

## **A User Guide to the ICAP CERTIFICATE OF CONTINUING USE (CCU) ONLINE RENEWALS**

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

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## Introduction

This guide is designed to assist you in completing your Industrial & Commercial Abatement Program (ICAP) Certificate of Continuing Use (CCU) forms.

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 list of frequently asked questions, which you can find at [www.nyc.gov/ICAP](http://www.nyc.gov/ICAP). Please contact us at [www.nyc.gov/contacticipicap](http://www.nyc.gov/contacticipicap) or call 311 for additional assistance.

## Navigating the System (Helpful Hints)

### REQUIRED FIELDS

Throughout this system you will be asked to provide information and answer questions. There are certain fields that you must complete in order to move between screens or submit an ICAP CCU form.

If at any time you try to save information by clicking Next 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, as shown in the example:

**Renewal Application Details**

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.

Has there been a change in the use of this parcel? Yes  No

*\*Note: If you are completing a CCU for a condominium unit(s), only answer for your unit(s), not the entire building.*

Year of change:

Please provide full

**Attention Required**

This form (**Application**) is missing data for 5 required fields.  
You can continue entering information, but in order to submit this filing you will need to address this missing data.

**This field is required.**

Is this building used for industrial?

*\*Note: If you are completing a CCU for a condominium unit(s), only answer for your unit(s), not the entire building.*

Does this building contain residential space?

**This field is required.**

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.*

**This field is required.**

You can continue to move to the next page and add the missing information later. You will need to complete all required fields to be able to submit the application.

## TEXT BOXES

A text box will appear if you answer YES to a question. Text boxes are required fields and must be completed. Your response must have a minimum of 20 characters. If you get an error message, you must expand on your answer.

## TIME OUT

The system will time out if there is no activity for thirty minutes. It will save all information through the next-to-the-last page you entered information on. Please be sure to submit or save your form if you plan to step away.

## NAVIGATING BETWEEN SCREENS

At the bottom of each screen are the “Cancel Filing,” “Next,” and “Previous” buttons.

The “Cancel Filing” button allows you to cancel the questionnaire.

“Next” allows you to advance to the next screen.

“Previous” allows you to go back to a previous screen.

When you leave a screen, the system will automatically save the information entered.

## MANAGING YOUR FILINGS

There are five tabs at the top of the application that will help you manage your filings and your account.



- Available Filings: Contains the list of all available filings.
- My Filings: Contains the list of filings you have already started or created.
- Message Center: Contains any email correspondence with DOF regarding your filings.
- Account: Allows you to change your password or deactivate your account.
- Sign Out: Enables you to log out of the site.

To return to a filing you have started or view a submitted filing, please follow these instructions:

Click on the filing link.

The Primary Keys will contain the filings Docket number and BBL.

If the filing is still a draft and has not been submitted, you will see the options below:

If the filing has been submitted, you will see the options below:

## Starting A Filing

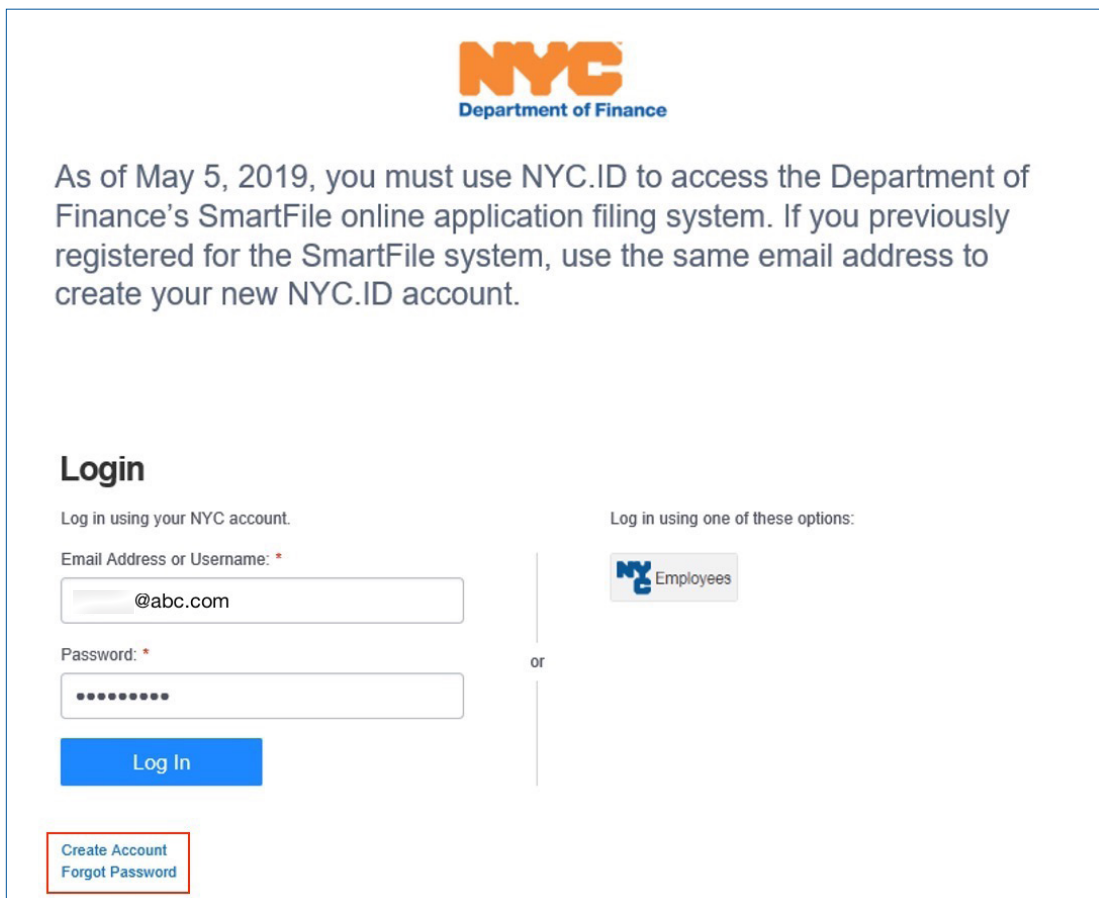
Click on “Begin Filing” to start the application.



This will take you to the NYC.ID login page

## LOGGING IN TO THE SYSTEM

If you already have a NYC.ID account, you can log in by entering your NYC.ID email and password.



If you do not have an NYC.ID account, you will need to create one and can do so by clicking on the “Create Account” link on this tab.

You may change your password by clicking on the “Change Password” link on this tab.

## ADD NEW USER / CREATE ACCOUNT

Complete all required fields.

### Create Account

All fields are required.

**EMAIL OR USERNAME**

? Email Address or Username:

Confirm Email Address or Username:

**PASSWORD**

? Password:

Confirm Password:

**NAME**

First Name:

Middle Initial:

Last Name:

**SECURITY**

Select a security question and provide an answer to it. The answer is not case sensitive and must be between 3 and 255 characters. If you are on a public computer, we recommend you mask your answers by selecting *Hide* below.

Security Question:  ▼

Answer:

Display Answers:  Show  Hide

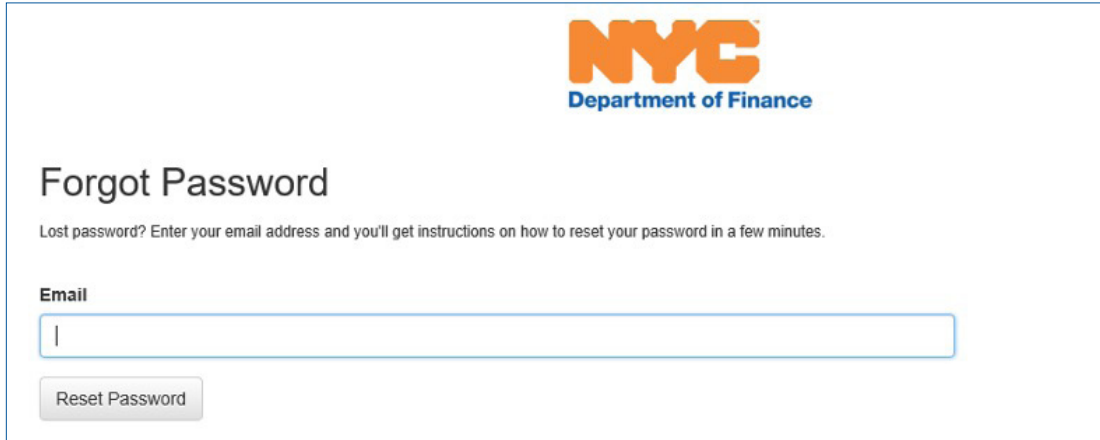
**TERMS**

Check the box to indicate that you understand and agree to the [NYC.ID Terms of Use](#), the overall [Terms of Use for NYC.gov](#), and the [Privacy Policy](#) for NYC.gov.

**CREATE ACCOUNT**

## RESETTING YOUR PASSWORD

Enter the email you registered with



The screenshot shows the 'Forgot Password' page for the NYC Department of Finance. At the top right is the NYC Department of Finance logo. Below the logo, the heading 'Forgot Password' is displayed. Underneath the heading is a sub-heading: 'Lost password? Enter your email address and you'll get instructions on how to reset your password in a few minutes.' Below this is a label 'Email' followed by a text input field. At the bottom of the form is a button labeled 'Reset Password'.

Click “Reset Password.”

This screen below will be displayed. Use the link sent to you by email to reset your password.



The screenshot shows the confirmation screen for the 'Forgot Password' process. At the top right is the NYC Department of Finance logo. Below the logo, the heading 'Forgot Password' is displayed. Underneath the heading is a message: 'We just sent an email to you with instructions on how to set a new password. You must **click the link in that email** to finish changing your password.' At the bottom left of the screen is a blue link that says 'Return to Login page'.

Once logged-in the system will present the “Search for Property” screen to begin the filing.



# Screen 1 - Search for Property

There are two ways to search for a property:

- Using the Entity ID. Please use this option if possible. Your Entity ID can be found on the DOF renewal notification you received.
- Using the borough-block-and-lot (BBL) number . You must enter the entire BBL to locate the property.

### Search for Property

Please search for your property using one or more of the search options below. Once you find your property, select it in the search results grid, then click the Start Filing button.

Entity ID:

Borough:

Block:

Lot:

[Search](#)

### Search Results

	Entity ID	BBL	Owner Name	Application #	Location Address	Filing Status
No items to display						

The system will present the information as Entity ID, BBL, Owner Name, DOF Application #, Location Address and filing status.

### Search Results

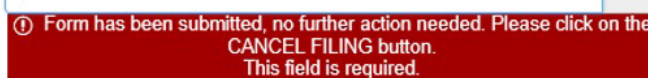
	Entity ID	BBL	Owner Name	Application #	Location Address	Filing Status
<a href="#">Start Filing</a>		1-58403-0037	John Smith	135789	270 1 <sup>st</sup> Avenue, New York, NY 10012	FILED
<a href="#">Start Filing</a>		1-58403-0038	John Smith (E-OWNER)	135790	270 1 <sup>st</sup> Avenue, New York, NY 10012	NOT FILED

- If the filing status is “FILED” this application has been filed and does not need to be filed again. Please cancel to avoid creating a duplicate file.
- If the status is “FILED,” the system will present a message on the “Filer Information” tab indicating it has already been filed. Please cancel filing to avoid creating a duplicate filing

## Filer Information

Please enter the following information for the filer of this application:

Full Name:



Form has been submitted, no further action needed. Please click on the CANCEL FILING button. This field is required.

Search

### Search Results

	Entity ID	BBL	Owner Name	Application #	Location Address	Filing Status
Start Filing					New York, NY 10012	FILED
Start Filing					New York, NY 10012	NOT FILED

1 - 2 of 2 items

To begin the filing, click on the “Start Filing” button.

# Screen 2 – Parcel Information

Review the property information to confirm that you are filing for the right property.

Parcel Information | Filer Information | Applicants | Application | Building Use | Attachments | Submit

### Verify Property Information

Please verify you have selected the correct property.

**BBL**  
[Redacted]

**Building Class**  
4 / STORE BUILDINGS - RETAIL

**Tax Class**  
RK

**Location Address**  
[Redacted]  
[Redacted]  
NEW YORK NY 10012

**Owner**  
[Redacted]  
[Redacted]  
[Redacted]  
NEW YORK NY 10012

**Application Number**  
[Redacted]

Cancel Filing | Next

# Screen 3 – Filer information

Update the filer information in the following screen if it is pre-filled and the filer has changed. First-time filers must complete all fields

Parcel Information | Filer Information | Applicants | Application | Building Use | Attachments | Submit

### Filer Information

Please enter the following information for the filer of this application:

**Full Name:** [Redacted] x ✓

**Address:** [Redacted] ✓  
Apt., Unit No. [Redacted]  
10017 ✓ Zip+ NEW YORK NY ✓

**Phone #:** (###) ###-#### ✓

**Email:** [Redacted]@abc.com ✓

**Relationship to Owner/Applicant:** [Redacted] ✓

Previous | Cancel Filing | Next

## Screen 4 – Applicants

The owner name and address are prefilled with the current owner information in DOF's records.

If you are a new owner, update the name and address in this screen. Please be aware this will not affect the information on your billing record; it will be used to verify ownership only.

If you need to change the owner or address information in DOF's records, please go to <https://www1.nyc.gov/site/finance/taxes/property-update-property-and-billing-information.page>.

Parcel Information Filer Information **Applicants** Application Building Use Attachments Submit

### Applicant Information

Owner/Applicant Name(s):

Federal EIN:  no dashes

Daytime Address:

Apt., Unit No.

NEW YORK NY 10012

Phone:  (###) ###-####

Email:

Previous  Cancel Filing  Next

## Screen 5 – Application Details

All fields must be completed. A text box will be presented requesting details when the response is “Yes.” Please add all pertinent details.]

Parcel Information Filer Information Applicants **Application** Building Use Attachments Submit

### Renewal Application Details

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.

Has there been a change in the use of this parcel? Yes ✓

*\*Note: If you are completing a CCU for a condominium unit(s), only answer for your unit(s), not the entire building.*

Year of change:  \*

Please provide full details:

Is this building used for industrial purposes? No ✓

*\*Note: If you are completing a CCU for a condominium unit(s), only answer for your unit(s), not the entire building.*

Does this building contain residential space?  \*

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.*

Is there more than one building?  \*

Previous Cancel Filing Next

## Screen 6 – Building Use

Please indicate the building usage for each floor. Use the “Add” and “Delete” buttons to add and delete floor information.

Parcel Information Filer Information Applicants Application **Building Use** Attachments Submit

### Building Use Details

Please be specific in your description of the building's current use.  
For example, if the space is used for manufacturing, indicate what is being made. If it is a warehouse, indicate whether it is commercial or industrial.

**\* You must add at least one entry. All fields are required.**

Add Delete

#	Floor From/To	Net Sq Ft	Current Use
1			

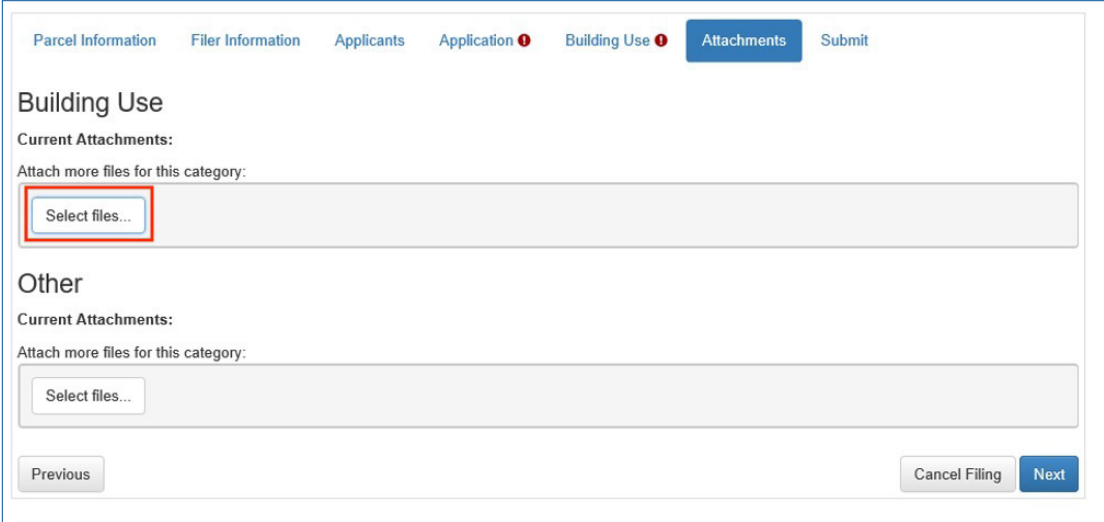
1 - 1 of 1 items

Previous Cancel Filing Next

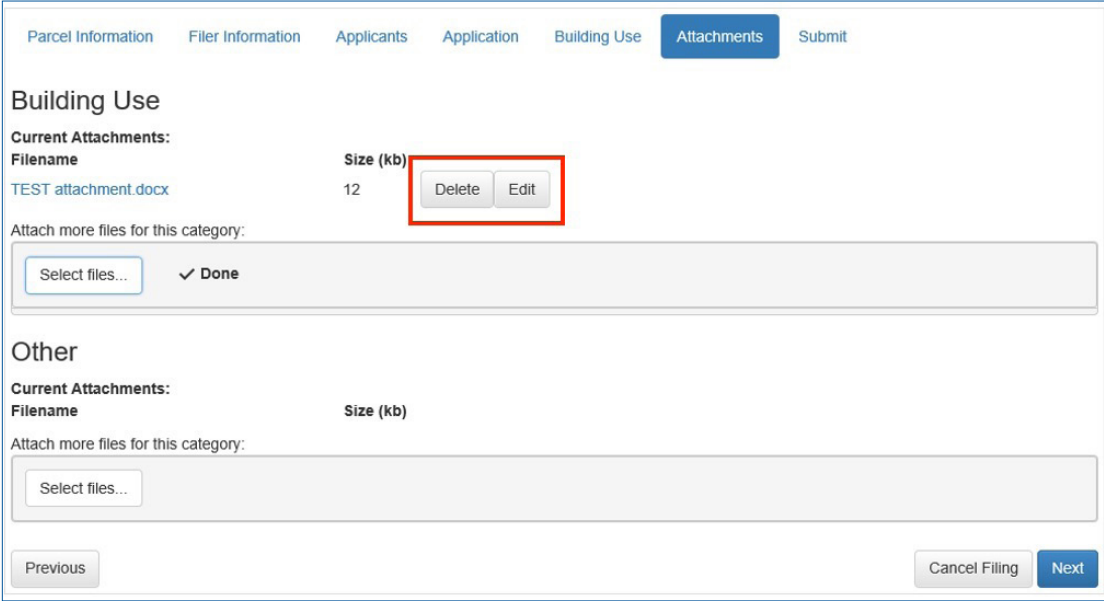
# Screen 7 – Attachments

Attach all documents needed to support your filing. *The maximum size for an attachment is 5MB.*

Click on “Select files” to upload a document from your computer

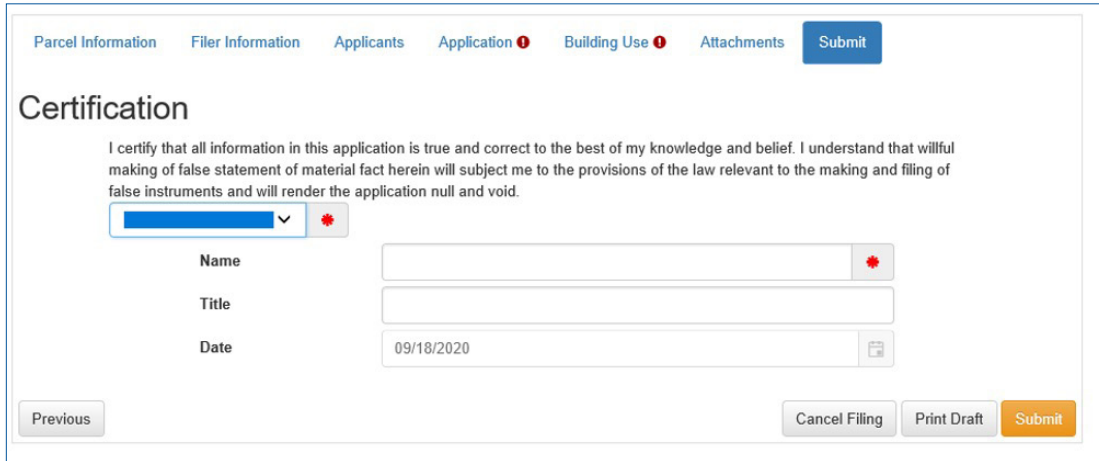


Once attached, a document may be deleted or edited.



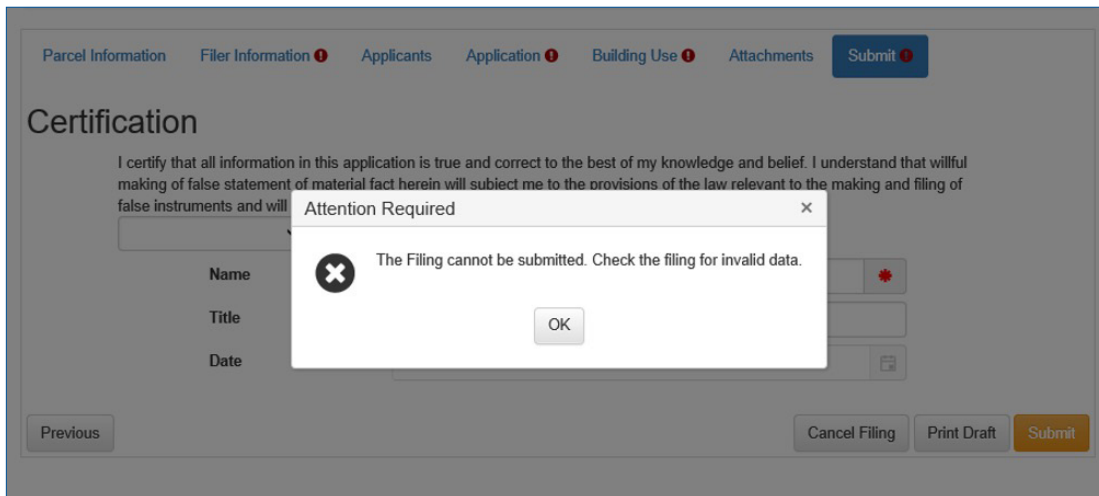
## Screen 8 – Certify and Submit

Use this tab to certify that all information entered is valid and submit your application. You have the option to print a draft of your applications here. You may not make any updates once the application is submitted.



The screenshot shows the 'Certification' page. At the top, there is a navigation bar with tabs: 'Parcel Information', 'Filer Information', 'Applicants', 'Application' (with a red exclamation mark), 'Building Use' (with a red exclamation mark), 'Attachments', and a blue 'Submit' button. Below the navigation bar, the 'Certification' section contains a text box with the following text: 'I certify that all information in this application is true and correct to the best of my knowledge and belief. I understand that willful making of false statement of material fact herein will subject me to the provisions of the law relevant to the making and filing of false instruments and will render the application null and void.' Below this text is a dropdown menu with a red asterisk icon to its right. Underneath are three input fields: 'Name' (with a red asterisk icon), 'Title', and 'Date' (containing '09/18/2020' and a calendar icon). At the bottom of the page, there are four buttons: 'Previous', 'Cancel Filing', 'Print Draft', and 'Submit'.

The application cannot be submitted if any required information is not included. The error message below will appear and the tab with missing info will have a red exclamation mark.

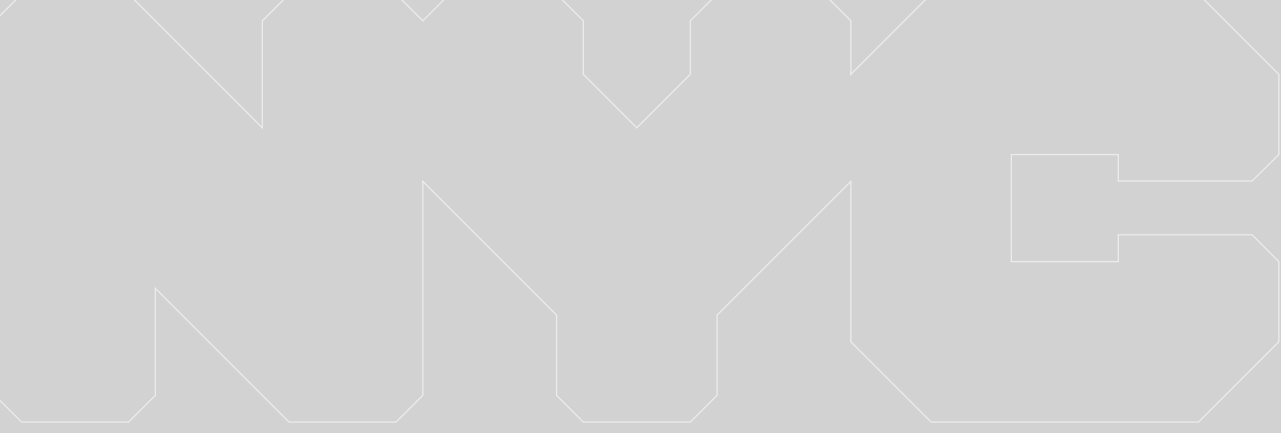


This screenshot shows the same 'Certification' page as above, but with an error message dialog box overlaid. The dialog box is titled 'Attention Required' and contains the text: 'The Filing cannot be submitted. Check the filing for invalid data.' with an 'OK' button. In the background, the 'Application' tab in the navigation bar now has a red exclamation mark, and the 'Submit' button is disabled.

A confirmation page will be presented when the application is submitted successfully. You will also receive email confirmation. You may print the application.

A filing number will be assigned to your case. This will be on the email confirmation and you will also find it on the “My Filings” tab along with the status of your case.

You may print your final application once it has been successfully submitted.



# Department of Finance