

1. Visit <https://myportal.dfs.ny.gov/web/cybersecurity> and create a profile for yourself. Sign in once you have created your profile.

The image shows a web browser window displaying the 'My Apps - DFS Portal' page. The browser's address bar shows the URL [https://myportal.dfs.ny.gov/myapps?p\\_p\\_state=mi](https://myportal.dfs.ny.gov/myapps?p_p_state=mi). The page header includes the New York State logo and navigation links for 'Services', 'News', 'Government', and 'Local'. Below the header is the 'Department of Financial Services' logo and a 'SECURE PORTAL' badge. A dark grey bar contains the 'My Apps' label. The main content area is titled 'Sign In' and contains an 'Email Address' input field, a 'Password' input field, and a 'Remember Me' checkbox. A blue 'Sign In' button is positioned below the form. At the bottom of the sign-in section, there are two links: 'Create Account' (circled in red) and 'Forgot Password' (with a question mark icon). A red arrow points from the top of the page down to the 'Create Account' link.

2. Once you are logged in under your profile, choose “Submit Cybersecurity Certificate of Compliance:

https://myportal.dfs.ny.gov/web/cybersecurity

Waiting for myportal.dfs.ny...

NEW YORK STATE

Services News Government Local

Department of Financial Services

SECURE PORTAL

My Apps Cybersecurity

Submit Cybersecurity Notice of Exemption

Submit Cybersecurity Certification of Compliance

Submit Cybersecurity Event

For support regarding the submission of your Cybersecurity documents and filings, please contact: [CyberRegComments@dfs.ny.gov](mailto:CyberRegComments@dfs.ny.gov)

HELP AND INFORMATION

Email Us Visit Us

3. Type your name or your entity's name in the "Entity ID or Name" field. The system should recognize your name automatically and bring up your license type and number:

The screenshot shows a web browser window with the URL <https://myportal.dfs.ny.gov/web/cybersecurity>. The page header includes the New York State logo and navigation links for Services, News, Government, and Local. The main heading is "Department of Financial Services" with a "SECURE PORTAL" logo. Below this is a navigation bar with "My Apps" and "Cybersecurity" tabs. A "Back to Cybersecurity Menu" button is present. The main content area is titled "Cybersecurity Certification of Compliance" and has three tabs: "Entity Select" (active), "Certification Detail", and "Signature". The "Entity Select" tab contains a form with the following fields:

- Name of Entity:  (A red arrow points to this field)
- Date: **03-07-2018**
- Entity Type:
- Entity ID:
- Entity Name:

A "Next" button is located at the bottom right of the form area.

4. Once the correct information appears in the form, click "Next":

The screenshot shows a web browser window with the URL <https://myportal.dfs.ny.gov/web/cybersecurity>. The page header includes the New York State logo and navigation links for Services, News, Government, and Local. The main heading is "Department of Financial Services" with a "SECURE PORTAL" logo. Below this is a navigation bar with "My Apps" and "Cybersecurity" (selected). A "Back to Cybersecurity Menu" button is present. The main content area is titled "Cybersecurity Certification of Compliance" and has three tabs: "Entity Select" (selected), "Certification Detail", and "Signature". The form contains the following fields:

- Name of Entity:
- Date: **03-07-2018**
- Entity Type:
- Entity ID:
- Entity Name:

The "Next" button at the bottom right of the form is circled in red, and a red arrow points to it from the top of the page.

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5. Click the box next to either “Board of Directors” or “Senior Officer”, depending upon who is completing the Certification. Then complete the information in the form and click “Next”:

https://myportal.dfs.ny.gov/web/cybersecurity Cybersecurity - DFS Portal

Services News Government Local

# Department of Financial Services

SECURE PORTAL

My Apps Cybersecurity

Back to Cybersecurity Menu

## Cybersecurity Certification of Compliance

Entity Select Certification Detail Signature

Certification of compliance reviewed by:

Board of Directors  Senior Officer(s)

Name of a Senior Officer(s)

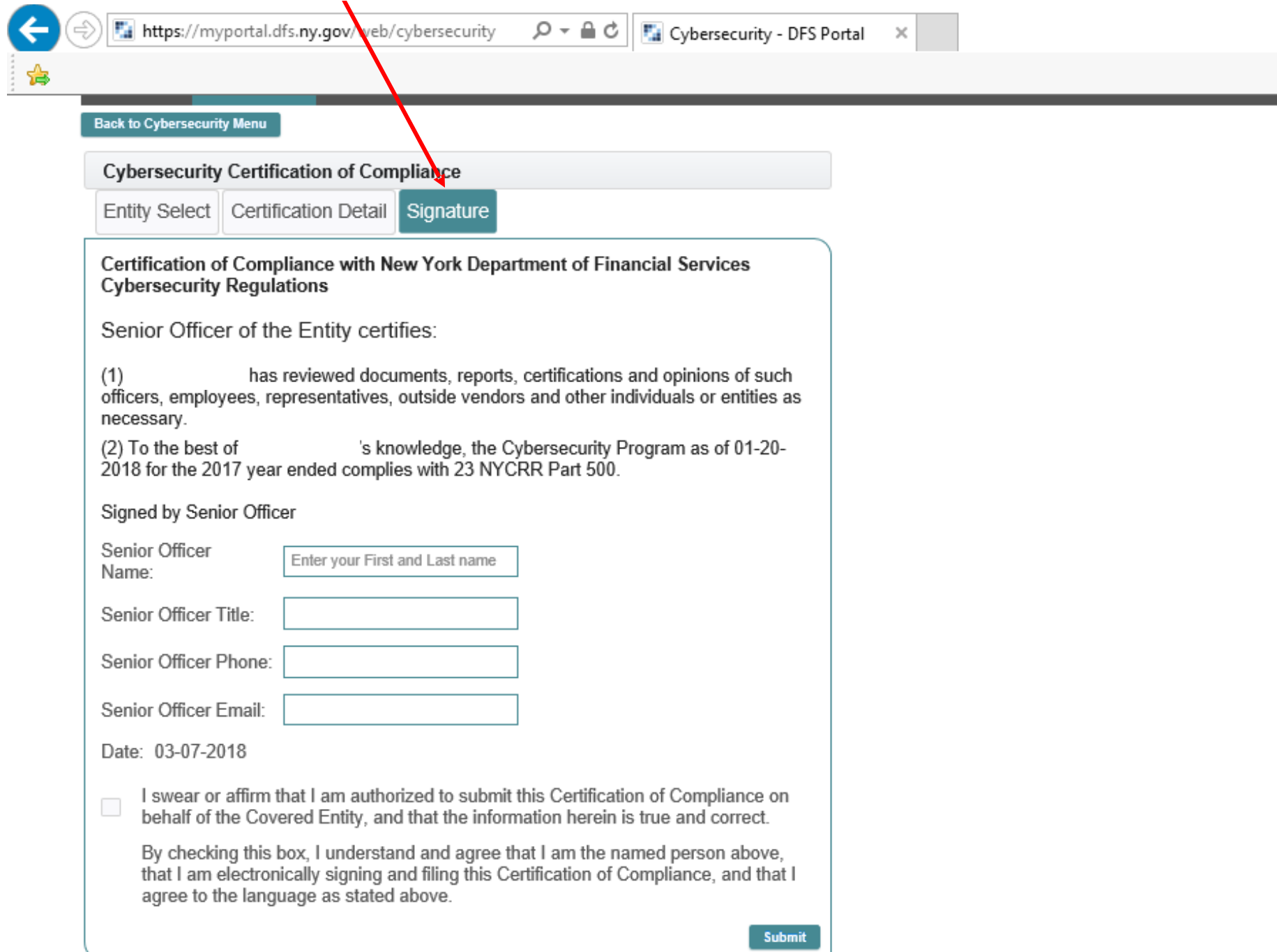
Title(s)

Date of the Board Resolution or Senior Officer(s) Compliance Finding

For the year ended (year for which Board Resolution or Compliance Finding is provided) 2017

Back Next

6. Complete the fields on the "Signature" form. Check the click box next to the affirmation at the bottom and then click "Submit."



Back to Cybersecurity Menu

**Cybersecurity Certification of Compliance**

Entity Select Certification Detail **Signature**

**Certification of Compliance with New York Department of Financial Services Cybersecurity Regulations**

Senior Officer of the Entity certifies:

(1) \_\_\_\_\_ has reviewed documents, reports, certifications and opinions of such officers, employees, representatives, outside vendors and other individuals or entities as necessary.

(2) To the best of \_\_\_\_\_'s knowledge, the Cybersecurity Program as of 01-20-2018 for the 2017 year ended complies with 23 NYCRR Part 500.

Signed by Senior Officer

Senior Officer Name:

Senior Officer Title:

Senior Officer Phone:

Senior Officer Email:

Date: 03-07-2018

I swear or affirm that I am authorized to submit this Certification of Compliance on behalf of the Covered Entity, and that the information herein is true and correct.

By checking this box, I understand and agree that I am the named person above, that I am electronically signing and filing this Certification of Compliance, and that I agree to the language as stated above.

**Submit**