMENT FROM EAST AT SOUTH

DATE CORRECTED	NAME OF AGENT OR EMPLOYEE WHO PERFORMED THE WORK	ADDRESS OF AGENT OR EMPLOYEE WHO PERFORMED THE WORK
10-Nov-2022	ABC	123 1st st NY NY 11001

Apartment #	Violation #	Order #	Class	NOV ID #	ISSUE DATE	HMC CORRECT BY DATE	HMC CERTIFY BY DATE
	15487026	672	C	8138361	09-Nov-2022	16-Nov-2022	23-Nov-2022

VIOLATION DESCRIPTION

§ 27-2033 ADM CODE PROVIDE READY ACCESS TO BUILDINGS HEATING SYSTEM DOOR LOCKED AT BOILER ROOM

DATE CORRECTED	NAME OF AGENT OR EMPLOYEE WHO PERFORMED THE WORK	ADDRESS OF AGENT OR EMPLOYEE WHO PERFORMED THE WORK
15-Nov-2022	ABC	123 1st st NY NY 11001

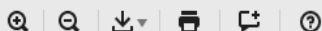
Certified Online	eCertification Session ID	Session Date	Date and Time Session Initiated	Date and Time of Submission	Method used to validate Identity of Authorized Certifier	Email used to validate identity of Authorized Certifier
		10-Nov-2022				

You can scroll up and down to review this document and Click “Start” to enter eSignature.

Please review the documents below.

FINISH

OTHER ACTIONS ▾



START

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Online Certification of Correction of Violation(s)

Building Location:		MDR :	
Authorized Certifier:			

Apartment #	Violation #	Order #	Class	NOV ID #	ISSUE DATE	HMC CORRECT BY DATE	HMC CERTIFY BY DATE
3A	15487025	670	C	8137872	09-Nov-2022	10-Nov-2022	22-Nov-2022

VIOLATION DESCRIPTION

§ 27-2031 ADM CODE PROVIDE HOT WATER AT ALL HOT WATER FIXTURES IN THE ENTIRE APARTMENT LOCATED AT APT 3A, 3rd STORY, 1st APARTMENT FROM EAST AT SOUTH

DATE CORRECTED	NAME OF AGENT OR EMPLOYEE WHO PERFORMED THE WORK	ADDRESS OF AGENT OR EMPLOYEE WHO PERFORMED THE WORK
10-Nov-2022	ABC	123 1st st NY NY 11001

Apartment #	Violation #	Order #	Class	NOV ID #	ISSUE DATE	HMC CORRECT BY DATE	HMC CERTIFY BY DATE
	15487026	672	C	8138361	09-Nov-2022	16-Nov-2022	23-Nov-2022

VIOLATION DESCRIPTION

§ 27-2033 ADM CODE PROVIDE READY ACCESS TO BUILDINGS HEATING SYSTEM DOOR LOCKED AT BOILER ROOM

DATE CORRECTED	NAME OF AGENT OR EMPLOYEE WHO PERFORMED THE WORK	ADDRESS OF AGENT OR EMPLOYEE WHO PERFORMED THE WORK
15-Nov-2022	ABC	123 1st st NY NY 11001

Click at the highlighted “Sign” option

Select the sign field to create and add your signature.

FINISH

OTHER ACTIONS ▾



	15487026	672	C	8138361	09-Nov-2022	16-Nov-2022	23-Nov-2022
VIOLATION DESCRIPTION							
§ 27-2033 ADM CODE PROVIDE READY ACCESS TO BUILDINGS HEATING SYSTEM DOOR LOCKED AT BOILER ROOM							
DATE CORRECTED		NAME OF AGENT OR EMPLOYEE WHO PERFORMED THE WORK			ADDRESS OF AGENT OR EMPLOYEE WHO PERFORMED THE WORK		
15-Nov-2022		ABC			123 1st st NY NY 11001		

Certified Online	eCertification Session ID	Session Date	Date and Time Session Initiated	Date and Time of Submission	Method used to validate Identity of Authorized Certifier	Email used to validate identity of Authorized Certifier
P	alan0xfvct12h14euyzobvc	15-Nov-2022	11/15/2022 10:47:11PM	11/15/2022 10:49:15PM	Email	

Required - Sign Here

SIGN

P certify that

Sign



- i. I am the authorized eCertifier.
- ii. I have not shared my HPD login or password with anyone and am responsible for the entries made in this online document.
- iii. I have personally reviewed all information contained in this document and it is true, correct and complete to the best of my knowledge.
- iv. I have examined the areas and conditions identified by the violations being certified as corrected and, to my knowledge, such violations were corrected on the date provided by me.

This signed form, exactly as submitted, will be stored in DocuSign's secure document repository as well as OTI's document repository. You are encouraged to print and maintain a final copy for your records. In addition, an electronic audit trail has been generated and is stored with this document as an additional content integrity and time-and-date stamp measure which if necessary, can be used to verify the authenticity of this document.

Enter your eSignature by either drawing or typing your name. Once done, click “FINISH”

Done! Select Finish to send the completed document.

FINISH

OTHER ACTIONS ▾



	15487026	672	C	8138361	09-Nov-2022	16-Nov-2022	23-Nov-2022
VIOLATION DESCRIPTION							
§ 27-2033 ADM CODE PROVIDE READY ACCESS TO BUILDINGS HEATING SYSTEM DOOR LOCKED AT BOILER ROOM							
DATE CORRECTED		NAME OF AGENT OR EMPLOYEE WHO PERFORMED THE WORK			ADDRESS OF AGENT OR EMPLOYEE WHO PERFORMED THE WORK		
15-Nov-2022		ABC			123 1st st NY NY 11001		
Certified Online	eCertification Session ID	Session Date	Date and Time Session Initiated	Date and Time of Submission	Method used to validate Identity of Authorized Certifier	Email used to validate identity of Authorized Certifier	
<input type="checkbox"/> P	alan0xfvctll2h14euyzobvc	15-Nov-2022	11/15/2022 10:47:11PM	11/15/2022 10:49:15PM	Email	<input type="text"/>	

☐ P I certify that

DocuSigned by:

8803DE1F8BAC4D8...

- i. I am the authorized eCertifier.
- ii. I have not shared my HPD login or password with anyone and am responsible for the entries made in this online document.
- iii. I have personally reviewed all information contained in this document and it is true, correct and complete to the best of my knowledge.
- iv. I have examined the areas and conditions identified by the violations being certified as corrected and, to my knowledge, such violations were corrected on the date provided by me.

This signed form, exactly as submitted, will be stored in DocuSign's secure document repository as well as OTI's document repository. You are encouraged to print and maintain a final copy for your records. In addition, an electronic audit trail has been generated and is stored with this document as an additional content integrity and time-and-date stamp measure which if necessary, can be used to verify the authenticity of this document.

Ready to Finish?

You've completed the required fields. Review your work, then select **FINISH**.

FINISH

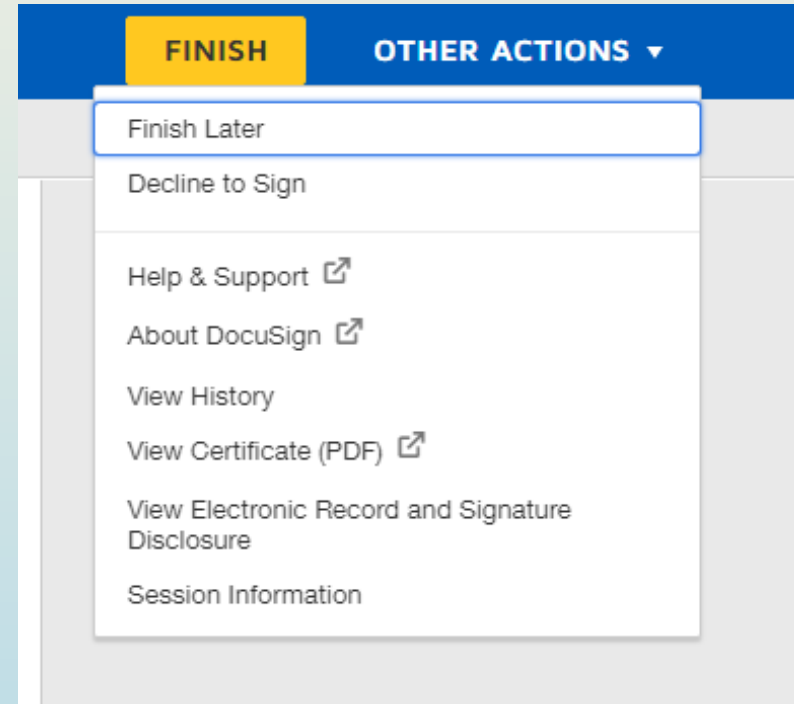
DocuSign “Other Actions” Drop Down Menu

Finish Later- This ends the session and all progress is lost.

Decline to Sign- This ends the session and takes the user back to the home page of eCertification.

View History- This allows the user to view the document history in DocuSign account.

View Certificate- This allows the user to view the eCertificate in PDF format.



Final Copy of eCertification will be displayed right after eSignature in cases where there are no Heat and Hot Water violations.

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Enrolled Buildings | Building Violations | Violation Correction Info | Verify and Confirm | Verification Info | eCertificate | Payments

DOCUMENT ACKNOWLEDGEMENT

Thank you for submitting your eCertification document to HPD where it will be stored in a secure document repository. Your confirmation number for this transaction is : 19424216. You are encouraged to save a copy of this document in electronic and paper format. A copy is also available online and is accessible via the 'History' tab in the navigation bar.

If you have more violations or failures to certify, you can either click return or select a tab from above. If you wish to exit the application, please click 'Logout' in the upper right hand corner.

[Return >](#)

Final Copy of eCertification

Please print or save a copy of this eCertification Session Record and save for your records

1 of 1

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Online Certification of Correction of Violation(s)

Building Location:							MDR :	
Authorized Certifier:								

Apartment #	Violation #	Order #	Class	NOV ID #	ISSUE DATE	HMC CORRECT BY DATE	HMC CERTIFY BY DATE
3A	15487024	666	C	8137872	09-Nov-2022	10-Nov-2022	22-Nov-2022

VIOLATION DESCRIPTION

§ 27-2029 ADM CODE PROVIDE AN ADEQUATE SUPPLY OF HEAT FOR THE APARTMENT IN THE ENTIRE APARTMENT LOCATED AT APT 3A, 3rd STORY, 1st APARTMENT FROM EAST AT SOUTH

DATE CORRECTED	NAME OF AGENT OR EMPLOYEE WHO PERFORMED THE WORK	ADDRESS OF AGENT OR EMPLOYEE WHO PERFORMED THE WORK
15-Nov-2022	ABC	123 1st ST NY NY 11001

In case you selected a Heat and Hot Water violation for eCertification, then the system will give you an option to pay to settle the violation. If you wish to select “Do not Pay” then you cannot use the online portal again to pay for this violation and can either send a check or pay in person.

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eCertificate

Payments

Click in the pay column next to the violation(s) that you wish to pay. The total amount due will be calculated. Then click the 'Continue' button.

Violation No.	Violation Type	Amount Due	Payment Status	Pay
15487025	Hot Water	\$250.00	Certified: Eligible for Payment	<input type="checkbox"/>

No. of Violations Selected:

Continue

VIOLATIONS ELIGIBLE FOR SETTLEMENT

Thank you for submitting your eCertification document to HPD, where it will be stored in a secure document repository. Your confirmation number for this eCertification is 19424214. You are encouraged to save a copy of this document. You should have received an email with a copy attached. A copy is also available via the 'History' tab related to this building's eCertification activity, in the event you did not receive the email or require retrieval of the document at a later time.



As per the Housing Maintenance Code, you are subject to a civil penalty of \$250 per day each for the heat and hot water related violations. The penalties accrue since the posting of the heat and hot water violation.

Since you corrected the condition timely, you may choose to settle these penalties at this time for \$250 by using a credit card. There is a 2.00% convenience(non-refundable) fee for the payment by credit card.

If you wish to certify and pay but not use a credit card, please submit the Notice of Violation (NOV) you received with a money order or certified check by the certification date to the HPD Borough Office noted on the NOV.

If you do not wish to pay, HPD may seek civil penalties in Housing Court.

Please select 'Pay' or 'Do Not Pay' Button to continue.

Pay

Do Not Pay

If you wish to “Pay” then you can enter the No. of violations you wish to pay for and the system will calculate the amount for you. There is a convenience fee of 2.00% for all credit card and debit card transactions. You can also pay by e-check.

Click “Continue”.

Welcome karan Gupta [Logout](#)

eCertification

Home	eCertification Enrollment	eCertification	History	FAQ
Enrolled Buildings	Building Violations	Violation Correction Info	Verify and Confirm	Verification Info
eCertificate		Payments		

Click in the pay column next to the violation(s) that you wish to pay. The total amount due will be calculated. Then click the 'Continue' button.

Violation No.	Violation Type	Amount Due	Payment Status	Pay
15487025	Hot Water	\$250.00	Certified: Eligible for Payment	<input checked="" type="checkbox"/>

No. of Violations Selected: Total Amount Due:

Payment entry and confirmation screens will be displayed, starting with the one below. Enter all appropriate information and Click “Continue”

NYC CityPay Staging

Cart (1)

Enter Payment Details

1. Select Items 2. Enter Payment 3. Review and Pay

Item Total: \$250.00
Service Fee: \$5.00
Payment Amount: \$255.00

15457025
Hot water violation fee \$250.00

Credit Card

Credit and debit card payments are charged a service fee of 2.00% of the payment amount. This fee is nonrefundable.

Billing Information

If you are paying with a credit or debit card, please make sure you enter the name and address associated with this card.

First Name *
Jane

Last Name *
Doe

Country *
United States

Address *
123 1st st

City *
New York

State *
New York

Postal Code *
11001

Phone *
(123) 123-1234

Email *

Re-enter Email *
karan5363@gmail.com

CONTINUE

RETURN TO HPD SELECTION PAGE

You can review the payment before it's final.

Click “Next”



Heat and Hot Water Vios Web (e-Cert HHW)

Payment Method

* Indicates required field

Choose method of payment

☒ Pay by credit card

VISA MASTERCARD DISCOVER JCB

Back Next Exit

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Enter credit card details and click “Next”



Heat and Hot Water Vios Web (e-Cert HHW)

Payment Information

* Indicates required field

Billing Address

*First Name: Jane
M.I.:
*Last Name: Doe
*Street Line 1: 123 1st st
Street Line 2:
*City: New York
*State: New York
*Zip: 11001
*Country: UNITED STATES
*Phone: (123) 123-1234
*E-Mail:

Payment Details

*Payment Amount: 250.00 USD
Convenience Fee: 5.00 USD

Payment Method

*Name on Card:
*Card Number:
*Expiration Date: *Month *Year
Card Verification Value(CVV2): [What's This?](#)

Click “Pay Now”




Heat and Hot Water Vios Web (e-Cert HHW)

Payment Review

By clicking “Pay Now” you:

1. confirm that you are authorized to instruct this payment using the credit card, debit card or checking account included in your payment instructions;
2. authorize the City of New York to charge your account for the payment amount and, if applicable, the Service Fee;
3. confirm that the information provided by you is true, complete, and correct to the best of your knowledge and is supplied in good faith;
4. acknowledge that you have read and agree to the Terms and Conditions for using this site.

Address
Billing Address: Jane Doe 123 1st st New York, NY 11001 (123) 123-1234 <div></div>
Payment Method
Credit Card  Jane Doe x2222 12/25
Payment Amount
Amount: 250.00 USD Convenience Fee: 5.00 USD Total: 255.00 USD
<div>Back Pay Now Exit</div>

You will receive two payment receipts, one confirming your billing information and one confirming satisfaction of the violation.

Payment Confirmation

Please scroll down and click on the "Process Payment" button. Your payment will not be processed until you click on the button.

Borough :

Staten Island

House Number :

Street Name :

MDR Number :

Violation Number	Description	Amount
9956987	Heat violation fee	\$250.00
Payment Amount:		\$250.00
Convenience Fee:		\$6.22
Total Payment Amount:		\$256.22

If you are paying with a credit or debit card, a convenience fee has been added to your total bill and will be processed as a separate charge to your card. The amount of this fee is shown above. **This fee is nonrefundable.**

Card Information

Card Number

*****0102

Expiration Date

2/15



Billing Information

Name

Country

Address

City

NYC

State

NY

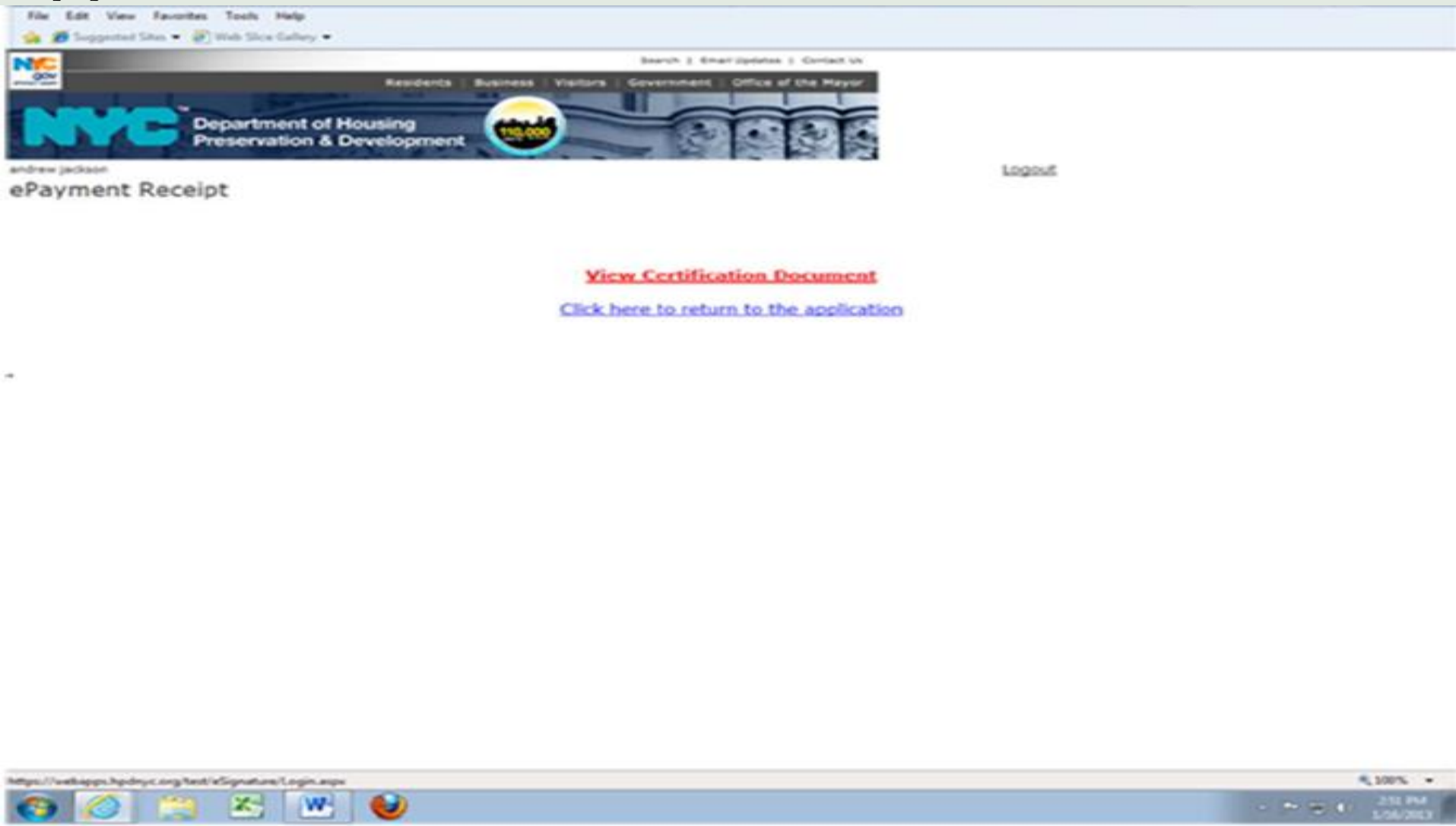
HPD Credit Card Payment Receipt

HPD Transaction # 17306
CC Transaction # 4005220426
Customer Name [REDACTED]
Address 100 gold street NY 10038
Credit Card Type MasterCard *****0102
Email [REDACTED]@hpd.nyc.gov
Bldg ID [REDACTED]
MDR # [REDACTED]

The Heat and /or Hot Water Violation Payment, in satisfaction of civil penalties at
[REDACTED] Staten Island 10314, has been accepted for

	<u>Amount</u>
Violation(s)# 9626917,9626919	500.00
Service Charge:	12.45
Total	\$512.45

You can then choose to print your confirmation document (eCertification receipt) or return to the list of your buildings (return to the application).



If you choose to print your confirmation, then you will be returned to the “Final Copy of eCertification” Page.

[Home](#) | [eCertification Enrollment](#) | [eCertification](#) | [History](#) | [FAQ](#)

[Enrolled Buildings](#) | [Building Violations](#) | [Violation Correction Info](#) | [Verify and Confirm](#) | [Verification Info](#) | [eCertificate](#) | [Payments](#)

DOCUMENT ACKNOWLEDGEMENT

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[Return >](#)

Final Copy of eCertification

Please print or save a copy of this eCertification Session Record and save for your records

1 of 1

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Online Certification of Correction of Violation(s)

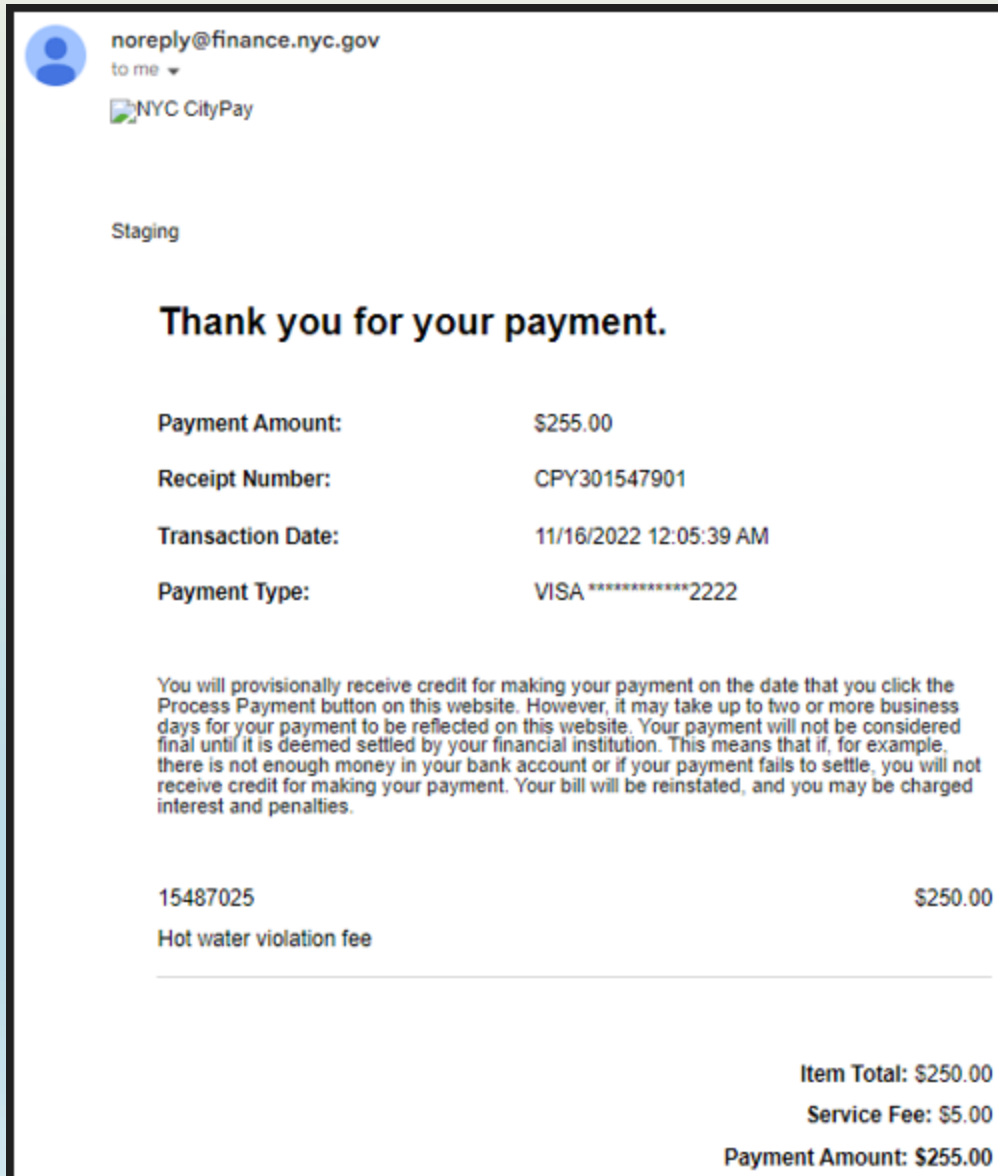
Building Location:							MDR :	
Authorized Certifier:								

Apartment #	Violation #	Order #	Class	NOV ID #	ISSUE DATE	HMC CORRECT BY DATE	HMC CERTIFY BY DATE
3A	15487024	666	C	8137872	09-Nov-2022	10-Nov-2022	22-Nov-2022

VIOLATION DESCRIPTION
§ 27-2029 ADM CODE PROVIDE AN ADEQUATE SUPPLY OF HEAT FOR THE APARTMENT IN THE ENTIRE APARTMENT LOCATED AT APT 3A, 3rd STORY, 1st APARTMENT FROM EAST AT SOUTH

DATE CORRECTED	NAME OF AGENT OR EMPLOYEE WHO PERFORMED THE WORK	ADDRESS OF AGENT OR EMPLOYEE WHO PERFORMED THE WORK
15-Nov-2022	ABC	123 1st ST NY NY 11001

The following e-mail will be sent if you make a payment



Troubleshooting

- I submitted my 24 hour number and have not received the verification codes.

Make sure you are using Microsoft Edge.

- I printed the certification and realized that I submitted the wrong information.

Sign in to **eCertification** select Enrollment Tab then select Update Contact Info – Cancel or Dis-enroll

- I am not able to proceed to the final document.

Make sure you are using Microsoft Edge.

- I have questions about enrollment; who can I contact?

Questions about eCertification can be directed to ecertadmin@hpd.nyc.gov