eFiling: Registration Changes for Filing Representatives

Filing Representatives have been added to eFiling as a new license/tradesperson type. To sign up for eFiling as a Filing Representative, you will be required to enter your Department-issued Identification Number and provide your Company Name.

All Filing Representatives must submit their Authentication/Enrollment Form for eFiling enrollment to the Limited Alteration Application (LAA)/Permit Renewal and Hub Authentication Unit in-person or by mail accompanied with the following documentation:

In-person

- The original Authentication/Enrollment Form must be notarized, dated, and signed by the applicant whose name appears on the form.

In-person submissions must be dropped off between 9:00am-3:45pm (Monday through Friday) to the Limited Alteration Application/Permit Renewal and Hub Authentication Unit Customer Service window, located on the 5th floor at 280 Broadway.

By Mail

- Include the original Authentication/Enrollment Form which must be notarized, dated, and signed by the applicant whose name appears on the form.

and

- Provide a copy of a Department-issued identification card that matches the name of the applicant reflected on the Authentication/Enrollment Form.

All Authentication/Enrollment Forms must be mailed to:
New York City Department of Buildings
LAA/Permit Renewal and Hub Authentication Unit
Attn: eFiling Enrollment
280 Broadway 5th Floor
NY, New York 10007
All Filing Representatives currently registered in eFiling as preparers will need to add their Department-issued ID # in eFiling:

1. Login to eFiling and select **Manage Your Account**

   ![Manage Your Account](image)

   - Enter your Department-issued Identification Number and Company Name, then click Submit.

   ![Manage Your Account](image)

   - Submit the Authentication/Enrollment Form to the Limited Alteration Application (LAA)/Permit Renewal and Hub Authentication Unit in-person or by mail per the above steps.

**Post Until: INDEFINITELY**