



Instructions for Reporting an Extortion Payment

Pursuant to 23 NYCRR § 500.17(c)(1)
(as of December 1, 2023)

Step 1: Sign into the DFS Portal.

Visit the DFS Portal online at myportal.dfs.ny.gov or use the yellow “DFS Portal” button at the top right corner of any page on the DFS website.

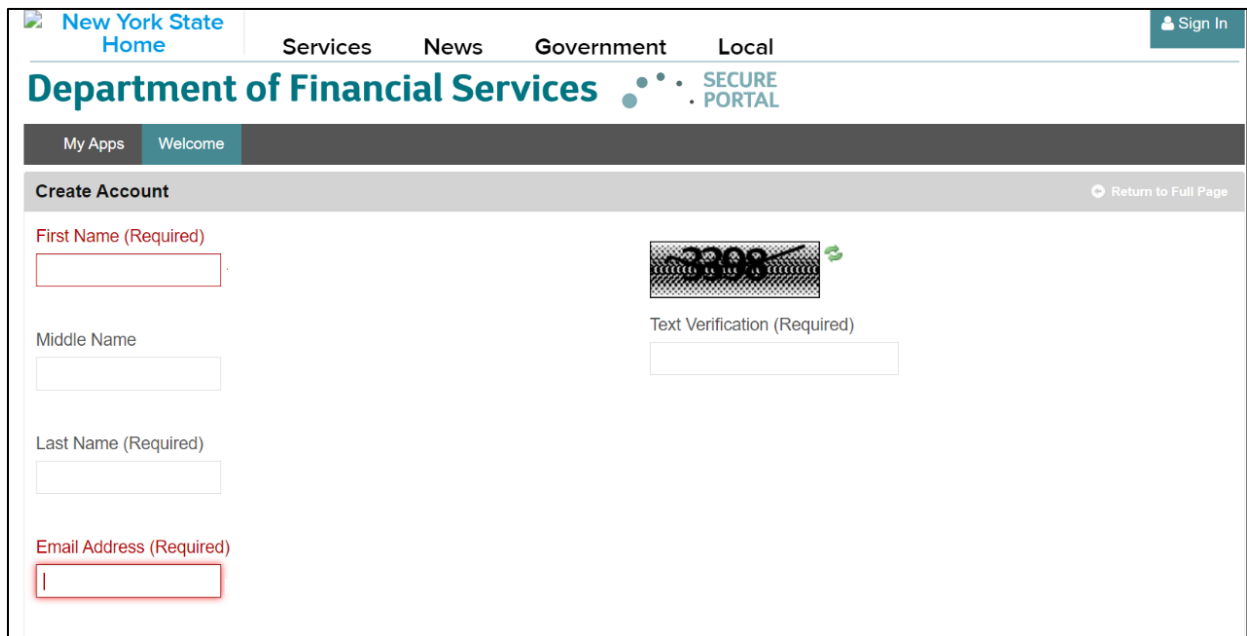
You will be prompted to sign in:

The screenshot shows the DFS Portal sign-in interface. At the top, there is a navigation bar with 'New York State Home' and 'Sign In' buttons. Below this is the 'Department of Financial Services' header with 'SECURE PORTAL' branding. A 'Welcome' banner is visible. The main content area is divided into two columns. The left column, titled 'Guest Applications Quick Links', lists various services such as 'Bail Bonds Active Agent Listing', 'External Appeals', 'FOIL Request', 'Insurance Company Search', 'Lost Policy Finder', 'Medicare Monthly Premiums', 'NY Supplement Public Access', 'Pre-licensing Providers', 'Purchasing Groups', 'Service Contract Providers', and 'Who We Supervise'. The right column, titled 'Sign In', contains a form with 'Email Address' and 'Password' input fields, a 'Remember Me' checkbox, and a 'Sign In' button. At the bottom of the sign-in section, there are links for 'Create Account' and 'Forgot Password'.

If you have a DFS Portal account, enter your email address and password and click the “Sign In” button and go to Step 3.

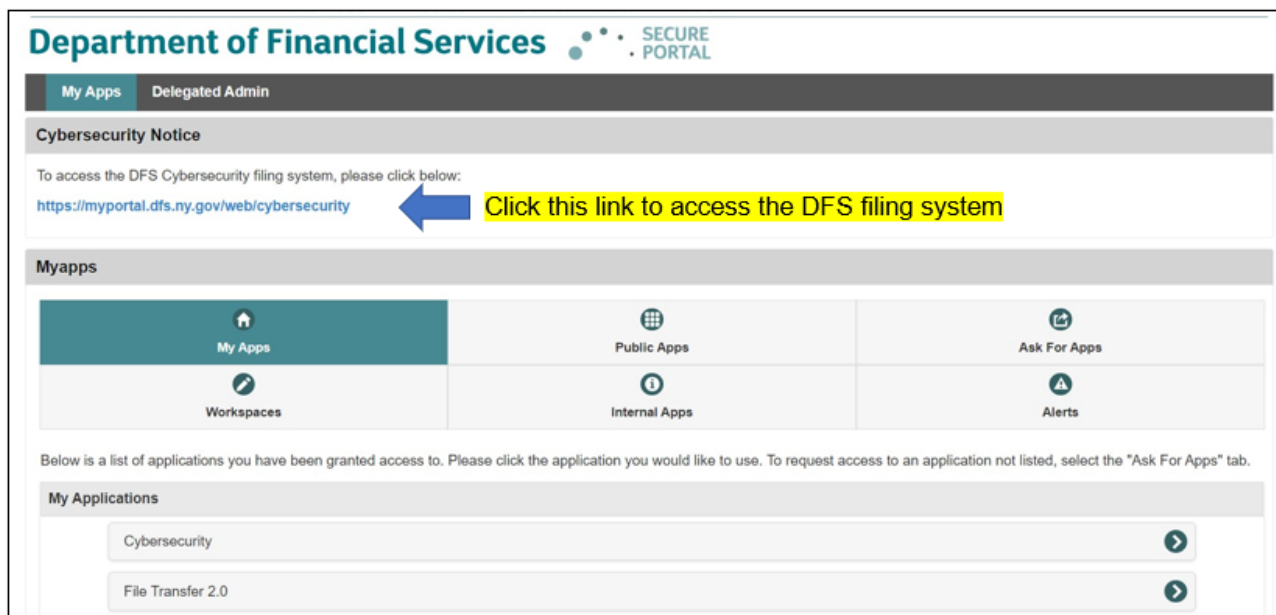
If you do not have a DFS Portal account, use the “Create Account” link at the bottom of the page to create one.

Step 2: Create a Portal Account. Enter the required information, complete the text verification, and click “Sign In”.



You will receive an email containing a password at the email address you provided. Use that password and your email address to sign into the DFS Portal.

Step 3 Access the Application. Once you have signed into the DFS Portal, click the blue hyperlink under the “Cybersecurity Notice” header to enter the DFS cybersecurity filing system.



Step 4 Choose a Section. You will see three sections: Submit an Exemption Filing, Submit a Compliance Filing, and Report a Cybersecurity Event. Under **Report a Cybersecurity Incident**, select “Begin Extortion Payment Report.”

Submit an Exemption Filing <ul style="list-style-type: none">• Submit Notice of Exemption• Amend previously filed Notice of Exemption• Terminate previously filed Notice of Exemption <p>Begin Exemption Submissions</p> <p>Begin Bulk Exemption</p>	Submit a Compliance Filing <p>Submit a Certification of Compliance</p> <p>Begin</p>	Report a Cybersecurity Incident <ul style="list-style-type: none">• Report Cybersecurity Incident• Report Extortion Payment <p>Begin Cybersecurity Incident Report</p> <p>Begin Extortion Payment Report</p>
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Step 5 Identify the Entity. You will be provided with options to identify the individual or entity on whose behalf you are filing.

Select one of the option boxes and click “Next.”

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

Find My Entity | Find My Entity (Cont) | Contact Info | Description of Incident | Done

Enter Entity Information

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."

DFS 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 • DFS Licensed Insurance Companies • Municipal Cooperative Health Benefit Plan • 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 Number. Enter the identifying number for the individual or entity and click “Search.”

← Back to Main Menu Report Extortion Payment

Find My Entity **Find My Entity (Cont)** Contact Info Details of Extortion Payment Done

Enter Entity Information

Please provide your entity's **Identification #**

Q Search

[Help find the entity or individual on whose behalf you are filing](#)

← Back **Next** >

When the name of the entity or individual on whose behalf you are filing appears in the bottom half of the screen, click “Next.”

← Back to Main Menu Report Extortion Payment

Find My Entity **Find My Entity (Cont)** Contact Info Details of Extortion Payment Done

Enter Entity Information

Please provide your entity's **Identification #**

Q Search

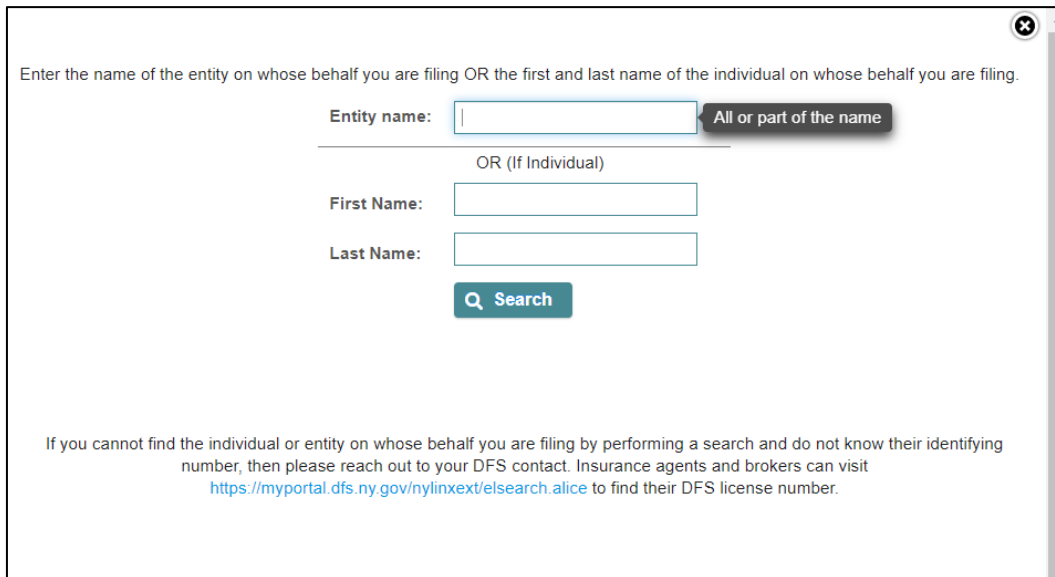
The following entity or individual has been found, and if you are filing on their behalf, you may continue by clicking 'Next'. Please carefully review the entity information listed below to ensure you select the correct information.

[Help find the entity or individual on whose behalf you are filing](#)

← Back **Next** >

Step 7 Help Find the Entity. 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.

A set of searchable fields will appear.



Enter the name of the entity on whose behalf you are filing OR the first and last name of the individual on whose behalf you are filing.

Entity name: All or part of the name

OR (If Individual)

First Name:

Last Name:

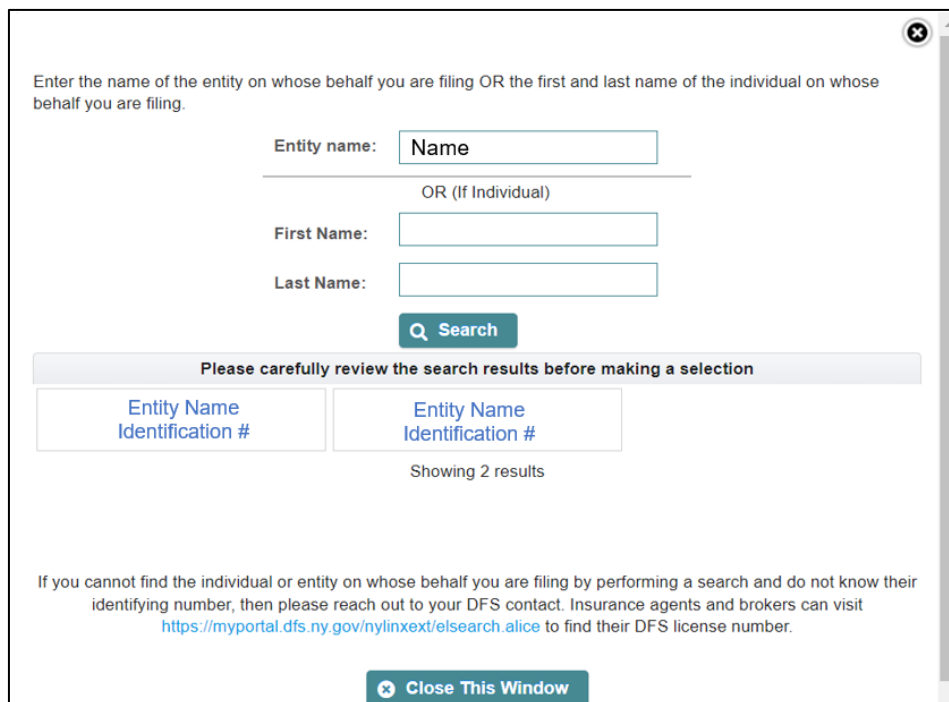
If you cannot find the individual or entity on whose behalf you are filing by performing a search and do not know their identifying number, then please reach out to your DFS contact. Insurance agents and brokers can visit <https://myportal.dfs.ny.gov/nylinxext/elsearch.alice> to find their DFS license number.

You can search by entity name or individual name.

If you are searching for an entity, enter the name in the first text box and click “Search.”

If you are searching by individual, enter the first name and last name and click “Search.”

There may be more than one entity or individual with all or part of the name you enter; so, you may see more than one choice, as shown in the screen below. The image below shows two results, but there may be more depending on the name entered.



Enter the name of the entity on whose behalf you are filing OR the first and last name of the individual on whose behalf you are filing.

Entity name: All or part of the name

OR (If Individual)

First Name:

Last Name:

Please carefully review the search results before making a selection

Entity Name Identification #	Entity Name Identification #
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Showing 2 results

If you cannot find the individual or entity on whose behalf you are filing by performing a search and do not know their identifying number, then please reach out to your DFS contact. Insurance agents and brokers can visit <https://myportal.dfs.ny.gov/nylinxext/elsearch.alice> to find their DFS license number.

Choose the name of the entity or individual on whose behalf you are filing.

Step 8 Contact Information. Fill in contact information for the person DFS can contact regarding the extortion payment. You can change the email address that automatically appears in the “Contact Person Email Address” field. Fill out the information and click “Next.”

← Back to Main Menu Report Extortion Payment

Find My Entity Find My Entity (Cont) **Contact Info** Details of Extortion Payment Done

Contact Person: *

Contact Person Title: *

Street Address: *

City: *

State: *

Zip: *

Contact Person Phone Number: *

Contact Person Email Address: *

← Back Next ↗

Step 9 Payment. Provide information regarding the extortion payment. Use the field next to “Date of Extortion Payment” to choose the date of the extortion payment.

← Back to Main Menu Report Extortion Payment

Find My Entity Find My Entity (Cont) Contact Info **Details of Extortion Payment** Done

Date of Notice:

Name of Filer:

Date of Extortion Payment:

Please select yes if you previously reported a Cybersecurity Incident to the Department in connection with this extortion payment: * Yes No

← Back Submit >

INFORMATION [Visit Us](#)

Select “Yes” if you previously reported a Cybersecurity Incident in connection with this extortion payment. Click “No if you did not.”

If you previously submitted a Cybersecurity Incident notification to the Department, enter the receipt number (if known) and the date (or approximate date if exact date is unknown) of the prior Cybersecurity Incident notification.

Click “Submit”

You will see an online confirmation once that Notice is successfully submitted.

The screenshot shows a web interface titled "Report Extortion Payment". At the top left is a "Back to Main Menu" button. Below the title are four tabs: "Find My Entity", "Find My Entity (Cont)", "Contact Info", and "Details of Extortion Payment", with a "Done" button to the right. A "Success" banner indicates the submission was successful. The message reads: "You have successfully submitted your Notice of Extortion Payment. Receipt number is X#####". Below this, four fields are listed: "Entity ID Number: Identification #", "Date of Notice: Date", "Name of Filer: Name", and "Date of Extortion Payment: Date". A "Print" button is located at the bottom left of the success message area.

Step 10. You will receive a confirmation email with a receipt number at the email address you provided in Step 8.

The screenshot shows an email notification titled "EXTORTION PAYMENT REPORT NOTIFICATION - NYS Department of Fi...". The sender is "noreply@dfs.ny.gov" with a profile picture of a blue circle containing a white 'D'. The email is addressed to "To" and "Cc" fields, with "dfs.sm.Cyber.Reg.Comments" in the Cc field. Action buttons for "Reply", "Reply All", "Forward", and a share icon are visible. The date and time are "Tue 11/21/2023 3:21 PM". The main body of the email states: "The NYS Department of Financial Services has received your Cybersecurity Extortion Payment Report. This is the only receipt and confirmation of this filing that you will receive. Please keep a copy of the below receipt number for your records." Below this, the following information is listed: "Identification #", "Entity Name", and "Receipt Number: X####".

IMPORTANT: SAVE A COPY OF YOUR EMAIL RECEIPT FOR YOUR RECORDS. THIS IS THE ONLY CONFIRMATION THAT DFS WILL PROVIDE.

Questions regarding these instructions and how to report an extortion payment should be directed to cyberregsupport@dfs.ny.gov.