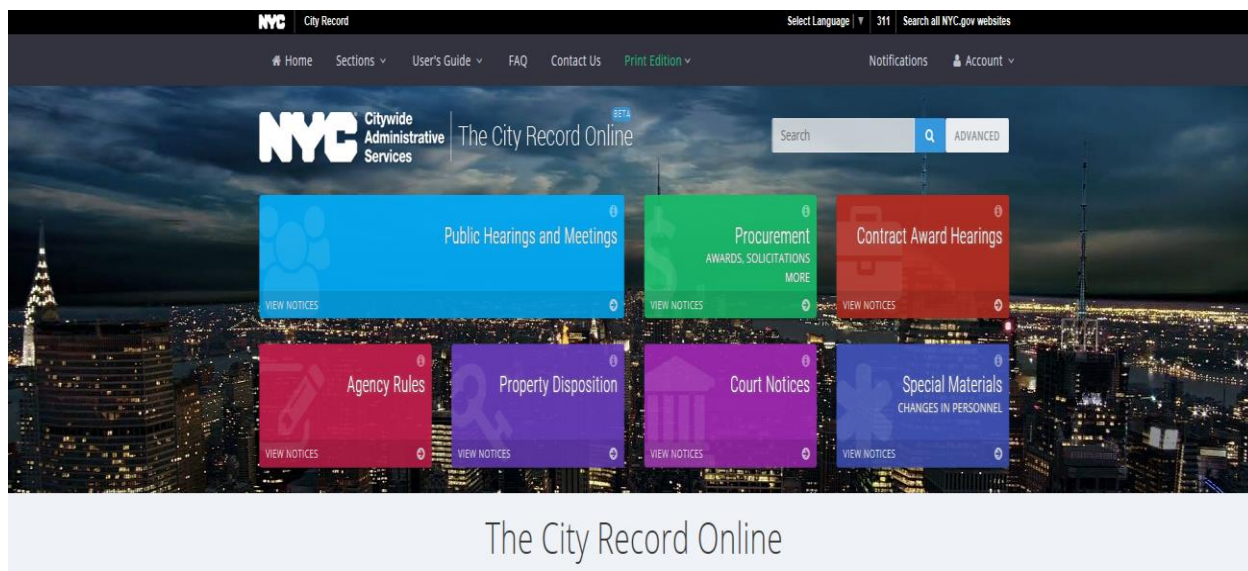


CITY RECORD ONLINE (CROL) USER MANUAL



Agencies **SHOULD NOT submit** notices for publication through this site.

To request access to submit **Non-Procurement Notices** contact the City Record Office at

CROLUUpdates@dcas.nyc.gov

To request access to submit **Procurement Notices** contact the City Record Office at

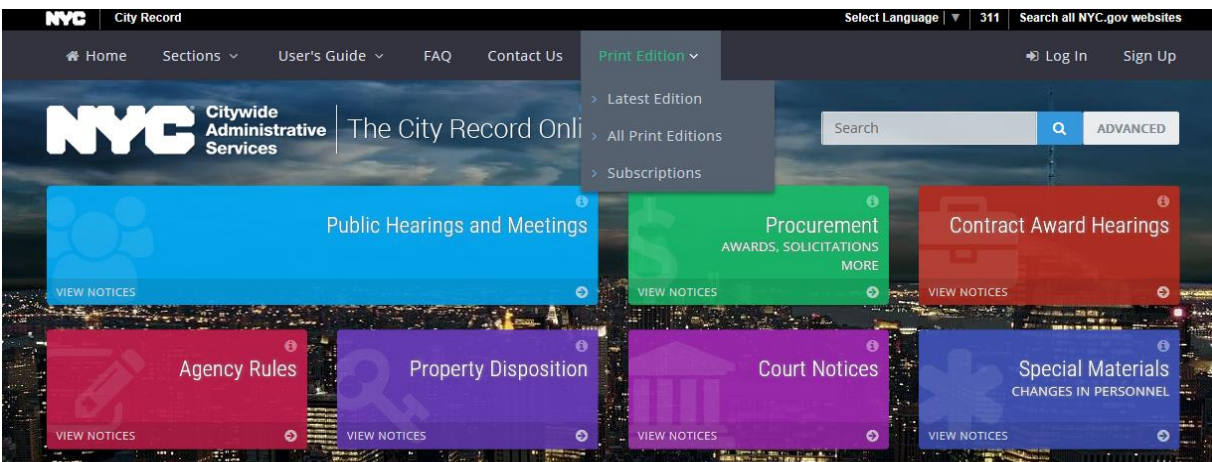
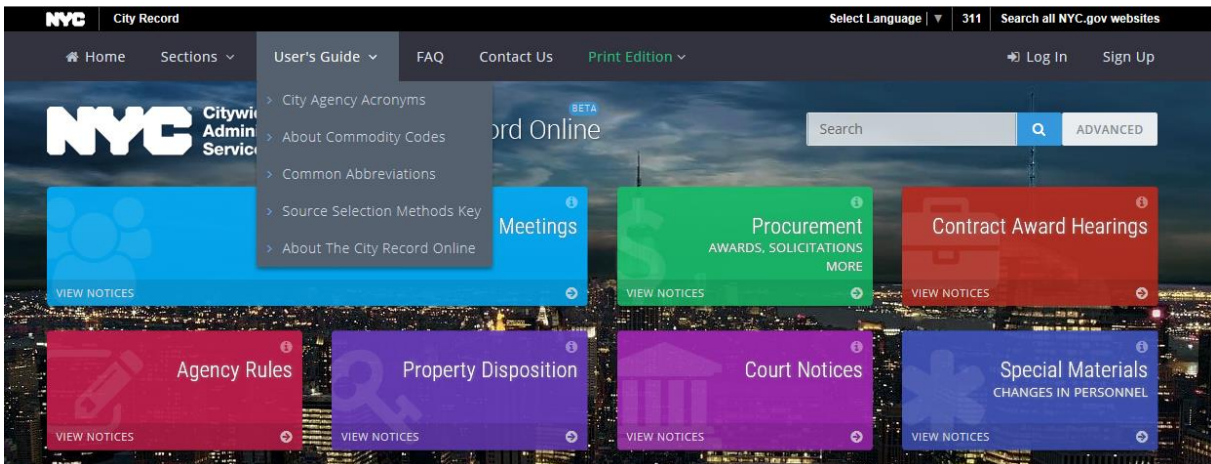
Cityrecord@dcas.nyc.gov

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Home Screen

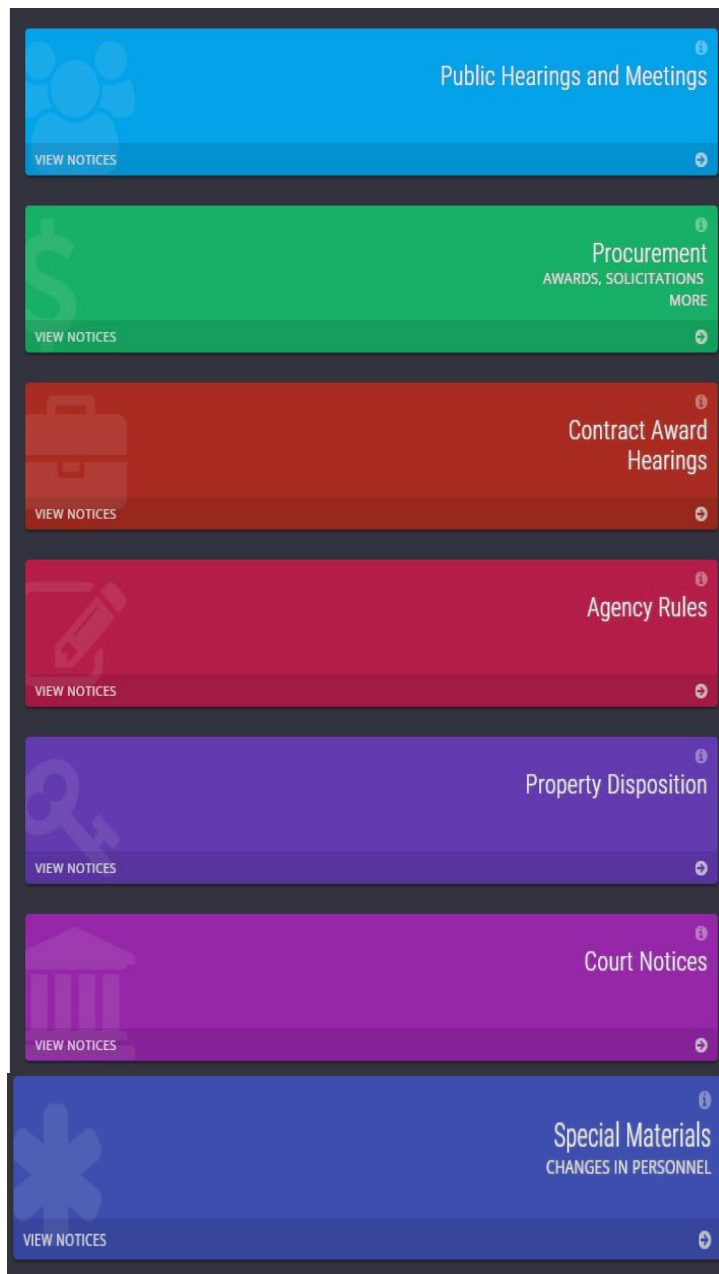
This site features a simple, yet attractive user-friendly menu with undeniably easy navigation. Under the City Record headline is the dropdown menu where you can select the corresponding area you'd like to visit.



Sections

The City Record Online (CROL) is divided into sections, Agency Rules, Contract Award Hearings, Court Notices, Procurement, Property Disposition, Public Hearings and Meetings, and Special Materials.

Sections can be accessed by clicking **Sections** on the top of the screen, or one of the color blocks on the home screen



Public Hearings and Meetings open to the public.

Solicitation notices allows vendors to compete for New York City's contracts. Award notices display the notices of contracts awarded to vendors. Vendors cannot bid on an award notice.

Contract Awards Hearings are open to the public.

Agency Rules includes Proposed, Adopted and Amended Rules and Regulatory Agendas.

Property Disposition includes Public Auctions and Sales.

Court Notices include Petitions, Acquisitions, Foreclosures and related maps.

Special Materials includes Public Notices, Fuel Oil Prices, Concept Papers and Changes in Personnel.

Registration and Sign Up

To receive email notifications and view/print procurement documents, follow the Sign Up guidelines.

New CROL Users must create an account and password in order to access CROL's email notification settings and view bid documents. You do not have to create an account if you are only interested in viewing notices.

If you are a Previous CROL User, in order to access your previous notification settings, you will be asked to revalidate your registered account on our updated site. You will need to complete the sign up process using the email linked to your former account.

NYC City Record Select Language | 311 Search all NYC.gov websites

Home Sections User's Guide FAQ Contact Us Print Edition Log In Sign Up

Public Hearings and Meetings
VIEW NOTICES

Procurement
AWARDS, SOLICITATIONS
MORE
VIEW NOTICES

Contract Award Hearings
VIEW NOTICES

Agency Rules
VIEW NOTICES

Property Disposition
VIEW NOTICES

Court Notices
VIEW NOTICES

Special Materials
CHANGES IN PERSONNEL
VIEW NOTICES

The City Record Online

The City Record Online (CROL) is now a fully searchable database of notices published in the City Record newspaper which includes but is not limited to: public hearings and meetings, public auctions and sales, solicitations and awards and official rules proposed and adopted by city agencies.

Visitors can [Sign Up](#) to receive notifications by email in their areas of interest and also download bid documents (when available). Returning Visitors: If you have previously set up an account on CROL please click [Sign Up](#) to validate your registered account on our new site. You will need to complete the sign up process using the email linked to your former account to access your previous notification settings. After completing this step, you will be able to [log in](#) directly on return visits.

The City Record print edition and The City Record Online are produced by the NYC Department of Citywide Administrative Services.

To begin registration click Sign Up.

New Users: You are being re-directed to the NYC Identity Management page of the City's website NYC.gov to create an account and password. This account and password will allow you access to CROL as well as other City government services through NYC.gov. After validating your account via e-mail you will then be directed to the enrollment form for CROL to set up personalized notifications for your areas of interest.

If you have already created a user account through NYC.gov please log into your account to set up your notification preferences.

Previous CROL Users: In order to access your previous notification settings, you are being asked to revalidate your registered account on our new site. You will need to complete the sign up process using the email linked to your former account.

Note: During sign up, if you receive a message that your "email address is already in use," go to [log in](#), and click the "forgot password link."

[CONTINUE →](#)

Read and click [CONTINUE →](#)

It is strongly recommended you create an account with an email address so you can reset your password by email.

EMAIL

?

Email Address or Username:

In the event a username is used to create an account, a Username Warning will appear advising to use an email address. Click **CONTINUE WITH USERNAME** or **USE EMAIL** to go back and enter an email address.

Username Warning

We've detected you would like to create an account without an email address. We strongly recommend you create an account with an email address so you can reset your password by email.

CONTINUE WITH USERNAME

USE EMAIL

Select three (3) security questions and provide the answers. This information will be used to reset password.

SECURITY

Select three security questions and provide answers to them. This information can be used to reset your password if you forget it. Answers are not case sensitive. They must be different, be between 3 and 255 characters and cannot include "< ". If you are on a public computer, we recommend you mask your answers by selecting 'Hide' below.

Security Question 1:

Answer 1:

Security Question 2:

Answer 2:

Security Question 3:

Answer 3:

Display Answers: ☒ Show ☐ Hide

I understand and agree to the [NYC.ID Terms of Use](#), the [overall Terms of Use for NYC.gov](#), and the [Privacy Policy for NYC.gov](#). ☐

CREATE ACCOUNT

Click and read (highlighted in blue) [NYC.ID Terms of Use](#), [overall Terms of Use for NYC.gov](#), and [Privacy Policy](#). To agree to the Terms of Use check the box. Click **CREATE ACCOUNT** to continue with sign up.

I understand and agree to the [NYC.ID Terms of Use](#), the [overall Terms of Use for NYC.gov](#), and the [Privacy Policy for NYC.gov](#). ☐ [Agree to the Terms of Use.](#)

Welcome to New York City's Centralized Public Identity Management ("NYC.ID") Application.

PLEASE READ THE FOLLOWING NYC.ID TERMS OF USE ("TERMS") CAREFULLY BEFORE USING THIS APPLICATION.

I. Scope

A. These Terms set forth the rights and responsibilities of the City of New York ("City") and any person creating a User account on NYC.gov using the NYC.ID Application. The "User" is you, unless you are creating the account on behalf of your employer or another entity or individual (in such case, the latter will be considered to be the "User" or "representative"). (If "you" and "User" are mentioned in the same sentence, "you" refers to the individual creating the account on behalf of the User.) These Terms also govern the User's access to and use of the Application.

B. For purposes of these Terms, "Application" refers to the electronic platform through which an individual creates a User account on NYC.gov.

C. These Terms, combined with the [overall Terms of Use for NYC.gov](#) and the [Privacy Policy for NYC.gov](#), constitute the agreement ("Agreement") between the City and the User concerning the NYC.ID Application. This Agreement is effective as of the date and

[Close](#)



CREATE ACCOUNT




After creating the account, a confirmation email will be sent to the registered email address. It is necessary to log in to your email address and follow instructions in the confirmation email.


NOTE: Created City Record account will not be accessible unless the user confirms the email address.

Confirmation Email Sent

Welcome! Your account was created. You cannot log in until your email address is confirmed. To confirm your email address, click on the link in the email that was sent to you. If you have not received the email, check your spam/junk folder.

NYC.gov - Confirm Your Email Address Inbox x  

 **nyc.gov** <noreply@nyc.gov> 2:55 PM (48 minutes ago) ☆  

to me 

You have just created a user account with City of New York. If this was not authorized, [report the incident](#).

[Click this link](#) to confirm your email address.

If the above link does not work, paste the following address into your browser:

<https://www1.nyc.gov/account/validateToken.htm?token=81971fdbae44866b853efa8300a85fa&emailAddress=candidaskinner%40gmail.com&lang=en>

We ask you to confirm your email to ensure our emails will be delivered. This is the address you will log in with, and the address to which we will deliver all email messages regarding invitations and requests, and other system mail.

You can change your email address at any time, but will only be able to log in with it once you have confirmed the email address by clicking the link.

Thank you for using NYC.gov.

Do Not Reply - Automatic Email

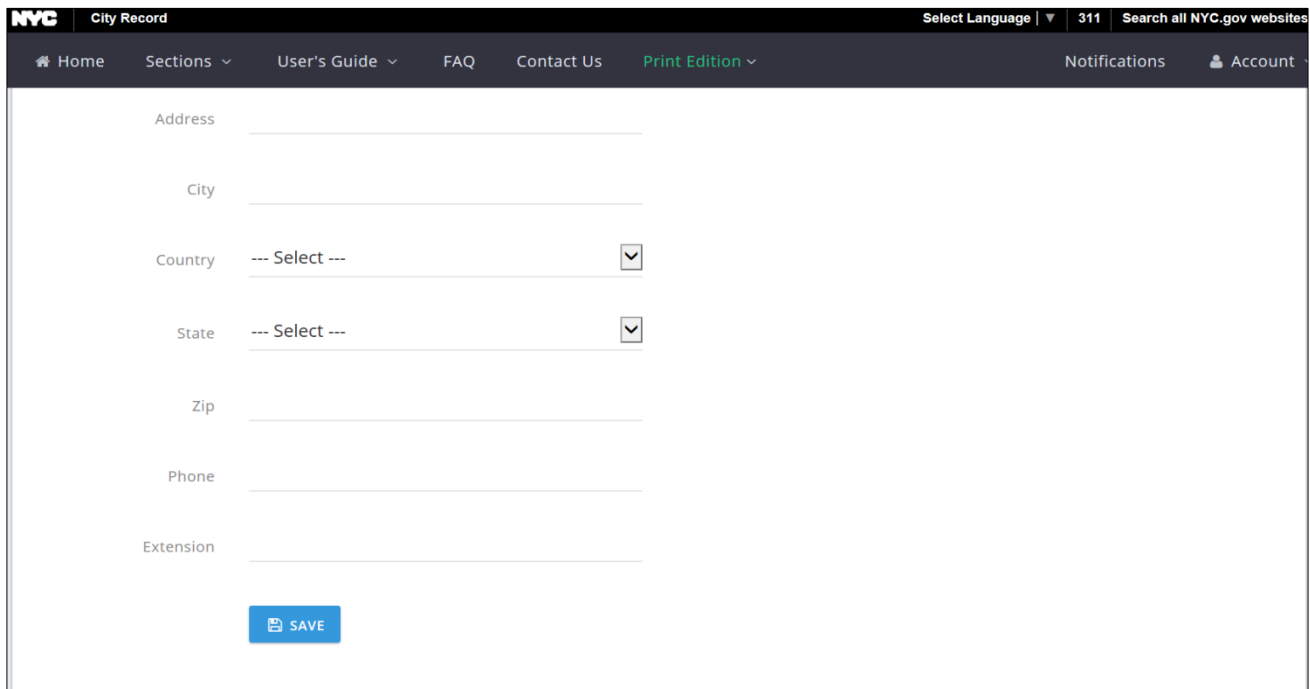
Once the email address is confirmed, you will be able to log into the City Record Online (CROL).

Email Address Confirmed

Congratulations, we successfully confirmed your email address. You may now log in.

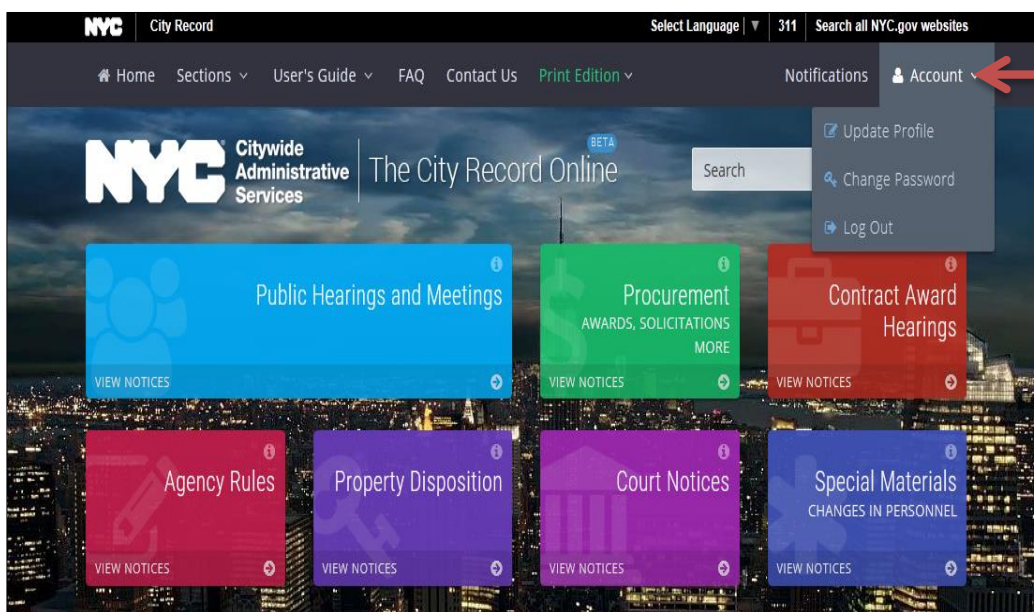
CONTINUE

Visit **www.nyc.gov/cityrecord** to complete sign-up process and select email notification preferences. Enter the required information and click SAVE to continue.




The screenshot shows the sign-up form on the NYC City Record website. The form includes input fields for Address, City, Country (a dropdown menu), State (a dropdown menu), Zip, Phone, and Extension. A blue 'SAVE' button is located at the bottom of the form. The website's navigation bar at the top includes links for Home, Sections, User's Guide, FAQ, Contact Us, and Print Edition, along with a search bar and a language selector.

Updating Account Information



To access account information, click Account, and select from the drop-down menu.

The Official Website of the City of New York

Translate | ▼
Text Size

Account Profile: cskinner@dcas.nyc.gov

EMAIL ADDRESS
PASSWORD
NAME
SECURITY QUESTIONS

New Email Address:
Confirm New Email Address:

EMAIL ADDRESS
PASSWORD
NAME
SECURITY QUESTIONS

Current Password:
? New Password:
Confirm New Password:

EMAIL ADDRESS
PASSWORD
NAME
SECURITY QUESTIONS

First Name:
Middle Initial:
Last Name:

EMAIL ADDRESS
PASSWORD
NAME
SECURITY QUESTIONS

Select three security questions and provide answers to them. Answers are not case sensitive. They must be different, be between 3 and 255 characters and cannot include "<". If you are on a public computer, we recommend you mask your answers by selecting 'Hide' below.

Security Question 1: ▼

Answer 1:

Security Question 2: ▼

Answer 2:

Security Question 3: ▼

Answer 3:

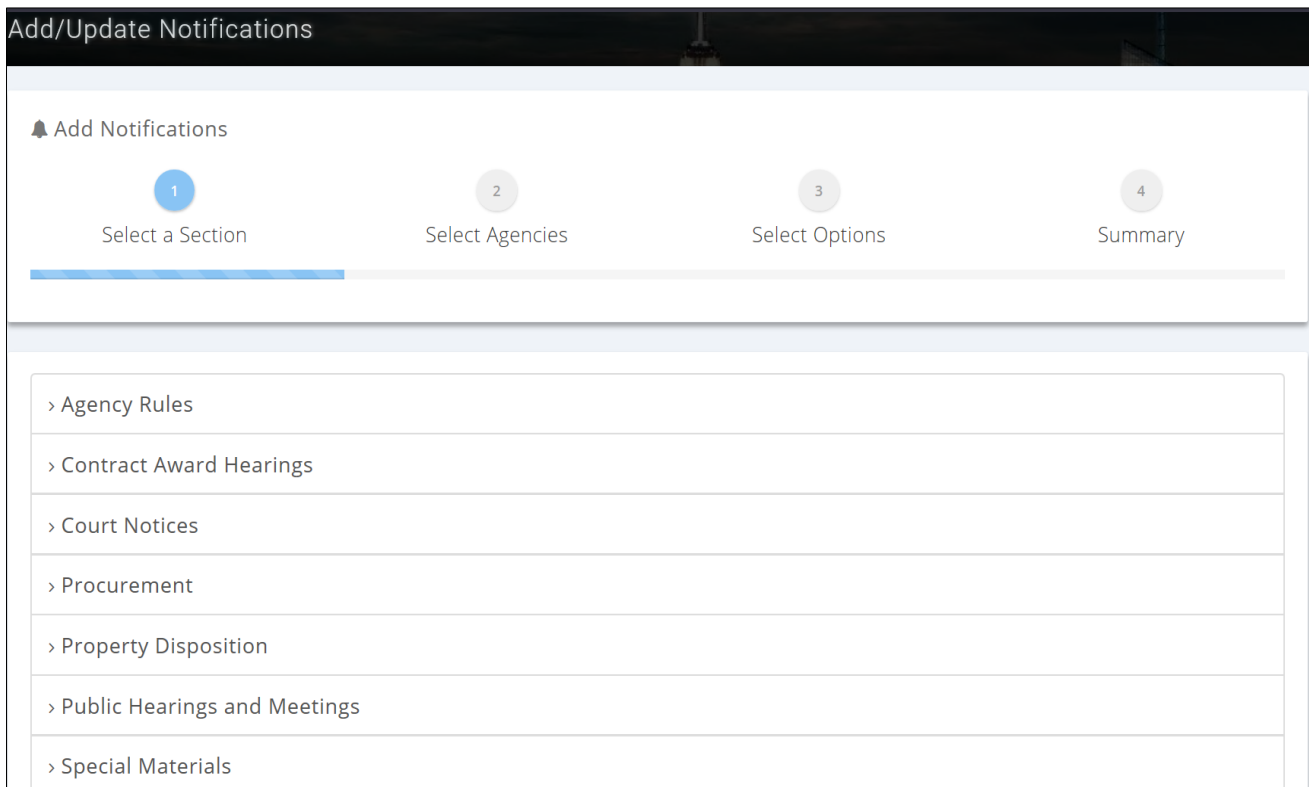
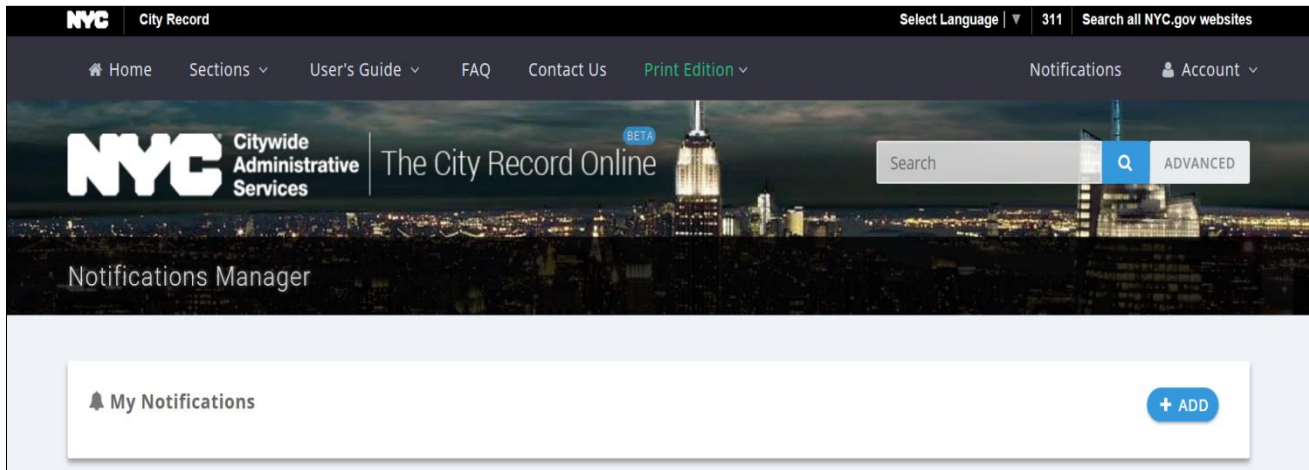
Display Answers: ☒ Show ☐ Hide

Password:

Click the required tab, enter corrected information, and click

Add Notifications

Once selected, information from all sections can be emailed. To select the type of notification to be received via email, click **+ ADD** and select the section choice (Procurement will be used for demonstration).



Select by checking the box next to the agency. To select all agencies, check the first box next to Agency Name.
Email notifications will be sent from the chosen agencies ONLY.

Agencies for Procurement section

🔔 Add Notification

✓

2

3

4

Select a SectionSelect AgenciesSelect OptionsSummary

☐ Agency Name

find agency...

✓

Administration for Children's Services (ACS)

☐

Administrative Trials and Hearings (OATH)

☐

Aging (DFTA)

☐

Art Commission (ARTC)

Or

✓

Agency Name

✓

Aging (DFTA)

✓

Art Commission (ARTC)

✓

Banking Commission (NBC)

Click on ☐ Agency Name to select all agencies.

Or

✓

Agency Name

Office of the r X

✓

Office of the Mayor (OOM)

Type the name of the agency in to quickly find an agency. Click [CONTINUE](#)

Commodities

Commodities for Procurement

Add Notification

Select a Section Select Agencies Select Options Summary

Select Commodities

Category --- Select a Category ---

--- Select a Category ---

ABRASIVES (005)

ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES (010)

ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACH (015)

AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS (019)

AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLAS (020))

For the list of the commodities category click [Select a Category](#).

Select a category from the list. ABRASIVES (005) will be used for demonstration.

Commodities for Procurement

Add Notification

Select a Section Select Agencies Select Options Summary

Select Commodities

Category ABRASIVES (005)

Selectable commodities

ADD ALL

Add	Abrasive Equipment and Tools(00505)
Add	Abrabives, Coated: Cloth, Fiber, Sandpaper, etc.(00514)
Add	Abrabives, Sandblasting, Metal(00521)
Add	Abrabives, Solid: Wheels, Stones, etc.(00542)

Select commodities by clicking [Add](#). Multiple commodities can be selected.

Your enrolled commodities

REMOVE ALL

Remove	Abrabives, Tumbling (Wheel) (00556)
Remove	Abrabives, Solid: Wheels, Stones, etc. (00542)
Remove	Abrabives, Sandblasting, Metal (00521)
Remove	Abrabives, Coated: Cloth, Fiber, Sandpaper, etc. (00514)
Remove	Abrasive Equipment and Tools (00505)

PREVIOUS CONTINUE

Users can view selected commodities in “Your enrolled commodities” field. Unwanted commodities can be removed by clicking [Remove](#).

To add other commodities in another category go back to Select a Category and repeat the steps.

To complete the summary of selected commodities and agencies, click [SUBMIT](#)

Notifications summary for Procurement

Add Notification

✓

Select a Section

✓

Select Agencies

✓

Select Options

4

Summary

☒ New Notification summary

I'm interested in

1 ▶ ABRASIVES (005)
+

from

124 agencies
-

▶ City Clerk (CCLK)
▶ City Council (CC)
▶ City Planning (DCP)
▶ City Planning Commission (CPC)
▶ City Record (DCAS)

PREVIOUS
SUBMIT

NOTE: Notices with selected commodities will be sent via email ONLY when available.

To subscribe to receive email notifications, click Yes

My Notifications

Subscribe ? Yes
+ ADD

Do you want to receive email notifications when new notices are posted?
DELETE

Procurement

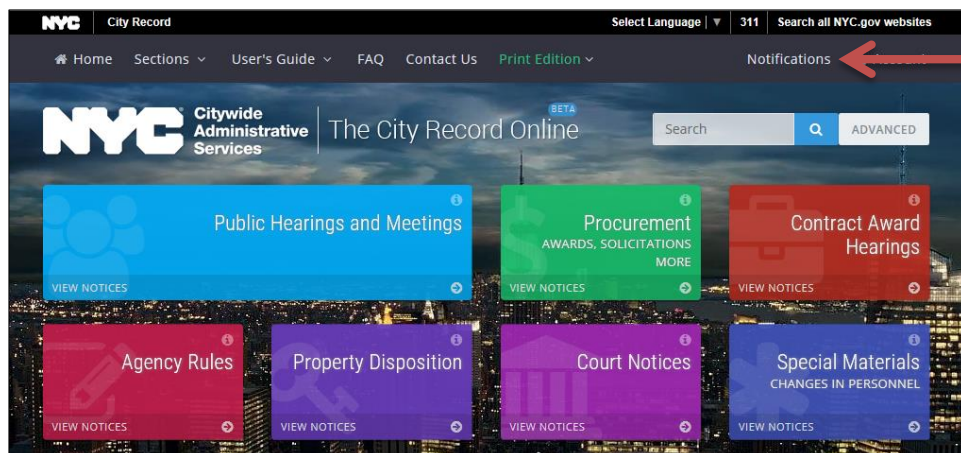
I'm interested in

1 ▶ ABRASIVES (005)
+

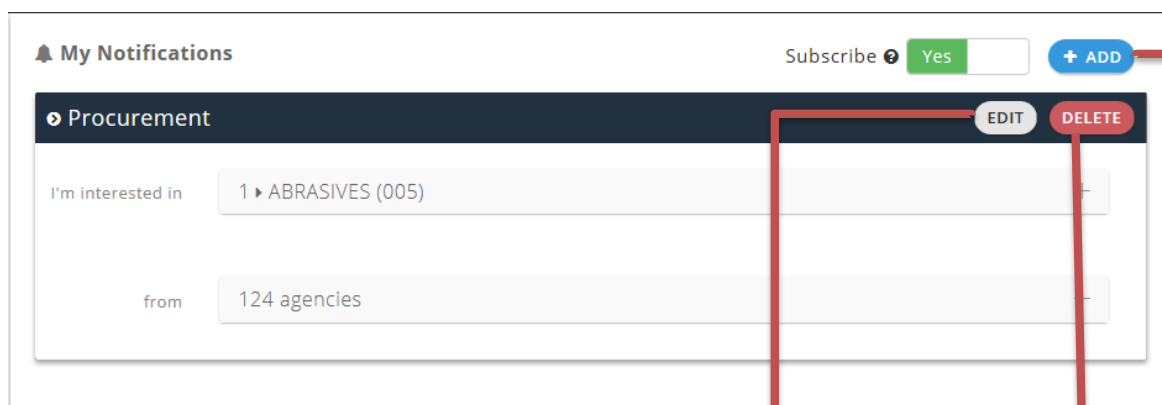
from

124 agencies
+

Updating Email Notifications



To view, add, edit or delete the type of notice you would like to receive via email click Notifications.



Click **EDIT** to update previous commodity selections.

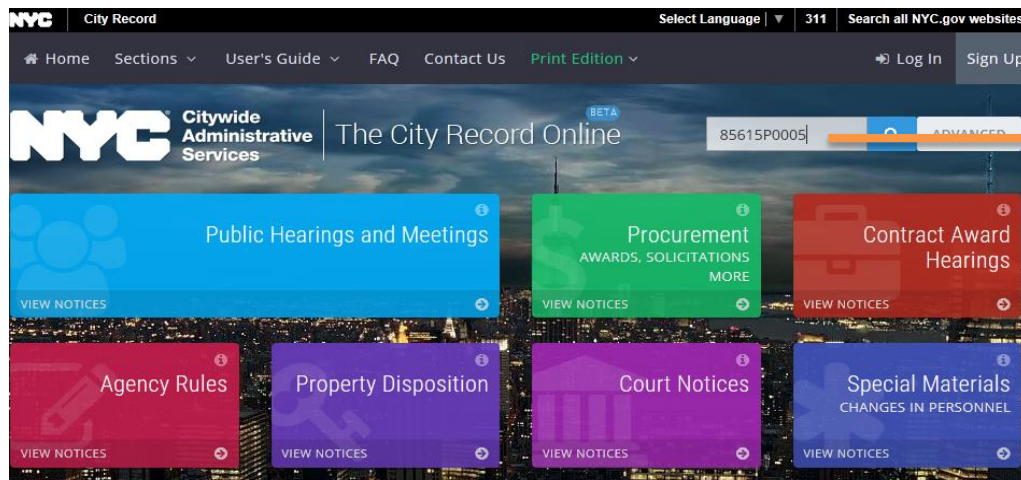
Click **DELETE** to remove the entire list of selected commodities.

Click **+ ADD** to subscribe to new notification types and commodities.

Search and Download Procurement Notices

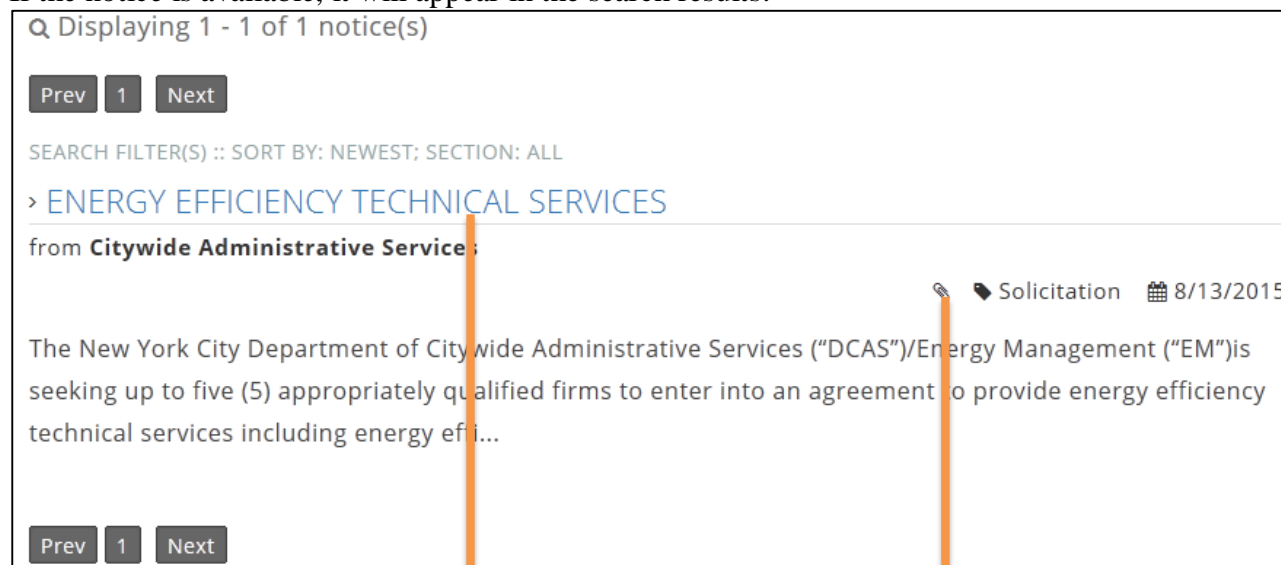
To view bid attachments to procurement notices posted on the City Record Online you will be required to log in. You can create one on our website at <http://www.nyc.gov/cityrecord>. Click the link “SIGN-UP” to begin the process.

When attempting to download documents, please make sure the Pop-up Blocker on your computer is turned off. You can also try holding down your Ctrl key on your keyboard and click on the document link.



Enter the PIN, click the blue search icon or hit enter.

If the notice is available, it will appear in the search results.



Click the notice title

The paper clip symbol represents an attached document.

phone: (212) 386-6284
 fax: (646) 500-6592
 email: omanuka@dcas.nyc.gov

Due Date
 9/14/2015


Other Information
 This procurement is subject to goals for project participation by Minority Owned Business Enterprises (MBEs) and/or Women Owned Business Enterprises (WBEs) as required by Local Law 1 of 2013. The submittal of an M/WBE Utilization Plan or an approved waiver is a requirement of the proposal submission.

ATTACHMENTS 1

- RFP

DESCRIPTION

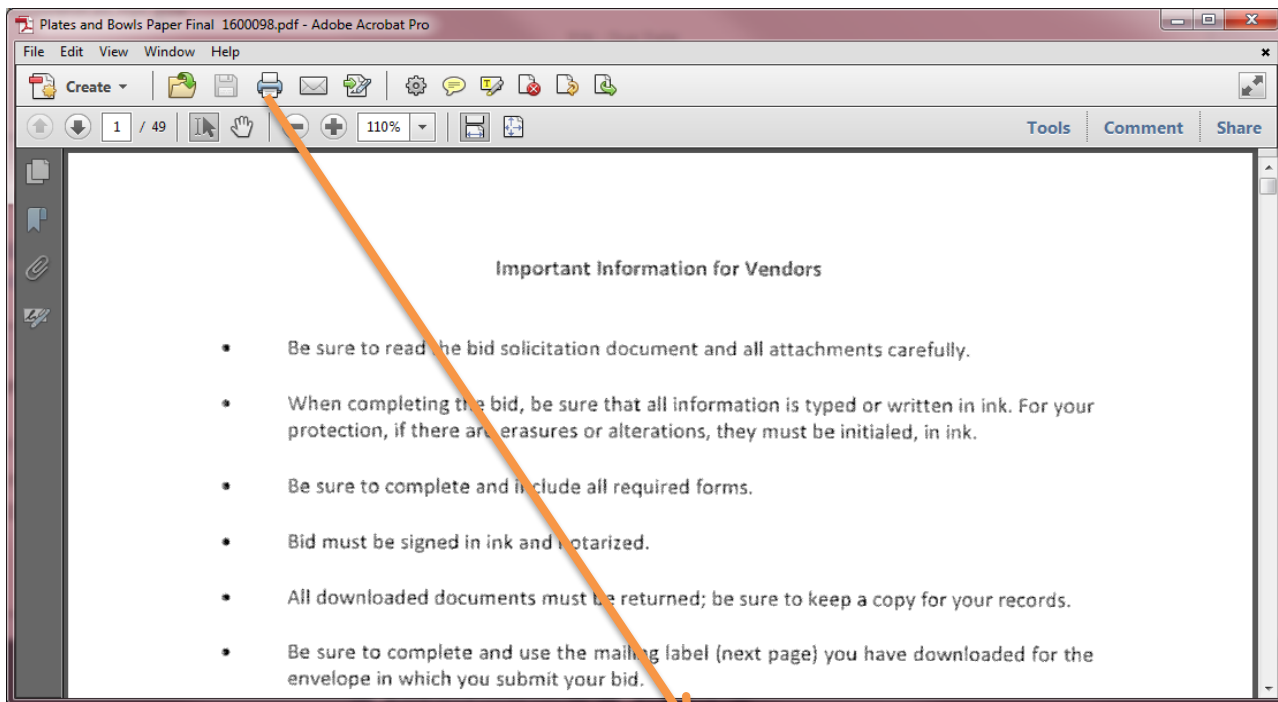
The New York City Department of Citywide Administrative Services ("DCAS")/Energy Management ("EM") is seeking up to five (5) appropriately qualified firms to enter into an agreement to provide

Under attachments click the document title  to download.

You will get a message that prompts you to open, save or cancel the download. Click open or save to continue.

Do you want to open or save 12 - General Terms Conditions 2015-02.pdf (265 KB) from mspwww-dcscfpvp.nyc.gov?

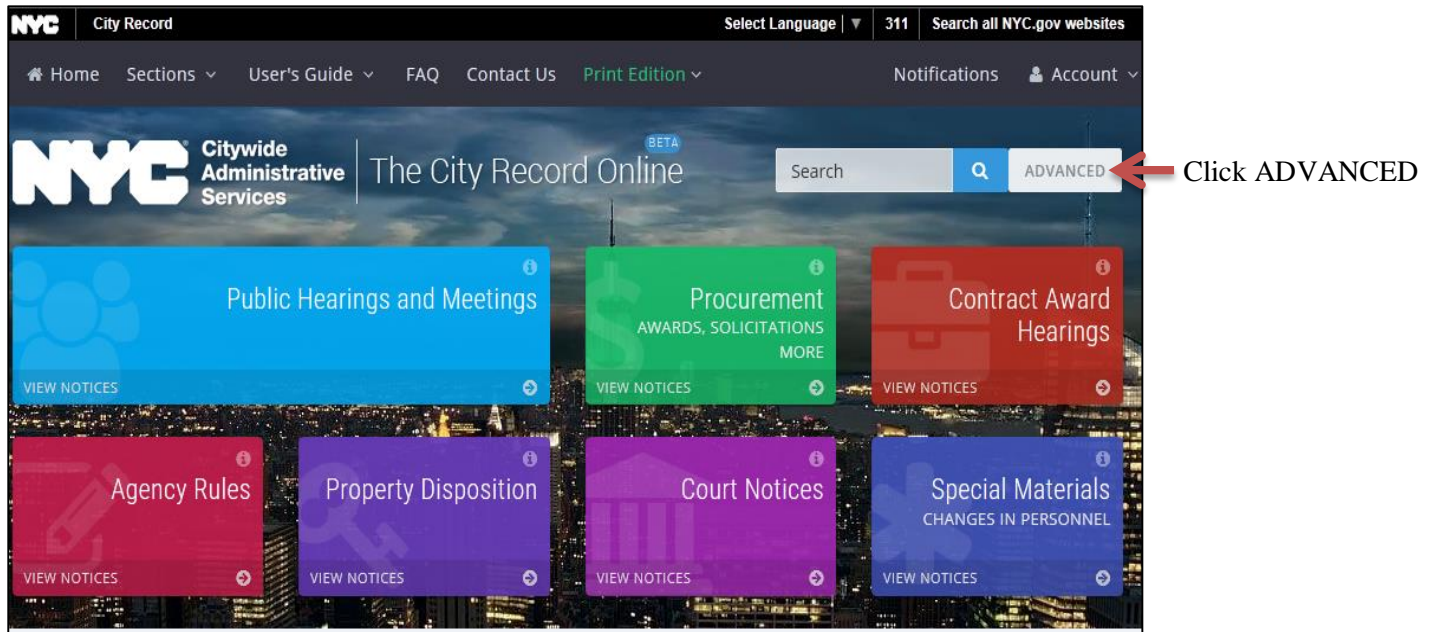
Open Save Cancel



The document opens up in a new page. Click the Print Icon to print the document.

Advanced Search

Advanced search is a full search of the City Record Online. It finds your keyword wherever it occurs in the paper.



The screenshot shows the Advanced Search form. On the left, there is a section for 'Search keywords:' with the text 'Paper' entered. Below this, there are radio buttons for 'Search within:' (Titles only, Title & Descriptions) and 'Notices with:' (ALL of the keywords, ANY of the keywords). There is also a checkbox for 'Search attached documents?'. On the right, there is a 'Section:' dropdown menu with a list of options: --- All Sections ---, Public Hearings and Meetings, Court Notices, Property Disposition, Procurement, Contract Award Hearings, Agency Rules, Special Materials, and Changes in Personnel. A red arrow points to this dropdown menu with the text 'Choose a section from the Section drop down menu.' Below the dropdown menu, there is a 'Category:' dropdown menu with the option 'All Categories'. There is also a 'Date Range:' field with calendar icons and a 'Search current ads?' checkbox. A blue 'SUBMIT' button is at the bottom right. A red arrow points from the 'Search keywords:' field to a text box below the form with the text 'Type a keyword that relates to your search.'

Search keywords:

Section:

Search within: ☒ Titles only
☐ Title & Descriptions

Notices with: ☒ ALL of the keywords
☐ ANY of the keywords

Search attached documents? ☐ Yes

Agency:
City Council (CC)
City Planning (DCP)
City Planning Commission (CPC)
City Record (DCAS)
City University (CUNY)
Citywide Administrative Services (DCAS)
Civil Service Commission (CSC)
Community Boards (NCB)
Comptroller (OOC)
Conflicts of Interest Board (COIB)
Consumer Affairs (DCA)
Correction (DOC)
Criminal Justice Coordinator (CJC)
Cultural Affairs (DCLA)
Design and Construction (DDC)
Design Commission (NDC)
District Attorney - Bronx County (DABX)
District Attorney - Kings County (DANC)

Notice Type:

Category:

Date Range: to

Search current ads? ☐ Yes

Choose an agency from the Agency dropdown menu.

Search keywords:

Section:

Search within: ☒ Titles only
☐ Title & Descriptions

Notices with: ☒ ALL of the keywords
☐ ANY of the keywords

Search attached documents? ☐ Yes

Agency:

Notice Type:
Award
Intent to Award
Solicitation
Vendor List

Category:

Date Range: to

Search current ads? ☐ Yes

Choose Notice Type from the dropdown menu.

Search keywords:

Section:

Search within: ☒ Titles only
☐ Title & Descriptions

Notices with: ☒ ALL of the keywords
☐ ANY of the keywords

Search attached documents? ☐ Yes

Agency:

Notice Type:

Category:
Construction Related Services
Construction/Construction Services
Goods
Goods and Services
Human Services/Client Services
Services (other than human services)

Date Range:

Search current ads? ☐ Yes

Make a selection from the Category.

Click SUBMIT for search results.

Search Results

Search keywords:

Section:

Search within: ☒ Titles only

Agency:

☐ Title & Descriptions

Notice Type:

Notices with: ☒ ALL of the keywords

Category:

☐ ANY of the keywords

Date Range:

Search attached documents? ☐ Yes

Search current ads? ☐ Yes

Q Displaying 1 - 10 of 226 notice(s)

...

SEARCH FILTER(S) :: SORT BY: NEWEST; SECTION: PROCUREMENT

> [CORRECTION: TRUCK, MOBILE PAPER SHREDDER - DSNY](#)

from **Citywide Administrative Services**

CORRECTION: addendum 3 is attached A copy of the bid can be downloaded from the City Record Online site at www.nyc.gov/cityrecord. Enrollment is free. Vendors may also request the bid by contacting Vendor Relations via email at [dcasdmssbids@dcas...](mailto:dcasdmssbids@dcas.nyc.gov)

> [PLATES AND BOWLS \(PAPER\)](#)

from **Citywide Administrative Services**

A copy of the bid can be downloaded from the City Record Online site at www.nyc.gov/cityrecord. Enrollment is free. Vendors may also request the bid by contacting Vendor Relations via email at dcasdmssbids@dcas.nyc.gov, by telephone at 212-386-0044 o...

> [NAPKINS: TABLE, PAPER](#)

Contact Us

If you have questions or need additional help, please contact us via email at contactCROL@dcas.nyc.gov