

NY CYBERSECURITY REGULATION

CERTIFICATION OF COMPLIANCE



BEFORE YOU START

DID YOUR AGENCY HAVE A
CYBERSECURITY PROGRAM AT
THE END OF LAST YEAR THAT
MET THE REGULATION'S
REQUIREMENTS?

If not, file the Certification of Compliance,
but also take immediate steps to identify the
shortcomings and make plans for
addressing them as soon as possible.
Document your findings & plans.

NEED HELP WITH THAT?

Log in at www.biginy.org

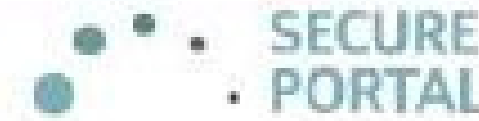
Click on "Cybersecurity"

Look for "Filing Instructions" and "Compliance Resources"



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If you did have a compliant cybersecurity program:

- Log in to the Cyber Portal on the NYS Department of Financial Services website
- Complete the Certification of Compliance for your agency's license number by April 15

REMEMBER!

THIS REQUIREMENT **DOES NOT** APPLY
TO LICENSED MEMBERS
OF YOUR STAFF

THEY DO NOT HAVE TO FILE



TIPS

AFTER YOU LOG IN

Click the "Begin" button under the "Compliance" column

ON THE "FIND MY ENTITY" TAB

Choose "NYS License Number" as how you will identify your entity. It's the easiest method.

ENTER THE AGENCY'S LICENSE NUMBER

Skip the two-letter prefix

Enter "123456" instead of "PC-123456"



TIPS

IDENTIFY WHO REVIEWED THE CERTIFICATION

If your agency is a corporation, it's either your board of directors (if you have one) or a senior officer (probably the agency principal)

Otherwise, just enter the agency principal's name, title and email address

DATE OF CERTIFICATION

Enter the date you're completing the certification

"YEAR ENDED" DEFAULTS TO THE PREVIOUS YEAR

This cannot be changed



TIPS

SIGNATURE TAB

Enter the name and contact information of the person completing the form

AFFIRMATION

Check the box to affirm that the information on the form is accurate, then click "Submit"



FINISHED!

PRINT A COPY OF THE RECEIPT
YOU MIGHT NEED THE CONFIRMATION
NUMBER ONE DAY

MORE INFORMATION

WWW.BIGINY.ORG
CLICK ON "CYBERSECURITY"



- Review the steps for compliance
- Download the "Cybersecurity Bundle"
- See if it's time to review your cybersecurity program
- Watch videos and recorded webinars
- Learn about cybersecurity consulting firm LCG



Using the checklist below, if you answer “yes” to any of the following questions, you should review and update, as necessary, your:

- Cybersecurity program
- Cybersecurity policy
- Access privileges
- Third party service provider security policy
- Data retention policy

SINCE YOUR LAST REVIEW, HAS YOUR AGENCY...?	YES	NO
Changed its computer systems by adding or changing any of the following: <ul style="list-style-type: none">• Computer hardware (added or taken down workstations, servers, etc. that store nonpublic information)• Operating system (updated your version of Windows, switched to Mac, etc.)• Agency management system• Email provider or system• Application software• Copiers / printers• Telephone system• Security devices and applications (routers, firewalls, VPNs, encryption, multi-factor authentication, etc.)• Third-party data storage (e.g., "cloud storage)• Mobile devices (phones, tablets) owned by the agency or employees• Rules for changing network passwords• Procedures for ending network access for separated employees	<input type="checkbox"/>	<input type="checkbox"/>
Moved to a new physical location	<input type="checkbox"/>	<input type="checkbox"/>
Opened or closed satellite offices	<input type="checkbox"/>	<input type="checkbox"/>
Purchased any other agencies or their books of business	<input type="checkbox"/>	<input type="checkbox"/>
Merged with another agency	<input type="checkbox"/>	<input type="checkbox"/>
Started offering new lines of coverage (commercial, life, benefits, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Started offering non-insurance services	<input type="checkbox"/>	<input type="checkbox"/>
Added new functions to its website	<input type="checkbox"/>	<input type="checkbox"/>
Started or stopped representing any carriers	<input type="checkbox"/>	<input type="checkbox"/>
Started or stopped working with any wholesale brokerages or managing general agencies	<input type="checkbox"/>	<input type="checkbox"/>
Grown to the point where you have separate staff for functions such as billing, claim handling, underwriting, IT, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Made a major change in marketing strategy (focus on specific niches, high net worth households, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Changed errors and omissions liability insurance carriers <ul style="list-style-type: none">• If "YES," does the new carrier require the agency to implement new cybersecurity controls	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Implemented or updated a disaster recovery plan	<input type="checkbox"/>	<input type="checkbox"/>
Suffered a data breach or malware attack that your current program did not contain	<input type="checkbox"/>	<input type="checkbox"/>
Suffered a phishing attack that had an adverse impact on your business	<input type="checkbox"/>	<input type="checkbox"/>

Visit www.biginy.org/cyber for more information and resources to help you comply.

BIG 

NEW YORK