NYC.ID Overview

ACRIS now uses NYC.ID, the city-wide identity management system, for logging in. Existing NYC.ID accounts can be used to associate to existing ACRIS Customer Profiles. All Cover Pages, eTax transactions, EDS subscriptions and eUCC submissions are created at the Customer Profile level.

If a NYC.ID account doesn't already exist, a new NYC.ID account must be set up.

(Internal DOF staff uses their email addresses as NYC.ID accounts. If the staff needs to create Cover Pages, or eTax transactions, they would need to associate their email address to an ACRIS Customer Profile.)

The following applications have been modified to use NYC.ID for logging in:

1) Cover Page
   a) Log in Screen
   b) New Account Creation Screen
   c) Profile Selection Screen
   d) Tax Forms / Cover Page Screen
   e) Modify ACRIS / NYC.ID Profile
      i) Edit Profile Information
      ii) Edit NYC.ID Account Information
      iii) Change NYC.ID Password
      iv) Edit NYC.ID Security Questions

2) EDS
   a) Log in Screen
   b) EDS Home Screen

1. Cover Page
   This section addresses the changes in the Cover Page application.

   A. Log In

   The ACRIS Tax Forms/Cover Pages Log in screen will now require that the NYC.ID email (address) is entered. The Password is the NYC.ID password.

   1. Enter a verified NYC.ID Email address and password.
   2. Click on Account Log In to log into Cover Page.
   Result: The Profile Selection screen opens.
   3. If a new NYC.ID account needs to be created, click on the Create an Account button.
   Result: The New Account screen opens.

   Note: If an ACRIS Customer ID and Keyword is entered, the following page is displayed.
B. New Account

1. Enter a valid email address, password (using criteria on screen), and confirm password.
2. Select three Security Questions and enter an Answer for each Security Question.
3. Click on Create Account button.

**Result:** The Email Verification screen opens.
1. Click on the Proceed button to return to the ACRIS Tax Forms/ Cover Page Login page.

Once the email link within the Verification email sent to the customer’s email address is clicked, the account has been verified.

**Result:** The Cover Page Log In screen opens.

C. Profile Selection

Once the NYC.ID email has been verified, the customer can log in using the email address.

1. Select an ACRIS Profile from the dropdown and click on Continue to log in.

**NOTE:** The Profile dropdown will display all ACRIS Profiles associated in steps 3 and 4 below.

**Result:** The Tax Forms / Cover Page Screen opens.

2. Click on Create a New ACRIS Profile.

**Result:** The New ACRIS Profile screen opens (there is no change in how this existing screen is completed).

3. Click on Associate an Existing ACRIS Profile to open the legacy ACRIS Customer ID and Keyword fields

4. Enter in the Legacy ACRIS Customer ID and Keyword and click on Associate

**Result:** The legacy ACRIS profile is now associated to this NYC.ID email address.
D. Tax Forms / Cover Page Screen

1. To change the profile that is already associated to this NYC.ID email address, click on the desired profile in the Switch Profile dropdown.

Result: The Tax Forms / Cover Page Screen remains open but all new Cover Page and eTax actions will be filtered using the new Profile.

2. To modify the ACRIS / NYC.ID profile, click on Modify ACRIS / NYC.ID Profile.

Result: The Modify ACRIS/NYC.ID Profile screen opens.

E. Modify ACRIS / NYC.ID Profile Screens

i. Edit Profile

To modify the profile that is already associated to this NYC.ID email address,

1. Edit the Account Name, Address, and Contact Information

2. Click on the Save button

Result: The Tax Forms / Cover Page Screen is displayed and the Customer Profile information is changed.
To change the NYC.ID email address used for logging in to ACRIS, click on Modify ACRIS / NYC.ID Profile and select Edit NYC.ID Account Information.

1. Enter and confirm the new email address.
2. Enter the password to confirm the change
3. Click on the Save button

**Result:** The Tax Forms / Cover Page Screen is displayed and the NYC.ID email address used to log in is changed.

To change the NYC.ID password used for logging in to ACRIS, click on Modify ACRIS / NYC.ID Profile and select Change NYC.ID Password.

1. Enter the old password.
2. Enter and confirm the new password.
3. Click on the Save button

**Result:** The Tax Forms / Cover Page Screen is displayed and the NYC.ID password used to log in is changed.
iv. Edit NYC.ID Security Questions

To change the NYC.ID security questions used for logging in to ACRIS, click on Modify ACRIS / NYC.ID Profile and select Edit NYC.ID Questions.

1. Select new Security Questions and Answers.
2. Enter the password to confirm the change.
3. Click on the Save button

Result: The Tax Forms / Cover Page Screen is displayed and the NYC.ID security questions are changed.

2. EDS

This section addresses the changes in the EDS application.

A. Log In

The ACRIS Tax Forms / Cover Pages Log in screen (also used for EDS Log in) will now require that the NYC.ID email address is entered. The Password is the NYC.ID password.

1. Enter a validated NYC.ID Email address and password
2. Click on Account Log In to log into Cover Page.

Result: The EDS Home Screen remains open

3. If a new NYC.ID account needs to be created, click on the Create an Account button.

Result: The New Account screen opens.
B. EDS Home Screen

1. To change the profile that is already associated to this NYC.ID email address, click on the desired profile in the Switch Profile dropdown.

Result: The EDS Home Screen remains open but all new EDS actions will be filtered using the new Profile.

End of NYC.ID.
Cover Page Overview

There are 5 cover page enhancements for ACRIS. These enhancements are:

A. Cover Page Property Type Validation.
B. Cover Page Popup Reminder When Modifying.
C. Cover Page Mortgage Refinance Indicator.
D. Cover Page MRT EIN.
E. Cover Page for Co-ops.

This process card will address enhancements A thru D above, which can be addressed with a single property example.

Note: For Cover Page Enhancements, the following steps that start the general ACRIS Cover Page process are not captured in these process card steps:

1. From the ACRIS Main Options page, select the Create Tax Forms/Create Cover Page option.
2. Log in and select the Profile ID.

A. Cover Page Property Type Validation Overview

This cover page enhancement enables ACRIS to validate the property type selected on the Property tab against the RPAD Building Class database and thus reduce errors made in selecting the Property Type. A mapping table stores the ACRIS Property Type to RPAD Building Class mapping. If the property type does not match the property type associated to the Building Class, the Property Type dropdown changes to the value that has been mapped. The customer can change the Property Type dropdown again to another value, if so desired.

The Cover Page Property Type Validation process consists of 2 steps:

1. On the Property tab select the Property Type.
2. Click Find BBL or Find address and the Property Type may be changed to the property type mapped to the Building Class of the address.

(1) Complete the Property Tab

Public user selects the Create New Cover Page and creates a new cover page form. Public user completes the Document tab, and clicks Next when complete.

1. Complete Property Attributes section.
   Note: Select Property Type = Religious Structure.
2. Complete Property Address section.
   Note: Use Instructor provided address for a property known to be Property Type <> Religious Structure.
3. Click “Find BBL” and review Property Type
Results: The Property Type is updated to display what has been mapped to the Building Class of the address. The customer can change the Property Type dropdown again to another value, if so desired but Find BBL or Find address should not be clicked again.

Note: Find Address also performs the same check for the Property Type mapped.
B. Cover Page MRT EIN Overview

This cover page enhancement enables a public user to enter the optional Employer Identification Number (EIN) for a cover page that has a Mortgage Recording Tax (MRT).

The Cover Page MRT EIN process consists of 2 steps

1. Select a Document Type that has the Mortgage Recording Tax tab enabled
2. In the Parties tab, under the Party 1 or Party 2 or Party 3 sub-tab, select the Business radio button

(1) Complete the Party Tab

Public user selects the Create New Cover Page option and creates a new cover page form. Public user is in the Parties tab.

1. Click Business radio button in Name section of Mortgagor/Borrower sub-tab of Parties tab and enter business information.

   **Note:** New optional EIN field is displayed.

2. Enter required information for business address.

3. Optionally enter the EIN.

4. Click “Add name”.

**Result:** The business information loads in the table.

5. Click “Mortgagee/Lender” sub-tab and follow the same steps.

   **Note:** This field is enabled for all Business Parties if the document has the Mortgage Recording Tax sub-tab enabled.
C. Cover Page Mortgage Refinance Indicator Overview

This cover page enhancement enables a public user to optionally designate if the mortgage being recorded is a refinance.

The Cover Page Mortgage Refinance Indicator process consists of 1 step:

1. Review/complete Fees & Taxes sub-tab.

(1) Complete “Fees & Taxes” sub-tab

Public user completes the “Fees and Taxes”.

1. Click “Fees & Taxes” tab.
2. Optionally select Yes / No to identify if the mortgage is a refinance.

End of Cover Page Mortgage Refinance Indicator Enhancement.
D. Cover Page Popup Reminder When Modifying Overview

This cover page enhancement reminds a public user when they are about to modify an existing cover page that has been saved to reprint the Cover Page. The existing message for Cover Pages associated to RPTT or RETT is modified as well.

The “Cover Page Popup Reminder” process consists of 1 step:

1. After completing the “ACRIS Cover Page” process, edit a saved cover page.

(1) Edit a Saved Cover Page

Public user clicks “Edit” on the last Cover Page screen. Public user may or may not complete the Cover Page.

1. Click “Edit”.

2. Popup message appears indicating that public user will need to verify that all information is complete and print a new cover page.

Result: The public user can click “OK” to proceed with cover page edits or “Cancel" to return to existing cover page transaction screen.

Note: The existing RPTT/RETT associated Cover Page message is changed with additional wording.
Cover Page Overview

There are 5 cover page enhancements for ACRIS. This process card will address the following cover page enhancement (designated E based on Cover Page Process Card #1):

E. Cover Page for Co-ops.

Note: For all Cover Page Enhancements, the following steps that start the general ACRIS Cover Page process are not captured in these process card steps:

1. From the ACRIS Main Options Page, select the Create Tax Forms/Create Cover Page option.

2. Log in and select the Profile ID.

E. Cover Page for Co-ops Overview

This cover page enhancement enables ACRIS to restrict the document types if the eTax transaction associated with the cover page has co-op properties only.

The Cover Page for Co-ops process consists of 3 steps:

1. Create an eTax transaction with only co-op properties.


3. Complete the top portion of the Document Tab for an existing Co-op eTax Transaction ID.

(1) Complete the Document Tab

Public user creates and completes a new tax form with only co-op properties. Public user selects the Create New Cover Page.

1. Select Document Class and Document Type.

Note: Select Document Class = “Deeds and Other Conveyances” and Document Type = “Deed”.

2. Click on screen (or in another text box).

Result: Screen refreshes with Tax Transaction ID option available.

3. Enter Tax Transaction ID and corresponding Borough/Block/Lot information.

4. Click “Retrieve/Release Data”.

Result: After agreeing that all previously entered data will be overwritten, the user receives a message that the eTax Transaction ID is for a co-op RETT, and that only certain document types will be available (only a single document type can be created).
The following message is displayed if the Tax Transaction is a Co-op RPTT (only a single document type can be created):

![Message from webpage](image1.png)

The following message is displayed if the Tax Transaction is a Co-op RPTT & RETT (only a single document type can be created):

![Message from webpage](image2.png)

5. Click “OK”.

6. Document Class is automatically set to Other Documents.

7. Document Type is automatically set to the configured value. No other options are available.

**Result:** The Document Class and Document Type have automatically updated to the appropriate values.

Note: To restore the dropdowns, clear the Tax Transaction ID, and click on Retrieve/Release Data.
eTax Enhancement Overview

There is 1 eTax form enhancement for ACRIS. This enhancement is:

A. HPD Affidavit in Lieu of Registration Form

This enhancement includes actions being taken in Cover Page/Property Type Validation which is not covered in this process card. Any functionality outside of this specific eTax enhancement is presented as existing functionality.

Note: For eTax Enhancements, the following steps that start the general ACRIS Cover Page process are not captured in these process card steps:

1. From the ACRIS Main Options Page, select the Create Tax Forms/Create Cover Page option.
2. Log in and select the Profile ID.

A. HPD Affidavit in Lieu of Registration Form Overview

This eTax enhancement enables customers to create the HPD Affidavit in Lieu of Registration Form directly in eTax without retrieving the form elsewhere, manually completing it, and attaching it to the eTax form. The Affidavit in Lieu of Registration tab is available and required if the property transfer involves an HPD eligible property.

The HPD Affidavit in Lieu of Registration Form consists of 4 steps:

1. Complete the Property Information Tab.
2. Complete the “Affidavit in Lieu of Registration Form” Tab.
3. Print the tax forms.

(1) Complete the Property Information Section

Public user selects the Create Tax Forms option and creates a new RPTT tax form. Public user completes the Grantor and Grantee information sections, and clicks Next when complete.

1. Select Property Type.
2. Select description for the property.

Note: The HPD Affidavit tab will be triggered for any description other than “NONE OF THE ABOVE”.

3. Complete property information section (Borough/Block/Lot and Address).
4. Click Add Property button.

5. Complete the remaining RPTT tabs and click new HPD Affidavit tab.

Result: The HPD Affidavit tab loads.

(2) Complete the HPD Affidavit Information Section

1. Select Affidavit-Eligible Property from drop-down list

   Note: This lists all properties from the Property Information tab that are HPD-eligible properties.

2. Select Party to Copy from drop-down list

   Note: This list will be populated based on Grantors/Grantees entered in corresponding section of “General Info”). If a party is selected, information entered in the Grantor/Grantee section is copied to the contact information and can be edited. Any changes made in this tab does not affect the contact information elsewhere in eTax

3. Enter the Party title and select the applicable Document Type from the Affidavit in connection with dropdown and click Add HPD Affidavit Button.

Result: Information is loaded to the table.
(3) Display the HPD Affidavit in Lieu of Registration

On the eTax transaction screen, click Draft / Final / Print All Forms button.

The Affidavit in Lieu of Registration Statement is generated as part of the ACRIS tax documents.

End of eTax HPD Affidavit in Lieu of Registration Statement Enhancement.
**Document Search Overview**

There are 3 document search enhancements for ACRIS. These enhancements are:

A. Document Search for Document Type by Date Range and All Boroughs.

B. Document Search for Co-op Units.

C. Document Search: Search Results to display Document Date.

**A. Document Search for Document Type by Date Range and All Boroughs Overview**

This search enhancement enables search for documents by date range of the last 31 days, and to search across all boroughs.

The “Document Search for Document Type by Date Range and All Boroughs” process consists of 5 steps:

1. Select the Search Property Records option.
2. Select Document Type option.
3. Enter the search criteria.
4. Review Search Results.

**1 (1) Select the Search Property Records Option**

![Search Property Records Option](image)

1. Click “Search Property Records”.

**Result:** The “Document Search Option” page opens.
(2) Select Document Type Search

1. Click “Document Type”.

   Results: The search screen opens.

(3) Select Search Criteria

1. Select Document Class.
2. Select Document Type
3. Choose “Select Date Range” option of “Last 31 days”.
4. Choose “Select Borough/County” option of “ALL BOROUGHS”.

   Note: Select Date Range now includes “Last 31 days”, and Select Borough/County now includes “ALL BOROUGHS”.

5. Click Search button.

   Results: The search is performed and results presented.
(4) Review Search Results

End of Document Search for Document Type by Date Range and All Boroughs Enhancement.

1. Results are returned for a date range of last 31 days.
2. Results are returned for multiple boroughs.
3. Document Date is displayed in results window.

**Note:** Search Results display of Document Date is a separate enhancement, but is noted here since it is included in the results window. A later section of this training material will present the display Document Date for all searches.
B. Document Search for Co-op Units Overview

This search enhancement enables search for documents by individual Co-op Apartment based on unit number.

The “Document Search for Co-op Units” process consists of 5 or 4 steps, but can be accessed via multiple pathways as noted below:

1. Select the Find Addresses and Parcels option.
2. Enter the search criteria for property address (including unit) and find BBL.
3. Click Document Search by BBL to load Search by Parcel Identifier page with Parcel Identifier (Borough, Block, Lot, Unit) populated.
4. Search by Parcel Identifier.
5. Review Search Results.

- OR Alternate Process -

1. Select the Search Property Records option.
2. Select Parcel Identifier (Borough, Block, Lot) option.
3. Enter the search criteria on the Search by Parcel Identifier page and perform search.
4. Review Search Results.

Note: Both pathways access and utilize the same pages, but depending on the option selected in step 2 the order of page presentation will be altered as noted above.
(2) Enter Property Address Information

1. Enter Property Address, including Unit.
2. Click Find BBL.

Results: The property information “Lookup” page refreshes with Property Borough/Block/Lot information populated.

(3) Select Lookup Criteria

1. Property Borough/Block/Lot information is populated.
2. Click “Document Search by BBL”.

Results: The “Search by Property Identifier” page loads with BBL and Unit # populated.
(4) Search by Parcel Identifier

1. The Borough, Block, Lot, and Unit values are populated from previous search.
2. Enter additional document search criteria.
3. Click “Search”.

Results: The Search Results By Parcel Identifier screen is displayed.

Note: Clicking the “ADDRESS AND PARCEL LOOKUP” button at this point will open a blank property information “Lookup” page (see previous). This would be process step 3 if the Search Property Records option was selected using alternate process step 2.

(5) Review Search Results

1. The unit number is listed in the “Current Search Criteria” window.
2. Results are returned for the specific co-op unit.
3. Document Date is displayed in results window.

Note: Search Results display of Document Date is a separate enhancement, but is noted here since it is included in the results window. A later section of this training material will present the Document Date display for all searches.
Alternate method to search by unit

(1) Select the Search Property Records Option

1. Click on Search Property Records.

(2) Search by Parcel Identifier

1. Select the Parcel Identifier search option.
1. Enter Borough, Block, Lot, and Unit values.
2. Enter additional document search criteria.
3. Click “Search”.

Results: The Search Results By Parcel Identifier screen is displayed as above.
C. Document Search: Search Results to display Document Date Overview

This search enhancement enables search returns to display Document Date for all ACRIS document searches.

The “Search Results to display Document Date” process consists of 2 steps:

1. Select and execute the appropriate search (applies to the searches noted in the following step).
2. Review search results. The following search results screens are modified for this enhancement.
   a. Party Name
   b. Parcel Identifier
   c. Document Type
   d. Transaction Number

Since these are existing ACRIS document searches, the entire search process will not be presented for each individual search. Only the updated search results page will be presented to illustrate the document date enhancement.

(1) Select the Search Property Records Option

1. Click “Search Property Records”.

Result: The Document Search Option page opens.
(2) Select Search Type

1. Click one of the following searches.
   a) Party Name
   b) Parcel Identifier
   c) Document Type
   d) Transaction Number

Results: The appropriate search is performed and results presented.

(3a) Party Name Search Results

1. Document Date is displayed in results window.
(3b) Parcel Identifier Search Results

1. Document Date is displayed in results window.

(3c) Document Type Search Results

1. Document Date is displayed in results window.
(3d) Transaction Number Search Results

Search Results By Transaction Number

End of Document Date Search Results Enhancement.

1. Document Date is displayed in results window.
NYS TP-584 Overview

Following are changes to the NYS TP-584 eTax form for ACRIS reflecting the 4/13 version of the form:

A. A new choice in the Grantor & Grantee type of ‘Single Member LLC’

B. New text and EIN/SSN fields to capture single member details when Grantor or Grantee is a ‘Single Member LLC’

C. A new choice ‘R’ for Condition of Conveyance; the choice for ‘Other’ becomes letter ‘S’

D. Choice ‘L’ is removed from Schedule B, Part III

E. Schedule B Part 1 line 5 – added ‘for tax previously paid’ after ‘Amount of credit claimed.’

F. New field for the ‘SWIS code’

This process card addresses changes A through F above. The detailed steps to start the general Tax Form process and complete eTax forms are not captured in these process card steps as they have not changed.

A. The Grantor & Grantee type of ‘Single Member LLC’

B. New text and EIN/SSN fields to capture single member details when Grantor or Grantee is a ‘Single Member LLC’

1. If creating the RPTT first, if applicable select ‘Single Member LLC’ for the Grantor/Grantee party type.

2. If ‘Single Member LLC’ is selected as the party type, complete the Single Member fields: select the Single Member Type (INDIVIDUAL or BUSINESS) and enter the single member name and SSN or EIN (as applicable) of the single member.

3. The PDF for the RPTT will show “Other” as the party type and will not display the Single Member name and SSN/EIN.

4. The grantor/grantee information from the NYC RPTT eTax form auto-populates the ‘Single Member LLC’ to the RETT / NYS TP-584 eTax Grantor/Grantee screen. If not creating the RPTT first, complete the RETT Grantor/Grantee screens as in #1 and # 2 above. The PDF for the TP-584 will show ‘Single Member LLC’ as the party type and will display the Single Member name and SSN/EIN.
C. New choice 'R' for Condition of Conveyance. The choice for 'Other' becomes letter 'S'

1. Click the 'Condition of Conveyance' tab
2. The new choice ‘R’ is the next to last checkbox.
## D. Choice 'L' was removed from Schedule B, Part III

1. Click on 'Schedule B' tab.
2. The last choice is now 'K'

## E. Schedule B Part 1 line 5 – added ‘for tax previously paid’ after ‘Amount of credit claimed.’

The wording has been revised to indicate that the 'Amount of Credit Claimed' is ‘for tax previously paid’

## F. New field for the 'SWIS code'

The six digit SWIS code will display on the PDF for each property. Since the City of New York has a single code (650000) the user does not enter the code on the property screen.

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**End of NYS TP-584 eTax enhancements and changes.**