BIC Online Portal

Notify BIC Guide
# Contents

- **Getting Started** ........................................................................................................................................ 2
  - What to Know Before you Go ............................................................................................................. 2
- **Notify BIC** ............................................................................................................................................... 4
  - Main Menu .......................................................................................................................................... 4
  - Reporting Page .................................................................................................................................... 4
- **Support** ....................................................................................................................................................7
  - Website ............................................................................................................................................... 7
  - Phone ................................................................................................................................................... 7
Getting Started

What to Know Before you Go

On November 16, 2018, new rules went into effect in regards to additional reporting requirements by licensees and registrants. These rule amendments are designed to improve the safety of the general public.

The amendments in relation to this guide require licensees and registrants to notify BIC of:

1. Their drivers’ Vehicle and Traffic Law violations.
2. Driver’s license suspensions or revocations.
3. Crashes that involve a vehicle used in the licensee’s or registrant’s business.
4. Adverse actions by any federal, state, and local government authorities, including actions that result in the suspension or revocation of a permit, license or other permission required in connection with the operation of the licensee’s or applicant’s business or a penalty or fine of $1,000 or more.

Depending on the section above being reported, different information is needed.

VTL Violations (1)
1. Driver Name *(required)*
2. Driver License Number *(required)*
3. Driver License State *(required)*
4. Date of Event *(required)*
5. Date Learned of Event *(required)*
6. VTL Summons copy upload *(required)*

License Suspension or Revocation (2)
1. Driver Name *(required)*
2. Driver License Number *(required)*
3. Driver License State *(required)*
4. Date of Event *(required)*
5. Date Learned of Event *(required)*
6. Reason for Suspension or Revocation *(required)*
7. Notification of suspension/revocation copy upload

Crashes (3)
1. Driver Name *(required)*
2. Driver License Number *(required)*
3. Driver License State *(required)*
4. Date of Crash *(required)*
5. Approximate Time of Crash *(required)*
6. Date Learned of Event *(required)*
7. Crash Location *(required)*
8. Helper Name(s) *(required) - If no helper present, enter "No helper present."
9. Description of Crash *(required)*
10. MV-104 copy upload
11. Photos or other documentation upload
Determination by Federal, State, or Local Authorities (4)

1. Date of Event (required)
2. Date Learned of Event (required)
3. Agency Issuing Decision (required)
4. Reason for Notification (required)
5. Decision copy upload
Once you have successfully logged in, the main menu appears. Click on the Notify BIC icon to continue to the reporting page.

**Reporting Page**

Each of the events that you can report to BIC is noted above. For each one you want to report to BIC, click the **Report** button.
When you click Report, the screen relating to the event to be reported is shown.

In this example, we will use the *Vehicle and Traffic Summonses* screen to guide you through reporting such an event.

As noted in the previous section, there is information you will be required to report. Information that is required will have a red asterisk (*) next to the field name. We have also noted it above as *(Required)*.

Once you fill out the information and upload documentation (if applicable/required), then click the *Report to BIC* button.
If successful, the following message will appear:

![Success](image)

Your report is submitted.

You will also receive a confirmation email to the email address associated with the user account logged in.

This email is a confirmation of receipt of your submission to BIC regarding a Determination of Governmental Authority

Reference ID: FILING-0000297
Date Submitted: 12/20/2018
Type: Determination of Governmental Authority

To submit additional information and/or documentation for this notification, please email licensing@bic.ny.gov and include your company name and the above reference ID in the subject line.

Please keep this for your records.

This is an automated email from an unmonitored email box. Please do not reply.

NYC BIC Online Portal
Support
Website

If you require assistance for reasons other than the information provided in this guide, please contact BIC via the link on our website:

http://www1.nyc.gov/site/bic/industries/portal-support-form.page

Include as much detailed information as possible, such as specifics of error messages. BIC will work to resolve the issue and respond as soon as possible.

Phone

Call the BIC support hotline for the following types of issues with the BIC Online Portal:

1) Questions pertaining to the entry of information.
2) Technical issues (login, errors, etc.).

BIC Portal Help Hotline: 212-437-0560