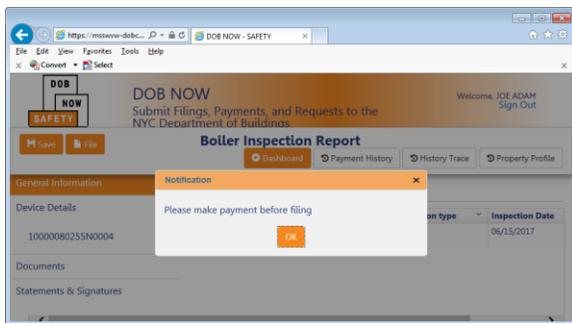# DOB NOW: *Safety* – Payments

This quick reference guide will guide you through payments of fees and civil penalties for DOB NOW: *Safety* filings

Note: The User must be sure to allow pop-ups within their browser to make online payments using the NYC City Pay portal

If Payments are due they must be made before filing.

If you click on the button to FILE the BIR without first making a payment you will receive this notification directing you to "Please make payment before filing." Click OK.

Filing Fee Amount

Within the DOB NOW Portal, the system will display a report of what is owed at the time of filing.

The **Amount Due** is the balance that must be paid before the Licensed Professional is allowed to file the report(s).

Selecting the **Pay Now** button at the bottom of this screen brings you to a final summary on another page.

Application Highlights

Location :	36 BROADWAY
	MANHATTAN 10004
Tracking# :	2017-10000080815N0002-1218
Compliance Report Type :	Initial
Compliance Report Status :	Pre-Filing
Inspection Type :	External
Filing Year :	2017
Inspection Date :	05/03/2017
Filing Date :	
Defects Exists :	No
Owner Type :	Private

Fee

Filing Fee :	$30.00
Amount Due:	$30.00
Amount Paid:	$0.00

Pay Now

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View Payment Summary

Boiler Inspection Reports Payment Summary -Tracking # 2017-10000048628N0003-1252

Boiler ID	Tracking Number	Filing Fee
10000048628N0003	2017-10000048628N0003-1252	$30.00

Total Amount Due: $30.00

◉ Return to Filing   ▤ Pay Now

The final summary will display an itemized list of all fees owed before a licensed professional can submit a filing to the Department of Buildings.

Select **Pay Now** on the summary page and you will be taken to a confirmation page.

Select **Confirm** to continue

Payment Confirmation ✕

Are you sure you want to make a payment of **$30.00**?

CONFIRM   CANCEL

Note: The User must be sure to allow pop-ups within their browser for the DOB NOW Portal to proceed to the CityPay Portal

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NYC CityPay

Agree to Terms and Conditions

You will be directed to NYC CityPay, the online payment system. This system allows DOB NOW Users to make payments using **e-check** or **credit/debit cards**.

From the NYC CityPay Portal, follow the steps detailed below.

1   First, read the terms and conditions as listed on the page – check the "agree" box by clicking on it.
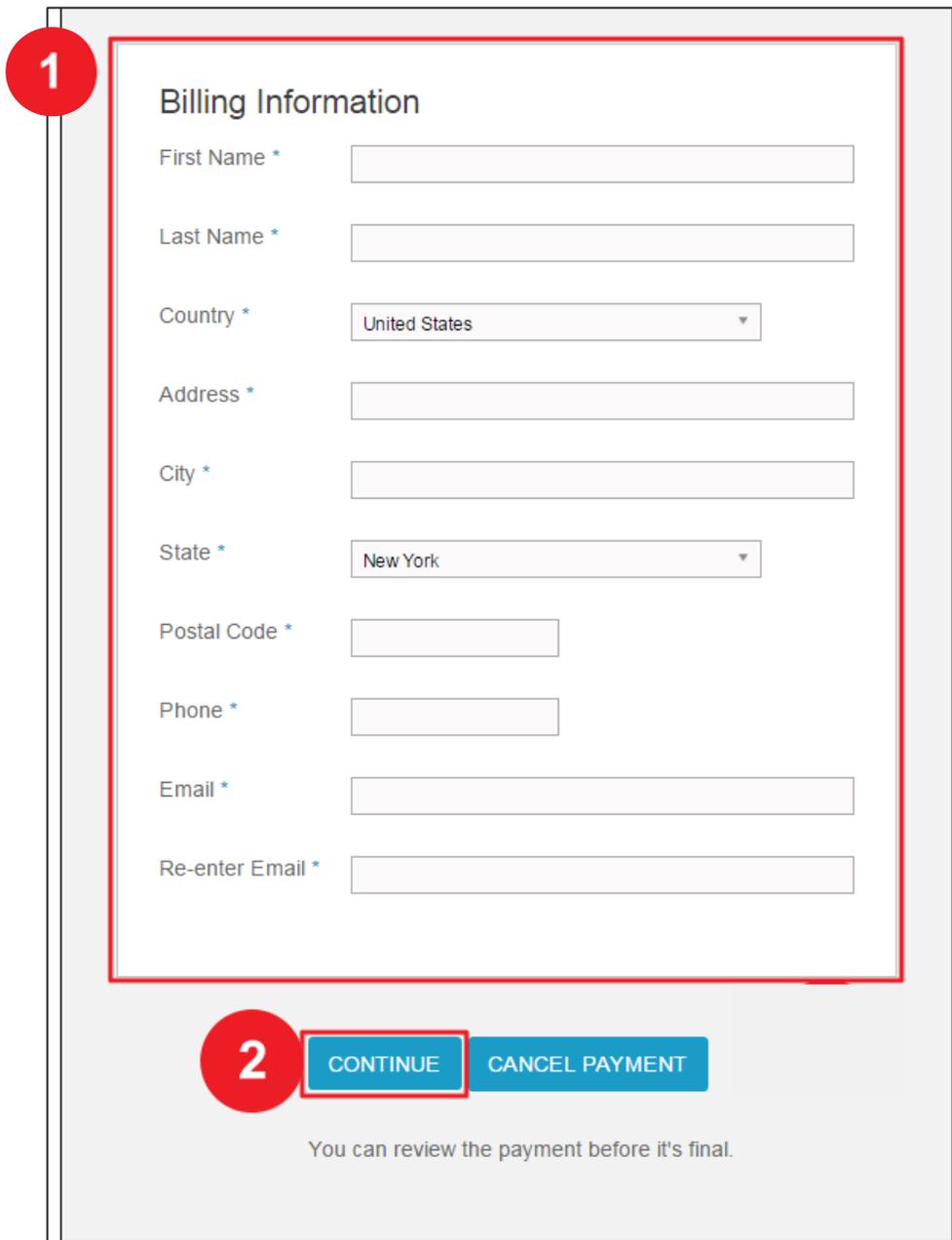
2   Select **Continue**

Pay By eCheck

The NYC CityPay Portal allows a DOB NOW User to pay fees using their checking account.

1	Confirm that the total payment amount is correct.
2	Select the **e-Check** tab.
3	Fill in the required fields for **ABA Routing Number**. **Account Number**, and **Account Type.**
4	Scroll down to continue the form to the **Billing Information Section**.

1 Fill in the required billing information, all fields with a blue asterisk (*) are required.

2 Select **Continue** to proceed to the final confirmation screen.

Skip to page 7 to continue the process.

Pay By Credit or Debit Card

The NYC CityPay Portal allows a DOB NOW User to pay fees using a credit or debit card.

1 Confirm that the total payment amount is correct.
Note that a **2.49%** service fee will be added to all credit and debit card payments.

2 Be sure that the **Credit Card** tab is selected.

3 Fill in the required fields for **Card Number**, **Expiration Date** and **Security Code**.

4 Scroll down to continue to the **Billing Information Section** to enter name and address details as shown on the previous page.

Final Confirmation of Payment

Whichever payment option was selected by the user, the system will generate a final review of the payment details.

#	Instruction
1	Confirm that the total payment amount is correct.
2	Confirm that payment information is correct.
3	Confirm billing information.
4	**Check the box** and select **Process Payment**

Print a Receipt

After processing the payment, the system will generate a receipt. A button is provided on the receipt to print the document.

DOB NOW SAFETY

Receipt for Boiler Compliance Filing

Receipt

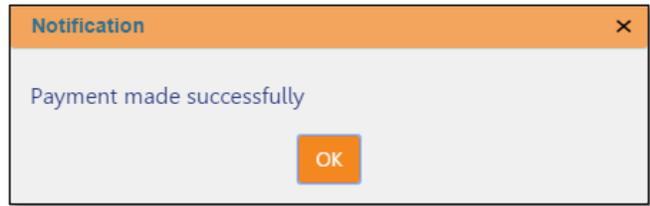|			
Date Paid:	5/30/2017 11:50:42 AM	**Total Number of Boiler Inspection Reports:**	1
Invoice #:	100008638	**Total Amount Paid:**	$ 30.00

List of Boilers - Paid

Tracking #	Address	Amount Paid
2017-10000048628N0003-1252	10 BROADWAY MANHATTAN	$ 30.00
	Total Amount Paid:	**$ 30.00**

1 Print

1 Click **Print** to print a copy of your receipt.

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After the user returns to the DOB NOW, they will see a popup box confirming that payment has been made.

An email will also be sent to the **Applicant** and **Owner** associated with the filing.

File the Report

! Once the filing fee has been submitted, a **Licensed Professional** or **Insurance Agency Inspector** must submit the report in DOB NOW. When payment has cleared, the report will either be reviewed by the DOB or accepted.

Pay Civil Penalties

If a filing situation results in Civil Penalties (e.g., late fees), users can make payments through DOB NOW.

In a situation where civil penalties are incurred, an email notification from the DOB will be sent to the the **Applicant** and **Owner** informing them that Civil Penalties are due.

The User should then log into DOB NOW. Under **Boiler Inspection Reports,** choose **Filed** to find the report which requires Civil Penalties Payment. If a filing requires payment of Civil Penalties the **Compliance Report Status** field will show **Accepted – Civil Penalties Due**.

Within the Report, on the **right** side of the screen under **Application Highlights**, the user will find an accounting of the Civil Penalties due for the filing.

Select the **Pay Civil Penalties** button to continue the payment process.

A confirmation box will appear, select **Yes** to continue.

A new window will open, **Civil Penalty Payment**, where a DOB NOW user can select the devices associated with the filing for which they wish to make payment.

 If a filing includes multiple boilers, the User has the option to choose which devices to pay for by checking the box next to the **Boiler Tracking Number**.

 After confirming the devices included in the payment, select **Pay Now**.

After selecting the **Pay Now** button, the user will be taken to the NYC CityPay Portal – for instructions on how to use this system please refer to page 6 in this document.

Once Civil Penalties are paid and payment has been a cleared, the filing will be complete.