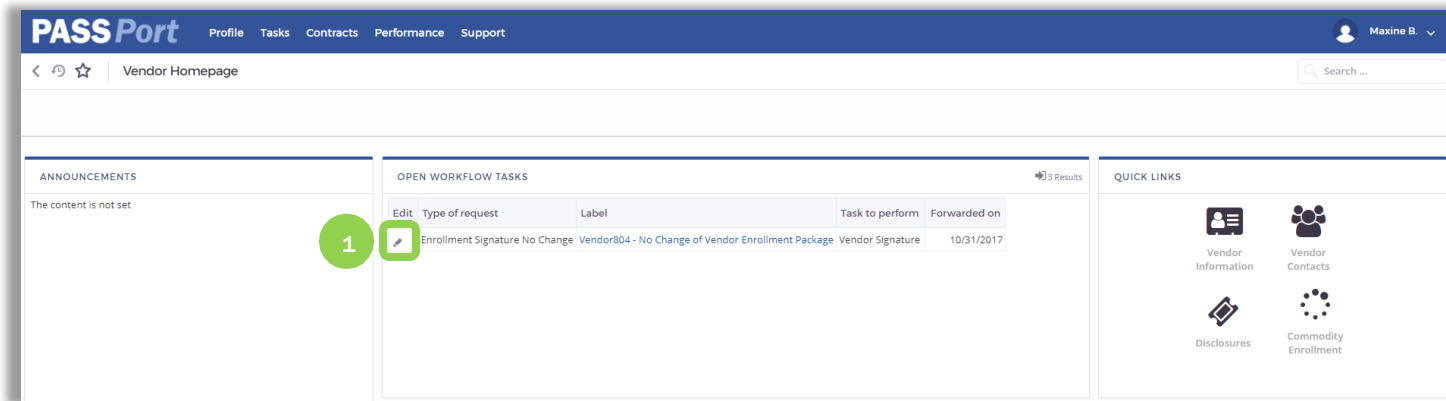# Submitting a Certification of No Change (CNC)

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.

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.

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.*