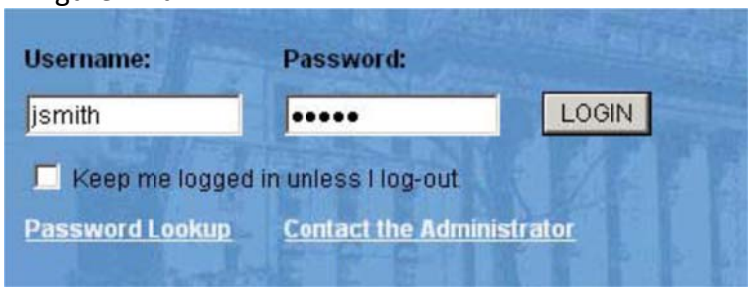
Local Law 11 Submission Procedure

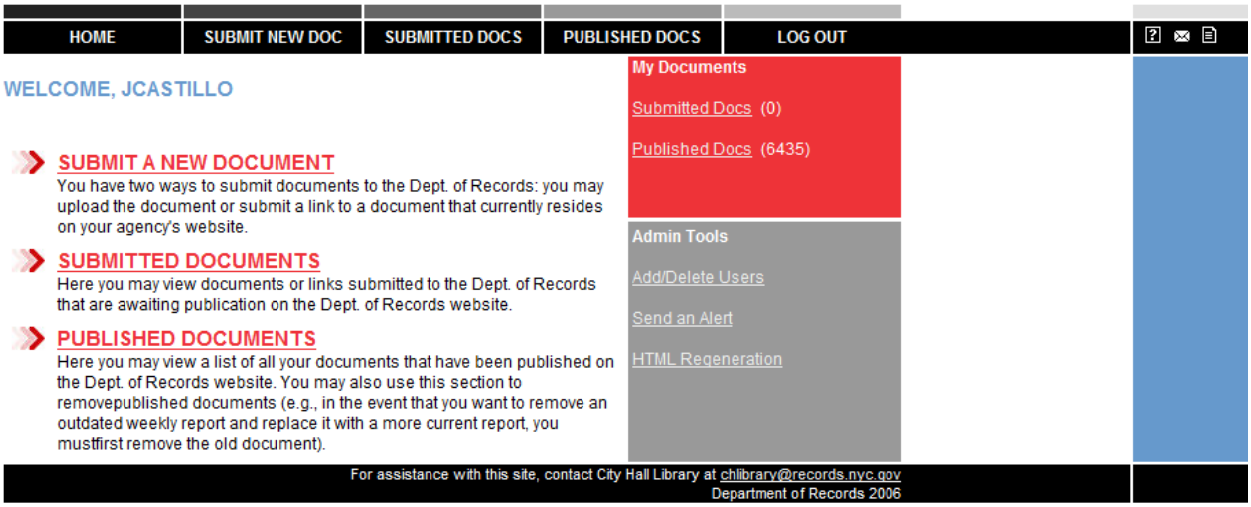
1. The Local Law 11 Submission site can be accessed by going to: egov.nycnet/dor or via cityshare

2. Agency liaisons that have completed and returned the survey sent by the Dept. of Records in mid-May may already have login credentials. To determine if you have login credentials, please attempt to log into the system using the following schema, as in the figure below:
   Username: Your first initial + your last name, with no spaces in between, with a limit of 13 characters.
   Password: Your first name, with a limit of 25 characters.
   Figure 2.2a

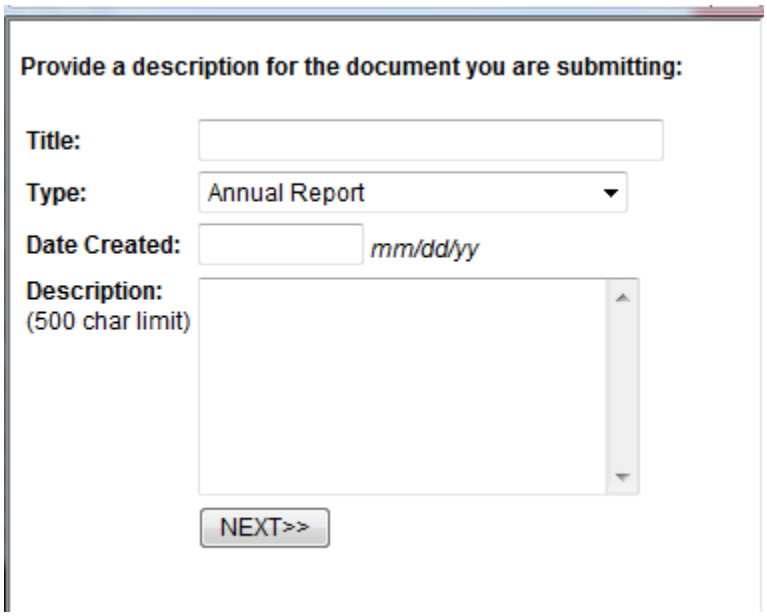


If you do not have a username and password, you may request one by selecting the "Contact the Administrator" link and providing your full name, phone number, email address, and the agency you work for.
In the event you have forgotten your password, please select the "Password Lookup" link and provide your username. Your username is always your first initial + your last name, with no space in between. Once you submit your username you will be sent your password via email.
If you already have login credentials, please enter your username and password into the appropriate fields and select the Login button.

3. Click on the "SUBMIT A NEW DOCUMENT" Link on the home page.



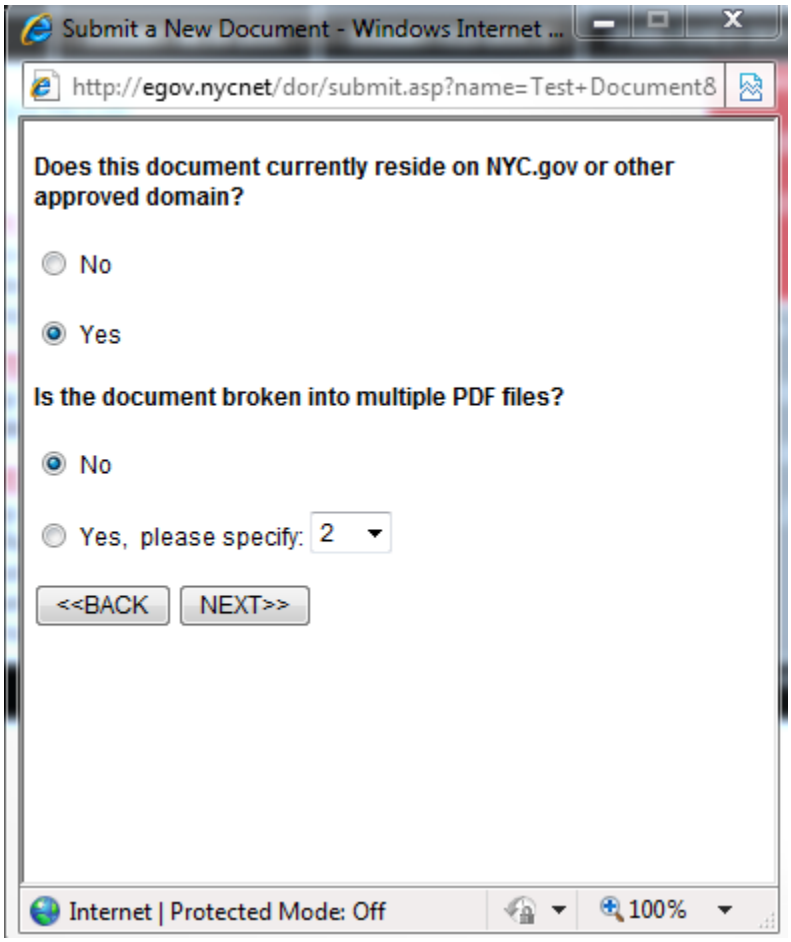
4. Selecting the link to “Submit a New Document” will launch a new window, as shown in the figure below. Before you can send the document, you must add descriptive metadata that is associated with the document.



Title: Enter the document’s name here. This field is limited to 150 characters.
Type: Choose the type of document from the drop-down list. Document types are limited to Annual Report, Audit Report, Bond Offering – Official Statement, Budget Report, Consultant Report, Guide – Manual, Hearing – Minutes, Legislative Document, Memoranda – Directive, Press Release, Serial Publication, and Staff Report.
Date Created: The date on which the document was created, in **mm/dd/yy** format.
Description: Enter a short description for each document. This field is limited to 500 characters, so please be brief.

Once you complete these fields, select the “Next” button to proceed to the next step in the submittal process.

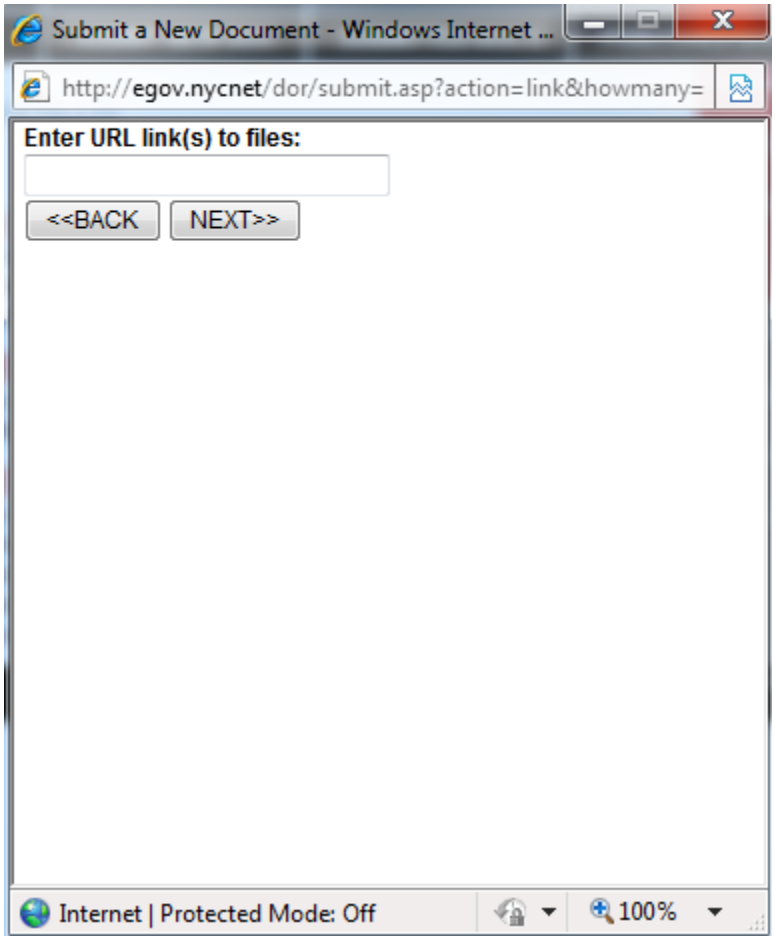
5. On the following screen, please select Yes for the first question, and if the document contains multiple files, please select the appropriate option and number of PDF files being submitted.



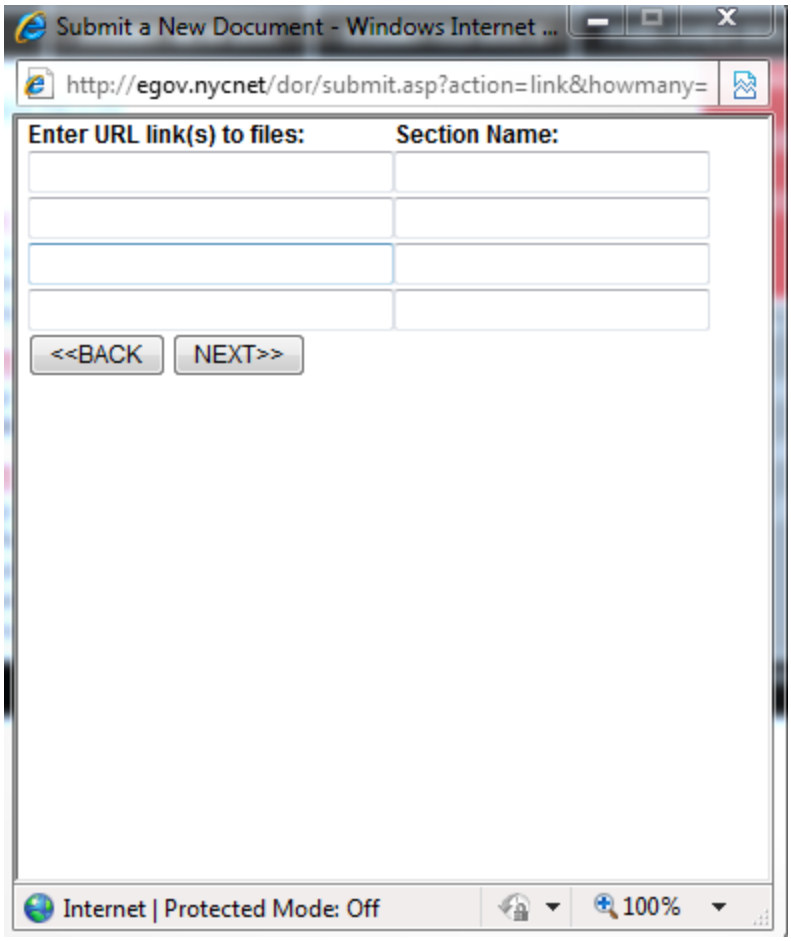
This is a new procedure put in place due to an upgrade to the Local Law 11 posting system. PDF files may no longer be uploaded through the Local Law 11 application.

Once you have made the appropriate selections, please select the “Next” button to proceed to the next step in the submittal process.

6. If you have a single PDF document being submitted please enter the link to the file in the text box.



If there are multiple PDF files, please submit a URL and a Section name (Chapter 1, Section 1, etc.) for each URL being submitted.



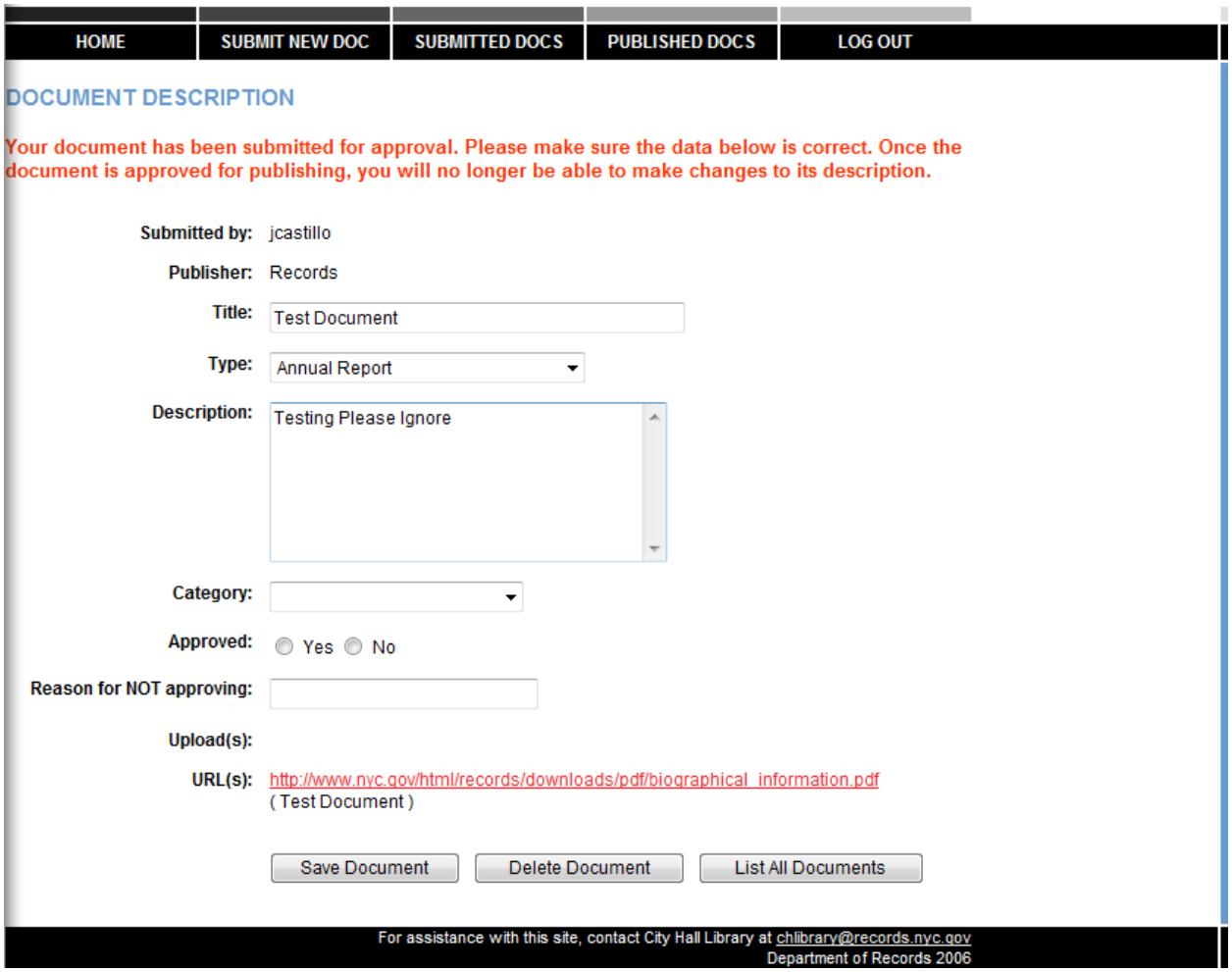
PLEASE NOTE: The URL field will only accept URLs that begin with the following syntax for security reasons:

- ✓ http://nyc.gov/
- ✓ http://www.nyc.gov/
- ✓ http://www.council.nyc.ny.us/
- ✓ http://pubadvocate.nyc.gov/
- ✓ http://www.comptroller.nyc.gov/
- ✓ http://statenislandusa.com/
- ✓ http://www.queensbp.org/
- ✓ http://www.cvfieldsmbp.org/
- ✓ http://www.brooklyn-usa.org/
- ✓ http://bronxboropres.nyc.gov/

If you DO NOT have a valid URL for the PDF file(s), please email the file to Joel Castillo (jcastillo@records.nyc.gov), the Department of Records Webmaster, and he will email you a URL to use for the submission.

Once all of the fields have been completed, please select the “Next” button to proceed to the next step in the submittal process.

7. You will now be redirected to the screen below. Please check all of the information and URLs that you have submitted for accuracy and make any changes now. Once your document has been approved for publishing, you can no longer make changes to its description.



8. Please select the "Save Document" button to finish your Local Law 11 Submission

If you have any questions please contact the City Hall Library (chlibrary@records.nyc.gov) or 212-788-8590