

Submit a Certification of No Change (CNC)

Learn how to submit the Enrollment Signature No Change task, also known as the Certification of No Change, in PASSPort.

What is the Certification of No Change?

The CNC verifies that your organization's information on file is current and no changes need to be made. It also restarts the three-year clock on an enrollment package's validity.

When are vendors required to submit the CNC?

The CNC is valid for 90 days and thus, could be required during contract amendments and extensions if the last CNC date exceeds 3 months. A new CNC should also be submitted whenever your organization is awarded a new contract or the three-year clock on your organization's vendor enrollment package has expired.

This request is triggered by the Agency. Once triggered, all vendor contacts assigned the Signatory role will receive an e-mail notification as well as a task in PASSPort.

Important: If changes to your vendor profile are necessary, do not complete the Certification of No Change. Instead, create and submit a Change Request to make the update to your account. See [Submit a Change Request](#) for more details.

Before We Begin

The steps in this guide can be completed by a user provisioned with the role:

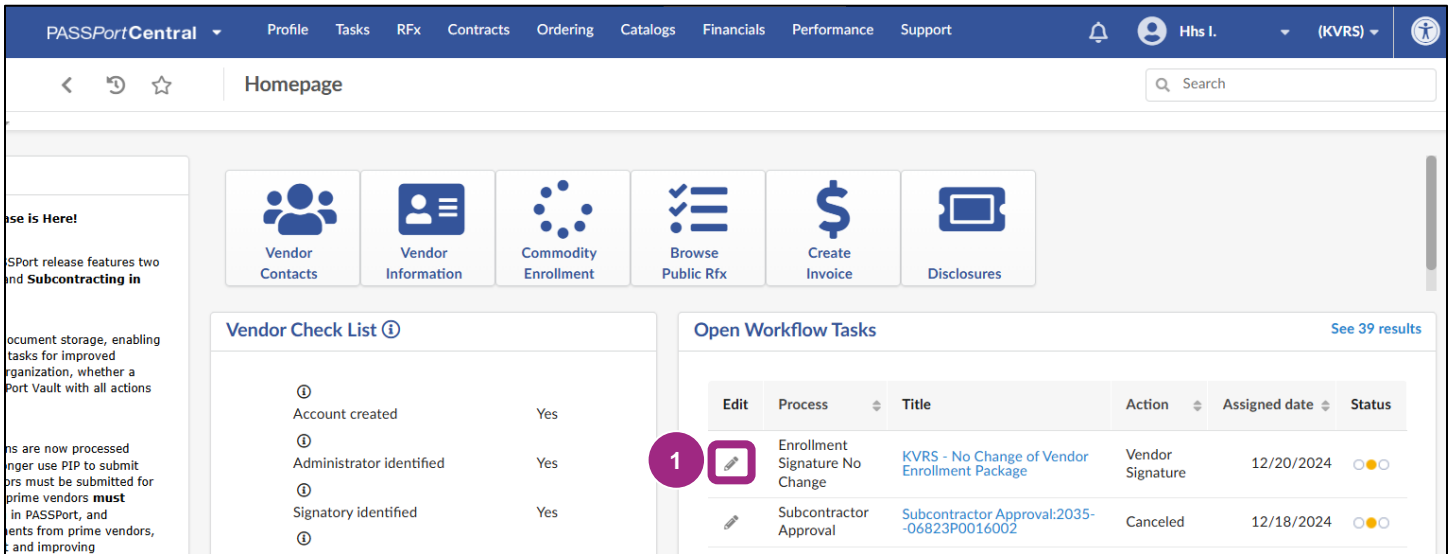
- **Signatory**

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

1. **Log in to PASSPort.**

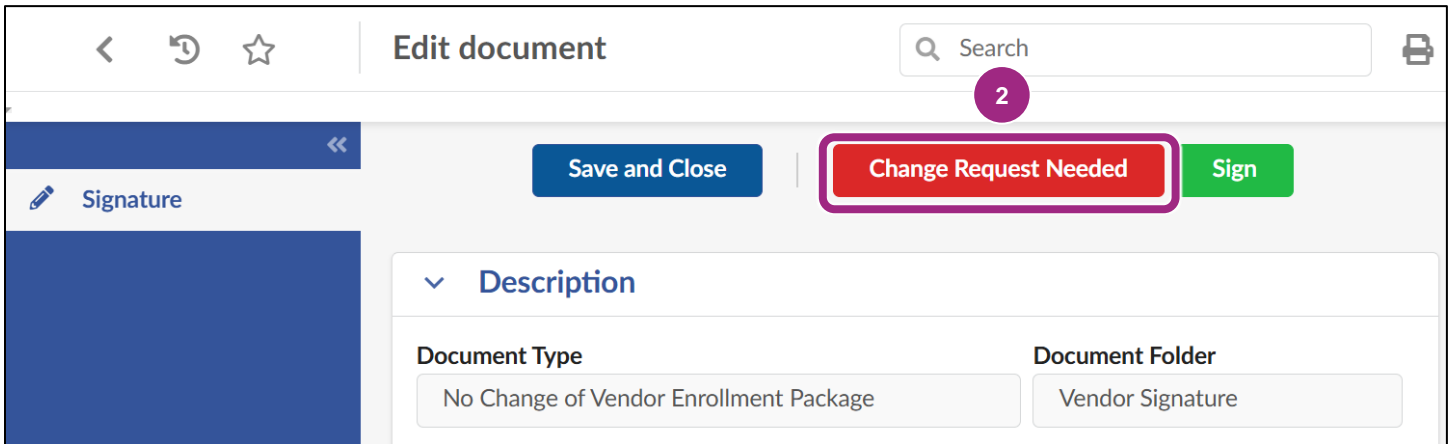
On the PASSPort homepage, in the Open Workflow Tasks section, click the **pencil** icon on the **Enrollment Signature No Change** task.

Note: You can also access the Certification of No Change from the Signature tab within the Vendor Profile.



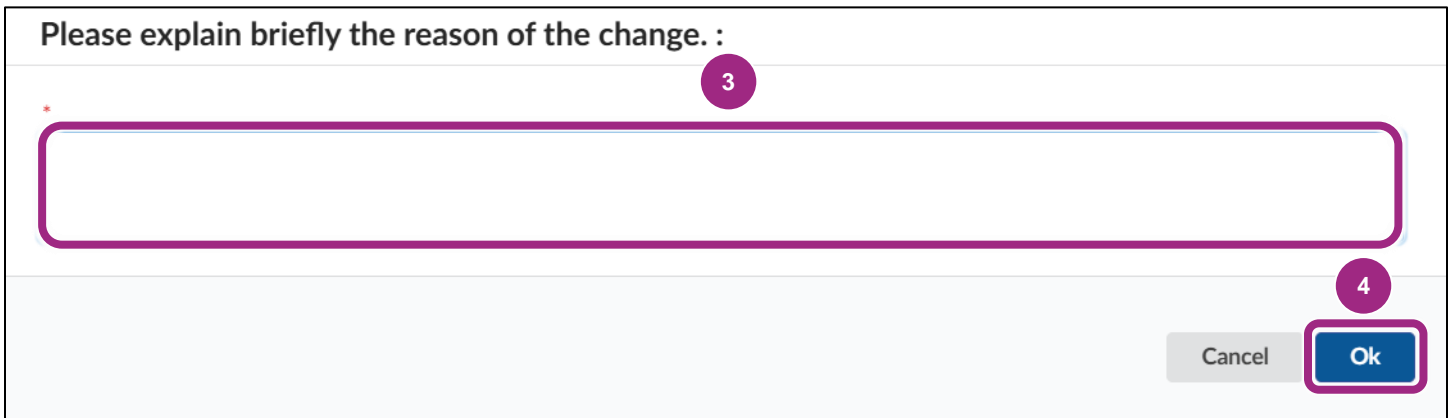
The Edit Document window opens.

2. If any of your enrollment information has changed and needs to be updated, click the **Change Request Needed** button near the top of the window.



A pop-up window appears.

3. In the text field, briefly explain the reason for the change.
4. Click the **Ok** button.



Please explain briefly the reason of the change. :

3

4

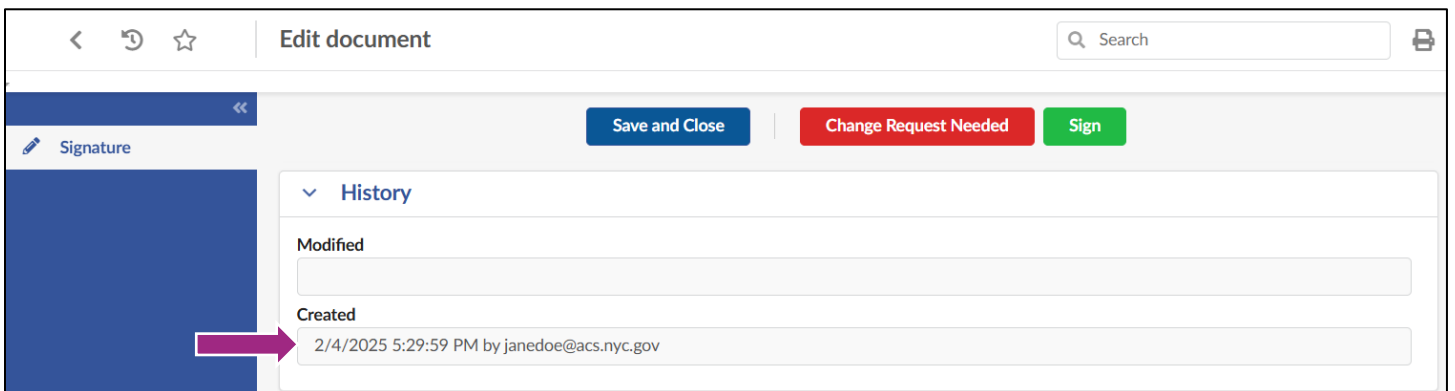
Cancel Ok

A dialog box with a title bar containing the text "Please explain briefly the reason of the change. :". Below the title bar is a large, empty text input field with a purple border. A purple circle with the number "3" is positioned above the text field. At the bottom right of the dialog box, there are two buttons: a grey "Cancel" button and a blue "Ok" button with a white border. A purple circle with the number "4" is positioned above the "Ok" button.

You can then return to your Vendor Profile and create a Change Request to update your information. See [Submit a Change Request](#) for more details.

Important: The Agency will not automatically be notified if you click the Change Request Needed button. Please reach out to the Agency who requested the CNC to alert them that your enrollment information has changes and requires an update.

The email address of the Agency user who requested the CNC can be found in the History section at the bottom of the Edit Document window.



Edit document

Signature

Save and Close Change Request Needed Sign

History

Modified

Created

2/4/2025 5:29:59 PM by janedoe@acs.nyc.gov

The screenshot shows the "Edit document" window. At the top, there are navigation icons (back, refresh, star) and a search bar. Below the navigation bar, there are three buttons: "Save and Close" (blue), "Change Request Needed" (red), and "Sign" (green). On the left side, there is a "Signature" section. The main content area is titled "History" and contains two sections: "Modified" and "Created". The "Created" section shows a timestamp and email address: "2/4/2025 5:29:59 PM by janedoe@acs.nyc.gov". A purple arrow points to this text.

5. If your enrollment information has not changed since it was last submitted, read the full text in the PASSPort Questionnaire Certification section of the page. You must agree to the certification language before you can proceed with signing the CNC, so be sure to read it carefully.

Electronic Signature

PASSPort Questionnaire Certification

The following text is a facsimile of the required PASSPort certification language as of August 14, 2017, which vendors and their representatives must agree to as part of their PASSPort vendor and principal questionnaire submissions. The PASSPort certification terms binding the vendor are those to which the vendor applies its electronic signature. Please note that the City of New York may revise the terms of the PASSPort Certification in the future.

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 the PASSPort Glossary) that are the subject of these Principal Questionnaires to submit these Questionnaires to the City;

6. Scroll down and click the **I certify all of above** checkbox.
7. Enter your **NYC.ID Password**. This is the password you use to log in to PASSPort.

Edit document

Save and Close Change Request Needed Sign

I certify all of above*

NYC.ID Email ⓘ
hhs_itops_mgr@mailinator.com

NYC.ID Password*

Signature Date
12:00:00 AM

8. Click the **Sign** button near the top of the window to add your e-Signature.

Edit document

Save and Close Change Request Needed Sign

9. In a pop-up window, the following message displays: By approving this Certification of No Change, you are certifying that your Vendor Enrollment Package is up to date and accurate. Click the **Ok** button to submit the CNC. Entering text is not required.

By approving this Certification of No Change you are certifying that your Vendor Enrollme...

Cancel **Ok**