NYC HPD eCertification of Violations and Failures



eCertification: Update Enrollment or Disenroll

New York City Department of Housing Preservation & Development August 2015 You can update enrollment information or disenroll for eCertification. Select a building whose enrollment information needs to be changed by clicking the Update contact "information tab." Enter the 24 hour confidential number when prompted.

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Enter 24 hour confidential number and click verify.

Welcome Joe Star eCertification Enrollment				Logout			
Home	eCertification Enrollment*	eCertification	History	▼ FAQ			
& Enrolled Buildings	/erify Building and Contact Info	Print and Submit					
Selected address	T Brooklyn, New York 112	MDR Number	Block	Lot 55			
Indicates Required Fields							

You will be asked if you want to change the enrollment information.

Welcome Joe Star eCertification Enro	llment			Loc	gout	
Home	eCertification Enrollment	eCertification	History		١Q	
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Please enter the building's	s 24 hour confident	This building is alre	: Update Enrollment ? ady enrolled on your he enrollment Inform	name. Would		

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Select either Disenroll or Update contact information

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Home	eCertification Enrollment	eCertification	History	FAQ		
Enrolled Buildings	erify Building and Contact Info	Print and Submit				
Selected address	Fronx, New York 10457			MDR Number	Block Lo	

Changes to your contact information will only be completed when HPD receives your validly signed and notarized copy of this enrollment form

Select Option :

2.Update Contact Information -> Ability to change the enrollment's email address and/or telephone number. 1.Disenroll -> Disenroll from Certification process. By disenrolling you will not be able to certify violations on line.

2.Update Contact Information -> Ability to change the enrollment's email address and/or telephone number.

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Disenroll		K

Verification Code Delivery :

Please provide a telephone number and email address that will be used for verification purposes when certifying violations online. You must be able to receive telephone calls and emails at these destinations now and when you certify violations online. For telephone verification, calls must be answered by a live person. If in the future you need to change the telephone number and/or email, you will be required to change your enrollment information and submit a new form.

Email: *	
Telephone Number: *	212 863-

You will momentarily receive an automated telephone call and email with your verification codes. Please be prepared to transcribe the code to the appropriate data entry area below. When the phone rings, please answer with a clear audible response, such as 'Hello', so that the system will recognize that a 'live person' has picked up. (THE CALL CANNOT BE ANSWERED BY AN AUTOMATED SYSTEM WHICH REQUIRES A RESPONSE – EXAMPLE, "PRESS 1" -- OR ANSWERING MACHINE SYSTEM)

Please note that occasional delays of up to three minutes can be expected for email delivery. Please check your SPAM folder if the email is not received in this time period.



If you select Update Contact Information, Update contact information, you will have to enter new Validation Codes and you will receive a new Enrollment form. This is basically a process of disenrolling and re-enrolling. You will not be able to eCertify again until you receive the enrollment confirmation email from HPD after the signed form is processed.

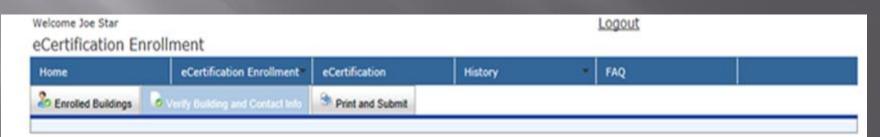
Enter the new validation codes

Welcome Joe Star eCertification Enry	ollment			Logout	
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2 Enrolled Buildings	View, Building and Contac	Print and Submit			
Selected address				MDR Number	Block Lot
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Please note that oc is not received in th		to three minutes can be exp	ected for email de	livery. Please check you	SPAM folder if the email

Submit

If you select Disenroll, you will no longer be able to eCertify and you will not receive an updated enrollment form. You will see the confirmation once you click YES.

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You have been successfully disenrolled from eCertification for this building. You or another registered owner must submit a new enrollment form to enable eCertification.

