



# 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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## eCertification Enrollment

Home	eCertification Enrollment ▾	eCertification	History ▾	FAQ
Enrolled Buildings	Assign Buildings	Info	Print and Submit	

**Update Contact Information**

Click the 'Update Contact Information' link for any enrolled building and update any changes required. Please note: Click the 'Update Contact Information' link for any enrolled building and update any changes required. Please note:

1. You will be prompted for the building's confidential 24 hour number that you filed with the Building Registration before continuing with the enrollment process.
2. eCertification requires a valid email address and phone number to proceed.
3. After entering the information required by this form, you will be required to submit a signed and notarized copy of the form to activate your enrollment. Your enrollment will remain active as long as your building remains validly registered.
4. Activation of your changes on eCertification enrollment typically takes 2-5 business days after receipt of your valid enrollment form; you will be notified of the status of your enrollment by email when we have received your form.
5. If your enrollment is rejected for any reason you must create a new enrollment form using the online application and re-submit to HPD.



	MDR Number	Borough	House No	Street Name	Block No	Lot No	Zip	Status
<a href="#">Update Contact Information</a>		Brooklyn		KOSCIUSZKO STREET		0055	11221	Enrolled
<a href="#">Update Contact Information</a>		Staten Island		BAY STREET LANDING		0216	10301	Enrolled
<a href="#">Update Contact Information</a>		Staten Island		HAMILTON AVENUE		0070	10301	Enrolled
<a href="#">Update Contact Information</a>		Staten Island		VICTORY BOULEVARD		0016	10301	Enrolled

# Enter 24 hour confidential number and click verify.

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## eCertification Enrollment

Home	eCertification Enrollment	eCertification	History	FAQ
Enrolled Buildings	Verify Building and Contact Info	Print and Submit		

Selected address	MDR Number	Block	Lot
<input type="text" value="KOSCIUSZKO STREET Brooklyn, New York 11221"/>	<input type="text"/>	<input type="text"/>	55

*Indicates Required Fields* \*

Please enter the building's 24 hour confidential number. \*

Verify

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

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## eCertification Enrollment

Home | eCertification Enrollment | eCertification | History | FAQ

Enrolled Buildings | Verify Building and Contact Info | Print and Submit

Selected address	MDR Number	Block	Lot
<input type="text" value="KOSCIUSZKO STREET Brooklyn, New York 11221"/>	<input type="text"/>	<input type="text"/>	55

*Indicates Required Fields*

Please enter the building's 24 hour confidential

VIEW SITE MAP

**Already Enrolled : Update Enrollment ?**

This building is already enrolled on your name. Would you like to change the enrollment Information?

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# Select either Disenroll or Update contact information

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eCertification Enrollment

Home | eCertification Enrollment | eCertification | History | FAQ

Enrolled Buildings | Verify Building and Contact Info | Print and Submit

Selected address	MDR Number	Block	Lot
ARTHUR AVENUE Bronx, New York 10457			24

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.

Disenroll       Update Contact Information



**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: \*

**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

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### eCertification Enrollment

Home | eCertification Enrollment | eCertification | History | FAQ

Enrolled Buildings | Verify Building and Contact Info | Print and Submit

Selected address	MDR Number	Block	Lot
KOSCIUSZKO STREET Brooklyn, New York 11221			55

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 contact information. After updating you will not be able to certify via eCertification until you receive a new enrollment form from Certification process. By

2.Update Contact Information -> Ability to change contact information. After updating you will not be able to certify via eCertification until you receive a new enrollment form from Certification process. By

Disenroll       Update Contact Information

Disenroll

Verification Code Delivery :

Please provide a telephone number and email address where you would like to receive verification codes. You must be able to receive telephone calls and emails at these destinations now as you may need to change the telephone number and/or email address in the future. You must be able to receive telephone calls answered by a live person. If in the future you need to change your telephone number, you must receive a new form.

Email: \*

Telephone Number: \*

You will momentarily receive an automatic verification code to the appropriate data entry area. 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.

Submit

**Enter your verification code** ✕

Please [click here](#) if you would like to go back to change your contact information.

Please click the 'Next' button after entering your codes. This is the only time you'll use this code, so there's no need to save it.

 Email Verification Code:

 Telephone Verification Code:  ✕

A final Enrollment document will momentarily appear. Depending on your browser settings, the pdf may appear in a separate window. Please review the document carefully and confirm that the information is accurate. You must print, sign and notarize the form and submit by regular mail to HPD to complete the enrollment process. A copy is also available via the 'History' tab in the navigation bar above.

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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### eCertification Enrollment

Home | eCertification Enrollment | eCertification | History | FAQ

Enrolled Buildings | Verify Building and Contact Info | Print and Submit

Selected address	MDR Number	Block	Lot
HAMILTON AVENUE Staten Island, New York 10301			70

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 disenroll **you will not** be able to certify violations.
- 2.Update Contact Information -> Ability to disenroll from Certification process. By

Disenroll  Update Contact Information

**Already Enrolled : DisEnroll ?**

By disenrolling, you will not be able to certify violations online.

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### eCertification Enrollment

Home | eCertification Enrollment | eCertification | History | FAQ

Enrolled Buildings | Verify Building and Contact Info | Print and Submit

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