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Getting Started
What to Know Before you Go

Before starting, gather the information needed to complete the vehicle management interface.

1) **Vehicle Information** – For each truck registered with BIC, the below information will be needed as it relates to Local Law 145 of 2013 (vehicle emission standards) and Local Law 56 of 2015 (installation of side guards).
   a) Truck year;
   b) Whether your vehicle has Side Guards;
   c) Gross Vehicle Weight (GVW) in pounds;
   d) Gross Vehicle Weight Rating (GVWR) in pounds;
   e) Engine Make, Model and Year;
   f) Engine Horsepower;
   g) Whether the vehicle is owned, leased or financed;
   h) Whether a retrofit has been installed on your truck (also known as BART);
   i) If a retrofit has been installed, what is the classification level of the installed retrofit;
   j) Expected compliance with the requirements of Local law 145 of 2013 (either replacing older engines with those 2007 or later OR installing a retrofit);
   k) Whether you are planning on retiring the truck;
   l) Quarter/year of expected vehicle replacement or compliance;
   m) Annual miles traveled in 2017; and
   n) Net Book Value.

*Note: Not every truck will require ALL of this information. For instance, if a truck has already been retrofitted or will be retired, the annual miles traveled or the net book value would not be needed. The portal will prompt you accordingly.*
Once you have successfully logged in, the main menu appears. Click the Vehicle Management icon to access the main screen.

The screen above is an example of the main screen and includes the following features:

1. **Main/Navigation Header**: Here you can go ‘Home’ or find support options.

2. **Search/Record View Size**: The search box allows you to search for VIN, BIC Plate or DMV Plate numbers, or other data points (see table on following page). Additionally, you can choose how many vehicles are shown on the page.

3. **Vehicle Table Headers**: The headers can be clicked to initiate sorting by ascending (up) or descending (down).

   The Status field notes whether or not your vehicle has complete information or is missing information and needs to be updated.
a. A green check icon means the vehicle has all required information on file. We recommend that you review these records to ensure the information is accurate and update any fields as needed.

b. A red warning icon means that the vehicle record is missing information and it needs to be updated.

(4) Vehicle Information Table: This table displays your company’s vehicles active with the Commission.

Editing Vehicle Information

Select a vehicle to edit by clicking on the row of the vehicle you wish to edit. A vehicle information screen appears (see above) consisting of the following features:

(1) Required Fields: Each field with a red asterisk (*) is required. You must provide information related to each field that has a red asterisk.
(2) **Missing Information Messages**: If a field has not been filled in, this field will have a message in red text noting what is required.

(3) **Additional Information**: This section will change depending on the values entered for the vehicle selected. Not all fields displayed in the above screenshot may show depending on the values for a particular vehicle as they relate to Local Law 145 of 2013 (vehicle emission standards).

(4) **Notes Section**: This section contains important information for specific fields on the information screen. Click the “Note #” link in blue text near the field it appears next to. Also, see the corresponding numbers.

If you attempt to ‘save’ a vehicle’s information and did not fill out all of the required information, the following screen will appear:

The fields requiring attention will be highlighted in red. This information will need to be entered in order to complete and save all information to this vehicle. If you do not have all information available, click the **Close** button and come back at another time to edit the vehicle information.
Upon successful completion of a vehicle’s information, the below screen will show:

At this time, the record was completed and saved successfully. Next, click **Close** and move onto the next vehicle on the list.
When you return to the vehicle information screen, the status will have changed (as shown below).

<table>
<thead>
<tr>
<th>STATUS</th>
<th>BIC PLATE</th>
<th>DMV PLATE</th>
<th>VIN</th>
<th>TRUCK INFO</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>test-1</td>
<td>BICTEST</td>
<td>TESTTESTTESTT</td>
<td>Bering, Mac, 1971</td>
</tr>
<tr>
<td>✓</td>
<td>TEST-2</td>
<td>BICTEST3</td>
<td>TESTTESTTESTT1</td>
<td>Audi, deded, 1968</td>
</tr>
</tbody>
</table>

A green status check mark ✓ notes that those vehicles fully provided the required information and no blank values remain.

<table>
<thead>
<tr>
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<td>BICTEST3</td>
<td>TESTTESTTESTT1</td>
<td>Audi, deded, 1968</td>
</tr>
</tbody>
</table>

If a red warning sign ❗ is displayed, then that vehicle is missing required information and needs attention.
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