DOB NOW BUILD

NYC Buildings

CRANES & DERRICKS

INDUSTRY PORTAL STEP-BY-STEP GUIDE

PROTOTYPE APPLICATIONS FOR ALL CRANE TYPES

The following Step-by-Step Guide will outline the steps applicable to ALL Crane Types within DOB NOW - *Build:*

- Mast Climber
- Dedicated Pile Driver
- Self-Erecting Crane
- Mobile Crane
- Tower Crane
- Derrick

The examples shown and used in this Step-by-Step Guide are specific to Mobile Cranes.

HELPFUL LINKS

YouTube.com/DOBNOW

NYC.gov/DOBNOWINFO

NYC.gov/DOBNOWHELP

FOLLOW US:

Twitter.com/nyc buildings

Facebook.com/NYCBuildings

Guidelines

PROTOTYPE NUMBER

1. The Prototype Number will be issued upon the approval of application.
2. There will not be a Prototype Number if the application is denied.
3. The Prototype Number will not change if it is revised or re-submitted.
4. Prototype Fees cannot be waived.
5. Manufacturer's Amendments consists of: A + 6 digits + Prototype number e.g., CP0000345-A000001
   Owner's Amendments consists of: OA + 6 digits + Prototype number e.g., CP0000345-OA000001

ROLES & RESPONSIBILITIES

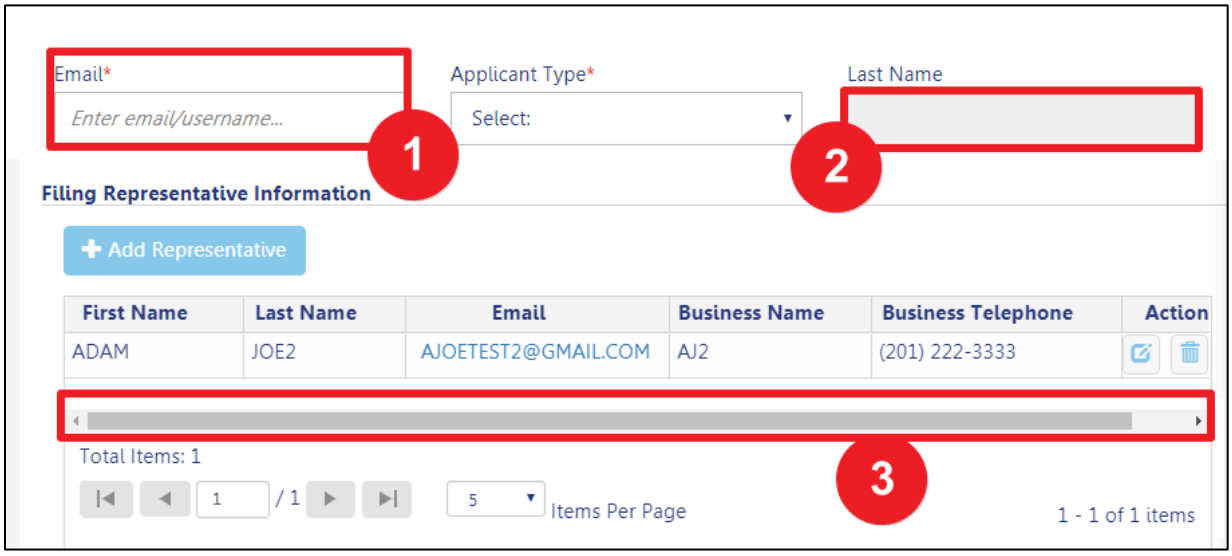
1. The Applicant of Record can be either the Manufacturer or the Device Owner; if the Manufacturer is the Applicant of Record, the Device Owner section will not be available.
2. The Manufacturer and the Owner cannot be the same person.
3. When an application is returned with objections to the Applicant 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 Applicant of Record: Manufacturer Filing Representative or Owner Filing Representative.
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.
3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.



ADDITIONAL HELP & INFORMATION

1. Video Tutorials: DOB NOW YouTube Channel
2. Presentations & Sessions: nyc.gov/dobnowinfo

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

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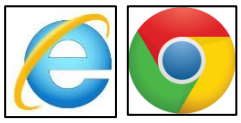
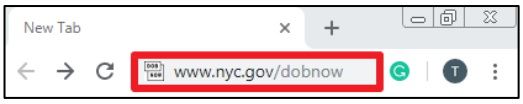
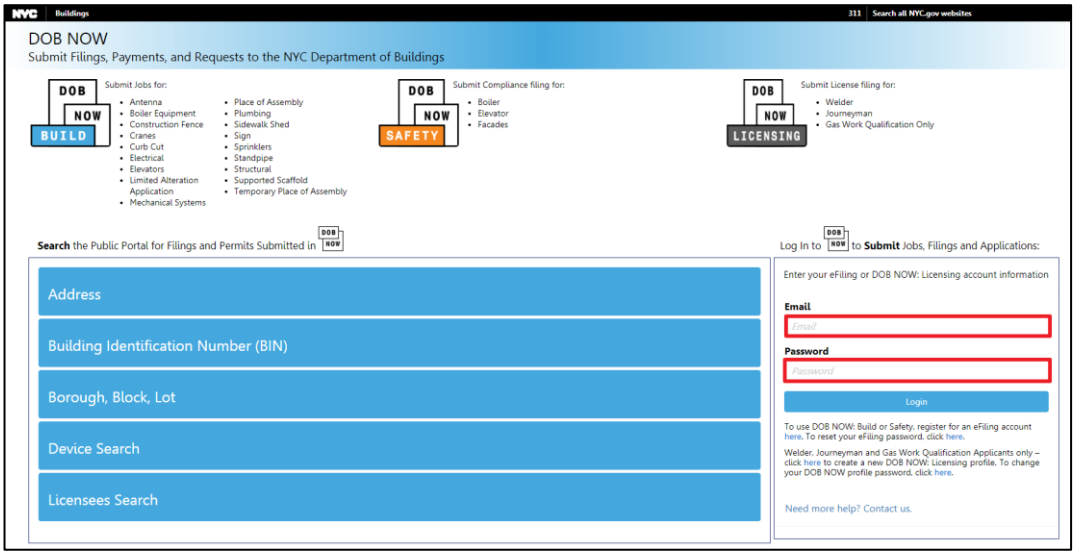
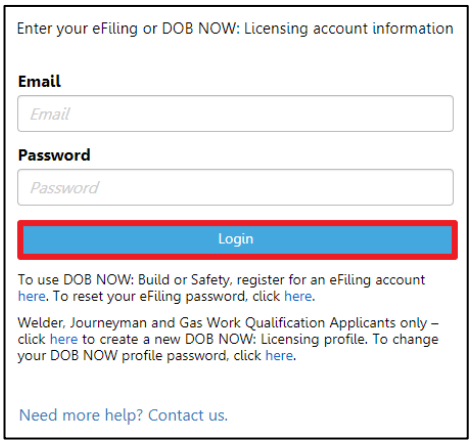
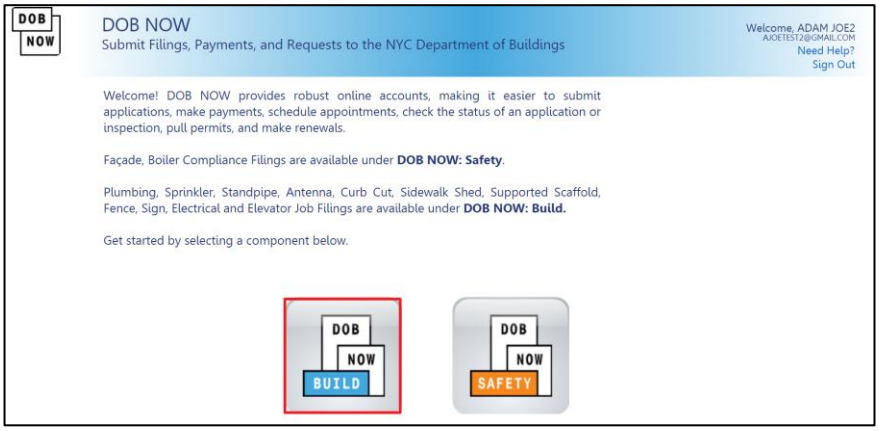
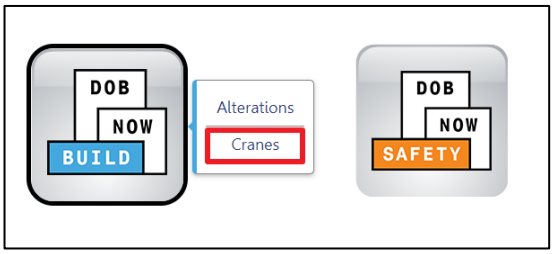
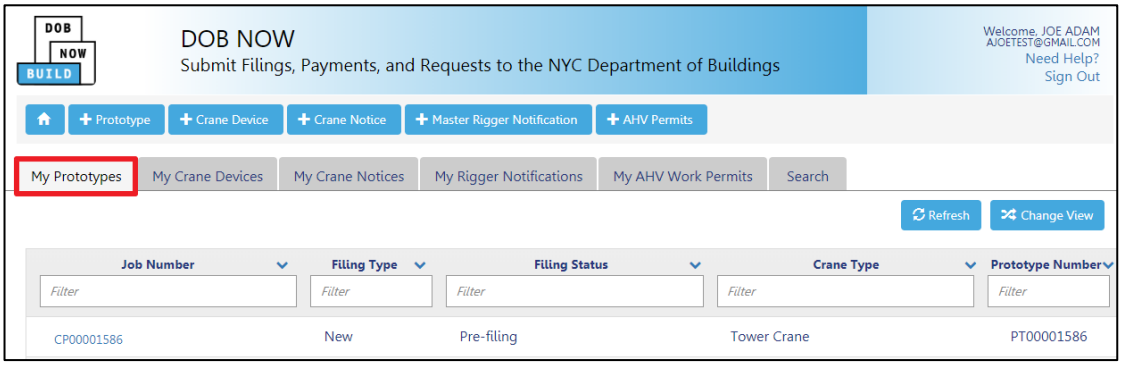
Log into DOB NOW

Complete the following steps to log into DOB NOW:

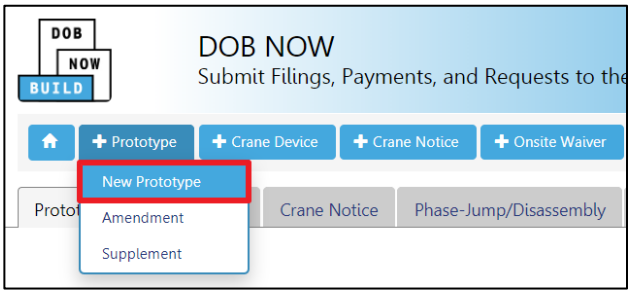
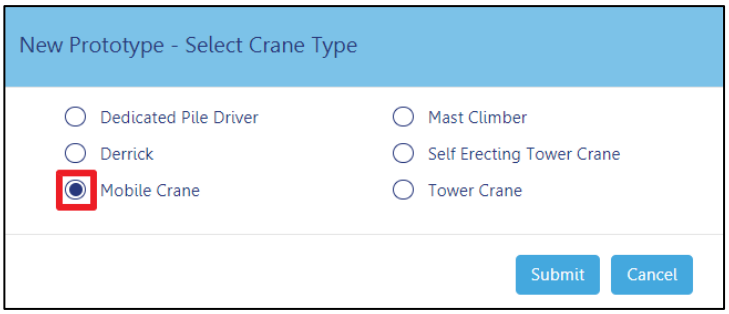
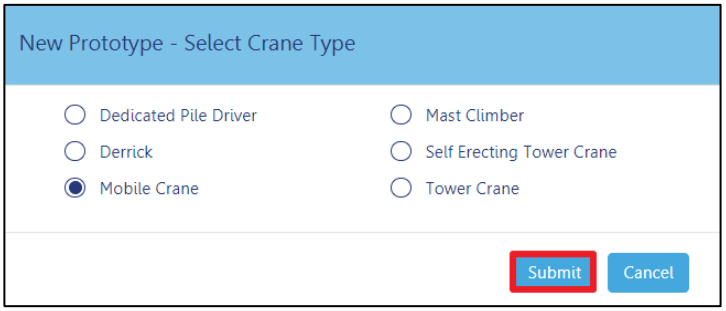
Step	Action
Note:	*In order to log into DOB NOW, the user must be registered for eFiling.* *Additionally, DOB recommends turning off pop-up blockers to successfully navigate within DOB NOW.* *For Step-by-Step instructions, please submit a question to www.nyc.gov/dobnowhelp or refer to the following links.* ☐ *How to Register for eFiling:* *https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf* ☐ *How to Turn Off Pop-up Blockers:* *https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf*
1.	Access the **Internet**. 
2.	Enter www.nyc.gov/dobnow in the **URL** field at the top of the browser window. 
3.	Press **Enter** on the keyboard.

Step	Action
4.	The DOB Login page displays. Enter **Email** and **Password** (as registered in eFiling). 
5.	Click **Login**. 

Step	Action
6.	The DOB NOW Welcome page displays. Hover the cursor over **DOB NOW: *Build***. 
7.	Select **Cranes** from the drop-down list. 
8.	The DOB NOW Dashboard displays. The **My Prototypes** tab displays by default and displays all Prototype Certificate of Approval Applications associated with an eFiling account. 
	You are now logged into **DOB NOW: *Build*.** Continue to the next section.

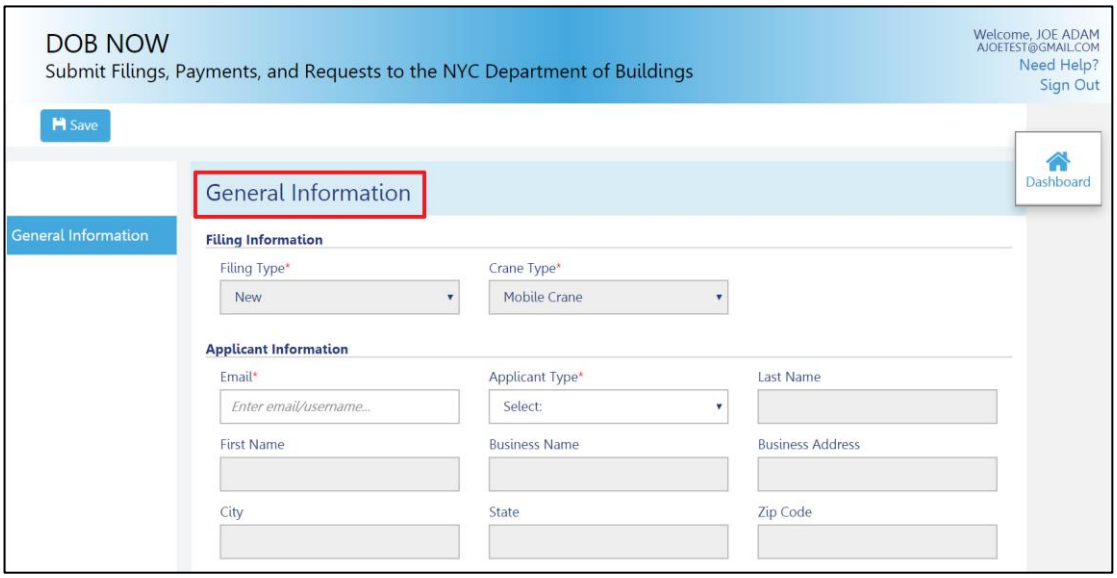
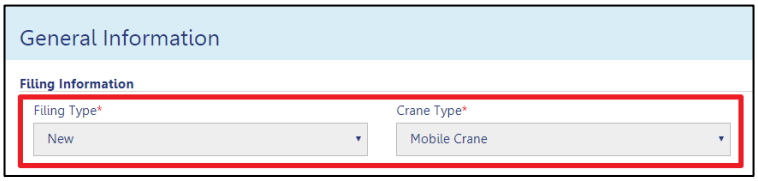
Initial Prototype Certificate of Approval: Initiate a New Prototype Application

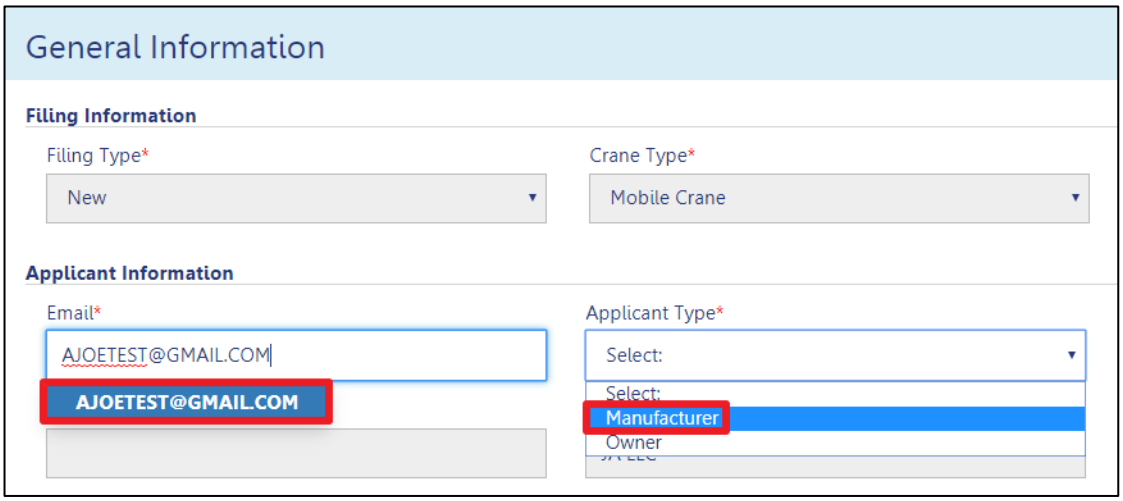
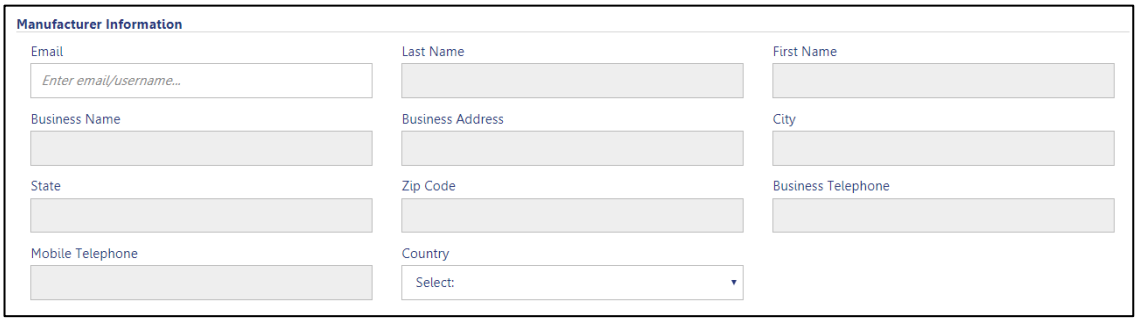
Complete the following steps to initiate a New Prototype Application:

Step	Action
1.	Hover the cursor over **+ Prototype** and select **New Prototype** from the drop-down list. 
2.	The **New Prototype – Select Crane Type** pop-up window displays. Select the **Crane Type (e.g., Mobile Crane)** from the **New Prototype - Select Crane Type** pop-up window. 
3.	Click **Submit**. 
	You have submitted the **Crane Type** for your new prototype. Continue to the **Complete General Information tab** section.

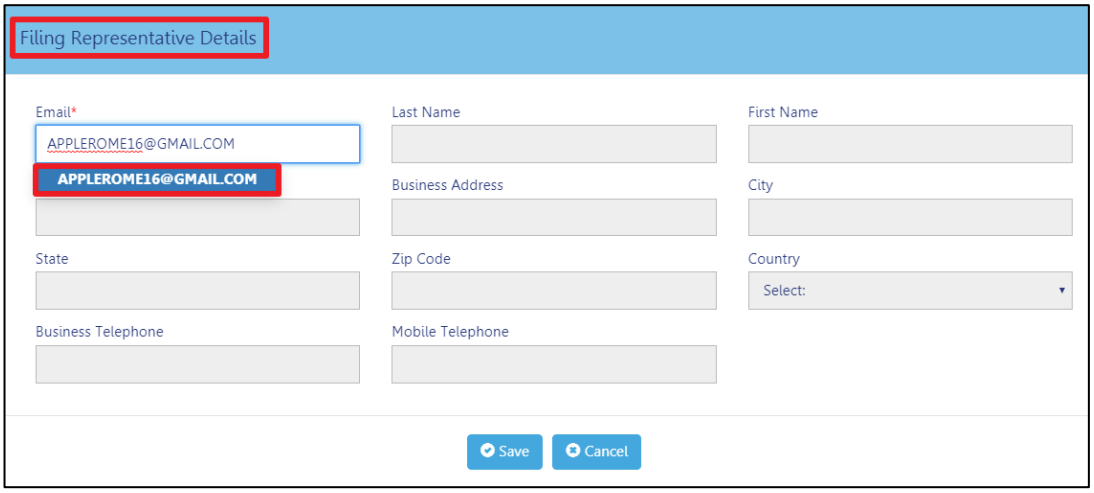
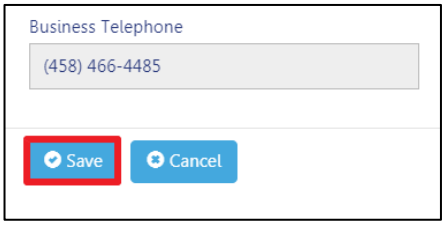
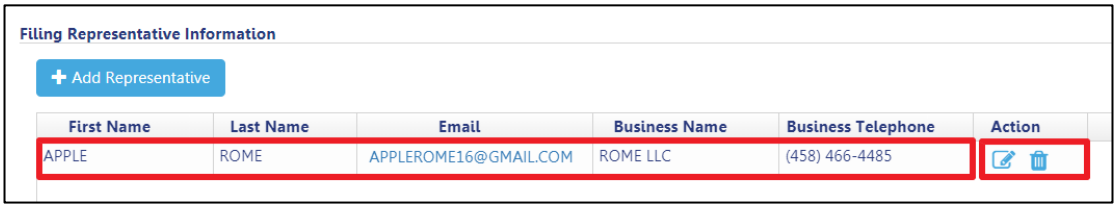
Complete General Information Tab

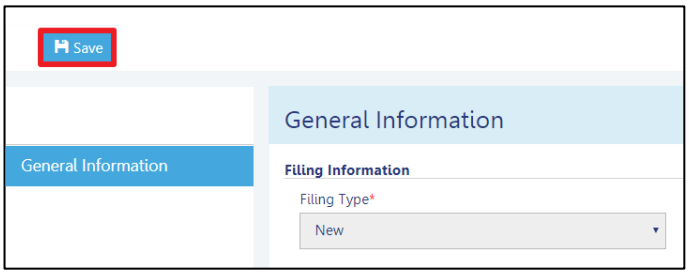
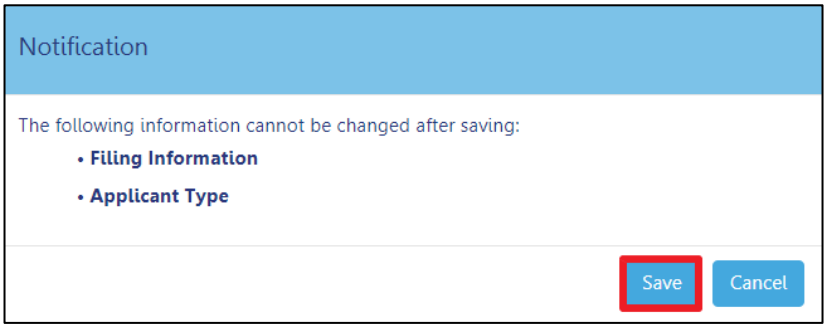
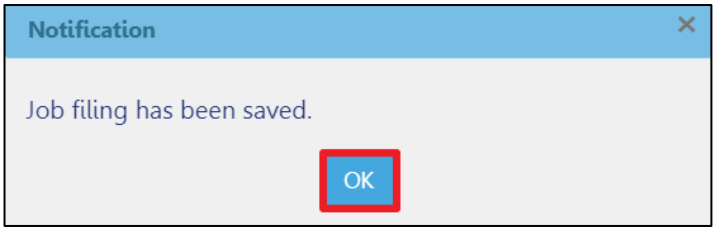
Complete the following steps to complete the **General Information** tab to associate all Stakeholders (*e.g. Filing Representatives, Manufacturers etc.)* to the application:

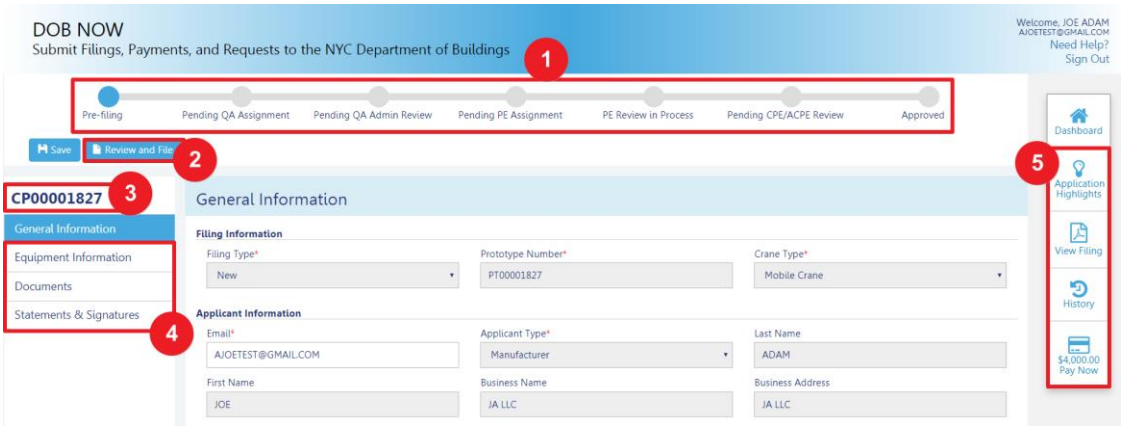
Step	Action
1.	The **General Information** section displays. 
Note:	*The **Filing Information** fields: **Filing Type** and **Crane Type** are greyed-out and cannot be edited.* *To choose another **Filing Type** or **Crane Type**, return to the Dashboard and repeat Steps 1 to 4 in this section.* 

Step	Action
2.	Enter the **Applicant Information**: ☐ Type the **Email** and then select the Email Address from the blue-drop down ☐ Select the **Applicant Type** (e.g., **Manufacturer**) from the Applicant Type drop-down list 
Note:	*If the Applicant of Record is the Manufacturer, then Owner Information is not applicable and is not displayed.* *If the Applicant of Record is the Owner, then the Manufacturer Information section is displayed but is optional for the Applicant of Record to complete.* 

Step	Action
3.	Enter the **Engineer Information**: ☐ Type the **Email** and then select the Email Address from the bluedrop-down ☐ Select the **On Behalf Of** (e.g., **Manufacturer**) ☐ Select the **License Type** (e.g., **Professional Engineer**) from the License Type drop-down list *Please Note: The License Type for the Engineer is "Professional Engineer"* ☐ Select the **Business Name** from the drop-down list
4.	If applicable, enter the **Manufacturer Information**: ☐ Type the **Email** and then select the Email Address from the blue drop-down ☐ Select the **Country** (e.g., **United States**) from the drop-down list
5.	If applicable, click **+ Add Representative**.

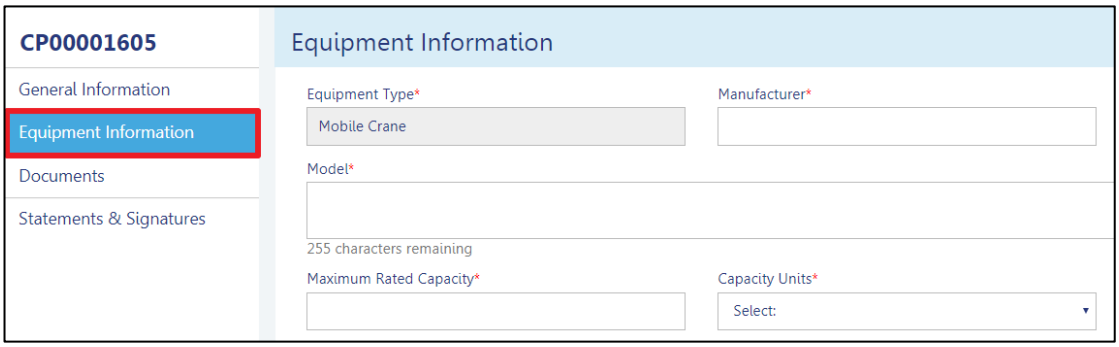
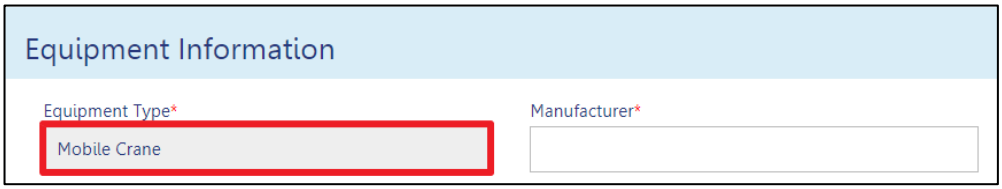
Step	Action
6.	The **Filing Representative Details** pop-up window displays. Type the **Email** and then select the Email Address from the bluedrop-down. 
7.	Click **Save**. 
Note:	*The Filing Representative added displays within the Filing Resprentative information table.* *Click the edit ( ) icon to update the information.* *Click the trashcan ( ) icon to delete the Filing Representative.* 

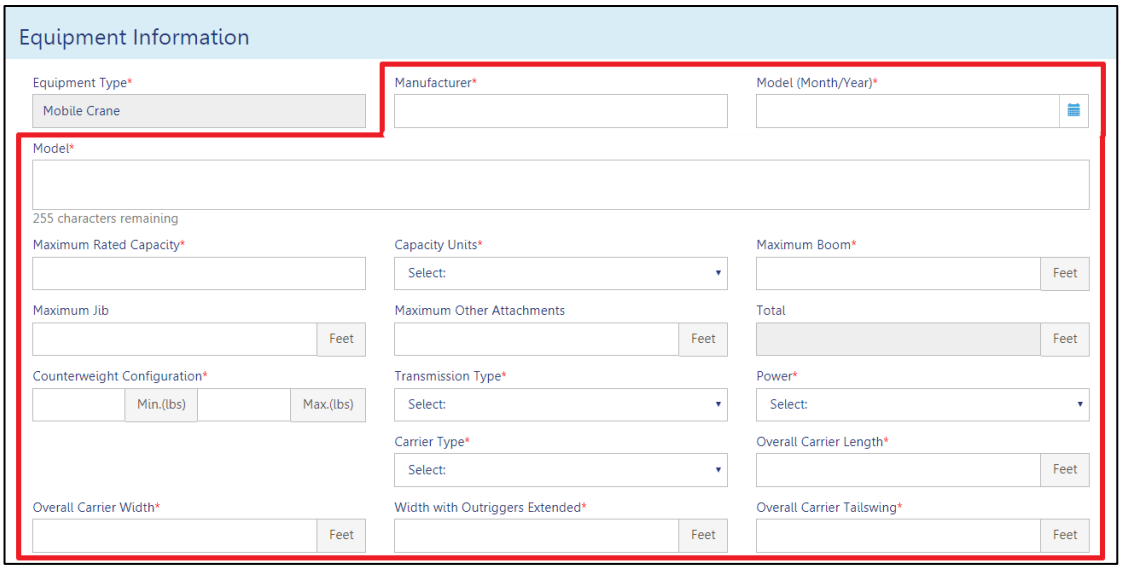
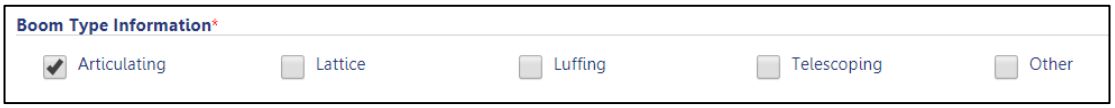
Step	Action
8.	At the top-left of the screen, click **Save**. 
9.	A **Notification** pop-up window displays with the message: The following information cannot be changed after saving: • **Filing Information** • **Applicant Type** Click **Save**, to continue. 
10.	A **Notification** pop-up window displays with the message: Job filing saved successfully. Click **OK** to continue. 

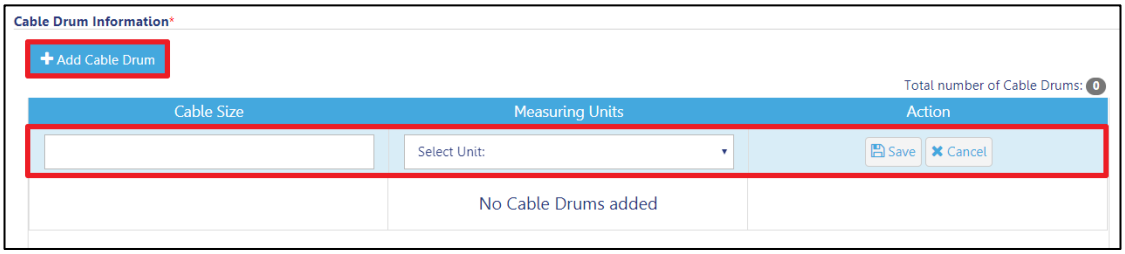
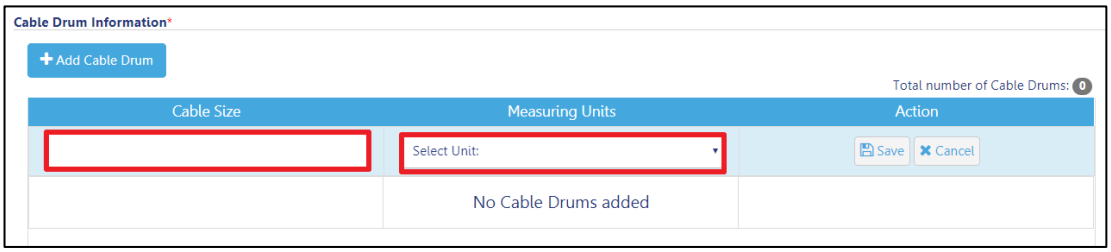
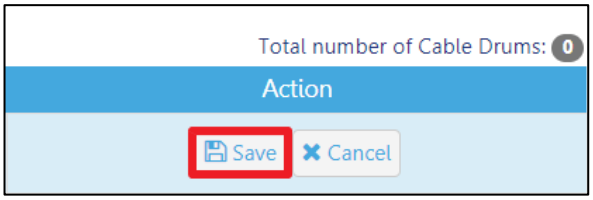
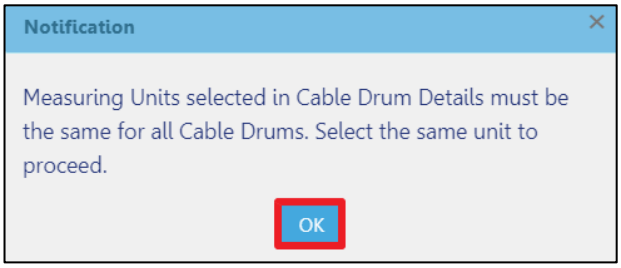
Step	Action
Note:	*The page refreshes and displays the additional items:* 1. *Status Bar* 2. *Review and File* 3. *Protoype Filing Number* 4. ***Additional Tabs:*** *Equipment Information, Document and Statements & Signatures* 5. ***Application Information:*** *Application Highlights, View Filing, Trace & Payment History and Fee* 
You have completed the **Complete General Information** tab. Continue to the next section.	

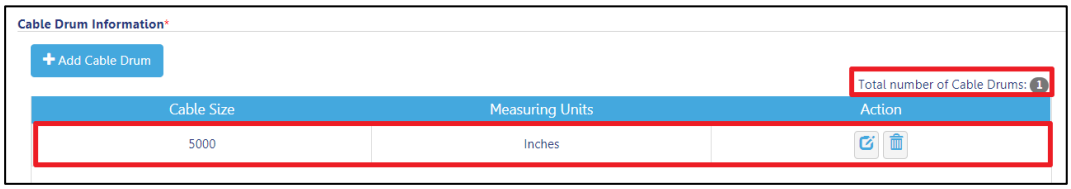
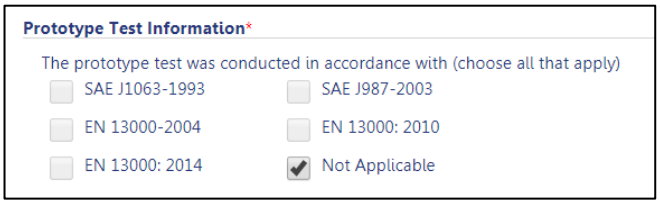
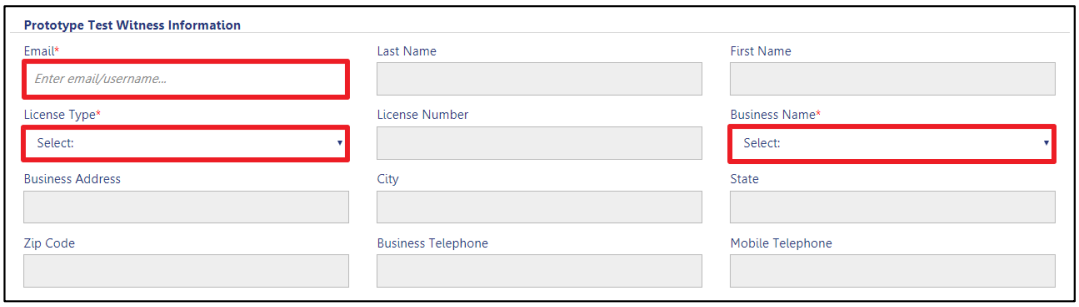
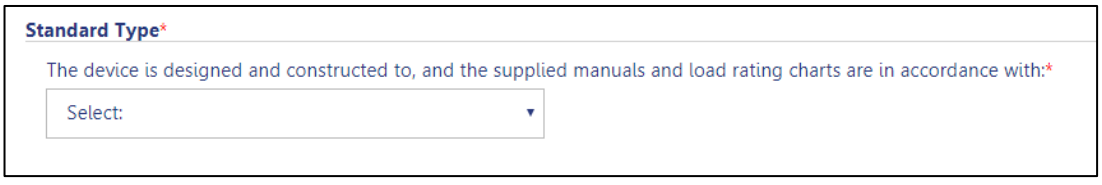
Complete Equipment Information Tab

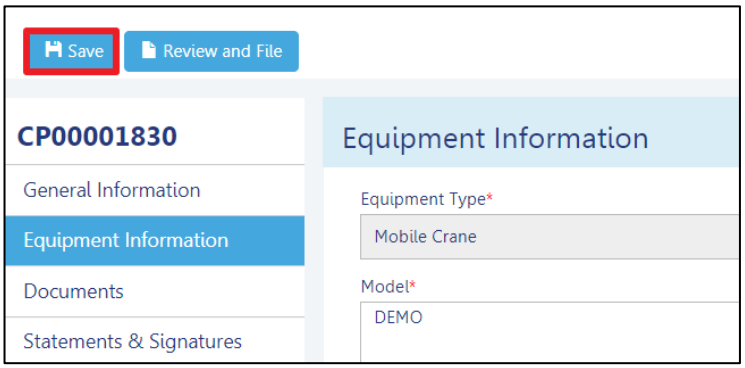
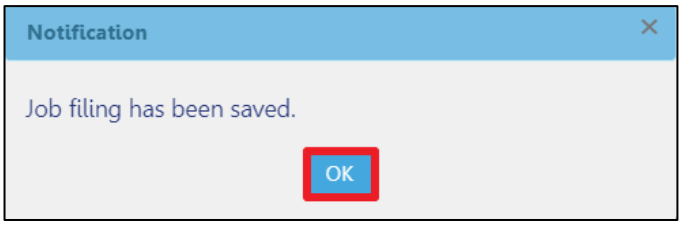
Complete the following steps to complete the **Equipment Information** tab to associate all Stakeholders (*e.g. Filing Representatives, Manufacturers etc.)* to the application:

Step	Action
1.	Click **Equipment Information** to display the **Equipment Information** section. 
Note:	*The **Equipment Information** field: **Equipment Type** is greyed-out and cannot be edited. To choose another **Equipment Type**, return to the Dashboard and repeat Steps 1 to 4 in the Initial Prototype Certificate of Approval: Initiate a New Prototype Application section.* 

Step	Action
2.	Enter the **Equipment Information**: ☐ **Manufacturer** ☐ **Model (Month/Year)** ☐ **Model** ☐ **Maximum Rated Capacity** ☐ **Capacity Units** (e.g.,**Tons**) ☐ **Maximum Boom** ☐ **Maximum Jib** ☐ **Maximum Other Attachments** ☐ **Overall Carrier Tailswing** ☐ **Total** ☐ **Counterweight Configuration** ☐ **Transmission Type** (e.g., **Mechanical**) ☐ **Power** (e.g., **Gas**) ☐ **Carrier Type** (e.g., **All Terrain**) ☐ **Overall Carrier Length** ☐ **Overall Carrier Width** ☐ **Width with Outriggers Extended** 
3.	Select the applicable **Boom Type Information** checkbox(s) (e.g., **Articulating**). 

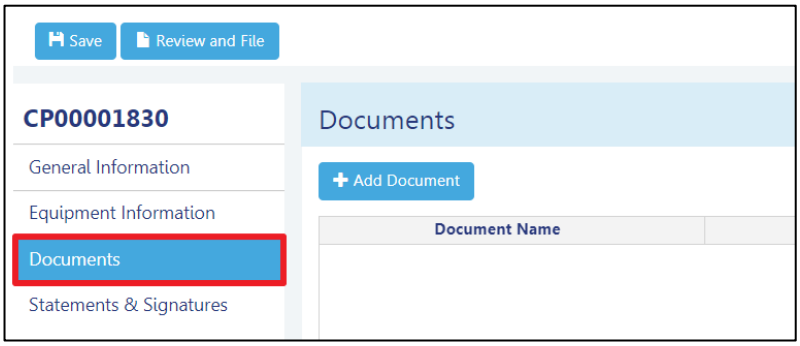
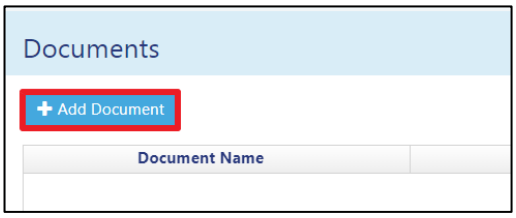
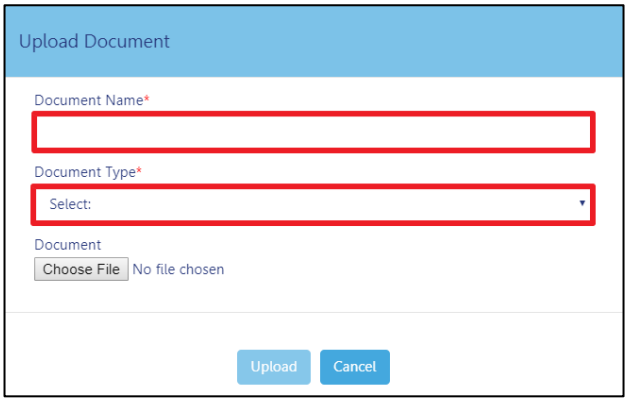
Step	Action
4.	Click **+ Add Cable Drum** to display the **Cable Size**, **Measuring Units** and **Action** fields. 
5.	To add the Cable Drum: ☐ Type the **Cable Size** ☐ Select the Measuring Unit from the **Select Unit** (e.g., **Inches**) drop-down list. 
6.	Under the **Action** column, click **Save**. 
7.	A **Notification** pop-up windows displays with a message: Measuring Units selected in Cable Drum Details must be the same for all Cable Drums. Select the same unit to proceed. Click **OK** to close the notification. 

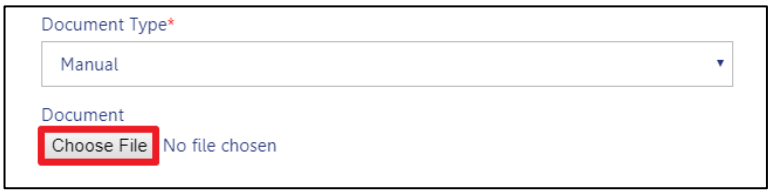
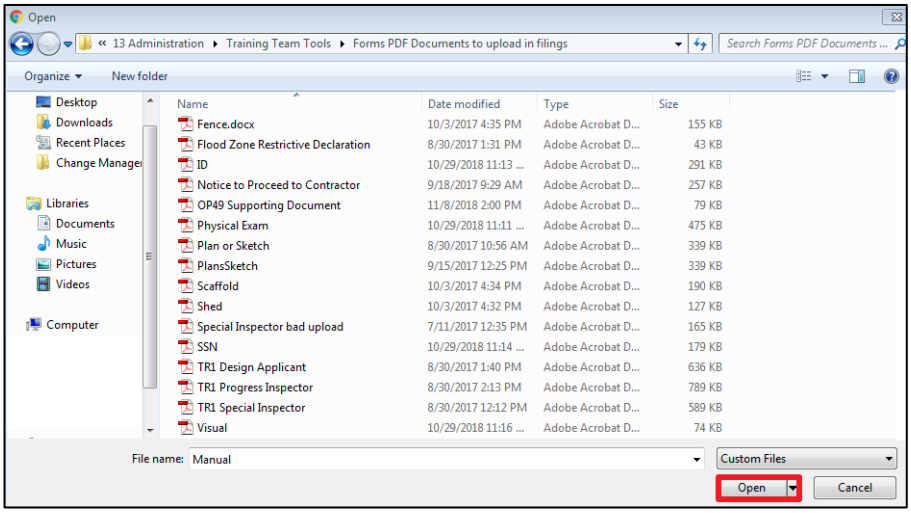
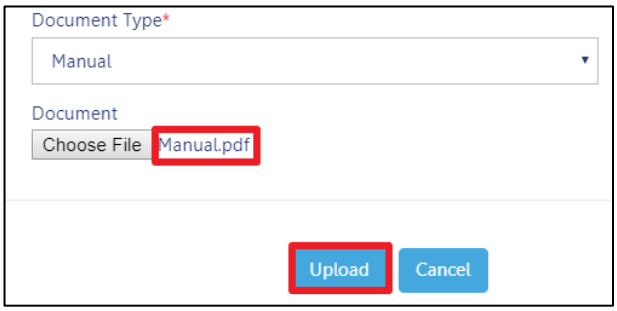
Step	Action
Note:	*The Total number of Cable Drums updates.* *The Cable Drum added displays within the Cable Drum table.* *Click the edit ( ) icon to update the Cable Drum information.* *Click the trashcan ( ) icon to delete the Cable Drum.* 
8.	Select the applicable **Prototype Test Information** checkbox(s). 
Note:	*If SAE J1063-1993 or SAE J987-2003 is selected, the **Prototype Test Witness Information** is required.* 
9.	Select the **Standard Type** (e.g., **ASME B30.22.2005**) from the drop-down list. 

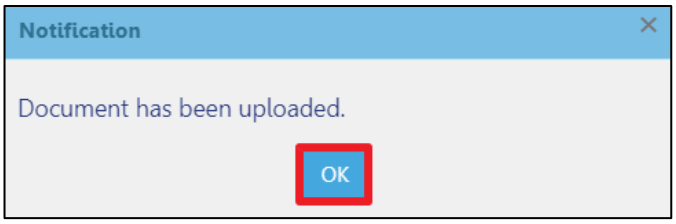
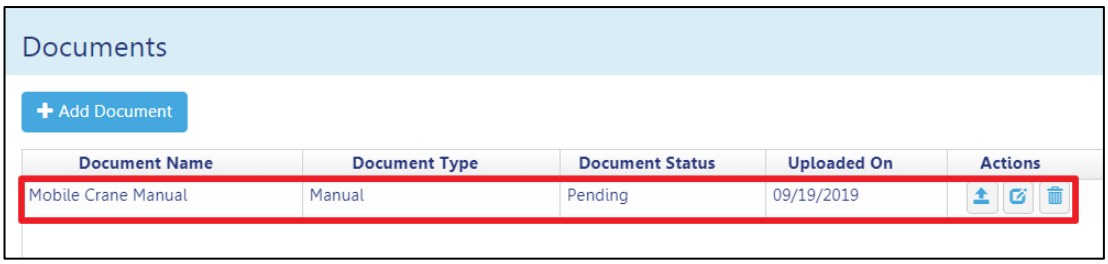
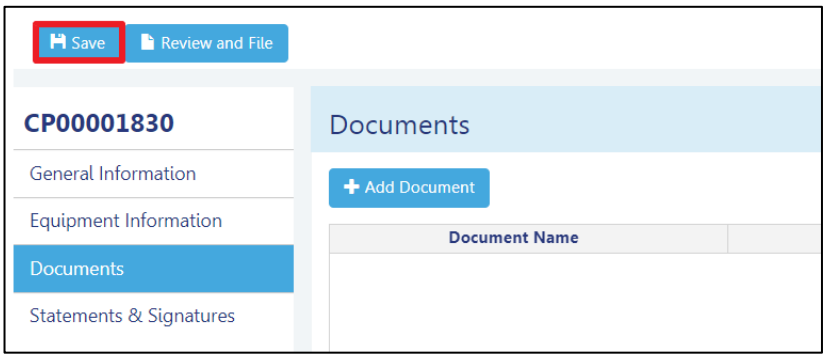
Step	Action
10.	At the top-left of the screen, click **Save**. 
11.	A **Notification** pop-up window displays with the message: Job filing has beed saved. Click **OK** to continue. 
	You have completed the **Complete Equipment Information** tab. Continue to the next section.

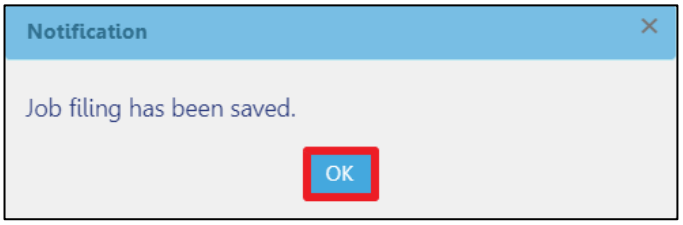
Upload Documents

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

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

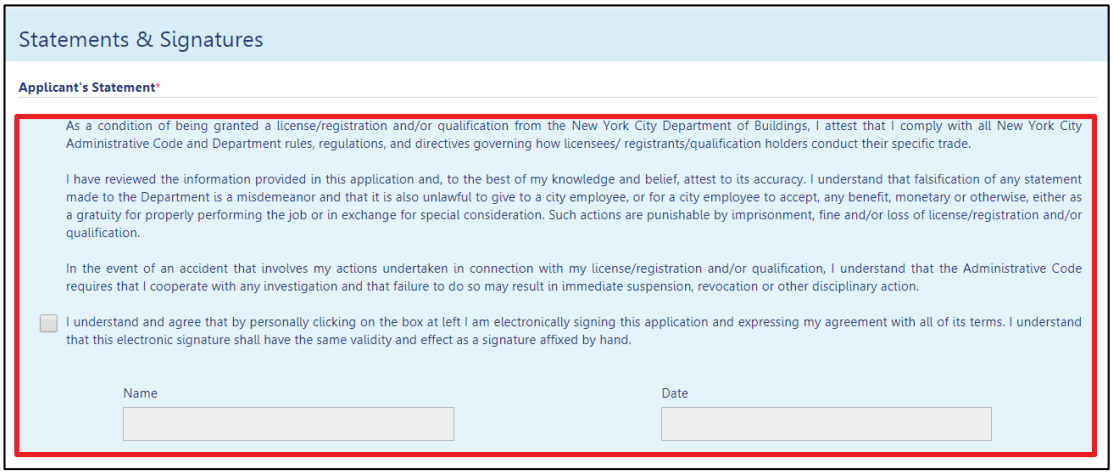
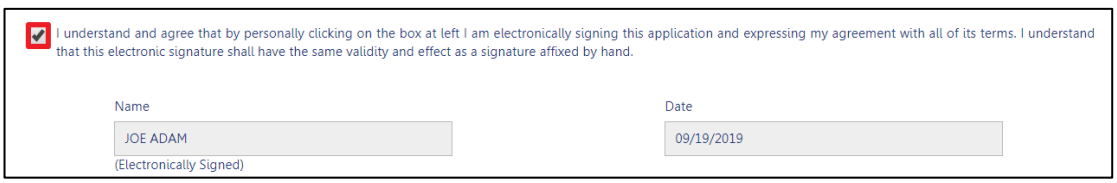
Step	Action
4.	Click **Choose File** to upload the **Document Type** selected. 
5.	The Document pop-up window displays. Select the Document and click **Open**. 
6.	The Document displays next to Choose File. Click **Upload**. 

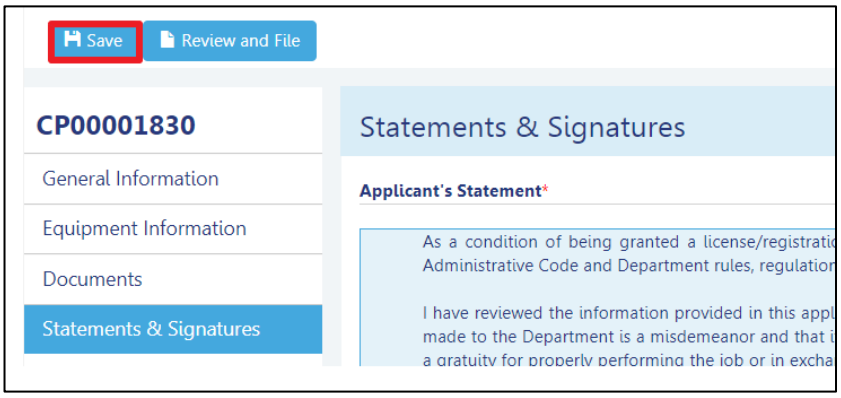
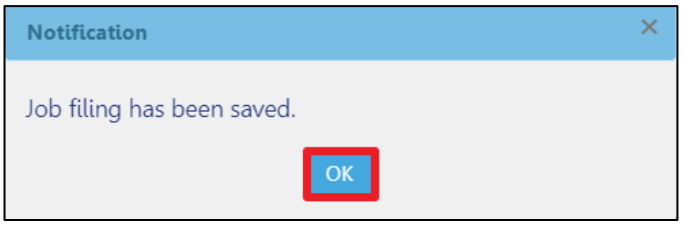
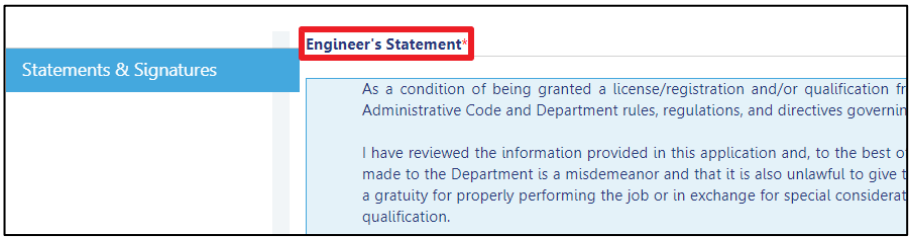
Step	Action
7.	A **Notification** pop-up window displays with the message: Document has been uploaded. Click **OK** to continue. 
Note:	*The Document uploaded displays within the Document table.* *Click the edit ( ) icon to update the Document information.* *Click the trashcan ( ) icon to delete the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

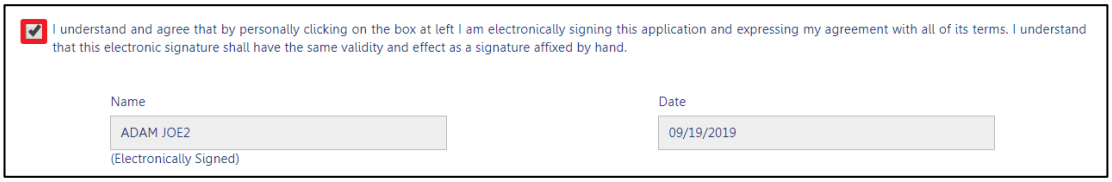
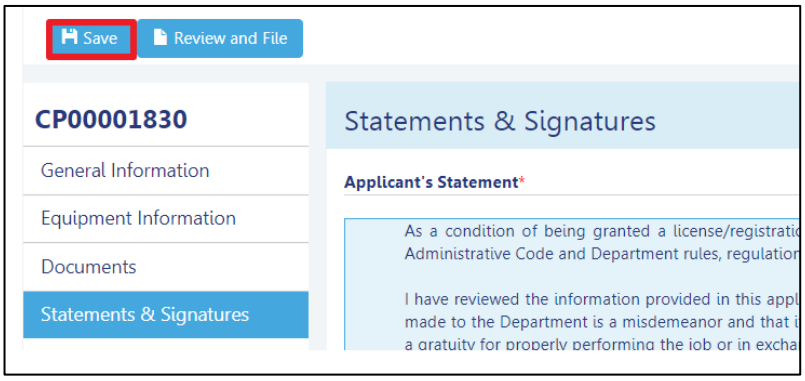
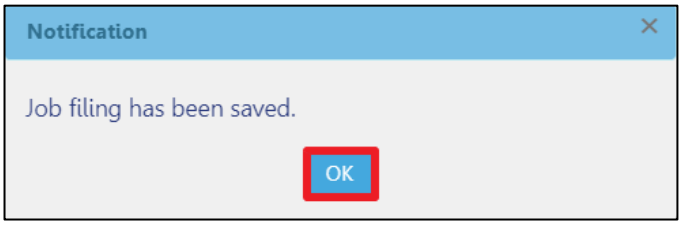
Step	Action
9.	A **Notification** pop-up window displays with the message: Job filing has beed saved. Click **OK** to continue. 
You have completed the **Upload Documents tab.** Continue to the next section.	

Complete Statements & Signatures

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

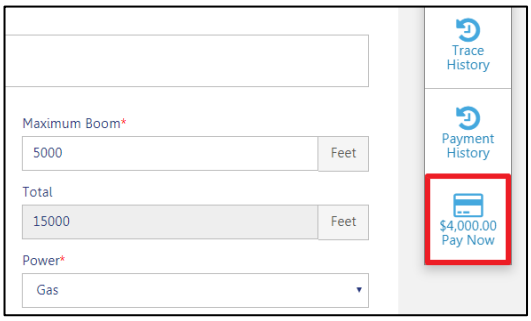
Step	Action
1.	Click **Statements & Signatures** to display the **Statements & Signatures** section.
Note:	*The statement applicable to the stakeholder that's logged in highlights in blue.* 
APPLICANT OF RECORD	
2.	Click the **Applicant's Statement** checkbox to electronically attest. The **Name** and **Date** fields auto-populate by the system. 

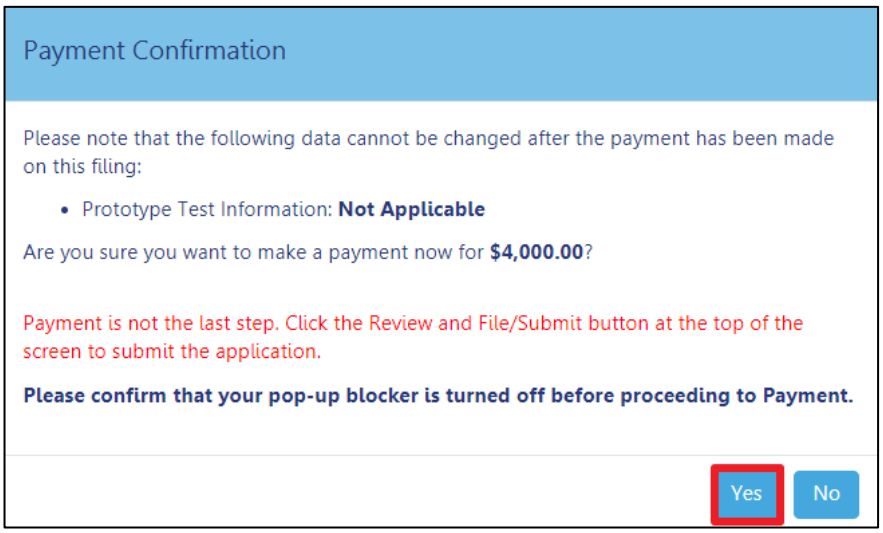
Step	Action
3.	At the top-left of the screen, click **Save**. 
4.	A **Notification** pop-up window displays with the message: Job filing has beed saved. Click **OK** to continue. 
ENGINEER	
5.	On the Statements & Signatures tab scroll down to the **Engineer's Statement**. 

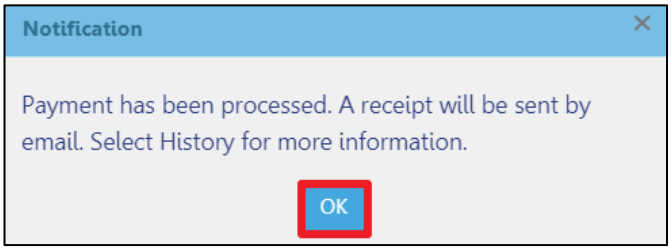
Step	Action
6.	Click the **Engineer's Statement** checkbox to electronically attest. The **Name** and **Date** fields auto-populate by the system. 
7.	At the top-left of the screen, click **Save**. 
8.	A **Notification** pop-up window displays with the message: Job filing has beed saved. Click **OK** to continue. 
You have completed the **Statement & Signatures** section. Continue to the next section.	

Pay Fees

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

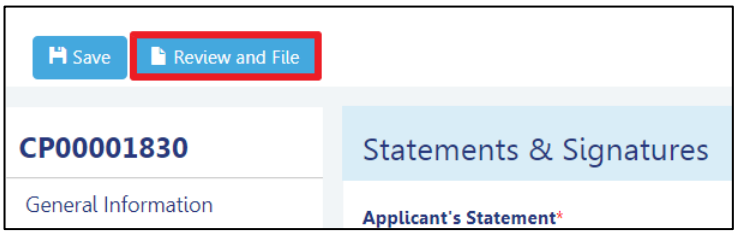
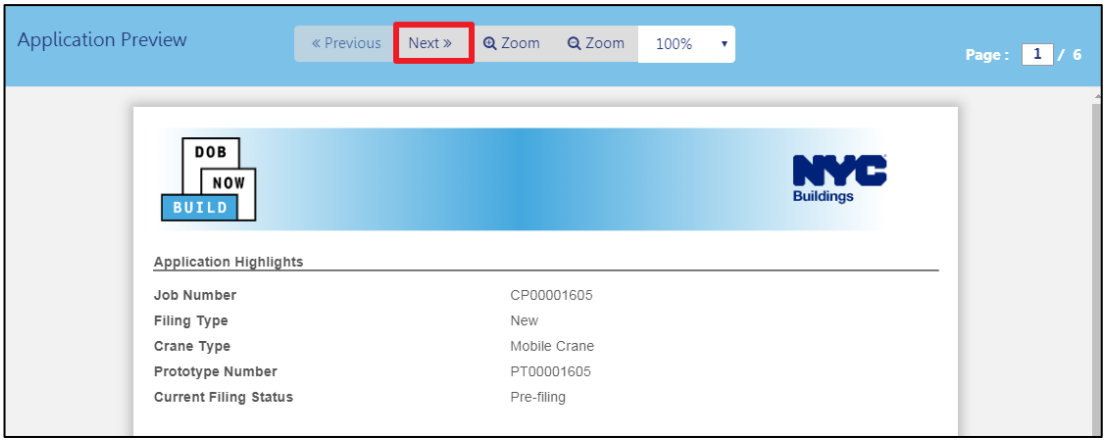
Step	Action
Note:	*The job filing's fees must be paid before continuing to Review and File.*
1.	At the bottom-right of the screen, click **Pay Now**. 

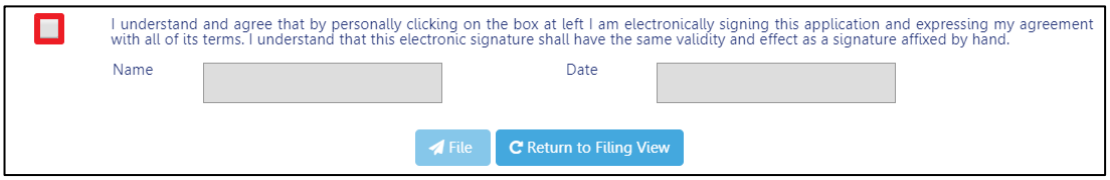
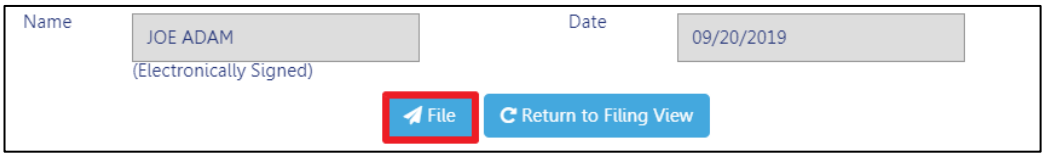
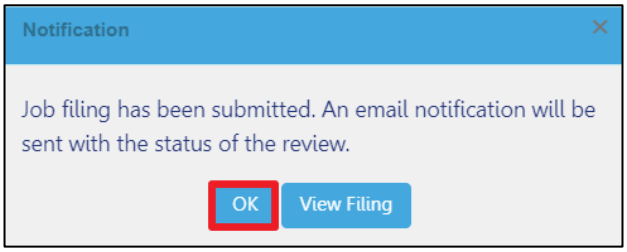
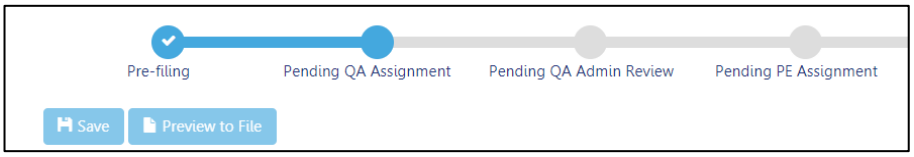
Step	Action
2.	The **Payment Confirmation** pop-up window displays with the message: *Please note that the following data cannot be changed after the payment has been made on this filing:* *Prototype Test Information: Not Applicable* *Are you sure you want to make a payment now for $4,000.00?* *Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.* *Please confirm that your pop-up blocker is turned off before proceeding to Payment.* Click **Yes**, to proceed. 

Step	Action
3.	The page is redirected to **NYC City Pay**. Pay the application fees via **eCheck** or **Credit Card** by selecting the applicable tab.
4.	The N**otification** 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. Click **OK** to proceed. 
	You have completed the **Pay Fees** section. Continue to the next section.

Complete Review and File

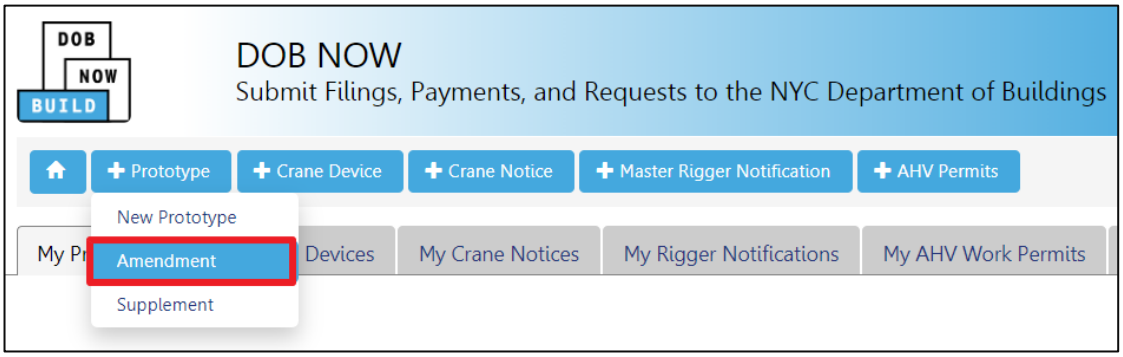
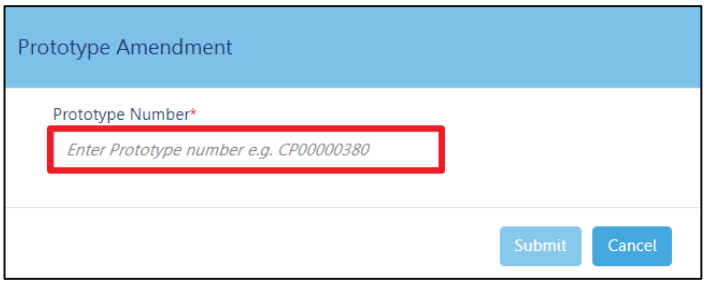
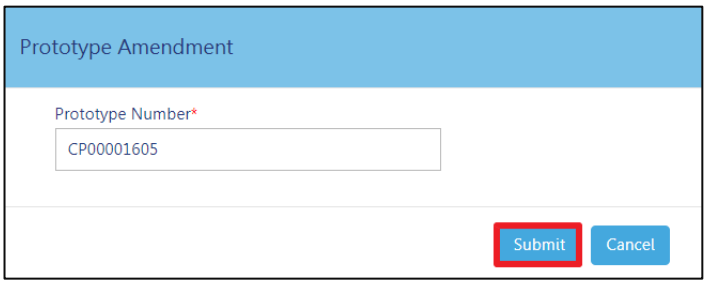
Complete the following steps to submit the application to the NYC Department of Buildings.

Step	Action
APPLICANT OF RECORD	
1.	At the top-left of the screen, click **Review and File**. 
2.	The **Application Preview** displays. Click **Next** to read and progress through the Application Preview to the final page. 
Note:	*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.*

Step	Action
3.	On the final page, click the checkbox to attest reviewing the application. 
4.	The **Name** and the **Date** fields auto-populate after the checkbox is clicked. Click **File**, to proceed. 
5.	A **Notification** 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 **OK** to close the Confirm pop-up window. 
Note:	*The Status Bar updates to the next stage in the job filing process (e.g., **Pending QA Assignment**).* 
	You have completed the **Complete & Submit a** **Prototype Certificate Application Step-by-Step Guide.**

Prototype Certificate of Approval Amendment: Initiate an Owner's Amendment

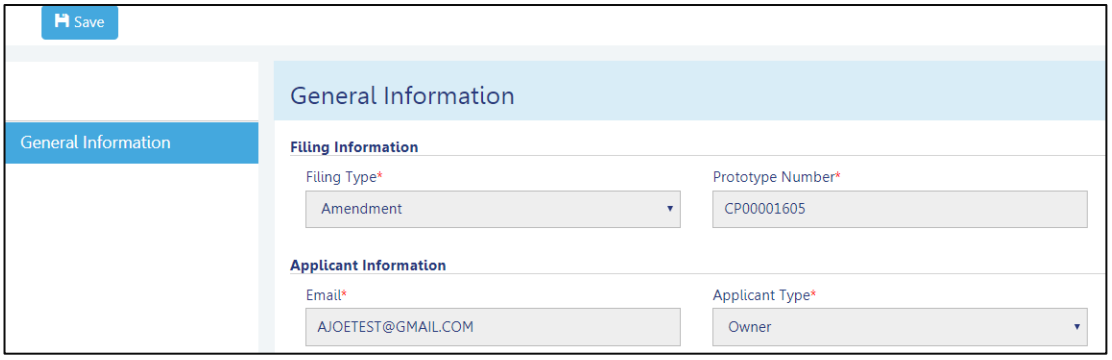
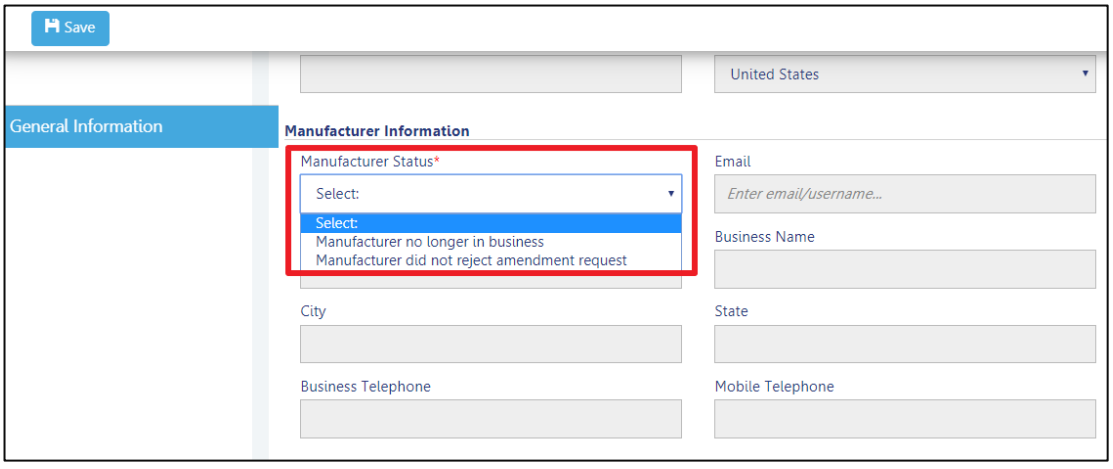
Complete the following steps to initiate an Owner's Amendment:

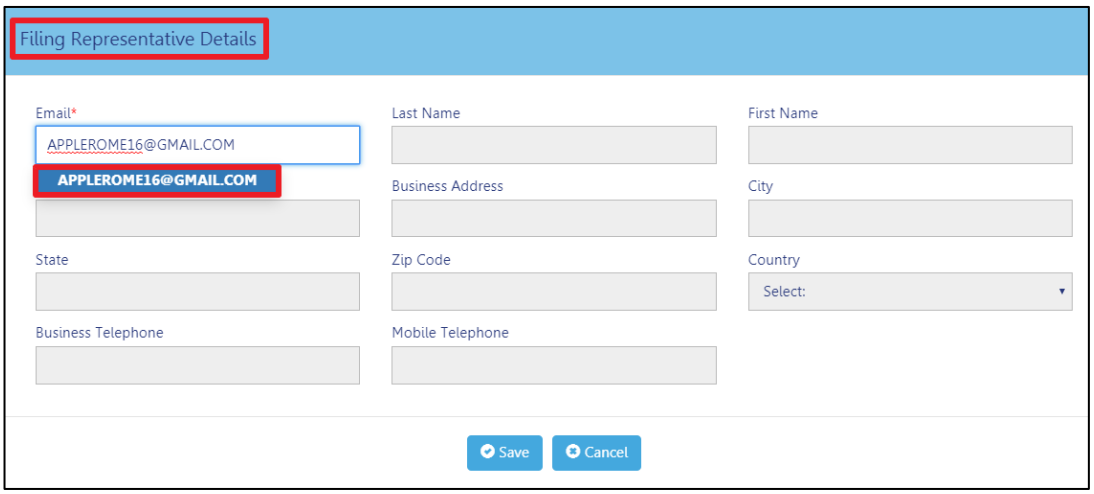
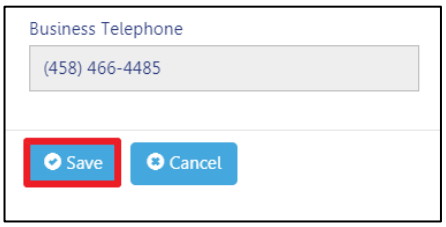
Step	Action
APPLICANT OF RECORD: OWNER	
1.	Hover the cursor over **+ Prototype** and select **Amendment** from the drop-down list. 
2.	The **Prototype Amendment** pop-up window displays. Enter the **Prototype number** in the **Prototype Number** field. 
Note:	*The Prototype Number entered must be approved.*
3.	Click **Submit**. 

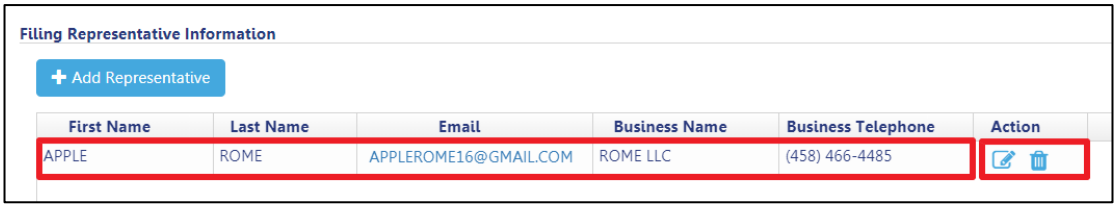
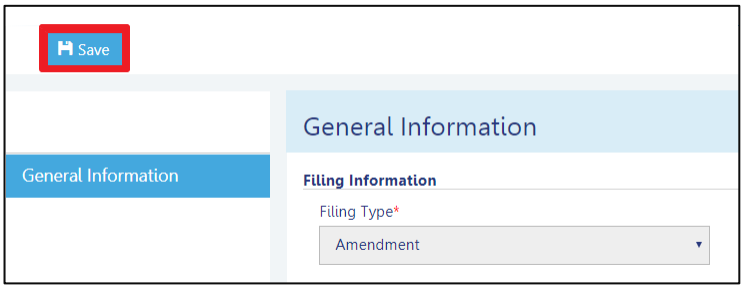
Step	Action
	You initiated an **Owner's Amendment.** Continue to the next section to complete the **General Information** section.

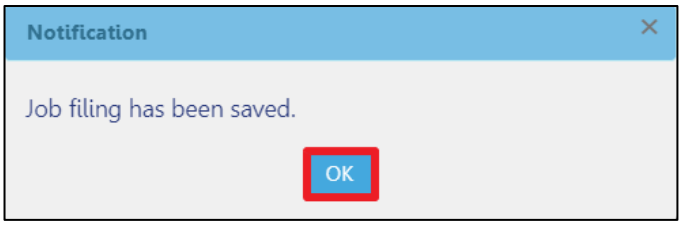
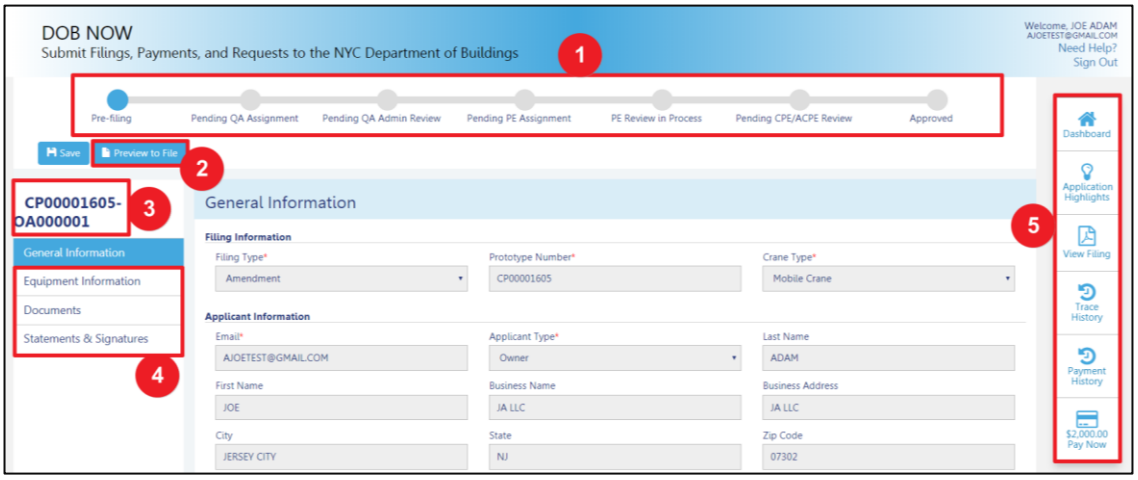
Complete General Information

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.	The **General Information** page displays. The **Filing Information**, **Applicant Information** and **Engineer Information** fields are greyed-out and Read-Only. 
Note:	*If the Professional Engineer on the initial filing was on behalf of the Owner, the Engineer cannot be changed.* *If the Professional Engineer was on behalf of the Manufacturer, then as part of the amendment, the Engineer can be change.*
2.	Scroll down to the **Manufacturer Information** section. Select the applicable **Manufacturer Status** (e.g., **Manufacturer no longer in business**) from the Manufacturer Status drop-down list. 

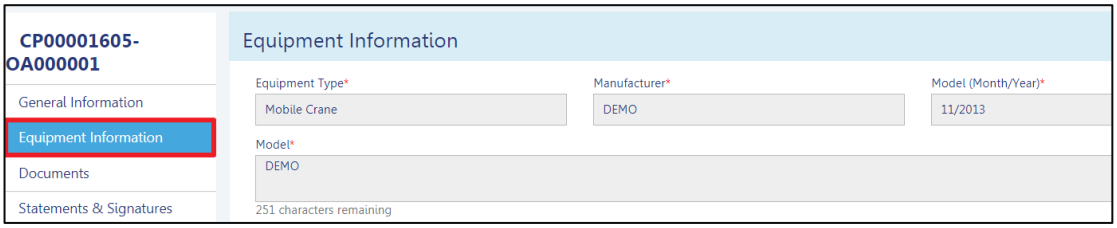
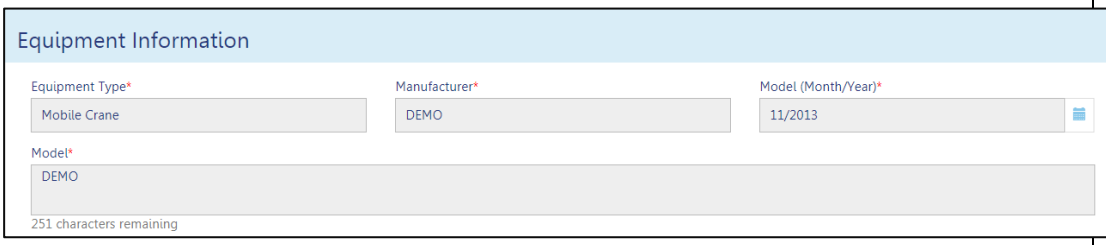
Step	Action
3.	If applicable, click **+ Add Representative**.
4.	The **Filing Representative Details** pop-up window displays. Type the **Email** and then select the Email Address from the blue drop-down. 
5.	Click **Save**. 

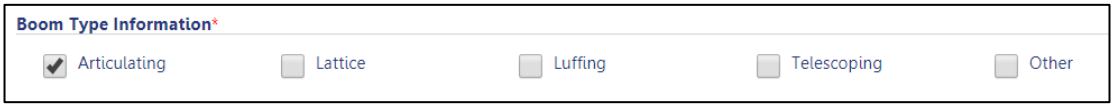
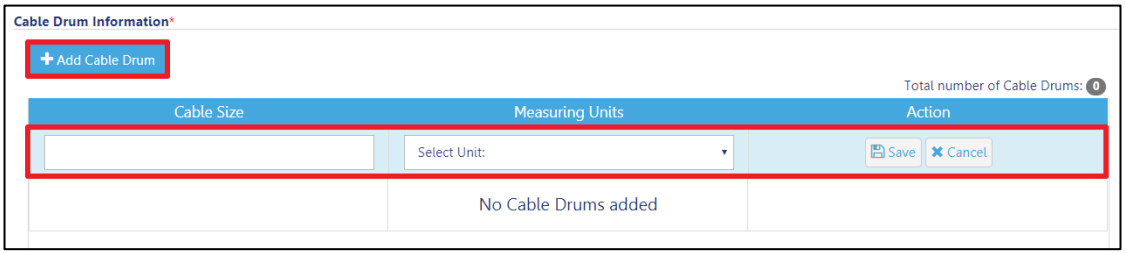
Step	Action
Note:	*The Filing Representative added displays within the Filing Resprentative information table.* *Click the edit ( ) icon to update the information.* *Click the trashcan ( ) icon to delete the Filing Representative.* 
6.	At the top-left of the screen, click **Save**. 
7.	A **Notification** pop-up window displays with the message: Are you sure you want to continue with amendment on following prototype number. Please verify before saving: • XY00001234 (e.g., **CP00001605**) Click **Save** to continue.

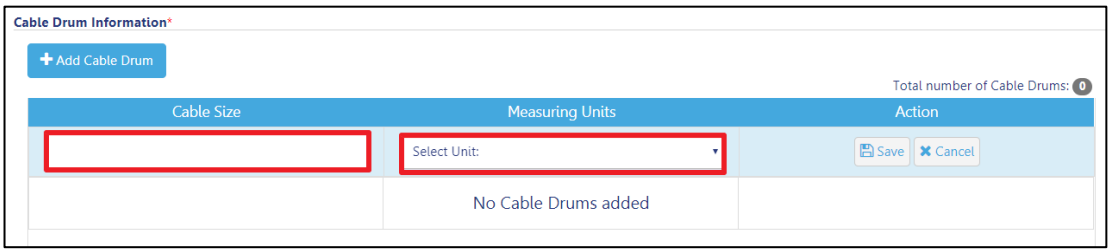
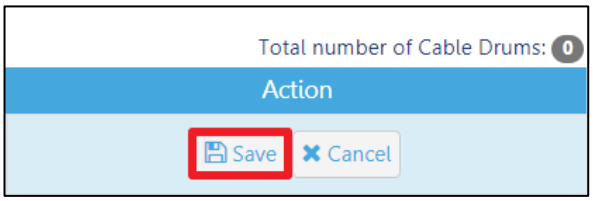
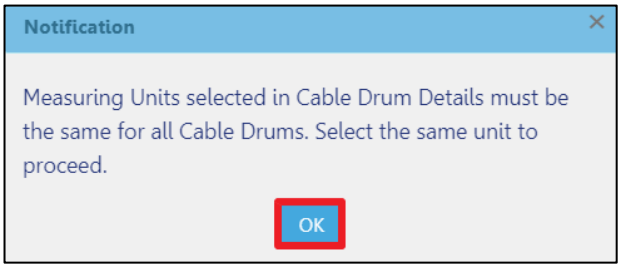
Step	Action
8.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. 
Note:	*The page refreshes and displays the additional items:* 1. *Status Bar* 2. *Review and File* 3. *Protoype Amendment Filing Number* 4. ***Additional Tabs:*** *Equipment Information, Document and Statements & Signatures* 5. ***Application Information:*** *Application Highlights, View Filing, Trace & Payment History and Fee* 
	You have completed the **Complete General Information** tab. Continue to the next section.

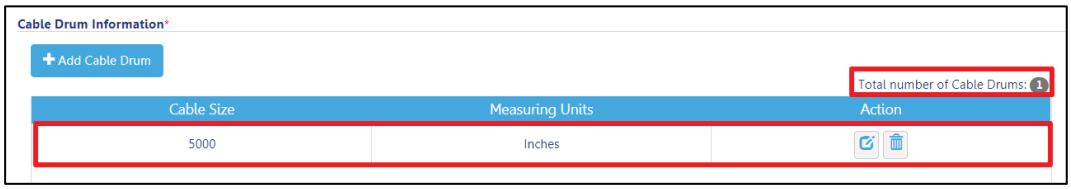
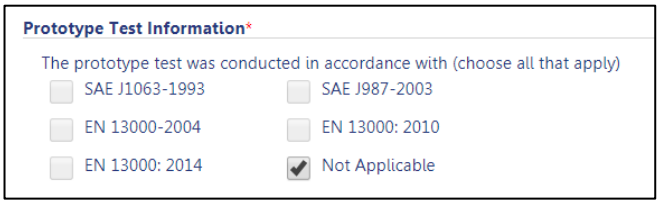
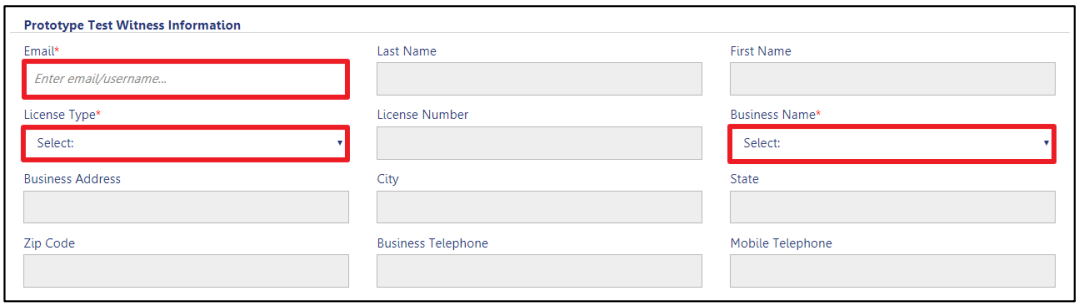
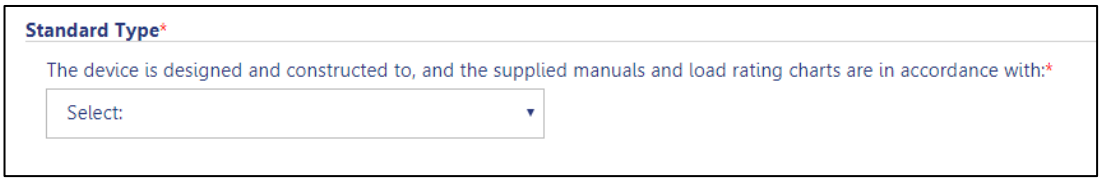
Complete Equipment Information Tab

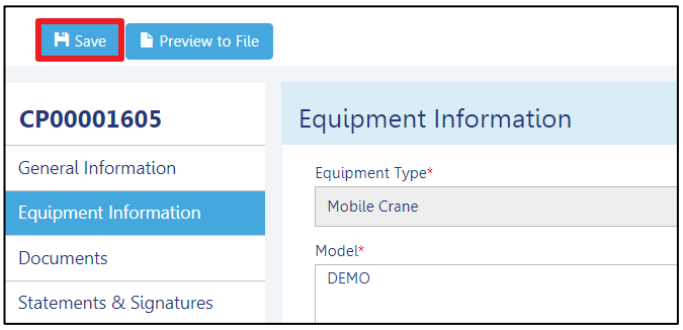
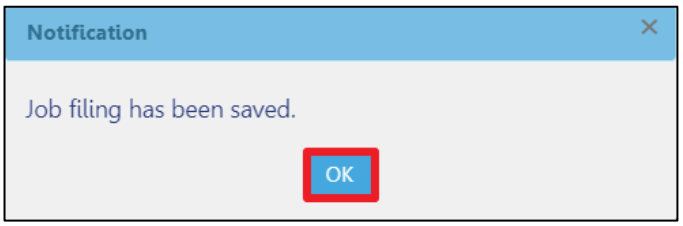
Complete the following steps to complete the **Equipment Information** tab to associate all Stakeholders (*e.g. Filing Representatives, Manufacturers etc.)* to the application:

Step	Action
1.	Click **Equipment Information** to display the **Equipment Information** section. The **Equipment Information** displays. 
Note:	*The Equipment Information fields: Equipment Type, Manufacturer, Model (Month/Year) and Model are greyed-out and cannot be edited.* 

Step	Action
2.	If applicable, edit or complete the Equipment Information fields: ☐ **Maximum Rated Capacity** ☐ **Capacity Units** (e.g.,**Tons**) ☐ **Maximum Boom** ☐ **Maximum Jib** ☐ **Maximum Other Attachments** ☐ **Total** ☐ **Counterweight Configuration** ☐ **Transmission Type** (e.g., **Mechanical**) ☐ **Power** (e.g., **Gas**) ☐ **Carrier Type** (e.g., **All Terrain**) ☐ **Overall Carrier Length** ☐ **Overall Carrier Width** ☐ **Width with Outriggers Extended** ☐ **Overall Carrier Tailswing**
3.	Select the applicable **Boom Type Information** checkbox(s) (e.g., **Articulating**). 
4.	Click **+ Add Cable Drum** to display the **Cable Size**, **Measuring Units** and **Action** fields. 

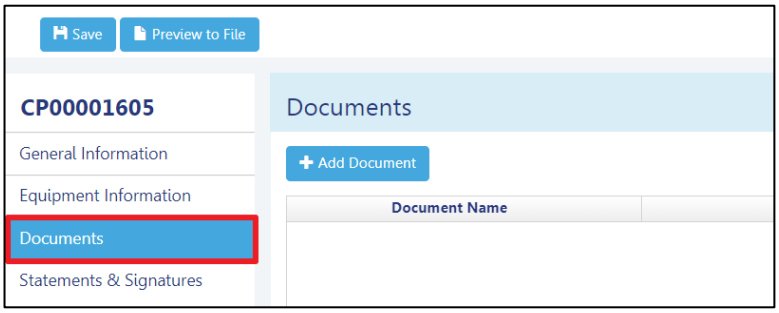
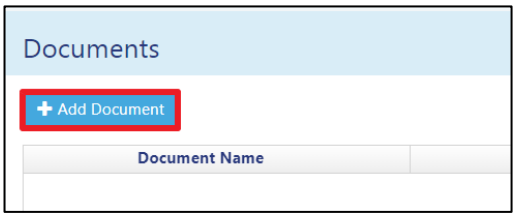
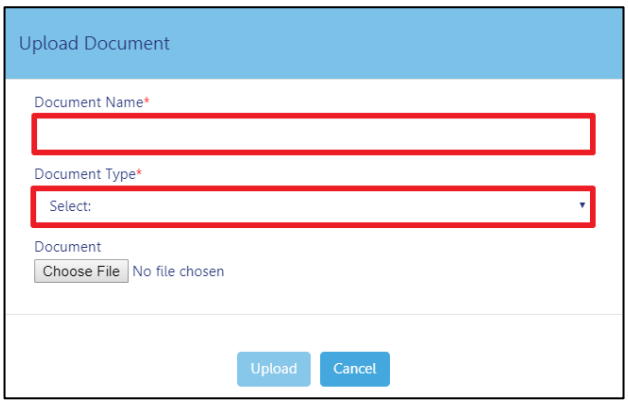
Step	Action
5.	To add the Cable Drum: ☐ Type the **Cable Size** ☐ Select the Measuring Unit from the **Select Unit** (e.g., **Inches**) drop-down list. 
6.	Under the Action column, click **Save**. 
7.	A **Notification** pop-up windows displays with a message: Measuring Units selected in Cable Drum Details must be the same for all Cable Drums. Select the same unit to proceed. Click **OK** to close the notification. 

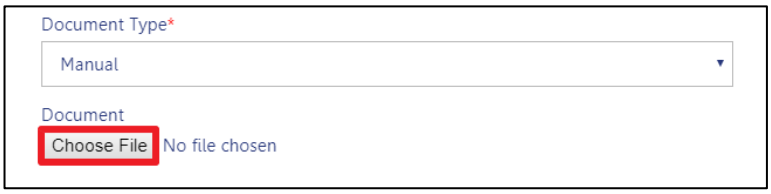
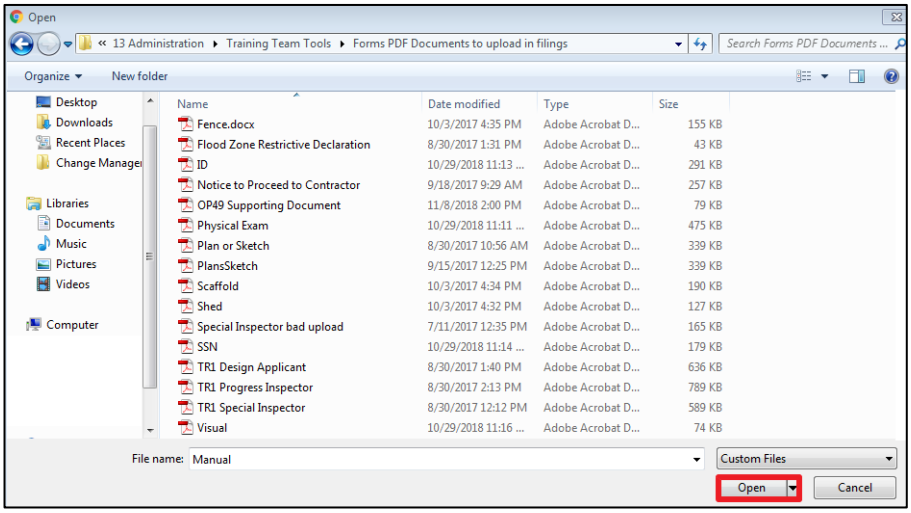
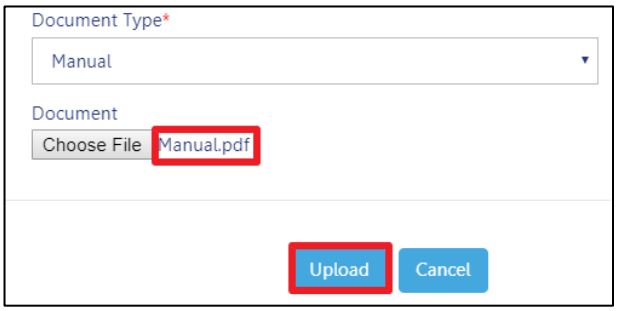
Step	Action
Note:	*The Total number of Cable Drums updates.* *The Cable Drum added displays within the Cable Drum table.* *Click the edit ( ) icon to update the Cable Drum information.* *Click the trashcan ( ) icon to delete the Cable Drum.* 
8.	Select the applicable **Prototype Test Information** checkbox(s). 
Note:	*If SAE J1063-1993 or SAE J987-2003 is selected, the **Prototype Test Witness Information** is required.* 
9.	Select the **Standard Type** (e.g., **ASME B30.22.2005**) from the drop-down list. 

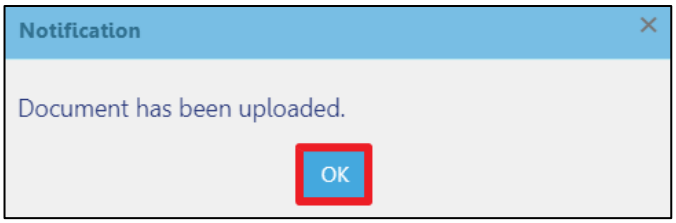
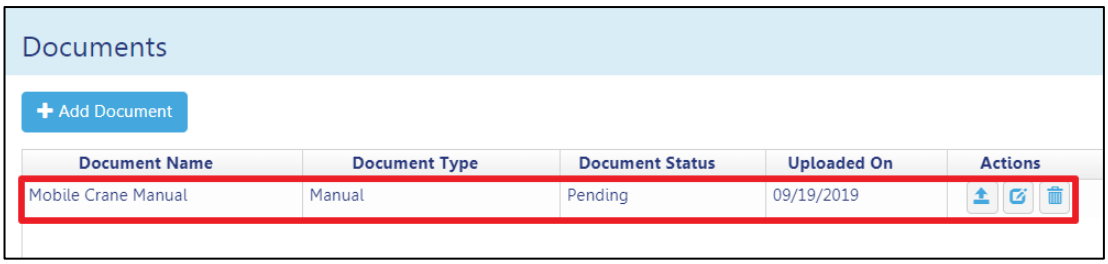
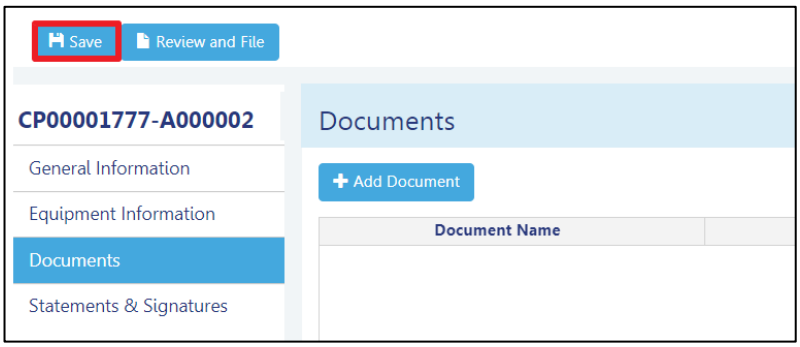
Step	Action
10.	At the top-left of the screen, click **Save**. 
11.	A **Notification** pop-up window displays with the message: Job filing has beed saved. Click **OK** to continue. 
	You have completed the **Complete Equipment Information tab.** Continue to the next section.

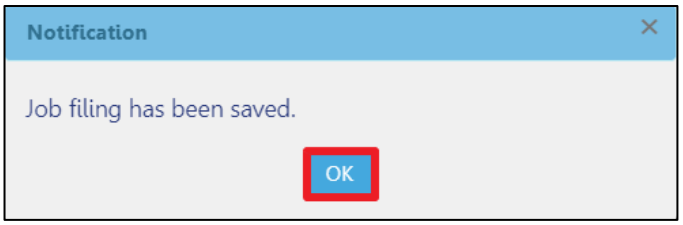
Upload Documents

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

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

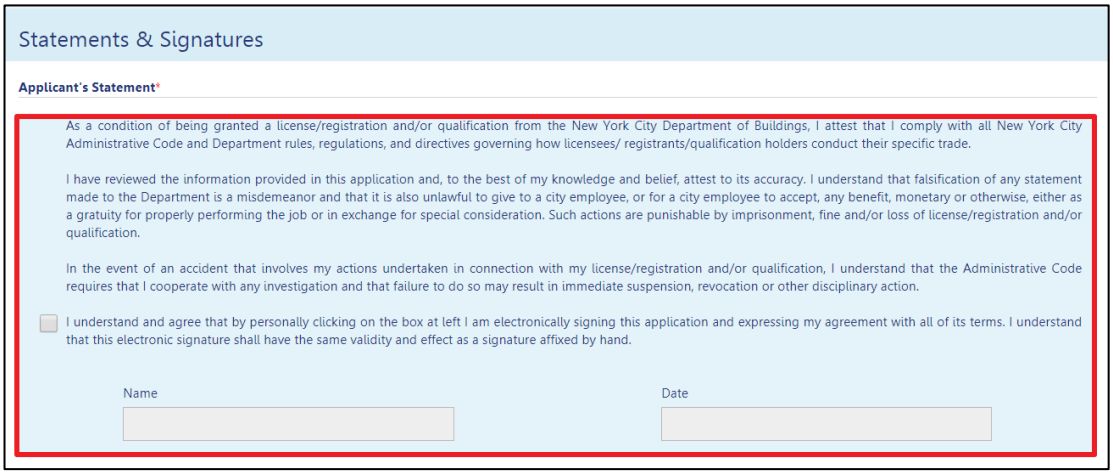
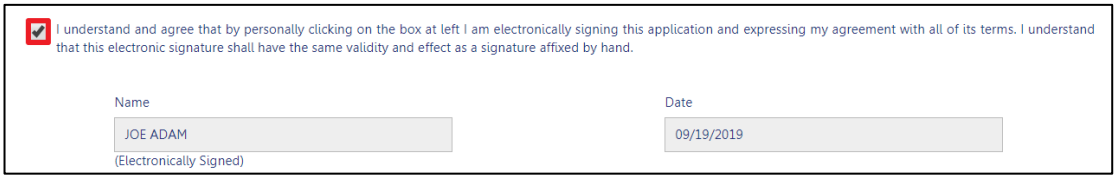
Step	Action
4.	Click **Choose File** to upload the Document Type selected. 
5.	The Document pop-up window displays. Select the Document and click **Open**. 
6.	The Document displays next to the Choose File button. Click **Upload**. 

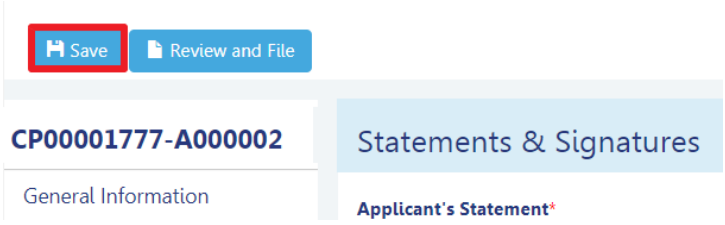
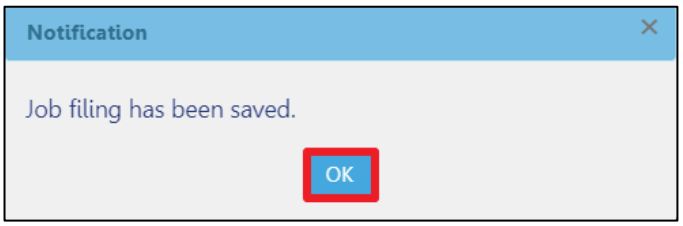
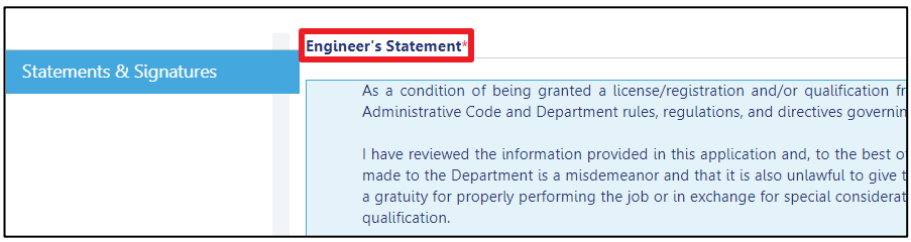
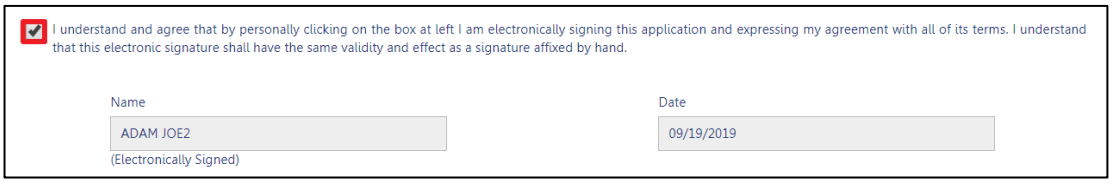
Step	Action
7.	A **Notification** pop-up window displays with the message: Document has been uploaded. Click **OK** to continue. 
Note:	*The Document uploaded displays within the Document* table. *Click the edit (* *) icon to update the Document information.* *Click the trash can (* *) icon to delete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

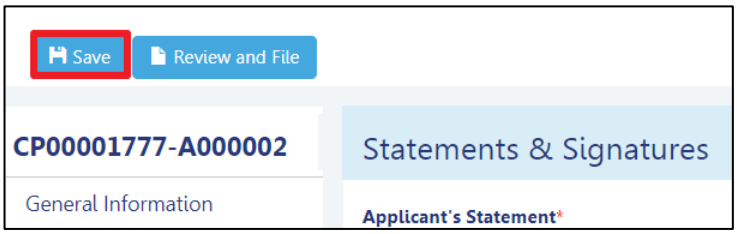
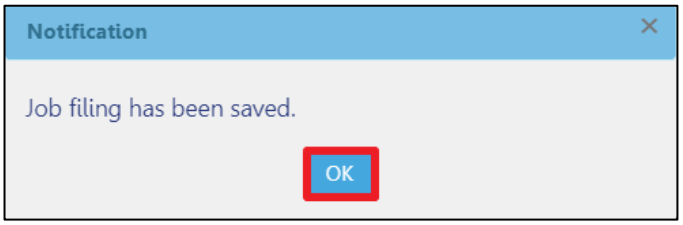
Step	Action
9.	A **Notification** pop-up window displays with the message: Job filing has beed saved. Click **OK** to continue. 
	You have completed the **Upload Documents.** Continue to the next section.

Complete Statements & Signatures

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

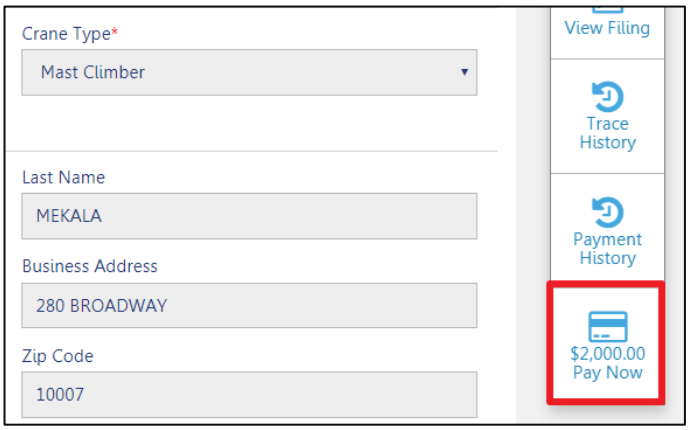
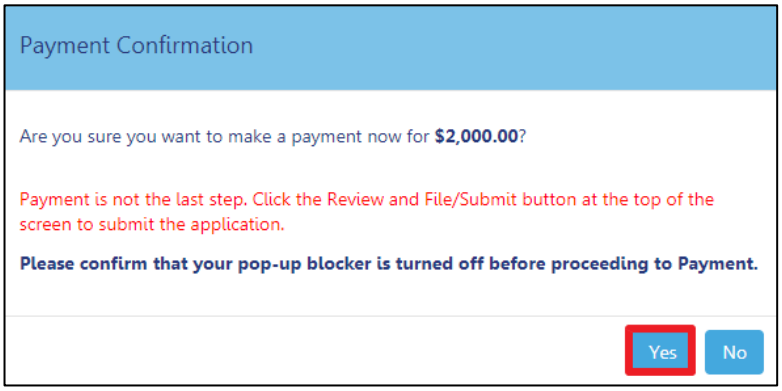
Step	Action
1.	Click **Statements & Signatures** to display the **Statements & Signatures** section.
Note:	*The statement applicable to the stakeholder that's logged in highlights in blue.* 
APPLICANT OF RECORD	
2.	Click the **Applicant's Statement** checkbox to electronically attest. The **Name** and **Date** fields auto-populate by the system. 

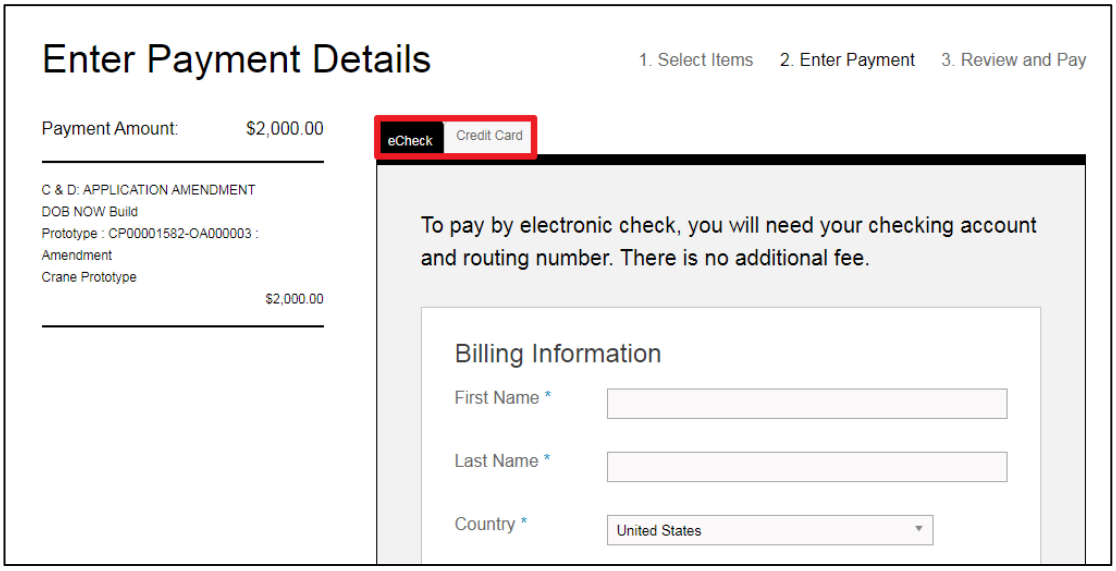
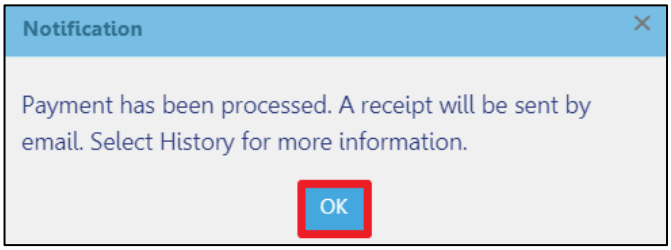
Step	Action
3.	At the top-left of the screen, click **Save**. 
4.	A **Notification** pop-up window displays with the message: Job filing has beed saved. Click **OK** to continue. 
ENGINEER	
5.	On the Statements & Signatures tab scroll down to the **Engineer's Statement**. 
6.	Click the **Engineer's Statement** checkbox to electronically attest. The **Name** and **Date** fields auto-populate by the system. 

Step	Action
7.	At the top-left of the screen, click **Save**. 
8.	A **Notification** pop-up window displays with the message: Job filing has beed saved. Click **OK** to continue. 
You have completed the **Statement & Signatures section.** Continue to the next section.	

Pay Fees

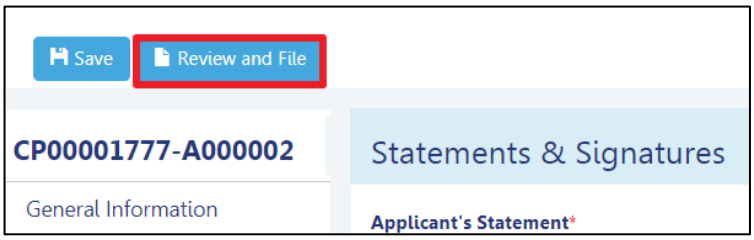
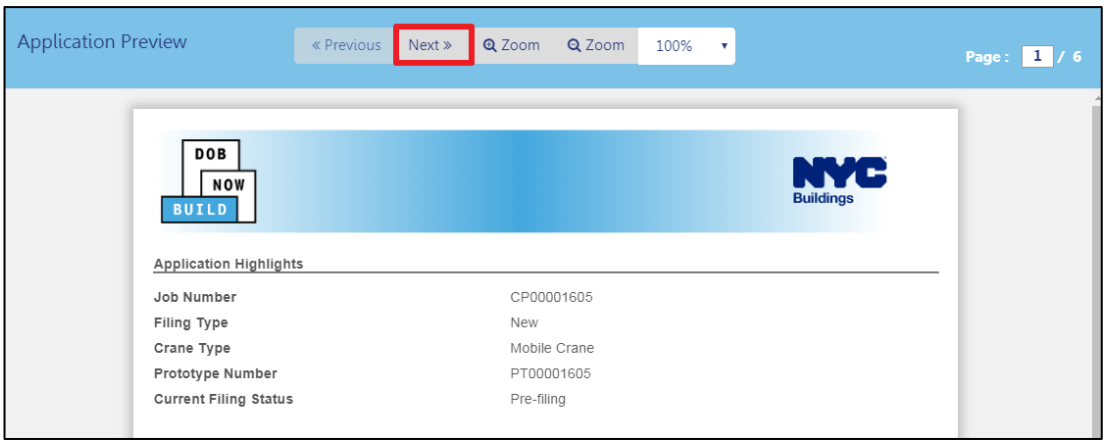
Complete the following steps to submit a payment application to the NYC Department of Buildings.

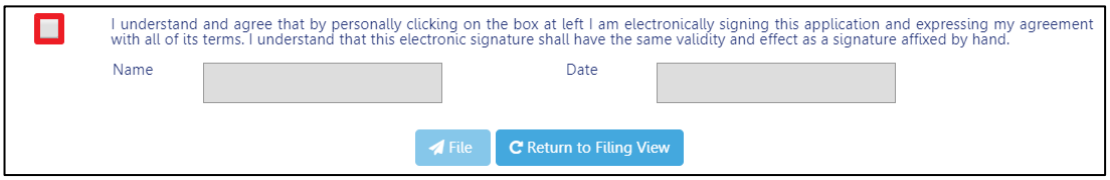
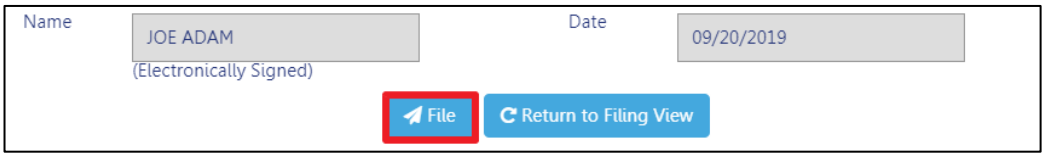
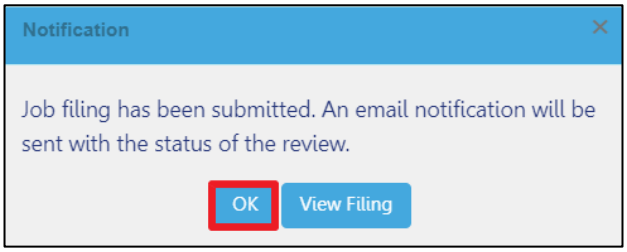
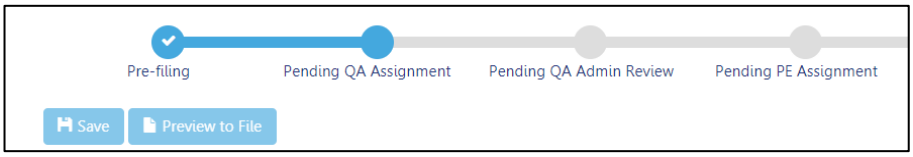
Step	Action
Note::	*The job filing's fees must be paid before continuing to Preview to File.*
1.	At the bottom-right of the screen, click **Pay Now**. 
2.	The **Payment Confirmation** pop-up window displays with the message: *Are you sure you want to make a payment now for $2,000.00?* *Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.* *Please confirm that your pop-up blocker is turned off before proceeding to Payment.* Click **Yes**, to proceed. 

Step	Action
3.	The page is redirected to **NYC City Pay**. Pay the application fees via **eCheck** or **Credit Card** by selecting the applicable tab. 
4.	The N**otification** 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. Click **OK** to proceed. 
	You have completed the **Pay Fees** section. Continue to the next section.

Complete Review and File

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

Step	Action
APPLICANT OF RECORD	
1.	At the top-left of the screen, click **Review and File**. 
2.	The **Application Preview** displays. Click **Next** to read and progress through the Application Preview to the final page. 
Note:	*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.*

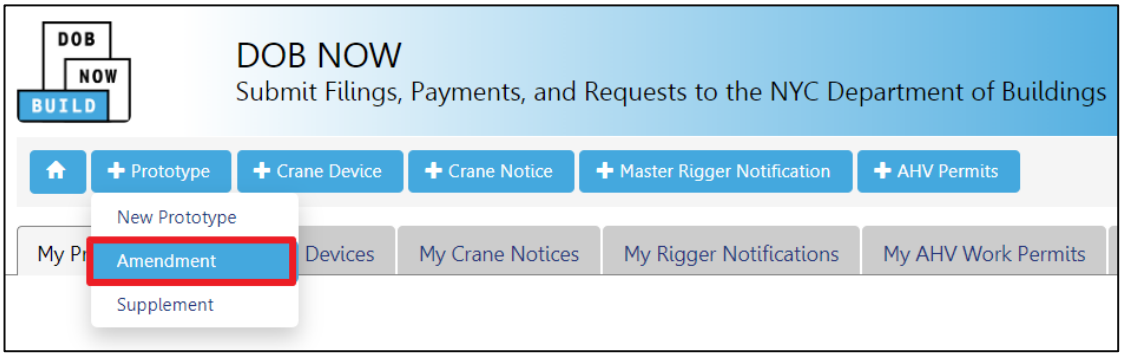
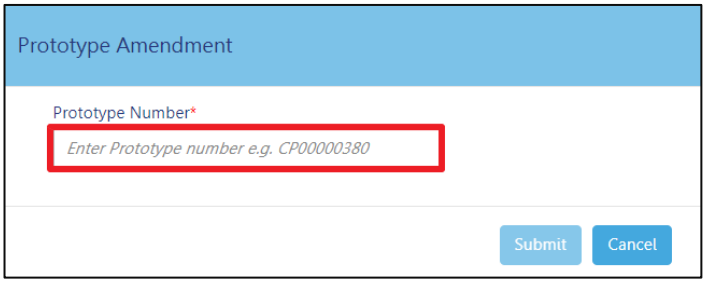
Step	Action
3.	On the final page, click the checkbox to attest reviewing the application. 
4.	The **Name** and the **Date** fields auto-populate after the checkbox is clicked. Click **File**, to proceed. 
5.	A **Notification** pop-up windows displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review. Click **OK** to close the Confirm pop-up window. 
Note:	*The Status Bar updates to the next stage in the job filing process (e.g., **Pending QA Assignment**).* 

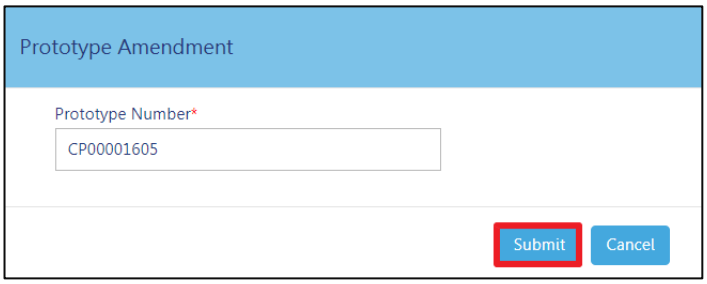
You have completed the **Complete & Submit a**

Prototype Certificate of Approval: Owner's Amendment Application Step-by-Step Guide.

Prototype Certificate of Approval Amendment: Initiate a Manufacturer's Amendment

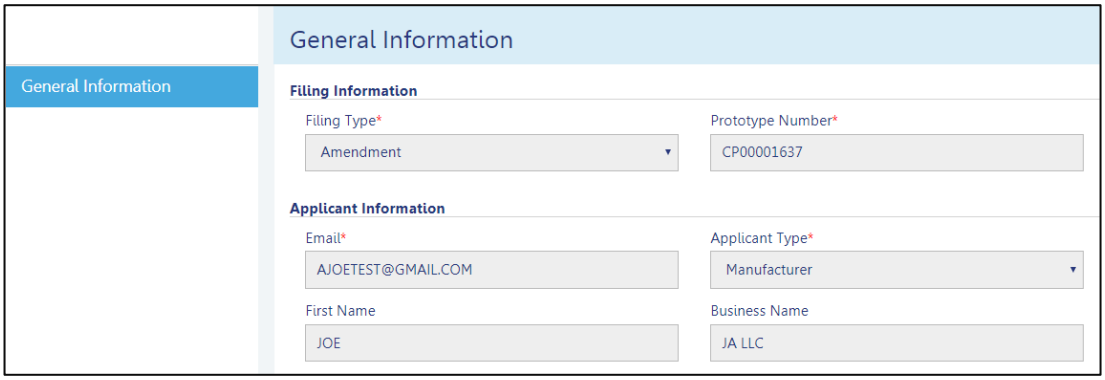
Complete the following steps to initiate a Manufacturer's Amendment:

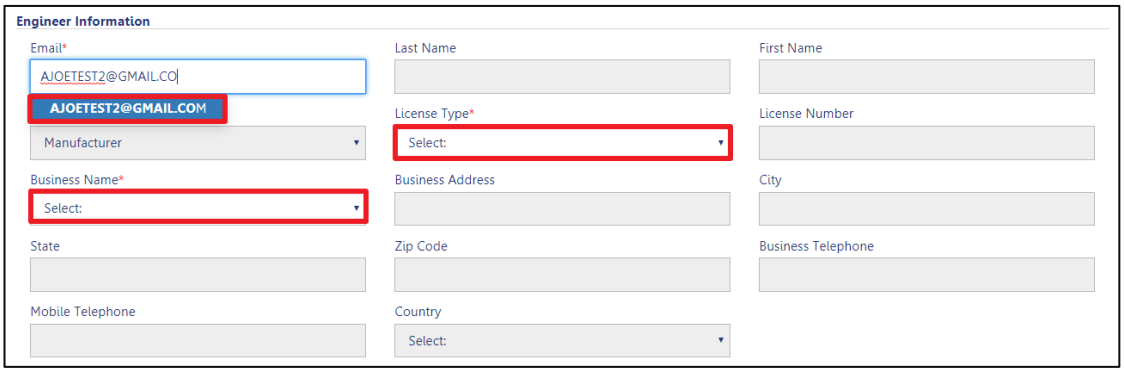
Step	Action
APPLICANT OF RECORD: MANUFACTURER	
1.	Hover the cursor over **+ Prototype** and select **Amendment** from the drop-down list. 
2.	The **Prototype Amendment** pop-up window displays. Enter the **Prototype number** in the **Prototype Number** field. 
Note:	*The Prototype Number entered must be approved.*

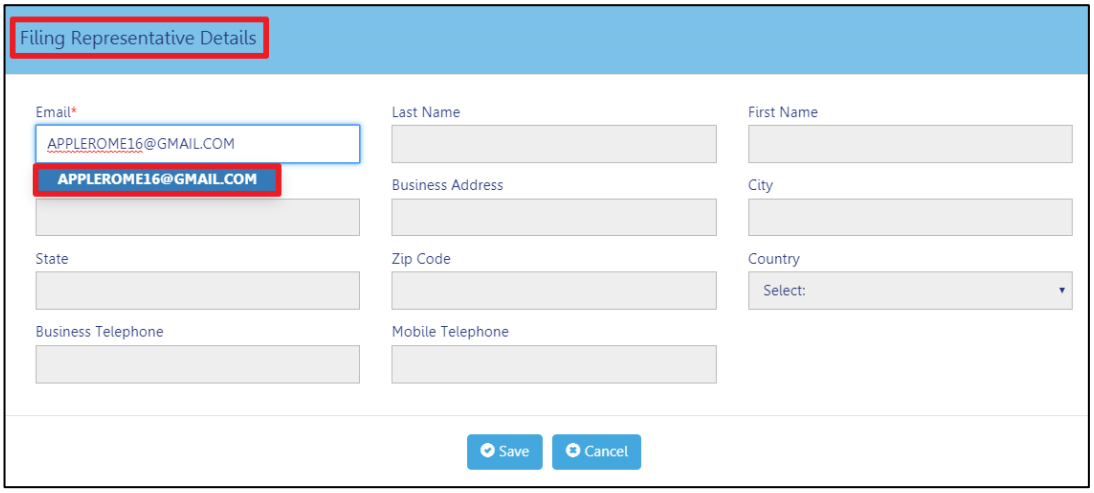
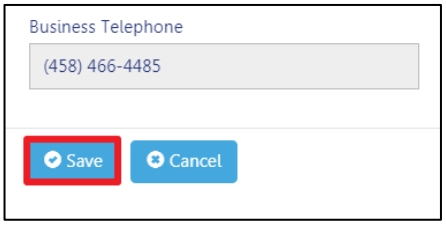
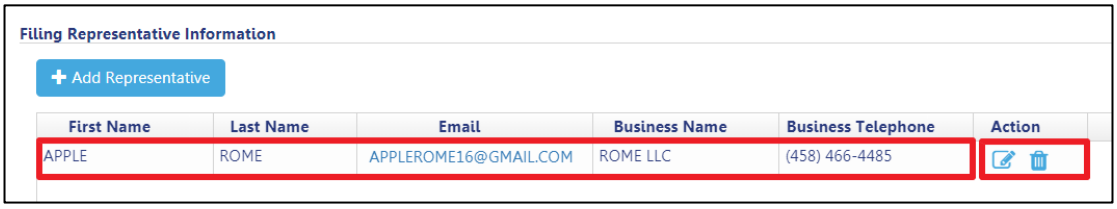
Step	Action
3.	Click **Submit**. 
	You initiated a Manufacturer's Amendment. Continue to the next section to complete the **General Information** section.

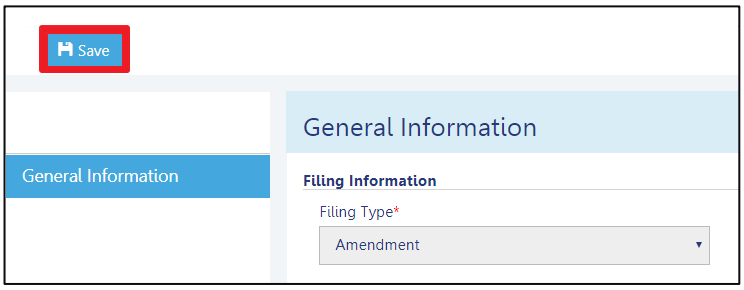
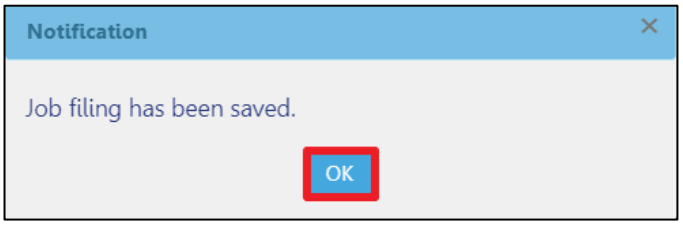
Complete General Information

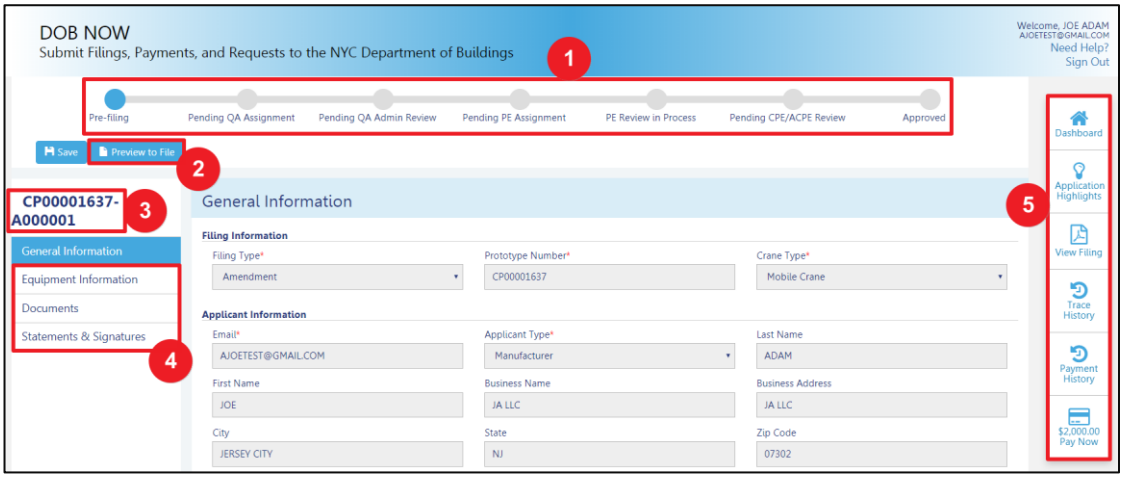
Complete the following steps to complete the **General Information** tab to associate the Stakeholders (*e.g. Filing Representatives, Manufacturers etc.)* to the application:

Step	Action
1.	The **General Information** page displays. The **Filing Information** and **Applicant Information** fields are greyed-out and read-only. 
Note:	*If the Professional Engineer on the initial filing was on behalf of the Owner, the Engineer cannot be changed.* *If Professional Engineer was on behalf of the Manufacturer, then as part of the amendment, the Engineer can change.*

Step	Action
2.	If applicable, edit or enter the Engineer Information: ☐ Type the **Email** and then select the Email Address from the blue-drop down ☐ Select the **License Type** (e.g., **Professional Engineer**) from the License Type drop-down list *Please Note: The License Type for the Engineer is "Professional Engineer"* ☐ Select the **Business Name** from the drop-down list 
3.	If applicable, click **+ Add Representative**.

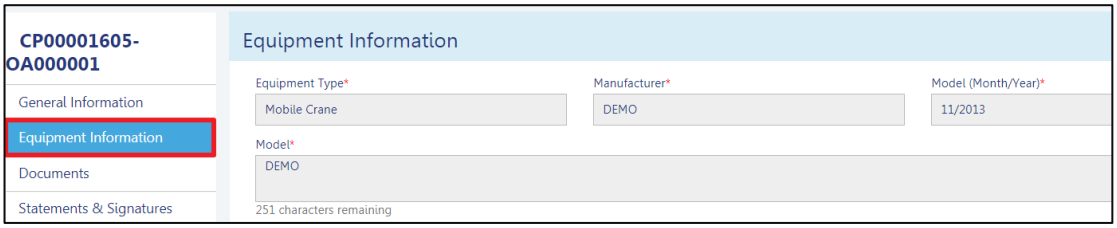
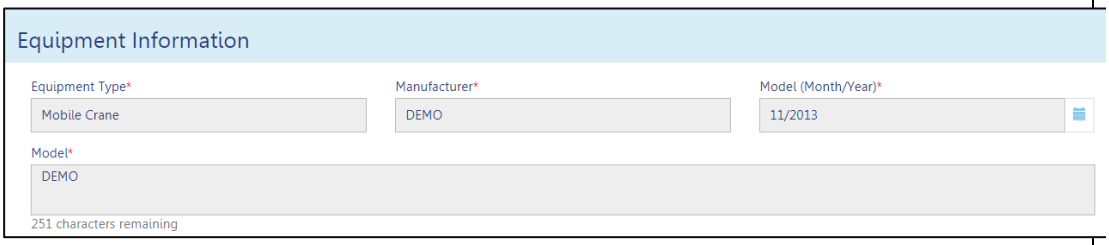
Step	Action
4.	The **Filing Representative Details** pop-up window displays. Type the **Email** and then select the Email Address from the blue-drop down. 
5.	Click **Save**. 
Note:	*The Filing Representative added displays within the Filing Resprentative information table.* *Click the edit ( ) icon to update the information.* *Click the trashcan ( ) icon to delete the Filing Representative.* 

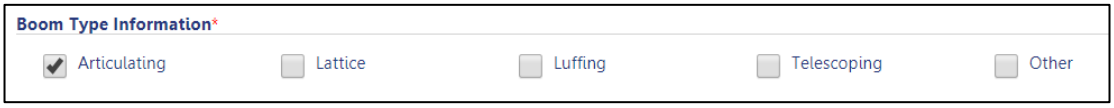
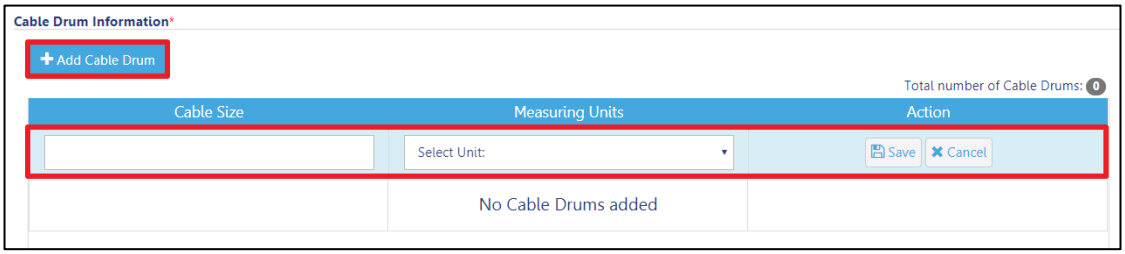
Step	Action
6.	At the top-left of the screen, click **Save**. 
7.	A **Notification** pop-up window displays with the message: Are you sure you want to continue with amendment on following prototype number. Please verify before saving: • CP00001234 (e.g., **CP00001637**) Click **Save** to continue.
8.	A **Notification** pop-up window displays with the message: Job filing has beed saved. Click **OK** to continue. 

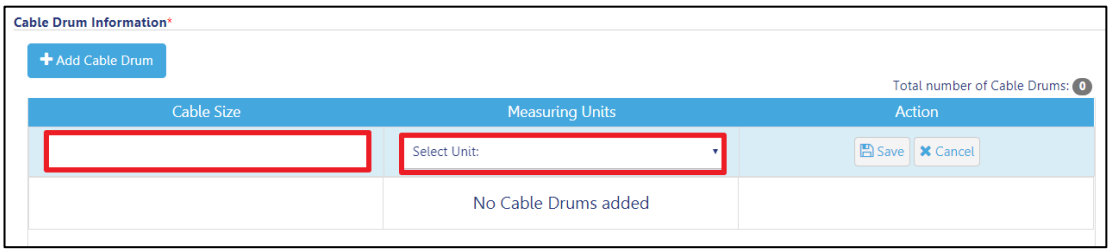
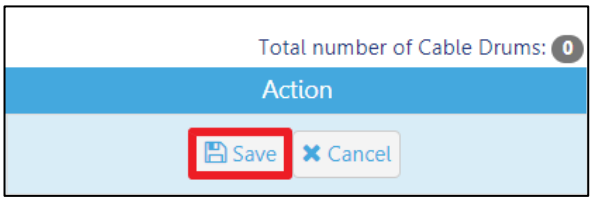
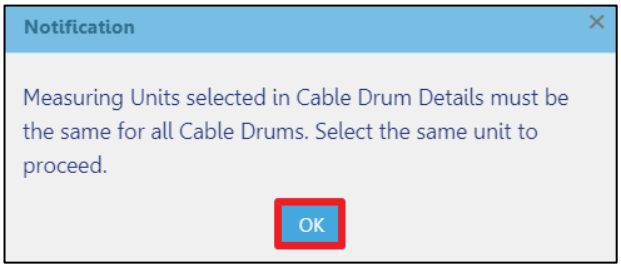
Step	Action
Note:	*The page refreshes and displays the additional items:* 1. *Status Bar* 2. *Preview to File* 3. *Protoype Amendment Filing Number* 4. ***Additional Tabs:*** *Equipment Information, Document and Statements & Signatures* 5. ***Application Information:*** *Application Highlights, View Filing, Trace & Payment History and Fee* 
	You have completed the **Complete General Information tab.** Continue to the next section.

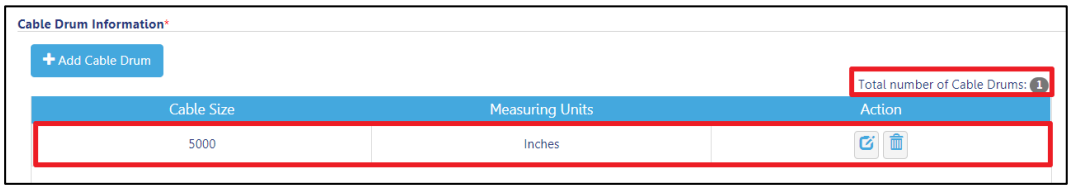
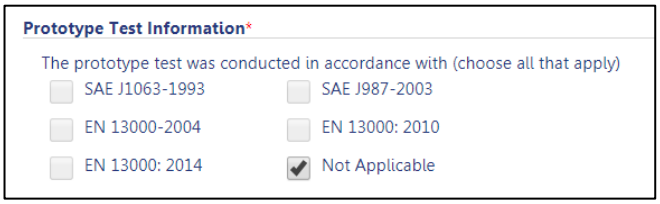
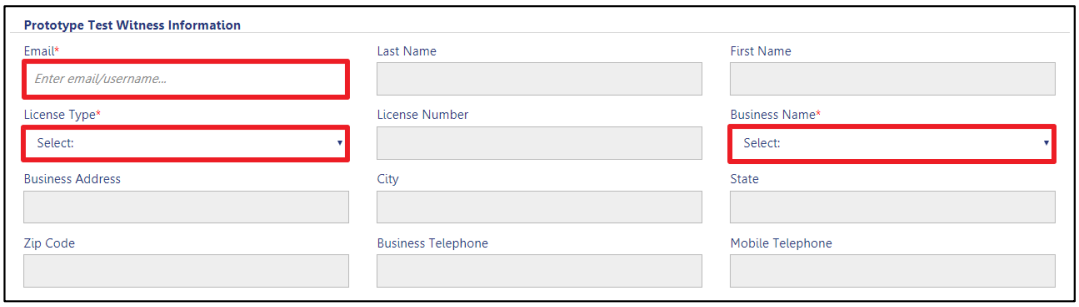
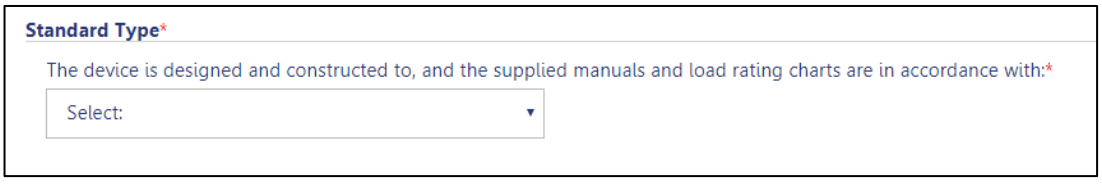
Complete Equipment Information Tab

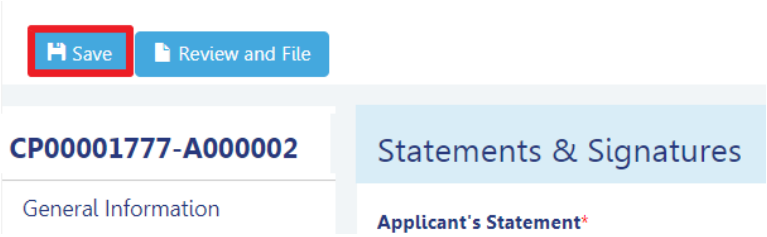
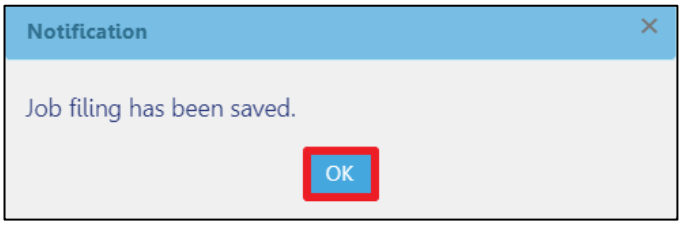
Complete the following steps to complete the **Equipment Information** tab to associate all Stakeholders (*e.g. Filing Representatives, Manufacturers etc.)* to the application:

Step	Action
1.	Click **Equipment Information** to display the **Equipment Information** section. The **Equipment Information** displays. 
Note:	*The Equipment Information fields: Equipment Type, Manufacturer, Model (Month/Year) and Model are greyed-out and cannot be edited.* 

Step	Action
2.	If applicable, edit or complete the Equipment Information fields: ☐ **Maximum Rated Capacity** ☐ **Capacity Units** (e.g.,**Tons**) ☐ **Maximum Boom** ☐ **Maximum Jib** ☐ **Maximum Other Attachments** ☐ **Total** ☐ **Counterweight Configuration** ☐ **Transmission Type** (e.g., **Mechanical**) ☐ **Power** (e.g., **Gas**) ☐ **Carrier Type** (e.g., **All Terrain**) ☐ **Overall Carrier Length** ☐ **Overall Carrier Width** ☐ **Width with Outriggers Extended** ☐ **Overall Carrier Tailswing**
3.	Select the applicable **Boom Type Information** checkbox(s) (e.g., **Articulating**). 
4.	Click **+ Add Cable Drum** to display the **Cable Size**, **Measuring Units** and **Action** fields. 

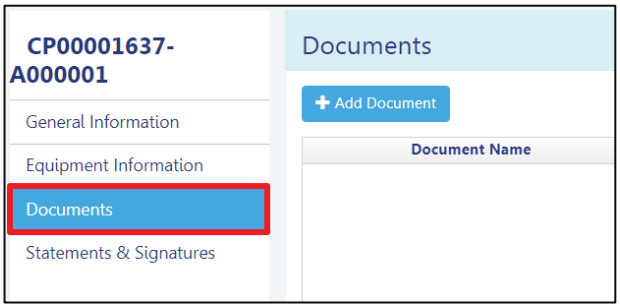
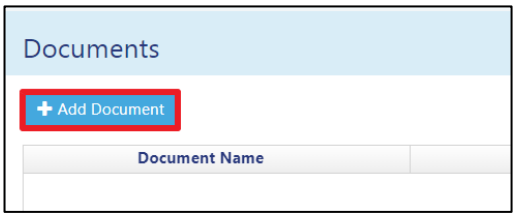
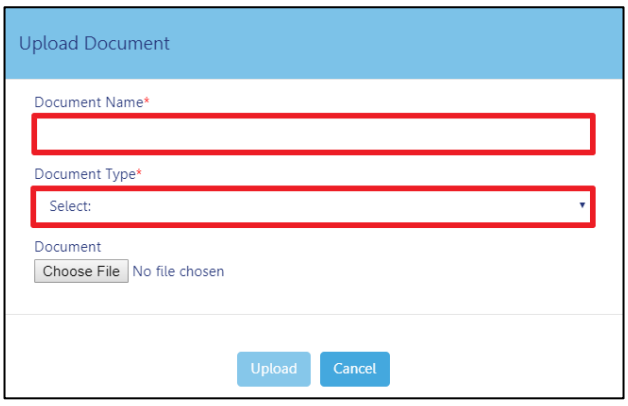
Step	Action
5.	To add the Cable Drum: ☐ Type the **Cable Size** ☐ Select the Measuring Unit from the **Select Unit** (e.g., **Inches**) drop-down list. 
6.	Under the Action column, click **Save**. 
7.	A **Notification** pop-up windows displays with a message: Measuring Units selected in Cable Drum Details must be the same for all Cable Drums. Select the same unit to proceed. Click **OK** to close the notification. 

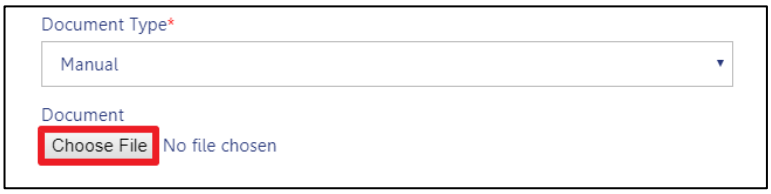
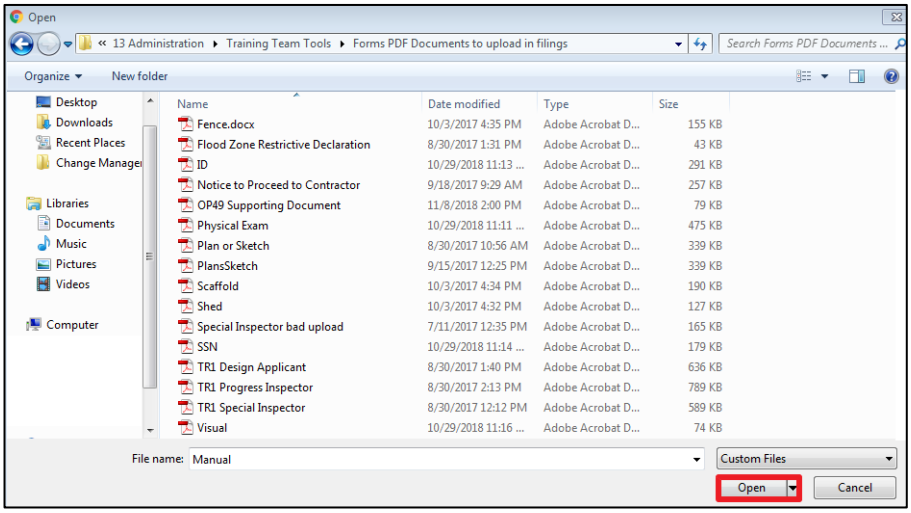
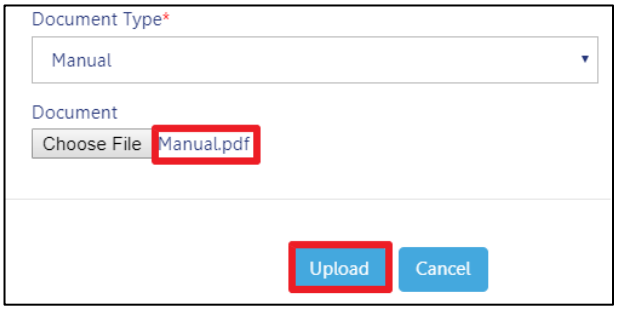
Step	Action
Note:	*The Total number of Cable Drums updates.* *The Cable Drum added displays within the Cable Drum table.* *Click the edit ( ) icon to update the Cable Drum information.* *Click the trashcan ( ) icon to delete the Cable Drum.* 
8.	Select the applicable **Prototype Test Information** checkbox(s). 
Note:	*If SAE J1063-1993 or SAE J987-2003 is selected, the **Prototype Test Witness Information** is required.* 
9.	Select the **Standard Type** (e.g., **ASME B30.22.2005**) from the drop-down list. 

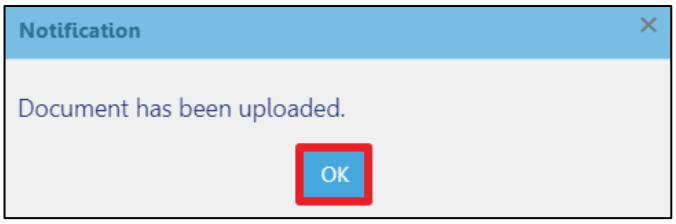
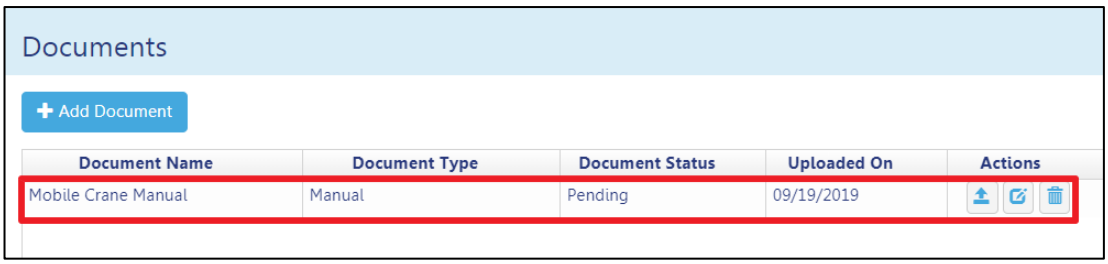
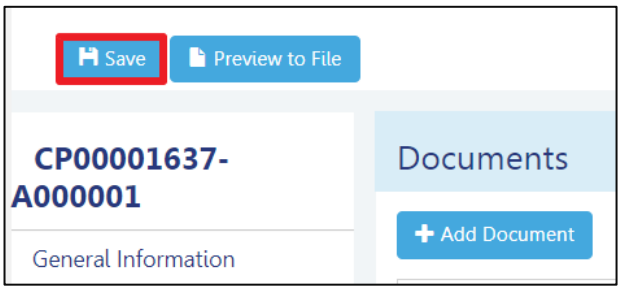
Step	Action
10.	At the top-left of the screen, click **Save**. 
11.	A **Notification** pop-up window displays with the message: Job filing has beed saved. Click **OK** to continue. 
You have completed the **Complete Equipment Information tab.** Continue to the next section.	

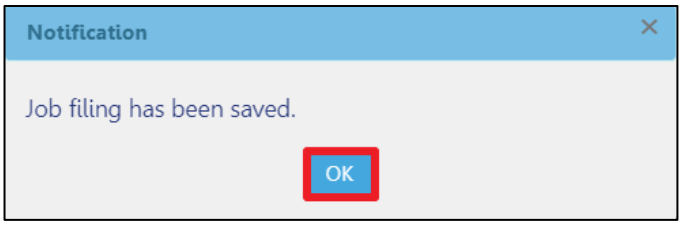
Upload Documents

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

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

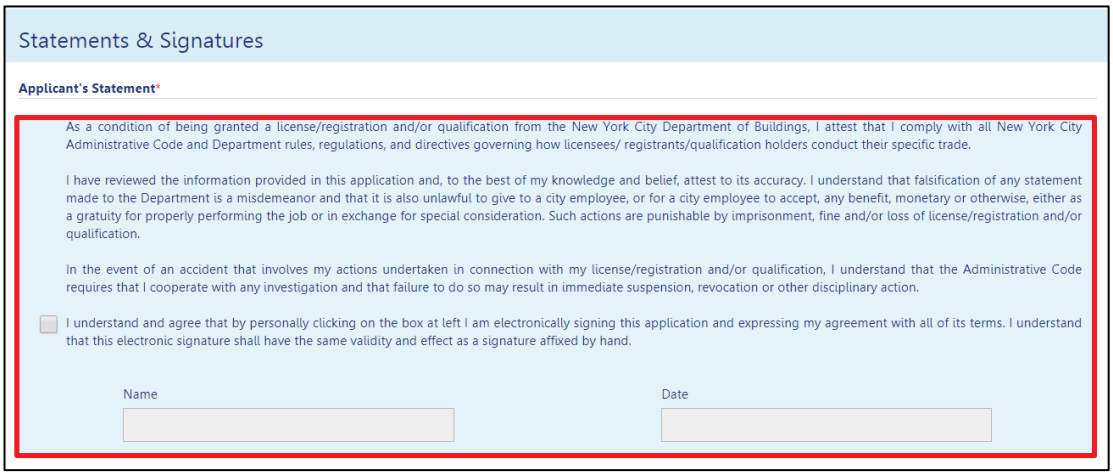
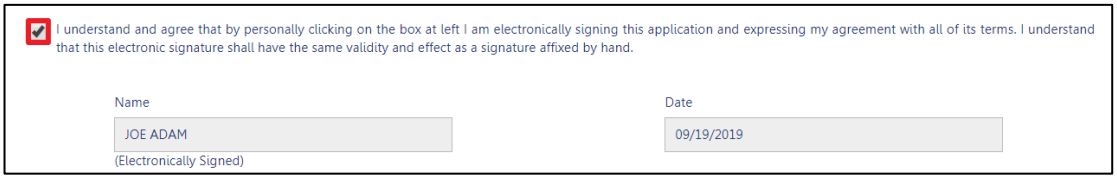
Step	Action
4.	Click **Choose File** to upload the Document Type selected. 
5.	The Document pop-up window displays. Select the Document and click **Open**. 
6.	The Document displays next to Choose File. Click **Upload**. 

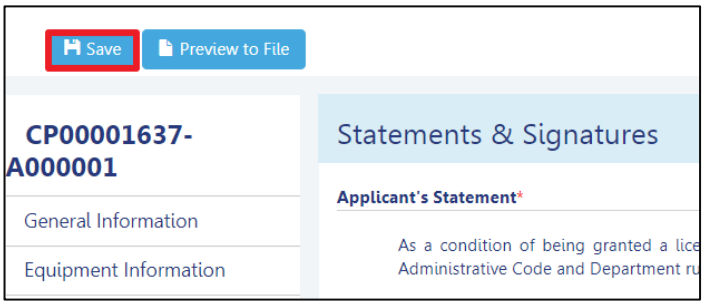
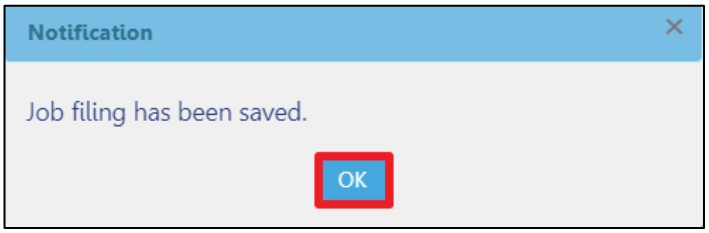
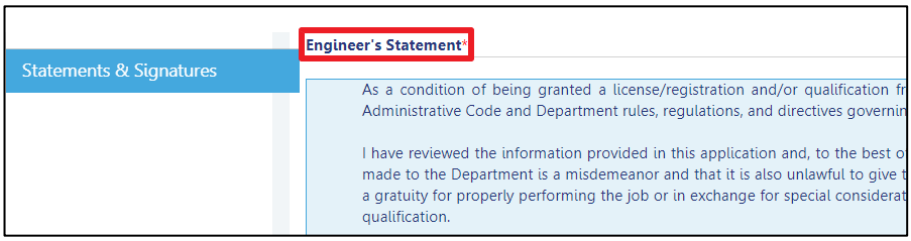
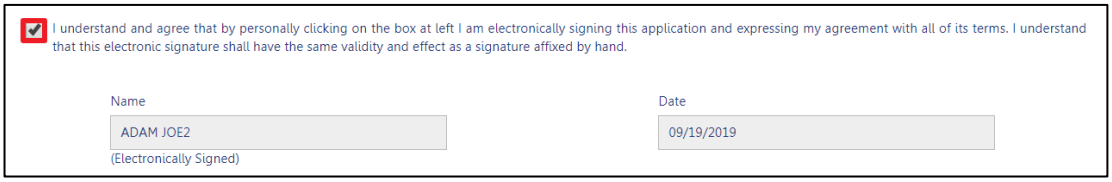
Step	Action
7.	A **Notification** pop-up window displays with the message: Document has been uploaded. Click **OK** to continue. 
Note:	*The Document uploaded displays within the Document table.* *Click the edit ( ) icon to update the Document information.* *Click the trashcan ( ) icon to delete the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

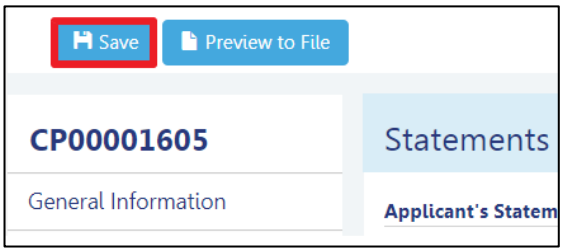
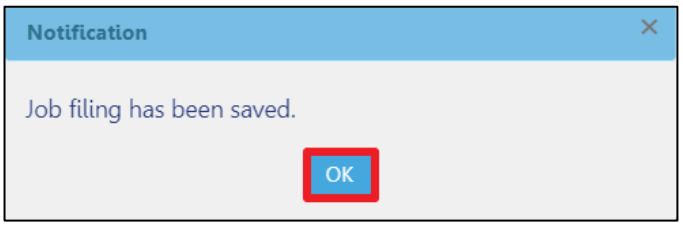
Step	Action
9.	A **Notification** pop-up window displays with the message: Job filing has beed saved. Click **OK** to continue. 
You have completed the **Upload Documents.** Continue to the next section.	

Complete Statements & Signatures

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

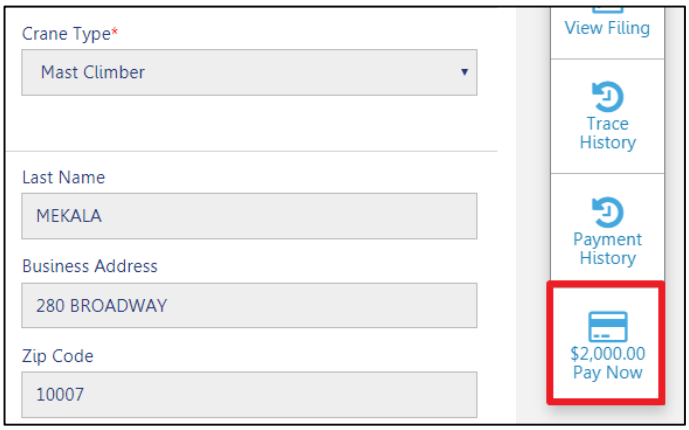
Step	Action
1.	Click **Statements & Signatures** to display the **Statements & Signatures** section.
Note:	*The statement applicable to the stakeholder that's logged in highlights in blue.* 
APPLICANT OF RECORD	
2.	Click the **Applicant's Statement** checkbox to electronically attest. The **Name** and **Date** fields auto-populate by the system. 

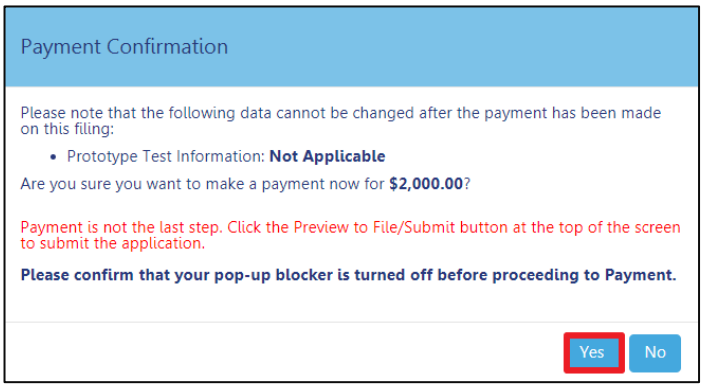
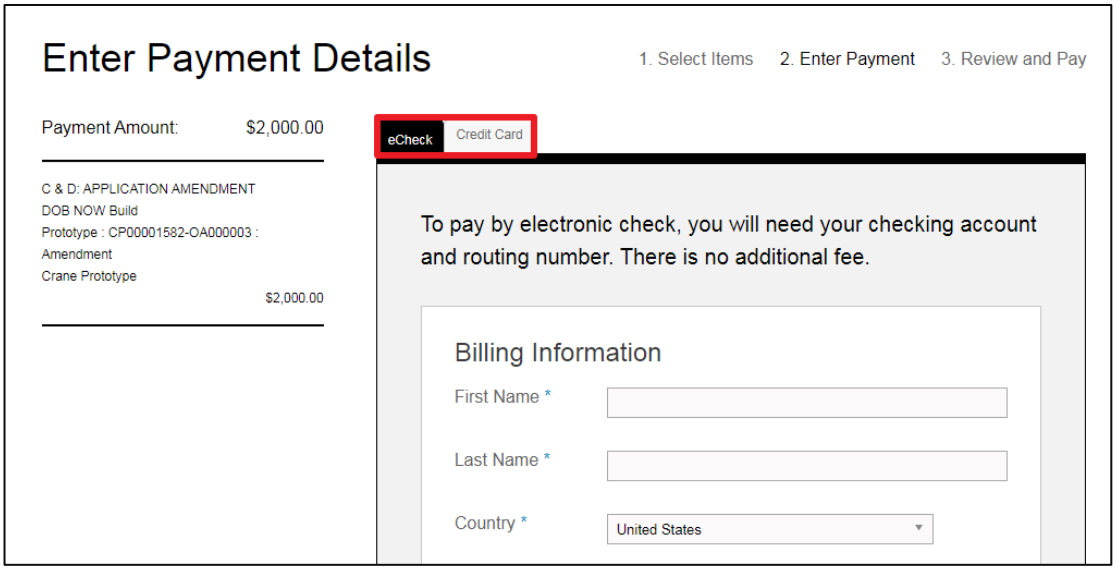
Step	Action
3.	At the top-left of the screen, click **Save**. 
4.	A **Notification** pop-up window displays with the message: Job filing has beed saved. Click **OK** to continue. 
ENGINEER	
5.	On the Statements & Signatures tab scroll down to the **Engineer's Statement**. 
6.	Click the **Engineer's Statement** checkbox to electronically attest. The **Name** and **Date** fields auto-populate by the system. 

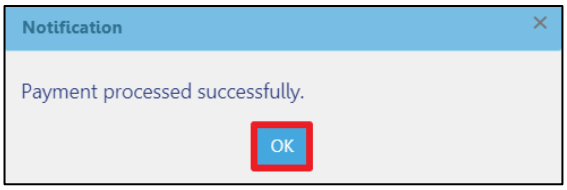
Step	Action
7.	At the top-left of the screen, click **Save**. 
8.	A **Notification** pop-up window displays with the message: Job filing has beed saved. Click **OK** to continue. 
You have completed the **Statement & Signatures** section**.** Continue to the next section.	

Pay Fees

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

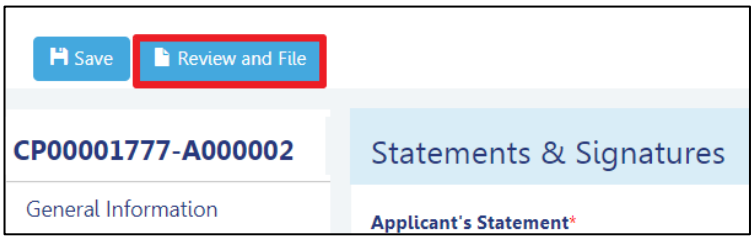
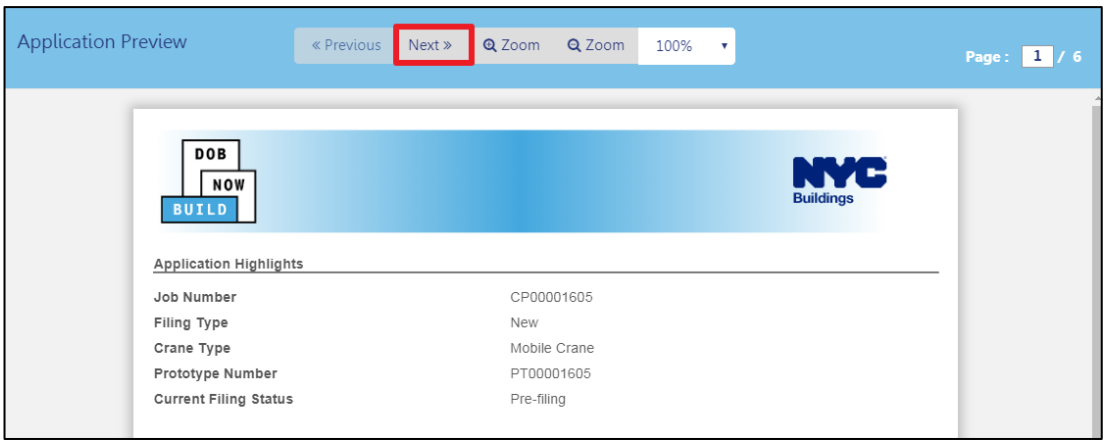
Step	Action
Note::	*The job filing's fees must be paid before continuing to Preview to File.*
1.	At the bottom-right of the screen, click **Pay Now**. 

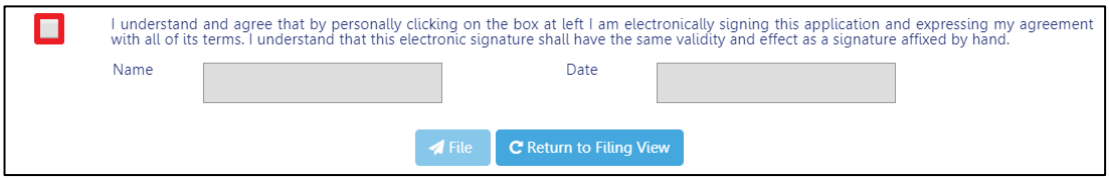
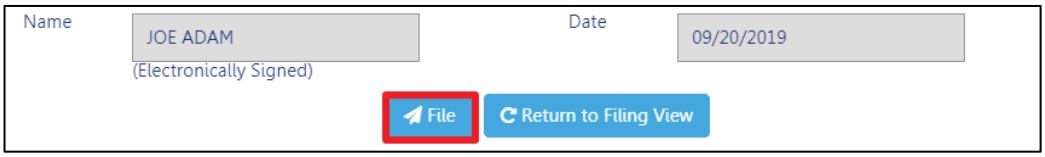
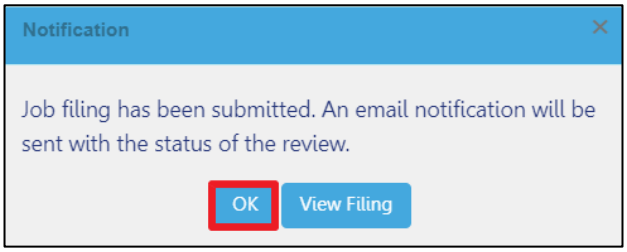
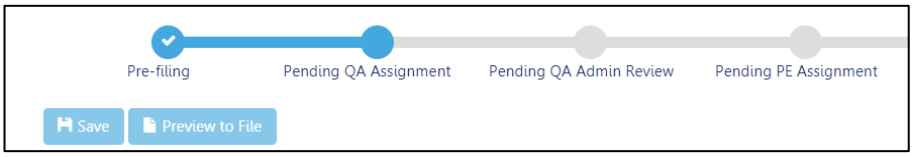
Step	Action
2.	The Payment Confirmation pop-up window displays with the message: *Please note that the following data cannot be changed after the payment has been made on this filing:* *Prototype Test Information: Not Applicable* *Are you sure you want to make a payment now for $2,000.00?* *Payment is not the last step. Click the Preview to File/Submit button at the top of the screen to submit the application.* *Please confirm that your pop-up blocker is turned off before proceeding to Payment.* Click **Yes**, to proceed. 
3.	The page is redirected to **NYC City Pay**. Pay the application fees via **eCheck** or **Credit Card** by selecting the applicable tab. 

Step	Action
4.	The **Notification** pop-up window displays on the DOB NOW page with the message: Payment processed succesfully. Click **OK** to proceed. 
	You have completed the **Pay Fees** section. Continue to the next section.

Complete Review and File

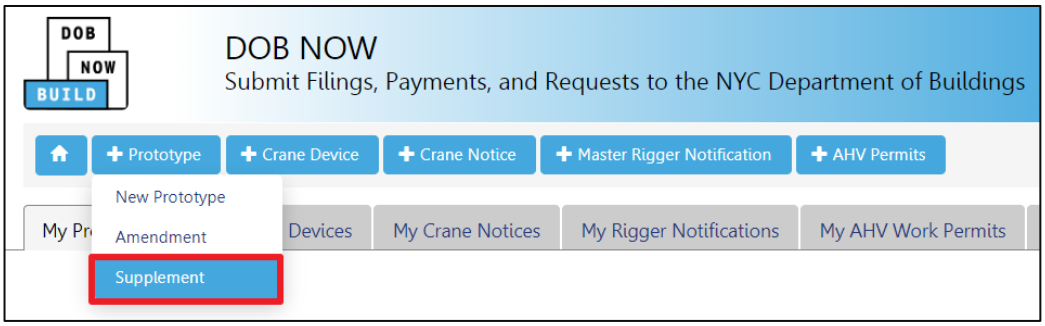
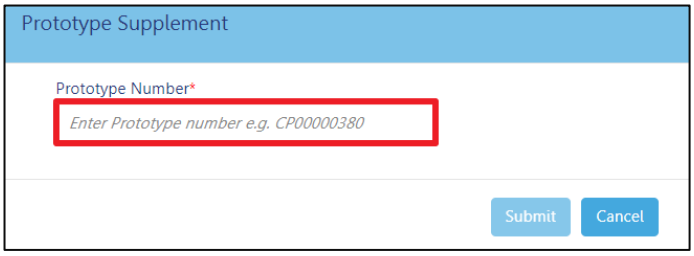
Complete the following steps to submit the application to the NYC Department of Buildings.

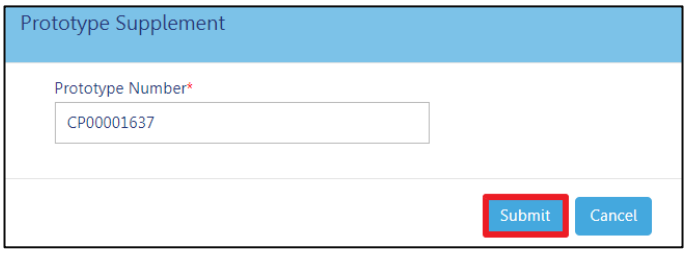
Step	Action
APPLICANT OF RECORD	
5.	At the top-left of the screen, click **Review and File**. 
6.	The **Application Preview** displays. Click **Next** to read and progress through the Application Preview to the final page. 
Note:	*If errors are discovered when Review and File is selected, click **Return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

Step	Action
7.	On the final page, click the checkbox to attest reviewing the application. 
8.	The **Name** and the **Date** fields auto-populate after the checkbox is clicked. Click **File**, to proceed. 
9.	A **Notification** 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 **OK** to close the Confirm pop-up window. 
Note:	*The Status Bar updates to the next stage in the job filing process (e.g., **Pending QA Assignment**).* 
	You have completed the **Complete & Submit a** **Prototype Certificate Application: Manufacturers Amendment Step-by-Step Guide.**

Prototype Certificate of Approval Supplement: Initiate a Supplement

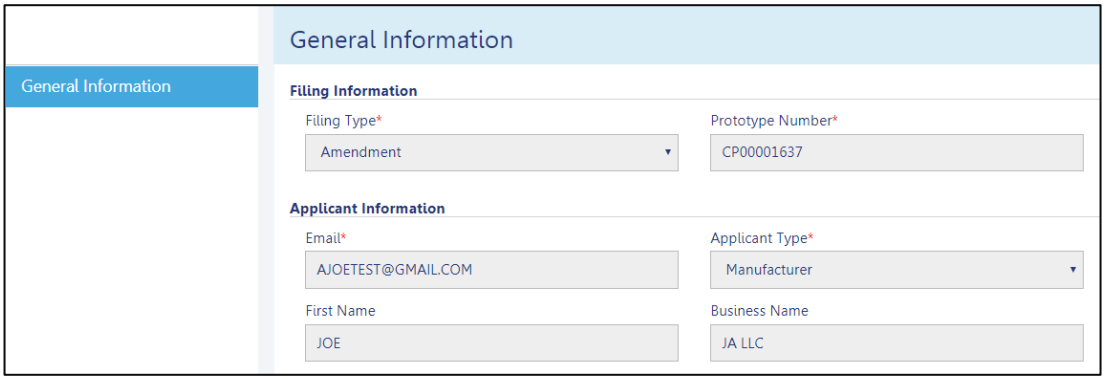
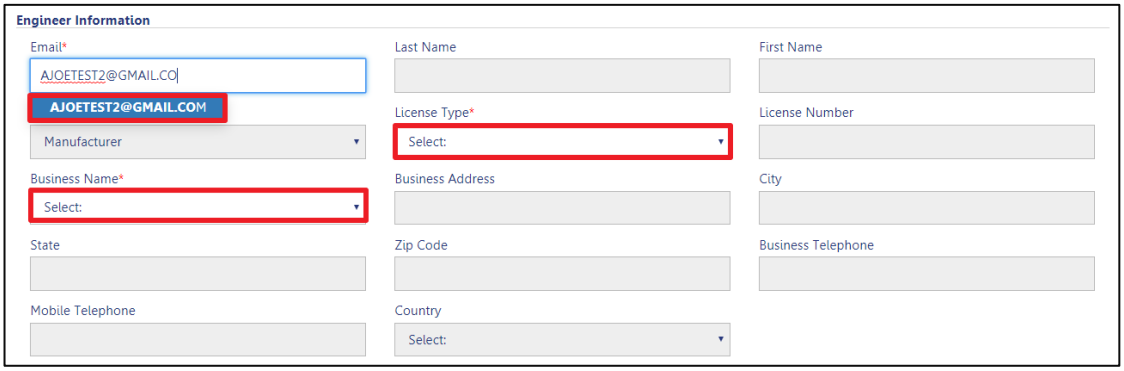
Complete the following steps to initiate a Supplement Application:

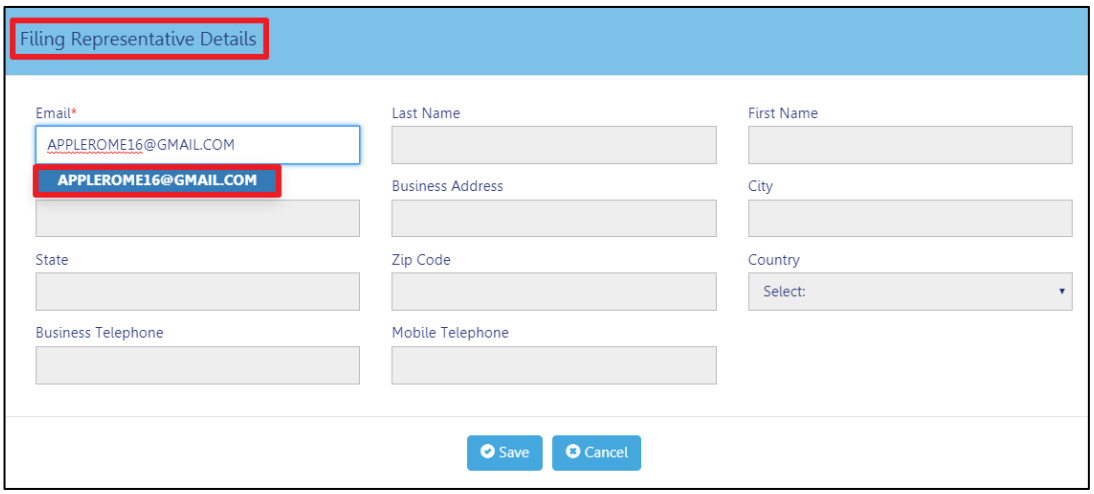
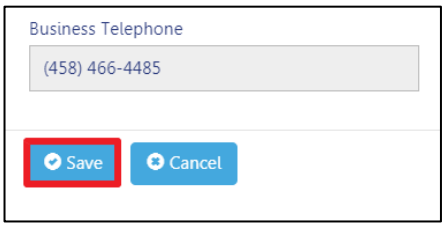
Step	Action
APPLICANT OF RECORD: MANUFACTURER	
Note:	*A Manufacturer can file a Supplement application once the Initial Prototype Application is approved by DOB, if the Manufacturer was the Applicant of Record on the Initial Application or was specified on the Initial Application by the owner Applicant Of Record.*
1.	Hover the cursor over **+ Prototype** and select **Supplement** from the drop-down list. 
2.	The **Prototype Supplement** pop-up window displays. Enter the **Prototype number** in the **Prototype Number** field. 
Note:	*The Prototype Number entered must be approved.*

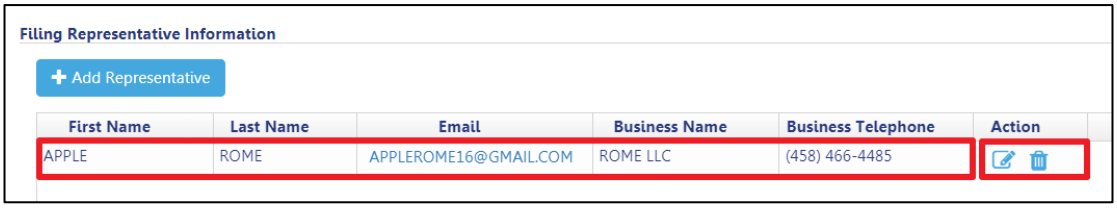
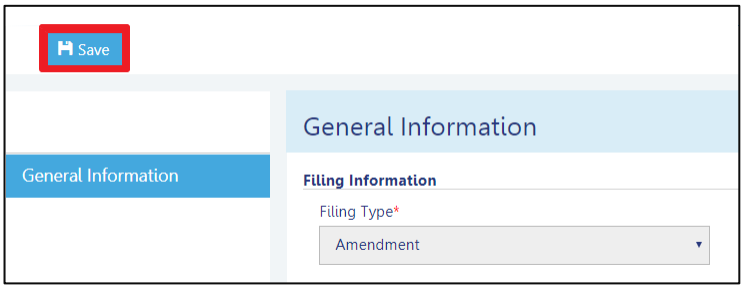
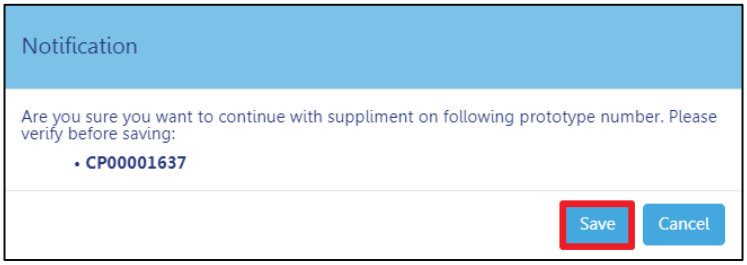
Step	Action
3.	Click **Submit**. 
	You initiated a **Supplement Application.** Continue to the next section to complete the **General Information** section.

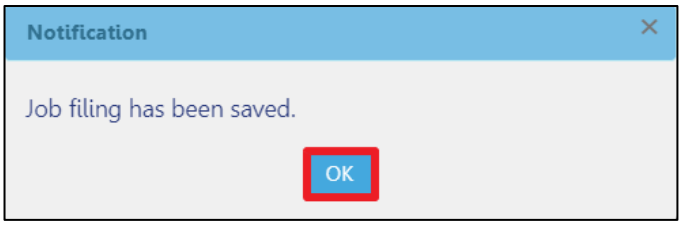
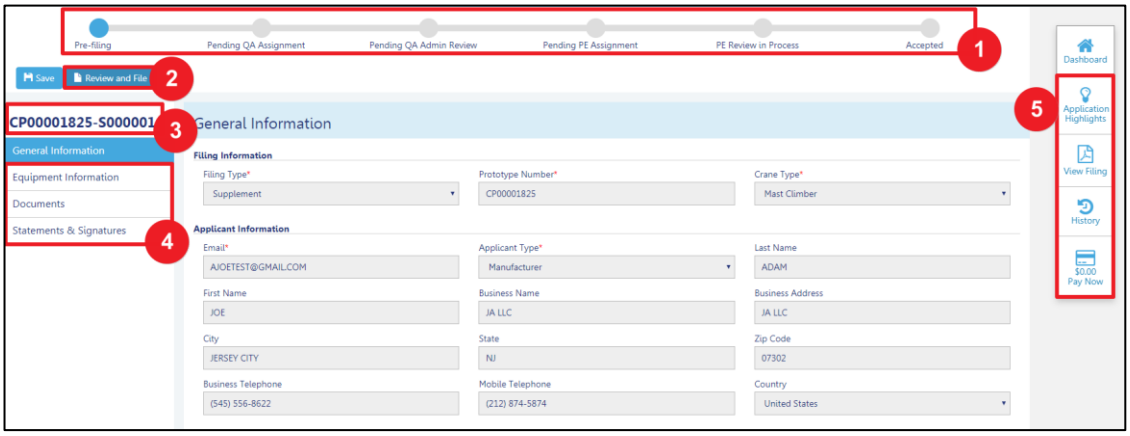
Complete General Information

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.	The **General Information** page displays. The **Filing Information** and **Applicant Information** fields are greyed-out and Read-Only. 
Note:	*Contact details (except for owner details if they exist) can be edited on the supplement form. If a new contact is added, replacing the original contact, the new contact must attest. The manufacturer must upload all appropriate supplement-related documents.*
2.	If applicable, edit or enter the Engineer Information: ☐ Type the **Email** and then select the Email Address from the blue-drop down ☐ Select the **License Type** (e.g., **Professional Engineer**) from the License Type drop-down list *Please Note: The License Type for the Engineer is "Professional Engineer"* ☐ Select the **Business Name** from the drop-down list 

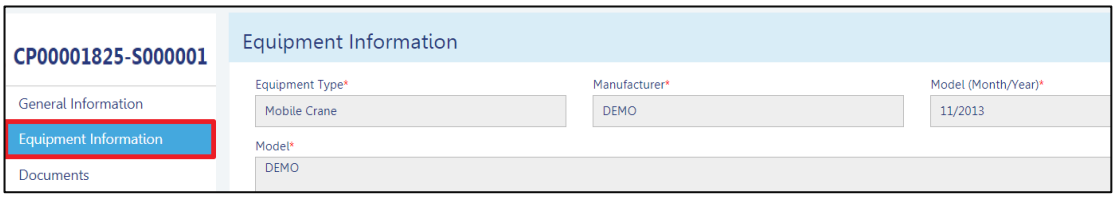
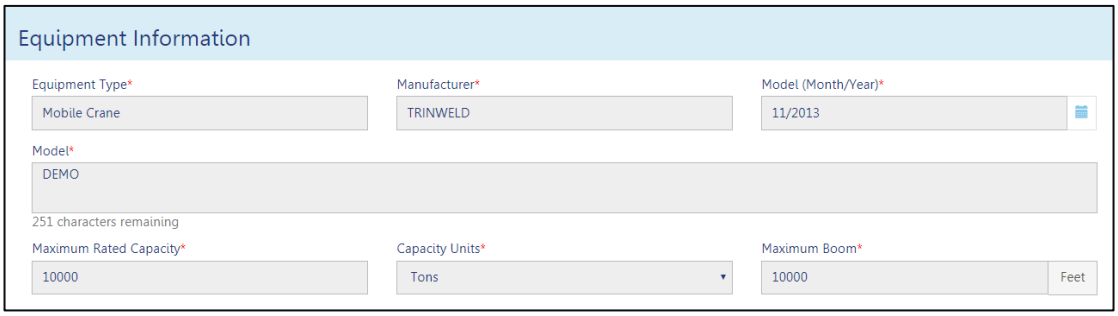
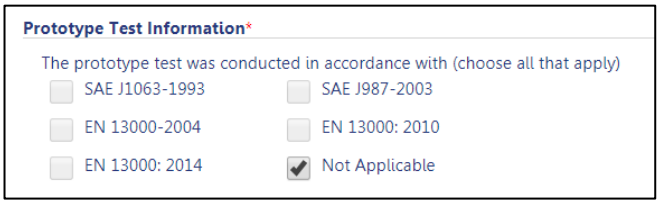
Step	Action
3.	If applicable, click **+ Add Representative**.
4.	The **Filing Representative Details** pop-up window displays. Type the **Email** and then select the Email Address from the blue drop-down. 
5.	Click **Save**. 

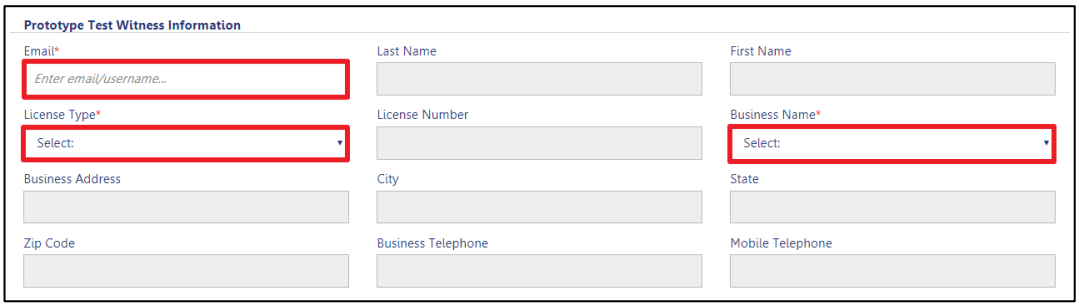
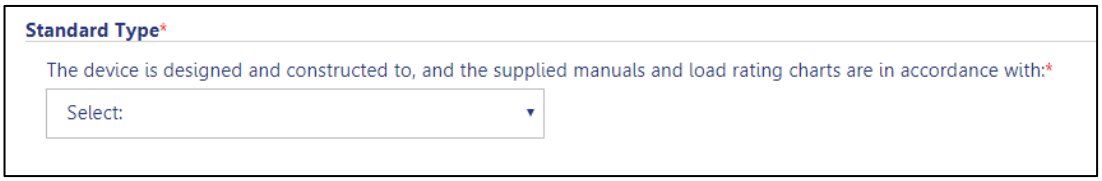
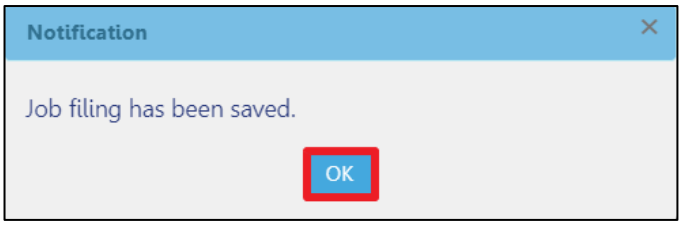
Step	Action
Note:	*The Filing Representative added displays within the Filing Resprentative information table.* *Click the edit ( ) icon to update the information.* *Click the trashcan ( ) icon to delete the Filing Representative.* 
6.	At the top-left of the screen, click **Save**. 
7.	A **Notification** pop-up window displays with the message: Are you sure you want to continue with suppliment on following prototype number. Please verify before saving: • CP00001234 (e.g., **CP00001637**) Click **Save** to continue. 

Step	Action
8.	A **Notification** pop-up window displays with the message: Job filing has beed saved. Click **OK** to continue. 
Note:	*The page refreshes and displays the additional items:* 1. *Status Bar* 2. *Preview to File* 3. *Protoype Supplement Filing Number* 4. ***Additional Tabs:** Equipment Information, Document and Statements & Signatures* 5. ***Application Information:** Application Highlights, View Filing, Trace & Payment History and Fee* 
	You have completed the **Complete General Information tab.** Continue to the next section.

Complete Equipment Information Tab

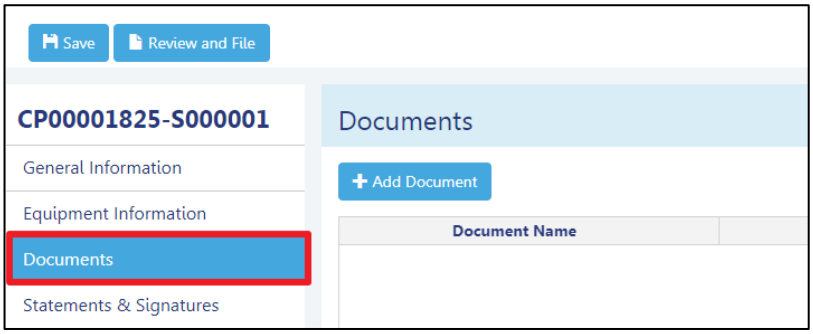
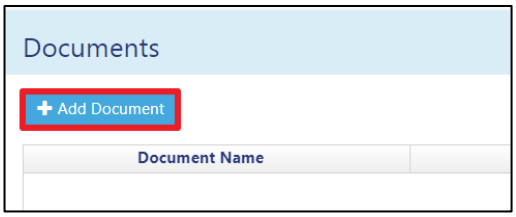
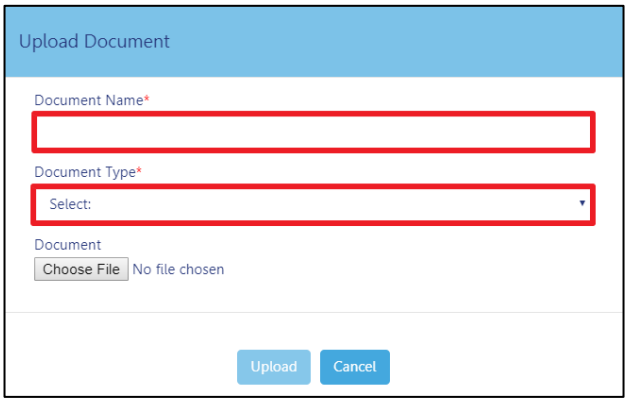
Complete the following steps to complete the **Equipment Information** tab:

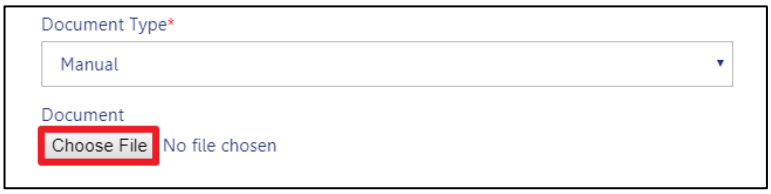
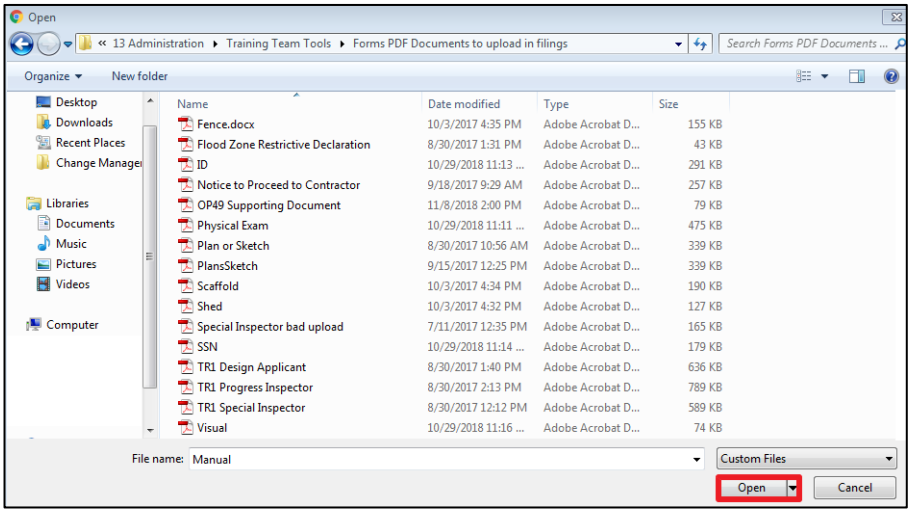
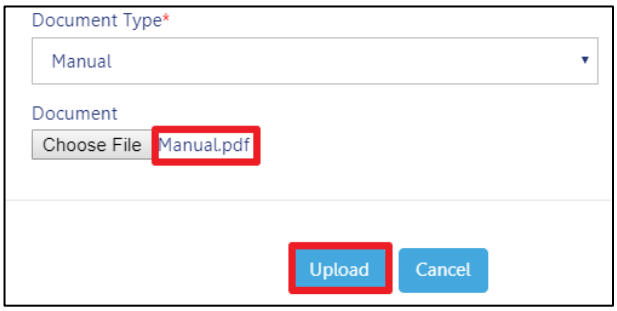
Step	Action
1.	Click **Equipment Information** to display the **Equipment Information** section. The **Equipment Information** displays. 
Note:	*The following fields are greyed-out and cannot be edited:* ☐ ***Equipment Information*** ☐ ***Boom Type Information*** ☐ ***Cable Drum Information*** 
2.	Select the applicable **Prototype Test Information** checkbox(s). 

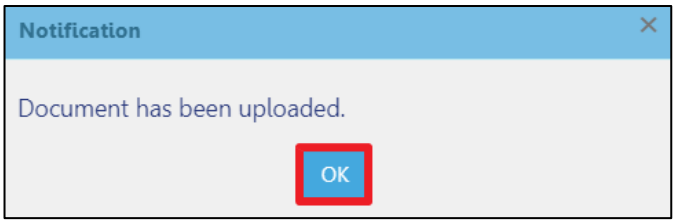
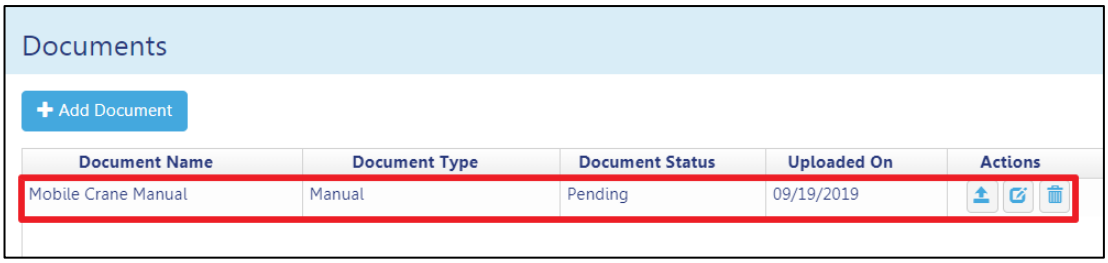
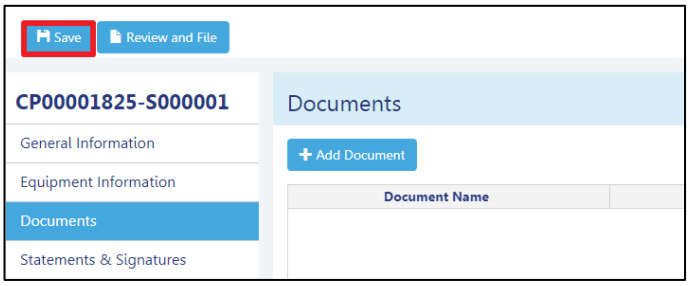
Step	Action
Note:	*If SAE J1063-1993 or SAE J987-2003 is selected, the **Prototype Test Witness Information** is required.* 
3.	Select the **Standard Type** (e.g., **ASME B30.22.2005**) from the drop-down list. 
4.	At the top-left of the screen, click **Save**.
5.	A **Notification** pop-up window displays with the message: Job filing has beed saved. Click **OK** to continue. 
You have completed the **Complete Equipment Information tab.** Continue to the next section.	

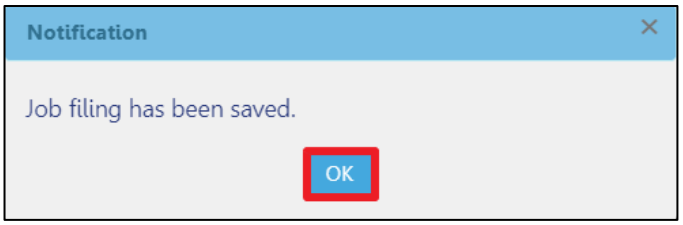
Upload Documents

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

Step	Action
Note:	*If a new contact is added, replacing the original contact, the new contact must attest. The Manufacturer must upload all appropriate supplement-related documents.*
1.	Click **Document** to display the **Documents** section. 
2.	Click **+ Add Document**. 
3.	The Upload Document pop-up window displays. ☐ Type the **Document Name**. ☐ Select the **Document Type** (e.g., **Manual**) from the Document Type drop-down list. 

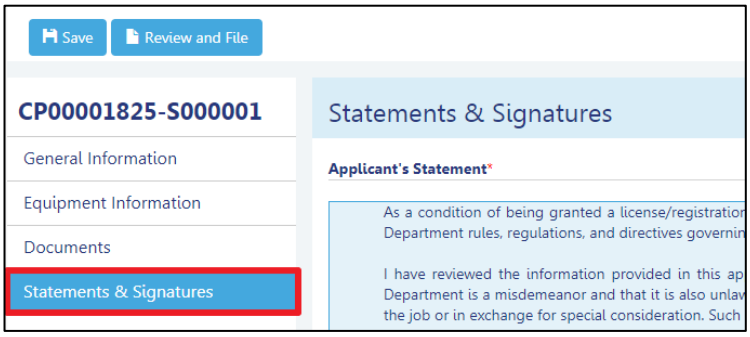
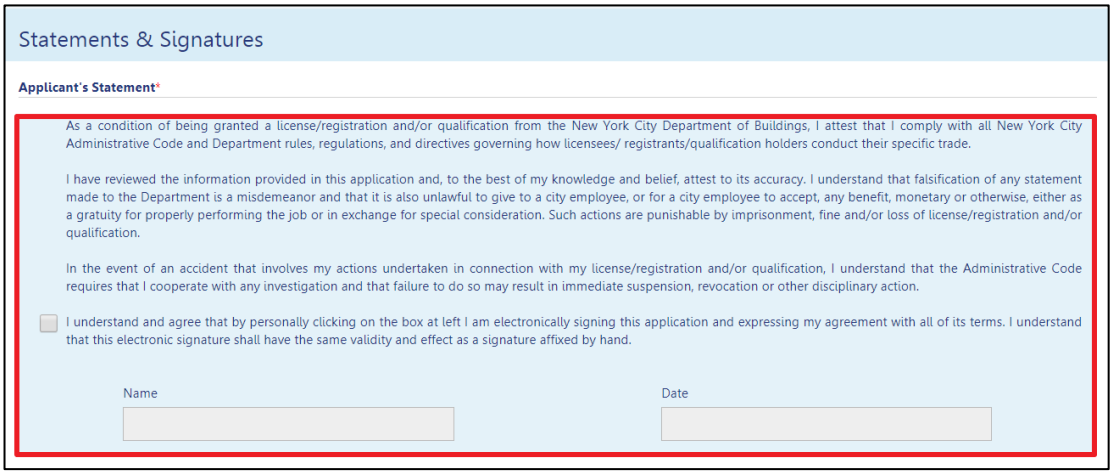
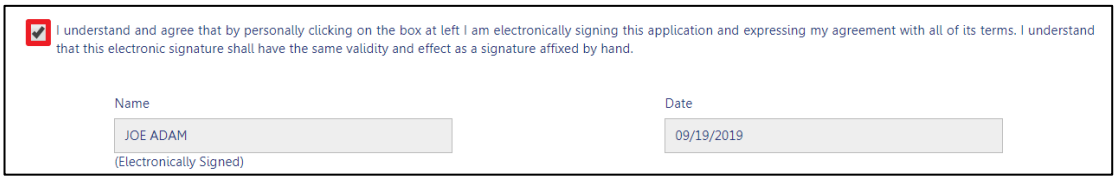
Step	Action
4.	Click **Choose File** to upload the Document Type selected. 
5.	The Document pop-up window displays. Select the Document and click **Open**. 
6.	The Document displays next to Choose File. Click **Upload**. 

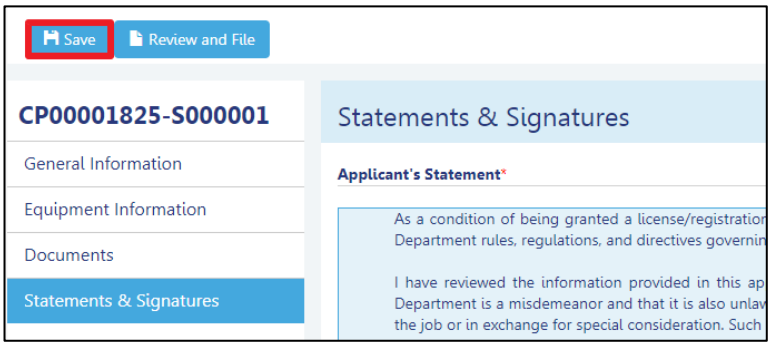
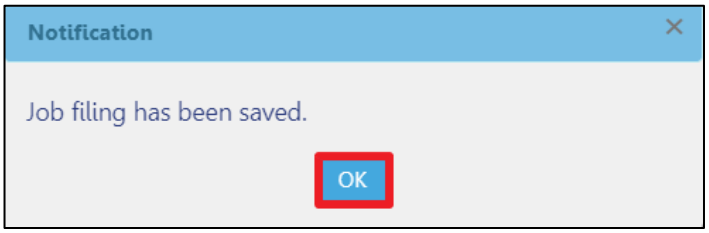
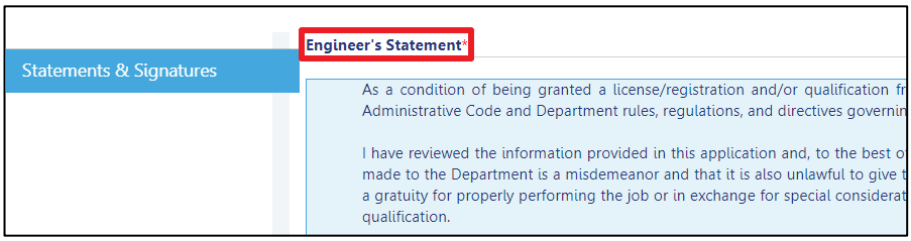
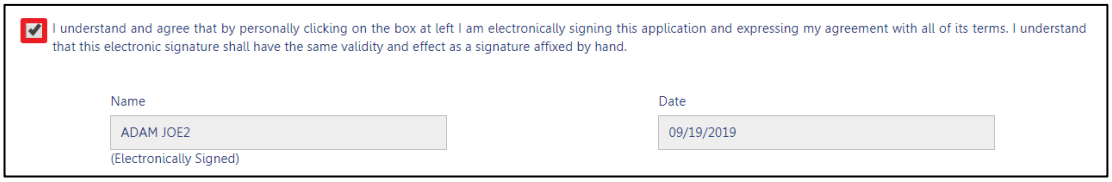
Step	Action
7.	A **Notification** pop-up window displays with the message: Document has been uploaded. Click **OK** to continue. 
Note:	*The Document uploaded displays within the Document table.* *Click the edit ( ) icon to update the Document information.* *Click the trashcan ( ) icon to delete the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

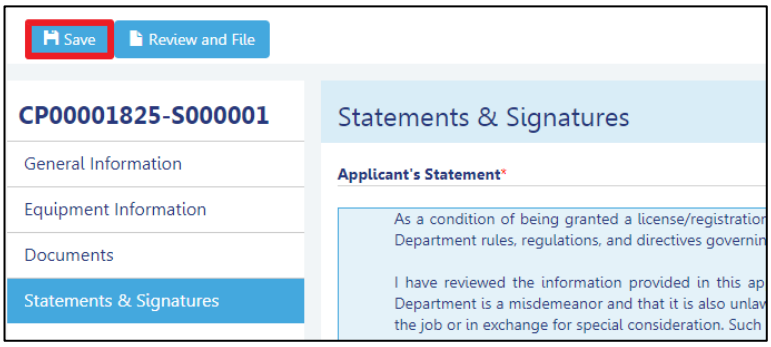
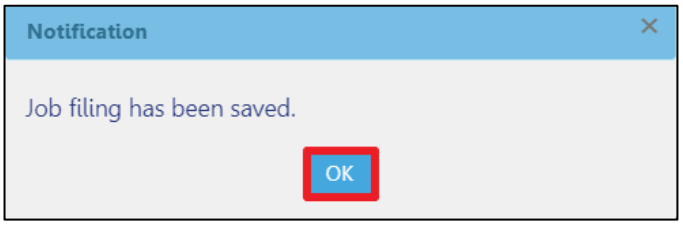
Step	Action
9.	A **Notification** pop-up window displays with the message: Job filing has beed saved. Click **OK** to continue. 
You have completed the **Upload Documents.** Continue to the next section.	

Complete Statements & Signatures

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

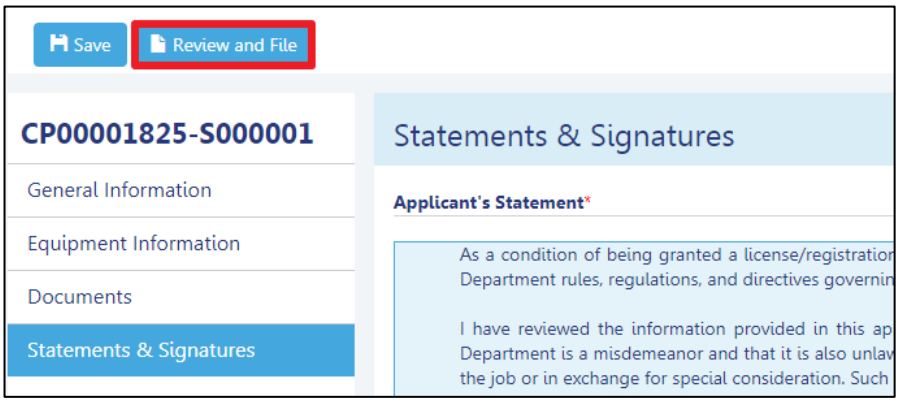
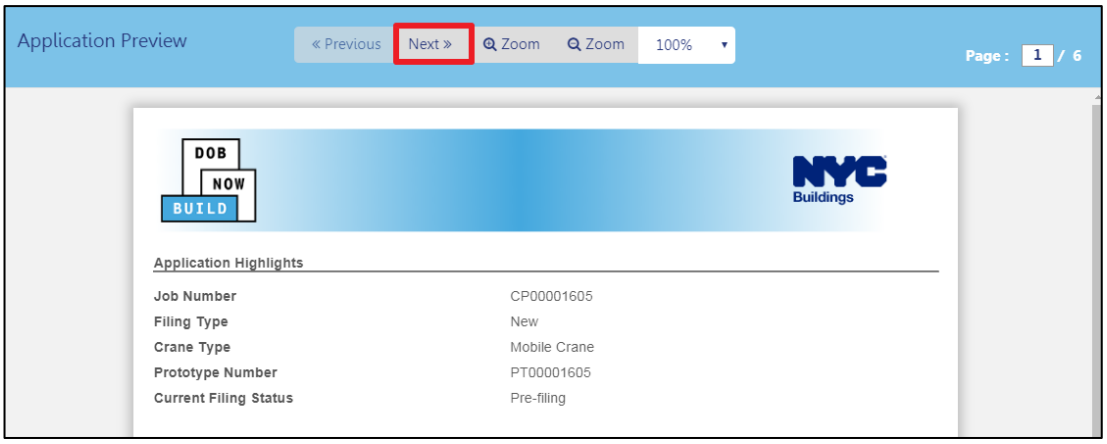
Step	Action
1.	Click **Statements & Signatures tab** to display the **Statements & Signatures** section. 
Note:	*The statement applicable to the stakeholder that's logged in highlights in blue.* 
APPLICANT OF RECORD	
2.	Click the **Applicant's Statement** checkbox to electronically attest. The **Name** and **Date** fields auto-populate by the system. 

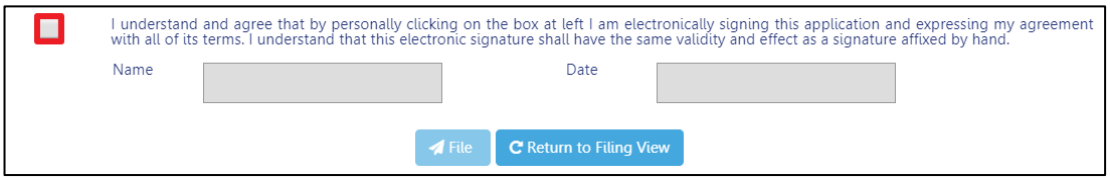
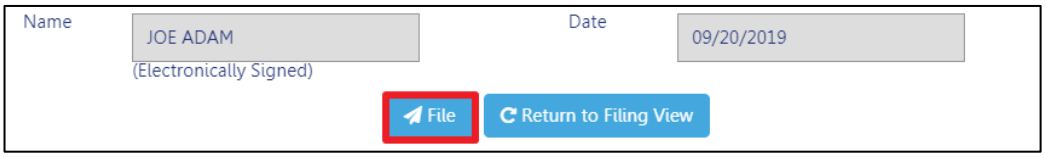
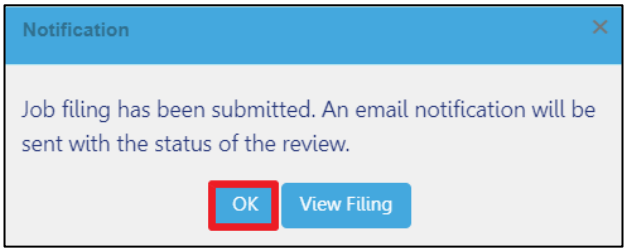
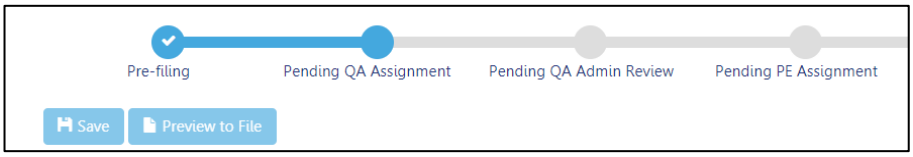
Step	Action
3.	At the top-left of the screen, click **Save**. 
4.	A **Notification** pop-up window displays with the message: Job filing has beed saved. Click **OK** to continue. 
ENGINEER	
5.	On the Statements & Signatures tab scroll down to the **Engineer's Statement**. 
6.	Click the **Engineer's Statement** checkbox to electronically attest. The **Name** and **Date** fields auto-populate by the system. 

Step	Action
7.	At the top-left of the screen, click **Save**. 
8.	A **Notification** pop-up window displays with the message: Job filing has beed saved. Click **OK** to continue. 
	You have completed the **Statement & Signatures** section**.** Continue to the next section.

Complete Review and File

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

Step	Action
APPLICANT OF RECORD	
1.	At the top-left of the screen, click **Review and File**. 
2.	The **Application Preview** displays. Click **Next** to read and progress through the Application Preview to the final page. 
Note:	*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.*

Step	Action
3.	On the final page, click the checkbox to attest reviewing the application. 
4.	The **Name** and the **Date** fields auto-populate after the checkbox is clicked. Click **File**, to proceed. 
5.	A **Notification** 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 **OK** to close the Confirm pop-up window. 
Note:	*The Status Bar updates to the next stage in the job filing process (e.g., **Pending QA Assignment**).* 

You have completed the **Complete & Submit a**

Prototype Certificate of Approval Supplement Application Step-by-Step Guide.