

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

The screenshot shows a web browser window with the address bar displaying [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. The main heading is "Department of Financial Services" with a "SECURE PORTAL" badge. Below this is a "My Apps" section and a "Sign In" form. The form contains fields for "Email Address" and "Password", a "Remember Me" checkbox, and a "Sign In" button. At the bottom of the form, there are two links: "Create Account" (circled in red) and "Forgot Password". 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 Notice of Exemption:

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

HELP AND INFORMATION

Email Us Visit Us

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

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. If it does not, click "Help Me Find My Entity ID":

The screenshot shows the New York State Department of Financial Services Cybersecurity portal. The browser address bar displays <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 header features the Department of Financial Services logo and the Secure Portal icon. Below the header, there are tabs for My Apps and Cybersecurity. A 'Back to Cybersecurity Menu' button is visible. The main content area contains three tabs: Entity Select, Exemption Reason(s), and Contact Information. The 'Entity Select' tab is active, showing a form with the following fields: 'Entity ID or Name' (with a placeholder 'Begin typing ID or name'), 'Entity Type', 'Entity ID', and 'Entity Name'. A 'Help Me Find My Entity ID' button is located below the 'Entity ID or Name' field. A 'Next' button is positioned at the bottom right of the form.

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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 dark navigation bar with "My Apps" and "Cybersecurity" tabs. A "Back to Cybersecurity Menu" button is present. The form has three tabs: "Entity Select", "Exemption Reason(s)", and "Contact Information". The "Entity Select" tab is active, showing a search field for "Entity ID or Name" with a clear button (x). Below the search field is a "Help Me Find My Entity ID" button. Further down are labels for "Entity Type:", "Entity ID:", and "Entity Name:". At the bottom right of the form, a "Next" button is circled in red, with a red arrow pointing to it from the instruction above.

5. Click the box next to the particular exemption that applies to you. They are listed by the number of the regulatory section. To view a list of section numbers with corresponding descriptions, click on "View Exemption Descriptions":

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

NEW YORK STATE

Services News Government Local

Department of Financial Services SECURE PORTAL

My Apps Cybersecurity

Back to Cybersecurity Menu

Entity Select Exemption Reason(s) Contact Information

In accordance with 23 NYCRR Â§ 500.19(e), hereby provides notice that \_\_\_\_\_ qualifies for the following Exemption(s) under 23 NYCRR Â§ 500.19 (check all that apply):

- Section 500.19(a)(1)
- Section 500.19(a)(2)
- Section 500.19(a)(3)
- Section 500.19(b)
- Section 500.19(c)
- Section 500.19(d)

View Exemption Descriptions

Back Next

6. Complete the fields on the “Contact Information” form. Check the click box next to the affirmation at the bottom and then click “Submit.”

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 header features the Department of Financial Services logo and the text "SECURE PORTAL". Below the header, there are tabs for "My Apps" and "Cybersecurity". A "Back to Cybersecurity Menu" button is visible. The "Contact Information" tab is selected and highlighted with a red arrow. The form contains the following fields and elements:

- Entity Select
- Exemption Reason(s)
- Contact Information (selected tab)
- Contact Person:
- Contact Person Title:
- Contact Person Phone:
- Contact Person Email:
- I swear or affirm that I am authorized to submit the Notice of Exemption on behalf of the Covered Entity, and that the information in the Notice of Exemption is true and correct.
- Submit
- Back