BIC Online Portal

Subcontract Application Guide
Contents

Getting Started ........................................................................................................................................ 2
  What to Know Before you Go ............................................................................................................ 2
Applying for the Subcontract Application .............................................................................................. 3
  Main Screen ........................................................................................................................................ 3
  Application .......................................................................................................................................... 4
Support .................................................................................................................................................... 7
  Website ............................................................................................................................................... 7
  Phone ................................................................................................................................................... 7
Getting Started

What to Know Before you Go

This guide is to be used for the application of active (approved or pending renewal) LICENSE class companies with the Business Integrity Commission to subcontract trade waste removal services to another active LICENSE class company via the BIC Online Portal.

The subcontract should be completed by the “Prime Contractor” who is the licensee seeking to subcontract its contractual waste removal services to another licensee. The licensee who is seeking to perform the waste removal services is known as the “Subcontractor”.

This system also allows licensees who have active (approved) subcontracts to reapply with the Commission for approval before the effective subcontract expires; as a reminder, a subcontract has a valid maximum duration of two years.

A subcontract cannot have a start date fewer than 30 days from the date of submission.

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.
Applying for the Subcontract Application

Main Screen

Once you have successfully logged in, the main menu appears. Click the Subcontract Application icon to access the main screen.
On the main screen you will see the following information:

1. **Subcontract Application**: This button will allow you to enter a new subcontract and submit it for review by the Commission.

2. **Existing pending and approved subcontracts**: The table will show all subcontracts that have been approved by or are pending approval of the Commission* . If you have submitted a subcontract to renew an existing subcontract (the “reapplied” column), then the reapplied subcontract will show as pending while the existing active one shows as approved. Once the end date passes, the approved subcontract will not show anymore as it is no longer active.

   *Subcontracts entered prior to April 2019 may not have all financial information/justification information available. This is due to the migration of the subcontract application to the online portal.

Clicking the Subcontract Application button allows for the submission of a new subcontract to the Commission. The layout of the application is similar to the below:
Enter all information requested and click Submit Application to submit the application to BIC for review.

3. **Reapply**: This column displays information relating to the status of a subcontract able to be submitted for another maximum two-year period. A subcontract cannot be reapplied until at least 90 days before the end date of that subcontract. It also cannot be reapplied if it has already been reapplied and is pending a decision. If it is available, a Reapply button will show on the screen as below:

![Reapply button](image)

Once clicked, the button will copy all the information about that subcontract and it can easily be filled out and submitted. Any existing information copied can be changed if needed, with the exception of the note below. Financial and justification information is cleared out for reappplies of a subcontract.

**NOTE**: Neither the customer name nor the subcontractor can be changed for a reapply for a subcontract. If these have changed, a new subcontract must be submitted.
Once submitted, a confirmation message will show at the top of the screen:

![Success](image.png)

The information entered will also be available in the table noted above. To print the application for your records, you can click the customer name in the table and then click the Print button in the upper right hand corner.
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