BIC Online Portal

Side Guard Reporting Module Guide
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Getting Started

What to Know Before You Go

This guide is to be used for reporting vehicle side guards for those vehicles that meet the criteria set forth in Local Law 56 of 2015 as amended by Local Law 108 of 2021 (codified in section 16-526 of the Administrative Code).

Beginning on January 1, 2023, all trade waste companies are required to comply with Local Law 56 of 2015 (as amended by Local Law 108 of 2021), which requires the installation of side guards on trade waste hauling vehicles that have a Gross Vehicle Weight Rating (GVWR) over 10,000 pounds.

This guide will walk you through the steps for submitting information to BIC for each vehicle that meets the above criteria.

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 screenshots.
Navigating the Module

Main Screen

Once you have successfully logged in, the main menu appears. Click the Side Guard Reporting icon to access the main screen.
Select Vehicle

At the main screen of this module, vehicles that meet the criteria will be displayed. Individual submissions must be made for each vehicle shown.

Side Guard Reporting

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Use this page to provide proof of side guard compliance for each applicable vehicle in the BIC Vehicle Management console.

If you do not see your vehicle listed below and you do have side guard information for that vehicle and the GVWR is over 10,000 lbs, first go to the vehicle management console and select ‘yes’ for that specific vehicle having side guards. Then, the vehicle should appear below.

<table>
<thead>
<tr>
<th>Vehicle VIN</th>
<th>BIC Plate #</th>
<th>DMV Plate #</th>
<th>DMV Plate State</th>
<th>Date Side Guard Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>TESTTESTTESTTEST</td>
<td>TEST-2</td>
<td>BICTEST3</td>
<td>FL</td>
<td>Aug 17, 2022</td>
</tr>
</tbody>
</table>

You have 1 vehicle(s) that meet the criteria of Admin. Code § 16-526 but have not noted that each vehicle is equipped with side guards. Please update via the vehicle management console.

Resources:
NYC Admin Code 16-526

Select the vehicle you want to report on by clicking in the selection circle indicated in the below image, then click Next.

The last time a vehicle was updated will be displayed, as well as the related law in the Resources section. If the ‘Date Side Guard Last Updated’ field is blank, then the vehicle has not been reported on yet.

NOTE: First, make sure the Vehicle Management Portal record has been updated to “Yes” for all vehicles with side guards installed. If a vehicle meets the criteria but has not been noted as having side guards, the following warning will appear:

You have x vehicle(s) that meet the criteria of Admin. Code § 16-526 but have not noted that each vehicle is equipped with side guards. Please update via the Vehicle Management module.

Please go to the Vehicle Management module to update whether that vehicle has side guards installed, then return to this module.

Side Guard Reporting

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You have 1 vehicle(s) that meet the criteria of Admin. Code § 16-526 but have not noted that each vehicle is equipped with side guards. Please update via the vehicle management console.
On the left side of the Update Vehicle page, a summary of the vehicle information selected is displayed. In the center of the page, upload an image for each vehicle side as indicated (only JPG, PNG, PDF accepted):

**NOTE:** Upload one (1) file per side of the vehicle. If all vehicle sides are in one file, upload that file for each - three times. For example, if your file is a PDF containing all three vehicle sides, then upload the same PDF file for each vehicle side. If you upload the wrong file, click the x on the file preview and reupload.
1. Driver Side (required) The BIC plate MUST be visible in photo.

2. Passenger Side (required) The BIC plate MUST be visible in photo.

3. Front Side (required) The DMV plate MUST be visible in photo.

You may also upload any additional information (optional) as indicated, including but not limited to, the below document types (only JPG, PNG, PDF, DOC, DOCX, XLS, XLSX, CSV accepted):

- Invoices
- Installation Information

After all files are uploaded, certify the information by entering your name and click Complete Submission.
Once the submission is completed, the following screen will appear:

**Side Guard Reporting**

Your submission has been completed. Please click **Done** to restart the side guard reporting module and update another vehicle.

Click **Done**.

The module will reset showing the vehicle you submitted with an updated ‘Date Side Guard Last Updated’ (*see below*) and any other vehicles available to be reported on.

**Side Guard Reporting**

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<td>TEST-2</td>
<td>BICTEST2</td>
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</table>

Please continue to report on all vehicles not yet updated.
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