



BIC Online Portal

Register Submission Module Guide

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Getting Started

What to Know Before you Go

This guide is to be used for the submission of the following regulatory reporting reports:

1. Customer/broker register submission
2. Customer/broker register exemption submission
3. Customer/broker register submission amendments

For customer/broker register submissions, the following template(s) must be utilized:

Customer Register (for Licensees)

<https://www1.nyc.gov/assets/bic/downloads/CustRegister/CRcsv.zip>

Broker Register (for CL2-Broker Registrants)

https://www1.nyc.gov/assets/bic/downloads/pdf/applications/broker_customer_register_worksheet.xlsx

https://www1.nyc.gov/assets/bic/downloads/pdf/applications/broker_field_list_definition_v2.pdf

You will be uploading these files via the submission module once complete by your company. If your submission is exported out of your company's data system, ensure the format is in line with the above templates (depending on the submission being provided).

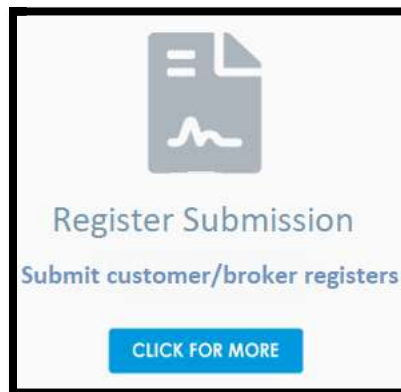
The below guide will walk you through the steps of submitting the required information to BIC.

NOTE: Screenshots in this guide are for presentation purposes only and the system you are utilizing may or may not show all features shown in the below screenshots.

Navigating the Module

Main Screen

Once you have successfully logged in, the main menu appears. Click the Register Submission icon to access the main screen.



Services Update

Services Update

These are the current services you have noted that you provide:

Organics Pickup; Tire Recycling; Construction and Demolition Debris

Please select below if you wish to update them or they are current.

***What would you like to do?**

Update Services Provided

No changes need to be made at this time

The first screen of the submission module is **Services Update**. Utilize this screen to update BIC with the services you provide to customers in the city.

The screen will show you the last known services that have been selected for your company. If no updates need to be done, you can click the **No changes need to be made at this time** and go onto the submission portion of the module.

If you do have services to update/report, click the **Update Services Provided**. A list of pre-determined services will be shown. Select the services which your company provides. If you are also a CL2-Broker registrant, select *Brokering Services* along with the other services you do as a Licensee.

NOTE:

Updating the services you provide will result in your previous choices being overwritten. Please ensure you select all services provided when updating your services.

***Select All Services Provided**

Putrescible (Garbage)

Organics Pickup

Metal

Glass

Plastic

Cardboard/Paper

Brown Grease

Yellow Grease

Tire Recycling

Medical Waste

Paper Shredding

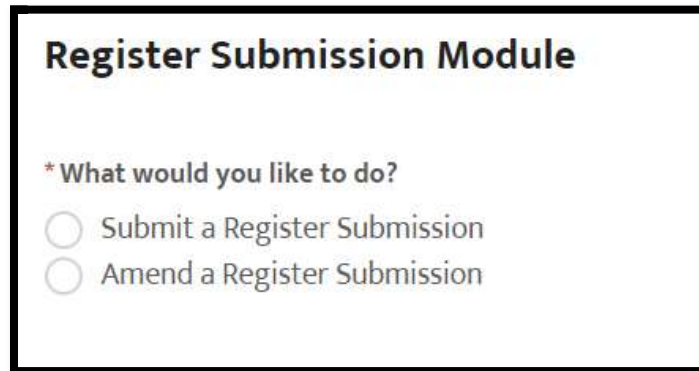
Brokering Services

Construction and Demolition Debris

Cleanouts

Once the services are selected, click **Next**.

Register Submission Module – Register Submission



Register Submission Module

* What would you like to do?

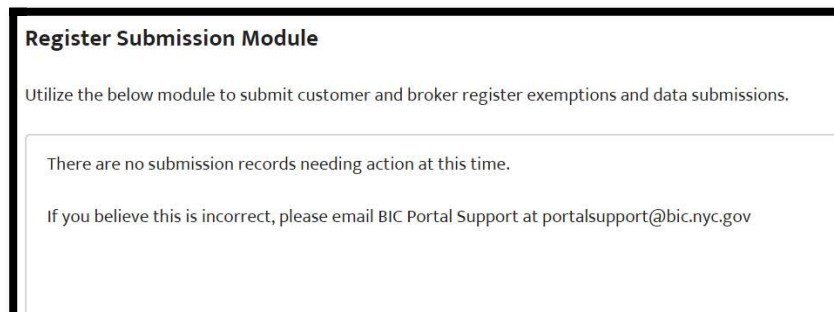
- Submit a Register Submission
- Amend a Register Submission

On the next screen you will notate whether you are submitting a register submission or amending a register submission.

You can only amend a register submission (ie: resubmit or update a data file) if the due date has not passed and the submission was successful.

To submit a submission, click **Submit a Register Submission** and click **Next**.

If there are no submissions available for submitting, the system will note so.



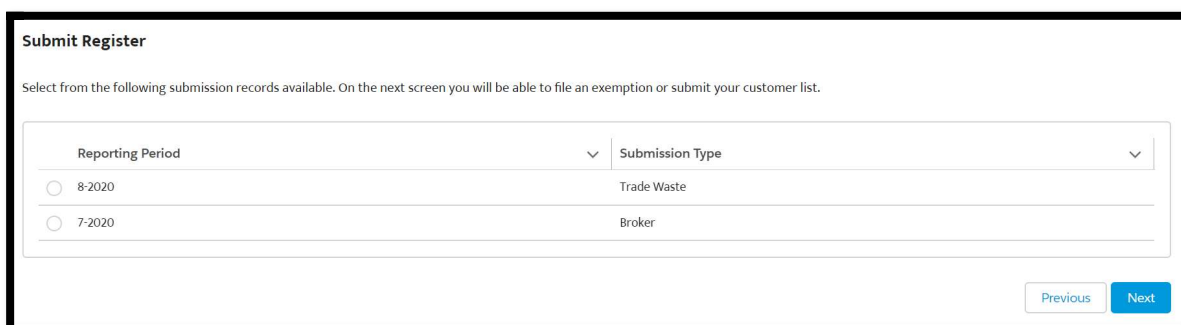
Register Submission Module

Utilize the below module to submit customer and broker register exemptions and data submissions.

There are no submission records needing action at this time.

If you believe this is incorrect, please email BIC Portal Support at portalsupport@bic.nyc.gov

If there are submission records to be entered, they will show as selectable. If you are both a Licensee and CL2-Broker Registrant, both types of register submission records will be available for submission at their appropriate timeframes. Click **Next** once you've selected a reporting period to submit.



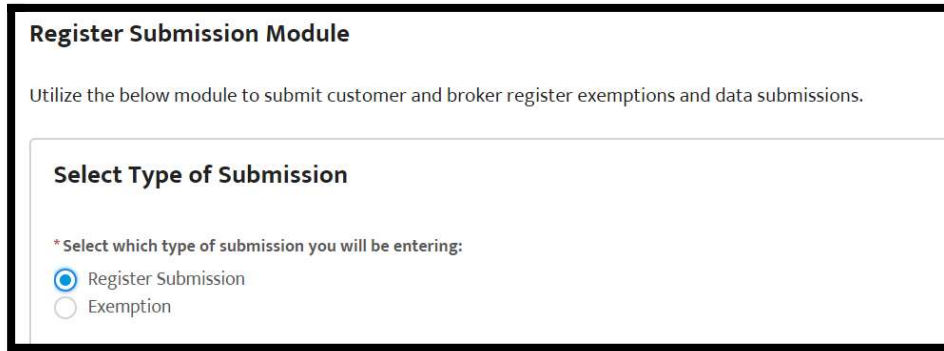
Submit Register

Select from the following submission records available. On the next screen you will be able to file an exemption or submit your customer list.

Reporting Period	Submission Type
<input type="radio"/> 8-2020	Trade Waste
<input type="radio"/> 7-2020	Broker

[Previous](#) [Next](#)

Next, you will select whether you are submitting a **Register Submission** (data file) or an **Exemption Submission**.



Register Submission Module

Utilize the below module to submit customer and broker register exemptions and data submissions.

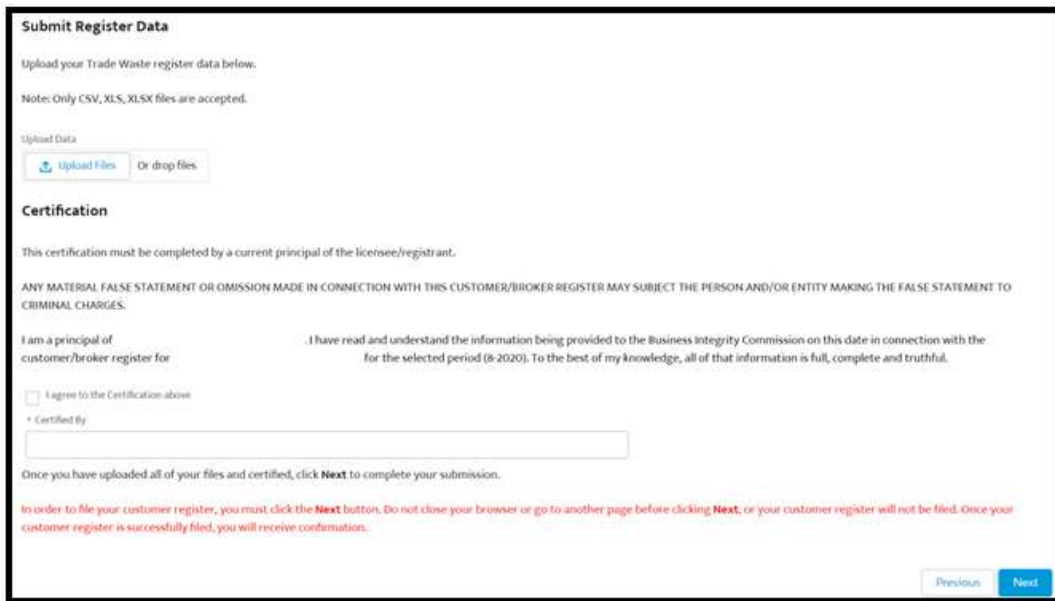
Select Type of Submission

* Select which type of submission you will be entering:

Register Submission

Exemption

Select **Register Submission** and click **Next**.



Submit Register Data

Upload your Trade Waste register data below.

Note: Only CSV, XLS, XLSX files are accepted.

Upload Data

Or drop files

Certification

This certification must be completed by a current principal of the licensee/registrant.

ANY MATERIAL FALSE STATEMENT OR OMISSION MADE IN CONNECTION WITH THIS CUSTOMER/BROKER REGISTER MAY SUBJECT THE PERSON AND/OR ENTITY MAKING THE FALSE STATEMENT TO CRIMINAL CHARGES.

I am a principal of customer/broker register for _____ . I have read and understand the information being provided to the Business Integrity Commission on this date in connection with the _____ for the selected period (8/2020). To the best of my knowledge, all of that information is full, complete and truthful.

I agree to the Certification above

* Certified By _____

Once you have uploaded all of your files and certified, click **Next** to complete your submission.

In order to file your customer register, you must click the **Next** button. Do not close your browser or go to another page before clicking **Next**, or your customer register will not be filed. Once your customer register is successfully filed, you will receive confirmation.

On the next screen, you will upload your data file to BIC. Please note that only CSV, XLS, or XLSX files will be accepted. You must upload a file to continue and complete your submission. Once you upload your data, fill out the certification below.

Once complete, click the **Next** button to complete your submission.

NOTE: In order to file your customer/broker register, you must click the Next button. Do not close your browser or go to another page before clicking Next, or your customer register will not be filed. Once your customer register is successfully filed, you will receive confirmation.

Once you submit and the submission is successful, you will receive a confirmation screen. A confirmation email will also be sent to the email address on file.

Register Successfully Recorded

Your register submission has been successfully recorded. An email was sent to your company email address and user email address on file.

SubmissionID: BIC-CR-20200801-47776

Submission Date: September 10, 2020

Reporting Period: 8-2020

Submission Type: Trade Waste

Register Submission Module – Amendment

If you need to update your data file during the submission period, you can do so by selecting **Amend a Register Submission**. You cannot amend submissions past the due date of the reporting period.

Register Submission Module

* What would you like to do?

Submit a Register Submission

Amend a Register Submission

Follow the same steps that you would for the submission of a register data file above. Once your submission is confirmed, you will receive a confirmation email to the email address on file.

Register Submission Module – Exemption Submission

If you need to submit an Exemption, select the reporting period you would like to submit for.

Submit Register

Select from the following submission records available. On the next screen you will be able to file an exemption or submit your customer list.

Reporting Period	Submission Type
<input type="radio"/> 8-2020	<input type="radio"/> Trade Waste
<input type="radio"/> 7-2020	<input type="radio"/> Broker

Previous Next

Once you click **Next**, select the **Exemption** selection.

Select Type of Submission

*Select which type of submission you will be entering:

Register Submission

Exemption

Note on Exemptions:
You may submit to the Commission an exemption from the register reporting requirements for the selected reporting period if you:

- (1) do not collect putrescible waste or recyclable materials from regular customers;
- (2) do not have any customers in New York City;
- (3) only collect construction and demolition debris; or
- (4) only perform on-call work.

Note on Exemptions:

You may submit to the Commission an exemption from the register reporting requirements for the selected reporting period if you:

- (1) do not collect putrescible waste or recyclable materials from regular customers;
- (2) do not have any customers in New York City;
- (3) only collect construction and demolition debris; or
- (4) only perform on-call work.

Click **Next**.

On the following screen, enter the reason why you are exempt from the submission requirements. The reasons for exemption are noted here in this guide, as well as the main screen of the module.

Once you have entered your reason, fill out the certification and click **Next** to complete submission.

Reason for Exemption

Certification

This certification must be completed by a current principal of the licensee/registrant.

ANY MATERIAL FALSE STATEMENT OR OMISSION MADE IN CONNECTION WITH THIS CUSTOMER/BROKER REGISTER MAY SUBJECT THE PERSON AND/OR ENTITY MAKING THE FALSE STATEMENT TO CRIMINAL CHARGES.

I am a principal of customer/broker register for _____ have read and understand the information being provided to the Business Integrity Commission on this date in connection with the _____, for the selected period (7-2020). To the best of my knowledge, all of that information is full, complete and truthful.

I agree to the Certification above

Certified By

Once you have completed your exemption and certified, click **Next** to complete your submission.

In order to file your customer register, you must click the **Next** button. Do not close your browser or go to another page before clicking **Next**, or your customer register will not be filed. Once your customer register is successfully filed, you will receive confirmation.

NOTE: In order to file your customer/broker register, you must click the Next button. Do not close your browser or go to another page before clicking Next, or your customer register will not be filed. Once your customer register is successfully filed, you will receive confirmation.

Once you submit and the submission is successful, you will receive a confirmation screen. A confirmation email will also be sent to the email address on file.

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>

The screenshot shows the NYC Business Integrity Commission website. The header includes the NYC logo, the text "Business Integrity Commission", and a search bar with "311 Search all NYC.gov websites". There are also links for "한국어" and "Translate", and a "Text-Size" option. The main navigation menu includes "Industries", "News", "Laws & Rules", "Complaints", "About", and "Contact". The "Industries" menu is active, and the page title is "Portal Support Form".

The form itself is titled "Portal Support Form" and contains the following fields and options:

- Carter Information**
- Customer Information**
- Trade Waste Approved Companies**
- Trade Waste Denied Companies**
- Trade Waste Forms**
- Trade Waste Fees**
- Maximum Rates**
- Trade Waste Decals**
- Safety Resources**
- Regulatory Reporting**
- Trade Waste Advisory Board**

Form fields include:

- BIC File#:** *
- Company Name:** *
- Name of person submitting information:** *
- Phone Number (numerals only):**
- E-mail Address (e.g., test@example.com):**
- Do you need a password reset?** (Radio buttons for Yes and No)
- Please explain the problem you are having with the portal.**

At the bottom of the form, there are social media sharing icons for Facebook, Twitter, LinkedIn, and YouTube, along with a "Share" button.

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