

ARCS Agreement Application Online Submission Process via FDNY Business

Auxiliary Radio Communication System Agreement application can now be submitted online via [FDNY Business portal](#) by following the below steps:

To submit an ARCS Agreement application, it is mandatory to have NYC ID login credentials. Without these, you won't be able to proceed with the application. To get started, go to [FDNY Business](#) (<https://fires.fdnyccloud.org/CitizenAccess/Default.aspx>), click the "Register for an Account" link as displayed in Figure 1 below, and create your NYC ID account.

After you have created your NYC ID account, proceed to step 1.

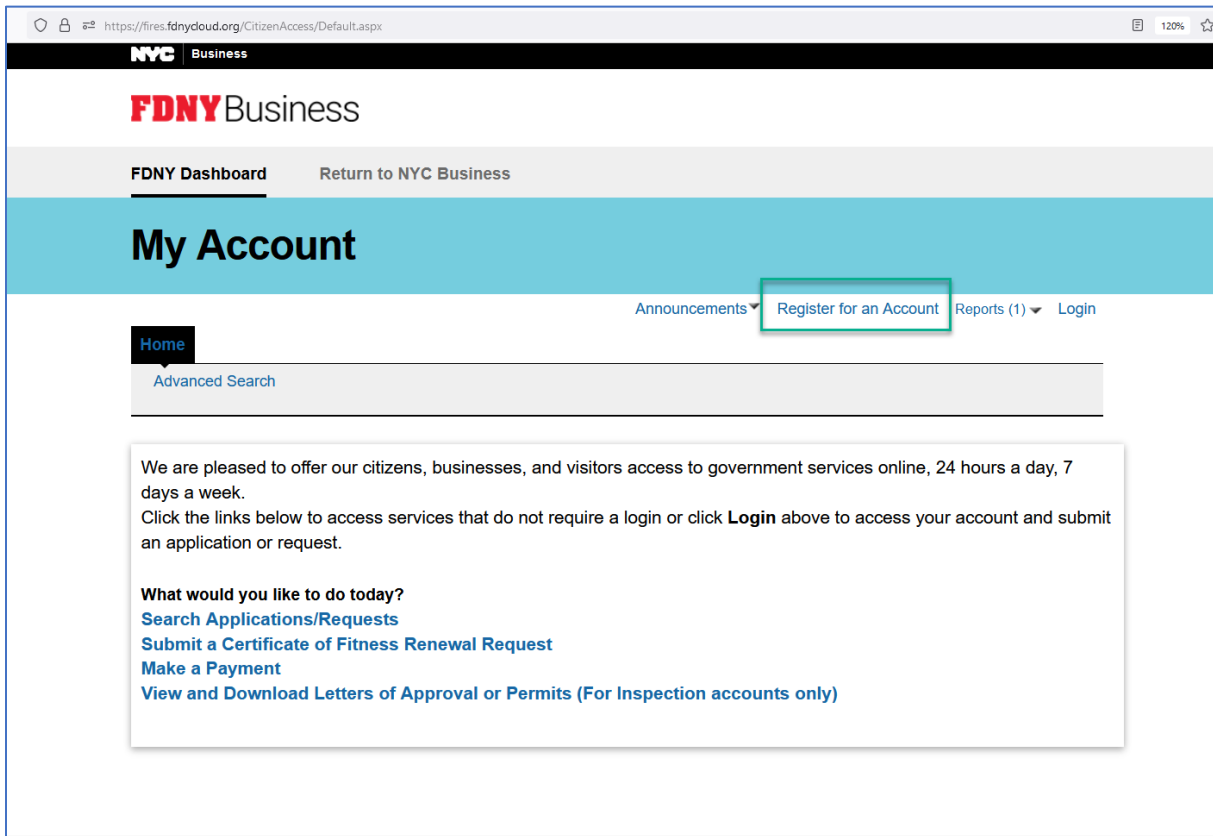


Figure 1: Register for an NYC ID

1. Log in to your account via <https://fires.fdnyccloud.org> then click the **Begin Application/Request** link to initiate an application.

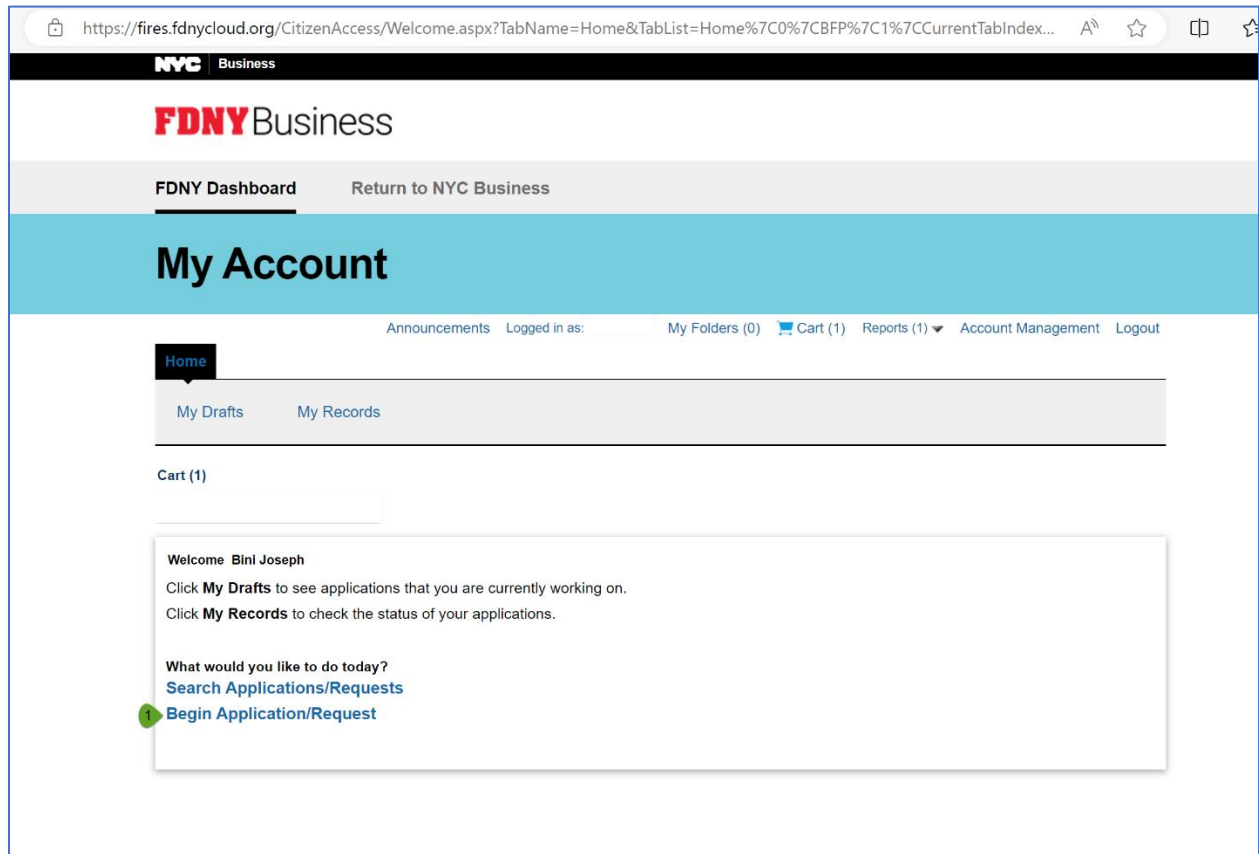


Figure 2: Begin Application

- Expand 'Design and Installation Application', select *ARCS Agreement* then click the **Continue Application** button.

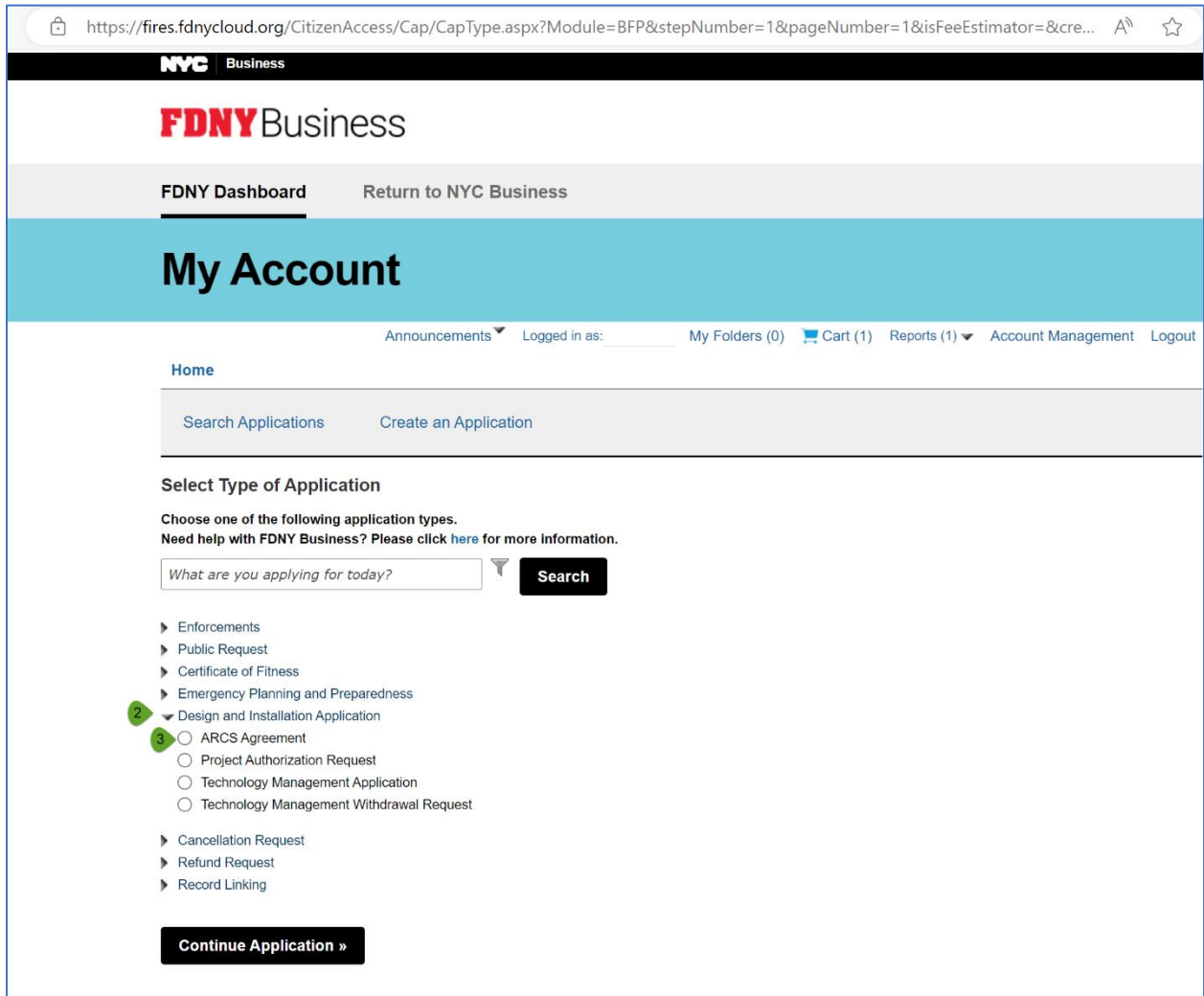


Figure 3: Select ARC Agreement application.

3. Enter the Premises Address (Building number, Street name and City/Borough should suffice). Click on the **Search** button for system to return and populate the validated address automatically.

The screenshot shows a web browser window with the URL <https://fires.fdnycloud.org/CitizenAccess/Cap/CapEdit.aspx?Module=BFP&stepNumber=2&pageNumber=1&isFeeEstimator=&Tab...>. The page has a navigation bar with "Search Applications" and "Create an Application" buttons. Below this is a progress indicator for the "ARCS Agreement" process, with five steps: 1 Address (highlighted), 2 Step 2, 3 Supporting Documents, 4 Review and Submit, and 5 Confirmation.

Step 1 : Address>Address

***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.

Premises Address

Enter all information into the fields and click **Search**. If the address is found in the system, it will be shown in the pop-up window. Select the address and click **Continue Application**.

If you cannot find the address, you can try to:

1. Search with different keywords or add more info such as a street name or zip code.
2. Click **Clear** and re-enter the building number and street address to try again.
3. If the address is still not found, you can add the address to our registry by selecting "Yes" next to **New Address** and then clicking **Continue Application**.

Address Type:

* Building No.: Address/Landmark:

City / Borough: State: Zip:

BIN: Block: Lot:

Is This a New Address?: Yes No

Search **Clear**

Figure 4: Address Validation

4. Enter the Applicant's information. You may Select it from Account if the details are available under Account Management or add a new contact.

After you have added the Applicant's information, click the **Continue Application** button.

Home Services

Search Applications Create an Application

ARCS Agreement

1 Address 2 Step 2 3 Supporting Documents 4 Review and Submit 5 Confirmation

Step 2: Step 2 > Contact Information

*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.

Applicant

To add new contacts, click the Select from my Account or Add New button. If you already have added the contact, click Edit to edit your contact details or click Remove to remove.

✔ Contact added successfully.

Bini Joseph

Edit Remove

▼ Contact Addresses

Add Contact Address

A mailing and a billing address must be provided for Building, Billing and Business Owners using the "Add Addresses" section below. For all other contacts only the mailing address must be provided.

To edit a contact address, click the address link. To set a contact address as your primary address, click the "Set As Primary" link under Actions

*Mailing Address

Showing 1-1 of 1

Address Type	Address	Action
Mailing Address	9 METROTECH CTR	Actions ▼

Figure 5: Applicant Information

5. Enter Signatory Information and select the appropriate title.
 ** Note: If 'Other' signatory title is selected then you must provide the required supporting documents for verification.

6. Provide the Record ID if you have previously submitted an ARCS Plan/Application or Test Commissioning Report; this will allow the system to link any associated record and will expedite the review process.

Click the **Continue Application** button.

https://fires.fdnyccloud.org/citizenaccess/Cap/CapEdit.aspx?stepNumber=3&pageNumber=1¤tStep=1¤tPage=0&Module=BFP&isRenewal=N&isFromShoppingCart=&isFromConfirmPag

To add new contacts, click the object from my account or add new button. If you already have added the contact, click edit to edit your contact details or click remove to remove.

Bini Joseph
 binjose8@gmail.com
 (718) 674-5311
[Edit](#) [Remove](#)

▼ Contact Addresses

Add Contact Address

A mailing and a billing address must be provided for Building, Billing and Business Owners using the "Add Addresses" section below. For all other contacts only the mailing address must be provided.

✔ Contact address removed successfully.

Showing 1-1 of 1

Address Type	Address	Action
Billing Address	9 METROTECH CTR	Actions ▼

9 Signatory Information

If you select "Other", you must submit either: (1) bylaws establishing this title is authorized to act on behalf of the organization; or (2) a letter on the organization's letterhead signed by an owner, managing member, or president, stating that you are authorized to act on behalf of the organization.

* Signatory Title:

* Specify Other:

10 ARCS Information

Have you previously submitted an ARCS Plan or Test Commissioning Report?: Yes No

Please enter the Record ID.

* Record ID:

Save and Resume Later **Continue Application »**

Figure 6: Signatory and ARCS Plan or Test Commissioning Report Information

- Under the Supporting documents page, upload the ARCS Agreement which will be reviewed/stamped by FDNY upon approval and any other required supporting documents.
****Note: The ARCS Agreement Documents must be submitted in PDF format.**

The screenshot shows a web browser window with the URL <https://fires.fdnyccloud.org/CitizenAccess/Cap/CapEdit.aspx?stepNumber=4&pageNumber=1¤tStep=2¤tPage=0&Mo...>. The page has a navigation bar with 'Home' and 'Services' tabs. Below the navigation bar are two buttons: 'Search Applications' and 'Create an Application'. The main content area is titled 'ARCS Agreement' and features a progress bar with five steps: 1 Address, 2 Step 2, 3 Supporting Documents (highlighted in yellow), 4 Review and Submit, and 5 Confirmation. Below the progress bar, a green arrow icon points to the heading 'Step 3: Supporting Documents > Supporting Documents'. A note follows: '* 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.' Below the note is a section titled 'Attachment' with a dark header. The text in this section states: 'All PDF files shall be submitted in a simple PDF format (without layers) with a digital signature as applicable.' and 'Note: If PDF files are submitted as a dynamic PDF document with layers, they will be returned for corrections, causing a delay in the review process.' It then lists 'List of Supporting Documents:' with two items: 'ARCS Agreement' and 'Supporting Document'. A '*Required Section' follows, with instructions: 'Documents can be added/uploaded by following these steps: 1. Click the Add button below, then click Add again. 2. Select the file(s) from your computer you want to add, then click Continue. 3. Identify the document type for each file added by selecting an option from the dropdown menus labeled "Type". These types will match the required and optional list of supporting documents above. 4. Finally, click the Upload button to upload the documents to the application.' Below the instructions, it says 'Maximum size permitted is 25 MB per file.' At the bottom, there is a table with columns: Name, Type, Size, Modified Date, Document Status, and Action. The table currently contains the text 'No records found.'

Figure 7: Document Upload

8. Enter your First Name, Last Name and Title which is used as your Digital Signature. Click the **Continue Application** button to proceed to the Review and Submit page.

https://fires.fdnyccloud.org/CitizenAccess/Cap/CapEdit.aspx?stepNumber=4&pageNumber=2¤tStep=2¤tPage=1&Mo... A ☆

My Account

Announcements Logged in as: Bini Joseph My Folders (0) Cart (1) Reports (1) Account Management Logout

Home **Services**

[Search Applications](#) [Create an Application](#)

ARCS Agreement

1 Address 2 Step 2 3 Supporting Documents 4 Review and Submit 5 Confirmation

Step 3: Supporting Documents > Digital Certification

* 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.

12- Digital Signature by On-Line Representative

The On-Line Representative is the person who is logged in to the FDNY Business and entering this information.

* First Name :

* Last Name :

* Title/Roles:

Specify Other:

* By checking this box, I acknowledge submitting this application with the selected submission type. Once submitted, I will not be able to make any changes, and payments processed are non-refundable.:

[Save and Resume Later](#) [Continue Application »](#)

Figure 8: Digital Signature

9. Review and submit your application.

The screenshot shows the FDNY Business portal interface. At the top, the browser address bar displays the URL: <https://fires.fdnyccloud.org/CitizenAccess/Cap/CapConfirm.aspx?stepNumber=5&pageNumber=1¤tStep=3¤tPage=0...>. The page header includes the NYC Business logo and navigation links for 'FDNY Dashboard' and 'Return to NYC Business'. A large teal banner reads 'My Account'. Below this, a navigation bar contains 'Home' and 'Services' (highlighted), along with utility links for 'Announcements', 'Logged in as:', 'My Folders (0)', 'Cart (1)', 'Reports (1)', 'Account Management', and 'Logout'. A search bar offers 'Search Applications' and 'Create an Application' options. The main content area features a progress bar for the 'ARCS Agreement' process, with five steps: 1 Address, 2 Step 2, 3 Supporting Documents, 4 Review and Submit (highlighted in yellow), and 5 Confirmation. A green circle with the number '13' is positioned to the left of the 'Step 4: Review and Submit' heading. Below the heading, a dark grey bar labeled 'Record Type' contains the text 'ARCS Agreement'. Underneath, another dark grey bar labeled 'Premises Address' includes an 'Edit' button. The address details listed are: 9 METROTECH CENTER, BROOKLYN, NY, 11201; Address Type: Building/Address; Admin Company: L110; Battalion: 31; BIN: 3058187; Block: 02047; and Division: 11.

Figure 9: Review and Submit

10. After you have submitted your application, the system will generate a record ID for the ARCS Agreement application. You can save this information for future reference. You can also find this record under your My Records dashboard page. You should also receive an email confirmation of your submission.

The screenshot shows the FDNY Business website interface. At the top, the browser address bar displays the URL: <https://fires.fdnyccloud.org/CitizenAccess/Cap/CapCompletions.aspx?stepNumber=4&Module=BFP>. The page header includes the NYC Business logo and navigation links for "FDNY Dashboard" and "Return to NYC Business". The main heading is "My Account".

Below the heading, there are navigation links: "Announcements", "Logged in as:", "My Folders (0)", "Cart (1)", "Reports (1)", "Account Management", and "Logout". A "Home" section contains "Search Applications" and "Create an Application" buttons.

A progress bar shows three steps: "1 Select Item to pay", "2 Payment information", and "3 Receipt/Record issuance". The current step is "Step 3: Receipt/Record issuance", which is highlighted with a green circle and the number 14. Below this, a green box with a checkmark icon contains the message: "Your application(s) has been successfully submitted."

Below the message, a dark grey box displays the address: "9 METROTECH CENTER, BROOKLYN, NY, 11201". To the left of this box is a green arrow pointing right with the text "Record ID". Below the address box, a white box with a green border contains the record ID: "2024-ARCS-000002-AGREEMENT".

Figure 10: Submission Confirmation

11. After submission, the ARCS Agreement application will be reviewed by FDNY. You may view the status and progress of your application by navigating to My Records page. The initial application status will be “Application in Progress”.

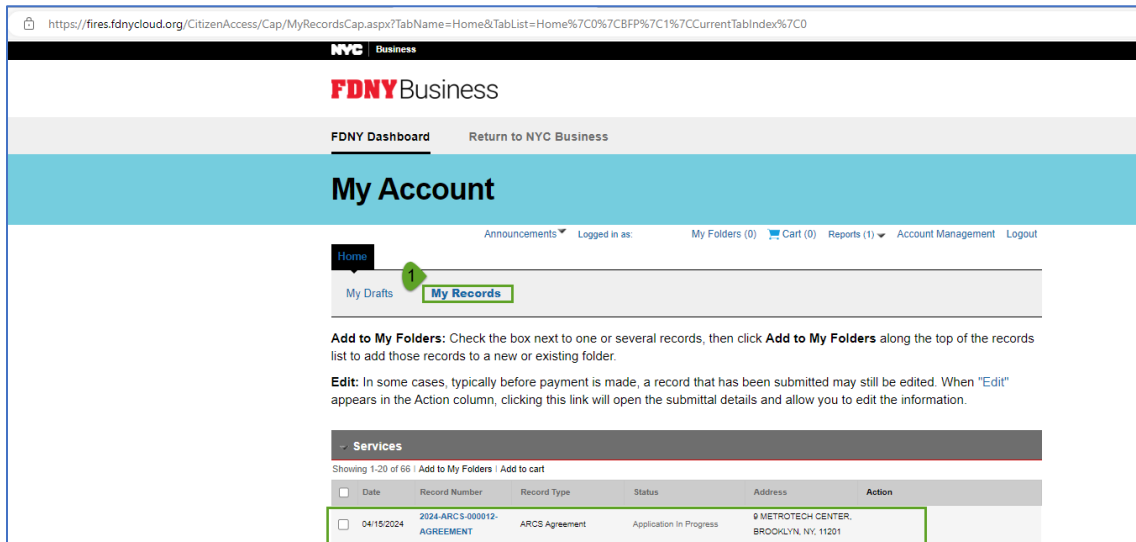


Figure 11: My Records

12. During the review process, FDNY may require additional information while reviewing your application. If additional information is required, your application Status will reflect “Additional Info Requested” and an Edit link will be available which will allow you to make necessary updates/upload additional supporting documents. The system will also send an email via FDNY Business indicating under the Comments section, what information is being requested by FDNY to complete the review of the application.

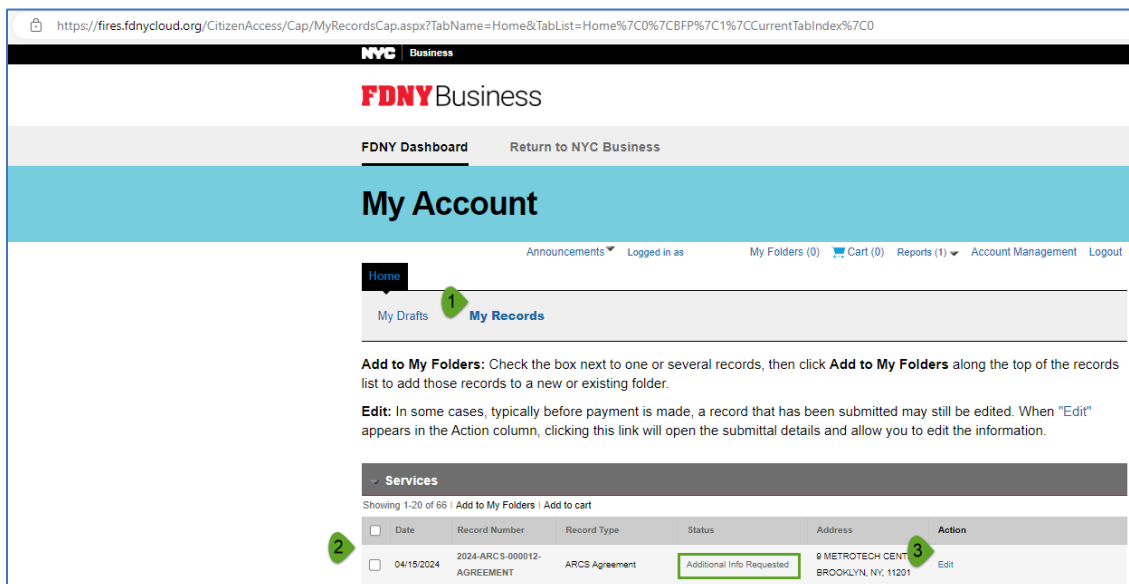


Figure 12: Additional Info Requested

- After making the necessary changes/updates, you may resubmit the updated application. The application will no longer be available for editing and the application status will be updated to "Application in Progress" under the My Records page.

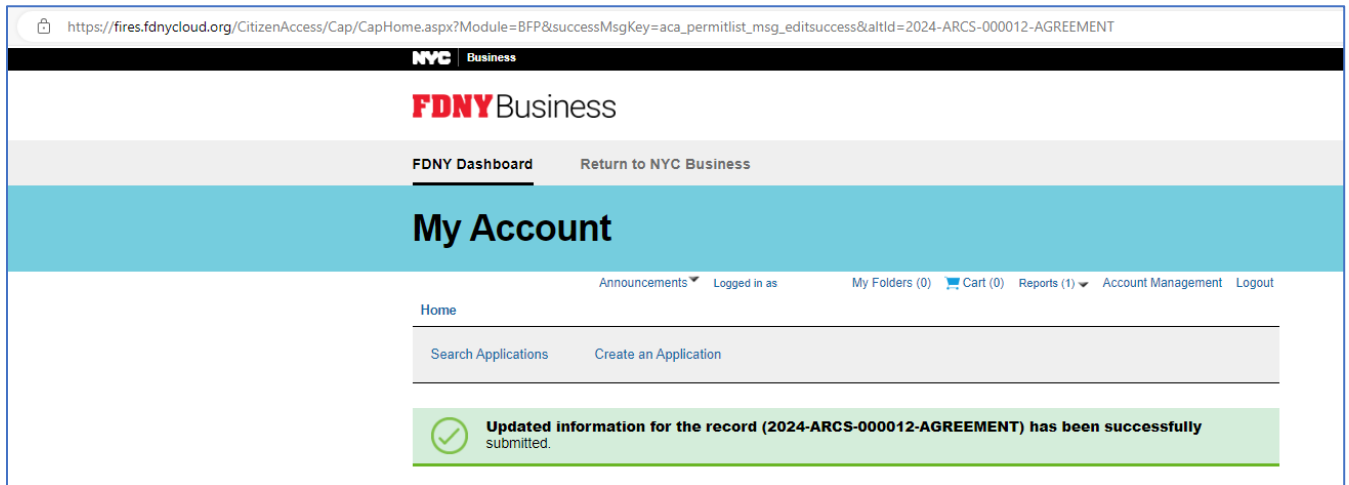


Figure 13: Application resubmitted.

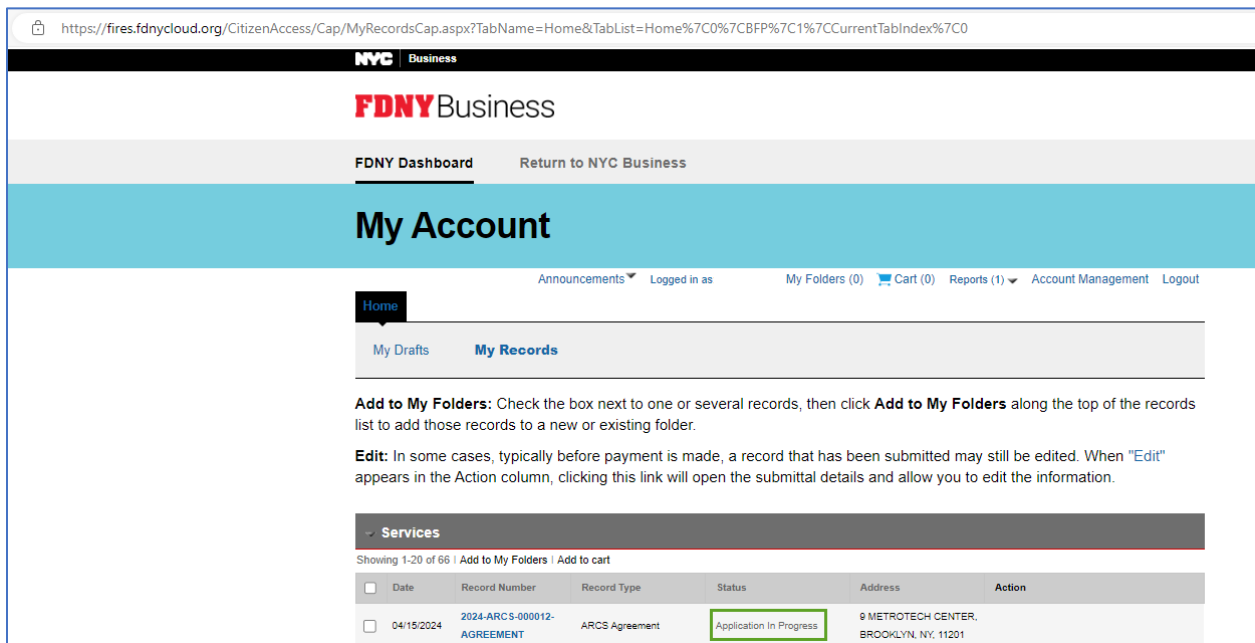


Figure 14: Additional Info Received

14. If FDNY determines that the ARCS Agreement application is not needed, the application status will be updated to “Rejected”. You will also receive an email notification stating the reason for rejection.

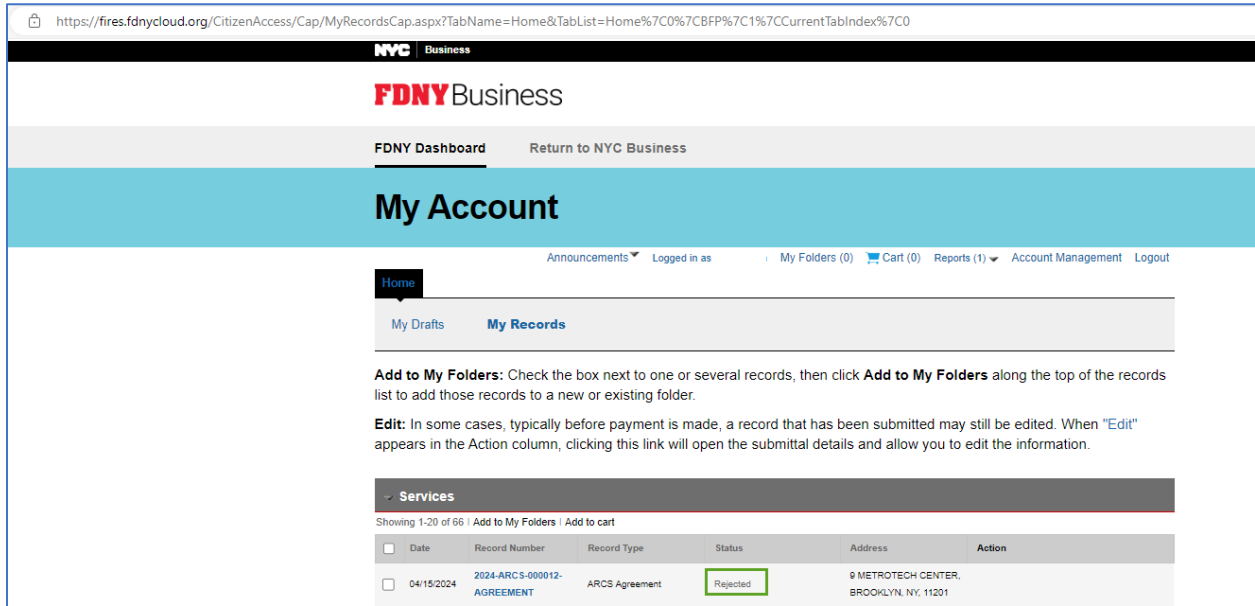


Figure 15: Rejected

15. Once the ARCS Agreement application review is complete, you will receive an email notification with the stamped/approved ARCS Agreement document as an attachment. The application status will be updated to “Review Complete” under My Records.

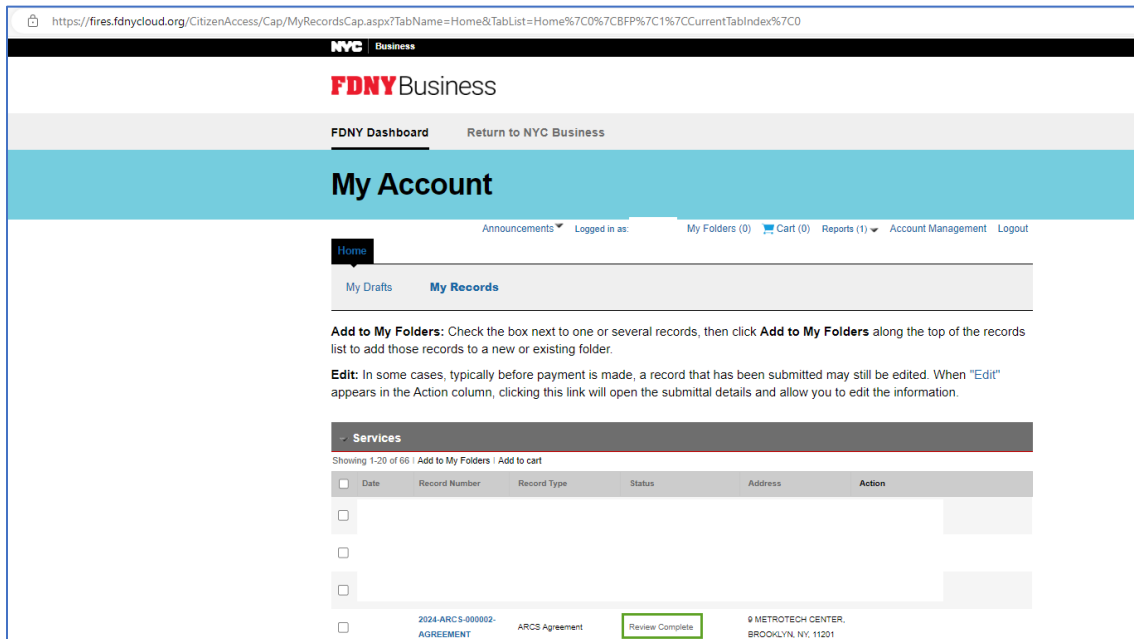


Figure 16: Review Complete

If you require assistance, contact the FDNY Customer Service Center by the below:

- Call us at 311 (212-NEW-YORK outside NYC) and ask for FDNY Business Support
- Email us at FDNY.BusinessSupport@fdny.nyc.gov