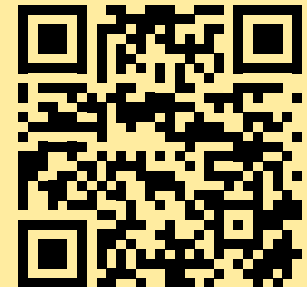


# Gid Pratik pou: (TLC UP) Pòtay Telechajman Komisyon Taksi ak Limouzin

[NYC.GOV/TLCUP](https://www.nyc.gov/tlcup) (TLC UP) se yon mwayen rapid, fasil ak pratik pou ranpli egzijans aplikasyon an, telechaje dosye vwayaj yo, epi gade enfòmasyon yo a tan reyèl sou lisans ou an.

Gid sa a pral bay enstriksyon etap pa etap sou fason pou itilize TLC UP.



# Lis Sijè yo

pg. 4

pg. 6

pg. 7

pg. 9

pg. 12

pg. 13

pg. 14

pg. 15

pg. 17

## Lisans Chofè TLC



## Medayon TLC



## Lisans Machin TLC

Ou kapab jwenn nimewo lisans machin TLC ou an sou viyèt machin ou an.



## Plis resous TLC UP

Ou ap jwenn videyo sou Gid Itilizatè TLC UP sou Lyen Chèn YouTube TLC nou an:

1. <https://www.youtube.com/watch?v=d87YPkRspU>
2. <https://www.youtube.com/watch?v=IkUGmrEeuSA>
3. <https://www.youtube.com/watch?v=J2wslHhCFfU>

Konekte:

1. Ale sou [NYC.GOV/TLCUP](https://www.nyc.gov/tlcup)

2. Konekte grasa:

- Nimewo lisans oswa nimewo aplikasyon TLC ou an
- Kòd postal pou voye kourye (kote yo voye kourye ou)
- Senk (5) dènye chif nan Nimewo Sekirite Sosyal ou oswa Nimewo Idantifikasyon Anplwayè ou.

3. Klike sou bouton 'Sign In' (Konekte).

(REMAK: TLC UP baze sou lisans epi ou pral wè sèlman enfòmasyon ki gen pou wè ak nimewo lisans ou te konkete ak li a. Pa egzanp, si ou konekte ak lisans chofè ou an, ou pral wè sèlman enfòmasyon ki gen pou wè ak lisans chofè ou an. Si ou konekte ak lisans machin ou an, ou pral wè sèlman enfòmasyon ki gen pou wè ak lisans machin ou an.)

NYC  
Taxi & Limousine  
Commission

MENU

TLC Portal

2

TLC Application or License Number

444444

Mailing Zip Code

10000

Last 5 Digits of SSN or EIN

\*\*\*\*\*

3

Sign In

**Kontinye nan pwochen paj la >>**

**Verifye imèl ou:** (Sa ka pa aplikab pou tout chofè ki gen lisans nan moman koneksyon an.)

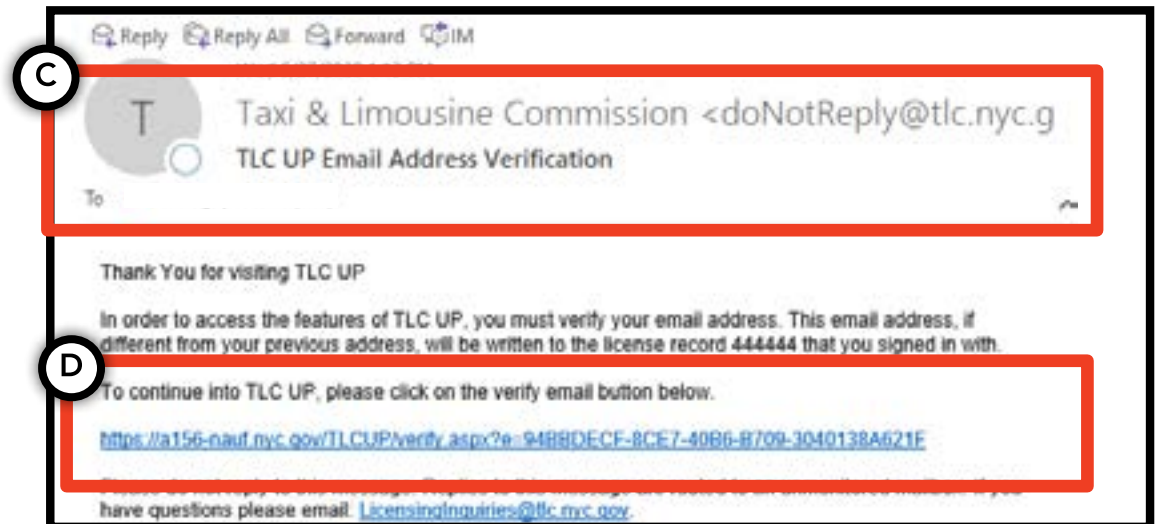
A. Si se premye fwa ou ap konekte nan TLC UP, yo pral mande ou pou verifye adrès imèl ou.

B. Pou verifye adrès imèl ou, tape imèl ou nan bwat tèks la epi klike sou 'Submit' (Soumèt). Epi, fèmen aplikasyon an.

C. Tousuit apre, ou pral resevwa yon imèl verifikasyon TLC voye ki mande ou pou verifye adrès imèl sa a.

D. Klike sou lyen ki nan imèl la. (Si ou pa kapab klike sou lyen an, kopye epi kole li nan navigatè entènèt ou an.)

E. Ou verifye imèl ou an kounye a. Rekonekte nan TLC Up.

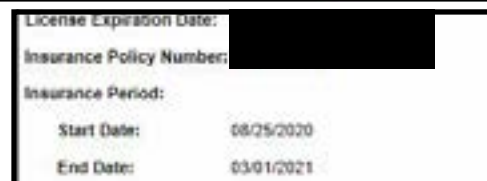
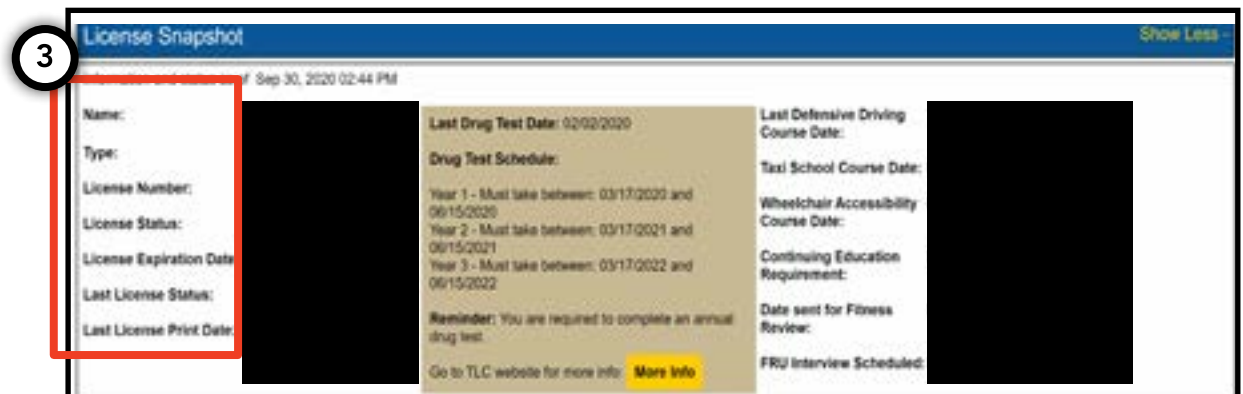
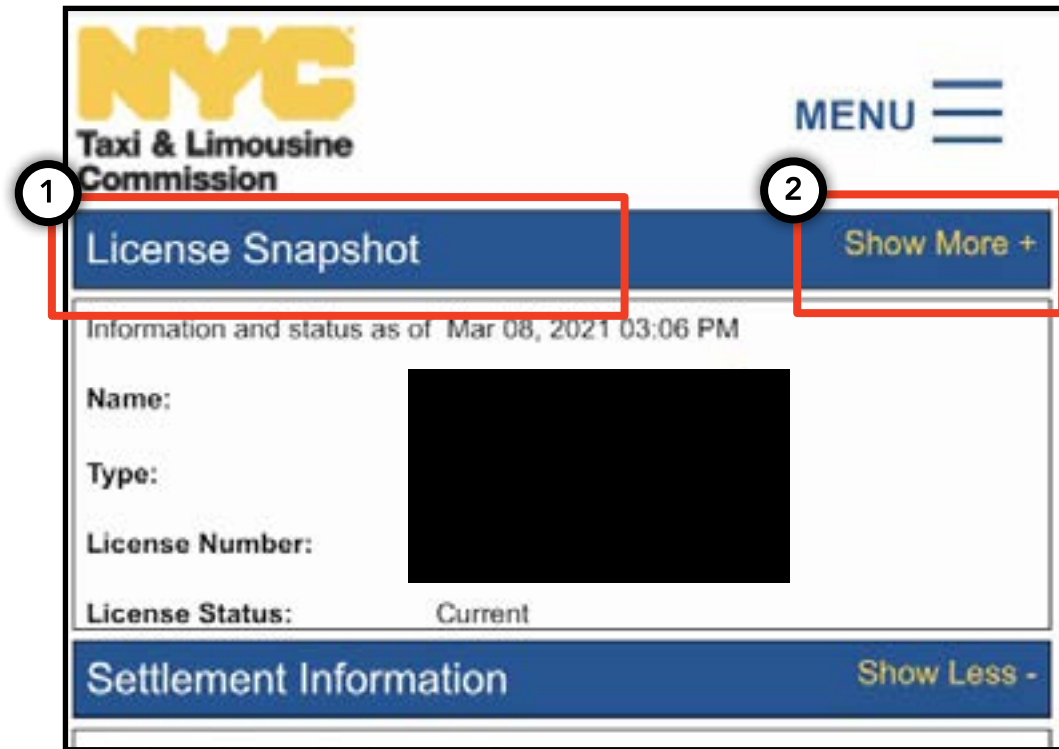


1. Pou wè enfòmasyon jeneral sou lisans ou an, navige nan seksyon ki gen tit 'License Snapshot' (Foto Lisans) nan paj prensipal la.

2. Klike sou bouton 'Show More +' (Afiche Plis +) pou agrandi seksyon an.

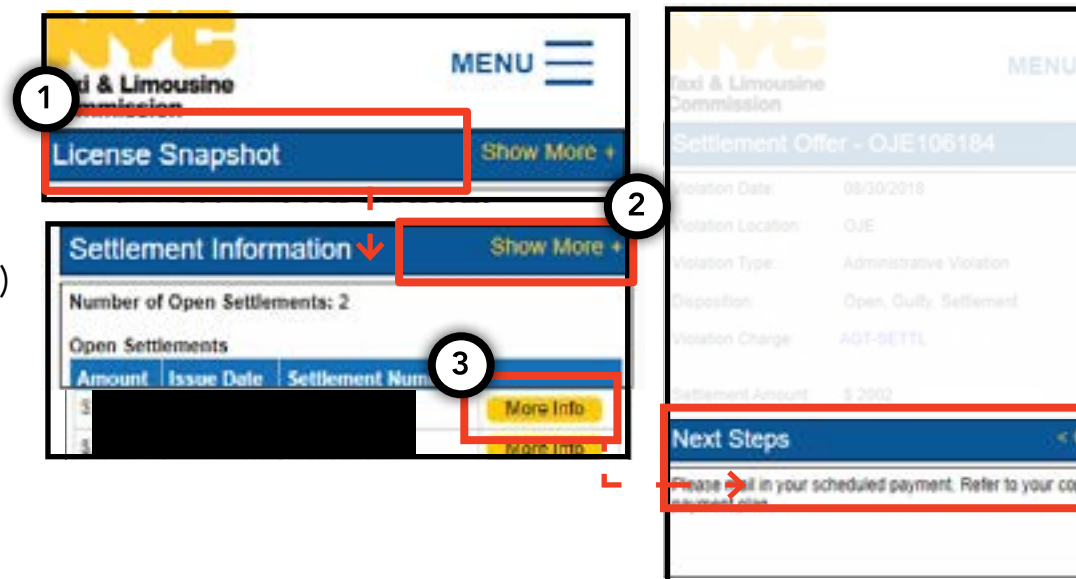
3. Navige nan chan yo pou jwenn enfòmasyon ki enterese ou yo. Selon tip lisans ou an, yo pral montre ou plizyè chan enfòmasyon ki diferan.

(Egzanp chan yo gen ladan: estati lisans lan, dat ekspirasyon lisans lan, orè tès dwòg la, ak peryòd asirans machin lan.)



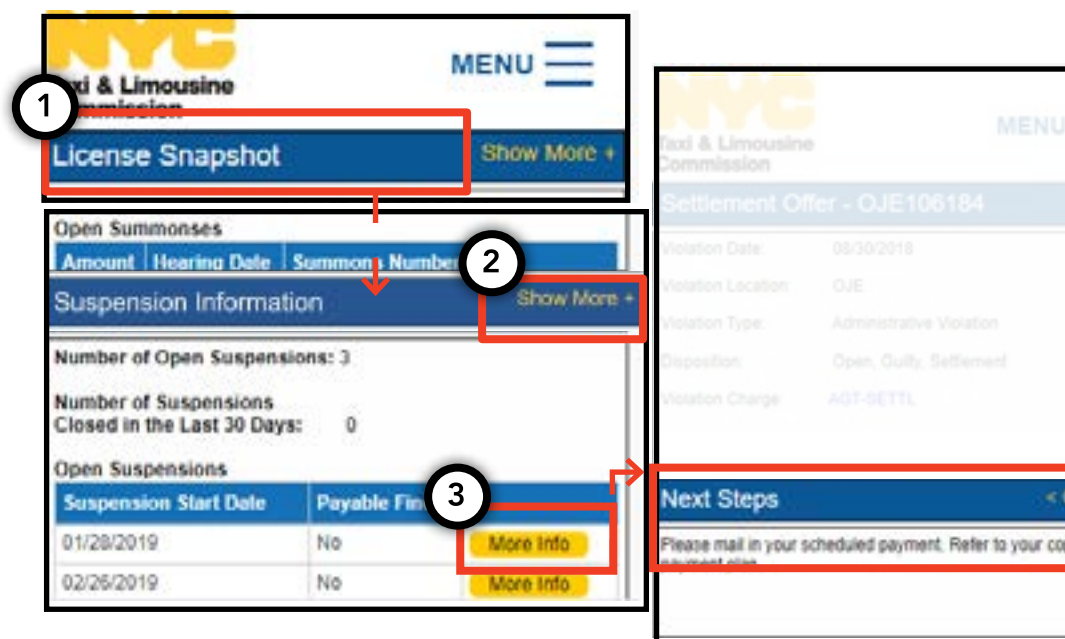
#### Pou Antant yo:

1. Pou wè antant yo, navige nan seksyon ki rele 'Settlement Information' (Enfòmasyon sou Antant) lan nan paj prensipal la.
2. Klike sou bouton 'Show More +' (Afiche Plis +) pou agrandi seksyon an.
3. Si ou gen antant ki louvri, yon apèsi sou chak antant pral afiche la a. Pou yon rezime detaye sou chak antant ak sa pou fè apre, Klike sou bouton 'More Info' (Plis Enfòmasyon) ki sou bò dwat la.



#### Pou Sispansyon yo:

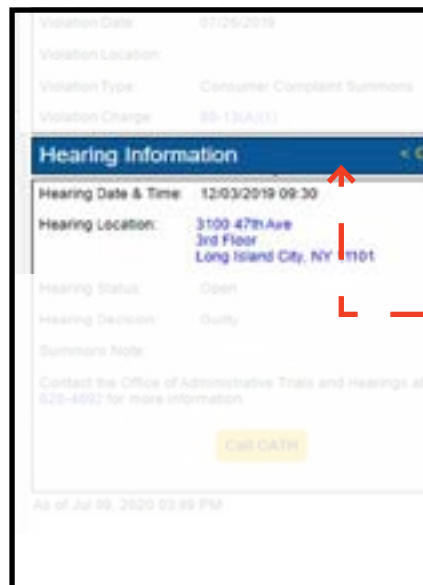
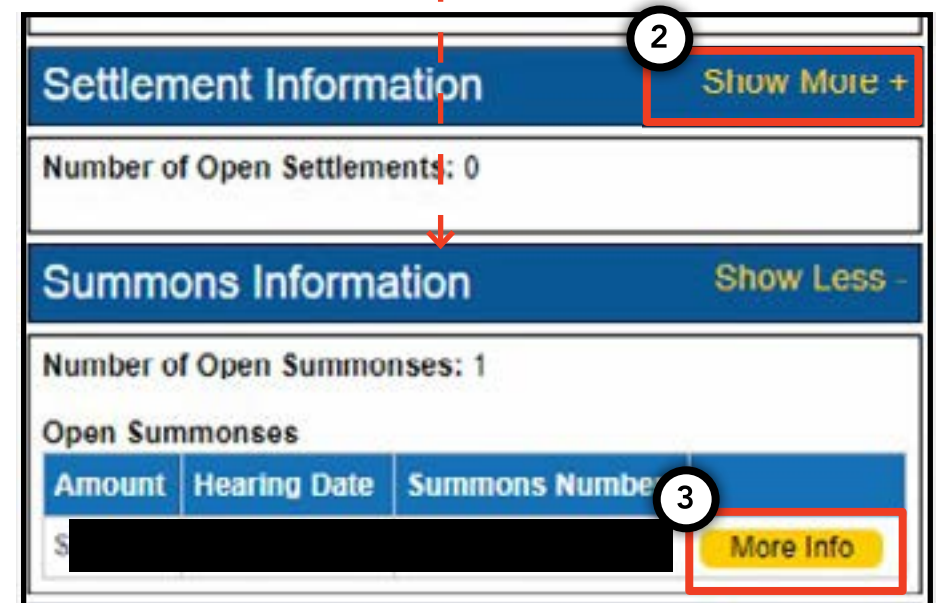
1. Pou wè antant yo, navige nan seksyon ki rele 'Suspension Information' (Enfòmasyon sou Sispansyon) nan paj prensipal la.
2. Klike sou bouton 'Show More +' (Afiche Plis +) pou agrandi seksyon an.
3. Si ou gen sispansyon ki louvri, yon apèsi sou chak sispansyon pral afiche la a. Pou yon rezime detaye sou chak sispansyon ak sa pou fè apre, Klike sou bouton 'More Info' (Plis Enfòmasyon) ki sou bò dwat la.



**Kontinye nan pwochen paj la >>**

#### Pou Sitasyon yo:

1. Pou wè sitasyon yo, navige nan seksyon ki rele 'Summons Information' (Enfòmasyon sou Sitasyon) nan paj prensipal la.
2. Klike sou bouton 'Show More +' (Afiche Plis +) pou agrandi seksyon an.
3. Si ou gen sitasyon ki louvri, yon apèsi sou chak sitasyon pral afiche la a. Pou yon rezime detaye sou chak sitasyon ak sa pou fè apre, Klike sou bouton 'More Info' (Plis Enfòmasyon) ki sou bò dwat la.



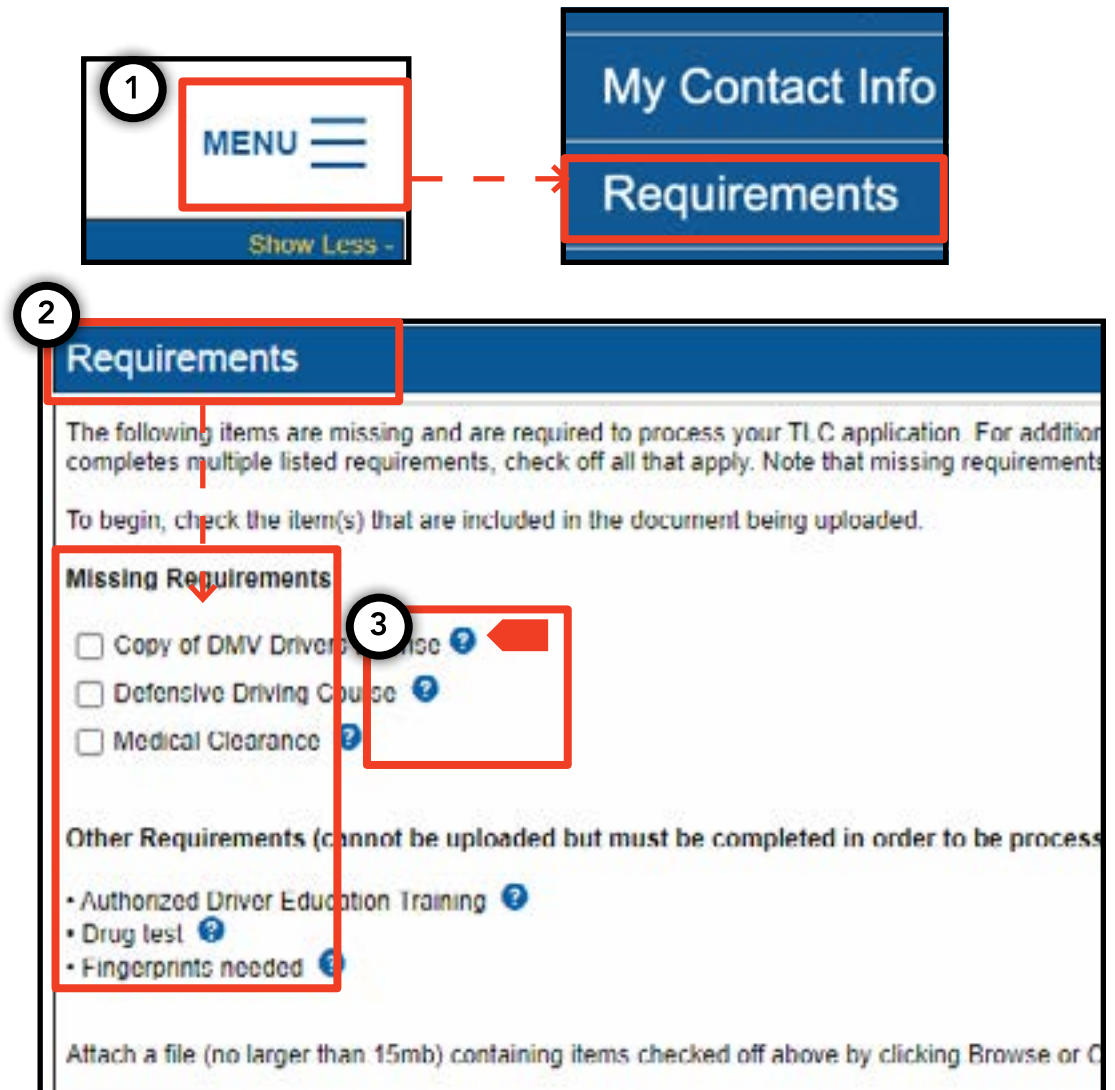


### Fason pou verifye egzijans yo - Chofè, Machin

1. Pou wè ki egzijans ki genyen ou nouvo aplikasyon ou an oswa aplikasyon pou renouvèlman ou an, klike sou mo 'MENU' (MENI) anlè adwat paj la epi klike sou mo 'Requirements (Egzijans)' lan.

2. Navige nan seksyon ki rele 'Requirements' (Egzijans) lan. Anba seksyon sa a, ou pral wè yon seksyon ki rele 'Missing Requirements' (Egzijans ki Manke) ak yon lòt rele 'Other Requirements' (Lòt Egzijans). 'Missing Requirements' (Egzijans ki Manke) yo se egzijans ki mande ou pou telechaje yon dokiman. 'Other Requirements' (Lòt Egzijans) pa mande ou pou telechaje yon dokiman, men depreferans fè ou sonje pou fè yon bagay (egzanp: fè yon tès dwòg).

3. Pou wè plis enfòmasyon sou egzijans lan, klike sou '(?)' ble ki toupre non egzijans lan.

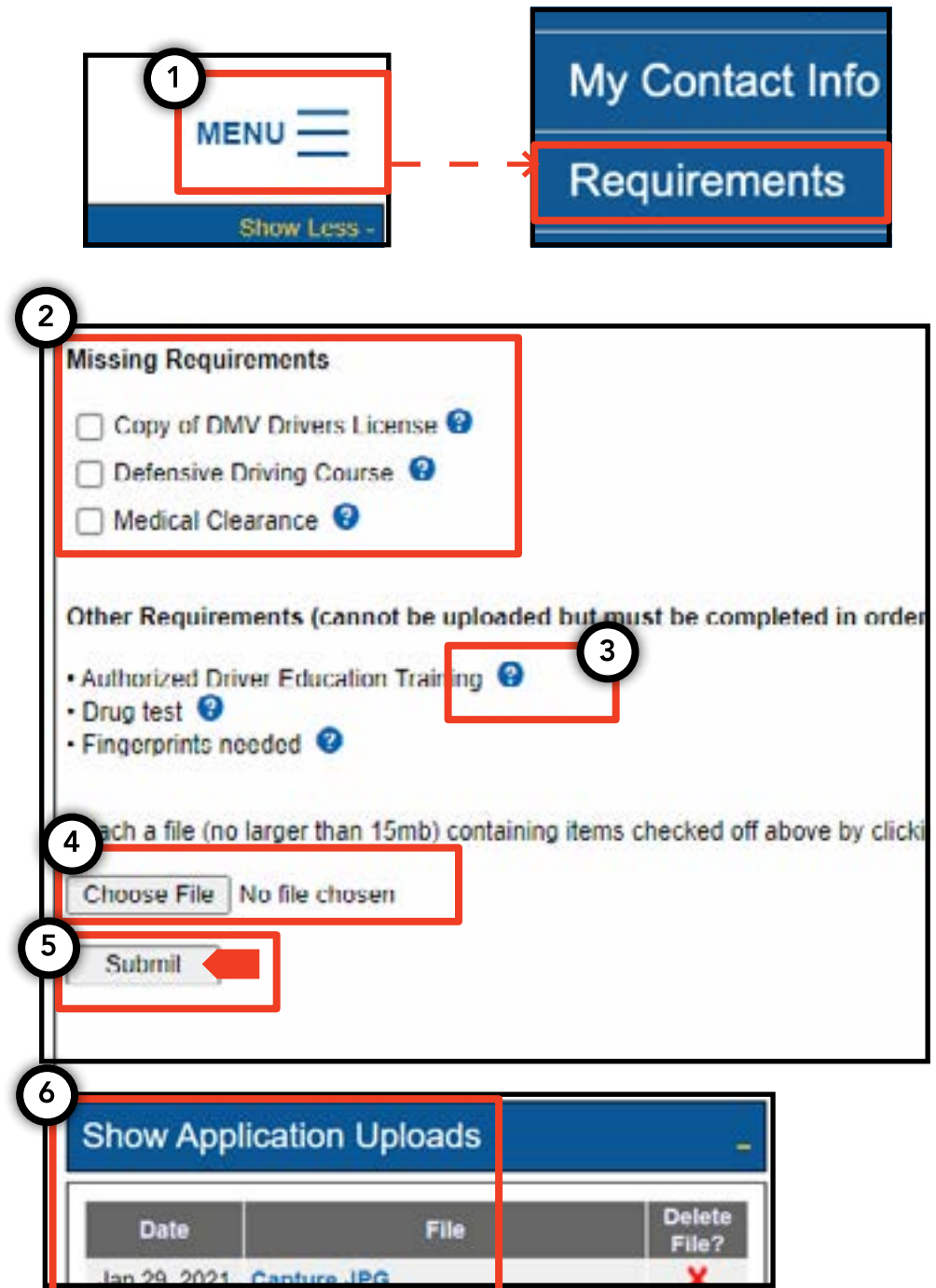


**Kontinye nan pwochen paj la >>**

### Fason pou soumèt egzijans aplikasyon yo- Chofè, Machin

1. Pou telechaje dokiman pou satisfè egzijans yo, klike sou mo 'MENU' (MENI) anlè adwat paj la epi klike sou mo 'Requirements' (Egzijans) lan.
2. Navige nan seksyon ki rele 'Requirements' (Egzijans) lan. Si ou gen egzijans kimande yon telechajman, ou pral wè yonn kaz ou ka klike epi non egzijans lan anba mo 'Missing Requirement' (Egzijans ki Manke).
3. Pou wè plis enfòmasyon sou egzijans lan, klike sou '?' ble ki toupre non egzijans lan.
4. Pou telechaje yon dokiman pou egzijans lan, klike sou kaz ki toupre mo a. Apresa, klike sou 'Choose File' (Chwazi Fichye). An fonksyon aparèy ou genyen an, yo pral ba ou opsyon pou swa telechaje yon fichye oswa fè yon foto ak kamera aparèy ou a.
5. Anfen, klike sou 'Submit' (Soumèt).
6. Pou konfime ou te rive telechaje dokiman an, navige nan seksyon ki gen tit 'Show Application Uploads' (Afiche Telechajman Aplikasyon yo). Fichye a pral afiche la a.

**Kontinye nan pwochen paj la >>**

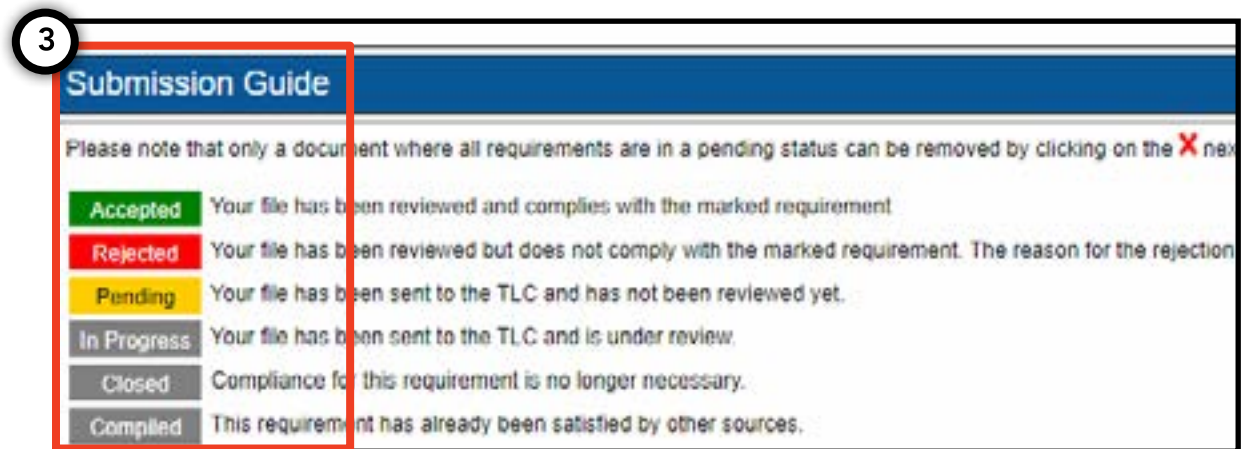
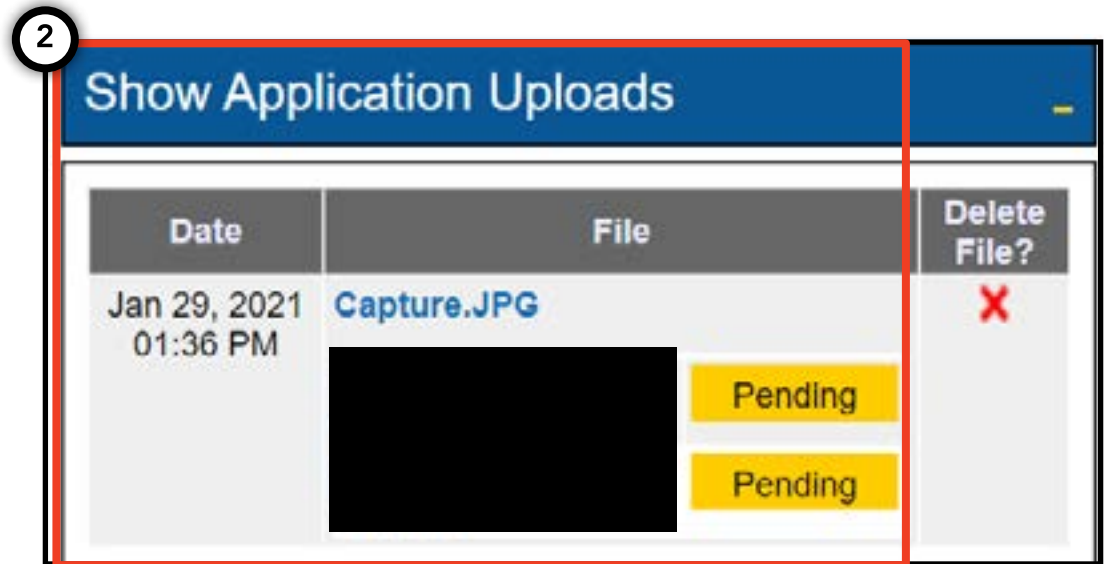
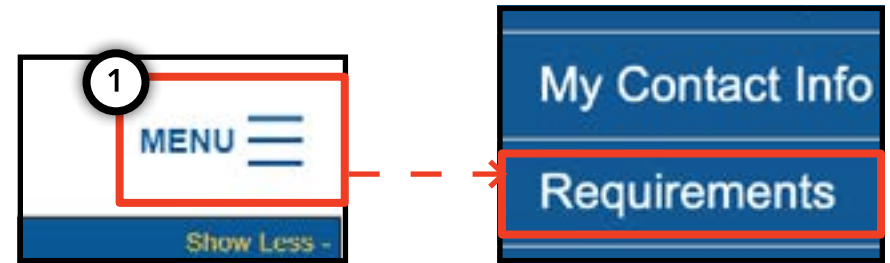


## Fason pou verifye estati egzijans aplikasyon yo - Chofè, Machin

1. Pou verifye estati yon dokiman ou telechaje, klike sou mo 'MENU' (MENI) anlè adwat paj la epi klike sou mo 'Requirements' (Egzijans) lan.

2. Navige nan seksyon ki rele 'Show Application Uploads' (Afiche Telechajman Aplikasyon yo) Nan seksyon sa a, ou pral wè dokiman ou te telechaje pou aplikasyon an.

3. Ou pral wè non egzijans lan ak yon estati tou. Deskripsyon pou chak estati disponib nan seksyon 'Submission Guide' (Gid pou Soumisyon) la.



1. Pou soumèt afimasyon yon baz, kòmanse konekte avèk yon lisans baz.

2. Depi ou nan TLC UP, klike sou mo 'MENU' (MENI) anlè adwat paj la epi klike sou 'Base Affirmation' (Afimasyon Baz).

3. Verifye lang lan nan seksyon 'Base Affirmation' (Afimasyon Baz) la. Si ou dakò, antre idantifikasyon machin lan (VIN) ak imèl pou machin ou vle afilye ak baz ou a.

4. Endike si machin lan 'Wheelchair Accessible' (Aksesib pou Chèz Woulant), 'Lease to Own' (Lwe pou Posede), oswa 'Battery Electric' (Batri Elektrik). Kèk kesyon anplis ka parèt selon chwa ou fè a.

5. Anfen, klike sou 'Submit' (Soumèt). Depi afimasyon an fini, mèt machin lan pral resevwa yon notifikasyon nan imèl epi afimasyon an pral reflete nan seksyon ki gen tit 'Submission History' (Istorik Soumisyon).

The image shows a sequence of screenshots from the TLC UP system. The first screenshot shows a 'MENU' button with a circled '2' and a red box around it. An arrow points to a second screenshot showing the 'Base Affirmation' link highlighted with a red box and a circled '2'. A third screenshot shows the 'Base Affirmation' form with a circled '3' and a red box around the introductory text and bullet points. A fourth screenshot shows the form with a circled '4' and a red box around the radio button options: 'Wheelchair Accessible', 'Lease to Own', and 'Battery Electric'. A fifth screenshot shows the 'Submit' button with a circled '5' and a red box around it. A red arrow points from the 'Submit' button back to the 'Base Affirmation' link in the second screenshot.

1. Pou soumèt dosye vwayaj pou baz ou an, kòmanse konekte avèk yon lisans baz.

2. Depi ou nan TLC UP, klike sou mo 'MENU' (MENI) anlè adwat paj la epi klike sou 'Trip Records' (Dosye Vwayaj).

3. Klike sou chan dat kòmansman ak chan dat finisman an epi itilize almanak la pou endike ki lè ou soumèt dosye vwayaj la.

4. Klike sou 'Choose File' (Chwazi Fichye) epi chwazi fichye ou vle telechaje a. Fòm fichye yo kapab se ".CSV", ".XLS", ".XLSX".

5. Anfen, klike sou 'Submit' (Soumèt). Depi ou telechaje dokiman an, seksyon 'Submission History' (Istorik Soumisyon) pral chanje.



This image shows the 'Trip Records' submission form on the 'Taxi & Limousine Commission' website. The form includes the following elements:

- A header with the 'NYC Taxi & Limousine Commission' logo and the title 'Trip Records'.
- Instructional text: 'upload your trip records, please select the start date, end date and attach your trip records file in .csv, .xls or .xlsx format.'
- Two date input fields labeled 'Start Date:' and 'End Date:'.
- An 'Attachment:' label followed by a 'Choose File' button (with a red arrow pointing to it and a circled '4') and the text 'No file chosen'.
- A 'Submit' button (with a red arrow pointing to it and a circled '5').
- A 'Submission History' section below the form, with a red arrow pointing to it and a circled '3'. This section contains a table with columns for 'Date' and 'File Name'. The table is currently empty, and a large black redaction box covers the content.

At the bottom of the page, the text 'As of Jun 01, 2020 03:05 PM' is displayed.

1. Pou soumèt notifikasyon plak pou yon machin, kòmanse konekte avèk yon lisans baz oswa machin.

2. Depi ou nan TLC UP, klike sou mo 'MENU' (MENI) anlè adwat paj la epi klike sou 'Plate Notification' (Notifikasyon Plak).

3. Verifye lang lan. Si ou dakò, antre nimewo aplikasyon oswa nimewo lisans machin lan, sis (6) dènye chif nan nimewo idantifikasyon machin lan (vehicle identification number, VIN), nimewo plak la, ak eta ki bay plak la.

4. Anfen, klike sou 'Submit' (Soumèt).

5. Si ou se yon baz ki ap soumèt notifikasyon plak la pou yon machin, ou pral istorik soumisyon ou an nan seksyon 'Submission History' (Istorik Soumisyon).

The image shows a sequence of three screenshots from the TLC UP application interface, illustrating the steps to submit a plate notification. The first screenshot shows a 'MENU' button with a red box and a circled '2'. An arrow points to the second screenshot, which shows the 'My Contact Info' section with a red box around the 'Plate Notification' link and a circled '3'. A large red box encompasses the main 'Plate Notification' form in the third screenshot, which includes instructions and input fields for 'TLC Application or License Number', 'Last 6 of VIN', 'Plate Number', and 'State' (set to '(NY) New York'). A red box and circled '4' highlight the 'Submit' button. A red box and circled '5' highlight the 'Submission History' section at the bottom of the page.

## Fason pou wè yon lis machin ki afilye ak estati pèmi SHL yo- Baz

1. Pou wè machin yo ak pèmi taksi ki pran moun nan lari ki afilye ak baz ou a, kòmanse konekte avèk lisans baz ou a.

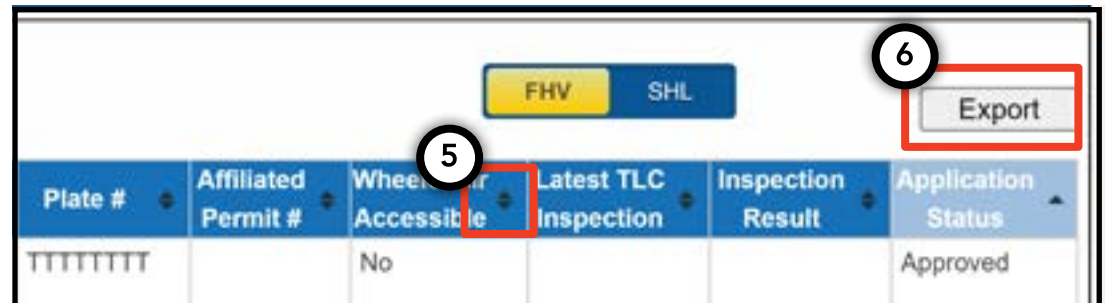
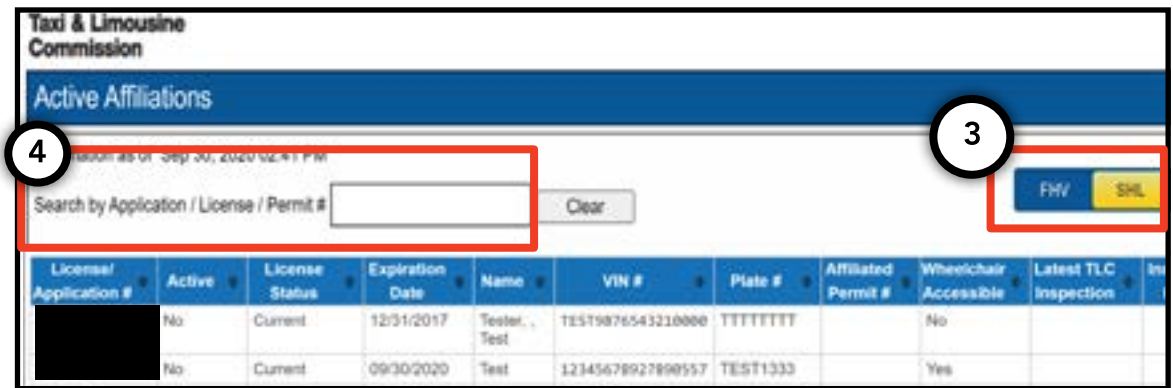
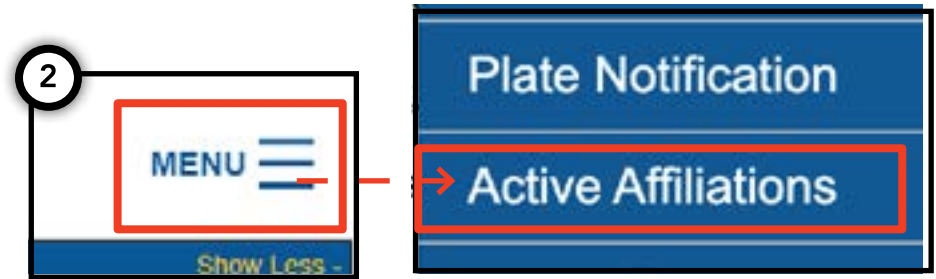
2. Depi ou nan TLC UP, klike sou mo 'MENU' (MENI) anlè adwat paj la epi klike sou 'Active Affiliations' (Afilyasyon ki Aktif yo).

3. Yo pral montre ou yon tablo ki gen tout machin ki afilye ak baz ou a. Pou wè tout taksi ki pran moun nan lari yo, klike sou mo 'SHL' la nan bouton chanjman mòd la.

4. Pou filtre rezilta yo, ale nan chèche selon mo 'Search by Application / License / Permit' (Chèche selon nimewo Aplikasyon / Lisans / Pèmi) ak kalite nan nimewo aplikasyon, lisans oswa pèmi ou ap chèche a.

5. Pou triye rezilta yo, klike sou flèch nwa ki nan antèt tablo a.

6. Pou telechaje rezilta yo antanke fichye ".CSV", klike sou opsyon 'Export' (Ekspòte) a.



**Kontinye nan pwochen paj la >>**

### Fason pou wè yon lis estati medayon afilye ki aktif- Ajan

1. Pou wè medayon ou jere yo, kòmanse konekte avèk lisans ajan ou an.

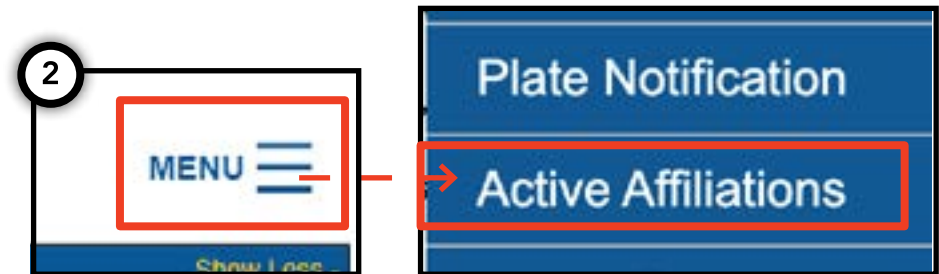
2. Depi ou nan TLC UP, klike sou mo 'MENU' (MENI) anlè adwat paj la epi klike sou 'Active Affiliations' (Afilyasyon ki Aktif yo).

3. Yo pral montre ou yon tablo ki gen tout medayon ou ap jere yo.

4. Pou filtre rezilta yo, ale nan chèche selon mo 'Search by Application / License / Permit' (Chèche selon nimewo Aplikasyon / Lisans / Pèmi) ak kalite nan medayon ou ap chèche a.

5. Pou triye rezilta yo, klike sou flèch nwa ki nan antèt lis la.

6. Pou telechaje rezilta yo antanke fichye ".CSV", klike sou opsyon 'Export' (Ekspòte) a.



The screenshot shows the 'Active Affiliations' page on the NYC Taxi & Limousine Commission website. The page title is 'Active Affiliations' and it includes the text 'Information as of Feb 18, 2020 10:40 AM'. There is a search bar with the placeholder text 'Search by Application / License / Permit #' and a 'Clear' button. Below the search bar is a table with the following columns: Medallion #, Active, License Status, Expiration Date, Latest TLC Inspection, and Name. The first row of data shows a medallion number, 'No' for Active, 'Suspended' for License Status, '05/31/2017' for Expiration Date, '11/10/2019' for Latest TLC Inspection, and 'AAAAA' for Name. A red box highlights the search bar and the table headers.

This screenshot shows a detailed view of a vehicle record from the table above. The columns are: Plate #, Wheelchair Accessible, Vehicle Type, Medallion Type, and Next Vehicle's Wheelchair Requirement (Only applies to IU). The data row shows: Plate # 8E, Wheelchair Accessible No, Vehicle Type Not Applicable, Medallion Type Unrestricted, and Next Vehicle's Wheelchair Requirement: Your Next New Or Used Vehicle Needs To Be A WAV. An 'Export' button is visible in the top right corner. Red boxes highlight the 'Export' button and the 'Next Vehicle's Wheelchair Requirement' column header.



### Fason pou wè egzijans pou aksesibilite yo-Medayon

1. Pou wè enfòmasyon sou egzijans pou aksesibilite pou medayon ou an, kòmanse konekte nan lisans medayon w lan.
2. Depi ou nan TLC UP, navige nan seksyon 'License Snapshot' (Foto Lisans) nan paj prensipal la.
3. Klike sou bouton 'Show More +' (Afiche Plis +) pou agrandi seksyon an.
4. Navige nan chan ki rele 'Next Vehicle WAV Requirement' (Egzijans WAV pou Pwochen Machin). Si medayon w lan endepandan, san limit, chan sa a pral di ou egzijans aksesibilite ou yo.

The screenshot shows the NYC Taxi & Limousine Commission website. The header includes the NYC logo and 'Taxi & Limousine Commission' text, along with a 'MENU' button. The main content area features a 'License Snapshot' section, which is highlighted with a red box and a circled '2'. To the right of this section is a 'Show More +' button, also highlighted with a red box and a circled '3'. A red dashed arrow points from the 'Show More +' button to the 'Next Vehicle WAV Requirement' section, which is highlighted with a red box and a circled '4'. The 'Next Vehicle WAV Requirement' section contains the following text: 'Any new or used vehicle hack ups between 10/10/2017 and 10/10/2021 need to be WAV. The next new or used vehicle hack up after 10/10/2021 does not need to be a WAV.'

**Kontinye nan pwochen paj la >>**

## Fason pou wè egzijans pou aksesibilite yo- Ajan

1. Pou wè egzijans pou aksesibilite pou medayon ou jere yo, kòmanse konekte avèk lisans ajan ou an.

2. Depi ou nan TLC UP, klike sou mo 'MENU' (MENI) anlè adwat paj la epi klike sou 'Active Affiliations' (Afilyasyon ki Aktif yo).

3. Yo pral montre ou yon tablo ki gen tout medayon ou ap jere yo.

4. Pou wè egzijans pou aksesibilite a, gade kolòn ki plis adwat nan tablo a. Sa gen ladan enfòmasyon sou egzijans pou aksesibilite a pou medayon endepandan ki san limit yo.

5. Pou filtre rezilta yo, ale nan chèche selon mo 'Search by Application / License / Permit' (Chèche selon nimewo Aplikasyon / Lisans / Pèmi) ak kalite nan medayon ou ap chèche a.

6. Pou triye rezilta yo, klike sou flèch nwa ki nan antèt tablo a.

7. Pou telechaje rezilta yo antanke fichye ".CSV", klike sou opsyon 'Export' (Ekspòte) a.

