Instructions for Reporting an Extortion Payment

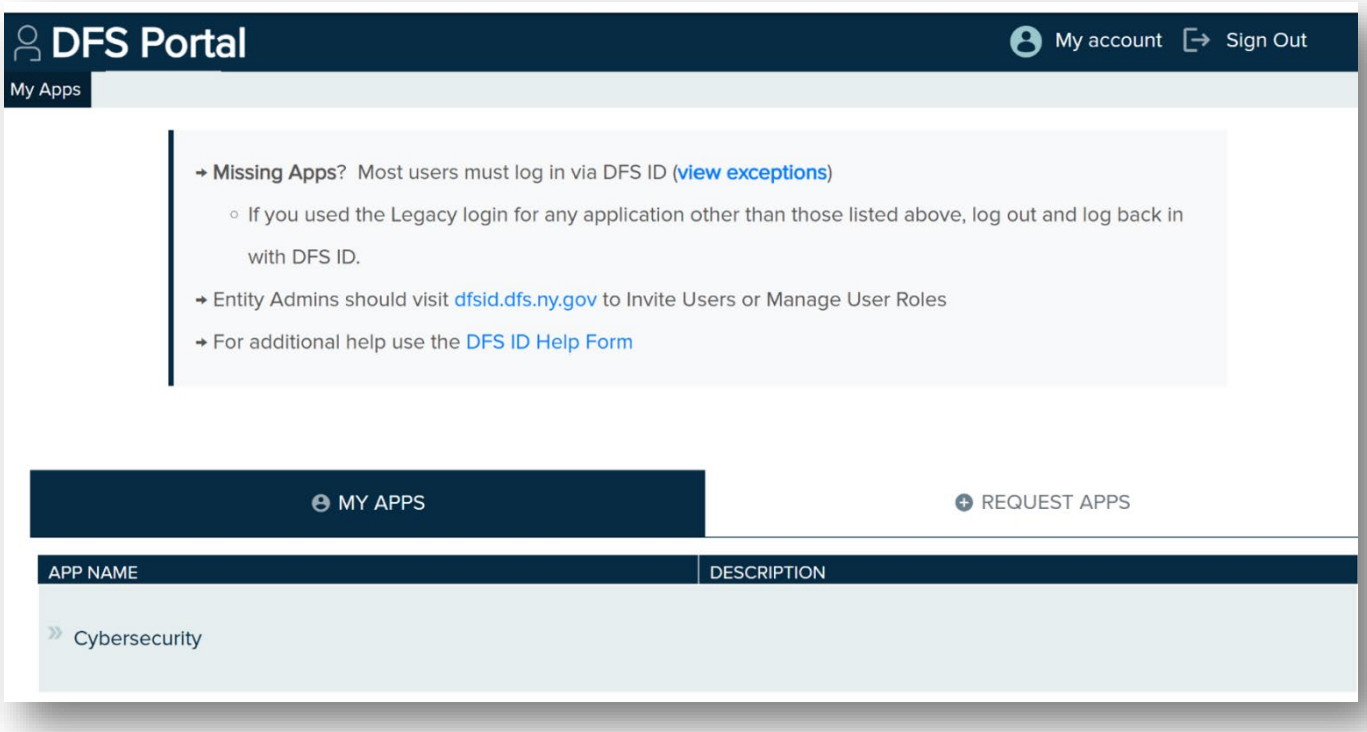
Pursuant to 23 NYCRR § 500.17(c)(1)

Step 1: Visit the DFS Portal to report an Extortion Payment.

Sign in using DFS ID credentials and an MFA authenticator. If you need help with DFS ID, visit the DFS ID page, for DFS ID FAQs, resources, and to access the DFS ID Help Form.

Step 2: Access the Cybersecurity Application.

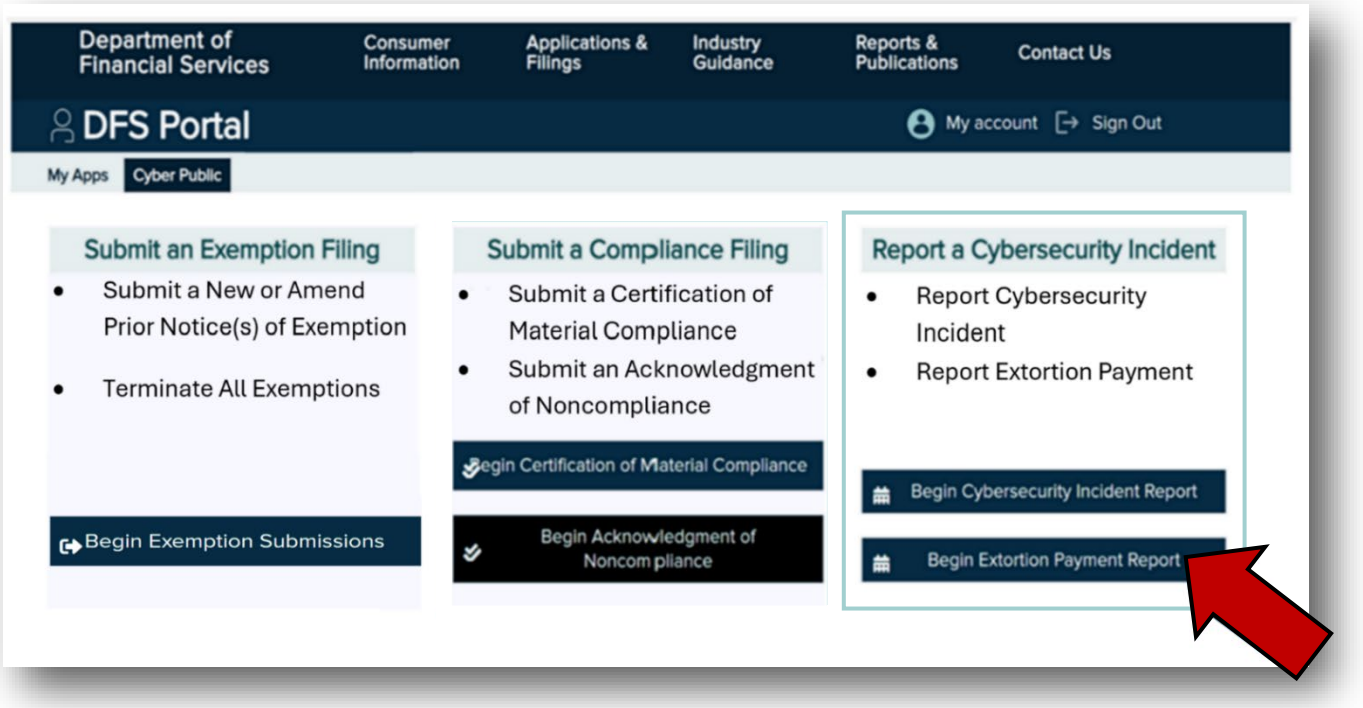
Once you have logged in, select “Cybersecurity” in the “APP NAME” column to enter the DFS cybersecurity filing system.



Step 3: Choose a Section.

You will see three categories of options: Submit an Exemption Filing, Submit a Compliance Filing, and Report a Cybersecurity Incident.

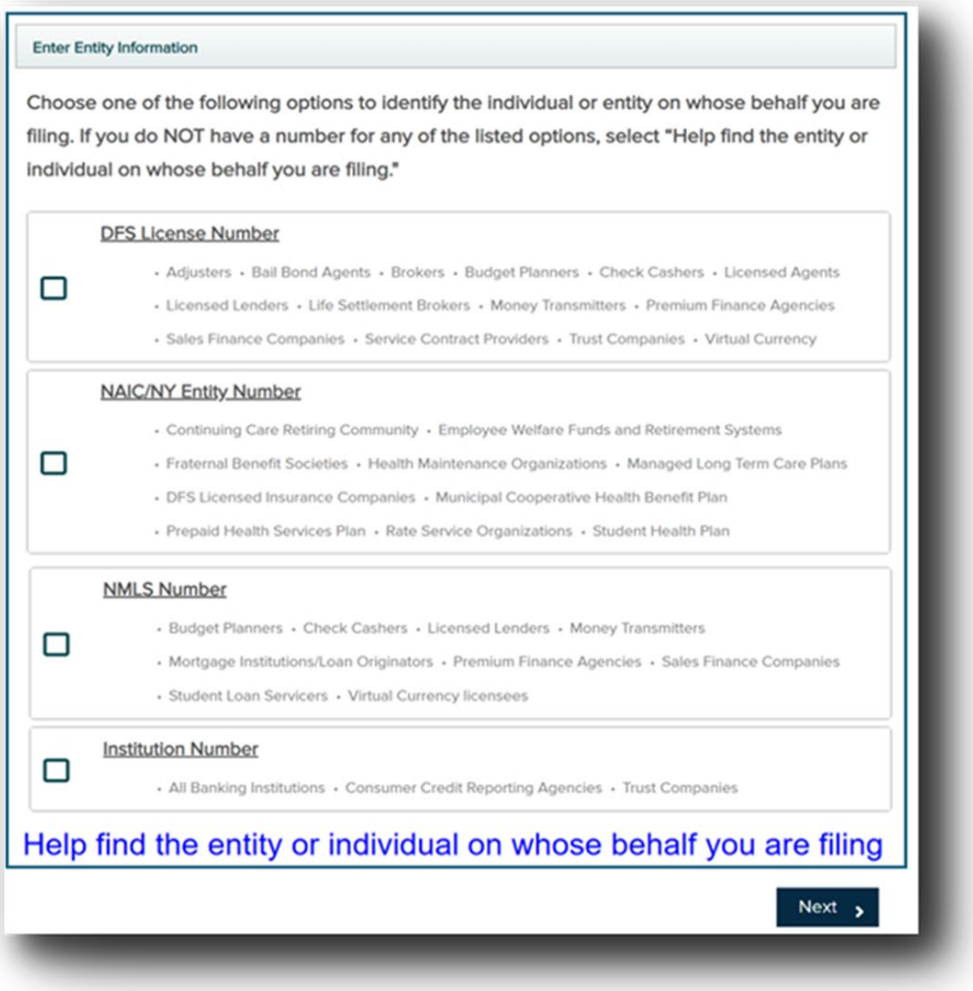
Under **Report a Cybersecurity Incident**, select "**Begin Extortion Payment Report**" as indicated by the arrow below.



Step 4: Identify the Entity.

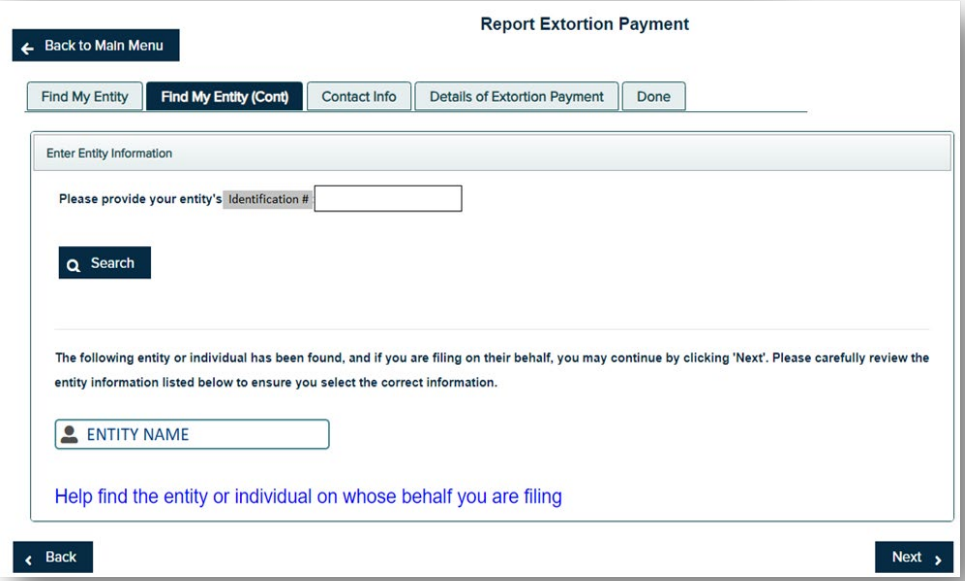
You will be provided with options to identify the individual or entity on whose behalf you are filing. Select one of the option boxes and click “Next.”

If you do not have an identifying number for any of the listed options, go to **Step 5b** below.



Step 5a: Enter the Identifying Number.

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

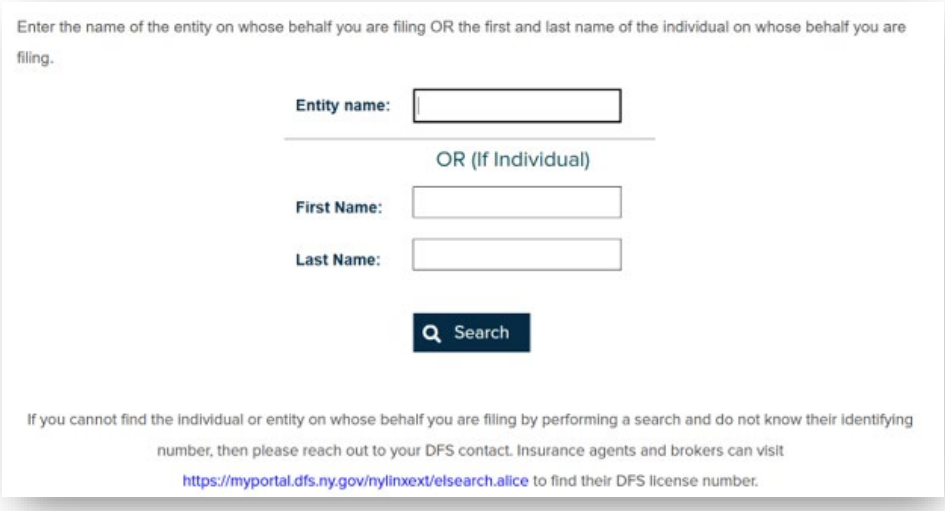


Step 5b: Help Find the Entity.

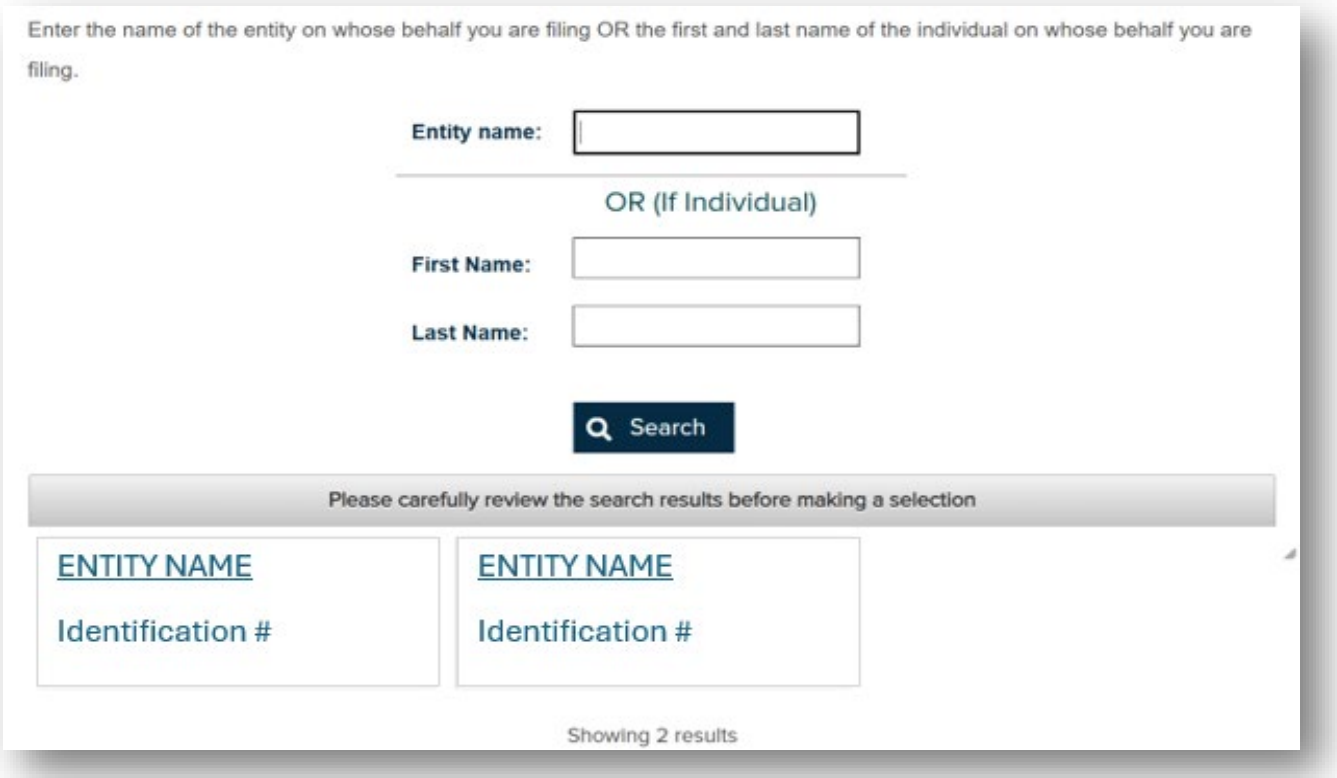
If you do not have an identifying number associated with any of the four options provided, select “**Help find the entity or individual on whose behalf you are filing**” located at the bottom of the page. A set of searchable fields will appear. You can search by entity name or individual name.

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.”

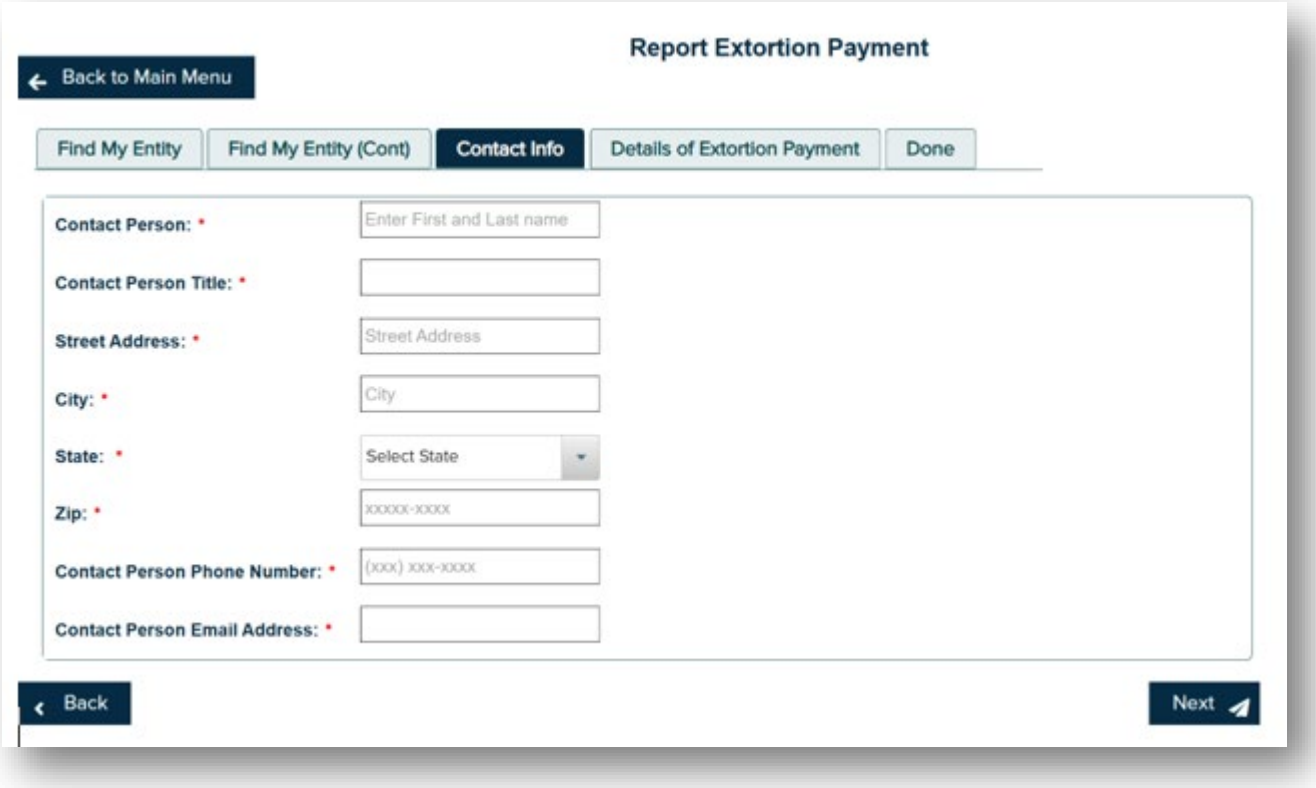


Because there may be more than one entity or individual with all or part of the name you enter, you may see more than one choice, as shown in the screen below, which shows two results (there may be more depending on the name entered). Choose only the name of the entity or individual on whose behalf you are filing.



Step 6: Contact Info.

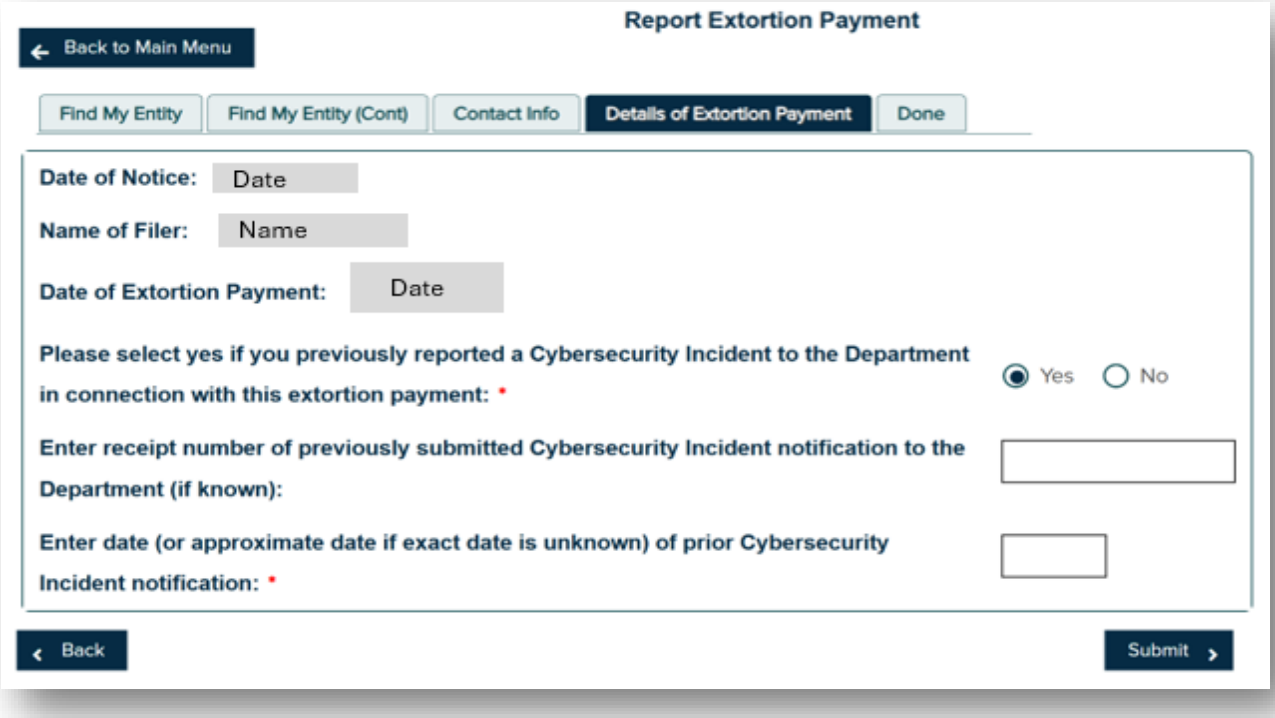
Fill in contact information for the person DFS can contact regarding the extortion payment and click “Next.” You can change the information that automatically appears in the “Contact Person Email Address” field. (Note: A red asterisk on the screen indicates that it is a required field.)



Step 7: Payment. Provide information regarding the extortion payment. Use the field next to "Date of Extortion Payment" to choose the date of the extortion payment.

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

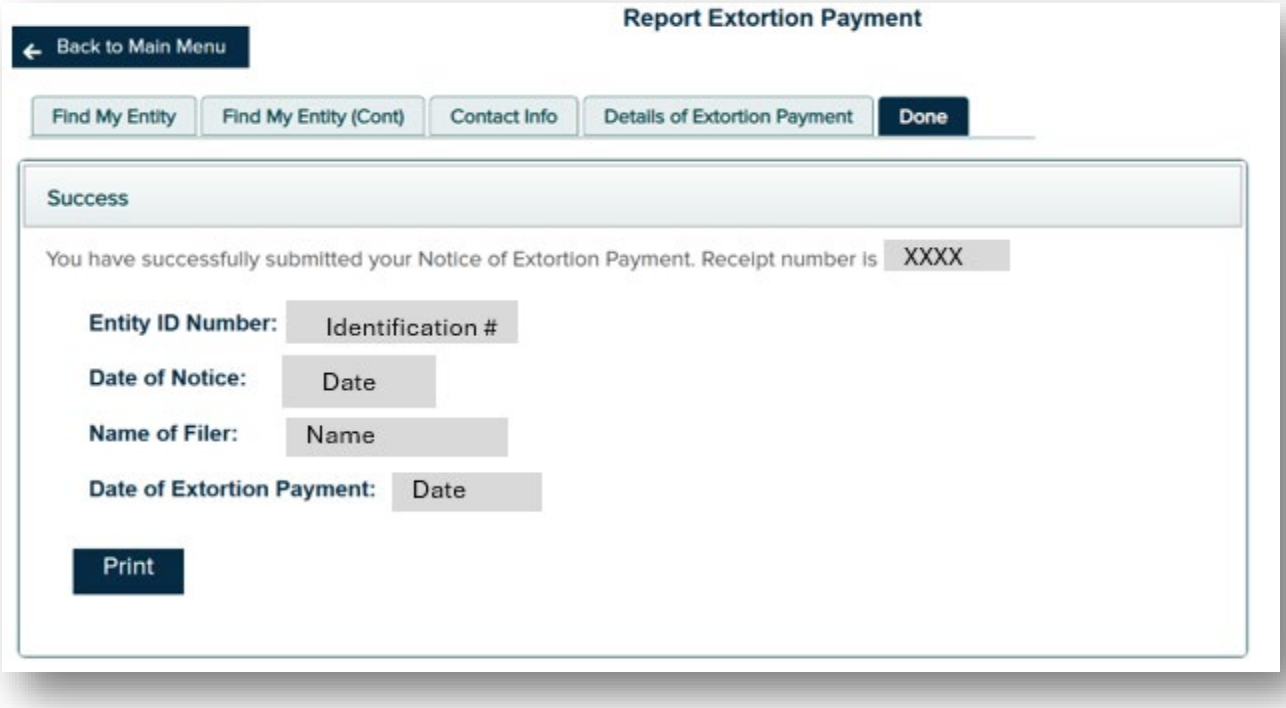
If you previously submitted a Cybersecurity Incident notification to the Department, enter the receipt number (if known) and the date (or approximate date if exact date is unknown) of the prior Cybersecurity Incident notification.



Click "Submit."

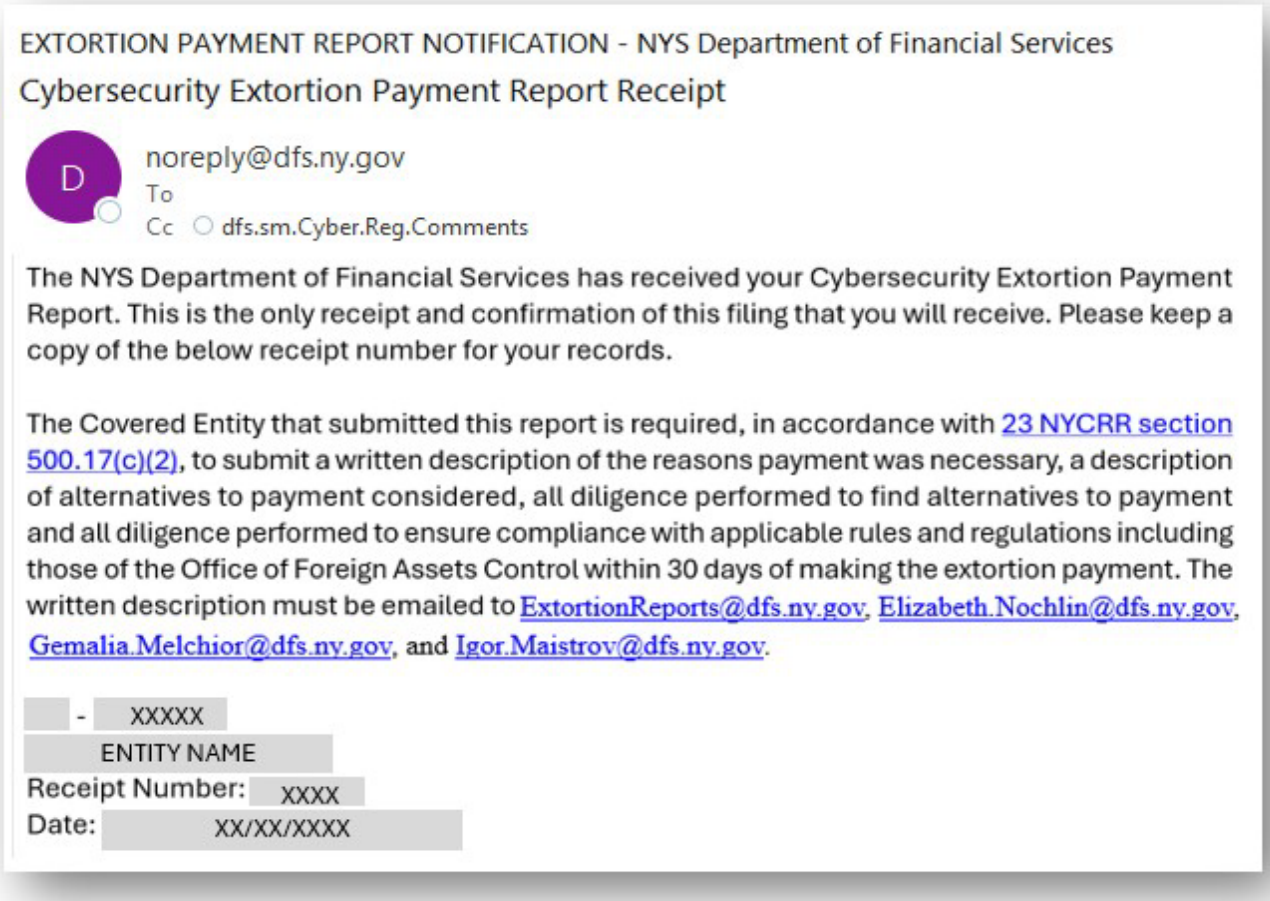
Step 8: Submission Confirmation.

You will receive an online confirmation once the notice is successfully submitted. Print the screen for your records.



Step 9: Email Receipts.

Both the person that logged in as well as the email address provided on the Contact Info page in Step 6 will receive an email with a receipt number.



EXTORTION PAYMENT REPORT NOTIFICATION - NYS Department of Financial Services

Cybersecurity Extortion Payment Report Receipt

D noreply@dfs.ny.gov
To
Cc dfs.sm.Cyber.Reg.Comments

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.

The Covered Entity that submitted this report is required, in accordance with 23 NYCRR section 500.17(c)(2), to submit a written description of the reasons payment was necessary, a description of alternatives to payment considered, all diligence performed to find alternatives to payment and all diligence performed to ensure compliance with applicable rules and regulations including those of the Office of Foreign Assets Control within 30 days of making the extortion payment. The written description must be emailed to ExtortionReports@dfs.ny.gov, Elizabeth.Nochlin@dfs.ny.gov, Gemalia.Melchior@dfs.ny.gov, and Igor.Maistrov@dfs.ny.gov.

- XXXXX
ENTITY NAME
Receipt Number: XXXX
Date: XX/XX/XXXX

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

Questions?

If you have questions regarding these instructions, email cyberregsupport@dfs.ny.gov.