DOB NOW: *BIS Options* – License Insurance Updates (effective June 5, 2023)

If you have one of the below license/registration types, use this guide to update your insurance information:

- Contractor
- Electrician
- Master Fire Suppression Piping Contractor
- Master Plumber

- Oil Burner Equipment Installer
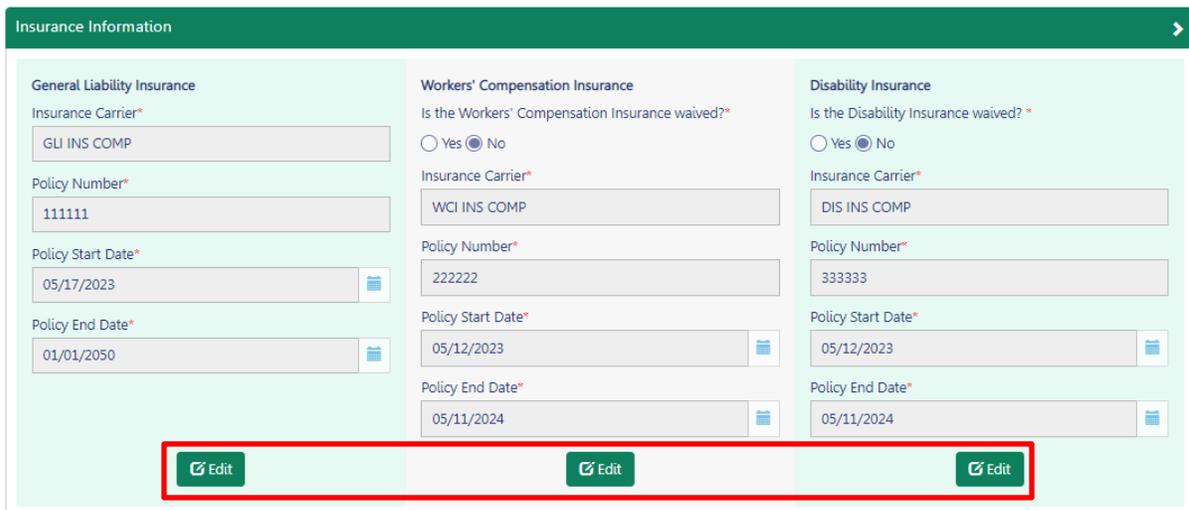- Rigger
- Sign Hanger

1. Using the eFiling account associated with your license/registration, log into **DOB NOW** at **www.nyc.gov/dobnow**. Select the **BIS Options** icon. Visit **www.nyc.gov/efilingtips** if you need to create an eFiling account.

2. From the BIS Options dashboard, select **+ License Insurance Updates**

3. If the email address logged in is associated with more than one of the relevant license types, a pop-up window will display all licenses/registrations held by the user. Select the license/registration that you will be providing updated insurance information for and select **Next**. If the email address is associated with only one license, you will be taken directly to step 4.

4. **Licensee/Registrant Information** and **Business Information** will auto populate from the information in your eFiling account. In the **Insurance Information** section, select the **Edit** button under the insurance(s) to be updated. This will allow you to enter new insurance information.

5. When new information is entered, the Edit button will turn into a **Save** button. Select **Save** under each section and then **Save** at the top of the screen for the **Documents** and **Statements & Signature** tabs to become active.

6. On the **Documents** tab, select **+Add Document** to upload the required documents.

   - A document for each insurance type is required to be uploaded even if edits were not made to the insurance type as part of this request.
   - Upload each insurance type as a separate document that indicates NYC Department of Buildings as the Certificate Holder.
   - Workers' Compensation and Disability insurance cannot be included on the General Liability ACORD 25 form.
   - Upload a Certificate of Attestation of Exemption from NYS Workers' Compensation and Disability Insurance Coverage (CE-200) if Workers' Compensation and Disability Insurance are waived (there are no employees in your company). Disability and Workers' Compensation Insurance Certificates are required for all General Contractors and Riggers.
   - Artisan insurance certificates cannot be provided.

7. Attest by selecting the checkbox next to the **Applicant's Statement** on the **Statements & Signature** tab.

8. Select **Save** and then **Submit Insurance Updates**. The new insurance information will not be available in DOB NOW and the Buildings Information System (BIS) until the **Submit Insurance Updates** button is selected.