



The City of New York
BUSINESS INTEGRITY COMMISSION
100 Church Street · 20th Floor
New York · New York 10007
Tel. (212) 437-0500

Elizabeth Crotty
Commissioner and Chair

February 5, 2024

IMPORTANT NOTICE:
NEW Violation Module – BIC Online Portal

To all licensees and registrants:

BIC is updating the Online Portal by **adding a new Violation Module** that will allow you to see newly issued or pending BIC administrative violations through your existing Portal account.

These changes will be introduced today, February 5, 2024.

Make sure portal accounts are set up for the email address(es) that you would like to receive these notifications!

Please notify BIC Licensing Unit of any changes in company contact information, so you receive important directives and notices.

The goal of these updates is to provide licensees and registrants:

- Faster electronic notification via email if a new violation is issued;
- A convenient way to review all pending BIC violations;
- The ability to review, accept, and pay any early settlement offers directly from the Portal.

These changes will not impact any violations that are already resolved or change the status of upcoming scheduled hearings. You have the right to a conference and trial before the NYC Office of Administrative Trials and Hearings (OATH) for any administrative violations issued.

A user guide for the new Violation Module is attached to this notice. ***Please note that violations will no longer appear on your portal account once the matter is fully closed.***

For questions regarding specific violations, please email the Violations Unit at violations@bic.nyc.gov or call 212-437-0660.

For technical assistance with the Online Portal, please email portalsupport@bic.nyc.gov.

Thank you for your attention to this matter.