

# SERVICE NOTICE

## License Insurance Updates in DOB NOW: *BIS Options*

Effective June 5, 2023, licensees/registrants are required to submit license insurance updates in DOB NOW: *BIS Options*. The last day to submit insurance certificates by email is June 1, 2023.

Insurance certificates sent to the Department of Buildings by email after 5:00 pm on June 1, 2023, will not be processed. Beginning June 5, 2023, follow the below process for all insurance updates:

1. Using the eFiling account associated with your license/registration, log into **DOB NOW** at [nyc.gov/dobnow](https://nyc.gov/dobnow). Select the **BIS Options** icon. Visit [nyc.gov/efilingtips](https://nyc.gov/efilingtips) if you need to create an eFiling account.
2. From the BIS Options dashboard, select **+License Insurance Updates**.
3. In the **Insurance Information** section, select the **Edit** button under the insurance(s) to be updated to enter new insurance information. Select **Save** at the top of the screen for the **Documents** and **Statements & Signature** tabs to become active.
4. On the **Documents** tab, select **+Add Document** to upload the required documents. A document for each insurance type is required to be uploaded even if edits were not made to the insurance type as part of the request.
5. Attest by selecting the checkbox next to the **Applicant's Statement** on the **Statements & Signature** tab.
6. Select **Save** and then **Submit Insurance Updates**.

As soon as the insurance updates are submitted, the new insurance information will be available in DOB NOW and the Buildings Information System (BIS).

The above process is for the following license/registration types:

- Contractor
- Electrician
- Master Fire Suppression Piping Contractor
- Master Plumber
- Oil Burning Equipment Installer
- Rigger
- Sign Hanger
- Tower Crane Rigger

To sign up for a training session on the new license insurance updates process, visit [nyc.gov/dobnowtraining](https://nyc.gov/dobnowtraining). Also, review the [Quick Reference Guide](#) for step-by-step directions.