

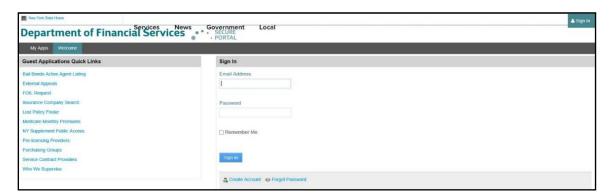
Instructions for Terminating a Notice of Exemption

Pursuant to DFS's Cybersecurity Regulation, 23 NYCRR Part 500 (as of November 1, 2023)

These instructions are for those who need to terminate their submitted Notices of Exemption because they no longer qualify for an exemption to DFS's Cybersecurity Regulation. More information on exemptions can be found on the Cybersecurity Resource Center under the section titled "Exemptions."

Step 1. Go to the DFS Portal, which can be accessed at myportal.dfs.ny.gov or by clicking on the yellow "DFS Portal" button on the top right corner of the DFS website.

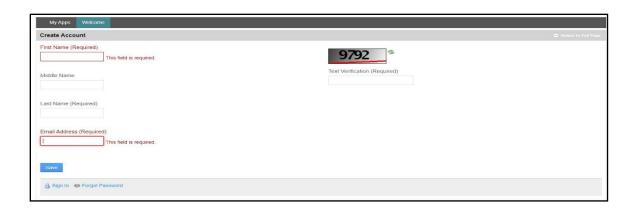
On the DFS Portal, you will be prompted to sign into your account.



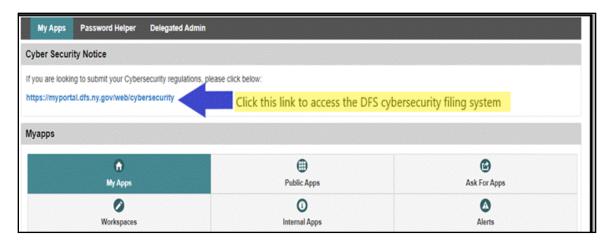
Step 2. If you have a DFS Portal account, enter your login information and click "Sign In."

If you do not have a DFS Portal account, click the "Create Account" link at the bottom of the page. Enter your information, complete the text verification, and click save.

A password will be sent to the email address you provided. You can then use the password and email address you provided to sign into the DFS Portal.



Step 3. Once you have signed into the DFS Portal, click the link under the "Cybersecurity Notice" header to access the DFS cybersecurity filing system.



Step 4. After you click on the link, you will see the following three options: Exemption, Compliance, and Event.

Under the Exemption header, select "Begin."

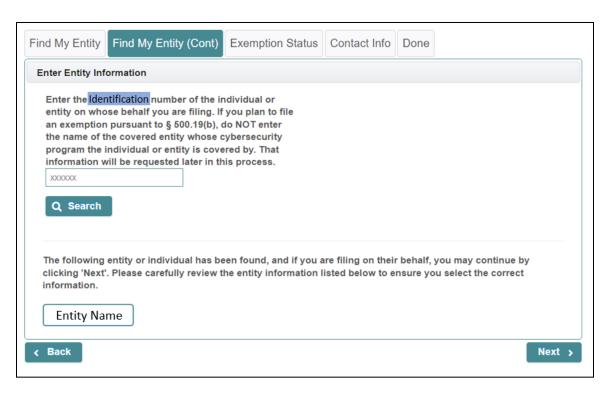


Step 5. You will then be provided with four options to find your entity. Click an option to identify the individual or entity on whose behalf you are filing and click "Next."

If you do not have an identifying number for any of the listed options, go to Step 7 in the instructions.

Find My	Entity Find My Entity (Cont) Exemption Status Contact Info Done					
Choose one of the following options to identify the individual or entity on whose behalf you are filing. If you do NOT have a number for any of the listed options, select "Help find the entity or individual on whose behalf you are filing."						
	NYS License Number • Adjusters • Bail Bond Agents • Brokers • Budget Planners • Check Cashers • Licensed Agents • Licensed Lenders • Life Settlement Brokers • Money Transmitters • Premium Finance Agencies • Sales Finance Companies • Service Contract Providers • Trust Companies • Virtual Currency					
	NAIC/NY Entity Number Continuing Care Retiring Community • Employee Welfare Funds and Retirement Systems • Fraternal Benefit Societies Health Maintenance Organizations • Managed Long Term Care Plans • Municipal Cooperative Health Benefit Plan NYS Licensed Insurance Companies • Prepaid Health Services Plan • Rate Service Organizations • Student Health Plan					
	NMLS Number Budget Planners • Check Cashers • Licensed Lenders • Money Transmitters • Mortgage Institutions/Loan Originators Premium Finance Agencies • Sales Finance Companies • Student Loan Servicers • Virtual Currency licensees					
	Institution Number • All Banking Institutions • Consumer Credit Reporting Agencies • Trust Companies					
Help find the entity or individual on whose behalf you are filing						
	Next >					

Step 6. Enter the individual or entity's identifying number and click "Search." Select the entity name and click "Next."



Step 7. If you do not have an identifying number associated with any of the four options provided, select "Help find the entity or individual on whose behalf you are filing" located at the bottom of the page.

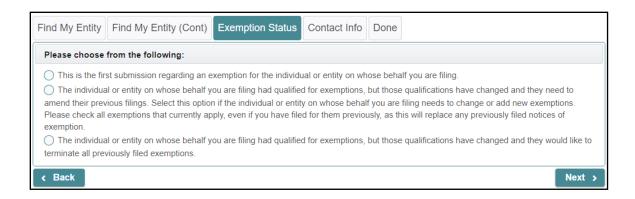
You can then search by entity or individual name. If you are searching for an entity, enter its name in the first text box and click "Search." If you are searching for an individual, enter their first name and last name in the corresponding text boxes and click "Search." Do not include blank spaces, as the system will not be able to locate your entity if you do.

Click on the name that matches the name of the entity or individual on whose behalf you are filing the Notice of Exemption, and then click "Next."

are filing.	rsuant to § 500.19	(b), do NOT enter the name o	me of the individual on whose behalf you f the covered entity whose cybersecurity later in this process.			
	Entity name:			1		
		OR (If Individual)		1		
	First Name:			1		
	Last Name:			1		
		Q Search		1		
Please carefully review the search results before making a selection						
Entity Name Identification #		Entity Name Identification #	Entity Name Identification #			
		Showing 3 results				
				ı		
			forming a search and do not know their			

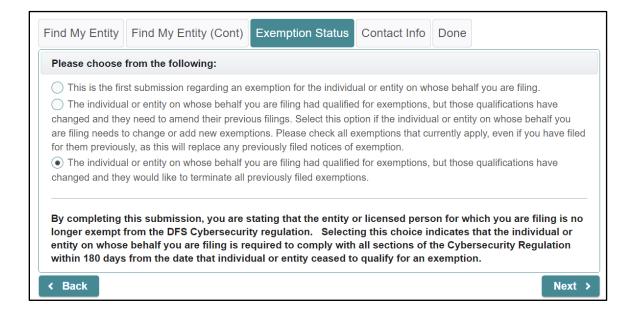
Step 8. On the Exemption Status page, select the third option: "The individual or entity on whose behalf you are filing had qualified for exemptions, but those qualifications have changed, and they would like to terminate all previously filed exemptions."

This will terminate all existing exemptions for the individual or entity on whose behalf you are filing.



Step 9: You will then see a notice that states, "By completing this submission, you are stating that the entity or licensed person for which you are filing is no longer exempt from the DFS Cybersecurity Regulation. Selecting this choice indicates that the individual or entity on whose behalf you are filing is required to comply with all selection of the Cybersecurity Regulation within 180 days from the date that the individual or entity ceased to qualify for an exemption."

Click "Next" to continue.



Step 10. You will be prompted to fill out the contact information form.

Fill out the requested information, and then check the box to affirm that the Notice of Exemption is accurate and click "Submit."

Find My Entity Find My Entity (Cont) Exemption Status Contact Info Done	
Enter Contact Information	
Please note the person filing may not be the same as the individual or entity on whose behalf they are filing. Name of Person filing the exemption: *	
Title of the Person filing the exemption: *	
Phone Number of the Person filing the exemption: *	
Email Address of the Person filing the exemption: *	
I swear or affirm that the Notice of Exemption is accurate.*	
∢ Back	Submit 🕢

Step 11. DFS will then send you an email with a receipt number for the individual or entity on whose behalf you filed.



IMPORTANT: ALL RECIPIENTS SHOULD SAVE A COPY OF THE RECEIPT FOR THEIR RECORDS. THIS IS THE ONLY CONFIRMATION THAT DFS WILL PROVIDE.

Questions regarding these instructions and how to file should be directed to cyberregsupport@dfs.ny.gov.