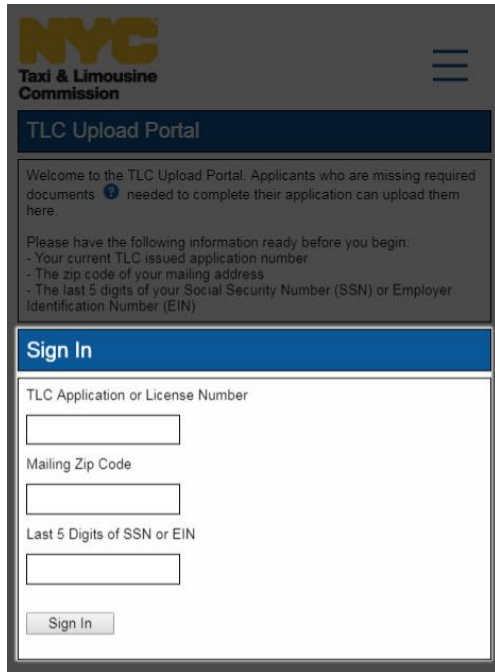


# HOW TO SUBMIT A PLATE NOTIFICATION USING TLC UP

Please follow the steps listed below to submit a Plate Notification using TLC UP. To begin, Bases or Vehicle Owners must visit [www.nyc.gov/tlcup](http://www.nyc.gov/tlcup) and log-in to TLC UP using their individual credentials. By following the instructions below, you can easily submit and manage the Plate Notification process.

## Step 1:

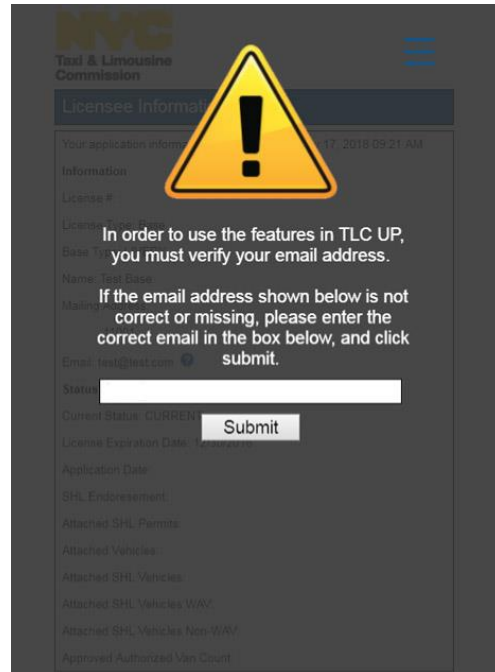
Sign in to TLC UP using the your credentials



The screenshot shows the 'TLC Upload Portal' with a 'Sign In' section. It includes three input fields for 'TLC Application or License Number', 'Mailing Zip Code', and 'Last 5 Digits of SSN or EIN', followed by a 'Sign In' button.

## Step 2:

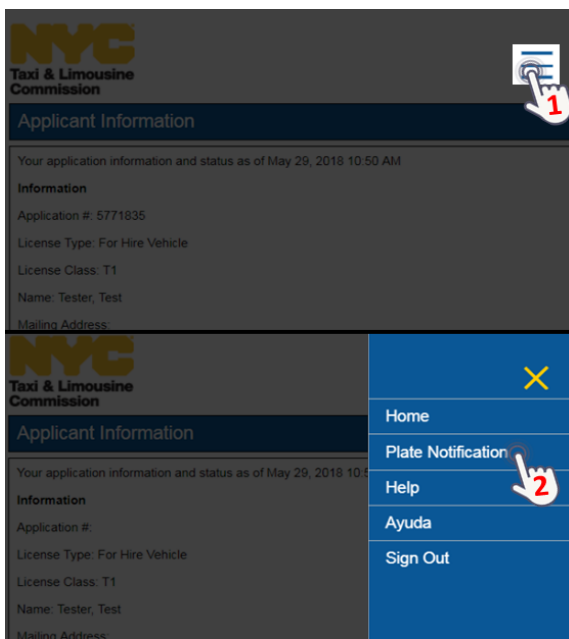
First time users will need to verify their email address on file with TLC.



The screenshot shows a 'Licensee Information' page with a large yellow warning icon. Text overlay reads: 'In order to use the features in TLC UP, you must verify your email address. If the email address shown below is not correct or missing, please enter the correct email in the box below, and click submit.' A 'Submit' button is visible.

## Step 3:

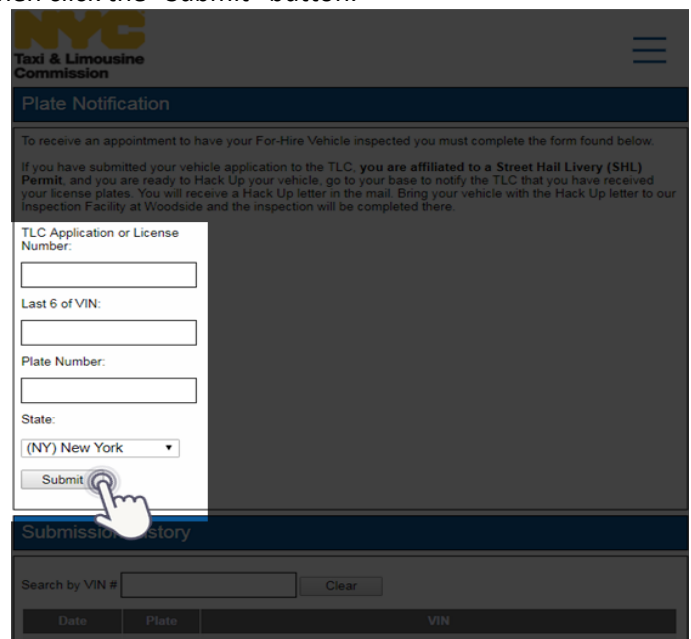
Select "Plate notification" from the sidebar menu



The screenshot shows the sidebar menu with 'Plate Notification' highlighted. A red '1' points to the menu icon and a red '2' points to the 'Plate Notification' menu item.

## Step 4:

Enter the applicant's Vehicle Application number, last 6 digits of the vehicle VIN, Plate Number, and Plate State then click the "Submit" button.



The screenshot shows the 'Plate Notification' form with fields for 'TLC Application or License Number', 'Last 6 of VIN', 'Plate Number', and 'State' (set to '(NY) New York'). A 'Submit' button is highlighted with a hand cursor.