A User Guide to
ICAP Certificate of Continuing Use
Online Renewals

A step-by-step guide to help you complete the renewal application online

October, 2016
Introduction

This guide is designed to assist you with completing your ICAP CCU form.

In the following pages, we provide a step-by-step manual with detailed explanations to help you navigate the Department of Finance's new online system and to submit your ICAP CCU form with ease.

We also have a Frequently Asked Questions (FAQs) document, which you can find on our Website at www.nyc.gov/ICAP

You may always request help by visiting http://www.nyc.gov/contacticipicap or contacting 311.
Helpful Hints for using the system

Required Fields

Throughout this system you will be asked to provide information and answer questions. There are certain fields that are required in order to move between screens or submit an ICAP CCU form. If at any time you try to submit information by clicking Confirm or Submit Form and there is an error, you will see the message below. Fields that are blank or filled-in incorrectly will be highlighted in red like this:

Once you have made the necessary corrections, you will be able to submit and move to the next section.

Text boxes

A text box will appear if you answer YES to a question. Text boxes require a minimum of 25 characters. You must expand on your answer if you get an error message.

Time out

Like many online applications, if you have no activity for one hour, you will lose all of your information, so be sure to submit or save your form if you plan to be away from your computer.

Navigating the website

The grey banner that is at the top of each page contains important pieces of information and allows you to jump to different pages at any time.

The grey bar above allows you to:

A. Jump to the Property List to see the BBL that requires an ICAP CCU form to be completed.
B. Jump to Owner Information so you can see what information you confirmed for the owner and contact information.
C. Jump to Contact Us if you have questions.
D. Click Change Password to allow automatic password reset.
E. Click Log off when you are ready to exit the application. All of your saved work can be completed or accessed when you log in again.
Log in – Screen 1

On the Welcome page, you will be asked to enter your User ID and password to log in. The User ID and password can be found on page 1 of the letter you received in September. User IDs and passwords are case-sensitive, so enter them exactly as they appear.

Helpful hint: Be sure not to mistake “0” for “O” or “1” for “l”.

If you mistype your User ID or password, you will see an error screen like this:

If this is your first time logging in, you will see Profile Information – Screen 2. If you have logged in before, your next screen is Property List – Screen 3, so you may proceed to page 7.
Change Password

If you used the online renewal portal last year and you forgot your password, you may click Forgot your password? The password will be sent to the email address you submitted last year. If you did not submit online last year, you will have to use the password from the letter sent in October.

Click Change Password in the grey bar.

Helpful Hints:

- Be sure not to mistake 0” for “O” or “1” for “l”.
- Be sure to select a password with at least 6 characters, including at least one letter or one number.
- Be sure to re-type the new password in both the New Password Field and Confirm Password field exactly the same.
- Be sure to click “Change Password” to make the change or “Cancel” to start over or keep the original password.
If your changed password is successful, you will see a screen like this:

![Change Your Password](image)

Your password has been changed!

Continue

You will also receive a confirmation email to the address you provided that the password has been changed.

If your new password is not successful, you will see an error message like this:

![Change Your Password](image)

Current Password: ********

New Password: ********

Confirm Password: ********

New Password must meet minimum criteria.

Change Password  Cancel

Retype the password and confirm it and click “Change Password” again.
Profile Information – Screen 2

Please review and update the information on this screen. You may change the mailing address or contact information at any time by clicking Owner Information on the grey bar. The only field you cannot modify is the ‘Name’ field within the Profile Information section. If the name displayed in this box is incorrect, please contact us at http://www.nyc.gov/contacticipicap.

Helpful Hints:

- Federal EIN must be entered as 9 digits, first 2 digits in the first field and last 7 digits in the second field.
- Daytime Phone must be entered as 9 digits, no spaces or hyphens.
- Enter Phone Extension if you have one.
Property List – Screen 3

This screen lists the Borough-Block-Lot that receives an ICAP property tax abatement. All properties that receive an ICAP property tax abatement are required to complete an ICAP CCU form every other year.

Understanding the Property List:

The property listed presents the property address (where the property is located), the BBL, Application Number, Status and Type of Form.

Status describes the status of the ICAP CCU form. A renewal form can be in one (1) of three (3) different statuses:

1. Not-Started – you have not clicked the link to open the form.
2. In Progress – you have started to complete the form, but were not able to finish. Your work has been saved.
3. Completed – you have opened, completed and submitted the form. A confirmation email has been sent to the email address you provided to acknowledge that the form has been submitted.
Completing a CCU Renewal form

Reminder: Renewal forms are due by January 5, 2017. We encourage you to file as quickly as possible to allow us time to get back to you if we have questions.

Property Information is displayed at the top.

2015/16
ICAP CCU Form

Please complete this form by January 5, 2014. Forms must be received by this date to keep the property tax exemption. Please visit DOF’s Website for a user guide and FAQ.

<table>
<thead>
<tr>
<th>Property Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner's Name:</td>
</tr>
<tr>
<td>Mailing Address:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Property Address:</td>
</tr>
<tr>
<td>Borough-Block-Lot:</td>
</tr>
<tr>
<td>Building Class:</td>
</tr>
<tr>
<td>Tax Class:</td>
</tr>
<tr>
<td>Application Number:</td>
</tr>
</tbody>
</table>

Owner's Name and Mailing Address were confirmed when you first logged-in to the application.

Property Address and Borough-Block-Lot are identifiers for this property.

Building Class is a descriptive code Finance uses to identify characteristics of the BBL. It may describe construction material, type of use, or number of units (residential or commercial). To see a list of building class codes, visit http://nycprop.nyc.gov/nycproperty/help/hlpbldgcode.html. Alternatively, if you view a BBL’s Account History on www.nyc.gov/finance you will see the BBL’s building class and from there you can link to the list of building class codes.

Tax Class is a legal categorization determined by property type. There are four tax classes:
TC 1 – One to three-unit residential properties
TC 2 – Residential property with more than 3 units including cooperatives and condominiums
TC 3 – Utility company equipment and special franchise property
TC 4 – All other real property, including office buildings, factories, stores, hotels and lofts

Application Number is the number assigned to your application when this office received the Preliminary Application.
Section One
This is the contact information you confirmed when first logging into the renewal system. You may change this information by clicking Owner Information in the grey bar.

Contact Name: BARBARA JONES
Contact Phone: 7185551212
Relationship to Owner: DIRECTOR
Email Address: JONESB@ABC.ORG

Section Two
As the owner of the property, you must complete the remainder of the sections. You must answer each question.

Complete each question. If completing for a condominium unit(s), only answer for the units in the project and not for the building as a whole.

1. Has there been a change in the use of this parcel? (Note: If you are completing a CCU for a condominium unit(s), only answer for your unit(s), not the entire building.)
   ○ YES  ○ NO

2. Is this building used for industrial purposes? (Note: If you are completing a CCU for a condominium unit(s), only answer for your unit(s), not the entire building.)
   ○ YES  ○ NO

3. Does this building contain residential space?
   ○ YES  ○ NO

4. Is the building being used for any other purpose than described above? (Note: If you are completing a CCU for a condominium unit(s), only answer for your unit(s), not the entire building)
   ○ YES  ○ NO

6. There is more than one building.
   ○ YES  ○ NO

6. Please be specific in your description of the building's (condominium unit's) current use.
   • Example, if the use of the space is for manufacturing, indicate precisely what is being made.

If the use of the space is as a warehouse, indicate if the warehouse use is commercial or industrial.
If multiple floors (condominium units) are used for the same purpose, enter a floor range.
• Example 1: Floors 1 thru 3 are used to manufacture furniture. Net square footage over those three floors is 25,000 square feet.
• Example 2: Condominium units 1001 and 1002 on floor basement and 1 are used for retail. Net square footage is 8000 square feet.

NOTE: IF THIS PROJECT HAS MORE THAN ONE BUILDING, ATTACH A SEPARATE SHEET WITH A SEPARATE CHART FOR EACH BUILDING. BE SURE TO INCLUDE THE BUILDING’S ADDRESS.

<table>
<thead>
<tr>
<th>Floor or Floor Range</th>
<th>to</th>
<th>Net Sq.Ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Use</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
If you answer YES to any question, the form will expand for you to enter text. You are required to provide an explanation when the box appears. If the text boxes do not provide enough room for you to enter all your information, you may attach a JPEG, MS Word or PDF file in Supporting Documentation (page 10 for more info).

Helpful hint:

- Text boxes require a minimum of 25 characters.
Supporting Documentation – Attaching a file works the same here as if you were attaching something to your email. Click the Browse button to locate the file on your computer. (Please note that only the following file types are allowed: .pdf, .jpg, .jpeg, .doc and .docx. (the maximum size of each file is 5 MB). When you have identified the right document, click open. If the upload is a success, the file screen will say “Uploaded successfully!” If you’ve accidentally uploaded the wrong file, click Delete to remove it. If you try to attach a file format that is not accepted, you will see this message: Only .pdf, .jpg, .jpeg, .doc, .docx accepted.

Helpful hint:
• If you see “Uploaded successfully!” but the Uploaded document counter says “0”, click “Refresh”.

Digital Signature and Save or Submit Form – Once you have answered all the questions and uploaded all attachments (if applicable) you are ready to submit the form. The last requirement is to sign digitally by entering your name and title (position within the organization) and the name of your organization in the boxes as shown below.
Save and Complete Later – If you do not want to submit the form at this time, click Save & Complete Later. This will save your work and return you to the Property List page where the status for this BBL will show “In-Progress.” You may return to complete the form in this session, or log off and complete it at another time.

Submit Form – If you are satisfied that the form is accurate, click Submit Form. You will be asked to verify if you want to submit the form as completed.

Click OK to submit or click Cancel to keep the form active and not submit.

Once you click submit, you will see the screen below.
Finally, you have the option of printing a copy of the form for your records by clicking Print Form, or you may go back to the Property List. In the Property List, the ICAP CCU form for the BBL you just submitted will indicate the status as Completed. You will receive an email to the address you provided when you first logged-in, acknowledging receipt of the renewal form.


# Property List

**NFP Users** - Below is a list of the properties that the Department of Finance (DOF) has on record as being owned by your organization. You are required to complete a renewal form for each Borough-Block-Lot (BBL). You may start the renewal process for any BBL at any time by clicking on the form type in the column titled “Forms.”

If you believe that a BBL listed here is not owned by your organization, or if you believe that this list is missing a BBL that you do own that requires a not-for-profit renewal form, please email DOF by clicking here. Be sure to include the BBL and/or the premise address of the property in question. Please note you are required to complete a shortened renewal form for any property on your list that you may have recently sold.

**ICIP/ICAP Users** - Below is the Certificate of Continuing Use (CCU) for the Borough-Block-Lot (BBL) and associated ICIP or ICAP Application Number you are required to complete. Each BBL/Application Number has a unique User ID and password. Email us if you have questions.

<table>
<thead>
<tr>
<th>Property Address</th>
<th>Borough</th>
<th>Block</th>
<th>Lot</th>
<th>Application Number</th>
<th>Status</th>
<th>Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Commercial</td>
<td>Brooklyn</td>
<td>1234</td>
<td>12</td>
<td>12345</td>
<td>Completed</td>
<td>ICAP</td>
</tr>
</tbody>
</table>

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