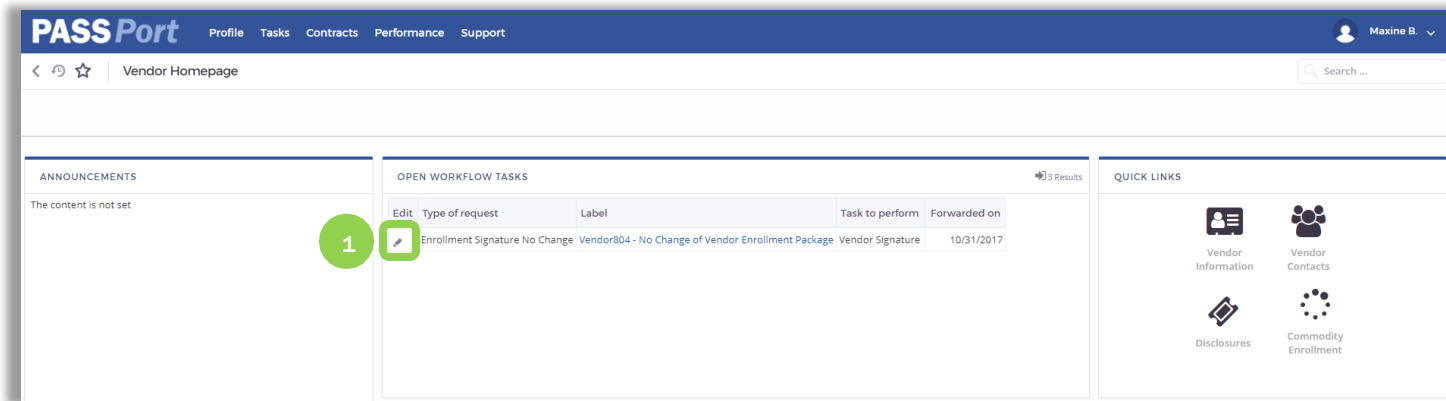


## Submitting a Certification of No Change (CNC)


Whenever your organization is awarded a new contract or the three-year clock on your organization's vendor enrollment package has expired, you may submit a Certification of No Change in PASSPort. Submit the Certification of No Change if you want to declare that your organization's information on file is current and no changes need to be made. Submitting a Certification of No Change restarts the three-year clock on an enrollment package's validity.

Follow the steps below to submit a Certification of No Change in PASSPort.



1. Whenever a Certification of No Change is requested, you will receive an e-mail notification as well as a task in PASSPort.

From the PASSPort homepage, navigate to the request for a Certification of No Change through the Open Workflow Tasks window on the page.

The Certification of No Change request will have a "Task to perform" of *Vendor Signature*. Open the request by clicking the  icon.

**PASSPort** Profile Tasks Contracts Performance Support Maxine B. ▾

← ⌂ ☆ Edit document : Vendor Signature 🔍 Search ... 🚗

**Change Request Needed** **Sign**

**Signature**

DESCRIPTION ▾

Document's type : No Change of Vendor Enrollment Package  
Document's owner : ACCO STAFF 01 ACCO STAFF 01

ELECTRONIC SIGNATURE ▾

PASSPort Questionnaire Certification ▾

These questionnaire submissions, including the Vendor Questionnaire(s), and Principal Questionnaire(s), (collectively "Questionnaires"), are being submitted on behalf of an entity that desires to do business with the City of New York (the "Submitting Vendor"). A materially false statement made in connection with these Questionnaires may result in a determination that the Submitting Vendor is non-responsible pursuant to the Procurement Policy Board Rules ("PPB Rules") of the City of New York (the "City"), and, in addition, may subject the person submitting these Questionnaires and the Submitting Vendor to criminal charges.

By submitting these Questionnaires, I certify that:

- I have been given legal authority by the Submitting Vendor and all Principal Owners and Officers (as defined in Vendor Enrollment: A Beginner's Guide to PASSPort) that are the subject of these Principal Questionnaires to submit these Questionnaires to the City;
- The substance of these Questionnaires have not been altered in any manner;

I certify all of above:  **2**

NYC.ID Email (NYC.Passport@relain.com)

NYC.ID Password:  **3**

2. If your enrollment information has not changed since it was last submitted, click the "I certify all of above" checkbox.
3. Enter your "NYC.ID Password."
4. Click the "Sign" button to add your e-Signature and submit the CNC.

By approving this Certification of No Change you are certifying that your Vendor Enrollment Package in up to date and accurate. :

**Cancel** **Confirm** **5**

5. Click the "Confirm" button. Entering text is not required.

**Note:** *If any of your enrollment information has changed and needs to be updated, click the "Change Request Needed" button to start the Change Request process.*