

## CRANES & DERRICKS

# INDUSTRY PORTAL STEP-BY-STEP GUIDE

## CD APPLICATIONS FOR MOBILE CRANES

- The following Step-by-Step Guide will outline the steps applicable to Mobile Cranes within DOB NOW: *Build*.
- The examples shown and used in this Step-by-Step Guide are specific to Mobile Cranes only.

### HELPFUL LINKS

[YouTube.com/DOBNOW](https://www.youtube.com/DOBNOW)



[NYC.gov/DOBNOWINFO](https://www.nyc.gov/DOBNOWINFO)



[NYC.gov/DOBNOWHELP](https://www.nyc.gov/DOBNOWHELP)



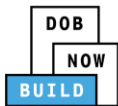
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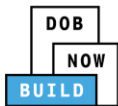
## Guidelines

### CRANE DEVICE NUMBER

1. A prototype can have one or many Crane Device (CD) Numbers associated to it (many devices can be bought based on the same prototype), but a CD Number only is associated to a single prototype.
2. A CD NUMBER is generated when the initial CD application is approved, which means the CD is registered but not approved for installation status.
3. The current Owner of the CD can be changed by doing an Amendment. The new Owner must be specified and the Bill of Sale must be uploaded to prove the ownership of the device.
4. Mobile Cranes do not distinguish between Fixed and Interchangeable components; rather, all components are categorized as “registered components” of the device.

### DOB NOW: *Build* - NUMBERING FORMAT

1. **Initial CD:** The initial CD numbering will start with "CD" + 8 digits (where the digits are the next sequentially available number).  
Example: CD00006790
2. **Amendment:** The CD amendment numbering will start with "-A"+ 6 digits to the CD number, starting at "000001" for each CD number and increasing sequentially for each subsequent Amendment on the given CD.  
Example: CD00006789-A000001
3. **Renewal:** The CD renewal numbering will start with "-R"+ 6 digits to the CD number, starting at "000001" for each CD number and increasing sequentially for each subsequent Renewal on the given CD.  
Example: CD00006789-R000001



### **ROLES & RESPONSIBILITIES**

1. An initial CD NUMBER application has to be filed by the Device Owner who is the “Applicant of Record”.
2. The Manufacturer and the Owner cannot be the same person.
3. When an application is returned with objections to the Applicant of Record, the Applicant of Record can modify Filing Representative Information before resubmitting.

### **For FILING REPRESENTATIVES only**

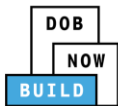
1. The Filing Representative Contact persons must be different from the Applicant of Record, Engineer and Manufacturer.
2. Two Filing Representatives are allowed for each application.
3. A Filing Representative can add another Filing Representative in an application.
4. Filing Representatives cannot be Applicants of Record (i.e. they cannot submit filings). However, they can perform data-entry functions to provide equipment information and upload documents.
5. Filing Representatives cannot edit Manufacturer or Engineer information and cannot attest.

### **SYSTEM GUIDELINES**

1. Greyed-out fields are Read-Only or are auto-populated by the system.
2. Fields with a red asterisk (\*) are required and must be completed.

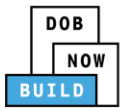
### **ADDITIONAL HELP & INFORMATION**

1. Video Tutorials: DOB NOW YouTube Channel
2. Presentations & Sessions: [nyc.gov/dobnowinfo](http://nyc.gov/dobnowinfo)



In these Step-by-Step Guides, you will learn how to:


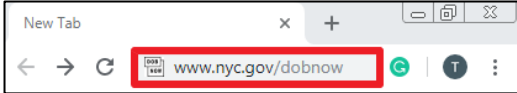
<b>Log into DOB NOW</b>	<b>5</b>
<b>Mobile Crane CD Number: Register a Crane Device</b>	<b>8</b>
Complete General Information Tab	9
Complete Equipment Information Tab	16
Upload Documents	23
Complete Statements & Signatures	27
Pay Fees	29
Complete Review and File	32
Print Certificate Complete: From the Dashboard	34
Print Certificate Complete: From within the Application	36
<b>Mobile Crane CD Number: Amendment: Change Ownership</b>	<b>39</b>
Complete General Information	41
Complete Equipment Information Tab	45
Upload Documents	47
<b>Complete Statements &amp; Signatures</b>	<b>51</b>
<b>Complete Review and File</b>	<b>53</b>
<b>Mobile Crane CD Number: Amendment: Device Amendment</b>	<b>55</b>
<b>Complete General Information</b>	<b>57</b>
<b>Complete Equipment Information Tab</b>	<b>64</b>
<b>Upload Documents</b>	<b>70</b>
<b>Complete Statements &amp; Signatures</b>	<b>73</b>
<b>Complete Review and File</b>	<b>74</b>
<b>Mobile Crane CD Number: Renewal</b>	<b>76</b>
Complete Equipment Information Tab	80
Upload Documents	81
Complete Statements & Signatures	84
Pay Fees	86
Complete Review and File	89



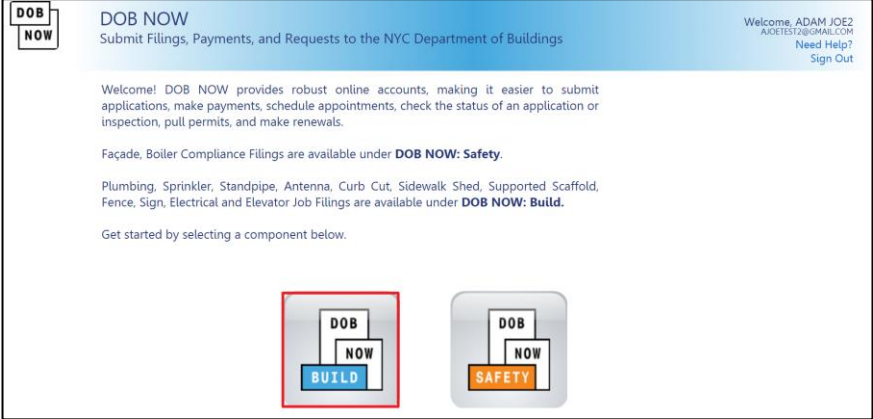
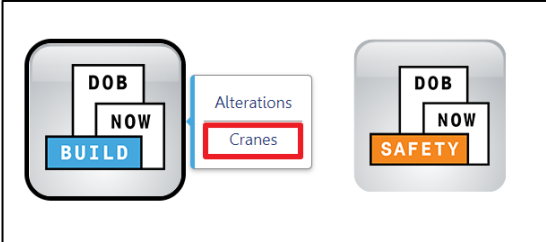
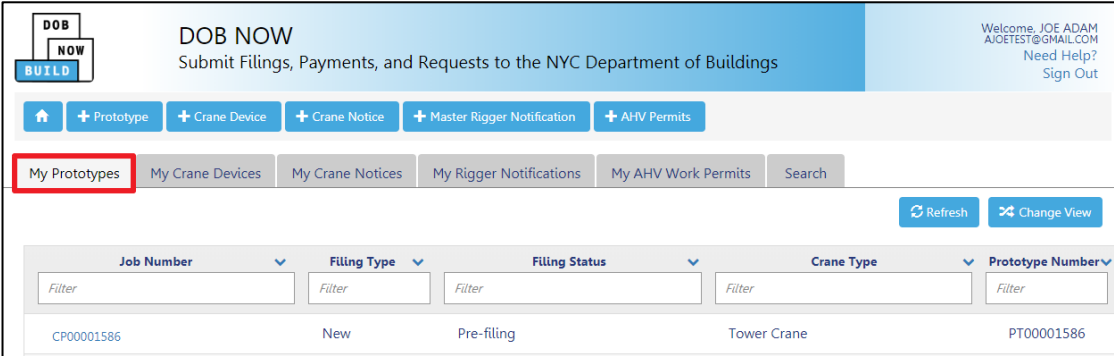
**Print On-Site Certificate: From the Dashboard** \_\_\_\_\_ **91**

## Log into DOB NOW

Complete the following steps to log into DOB NOW:

Step	Action
<b>Note:</b>	<p><i>In order to log into DOB NOW, the user must be registered for eFiling.</i></p> <p><i>Additionally, DOB recommends turning off pop-up blockers to successfully navigate within DOB NOW.</i></p> <p><i>For Step-by-Step instructions, please submit a question to <a href="http://www.nyc.gov/dobnowhelp">www.nyc.gov/dobnowhelp</a> or refer to the following links:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> How to Register for eFiling: <a href="https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf">https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf</a></li> <li><input type="checkbox"/> How to Turn Off Pop-up Blockers: <a href="https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf">https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf</a></li> </ul>
1.	<p>Access the <b>Internet</b>.</p> 
2.	<p>Enter <a href="http://www.nyc.gov/dobnow">www.nyc.gov/dobnow</a> in the <b>URL</b> field at the top of the browser window.</p> 
3.	<p>Press <b>Enter</b> on the keyboard.</p>

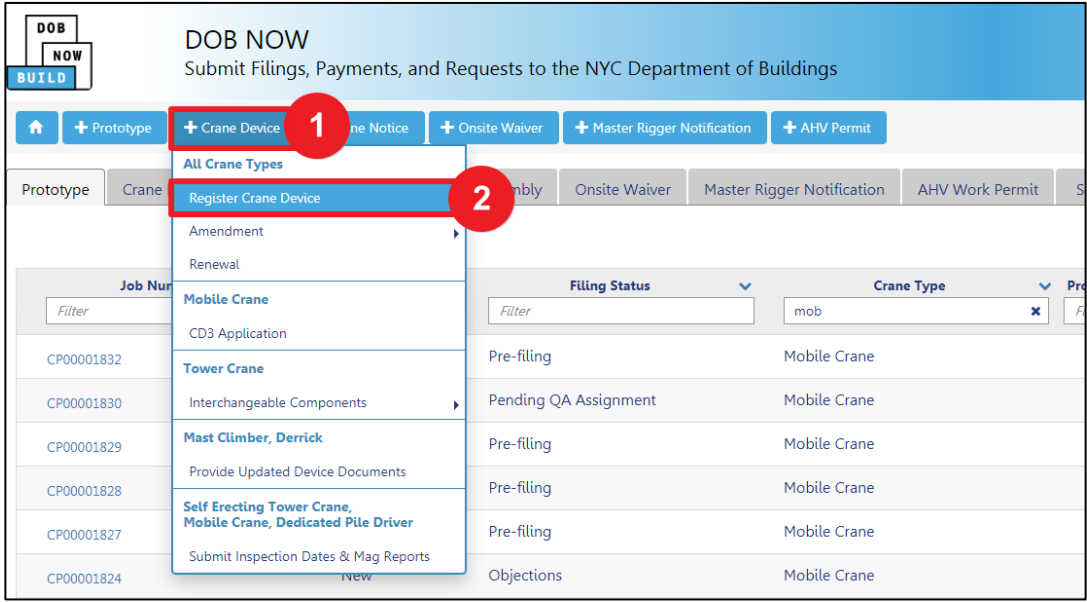
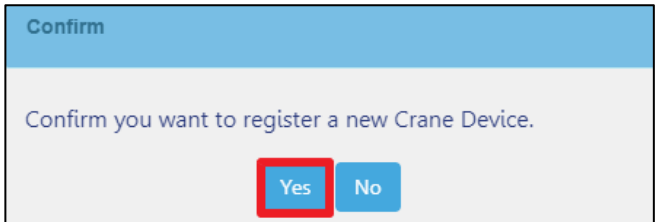
Step	Action
4.	<p>The DOB Login page displays.</p> <p>Enter <b>Email</b> and <b>Password</b> (as registered in eFiling).</p>
5.	<p>Click <b>Login</b>.</p>

Step	Action										
6.	<p>The DOB NOW Welcome page displays.</p> <p>Hover the cursor over <b>DOB NOW: <i>Build</i></b>.</p> 										
7.	<p>Select <b>Cranes</b> from the drop-down list.</p> 										
8.	<p>The DOB NOW Dashboard displays.</p> <p>The <b>My Prototypes</b> tab displays by default and displays all Prototype Certificate of Approval Applications associated with an eFiling account.</p>  <table border="1" data-bbox="334 1583 1422 1692"> <thead> <tr> <th>Job Number</th> <th>Filing Type</th> <th>Filing Status</th> <th>Crane Type</th> <th>Prototype Number</th> </tr> </thead> <tbody> <tr> <td>CP00001586</td> <td>New</td> <td>Pre-filing</td> <td>Tower Crane</td> <td>PT00001586</td> </tr> </tbody> </table>	Job Number	Filing Type	Filing Status	Crane Type	Prototype Number	CP00001586	New	Pre-filing	Tower Crane	PT00001586
Job Number	Filing Type	Filing Status	Crane Type	Prototype Number							
CP00001586	New	Pre-filing	Tower Crane	PT00001586							
<p>You are now logged into <b>DOB NOW: <i>Build</i></b>. Continue to the next section.</p>											



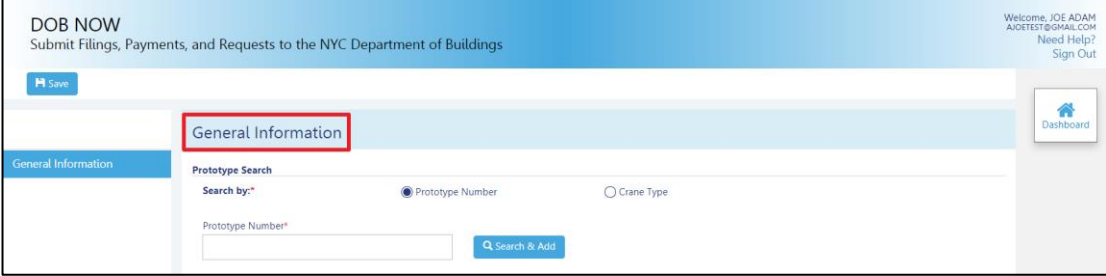
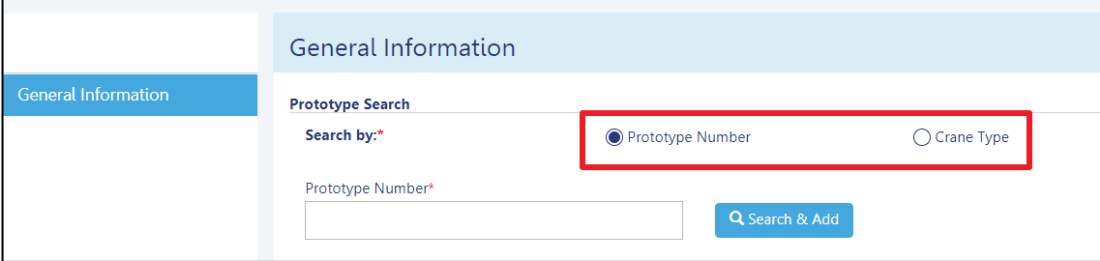
# Mobile Crane CD Number: Register a Crane Device

Complete the following steps to register a Crane Device:

Step	Action
1.	<p>Hover the cursor over <b>+Crane Device</b> and select <b>Register Crane Device</b> from the drop-down list.</p> 
2.	<p>A <b>Confirm</b> pop-up window displays with the message:            Confirm you want to register a new Crane Device.            Click <b>Yes</b> to proceed.</p> 
<p>You have begun the registration process for a Crane Device.            Continue to the <b>Complete General Information</b> tab section.</p>	

## Complete General Information Tab

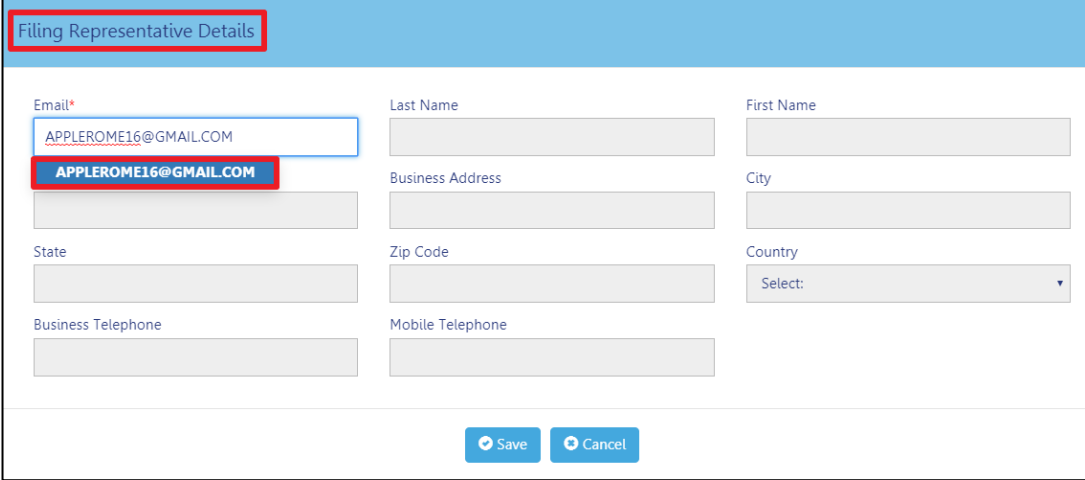
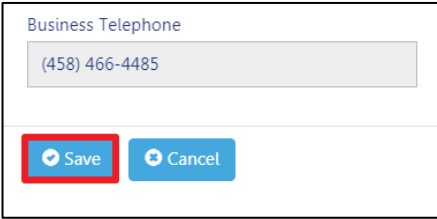


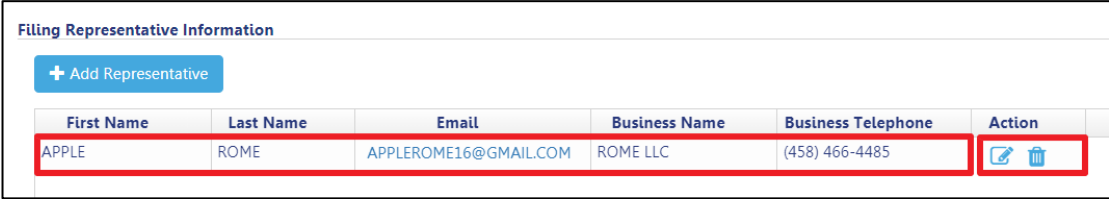
Complete the following steps to complete the **General Information** Tab to associate all Stakeholders (e.g. Filing Representatives, Manufacturers etc.) to the application:

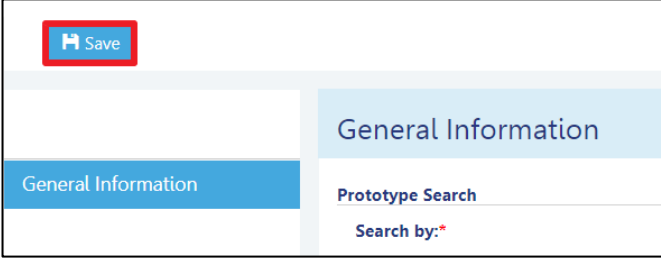
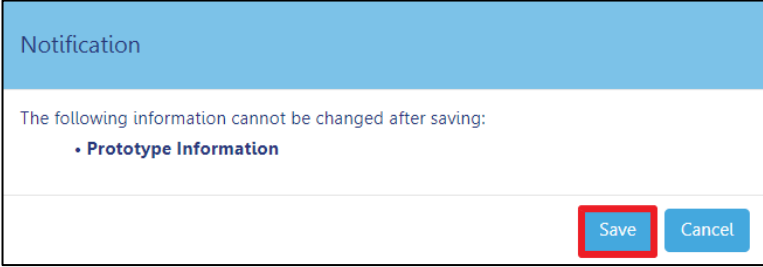
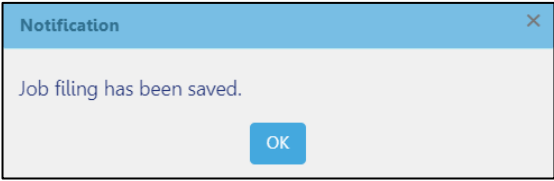
Step	Action
1.	<p>The <b>General Information</b> section displays.</p> 
2.	<p>Select the applicable <b>Search by</b> (e.g. <b>Prototype Number</b>) radio button in Prototype Search.</p> 

Step	Action
<p><b>Note:</b></p>	<p><i>To search by Prototype Number: Enter the <b>Prototype Number</b> in the <b>Prototype Number</b> field.</i></p> <div data-bbox="315 390 1190 590"> <p><b>Prototype Search</b></p> <p>Search by:* <input checked="" type="radio"/> Prototype Number <input type="radio"/> Crane Type</p> <p>Prototype Number*</p> <input type="text"/> <input type="button" value="Search &amp; Add"/></div> <p><i>To search by Crane Type: Select the <b>Crane Type</b> from the <b>Crane Type</b> drop-down list.</i></p> <div data-bbox="315 716 1179 1041"> <p><b>Prototype Search</b></p> <p>Search by:* <input type="radio"/> Prototype Number <input checked="" type="radio"/> Crane Type</p> <p>Crane Type*</p> <div style="display: flex; align-items: flex-start;"> <div style="border: 1px solid #ccc; padding: 2px;">             Select Crane Type: ▾              Select Crane Type:              Tower Crane              Self Erecting Tower Crane  <b>Mobile Crane</b>              Dedicated Pile Driver              Derrick              Mast Climber           </div> <div style="margin-left: 10px;"> <input type="button" value="Search &amp; Add"/>               Crane Type*  <input type="text"/>               Manufacturer*  <input type="text"/> </div> </div> </div>

Step	Action																																				
4.	<p>The Search Results pop-up window displays.</p> <p>If applicable, select the applicable Prototype Number.</p> <p>Click <b>+Add</b> to proceed.</p> <div data-bbox="315 457 1333 1251" style="border: 1px solid black; padding: 10px;"> <p>Search Results</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Prototype Number CP00001605</td> <td style="width: 33%;">Crane Type Mobile Crane</td> <td style="width: 33%;">Approved On 09/24/2019</td> </tr> <tr> <th colspan="2">Prototype Details</th> <th>Crane Devices</th> </tr> <tr> <td>Prototype Status Full Approval</td> <td>Model (Month/Year) 11/2013</td> <td>Manufacturer DEMO</td> </tr> <tr> <td>Applicant</td> <td>Model DEMO</td> <td></td> </tr> <tr> <td colspan="3"><b>Equipment Information</b></td> </tr> <tr> <td>Maximum Capacity 10000 Kips</td> <td>Maximum Boom 5000 Feet</td> <td>Maximum Jib 10000 Feet</td> </tr> <tr> <td>Maximum Freestanding Height Not Applicable</td> <td>Total Combined Length 15000 Feet</td> <td>Other Attachment Not Applicable</td> </tr> <tr> <td>Counterweight(Min) 5000 Lbs</td> <td>Counterweight(Max) 10000 Lbs</td> <td>Carrier Type All Terrain</td> </tr> <tr> <td>Transmission Type Mechanical</td> <td>Power Gas</td> <td>Climbing Type Not Applicable</td> </tr> <tr> <td>Boom Types Articulating,</td> <td></td> <td></td> </tr> <tr> <td colspan="3"><b>Cable Drum Information</b></td> </tr> <tr> <td colspan="3"><input type="text" value="5000 Inches"/></td> </tr> </table> <p style="text-align: center;"> <input type="button" value="+ Add"/> <input type="button" value="Cancel"/> </p> </div>	Prototype Number CP00001605	Crane Type Mobile Crane	Approved On 09/24/2019	Prototype Details		Crane Devices	Prototype Status Full Approval	Model (Month/Year) 11/2013	Manufacturer DEMO	Applicant	Model DEMO		<b>Equipment Information</b>			Maximum Capacity 10000 Kips	Maximum Boom 5000 Feet	Maximum Jib 10000 Feet	Maximum Freestanding Height Not Applicable	Total Combined Length 15000 Feet	Other Attachment Not Applicable	Counterweight(Min) 5000 Lbs	Counterweight(Max) 10000 Lbs	Carrier Type All Terrain	Transmission Type Mechanical	Power Gas	Climbing Type Not Applicable	Boom Types Articulating,			<b>Cable Drum Information</b>			<input type="text" value="5000 Inches"/>		
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<b>Note:</b>	<p><i>The Filing Information fields: Registration Type, Crane Type, Prototype Number, Manufacturer, Model (Month/Year), Model and Crane Device Number are greyed-out and cannot be edited.</i></p> <div data-bbox="315 1440 1427 1766" style="border: 1px solid black; padding: 10px;"> <p><b>Filing Information</b></p> <table style="width: 100%;"> <tr> <td style="width: 33%;">Registration Type* <input type="text" value="New"/></td> <td style="width: 33%;">Crane Type* <input type="text" value="Mobile Crane"/></td> <td style="width: 33%;"></td> </tr> <tr> <td>Prototype Number* <input type="text" value="CP00001605"/></td> <td>Manufacturer* <input type="text" value="DEMO"/></td> <td>Model (Month/Year)* <input type="text" value="11/2013"/></td> </tr> <tr> <td>Model* <input type="text" value="DEMO"/></td> <td colspan="2"></td> </tr> <tr> <td>Crane Device Number <input type="text" value="Not Yet Issued"/></td> <td>Device Serial Number* <input type="text"/></td> <td>Device Manufactured Date (Month/Year)* <input type="text"/></td> </tr> </table> </div>	Registration Type* <input type="text" value="New"/>	Crane Type* <input type="text" value="Mobile Crane"/>		Prototype Number* <input type="text" value="CP00001605"/>	Manufacturer* <input type="text" value="DEMO"/>	Model (Month/Year)* <input type="text" value="11/2013"/>	Model* <input type="text" value="DEMO"/>			Crane Device Number <input type="text" value="Not Yet Issued"/>	Device Serial Number* <input type="text"/>	Device Manufactured Date (Month/Year)* <input type="text"/>																								
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Step	Action						
5.	<p>Enter the Filing Information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Device Serial Number</li> <li><input type="checkbox"/> Select the Device Manufactured Date (Date/year) from the calendar</li> </ul> <div data-bbox="315 436 1422 764" style="border: 1px solid black; padding: 5px;"> <p><b>Filing Information</b></p> <p>Registration Type* <input type="text" value="New"/> Crane Type* <input type="text" value="Mobile Crane"/></p> <p>Prototype Number* <input type="text" value="CP00001605"/> Manufacturer* <input type="text" value="DEMO"/> Model (Month/Year)* <input type="text" value="11/2013"/></p> <p>Model* <input type="text" value="DEMO"/></p> <p>Crane Device Number <input type="text" value="Not Yet Issued"/> Device Serial Number* <input type="text" value="987654231"/> Device Manufactured Date (Month/Year)* <input type="text" value="08/2015"/></p> </div>						
6.	<p>Enter the <b>Applicant of Record - Owner Information</b>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Type the <b>Email</b> and then select the Email Address from the blue drop-down</li> <li><input type="checkbox"/> Select the <b>Business Name</b> from the Business Name drop-down list</li> <li><input type="checkbox"/> Select the <b>Owner Type</b> (e.g., Individual) from the License Type drop-down list</li> </ul> <div data-bbox="315 1005 1422 1299" style="border: 1px solid black; padding: 5px;"> <p><b>Applicant of Record - Owner Information</b></p> <p>Email* <input type="text"/> Last Name <input type="text"/> First Name <input type="text"/></p> <p>Business Name* <input type="text"/> Business Address <input type="text"/> City <input type="text"/></p> <p>State <input type="text"/> Zip Code <input type="text"/> Business Telephone <input type="text"/></p> <p>Mobile Telephone <input type="text"/> Country <input type="text"/> Owner Type* <input type="text"/></p> </div>						
<b>Note:</b>	<p>Select <b>+ Add New</b> if the Business Name is not listed.</p> <div data-bbox="315 1383 886 1570" style="border: 1px solid black; padding: 5px;"> <p>Business Name*</p> <p>Select: <input type="text"/></p> <p>Select: <input type="text"/></p> <p>JA LLC</p> <p><b>+ Add New</b></p> </div>						
7.	<p>If applicable, click <b>+Add Representative</b>.</p> <div data-bbox="315 1686 1175 1875" style="border: 1px solid black; padding: 5px;"> <p><b>Filing Representative Information</b></p> <p><b>+ Add Representative</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">First Name</th> <th style="width: 33%;">Last Name</th> <th style="width: 33%;">Email</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	First Name	Last Name	Email			
First Name	Last Name	Email					

Step	Action
8.	<p>The Filing Representative Details pop-up window displays.</p> <p>Type the <b>Email</b> and then select the Email Address from the blue drop-down.</p> 
9.	<p>Click <b>Save</b>.</p> 
<b>Note:</b>	<p><i>The Filing Representative added displays within the Filing Representative information table.</i></p> <p><i>Click the edit (  ) icon to update the information.</i></p> <p><i>Click the trash can (  ) icon to delete the Filing Representative.</i></p> <p><i>To add an additional Filing Representative repeat Steps 7 to 9 above.</i></p> 

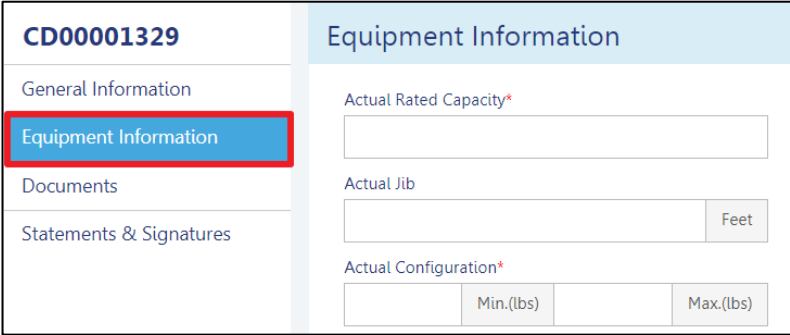
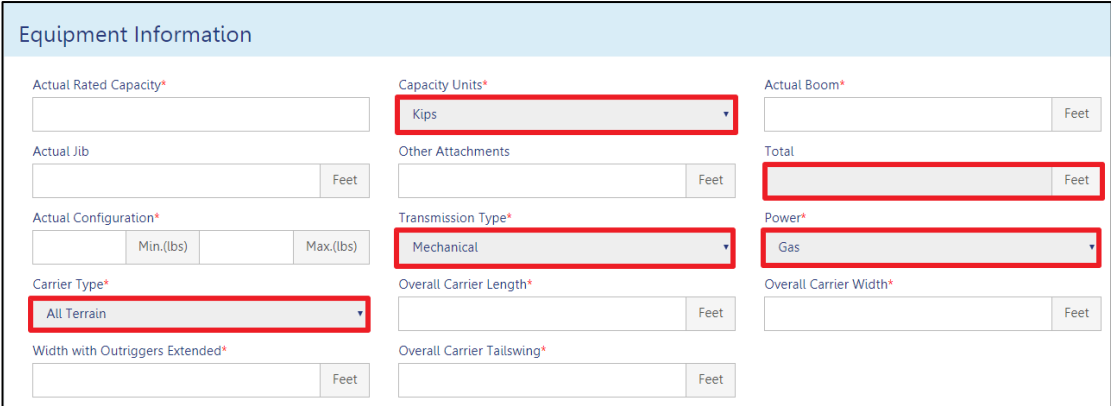
Step	Action
10.	<p>At the top-left of the screen, click <b>Save</b>.</p> 
11.	<p>A <b>Notification</b> pop-up window displays with the message: The following information cannot be changed after saving:</p> <ul style="list-style-type: none"> <li>• Prototype Information</li> </ul> <p>Click <b>Save</b>, to continue.</p> 
12.	<p>A <b>Notification</b> pop-up window displays with the message: Job filing has been saved.</p> <p>Click <b>OK</b> to continue.</p> 

Step	Action
<p><b>Note:</b></p>	<p><i>The page refreshes and displays the additional items:</i></p> <ol style="list-style-type: none"> <li>1. <i>Review and File</i></li> <li>2. <i>Crane Device Filing Number</i></li> <li>3. <b>Additional Tabs:</b> <i>Equipment Information, Documents and Statements &amp; Signatures</i></li> <li>4. <b>Application Information:</b> <i>Application Highlights, View Filing, Trace &amp; Payment History and Fee</i></li> </ol> <div data-bbox="313 657 1380 1010" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> </div>
<p>You have completed the <b>Complete General Information</b> tab.</p> <p>Continue to the next section.</p>	

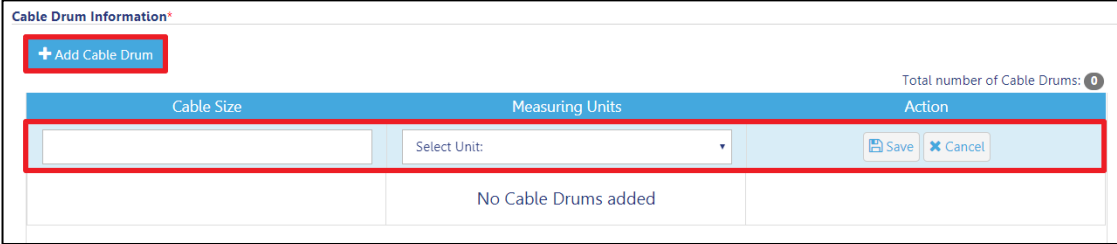
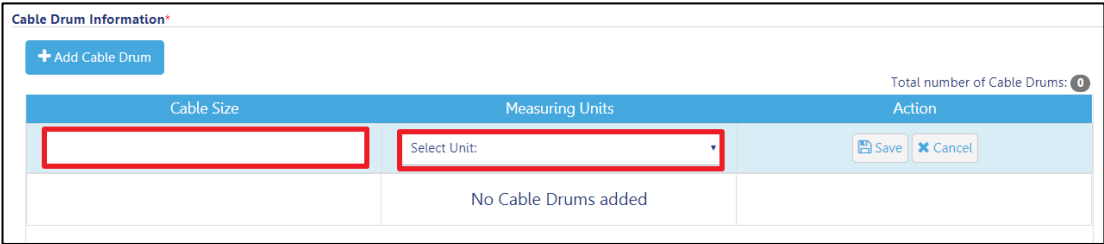
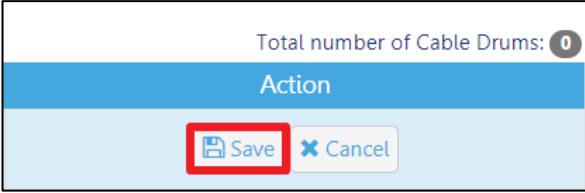
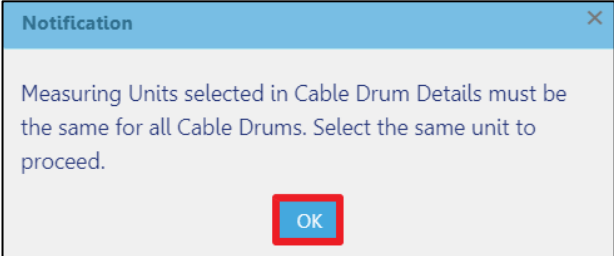










## Complete Equipment Information Tab

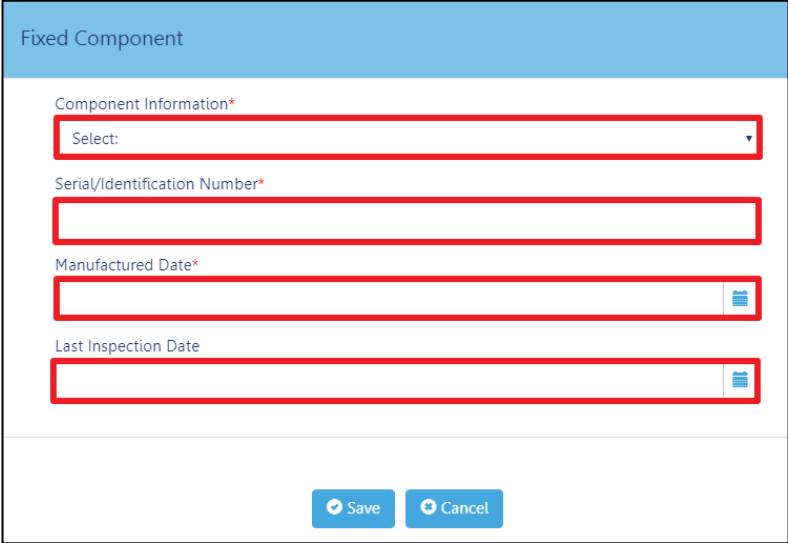
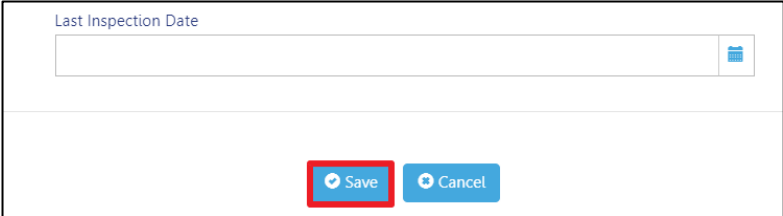
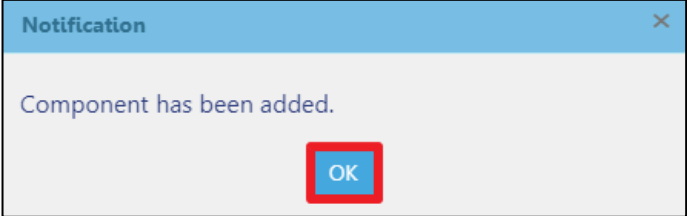
Complete the following steps to complete the Equipment Information tab:








































Step	Action
1.	<p>Click <b>Equipment Information</b> to display the Equipment Information section.</p> 
Note:	<p><i>The Equipment Information fields: Capacity Units, Transmission Type, Power and Carrier Type are greyed-out and cannot be edited.</i></p> 

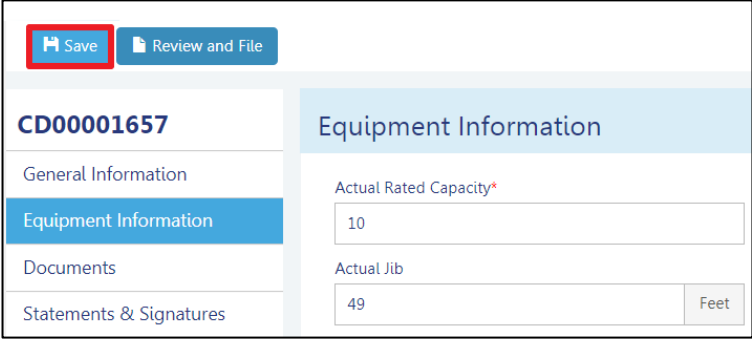
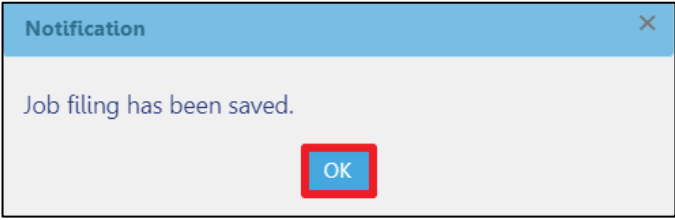


Step	Action
4.	<p>Click + Add Cable Drum to display the Cable Size, Measuring Units and Action fields.</p> 
5.	<p>To add the Cable Drum:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Type the Cable Size</li> <li><input type="checkbox"/> Select the Measuring Unit from the <b>Select Unit</b> drop-down list (e.g., <b>Inches</b>).</li> </ul> 
6.	<p>Under the Action column, click <b>Save</b>.</p> 
7.	<p>A <b>Notification</b> pop-up windows displays with a message:</p> <p>Measuring Units selected in Cable Drum Details must be the same for all Cable Drums. Select the same unit to proceed.</p> <p>Click <b>OK</b> to close the notification.</p> 

Step	Action						
	<p>Note: <i>The Total number of Cable Drums updates.</i></p> <p><i>The Cable Drum added displays within the Cable Drum table.</i></p> <p><i>Click the edit (  ) icon to update the Cable Drum information.</i></p> <p><i>Click the trash can (  ) icon to delete the Cable Drum.</i></p> <div data-bbox="360 520 1458 703" style="border: 1px solid black; padding: 5px;"> <p>Cable Drum Information*</p> <p><a href="#">+ Add Cable Drum</a></p> <p style="text-align: right;">Total number of Cable Drums: <b>1</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0070C0; color: white;"> <th style="width: 40%;">Cable Size</th> <th style="width: 30%;">Measuring Units</th> <th style="width: 30%;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5000</td> <td style="text-align: center;">Inches</td> <td style="text-align: center;">   </td> </tr> </tbody> </table> </div>	Cable Size	Measuring Units	Action	5000	Inches	 
Cable Size	Measuring Units	Action					
5000	Inches	 					
<p>8.</p>	<p>Click <b>+Add Component</b> to display the Fixed Component pop-up window.</p> <div data-bbox="313 852 1075 1098" style="border: 1px solid black; padding: 5px;"> <p><b>Fixed Components</b></p> <p><a href="#">+ Add Component</a></p> <table style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Component Type <span style="float: right;">▼</span></td> <td style="width: 50%; text-align: center;">Serial/Identification Number <span style="float: right;">▼</span></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table> </div>	Component Type <span style="float: right;">▼</span>	Serial/Identification Number <span style="float: right;">▼</span>				
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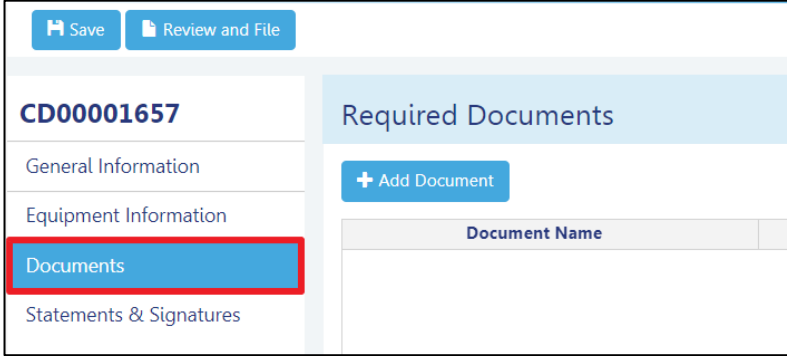
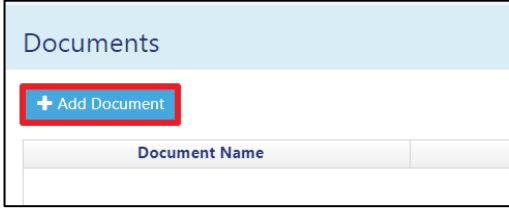
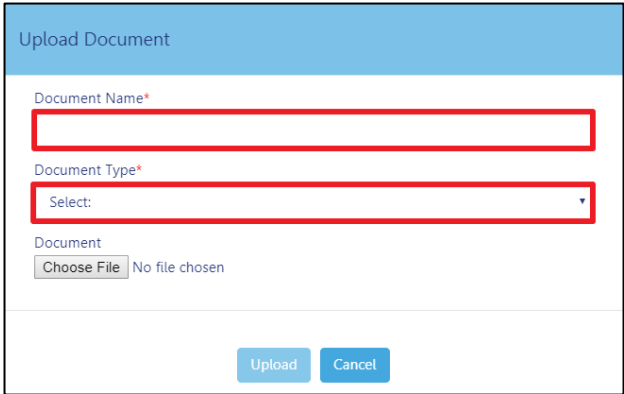
Step	Action
9.	<p>To add each Fixed Component:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select the <b>Component Information</b> (e.g., <i>Live Mast Information</i>) from the Component Information drop-down list</li> <li><input type="checkbox"/> Enter the <b>Serial/Identification Number</b></li> <li><input type="checkbox"/> Select the <b>Manufactured Date</b></li> <li><input type="checkbox"/> Select the <b>Last Inspection Date</b></li> </ul> 
10.	<p>At the bottom of the pop-up window, click <b>Save</b>.</p> 
11.	<p>A <b>Notification</b> pop-up windows displays with a message: Component has been added. Click <b>OK</b> to close the notification.</p> 

Step	Action																																				
	<p><b>Note:</b> Repeat Steps 8 to 10 to add additional Fixed Components.</p> <p>The Fixed Component added displays within the Fixed Component table.</p> <p>Click the edit (  ) icon to update the Fixed Component information.</p> <p>Click the trash can (  ) icon to delete the Fixed Component.</p> <p>The Total number of Fixed Component updates below the table.</p> <div data-bbox="315 596 1422 1178" style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span style="background-color: #0070c0; color: white; padding: 2px 5px; border-radius: 3px;">+ Add Component</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Component Type</th> <th style="text-align: left;">Serial/Identification Number</th> <th style="text-align: left;">Manufactured Date</th> <th style="text-align: left;">Last Inspection Date</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>Turntable Information</td> <td>1123198400</td> <td>09/2019</td> <td>09/11/2019</td> <td>Pre-filing</td> <td style="text-align: center;"> </td> </tr> <tr style="border: 2px solid red;"> <td>Machine Deck Information</td> <td>1113201300</td> <td>09/2019</td> <td>09/11/2019</td> <td>Pre-filing</td> <td style="text-align: center;"> </td> </tr> <tr style="border: 2px solid red;"> <td>Lattice Boom Information</td> <td>1012198800</td> <td>09/2019</td> <td>09/11/2019</td> <td>Pre-filing</td> <td style="text-align: center;"> </td> </tr> <tr style="border: 2px solid red;"> <td>Jib/Luffing Jib Information</td> <td>01022013</td> <td>09/2019</td> <td>09/11/2019</td> <td>Pre-filing</td> <td style="text-align: center;"> </td> </tr> <tr style="border: 2px solid red;"> <td>Jib Mast Information</td> <td>10032019</td> <td>09/2019</td> <td>09/11/2019</td> <td>Pre-filing</td> <td style="text-align: center;"> </td> </tr> </tbody> </table> <div style="margin-top: 10px; display: flex; justify-content: space-between;"> <span>1 / 2  5 Items Per Page</span> <span>1 - 5 of 8 items</span> </div> <div style="margin-top: 10px; border: 2px solid red; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; color: #0070c0; font-weight: bold;">Turntable Information</p> <p style="text-align: center; font-size: small;">Total Number of components (Max 10) - <span style="color: red;">1</span></p> </div> <div style="width: 30%; border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; color: #0070c0; font-weight: bold;">Machine Deck Information</p> <p style="text-align: center; font-size: small;">Total Number of components (Max 10) - <span style="color: red;">1</span></p> </div> <div style="width: 30%; border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; color: #0070c0; font-weight: bold;">Lattice Boom Information</p> <p style="text-align: center; font-size: small;">Total Number of components (Max 10) - <span style="color: red;">1</span></p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; color: #0070c0; font-weight: bold;">Jib/Luffing Jib Information</p> <p style="text-align: center; font-size: small;">Total Number of components (Max 20) - <span style="color: red;">1</span></p> </div> <div style="width: 30%; border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; color: #0070c0; font-weight: bold;">Jib Mast Information</p> <p style="text-align: center; font-size: small;">Total Number of components (Max 3) - <span style="color: red;">1</span></p> </div> <div style="width: 30%; border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; color: #0070c0; font-weight: bold;">Hydraulic/solid main boom</p> <p style="text-align: center; font-size: small;">Total Number of components (Max 10) - <span style="color: red;">1</span></p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%; border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; color: #0070c0; font-weight: bold;">Gantry (A-frames) Information</p> <p style="text-align: center; font-size: small;">Total Number of components (Max 1) - <span style="color: red;">1</span></p> </div> <div style="width: 30%; border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; color: #0070c0; font-weight: bold;">Live Mast Information</p> <p style="text-align: center; font-size: small;">Total Number of components (Max 1) - <span style="color: red;">1</span></p> </div> </div> </div> </div>	Component Type	Serial/Identification Number	Manufactured Date	Last Inspection Date	Status	Action	Turntable Information	1123198400	09/2019	09/11/2019	Pre-filing	 	Machine Deck Information	1113201300	09/2019	09/11/2019	Pre-filing	 	Lattice Boom Information	1012198800	09/2019	09/11/2019	Pre-filing	 	Jib/Luffing Jib Information	01022013	09/2019	09/11/2019	Pre-filing	 	Jib Mast Information	10032019	09/2019	09/11/2019	Pre-filing	 
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Jib Mast Information	10032019	09/2019	09/11/2019	Pre-filing	 																																
	<p><b>Note:</b> Click the <b>Fixed Component</b> to view the Fixed Component Information (e.g., <b>Status</b>).</p> <div data-bbox="315 1295 1422 1562" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="background-color: #0070c0; color: white; padding: 5px; margin-bottom: 10px;">Live Mast Information</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Serial/Identification Number</th> <th style="text-align: left;">Manufactured Date</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr> <td>10121988</td> <td>11/2013</td> <td>Pre-filing</td> <td style="text-align: center;"> </td> </tr> </tbody> </table> </div>	Serial/Identification Number	Manufactured Date	Status	Action	10121988	11/2013	Pre-filing	 																												
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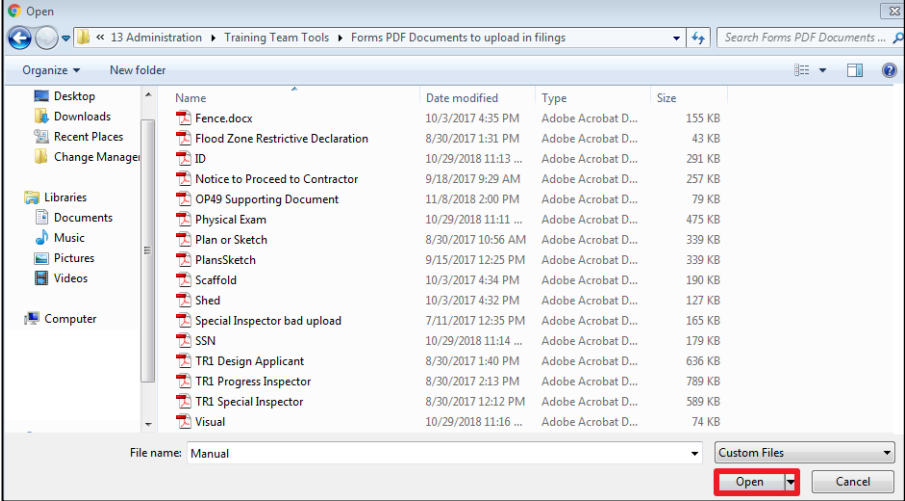
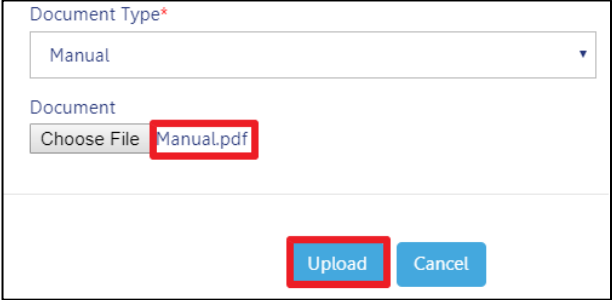
Step	Action
12.	<p>At the top-left of the screen, click <b>Save</b>.</p> 
13.	<p>A <b>Notification</b> pop-up window displays with the message: Job filing has been saved. Click <b>OK</b> to continue.</p> 
<p>You have completed the <b>Complete Equipment Information</b> tab. Continue to the next section.</p>	

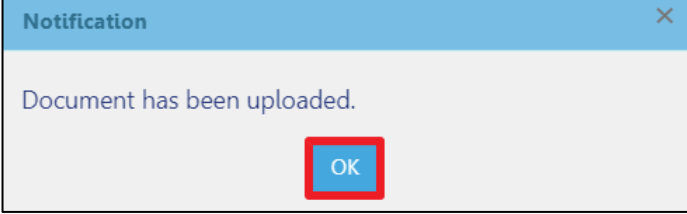
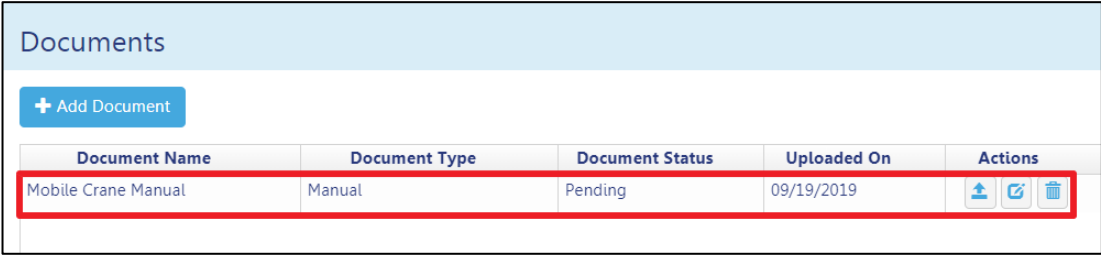
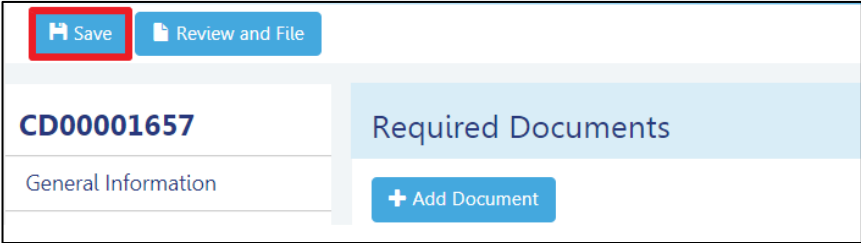
## Upload Documents

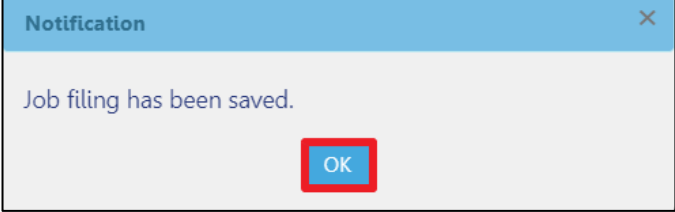
Complete the following steps to upload documents in the **Documents** tab to support the application:

Step	Action
1.	<p>Click <b>Documents</b> to display the Documents section.</p> 
2.	<p>Click <b>+Add Document</b>.</p> 
3.	<p>The <b>Upload Document</b> pop-up window displays.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Type the Document Name.</li> <li><input type="checkbox"/> Select the <b>Document Type</b> (e.g., <i>Manual</i>) from the Document Type drop-down list.</li> </ul> 




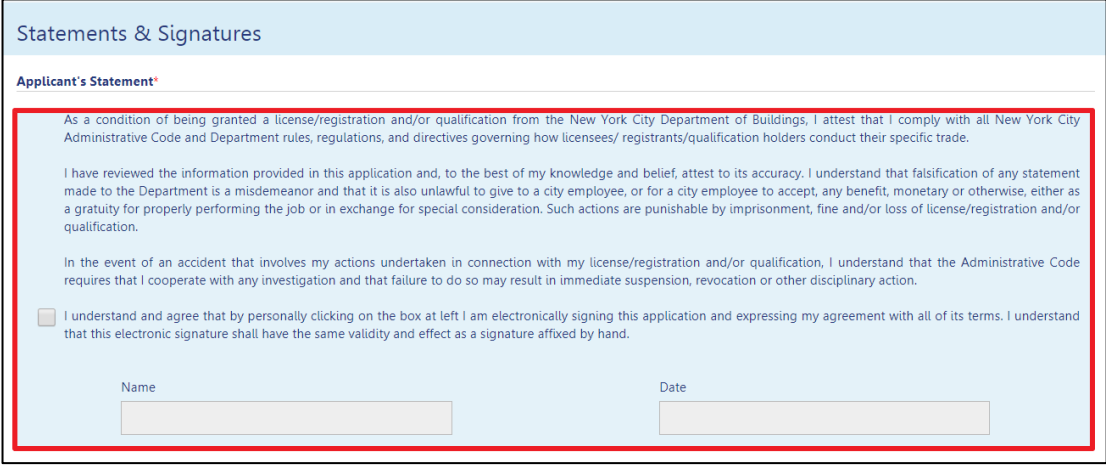

Step	Action
4.	<p>Click <b>Choose File</b> to upload the Document Type selected.</p> 
5.	<p>The Document pop-up window displays. Select the Document and click <b>Open</b>.</p> 
6.	<p>The Document displays next to Choose File. Click <b>Upload</b>.</p> 


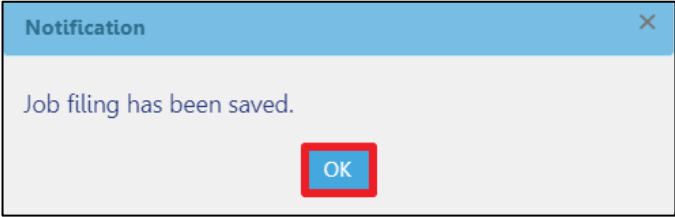
Step	Action
7.	<p>A <b>Notification</b> pop-up window displays with the message: Document has been uploaded. Click <b>OK</b> to continue.</p> 
Note:	<p><i>The Document uploaded displays within the Document table.</i> Click the edit (✎) icon to update the Document information. Click the trash can (🗑) icon to delete the Document. Click the upload (📄) icon to replace the Document previously uploaded.</p> 
8.	<p>At the top-left of the screen, click <b>Save</b>.</p> 

Step	Action
9.	<p>A <b>Notification</b> pop-up window displays with the message:            Job filing has been saved.            Click <b>OK</b> to continue.</p> 
<p style="text-align: center;">You have completed the <b>Upload Documents</b>.            Continue to the next section.</p>	

## Complete Statements & Signatures

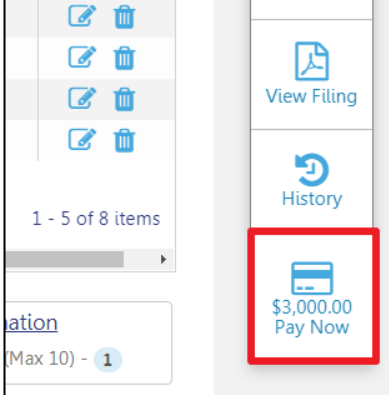
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

Step	Action
1.	<p>Click <b>Statements &amp; Signatures</b> to display the Statements &amp; Signatures section.</p> 
<p><b>Note:</b></p>	<p><i>The statement applicable to the stakeholder that's logged in highlights in blue.</i></p> 
<b>APPLICANT OF RECORD</b>	
2.	<p>Click the <b>Applicant's Statement</b> checkbox to electronically attest.</p> <p>The <b>Name</b> and <b>Date</b> field's auto-populate by the system.</p> 


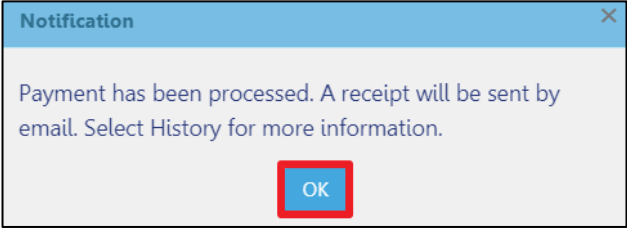
Step	Action
3.	<p>At the top-left of the screen, click <b>Save</b>.</p> 
4.	<p>A <b>Notification</b> pop-up window displays with the message:            Job filing has been saved.            Click <b>OK</b> to continue.</p> 
<p style="text-align: center;">You have completed the <b>Statement &amp; Signatures</b> section.            Continue to the next section.</p>	

## Pay Fees

Complete the following steps to submit a payment application to the NYC Department of Buildings.

Step	Action
<b>Note:</b>	<i>The fees must be paid before continuing to Review and File.</i>
1.	<p>At the bottom-right of the screen, click <b>Pay Now</b>.</p> 

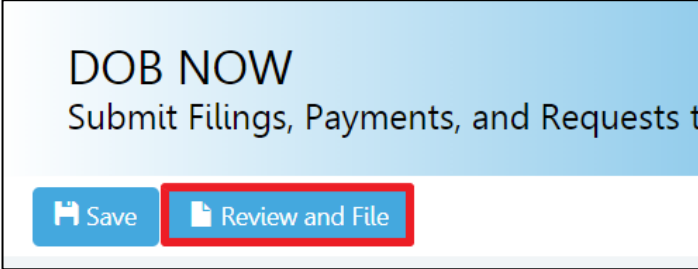
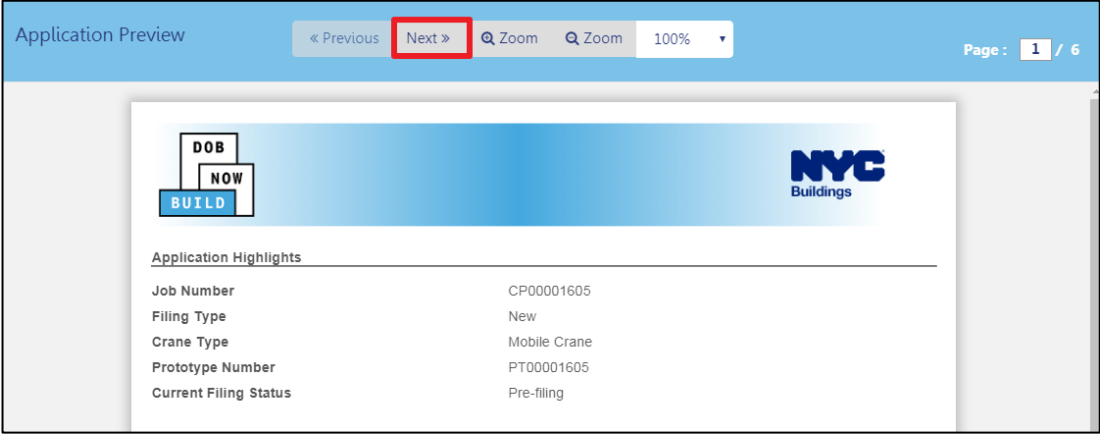
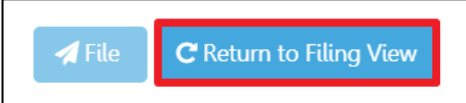
Step	Action
2.	<p>The <b>Payment Confirmation</b> pop-up window displays with the message:</p> <p>Please note that the following data cannot be changed after the payment has been made on this filing:</p> <p>Owner Type: <b>Individual</b></p> <p>Actual Boom Length: <b>12 Feet</b></p> <p>Are you sure you want to make a payment now for \$300.00?</p> <p>Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.</p> <p><b>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</b></p> <p>Click <b>Yes</b>, to proceed.</p> <div data-bbox="315 768 1195 1331" style="border: 1px solid black; padding: 10px;"> <p><b>Payment Confirmation</b></p> <p>Please note that the following data cannot be changed after the payment has been made on this filing:</p> <ul style="list-style-type: none"> <li>• Owner Type: <b>Individual</b></li> <li>• Actual Boom Length: <b>12 Feet</b></li> </ul> <p>Are you sure you want to make a payment now for <b>\$300.00</b>?</p> <p>Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.</p> <p><b>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</b></p> <div style="text-align: right; margin-top: 10px;"> <input data-bbox="1029 1266 1102 1318" type="button" value="Yes"/> <input data-bbox="1114 1266 1179 1318" type="button" value="No"/> </div> </div>

Step	Action
3.	<p>The page is redirected to <b>NYC City Pay</b>.</p> <p>Pay the application fees via <b>eCheck</b> or <b>Credit Card</b> by selecting the applicable tab.</p> 
4.	<p>The <b>Notification</b> pop-up window displays on the DOB NOW page with the message: Payment has been processed. A receipt will be sent by email. Select History for more information.</p> <p>Click <b>OK</b> to proceed.</p> 
<p>You have completed the <b>Pay Fees</b> section.</p> <p>Continue to the next section.</p>	



## Complete Review and File

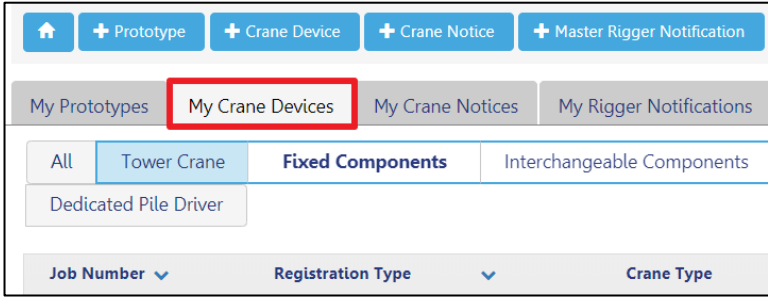
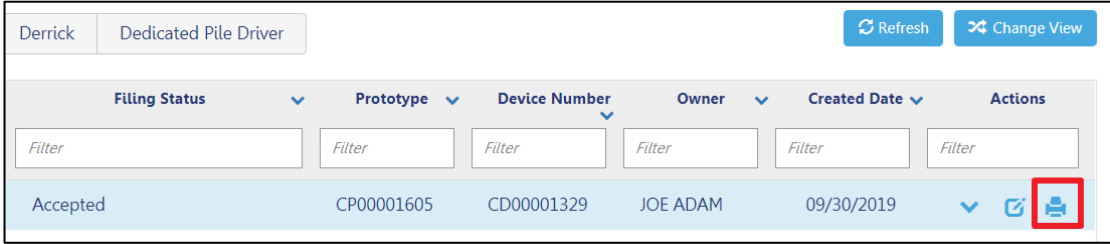
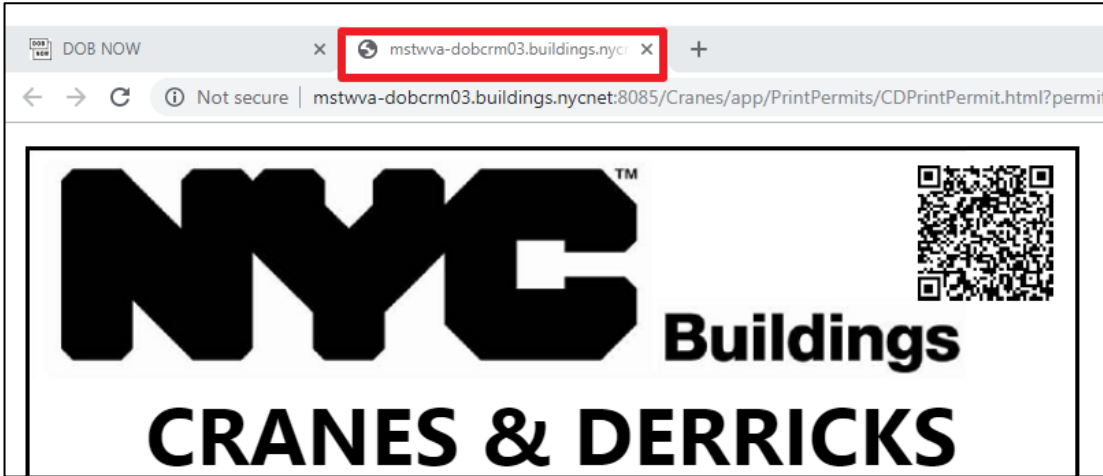
Complete the following steps to review and submit the application to the NYC Department of Buildings.


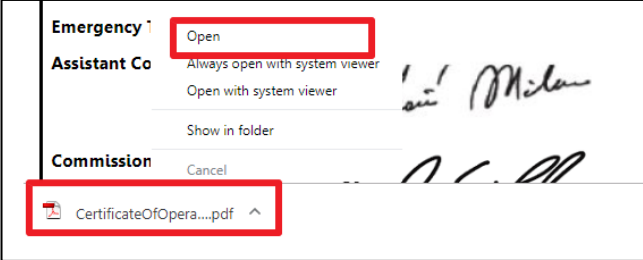
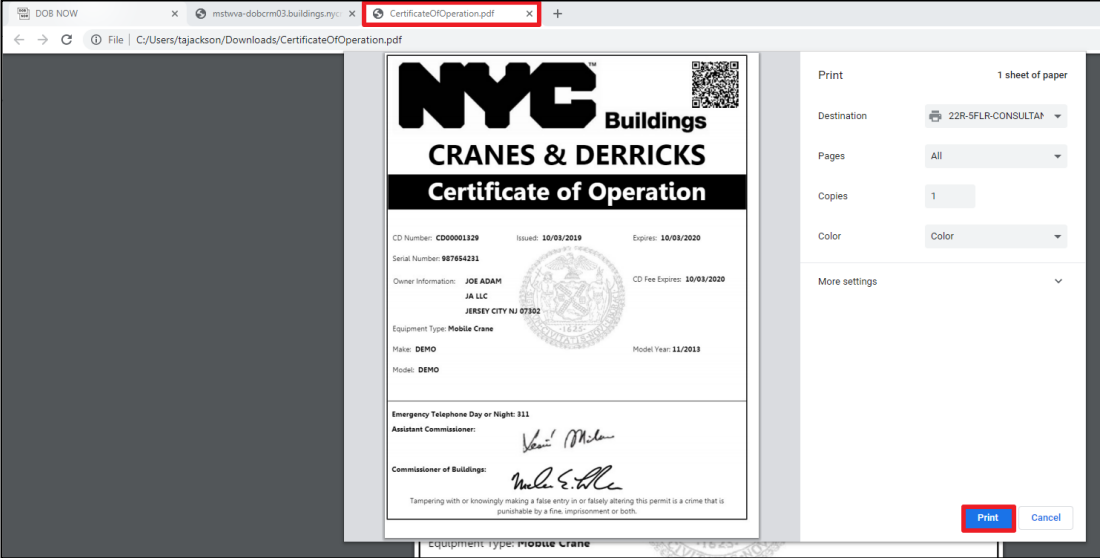
Step	Action
<b>APPLICANT OF RECORD</b>	
1.	<p>At the top-left of the screen, click <b>Review and File</b>.</p> 
2.	<p>The <b>Application Preview</b> displays.</p> <p>Click <b>Next</b> to read and progress through the Application Preview to the final page.</p> 
<b>Note:</b>	<p><i>If errors are discovered when Review and File is selected, click <b>Return to Filing View</b>, correct the errors, re-attest, and Review and File again.</i></p> 

Step	Action
3.	<p>On the final page, click the checkbox to attest reviewing the application.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <input type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.  Name <input style="width: 150px;" type="text"/> Date <input style="width: 150px;" type="text"/>  <div style="text-align: right; margin-top: 10px;"> <span style="border: 1px solid blue; padding: 2px 5px;">↗ File</span> <span style="border: 1px solid blue; padding: 2px 5px;">↻ Return to Filing View</span> </div> </div>
4.	<p>The <b>Name</b> and the <b>Date</b> field’s auto-populate after the check-box is clicked. Click <b>File</b>, to proceed.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> Name <input style="width: 150px;" type="text" value="JOE ADAM"/>  <small>(Electronically Signed)</small> Date <input style="width: 150px;" type="text" value="09/20/2019"/>  <div style="text-align: right; margin-top: 10px;"> <span style="border: 2px solid red; border-radius: 5px; padding: 2px 5px;">↗ File</span> <span style="border: 1px solid blue; padding: 2px 5px;">↻ Return to Filing View</span> </div> </div>
5.	<p>A <b>Notification</b> pop-up windows displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review. Click <b>OK</b> to close the Confirm pop-up window.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="background-color: #0070c0; color: white; padding: 5px; border-bottom: 1px solid black;"> Notification <span style="float: right; font-size: 1.2em; cursor: pointer;">✕</span> </div> <p style="margin-top: 10px;">Job filing has been submitted. An email notification will be sent with the status of the review.</p> <div style="text-align: right; margin-top: 10px;"> <span style="border: 2px solid red; border-radius: 5px; padding: 2px 5px;">OK</span> <span style="border: 1px solid blue; padding: 2px 5px; margin-left: 10px;">View Filing</span> </div> </div>
Note:	<p><i>The Status Bar updates to the next stage in the job filing process (e.g., <b>Pending QA Assignment</b>).</i></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="text-align: center; margin-bottom: 5px;"> <span style="color: blue; font-size: 1.5em;">✓</span> <span style="color: gray; font-size: 1.5em;">●</span> <span style="color: gray; font-size: 1.5em;">●</span> <span style="color: gray; font-size: 1.5em;">●</span> </div> <div style="display: flex; justify-content: space-around; text-align: center;"> <div style="width: 20%;">Pre-filing</div> <div style="width: 20%;">Pending QA Assignment</div> <div style="width: 20%;">Pending QA Admin Review</div> <div style="width: 20%;">Accepted (QA)</div> </div> </div>
<p>You have completed the <b>Mobile Crane CD Number: Register a Crane Device</b> Step-by-Step Guide.</p>	

## Print Certificate Complete: From the Dashboard

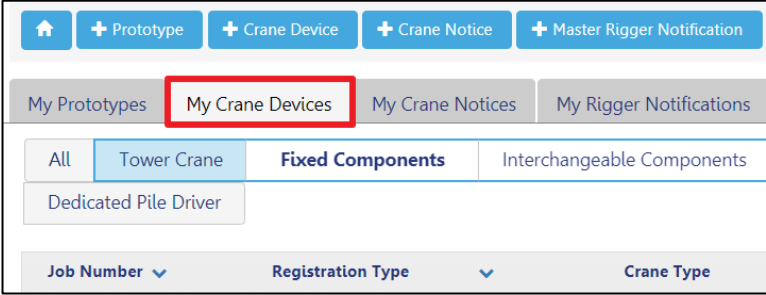
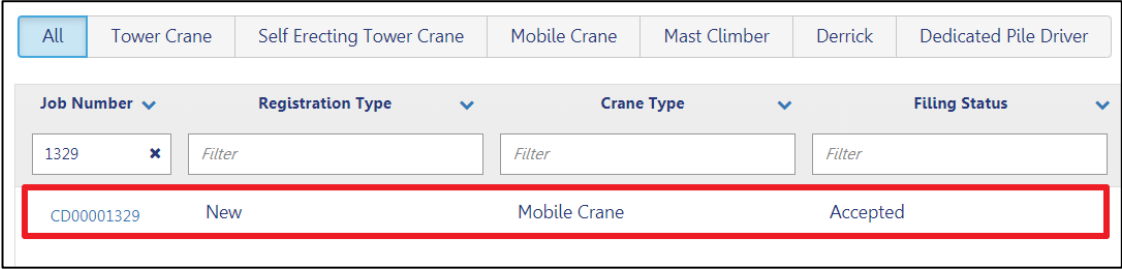
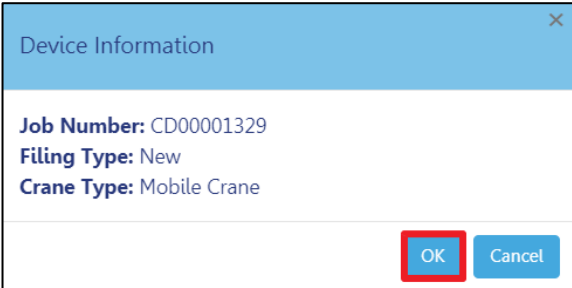
Complete the following steps to print the CD Certificate from the dashboard:

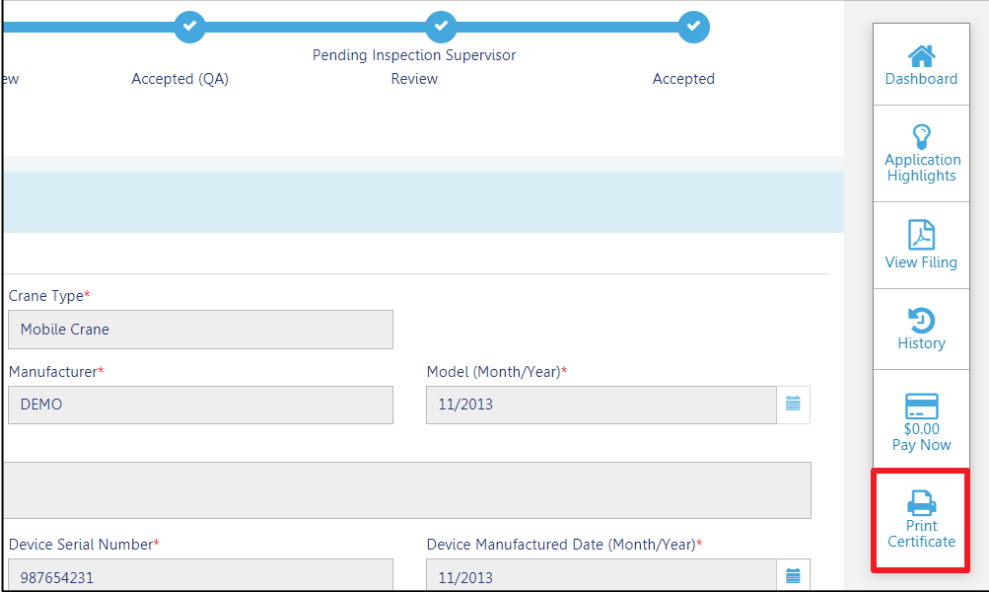
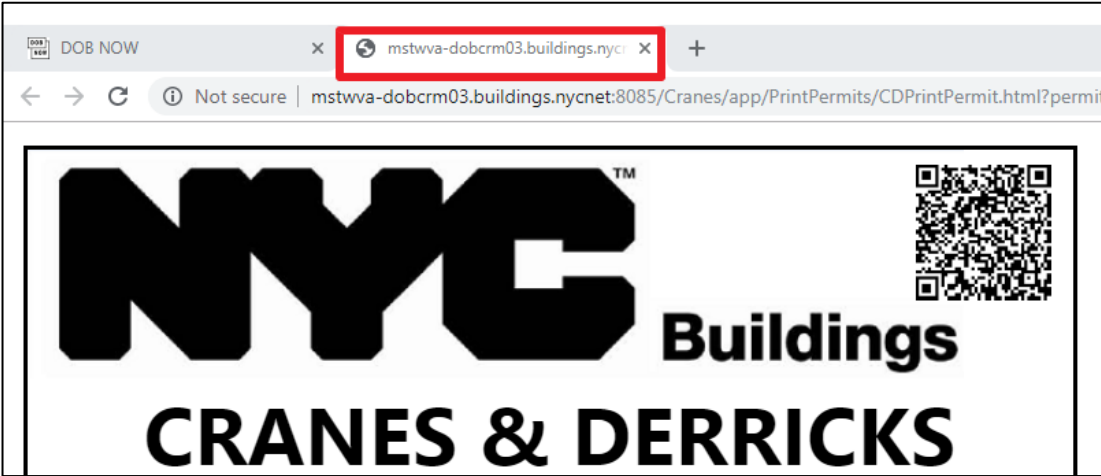
Step	Action
1.	<p>From the Dashboard, select the <b>My Crane Devices</b> tab.</p> 
2.	<p>Locate the Crane Device application.</p> <p>Under the <b>Actions</b> column, click the <b>Print</b> (🖨️) icon on the application.</p> 
3.	<p>Ensure that your pop-up blocker is turned-off.</p> <p>The Cranes &amp; Derricks Certificate of Operation opens in a second tab.</p> 


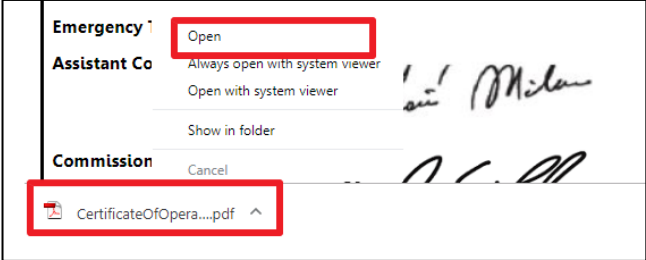
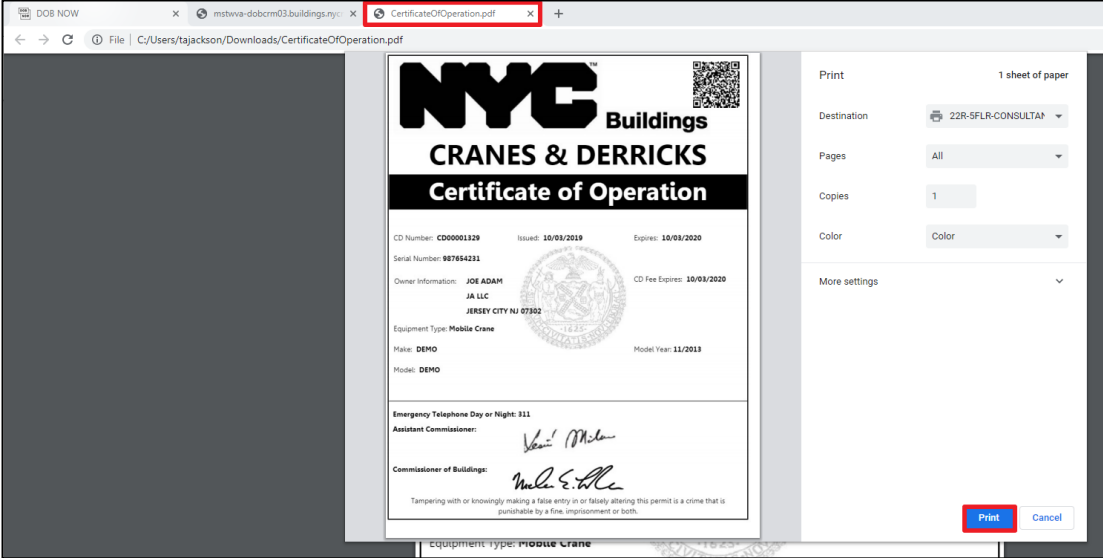
Step	Action
4.	<p>From the bottom of the page click <b>Print to PDF</b>.</p> 
5.	<p>The internet browser downloads the certificate. Click the file arrow and select <b>Open</b>.</p> 
6.	<p>A third tab opens with the print options. Click <b>Print</b>.</p> 
<p>You have completed the <b>Print a Certificate: From the Dashboard</b> Step-by-Step Guide.</p>	

## Print Certificate Complete: From within the Application

Complete the following steps to print the CD Certificate from within the application:

Step	Action
1.	<p>From the Dashboard, select the <b>My Crane Devices</b> tab.</p> 
2.	<p>Locate the Crane Device application. Double-click the application.</p> 
3.	<p>The <b>Device Information</b> pop-up window displays with the message: <b>Job Number:</b> CD00001329 <b>Filing Type:</b> New <b>Crane Type:</b> Mobile Crane Click <b>OK</b> to proceed.</p> 

Step	Action
4.	<p>The Crane Device application displays.</p> <p>On the bottom-right, click <b>Print Certificate</b>.</p> 
5.	<p>Ensure that your pop-up blocker is turned-off.</p> <p>The Cranes &amp; Derricks Certificate of Operation opens in a second tab.</p> 

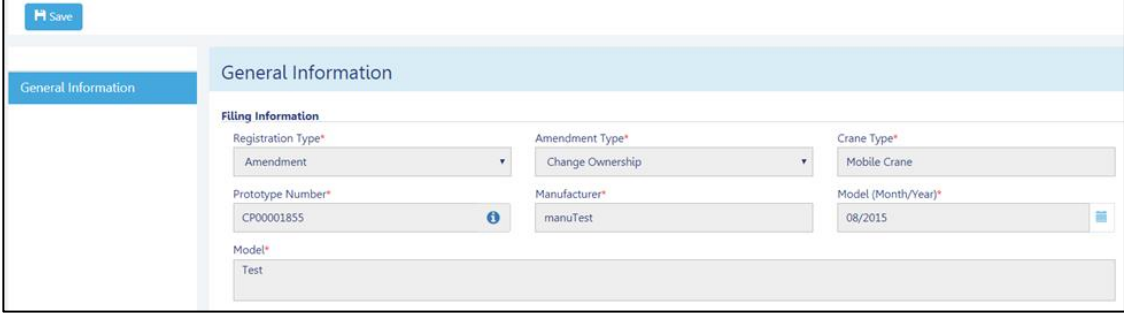
Step	Action
6.	<p>From the bottom of the page click <b>Print to PDF</b>.</p> 
7.	<p>The internet browser downloads the certificate. Click the file arrow and select <b>Open</b>.</p> 
8.	<p>A third tab opens with the print options. Click <b>Print</b>.</p> 
<p>You have completed the <b>Print a Certificate: From within the Application Step-by-Step Guide</b>.</p>	

# Mobile Crane CD Number: Amendment: Change Ownership

Complete the following steps to register a Crane Device:


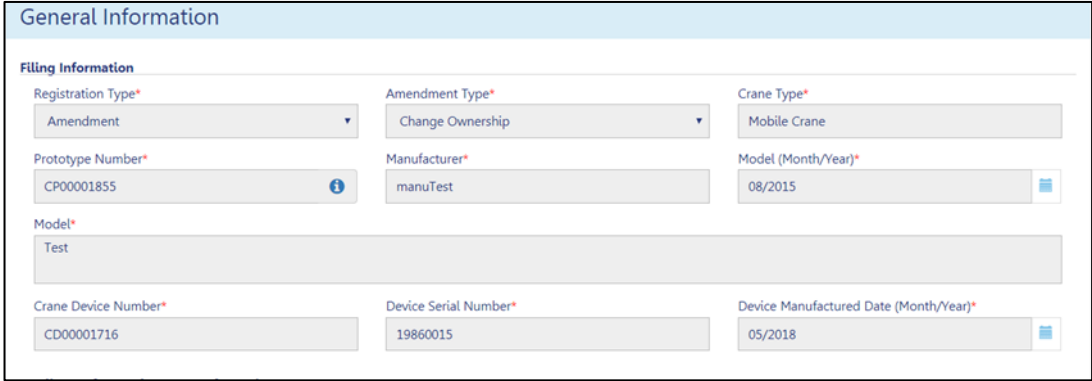
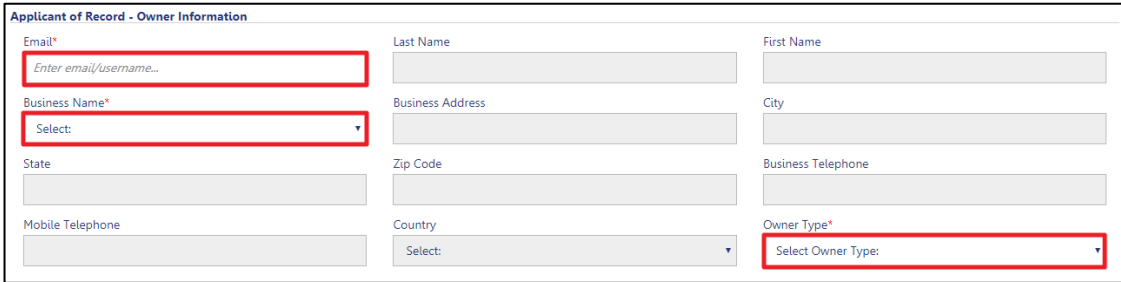
Step	Action
1.	<p><b>Hover the cursor over +Crane Device, then hover the cursor over +Amendment and then select Change Ownership from the drop-down list.</b></p>
2.	<p><b>Enter the Crane Device Number.</b></p>
3.	<p><b>Click Submit.</b></p>












Step	Action
4.	<p><b><i>The page refreshes and displays the General Information tab.</i></b></p> 
<p><b><i>You have begun the Change Ownership Amendment process for a Crane Device. Continue to the Complete General Information tab section.</i></b></p>	

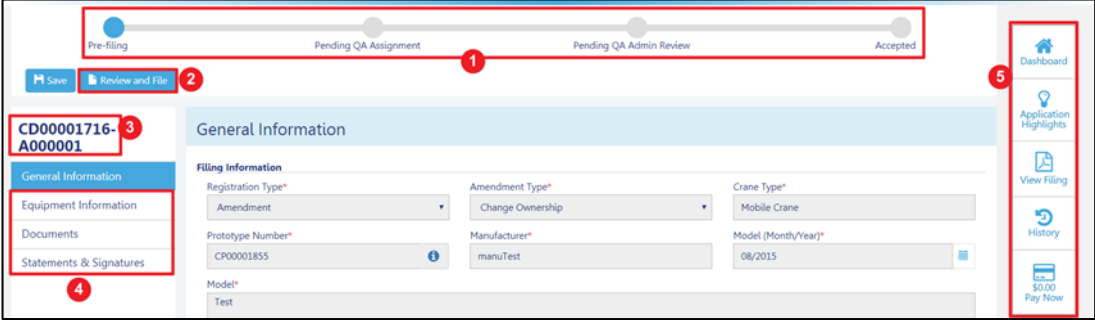
## Complete General Information

Complete the following steps to complete the **General Information** tab to associate the Stakeholders (e.g. Filing Representatives, Manufacturers etc.) to the application:

Step	Action
1.	<p>The General Information section displays.</p> 
2.	<p>The Filing Information fields: Crane Notice Type, Filing Type and Crane Type are greyed-out and cannot be edited.</p> 
3.	<p><b>Enter the Applicant Information:</b></p> <p>Type the <b>Email</b> and then select the Email Address from the blue drop-down</p> <p>Select the <b>License Type</b> (e.g., <i>Individual</i>) from the License Type drop-down list</p> <p>Select the <b>Business Name</b> from the Business Name drop-down list</p> <p><b>The Last Name, First Name, Business Address, City, State, Zip Code, Business Telephone, Mobile Telephone, and Country are greyed-out and Read-Only.</b></p> 

Step	Action												
<p><b>Note:</b></p>	<p>The Existing Owner Information is displayed.</p> <div data-bbox="315 390 1430 625" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Existing Owner Information</b></p> <table border="0"> <tr> <td><b>Email</b> AJOETEST1@GMAIL.COM</td> <td><b>Last Name</b> JOE1</td> <td><b>First Name</b> ADAM</td> </tr> <tr> <td><b>Business Name</b> AJ 1</td> <td><b>Business Address</b> 280 Broadway</td> <td><b>City</b> NYC</td> </tr> <tr> <td><b>State</b> NY</td> <td><b>Zip Code</b> 10000</td> <td><b>Business Telephone</b> (201) 333-2222</td> </tr> <tr> <td><b>Mobile Telephone</b> Not Available</td> <td><b>Country</b> United States</td> <td><b>Owner Type</b> NYCHA</td> </tr> </table> </div>	<b>Email</b> AJOETEST1@GMAIL.COM	<b>Last Name</b> JOE1	<b>First Name</b> ADAM	<b>Business Name</b> AJ 1	<b>Business Address</b> 280 Broadway	<b>City</b> NYC	<b>State</b> NY	<b>Zip Code</b> 10000	<b>Business Telephone</b> (201) 333-2222	<b>Mobile Telephone</b> Not Available	<b>Country</b> United States	<b>Owner Type</b> NYCHA
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<b>Business Name</b> AJ 1	<b>Business Address</b> 280 Broadway	<b>City</b> NYC											
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<b>Mobile Telephone</b> Not Available	<b>Country</b> United States	<b>Owner Type</b> NYCHA											
<p>4.</p>	<p><i>If applicable, click + Add Representative to add Filing Representative.</i></p> <div data-bbox="315 743 1175 932" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Filing Representative Information</b></p> <p style="text-align: center;"><span style="border: 2px solid red; padding: 2px;">+ Add Representative</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">First Name</th> <th style="width: 33%;">Last Name</th> <th style="width: 33%;">Email</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	First Name	Last Name	Email									
First Name	Last Name	Email											
<p>5.</p>	<p><i>The Filing Representative Details pop-up window displays.</i> <i>Type the Email and then select the Email Address from the blue drop-down.</i></p> <div data-bbox="315 1071 1393 1549" style="border: 1px solid #ccc; padding: 10px;"> <p style="background-color: #4a90e2; color: white; padding: 5px;"><b>Filing Representative Details</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;"> <b>Email*</b>  <input type="text" value="APPLEROME16@GMAIL.COM"/>  <span style="border: 2px solid red; padding: 2px;">APPLEROME16@GMAIL.COM</span> </td> <td style="width: 33%;"> <b>Last Name</b>  <input type="text"/> </td> <td style="width: 33%;"> <b>First Name</b>  <input type="text"/> </td> </tr> <tr> <td> <b>Business Address</b>  <input type="text"/> </td> <td> <b>City</b>  <input type="text"/> </td> <td> <b>Country</b>            Select: <span style="border-bottom: 1px solid #ccc; display: inline-block; width: 50px;"></span> </td> </tr> <tr> <td> <b>State</b>  <input type="text"/> </td> <td> <b>Zip Code</b>  <input type="text"/> </td> <td> <b>Business Telephone</b>  <input type="text"/> </td> </tr> <tr> <td> <b>Mobile Telephone</b>  <input type="text"/> </td> <td colspan="2" style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </td> </tr> </table> </div>	<b>Email*</b> <input type="text" value="APPLEROME16@GMAIL.COM"/> <span style="border: 2px solid red; padding: 2px;">APPLEROME16@GMAIL.COM</span>	<b>Last Name</b> <input type="text"/>	<b>First Name</b> <input type="text"/>	<b>Business Address</b> <input type="text"/>	<b>City</b> <input type="text"/>	<b>Country</b> Select: <span style="border-bottom: 1px solid #ccc; display: inline-block; width: 50px;"></span>	<b>State</b> <input type="text"/>	<b>Zip Code</b> <input type="text"/>	<b>Business Telephone</b> <input type="text"/>	<b>Mobile Telephone</b> <input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
<b>Email*</b> <input type="text" value="APPLEROME16@GMAIL.COM"/> <span style="border: 2px solid red; padding: 2px;">APPLEROME16@GMAIL.COM</span>	<b>Last Name</b> <input type="text"/>	<b>First Name</b> <input type="text"/>											
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<b>State</b> <input type="text"/>	<b>Zip Code</b> <input type="text"/>	<b>Business Telephone</b> <input type="text"/>											
<b>Mobile Telephone</b> <input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>												
<p>6.</p>	<p><i>Click <b>Save</b>.</i></p> <div data-bbox="315 1633 750 1850" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Business Telephone</b></p> <p><input type="text" value="(458) 466-4485"/></p> <p style="text-align: right;"> <input style="border: 2px solid red;" type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div>												

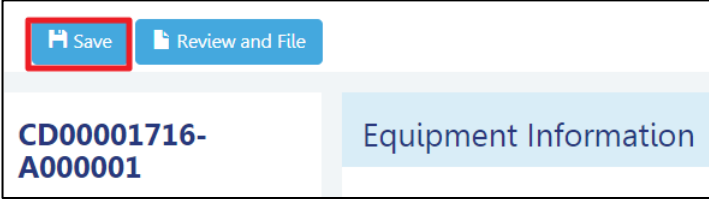
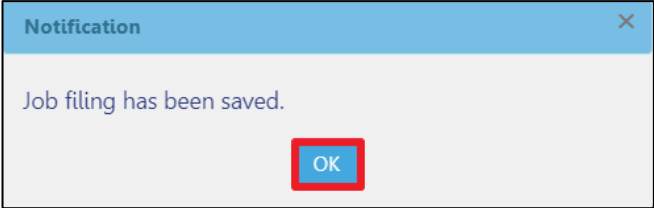
Step	Action												
<p><b>Note:</b></p>	<p>The Filing Representative added displays within the Filing Representative information table.</p> <p>Click the edit (  ) icon to update the information.</p> <p>Click the trash can (  ) icon to delete the Filing Representative.</p> <div data-bbox="315 558 1419 753" style="border: 1px solid black; padding: 5px;"> <p><b>Filing Representative Information</b></p> <p><a href="#">+ Add Representative</a></p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email</th> <th>Business Name</th> <th>Business Telephone</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>APPLE</td> <td>ROME</td> <td>APPLEROME16@GMAIL.COM</td> <td>ROME LLC</td> <td>(458) 466-4485</td> <td> </td> </tr> </tbody> </table> </div>	First Name	Last Name	Email	Business Name	Business Telephone	Action	APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	 
First Name	Last Name	Email	Business Name	Business Telephone	Action								
APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	 								
<p>7.</p>	<p><i>At the top-left of the screen, click <b>Save</b>.</i></p> <div data-bbox="315 842 972 1087" style="border: 1px solid black; padding: 5px;">  <p>General Information</p> <p>Filing Information</p> <p>Crane Notice Type*</p> <p>Crane Notice</p> </div>												
<p>8.</p>	<p><i>Click <b>Save</b>.</i></p> <div data-bbox="315 1171 951 1388" style="border: 1px solid black; padding: 5px;"> <p><b>Notification</b></p> <p>Are you sure you want to continue with Change Ownership for the following crane device number. Please verify before saving:</p> <ul style="list-style-type: none"> <li>• CD00001733</li> </ul> <p><a href="#">Save</a> <a href="#">Cancel</a></p> </div>												
<p>9.</p>	<p><i>A Notification pop-up window displays with the message:</i></p> <p><b>Job filing has been saved.</b></p> <p><i>Click <b>OK</b> to continue.</i></p> <div data-bbox="315 1570 984 1787" style="border: 1px solid black; padding: 5px;"> <p><b>Notification</b> <span style="float: right;">✕</span></p> <p>Job filing has been saved.</p> <p style="text-align: center;"><a href="#">OK</a></p> </div>												

Step	Action
<p><b>Note:</b></p>	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> <li>1. Status Bar</li> <li>2. Review and File</li> <li>3. Crane Notice Filing Number</li> <li>4. Additional Tabs: Prototype &amp; Phase Information, Document and Statements &amp; Signatures</li> <li>5. Application Information: Application Highlights, View Filing, History and Fee</li> </ol> 
<p><b>You have completed the Complete General Information tab. Continue to the next section.</b></p>	

## Complete Equipment Information Tab

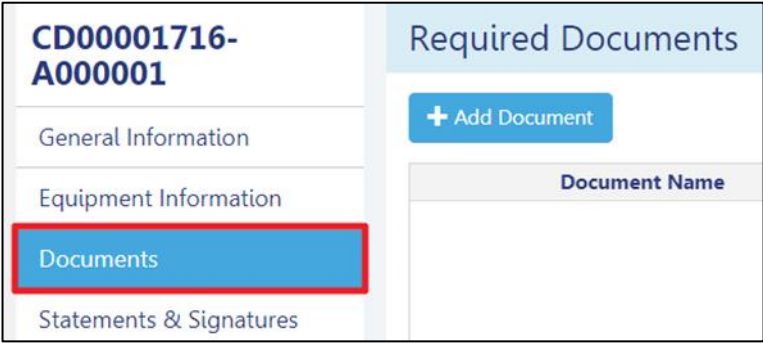
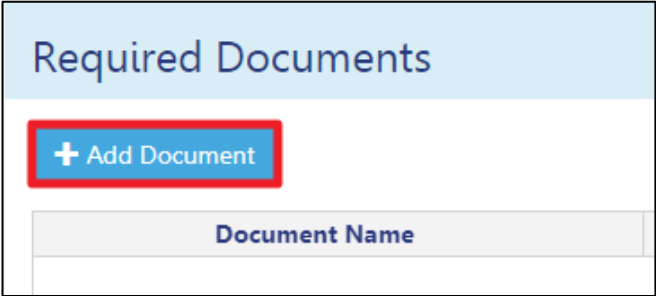
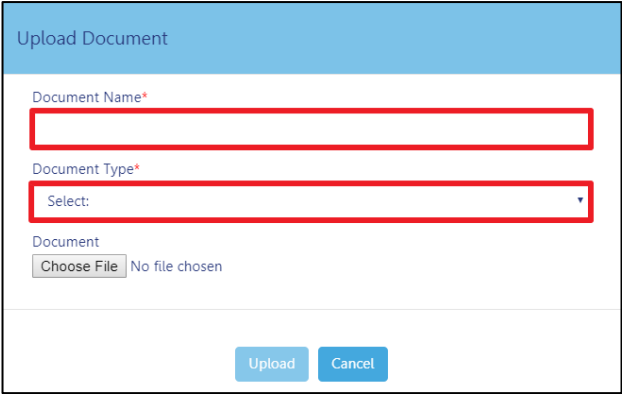
Complete the following steps to complete the Equipment Information tab:

Step	Action
10.	<p>Click <i>Equipment Information</i> to display the <i>Equipment Information</i> section.</p>
<b>Note:</b>	<p>The <i>Equipment Information</i> and <i>Boom Type Information</i> fields are greyed-out and cannot be edited.</p>
<b>Note:</b>	<p>The <i>Cable Drum Information</i> field is greyed-out and cannot be edited.</p>

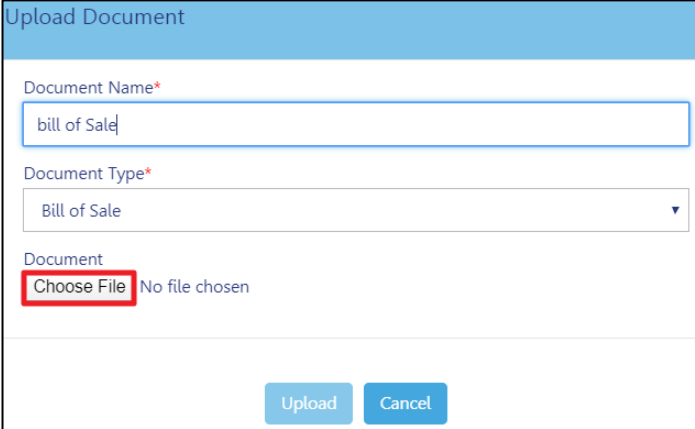
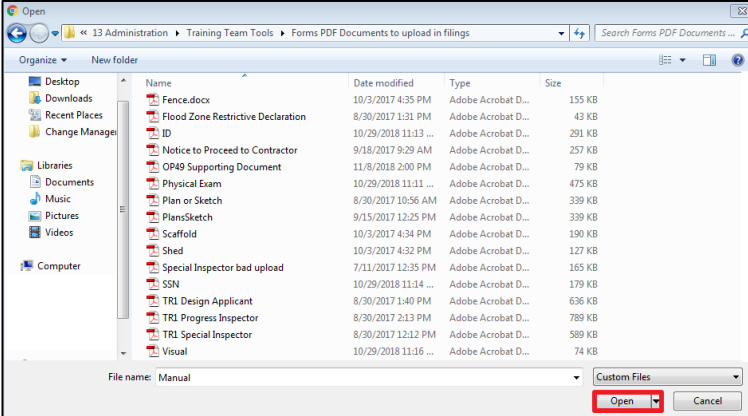
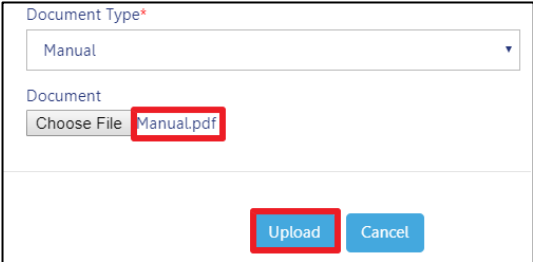
Step	Action
11.	<p>At the top-left of the screen, click <b>Save</b>.</p> 
12.	<p>A Notification pop-up window displays with the message:  <b>Job filing has been saved.</b>            Click <b>OK</b> to continue.</p> 
<p><b>You have completed the Complete Equipment Information tab. Continue to the next section.</b></p>	

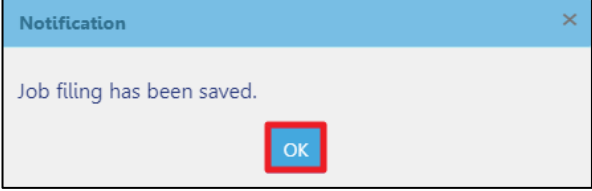




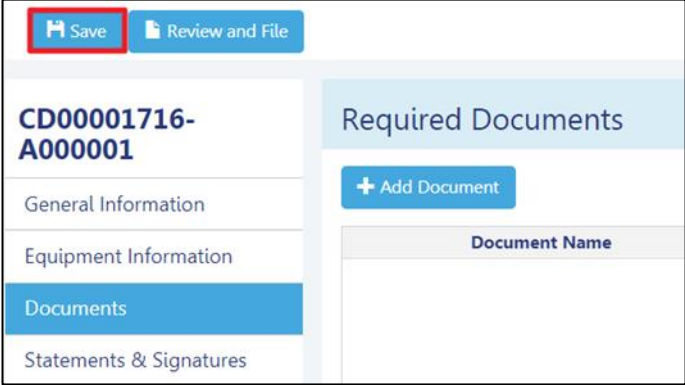
## Upload Documents

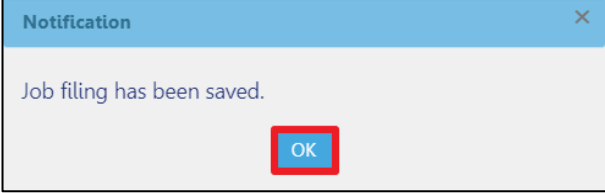
Complete the following steps to upload documents in the **Documents** tab to support the application:

Step	Action
1.	<p>Click <b>Documents</b> to display the Documents section.</p> 
2.	<p>Click <b>+Add Document</b>.</p> 
3.	<p>The Upload Document pop-up window displays.</p> <p>Type the Document Name.</p> <p>Select the <b>Document Type</b> (e.g., Manual) from the Document Type drop-down list.</p> 



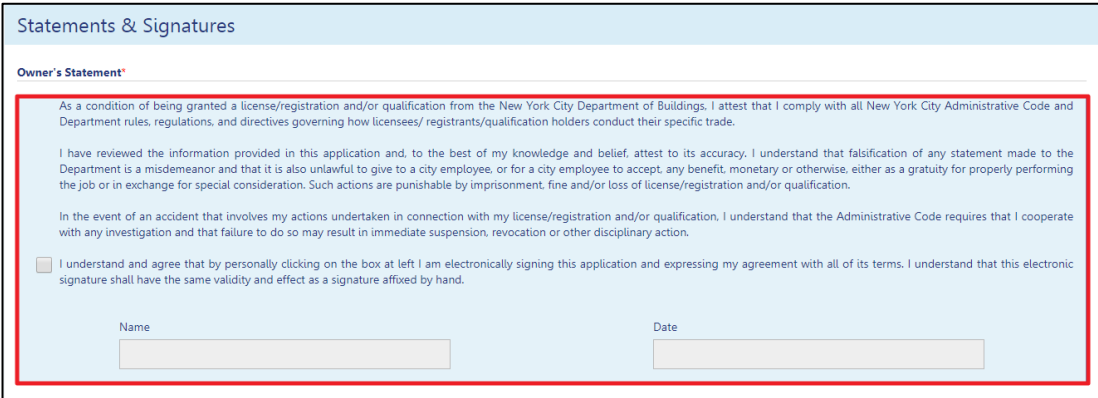
Step	Action
4.	<p>Click <b>Choose File</b> to upload the Document Type selected.</p> 
5.	<p><b>The Document pop-up window displays.</b>  <b>Select the Document and click Open.</b></p> 
6.	<p><b>The Document displays next to Choose File.</b>  <b>Click Upload.</b></p> 

Step	Action
7.	<p><b>A Notification pop-up window displays with the message:</b></p> <p><b>Document has been uploaded.</b></p> <p><b>Click OK to continue.</b></p> 
<b>Note:</b>	<p>The Document uploaded displays within the Document table.</p> <p>Click the edit (  ) icon to update the Document information.</p> <p>Click the trash can (  ) icon to delete the Document.</p> <p>Click the upload (  ) icon to replace the Document previously uploaded.</p> 
8.	<p><b>At the top-left of the screen, click Save.</b></p> 

Step	Action
9.	<p><b><i>A Notification pop-up window displays with the message:</i></b></p> <p><b><i>Job filing has been saved.</i></b></p> <p><b><i>Click OK to continue.</i></b></p> 
<p><b><i>You have completed the Upload Documents. Continue to the next section.</i></b></p>	

## Complete Statements & Signatures

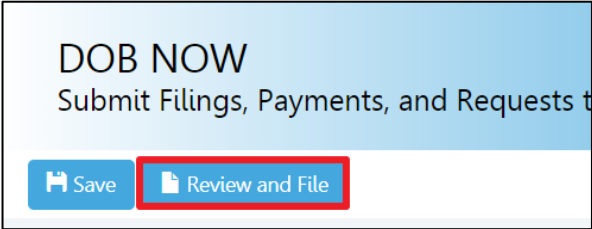
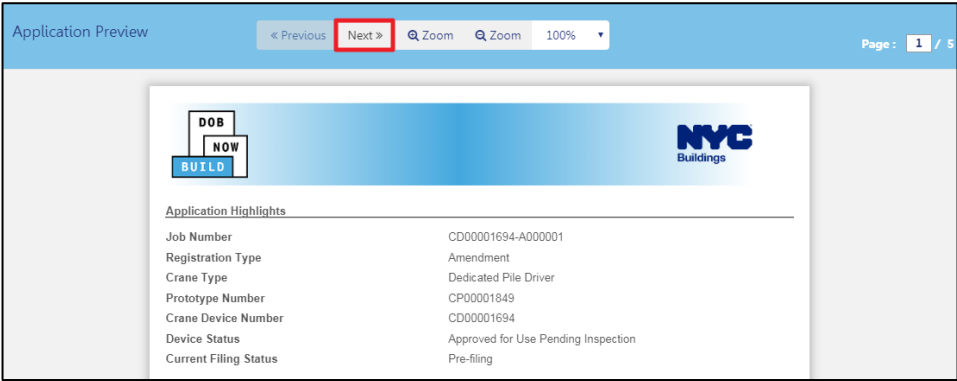
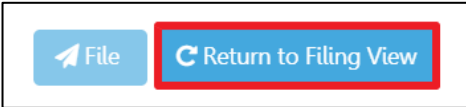
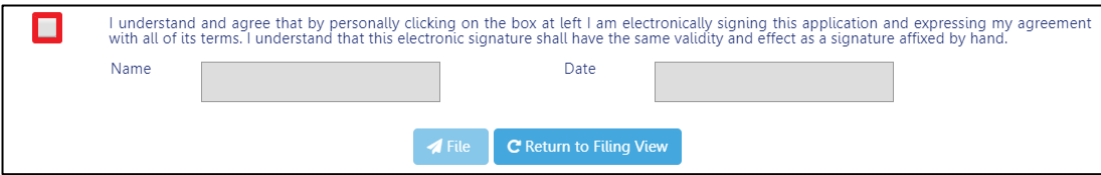
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

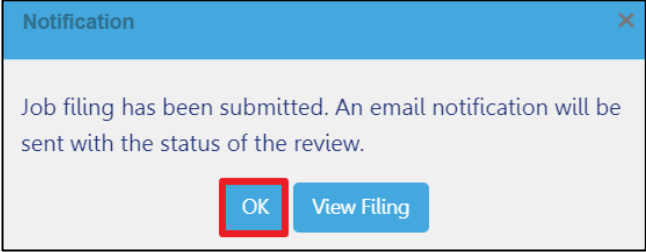
Step	Action
10.	<p><b>Click <i>Statements &amp; Signatures</i> to display the <i>Statements &amp; Signatures</i> section.</b></p> 
<b>Note:</b>	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p> 

Step	Action
<b>OWNER</b>	
11.	<p><b>Click the Owner's Statement checkbox to electronically attest.</b></p> <p><b>The Name and Date field's auto-populate by the system.</b></p> <div data-bbox="315 464 1430 873" style="border: 1px solid black; padding: 10px;"> <p>Statements &amp; Signatures</p> <p><b>Owner's Statement*</b></p> <p>As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.</p> <p>I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.</p> <p>In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.</p> <p><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <p style="text-align: center;"> <span>Name</span> <span style="float: right;">Date</span> </p> <p style="text-align: center;"> <span>ADAM JOE1</span> <span style="float: right;">02/04/2020</span> </p> <p style="text-align: center;"> <span>(Electronically Signed)</span> </p> </div>
12.	<p><b>At the top-left of the screen, click Save.</b></p> <div data-bbox="315 957 1060 1157" style="border: 1px solid black; padding: 10px;"> <p> </p> <p>CD00001716- A000001</p> <p style="text-align: right;">Statements &amp; Signatures</p> </div>
13.	<p><b>A Notification pop-up window displays with the message:</b></p> <p><b>Job filing has been saved.</b></p> <p><b>Click OK to continue.</b></p> <div data-bbox="315 1346 985 1560" style="border: 1px solid black; padding: 10px;"> <p style="background-color: #0070c0; color: white; padding: 5px;">Notification <span style="float: right;">×</span></p> <p style="text-align: center;">Job filing has been saved.</p> <p style="text-align: center;"></p> </div>
<p><b>You have completed the Statement &amp; Signatures section.</b></p> <p><b>Continue to the next section.</b></p>	

## Complete Review and File

Complete the following steps to review and submit the application to the NYC Department of Buildings.

Step	Action																
1.	<p><b>At the top-left of the screen, click Review and File.</b></p> 																
2.	<p><b>The Application Preview displays.</b></p> <p><b>Click Next to read and progress through the Application Preview to the final page.</b></p>  <table border="1"> <thead> <tr> <th colspan="2">Application Highlights</th> </tr> </thead> <tbody> <tr> <td>Job Number</td> <td>CD00001694-A000001</td> </tr> <tr> <td>Registration Type</td> <td>Amendment</td> </tr> <tr> <td>Crane Type</td> <td>Dedicated Pile Driver</td> </tr> <tr> <td>Prototype Number</td> <td>CP00001849</td> </tr> <tr> <td>Crane Device Number</td> <td>CD00001694</td> </tr> <tr> <td>Device Status</td> <td>Approved for Use Pending Inspection</td> </tr> <tr> <td>Current Filing Status</td> <td>Pre-filing</td> </tr> </tbody> </table>	Application Highlights		Job Number	CD00001694-A000001	Registration Type	Amendment	Crane Type	Dedicated Pile Driver	Prototype Number	CP00001849	Crane Device Number	CD00001694	Device Status	Approved for Use Pending Inspection	Current Filing Status	Pre-filing
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Current Filing Status	Pre-filing																
<b>Note:</b>	<p><b>If errors are discovered when Review and File is selected, click Return to Filing View, correct the errors, re-attest, and Review and File again.</b></p> 																
3.	<p><b>On the final page, click the checkbox to attest reviewing the application.</b></p> 																

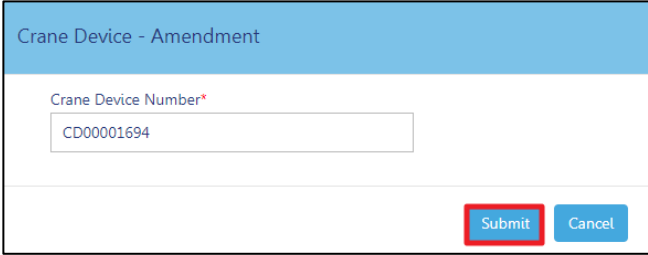
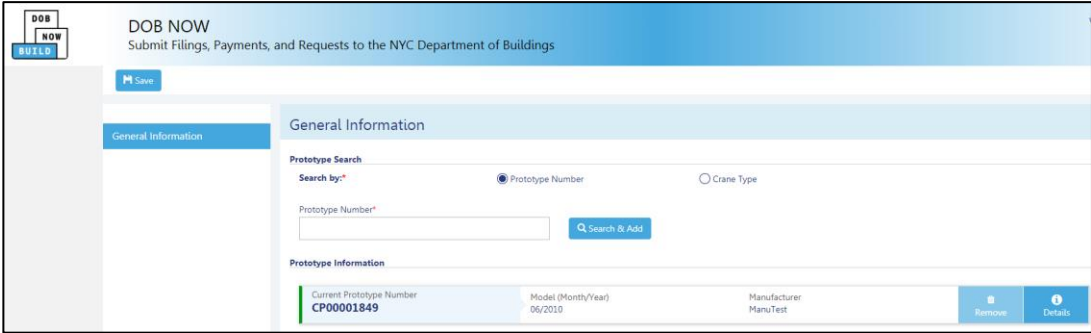
Step	Action
4.	<p><b><i>The Name and the Date field's auto-populate after the check-box is clicked.</i></b>  <b><i>Click File, to proceed.</i></b></p> 
5.	<p><b><i>A Notification pop-up windows displays with the message:</i></b>  <b><i>Job filing has been submitted. An email notification will be sent with the status of the review.</i></b>  <b><i>Click OK to close the Confirm pop-up window.</i></b></p> 
<b>Note:</b>	<p><b><i>The Status Bar updates to the next stage in the job filing process (e.g., Pending QA Assignment).</i></b></p> 
<p><b><i>You have completed the Mobile Crane CD Number: Amendment Step-by-Step Guide.</i></b></p>	

# Mobile Crane CD Number: Amendment: Device Amendment

Complete the following steps to register a Crane Device:

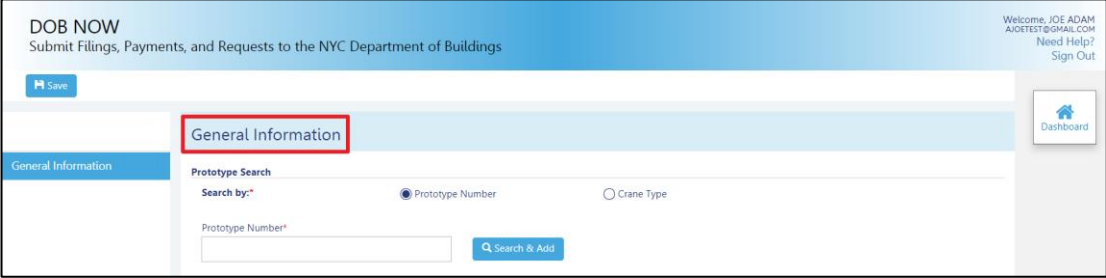
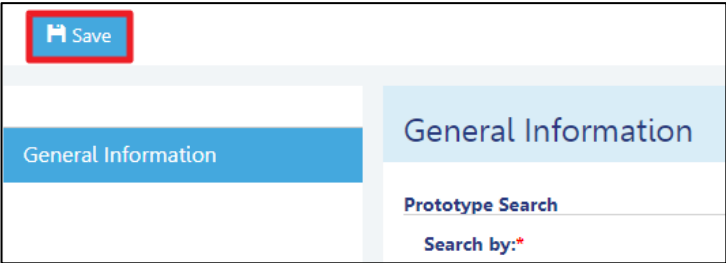
Step	Action
1.	<p><b>Hover the cursor over +Crane Device, then hover the cursor over +Amendment and then select Device Amendment from the drop-down list.</b></p>
2.	<p><b>Enter the Crane Device Number.</b></p>

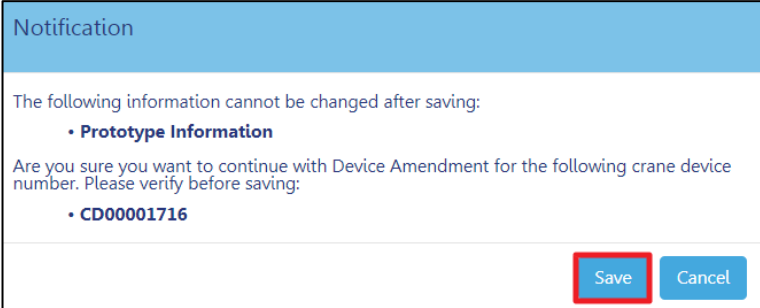
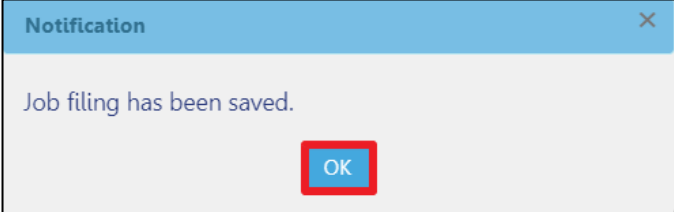


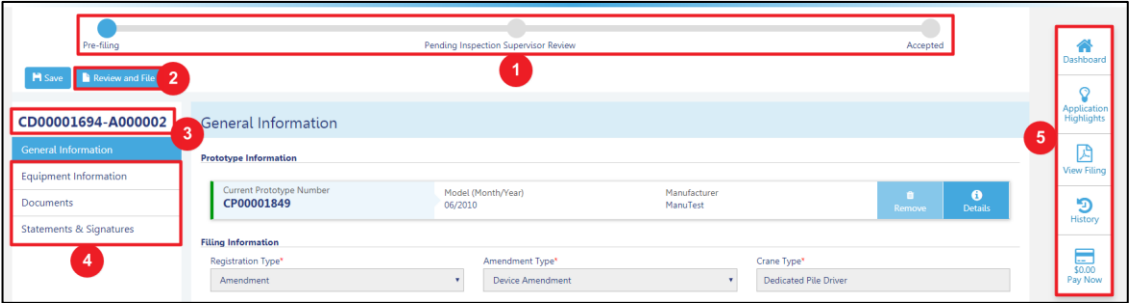
Step	Action
3.	<p><b>Click Submit.</b></p> 
4.	<p>The <b>General Information</b> section is displayed.</p> 
<p><b>You have begun the Device Amendment process for a Crane Device. Continue to the Complete General Information tab section.</b></p>	

## Complete General Information

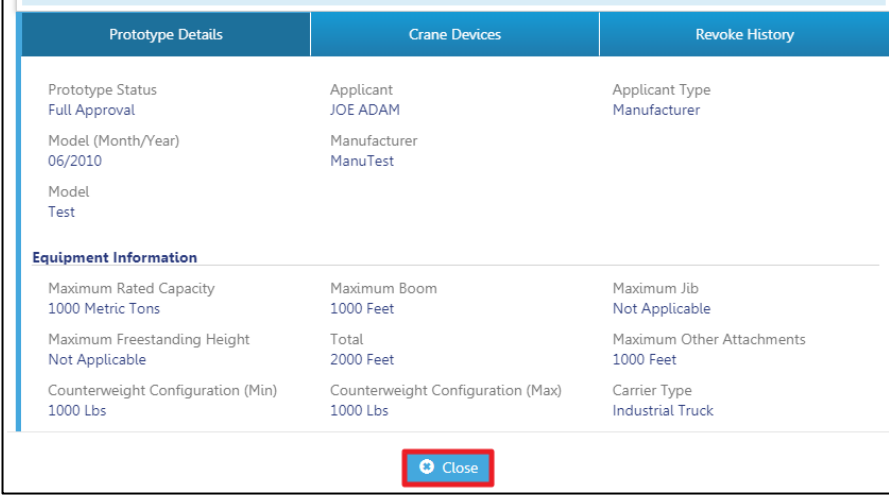
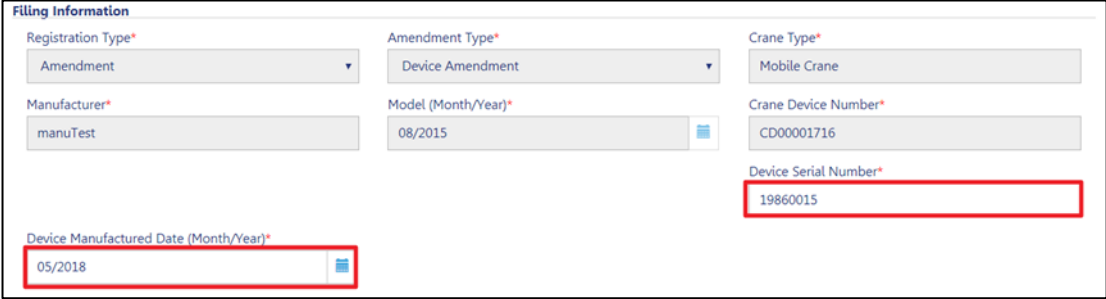
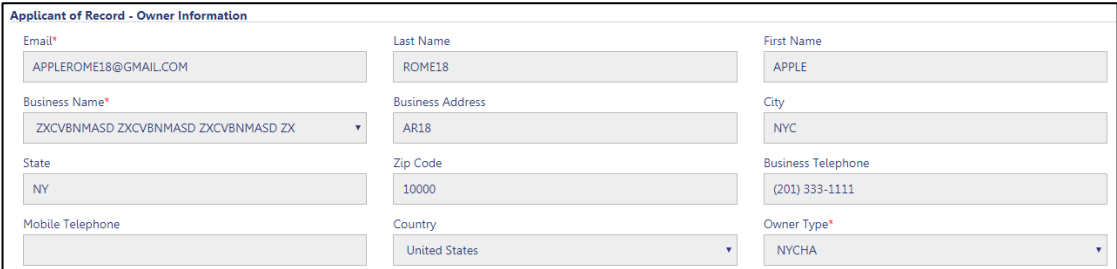
Complete the following steps to complete the **General Information** tab to associate the Stakeholders (e.g. Filing Representatives, Manufacturers etc.) to the application:

Step	Action
1.	<p>The <b>General Information</b> section displays.</p>  <p>The screenshot shows the DOB NOW application interface. At the top left, there is a 'Save' button. Below it, the 'General Information' tab is selected and highlighted with a red box. The interface includes a 'Prototype Search' section with a 'Search by:' dropdown menu, radio buttons for 'Prototype Number' (selected) and 'Crane Type', and a 'Prototype Number*' input field. A 'Search &amp; Add' button is located at the bottom right of the search section. In the top right corner, there is a user profile area with the text 'Welcome, JOE ADAM', an email address 'AJDETTEST@GMAIL.COM', and links for 'Need Help?' and 'Sign Out'. A 'Dashboard' button is also visible in the top right corner.</p>
2.	<p>At the top-left of the screen, <b>click Save</b>.</p>  <p>The screenshot is a close-up of the top-left corner of the application. A red box highlights the 'Save' button, which consists of a small house icon and the text 'Save'. Below the button, the 'General Information' tab is visible, and the 'Prototype Search' section is partially shown with the 'Search by:' label.</p>















Step	Action
3.	<p>A Notification pop-up windows displays with the message:</p> <p><b>The following information cannot be changed after saving:</b></p> <ul style="list-style-type: none"> <li>• <b>Prototype Information</b></li> </ul> <p><b>Are you sure you want to continue with Device Amendment for the following crane device number. Please verify before saving:</b></p> <ul style="list-style-type: none"> <li>• <b>CD00001716</b></li> </ul> <p><b>Click OK</b> to close the Notification pop-up window.</p> 
4.	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p><b>Click OK</b> to continue.</p> 

Step	Action
<p><b>Note:</b></p>	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> <li>1. Status Bar</li> <li>2. Review and File</li> <li>3. Crane Notice Filing Number</li> <li>4. Additional Tabs: Prototype &amp; Phase Information, Document and Statements &amp; Signatures</li> <li>5. Application Information: Application Highlights, View Filing, History and Fee</li> </ol> 

Step	Action																																										
5.	<p><b><i>The Search Results pop-up window displays.</i></b>  <b><i>If applicable, select the applicable Prototype Number.</i></b>  <b><i>Click +Add to proceed.</i></b></p> <div data-bbox="315 443 954 1121" style="border: 1px solid black; padding: 5px;"> <p>Prototype Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Prototype Number CP00001855</td> <td style="width: 33%;">Crane Type Mobile Crane</td> <td style="width: 33%;">Approved On 02/06/2020</td> </tr> <tr> <th style="background-color: #0070C0; color: white;">Prototype Details</th> <th style="background-color: #0070C0; color: white;">Crane Devices</th> <th style="background-color: #0070C0; color: white;">Revoke History</th> </tr> <tr> <td>Prototype Status Full Approval</td> <td>Applicant JOE ADAM</td> <td>Applicant Type Manufacturer</td> </tr> <tr> <td>Model (Month/Year) 08/2015</td> <td>Manufacturer manuTest</td> <td></td> </tr> <tr> <td>Model Test</td> <td></td> <td></td> </tr> <tr> <th colspan="3" style="background-color: #0070C0; color: white;">Equipment Information</th> </tr> <tr> <td>Maximum Rated Capacity 1000 Metric Tons</td> <td>Maximum Boom 1000 Feet</td> <td>Maximum Jib 1000 Feet</td> </tr> <tr> <td>Maximum Freestanding Height Not Applicable</td> <td>Total 3000 Feet</td> <td>Maximum Other Attachments 1000 Feet</td> </tr> <tr> <td>Counterweight Configuration (Min) 1000 Lbs</td> <td>Counterweight Configuration (Max) 1000 Lbs</td> <td>Carrier Type Industrial Truck</td> </tr> <tr> <td>Transmission Type Mechanical</td> <td>Power Gas</td> <td>Climbing Type Not Applicable</td> </tr> <tr> <td>Width with Outriggers Extended 1000 Feet</td> <td>Overall Carrier Length 1000 Feet</td> <td>Overall Carrier Width 1000 Feet</td> </tr> <tr> <td>Overall Carrier Tailswing 1000 Feet</td> <td></td> <td></td> </tr> <tr> <td>Boom Types Articulating, Lattice, Luffing, Telescoping</td> <td></td> <td></td> </tr> <tr> <th colspan="3" style="background-color: #0070C0; color: white;">Cable Drum Information</th> </tr> </table> </div>	Prototype Number CP00001855	Crane Type Mobile Crane	Approved On 02/06/2020	Prototype Details	Crane Devices	Revoke History	Prototype Status Full Approval	Applicant JOE ADAM	Applicant Type Manufacturer	Model (Month/Year) 08/2015	Manufacturer manuTest		Model Test			Equipment Information			Maximum Rated Capacity 1000 Metric Tons	Maximum Boom 1000 Feet	Maximum Jib 1000 Feet	Maximum Freestanding Height Not Applicable	Total 3000 Feet	Maximum Other Attachments 1000 Feet	Counterweight Configuration (Min) 1000 Lbs	Counterweight Configuration (Max) 1000 Lbs	Carrier Type Industrial Truck	Transmission Type Mechanical	Power Gas	Climbing Type Not Applicable	Width with Outriggers Extended 1000 Feet	Overall Carrier Length 1000 Feet	Overall Carrier Width 1000 Feet	Overall Carrier Tailswing 1000 Feet			Boom Types Articulating, Lattice, Luffing, Telescoping			Cable Drum Information		
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6.	<p><b><i>The Prototype Information field will populate with the Current Prototype Number.</i></b>  <b><i>Click Details to view the Current Prototype Number.</i></b></p> <div data-bbox="315 1255 1422 1360" style="border: 1px solid black; padding: 5px;"> <p>Prototype Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Current Prototype Number <b>CP00001849</b></td> <td style="width: 33%;">Model (Month/Year) 06/2010</td> <td style="width: 33%;">Manufacturer ManuTest</td> <td style="width: 10%; text-align: center;">Remove</td> <td style="width: 10%; text-align: center;"><b>Details</b></td> </tr> </table> </div>	Current Prototype Number <b>CP00001849</b>	Model (Month/Year) 06/2010	Manufacturer ManuTest	Remove	<b>Details</b>																																					
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Step	Action
7.	<p>Click <b>Close</b>.</p> 
8.	<p><b>Enter the Applicant Information:</b></p> <p>Type the Device Serial Number.            Select the Device Manufactured Date (Month/Year)</p> <p><b>The Filing Information fields: Registration Type, Amendment Type, Crane Type, Manufacturer, Model (Month/Year), Model and Crane Device Number are greyed-out and cannot be edited.</b></p> 
9.	<p><b>The Applicant of Record – Owner Information is greyed-out and cannot be edited.</b></p> 

Step	Action						
10.	<p><b><i>If applicable, click + Add Representative to add Filing Representative.</i></b></p> <div data-bbox="315 321 1175 508"> <p>Filing Representative Information</p> <p><b>+ Add Representative</b></p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	First Name	Last Name	Email			
First Name	Last Name	Email					
11.	<p><b><i>The Filing Representative Details pop-up window displays.</i></b></p> <p><b><i>Type the Email and then select the Email Address from the blue drop-down.</i></b></p> <div data-bbox="315 646 1395 1129"> <p>Filing Representative Details</p> <p>Email* <input type="text" value="APPLEROME16@GMAIL.COM"/>  <input type="button" value="APPLEROME16@GMAIL.COM"/></p> <p>Last Name <input type="text"/></p> <p>First Name <input type="text"/></p> <p>Business Address <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>Zip Code <input type="text"/></p> <p>Country <input type="text" value="Select:"/></p> <p>Business Telephone <input type="text"/></p> <p>Mobile Telephone <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>						
12.	<p><b><i>Click Save.</i></b></p> <div data-bbox="315 1213 750 1428"> <p>Business Telephone</p> <p><input type="text" value="(458) 466-4485"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>						

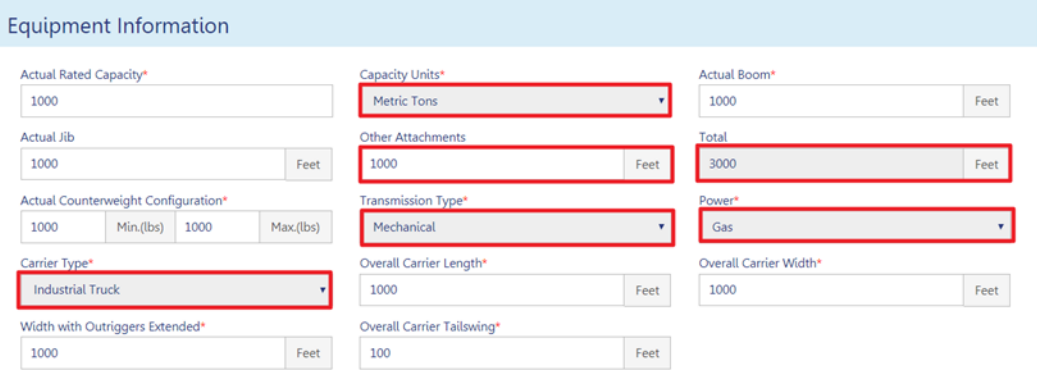
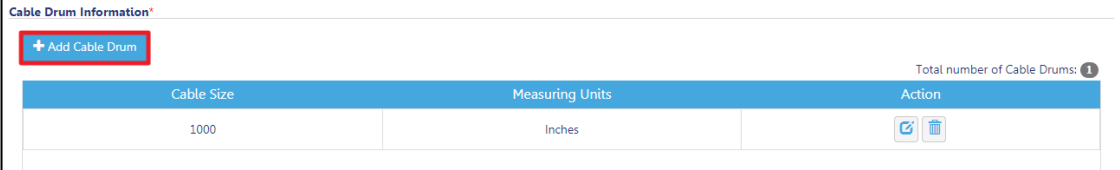
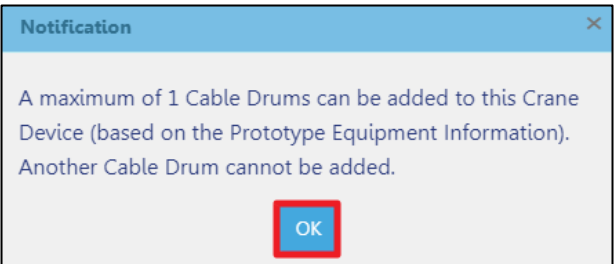
Step	Action												
<p><b>Note:</b></p>	<p>The Filing Representative added displays within the Filing Representative information table.</p> <p>Click the edit (  ) icon to update the information.</p> <p>Click the trash can (  ) icon to delete the Filing Representative.</p> <hr/> <div data-bbox="315 558 1419 753" style="border: 1px solid black; padding: 5px;"> <p><b>Filing Representative Information</b></p> <p><a href="#">+ Add Representative</a></p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email</th> <th>Business Name</th> <th>Business Telephone</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>APPLE</td> <td>ROME</td> <td>APPLEROME16@GMAIL.COM</td> <td>ROME LLC</td> <td>(458) 466-4485</td> <td>   </td> </tr> </tbody> </table> </div>	First Name	Last Name	Email	Business Name	Business Telephone	Action	APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	 
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APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	 								
<p>13.</p>	<p><b>Click <a href="#">+Add Cable Drum</a> to display the Cable Size action field.</b></p> <div data-bbox="315 856 1271 1121" style="border: 1px solid black; padding: 5px;"> <p><b>Cable Drum Information*</b></p> <p><a href="#">+ Add Cable Drum</a></p> <p style="text-align: right;">Total number of Cable Drums: <b>1</b></p> <table border="1"> <thead> <tr> <th>Cable Size</th> <th>Measuring Units</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1000</td> <td>Inches</td> <td>   </td> </tr> </tbody> </table> </div>	Cable Size	Measuring Units	Action	1000	Inches	 						
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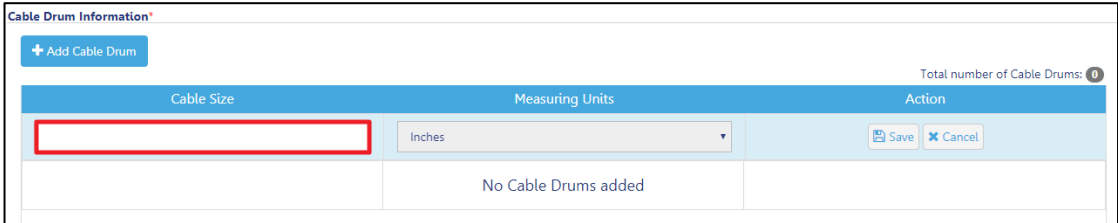
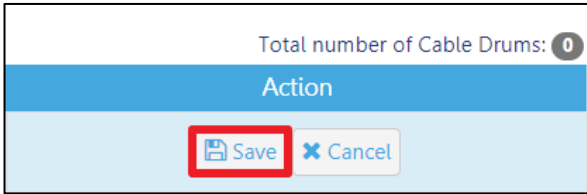


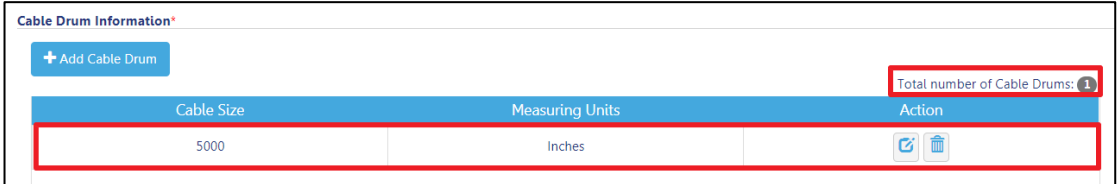
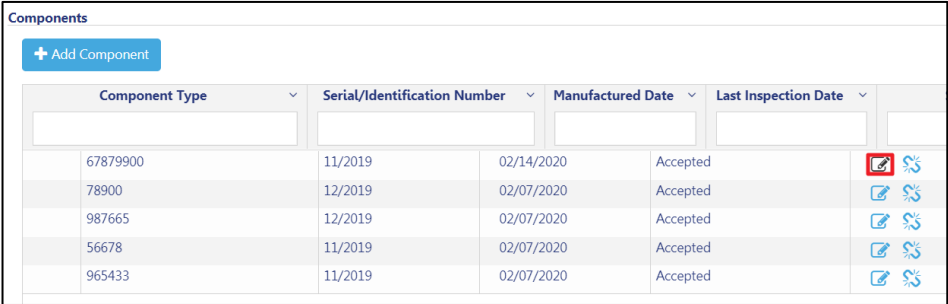


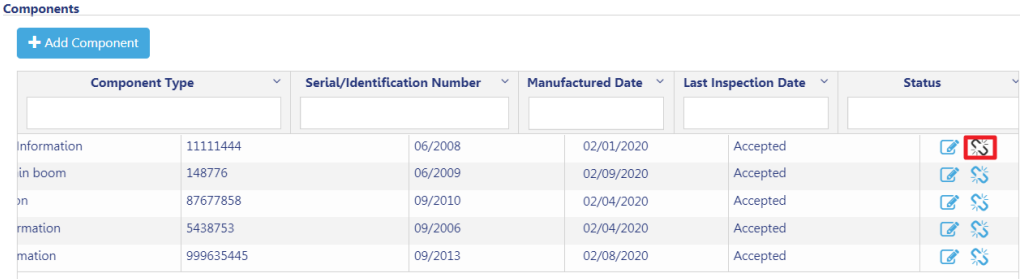



























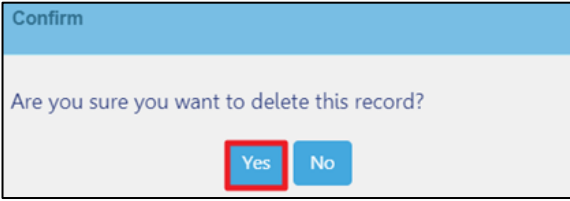
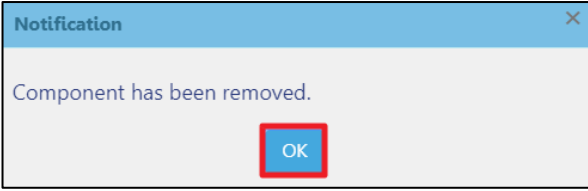




















## Complete Equipment Information Tab

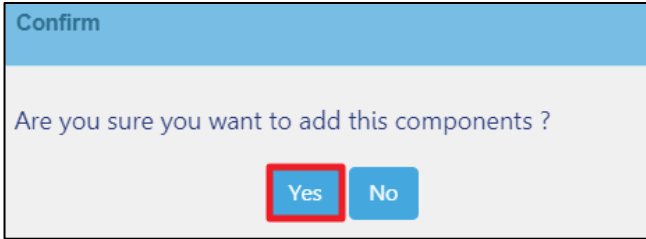
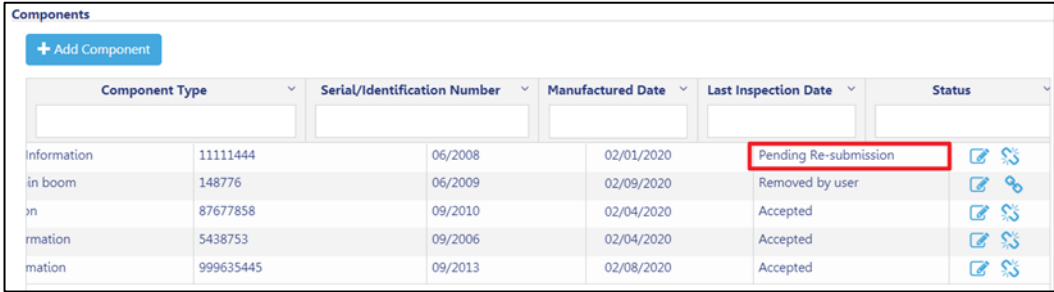
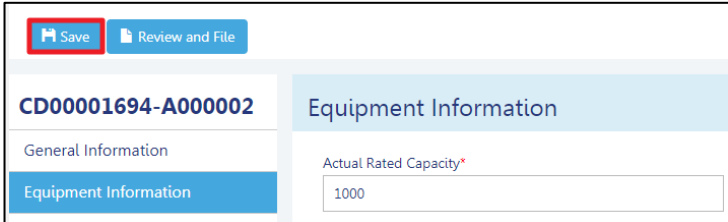
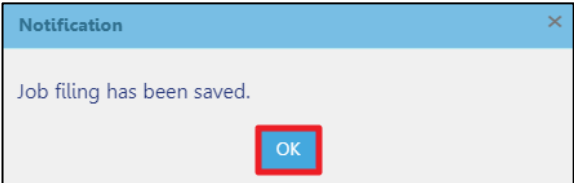
Complete the following steps to complete the Equipment Information tab:

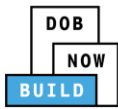
Step	Action									
1.	<p><b>Click Equipment Information to display the Equipment Information and Boom Type Information sections.</b></p>									
2.	<p><b>Enter the Filing Information:</b></p> <table border="1"> <tr> <td>Enter the Actual Rated Capacity</td> <td>Enter Actual Boom</td> <td>Enter the Actual Rated Capacity</td> </tr> <tr> <td>Enter Actual Jib</td> <td>Other Attachments</td> <td>Overall Carrier Length</td> </tr> <tr> <td>Overall Carrier Width</td> <td>Width with Outriggers Extended</td> <td>Overall Carrier Tailswing</td> </tr> </table> <p><b>The Boom Type Information can only be deselected</b></p>	Enter the Actual Rated Capacity	Enter Actual Boom	Enter the Actual Rated Capacity	Enter Actual Jib	Other Attachments	Overall Carrier Length	Overall Carrier Width	Width with Outriggers Extended	Overall Carrier Tailswing
Enter the Actual Rated Capacity	Enter Actual Boom	Enter the Actual Rated Capacity								
Enter Actual Jib	Other Attachments	Overall Carrier Length								
Overall Carrier Width	Width with Outriggers Extended	Overall Carrier Tailswing								

Step	Action
<p><b>Note:</b></p>	<p>The Equipment Information fields: Capacity Units, Other Attachments, Total, Transmission Type, Power, and Carrier Type, are greyed-out and cannot be edited.</p> 
<p>3.</p>	<p><b>Click +Add Cable Drum to display the Cable Size action field.</b></p> 
<p><b>Note:</b></p>	<p><b>A Notification pop-up windows displays with the message:</b></p> <p><b>A maximum of 1 Cable Drums can be added to this Crane Device Based on the Prototype Equipment Information). Another Cable Drum cannot be added.</b></p> <p><b>Click OK to close the Notification pop-up window.</b></p> 

Step	Action
4.	<p><b>To add the Cable Size:</b></p> <p>Type the Cable Size</p>  <p>The screenshot shows a form titled 'Cable Drum Information' with a '+ Add Cable Drum' button. Below it is a table with columns: Cable Size, Measuring Units, and Action. The 'Cable Size' input field is highlighted with a red border. The 'Measuring Units' dropdown is set to 'Inches'. The 'Action' column contains 'Save' and 'Cancel' buttons. Below the table, it says 'No Cable Drums added'. The total number of cable drums is 0.</p>
5.	<p><b>Under the Action column, click Save.</b></p>  <p>The screenshot shows a close-up of the 'Action' column header and the 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red border.</p>
6.	<p>The Total number of Cable Drums updates.</p> <p>The Cable Drum added displays within the Cable Drum table.</p> <p>Click the edit (  ) icon to update the Cable Drum information.</p> <p>Click the trash can (  ) icon to delete the Cable Drum.</p>  <p>The screenshot shows the 'Cable Drum Information' form after one drum has been added. The 'Total number of Cable Drums' is now 1, highlighted in red. The table below has one row with 'Cable Size' 5000, 'Measuring Units' Inches, and 'Action' containing edit and trash icons. The 'Save' button in the 'Action' column is highlighted in red.</p>
7.	<p>The Component Last Inspection Date can be updated.</p>  <p>The screenshot shows a table titled 'Components' with columns: Component Type, Serial/Identification Number, Manufactured Date, Last Inspection Date, and an Action column. The 'Last Inspection Date' column is highlighted in red. The table contains five rows of component data. The 'Action' column for each row contains edit and trash icons.</p>

Step	Action																																				
8.	<p>Components can be deleted and new Component can be added.</p> <p>Click the icon for (  ) <b>Delete</b>.</p>  <p><b>Components</b></p> <p><a href="#">+ Add Component</a></p> <table border="1"> <thead> <tr> <th>Component Type</th> <th>Serial/Identification Number</th> <th>Manufactured Date</th> <th>Last Inspection Date</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Information</td> <td>11111444</td> <td>06/2008</td> <td>02/01/2020</td> <td>Accepted</td> <td> </td> </tr> <tr> <td>in boom</td> <td>148776</td> <td>06/2009</td> <td>02/09/2020</td> <td>Accepted</td> <td> </td> </tr> <tr> <td>on</td> <td>87677858</td> <td>09/2010</td> <td>02/04/2020</td> <td>Accepted</td> <td> </td> </tr> <tr> <td>rmation</td> <td>5438753</td> <td>09/2006</td> <td>02/04/2020</td> <td>Accepted</td> <td> </td> </tr> <tr> <td>mation</td> <td>999635445</td> <td>09/2013</td> <td>02/08/2020</td> <td>Accepted</td> <td> </td> </tr> </tbody> </table>	Component Type	Serial/Identification Number	Manufactured Date	Last Inspection Date	Status		Information	11111444	06/2008	02/01/2020	Accepted	 	in boom	148776	06/2009	02/09/2020	Accepted	 	on	87677858	09/2010	02/04/2020	Accepted	 	rmation	5438753	09/2006	02/04/2020	Accepted	 	mation	999635445	09/2013	02/08/2020	Accepted	 
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9.	<p><b>A Confirmation pop-up windows displays with the message:</b></p> <p><b>Are you sure you want to delete this record?</b></p> <p><b>Click Yes</b></p> 																																				
10.	<p><b>A Confirmation pop-up windows displays with the message:</b></p> <p><b>Component has been removed.</b></p> <p><b>Click OK</b></p> 																																				
11.	<p>Click the delete icon again to put the Component back. Click the <b>Delete</b> icon (  ) for Re-submission of the same Component.</p>  <p><b>Components</b></p> <p><a href="#">+ Add Component</a></p> <table border="1"> <thead> <tr> <th>Component Type</th> <th>Serial/Identification Number</th> <th>Manufactured Date</th> <th>Last Inspection Date</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Information</td> <td>11111444</td> <td>06/2008</td> <td>02/01/2020</td> <td>Accepted</td> <td> </td> </tr> <tr> <td>in boom</td> <td>148776</td> <td>06/2009</td> <td>02/09/2020</td> <td>Accepted</td> <td> </td> </tr> <tr> <td>on</td> <td>87677858</td> <td>09/2010</td> <td>02/04/2020</td> <td>Accepted</td> <td> </td> </tr> <tr> <td>rmation</td> <td>5438753</td> <td>09/2006</td> <td>02/04/2020</td> <td>Accepted</td> <td> </td> </tr> <tr> <td>mation</td> <td>999635445</td> <td>09/2013</td> <td>02/08/2020</td> <td>Accepted</td> <td> </td> </tr> </tbody> </table>	Component Type	Serial/Identification Number	Manufactured Date	Last Inspection Date	Status		Information	11111444	06/2008	02/01/2020	Accepted	 	in boom	148776	06/2009	02/09/2020	Accepted	 	on	87677858	09/2010	02/04/2020	Accepted	 	rmation	5438753	09/2006	02/04/2020	Accepted	 	mation	999635445	09/2013	02/08/2020	Accepted	 
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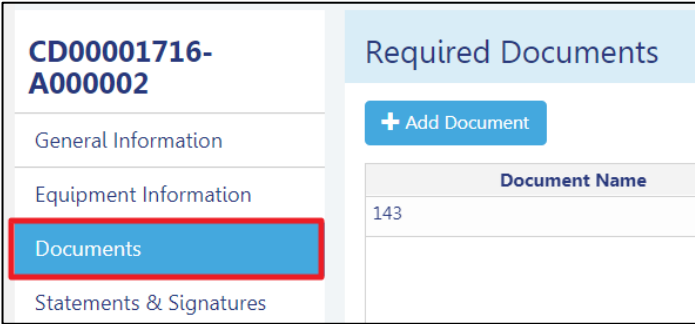
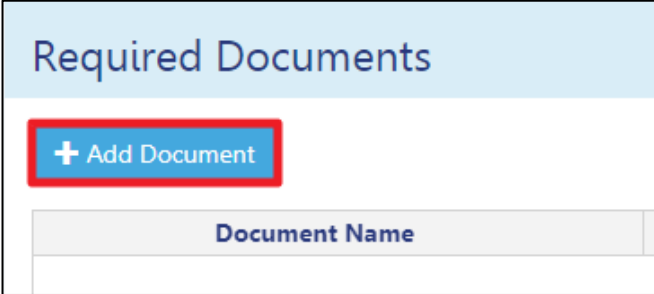
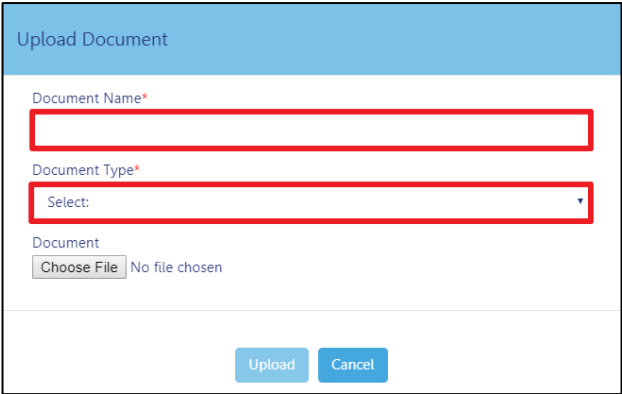
Step	Action
12.	<p>A Confirmation pop-up windows displays with the message: Are you sure you want to add this component?</p> <p><b>Click Yes</b></p> 
13.	<p>The Component display Pending Re-submission.</p> 
<b>Note:</b>	To add a new Component click <b>+Add Component</b> .
14.	<p>At the top-left of the screen, <b>click Save.+</b></p> 
15.	<p>A Notification pop-up window displays with the message: <b>Job filing has been saved.</b></p> <p><b>Click OK</b> to continue.</p> 

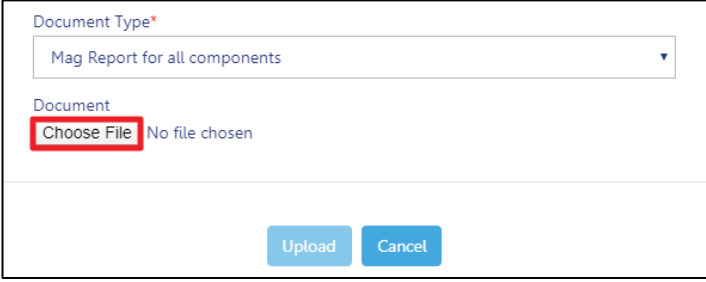
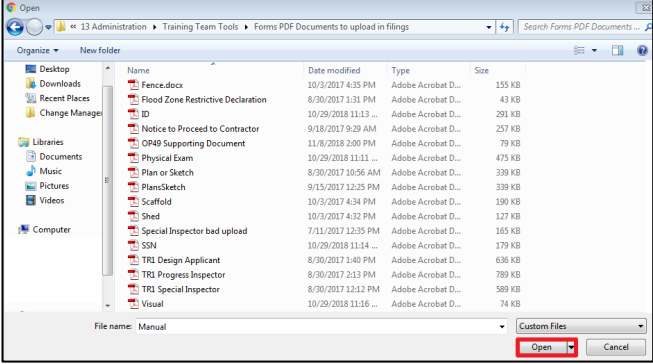
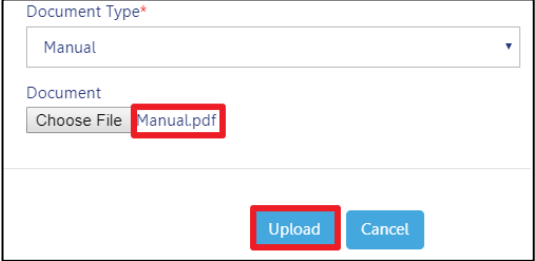
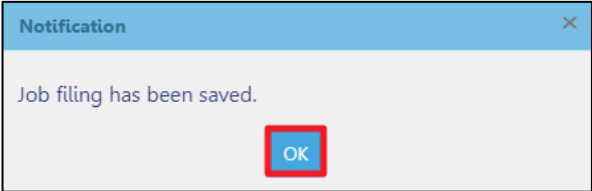


Step	Action
<p><i>You have completed the Complete Equipment Information tab. Continue to the next section.</i></p>	



















## Upload Documents

Complete the following steps to upload documents in the **Documents** tab to support the application:

Step	Action
1.	<p><b>Click Documents</b> to display the Documents section.</p> 
2.	<p><b>Click +Add Document.</b></p> 
3.	<p>The Upload Document pop-up window displays.</p> <p>Type the Document Name.</p> <p>Select the <b>Document Type</b> (e.g., <i>Manual</i>) from the Document Type drop-down list.</p> 


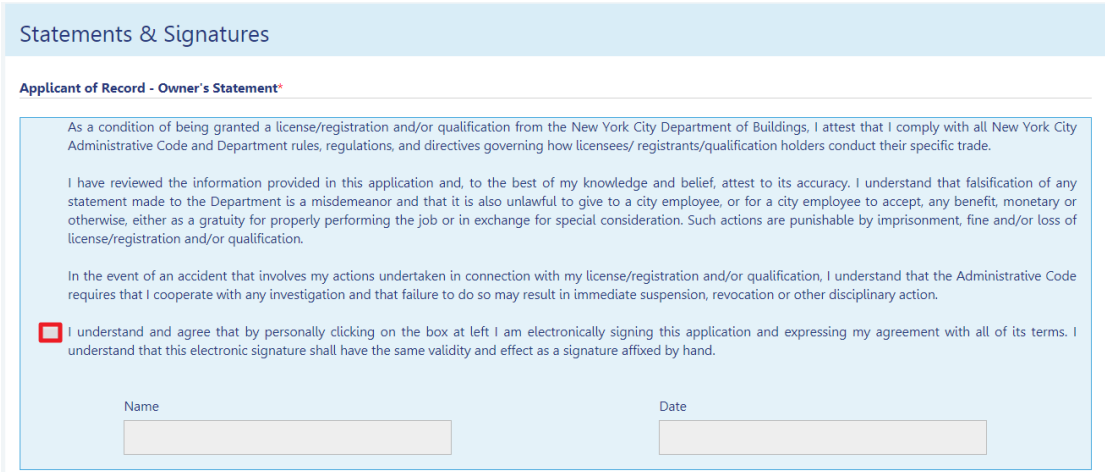
Step	Action
4.	<p><b>Click <i>Choose File</i></b> to upload the Document Type selected.</p> 
5.	<p><b>The Document pop-up window displays.</b>  <b>Select the Document and <i>click Open</i>.</b></p> 
6.	<p><b>The Document displays next to Choose File.</b>  <b>Click <i>Upload</i>.</b></p> 
7.	<p><b>A Notification pop-up window displays with the message:</b>  <b>Document has been uploaded.</b>  <b>Click <i>OK</i> to continue.</b></p> 



Step	Action															
<p><b>Note:</b></p>	<p>The Document uploaded displays within the Document table.</p> <p>Click the edit (  ) icon to update the Document information.</p> <p>Click the trash can (  ) icon to delete the Document.</p> <p>Click the upload (  ) icon to replace the Document previously uploaded.</p> <div data-bbox="315 478 1421 657" style="border: 1px solid black; padding: 5px;"> <p>Required Documents</p> <p><a href="#">+ Add Document</a></p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Document Type</th> <th>Document Status</th> <th>Uploaded On</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Test 2</td> <td>ACRIS Report</td> <td>Pending</td> <td>02/04/2020</td> <td> </td> </tr> <tr> <td>Test</td> <td>Bill of Sale</td> <td>Pending</td> <td>02/04/2020</td> <td> </td> </tr> </tbody> </table> </div>	Document Name	Document Type	Document Status	Uploaded On	Actions	Test 2	ACRIS Report	Pending	02/04/2020	 	Test	Bill of Sale	Pending	02/04/2020	 
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Test 2	ACRIS Report	Pending	02/04/2020	 												
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<p>8.</p>	<p>At the top-left of the screen, <b>click Save</b>.</p> <div data-bbox="315 745 873 1073" style="border: 1px solid black; padding: 5px;"> <p> Save  Review and File</p> <p><b>CD00001716-A00002</b></p> <p>General Information</p> <p>Equipment Information</p> <p><b>Documents</b></p> <p>Statements &amp; Signatures</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Required Documents</p> <p><a href="#">+ Add Document</a></p> <table border="1"> <thead> <tr> <th>Document Name</th> </tr> </thead> <tbody> <tr> <td>143</td> </tr> </tbody> </table> </div> </div>	Document Name	143													
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<p>9.</p>	<p>A Notification pop-up window displays with the message:</p> <p><b>Job filing has been saved.</b></p> <p><b>Click OK to continue.</b></p> <div data-bbox="315 1260 917 1451" style="border: 1px solid black; padding: 5px;"> <p>Notification <span style="float: right;">×</span></p> <p>Job filing has been saved.</p> <p style="text-align: center;"></p> </div>															
<p><b>You have completed the Upload Documents. Continue to the next section.</b></p>																

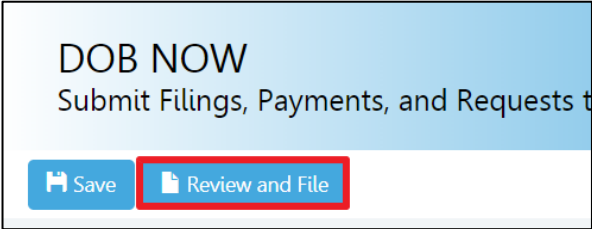
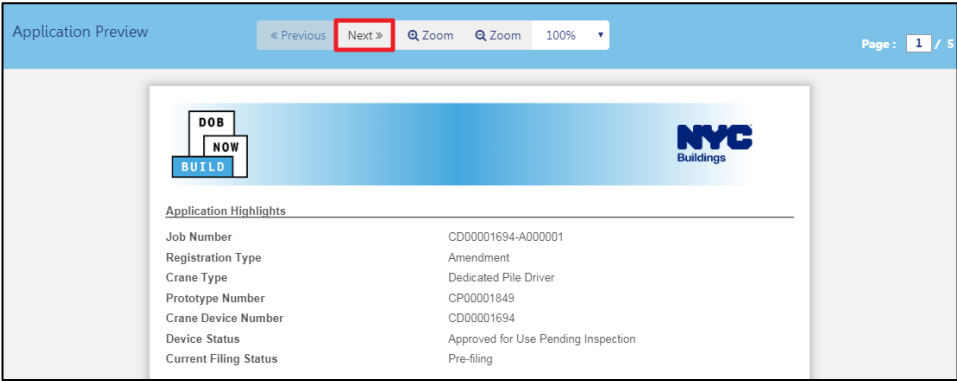
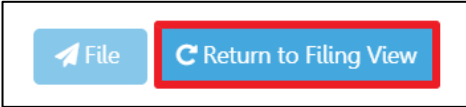
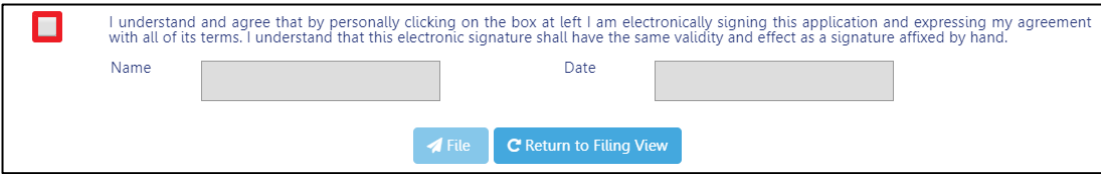
## Complete Statements & Signatures

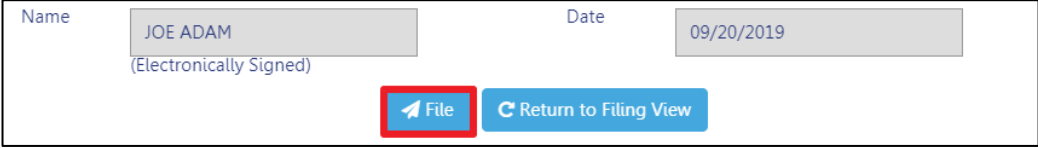
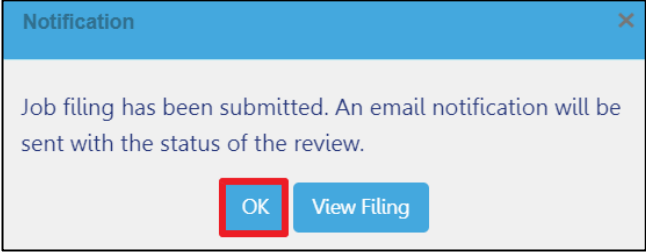

Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

Step	Action
10.	<p><b>Click Statements &amp; Signatures</b> to display the Statements &amp; Signatures section.</p> 
<b>Note:</b>	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p> 

## Complete Review and File

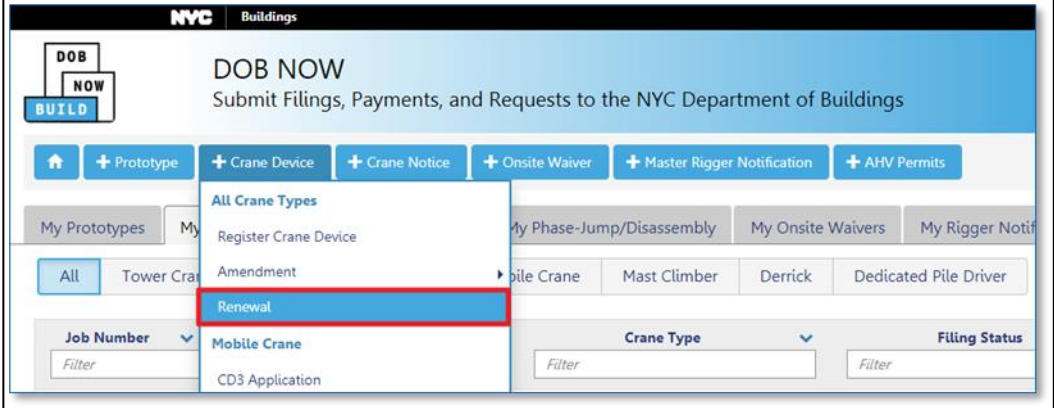

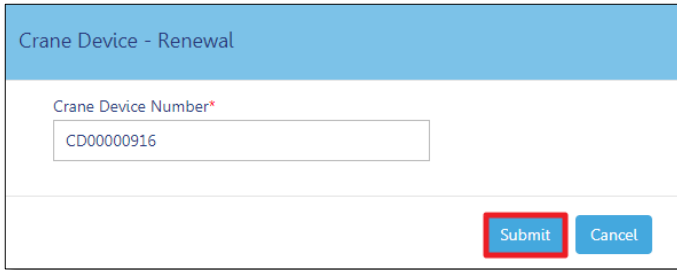
Complete the following steps to review and submit the application to the NYC Department of Buildings.

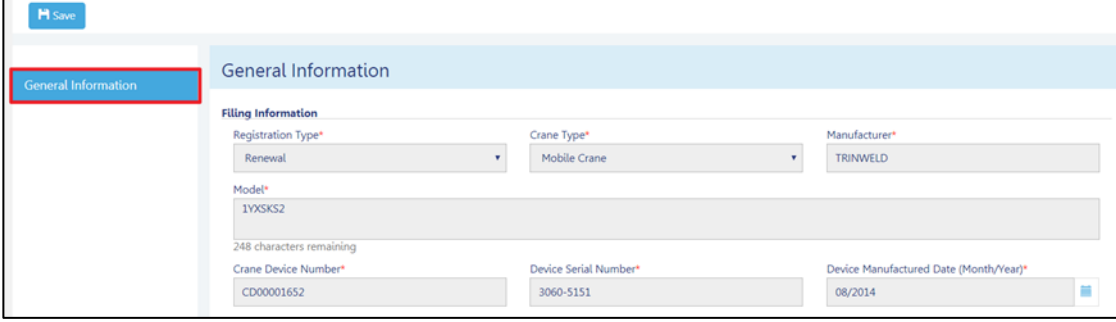
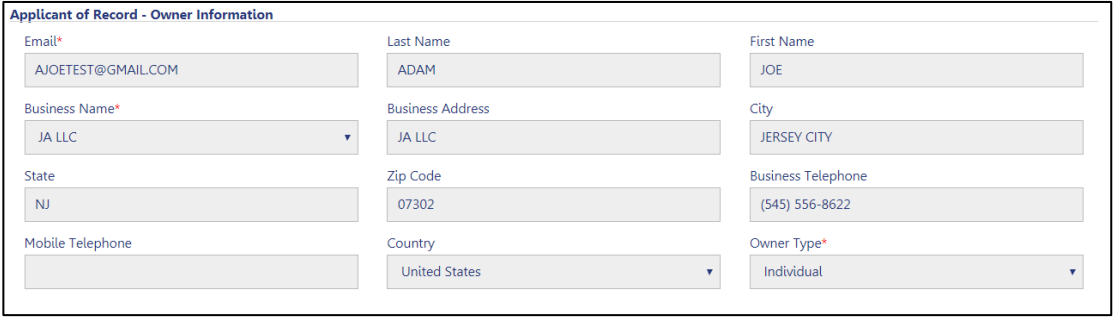

Step	Action																
1.	<p>At the top-left of the screen, <b>click Review and File</b>.</p> 																
2.	<p>The Application Preview displays. <b>Click Next</b> to read and progress through the Application Preview to the final page.</p>  <table border="1"> <thead> <tr> <th colspan="2">Application Highlights</th> </tr> </thead> <tbody> <tr> <td>Job Number</td> <td>CD00001694-A000001</td> </tr> <tr> <td>Registration Type</td> <td>Amendment</td> </tr> <tr> <td>Crane Type</td> <td>Dedicated Pile Driver</td> </tr> <tr> <td>Prototype Number</td> <td>CP00001849</td> </tr> <tr> <td>Crane Device Number</td> <td>CD00001694</td> </tr> <tr> <td>Device Status</td> <td>Approved for Use Pending Inspection</td> </tr> <tr> <td>Current Filing Status</td> <td>Pre-filing</td> </tr> </tbody> </table>	Application Highlights		Job Number	CD00001694-A000001	Registration Type	Amendment	Crane Type	Dedicated Pile Driver	Prototype Number	CP00001849	Crane Device Number	CD00001694	Device Status	Approved for Use Pending Inspection	Current Filing Status	Pre-filing
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Current Filing Status	Pre-filing																
<b>Note:</b>	<p>If errors are discovered when Review and File is selected, <b>click Return to Filing View</b>, correct the errors, re-attest, and Review and File again.</p> 																
3.	<p>On the final page, <b>click the checkbox</b> to attest reviewing the application.</p>  <p><input type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <p>Name <input type="text"/> Date <input type="text"/></p> <p><a href="#">File</a> <a href="#">Return to Filing View</a></p>																

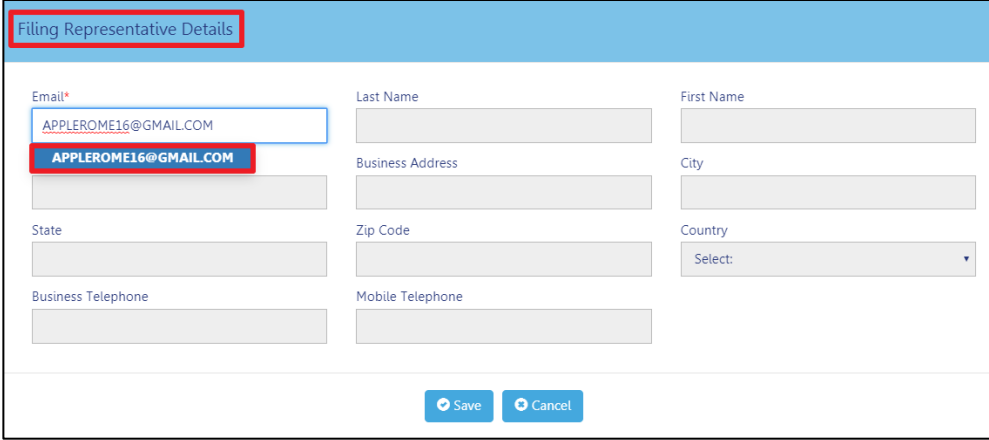
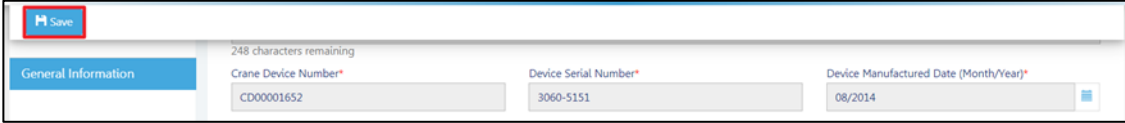
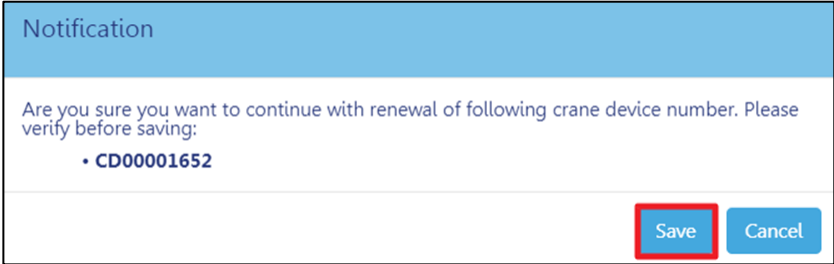
Step	Action
4.	<p>The Name and the Date field’s auto-populate after the check-box is clicked.  <b>Click File</b>, to proceed.</p> 
5.	<p>A Notification pop-up windows displays with the message:  <b>Job filing has been submitted. An email notification will be sent with the status of the review.</b>  <b>Click OK</b> to close the Confirm pop-up window.</p> 
<b>Note:</b>	<p>The Status Bar updates to the next stage in the job filing process (e.g., Pending QA Assignment).</p> 
<p><b>You have completed the Mobile Crane CD Number: Amendment Step-by-Step Guide.</b></p>	

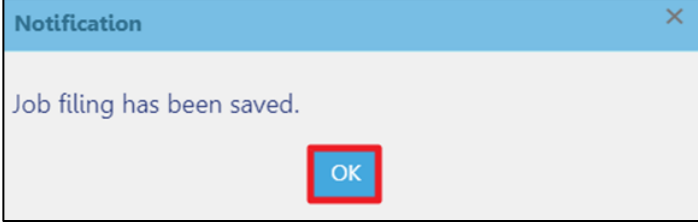
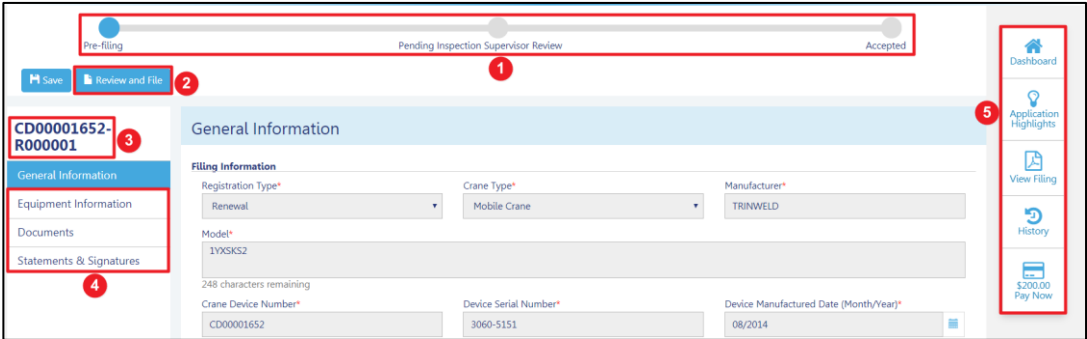
## Mobile Crane CD Number: Renewal

Complete the following steps to review and submit the application to the NYC Department of Buildings.

Step	Action
1.	<p>Hover the cursor over Renewal, then hover the cursor over +Renewal and then select Device Amendment from the drop-down list.</p> 
2.	<p>Enter the <b>Crane Device Number</b>.</p> 
3.	<p><b>Click Submit.</b></p> 

Step	Action
4.	<p>The <b>General Information</b> section is displayed, all sections are greyed-out.</p> 
5.	<p><b><i>The Applicant of Record - Owner Information section is displayed. All section are greyed out.</i></b></p> 
6.	<p><b><i>If applicable, click + Add Representative to add Filing Representative.</i></b></p> 

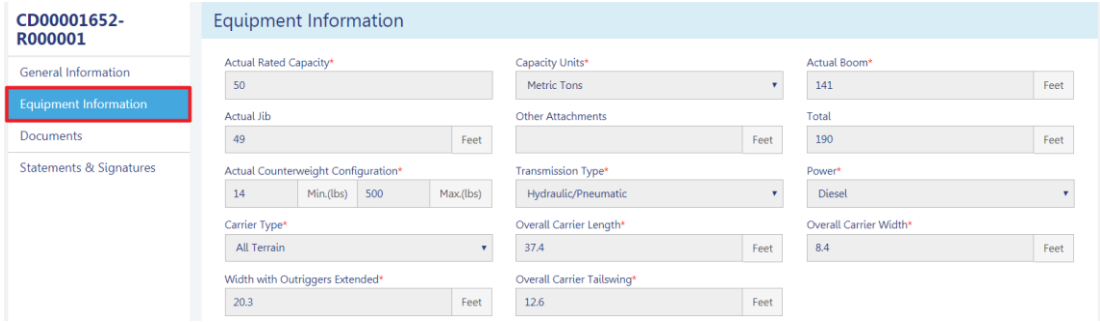
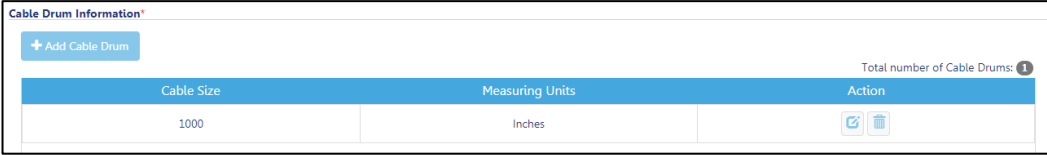
Step	Action
7.	<p><b>The Filing Representative Details pop-up window displays.</b></p> <p><b>Once Save is click the user can type the Email and then select the Email Address from the blue drop-down.</b></p> 
8.	<p><b>Click Save.</b></p> 
9.	<p><b>A Notification pop-up window displays with the message:</b></p> <p><b>Are you sure you want to continue with renewal of following crane device number. Please verify before saving:</b></p> <ul style="list-style-type: none"> <li>• <b>CD00001652</b></li> </ul> <p><b>Click Save</b></p> 

Step	Action
10.	<p><b>A Notification pop-up window displays with the message:</b></p> <p><b>Job filing has been saved.</b></p> <p><b>Click OK</b></p> 
<b>Note:</b>	<p>The page refreshes and displays the additional items:</p> <hr/> <ol style="list-style-type: none"> <li>1. Status Bar</li> <li>2. Review and File</li> <li>3. Crane Notice Filing Number</li> <li>4. Additional Tabs: Prototype &amp; Phase Information, Document and Statements &amp; Signatures</li> <li>5. Application Information: Application Highlights, View Filing, History and Fee</li> </ol> <hr/> 
<p><b>You have completed the Complete General Information tab. Continue to the next section.</b></p>	



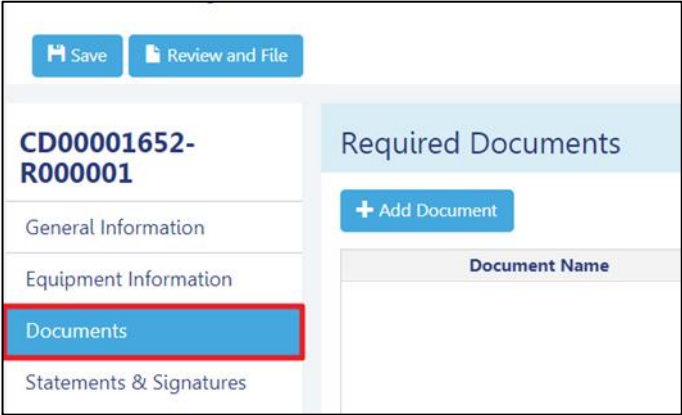
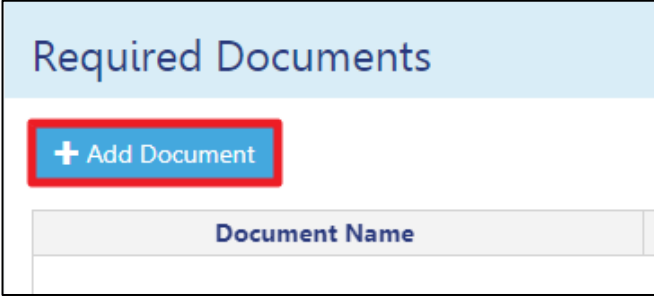
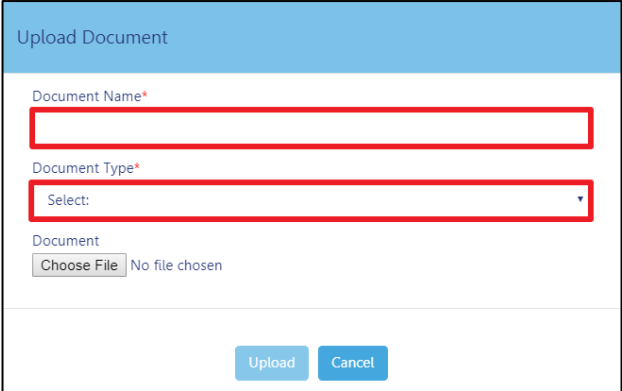
## Complete Equipment Information Tab

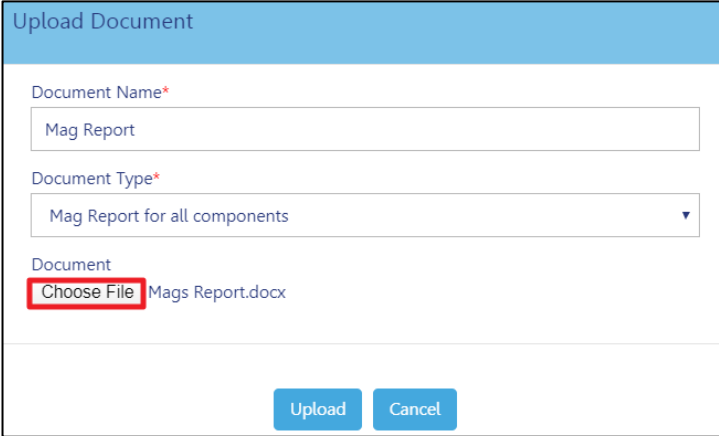
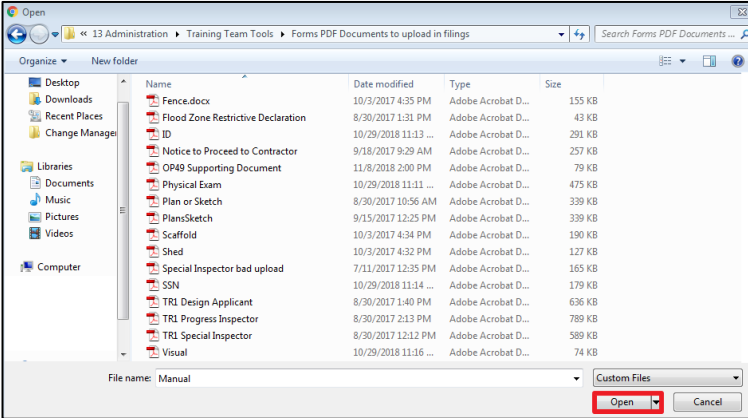
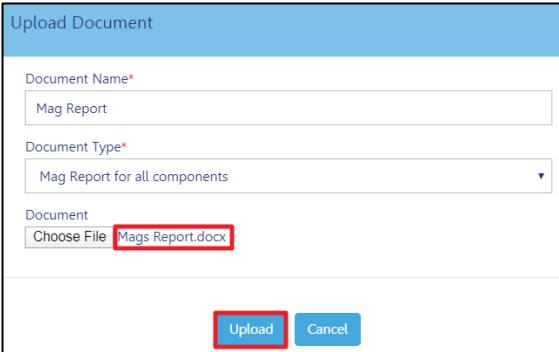
Complete the following steps to complete the Equipment Information tab:

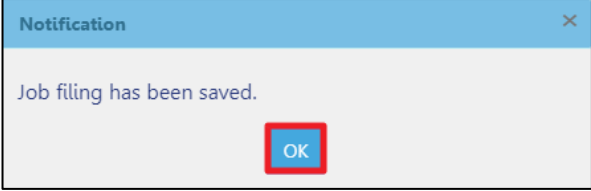



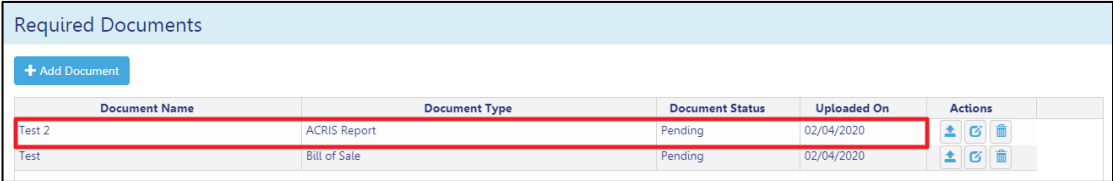


















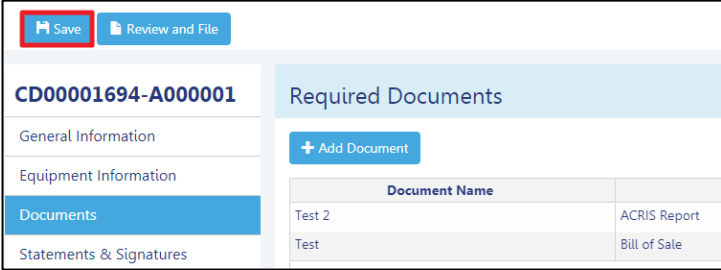
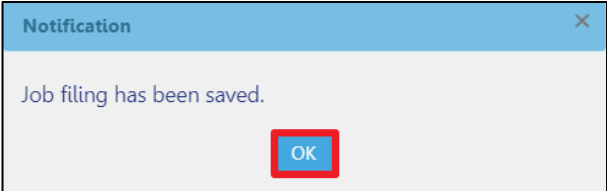
Step	Action
11.	<p><b>Click Equipment Information to display the Equipment Information section.</b></p> 
<b>Note:</b>	<p>The Cable Drum Information field is greyed-out and cannot be edited.</p> 
<p><b>You have completed the Complete Equipment Information tab. Continue to the next section.</b></p>	

## Upload Documents

Complete the following steps to upload documents in the **Documents** tab to support the application:


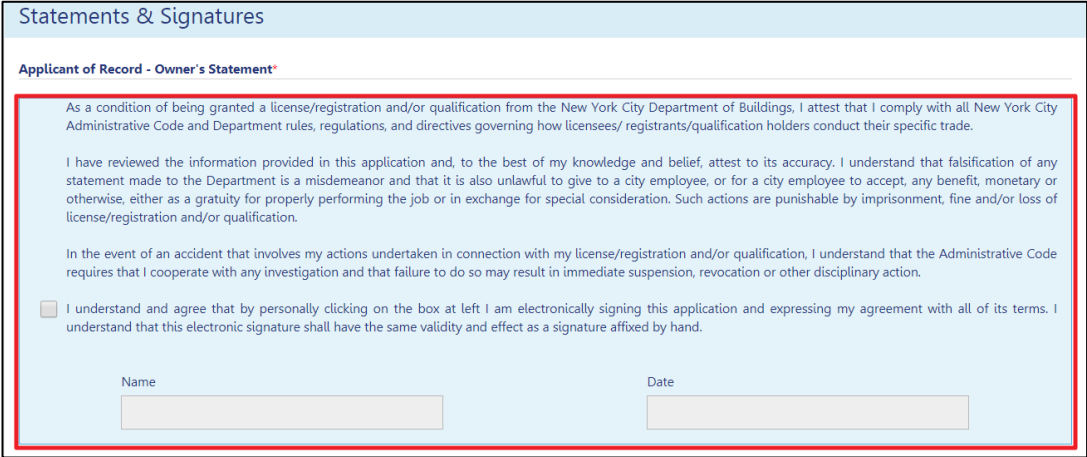
Step	Action
12.	<p><b>Click Documents to display the Documents section.</b></p> 
•	<p><b>Click +Add Document.</b></p> 
•	<p><b>The Upload Document pop-up window displays.</b></p> <p>Type the Document Name.</p> <p>Select the <b>Document Type</b> (e.g., <i>Manual</i>) from the Document Type drop-down list.</p> 

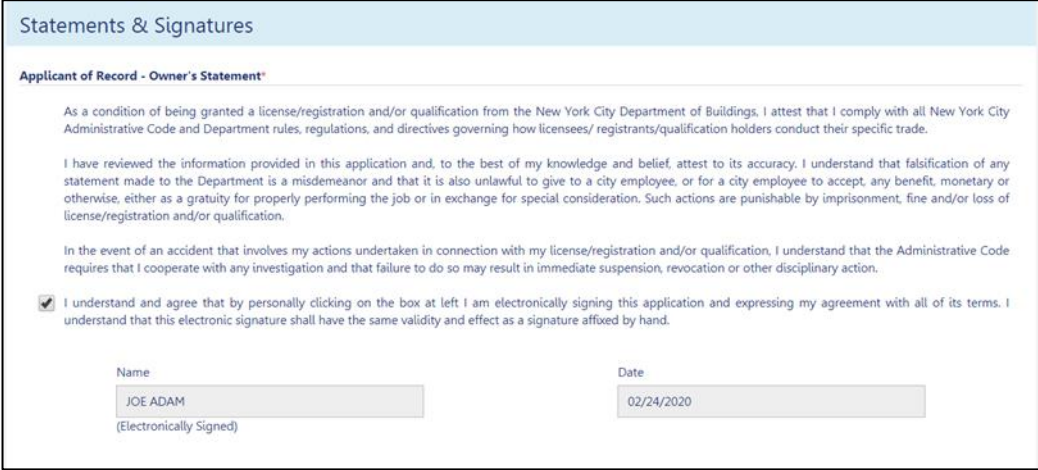

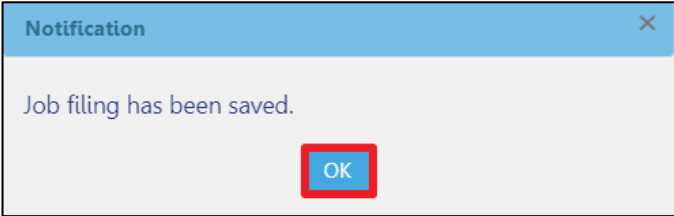
Step	Action
	<ul style="list-style-type: none"> <li>Click <b>Choose File</b> to upload the Document Type selected.</li> </ul> 
	<ul style="list-style-type: none"> <li>The Document pop-up window displays.</li> <li>Select the Document and click <b>Open</b>.</li> </ul> 
	<ul style="list-style-type: none"> <li>The Document displays next to <b>Choose File</b>.</li> <li>Click <b>Upload</b>.</li> </ul> 

Step	Action															
	<ul style="list-style-type: none"> <li> <p><b>A Notification pop-up window displays with the message:</b></p> <p><b>Document has been uploaded.</b></p> <p><b>Click OK to continue.</b></p>  </li> </ul>															
<p><b>Note:</b></p>	<p>The Document uploaded displays within the Document table.</p> <p>Click the edit (  ) icon to update the Document information.</p> <p>Click the trash can (  ) icon to delete the Document.</p> <p>Click the upload (  ) icon to replace the Document previously uploaded.</p>  <table border="1" data-bbox="315 856 1421 1035"> <thead> <tr> <th>Document Name</th> <th>Document Type</th> <th>Document Status</th> <th>Uploaded On</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Test 2</td> <td>ACRIS Report</td> <td>Pending</td> <td>02/04/2020</td> <td>  </td> </tr> <tr> <td>Test</td> <td>Bill of Sale</td> <td>Pending</td> <td>02/04/2020</td> <td>  </td> </tr> </tbody> </table>	Document Name	Document Type	Document Status	Uploaded On	Actions	Test 2	ACRIS Report	Pending	02/04/2020	  	Test	Bill of Sale	Pending	02/04/2020	  
Document Name	Document Type	Document Status	Uploaded On	Actions												
Test 2	ACRIS Report	Pending	02/04/2020	  												
Test	Bill of Sale	Pending	02/04/2020	  												
	<ul style="list-style-type: none"> <li> <p><b>At the top-left of the screen, click Save.</b></p>  </li> </ul>															
	<ul style="list-style-type: none"> <li> <p><b>A Notification pop-up window displays with the message:</b></p> <p><b>Job filing has been saved.</b></p> <p><b>Click OK to continue.</b></p>  </li> </ul>															
<p><b>You have completed the Upload Documents. Continue to the next section.</b></p>																

## Complete Statements & Signatures

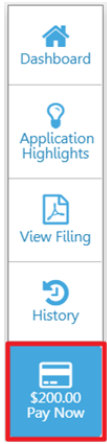
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

Step	Action
13.	<p><b>Click <i>Statements &amp; Signatures</i> to display the <i>Statements &amp; Signatures</i> section.</b></p> 
<b>Note:</b>	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p> 
<b>OWNER</b>	

Step	Action
14.	<p><b>Click the Applicant of Record - Owner's Statement checkbox to electronically attest. The Name and Date field's auto-populate by the system.</b></p> 
•	<p><b>At the top-left of the screen, click Save.</b></p> 
•	<p><b>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</b></p> 
<p><b>You have completed the Statement &amp; Signatures section. Continue to the next section.</b></p>	

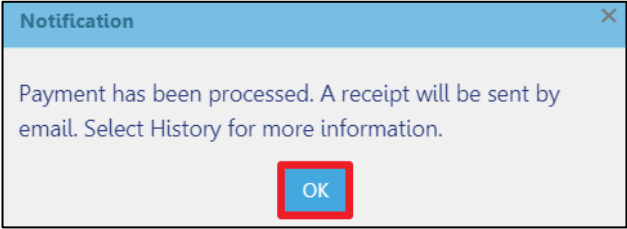
## Pay Fees

Complete the following steps to submit a payment application to the NYC Department of Buildings.

Step	Action
Note:	<i>The job filing's fees must be paid before continuing to Preview to File.</i>
1.	<p>At the bottom-right of the screen, click <b>Pay Now</b>.</p> 

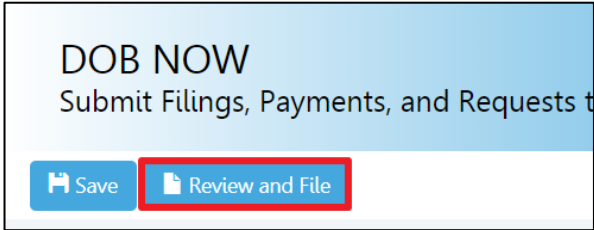
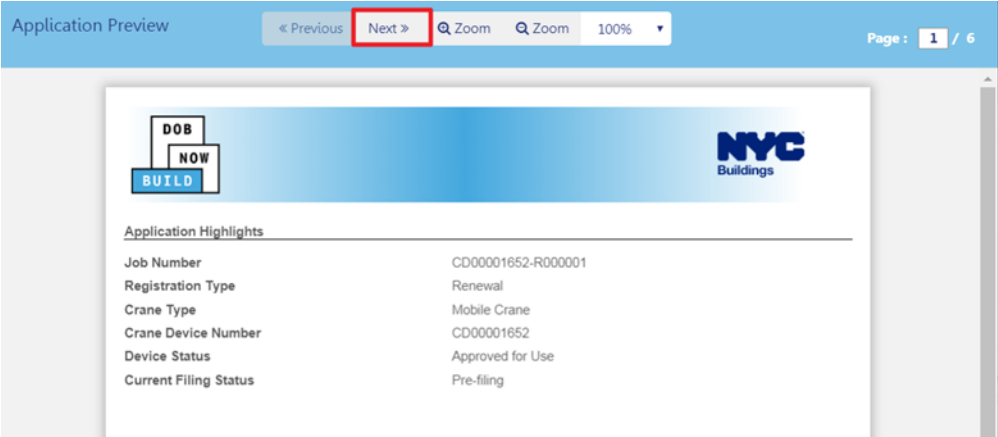

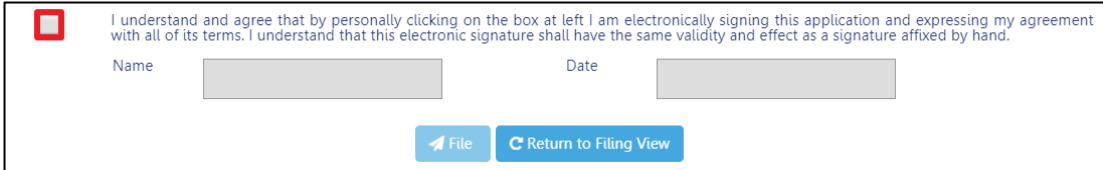
Step	Action
2.	<p>The <b>Payment Confirmation</b> pop-up window displays with the message:</p> <p>Please note that the following data cannot be changed after the payment has been made on this filing:</p> <p>Are you sure you want to make a payment now for <b>\$200.00</b>?</p> <p>Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.</p> <p>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</p> <p>Click <b>Yes</b>, to proceed.</p> <div data-bbox="311 661 1253 739" style="background-color: #4F81BD; color: white; padding: 5px; border-radius: 5px;"> <p>Payment Confirmation</p> </div> <p>Please note that the following data cannot be changed after the payment has been made on this filing:</p> <p>Are you sure you want to make a payment now for <b>\$200.00</b>?</p> <p>Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.</p> <p><b>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</b></p> <div data-bbox="1070 1094 1232 1148" style="text-align: right; margin-top: 20px;"> <span style="background-color: #4F81BD; color: white; padding: 5px 10px; border-radius: 5px; margin-right: 10px;">Yes</span> <span style="background-color: #4F81BD; color: white; padding: 5px 10px; border-radius: 5px;">No</span> </div>

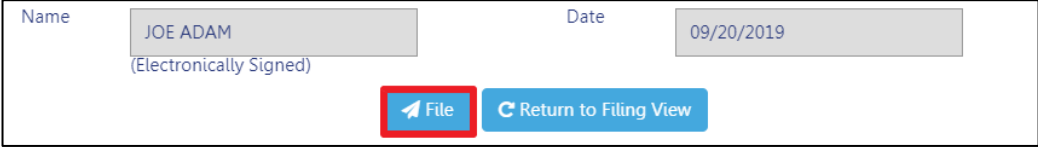
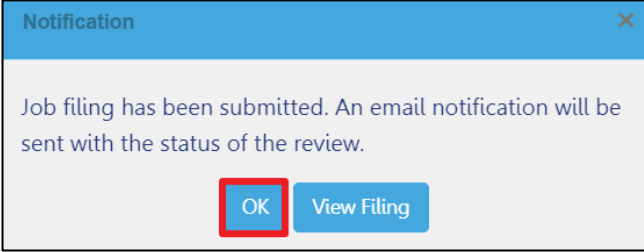



Step	Action
4.	<p>The <b>Notification</b> pop-up window displays on the DOB NOW page with the message:            Payment has been processed. A receipt will be sent by email. Select History for more information.</p> <p>Click <b>OK</b> to proceed.</p> 
<p>You have completed the <b>Pay Fees</b> section. Continue to the next section.</p>	

## Complete Review and File

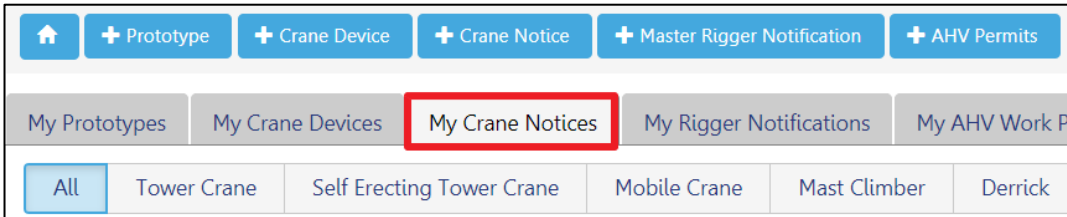
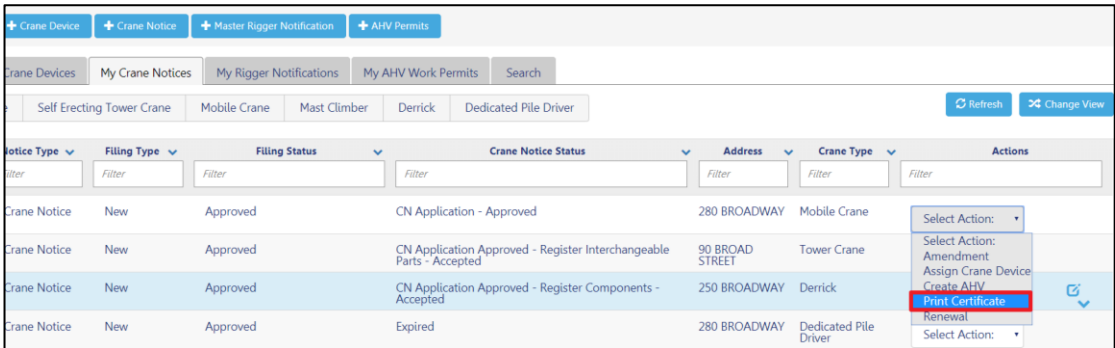
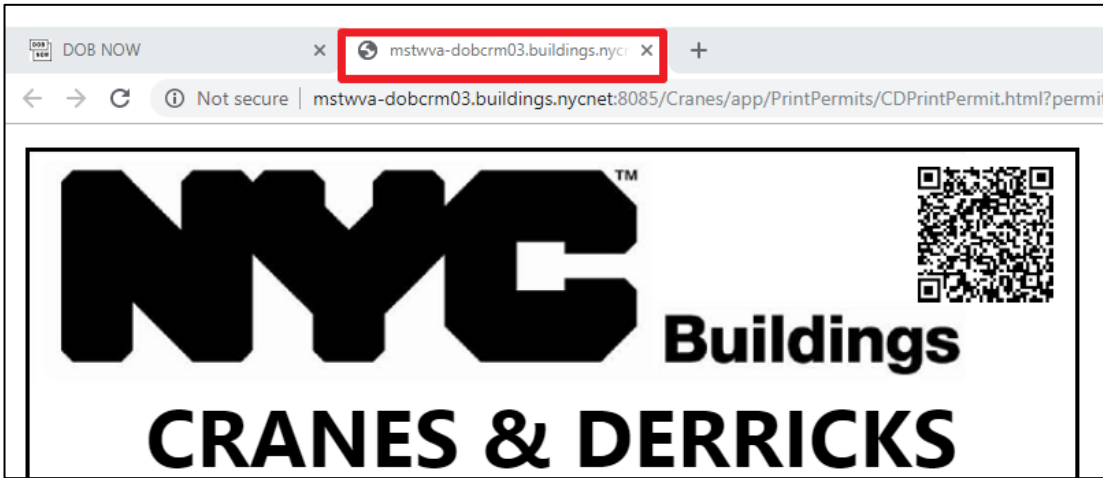
Complete the following steps to review and submit the application to the NYC Department of Buildings.


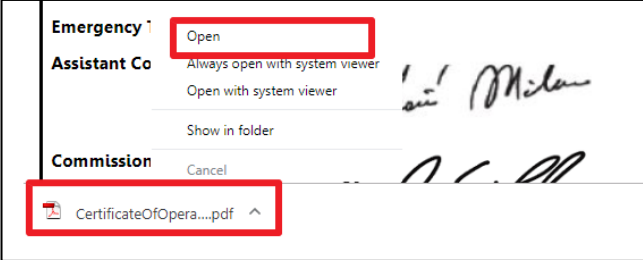
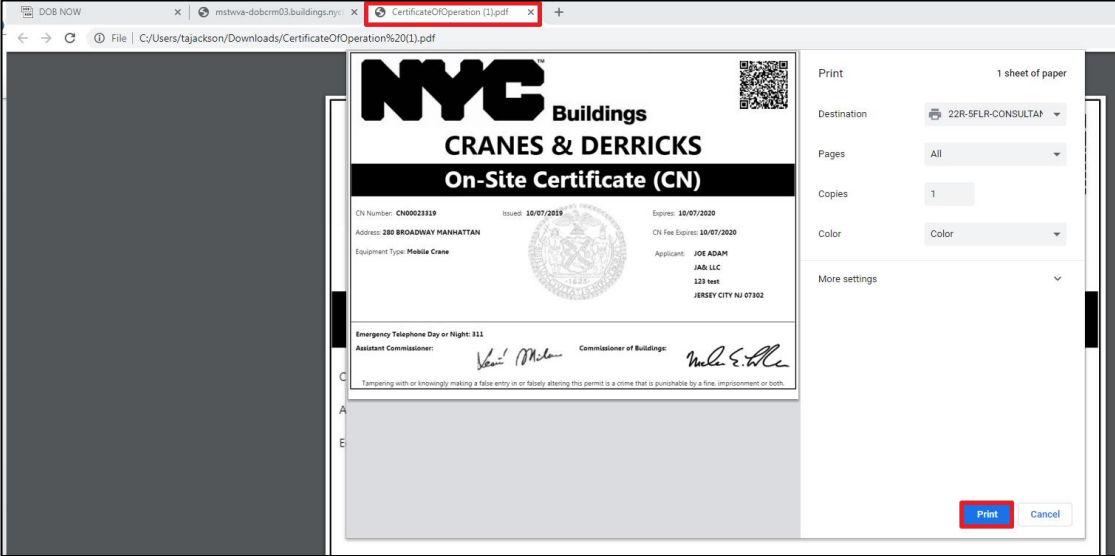
Step	Action														
1.	<p><b>At the top-left of the screen, click Review and File.</b></p> 														
2.	<p><b>The Application Preview displays.</b></p> <p><b>Click Next to read and progress through the Application Preview to the final page.</b></p>  <table border="1"> <thead> <tr> <th colspan="2">Application Highlights</th> </tr> </thead> <tbody> <tr> <td>Job Number</td> <td>CD00001652-R000001</td> </tr> <tr> <td>Registration Type</td> <td>Renewal</td> </tr> <tr> <td>Crane Type</td> <td>Mobile Crane</td> </tr> <tr> <td>Crane Device Number</td> <td>CD00001652</td> </tr> <tr> <td>Device Status</td> <td>Approved for Use</td> </tr> <tr> <td>Current Filing Status</td> <td>Pre-filing</td> </tr> </tbody> </table>	Application Highlights		Job Number	CD00001652-R000001	Registration Type	Renewal	Crane Type	Mobile Crane	Crane Device Number	CD00001652	Device Status	Approved for Use	Current Filing Status	Pre-filing
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Registration Type	Renewal														
Crane Type	Mobile Crane														
Crane Device Number	CD00001652														
Device Status	Approved for Use														
Current Filing Status	Pre-filing														
<b>Note:</b>	<p><b>If errors are discovered when Review and File is selected, click Return to Filing View, correct the errors, re-attest, and Review and File again.</b></p> 														
3.	<p><b>On the final page, click the checkbox to attest reviewing the application.</b></p> 														

Step	Action
4.	<p><b><i>The Name and the Date field's auto-populate after the check-box is clicked.</i></b>  <b><i>Click File, to proceed.</i></b></p> 
5.	<p><b><i>A Notification pop-up windows displays with the message:</i></b>  <b><i>Job filing has been submitted. An email notification will be sent with the status of the review.</i></b>  <b><i>Click OK to close the Confirm pop-up window.</i></b></p> 
<b>Note:</b>	<p><b><i>The Status Bar updates to the next stage in the job filing process (e.g., Pending Inspection Supervisor Review).</i></b></p> 
<p><b><i>You have completed CD Number Renewal: Step-by-Step Guide.</i></b></p>	

## Print On-Site Certificate: From the Dashboard

Complete the following steps to print the On-Site Certificate from the dashboard:

Step	Action
1.	<p>From the Dashboard, select the <b>My Crane Notices</b> tab.</p> 
2.	<p>Locate the Crane Notice application.</p> <p>Under the <b>Actions</b> column drop-down list, click the <b>Print Certificate</b> on the application.</p> 
3.	<p>Ensure that your pop-up blocker is turned-off.</p> <p>The Cranes &amp; Derricks Certificate of Operation opens in a second tab.</p> 

Step	Action
4.	<p>From the bottom of the page click <b>Print to PDF</b>.</p>  <p>The image shows a signature at the top. Below it is a warning: "Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both." At the bottom is a blue button with white text that says "Print To PDF".</p>
5.	<p>The internet browser downloads the certificate. Click the file arrow and select <b>Open</b>.</p>  <p>The image shows a file download dialog box. The "Open" button is highlighted with a red box. Below the dialog, the filename "CertificateOfOpera...pdf" is also highlighted with a red box. The background shows a signature.</p>
6.	<p>A third tab opens with the print options. Click <b>Print</b>.</p>  <p>The image shows a browser window with a print dialog open. The print dialog has a "Print" button highlighted in red. The background shows a document titled "NYC Buildings CRANES &amp; DERRICKS On-Site Certificate (CN)". The document includes fields for CN Number, Address, Equipment Type, Applicant, and Commission of Buildings with signatures.</p>
<p>You have completed the <b>On-Site Certificate: From the Dashboard</b> Step-by-Step Guide.</p>	