STEP-BY-STEP GUIDE:

CN APPLICATIONS

FOR TOWER CRANES

- The following Step-by-Step Guide will outline the steps applicable to Tower Cranes within DOB NOW: *Build.*

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

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NYC.gov/DOBNOWHELP

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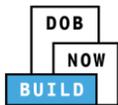
Guidelines

Crane Notice Number (CN NUMBER)

When a specific job requires the use of a crane, a Crane Notice Number (CN NUMBER) must be obtained (Except for certain Criteria where an Onsite waiver can be applied depending upon job type) by the job's Professional Engineer in order for the crane to be put into use at the site. Only the PE can file for a CN Number. The system will issue a CN Number upon save of an application. The CN and Status is displayed on the portal's Application Highlights.

Only if certain parameters of these devices fall within a certain range then CN numbers are not required

A CN number is unique to a location. A single CD number can have one or many associated CN numbers, but a CN number can only be associated with a single CD number (except for Dual Mast Climbers).

- These CN applications can be reviewed and approved by DOB, resulting in multiple approved CN applications on the same location.
- This business rule shall apply to all device types mentioned in this document.

The Professional Engineer may need to come back to the CN step of 'Assign CD Number to the CN' at any point in the CN process, to accommodate unique scenarios; for example: the crane at the site breaks or the contract for one crane expires and a new crane must be brought in. For phase 1, this will be handled by IT via the backend. The C&D Unit will coordinate with IT to accommodate this.

A CN fee must be paid annually (every 12 months) for as long as the CN is active.
- If 12 months elapses without the fee being paid, the status of the CN will change from 'Active' to 'Inactive'. It will remain in this status of 'Inactive' for a period of 30 days during which time the fee can be paid to renew the CN.
- If the fee is not paid after the 30-day period, the status of the CN will change to expired.
- A CN can be renewed any time during the status of Active or Inactive. The updated expiration date will be based on the Anniversary Date.
- If the applicant pays by e-check, then a No-Good Check Verification is performed. If the e-check bounces, a bounced check fee is applied, and the full fee must be paid in order to move forward. The anniversary date is still the original file date.
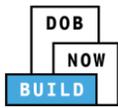
After the CN application is reviewed and approved by DOB, the Professional Engineer can then assign the CD (i.e. the actual device) to the CN (the physical location). For a CD to be assigned to a CN, the CD must be active (and accepted/approved). For Tower Cranes the system must only allow a CD to be assigned to one CN at a time. However, for other crane types such as Mobile Cranes, Dedicated Pile Drivers and Self Erecting Tower cranes, a CD can be assigned to multiple CN's.

Initial CN: The numbering format for initial Crane Notice will start with "CN" + 8 digits (where the ending two digits are the year that the CN is initially filed in and the digits immediately before that are the next sequentially available number). At the start of each new year, the numbering scheme resets at 1 (e.g. the very first CN that is filed in the year 2021 will have several: CN00000121). **Example CN:** CN00103619

CN Amendment: The numbering format for CN Amendment will start with "-A"+ 6 digits to the CN number, starting at "000001" for each CN number and increasing sequentially for each subsequent Amendment on the given CN. **Example**: CN00103519-A000001

CN Renewal: The numbering format for CN renewal will start with "-R"+ 6 digits to the CN number, starting at "000001" for each CN number and increasing sequentially for each subsequent Renewal on the given CN. **Example**: CN00103519-R000001

For Mobile cranes, Self- Erecting tower cranes, Dedicated Pile Driver and Derricks if user answer "No" to Assembly/Disassembly required for Initial Phase. Then system will not allow the user to identify A/D Director. If answer to the above question "Yes" then this is required step.

ROLES & RESPONSIBILITIES

1. Only the Professional Engineer (PE) can file for a Crane Notice (CN) Number.
2. The system will issue a CN Number upon submission of an application.
3. The CN and Status is displayed on the portals Application Highlights.
4. Only if certain parameters of these devices fall within a certain range then CN numbers are not required.
5. A CN number is unique to a location.
6. A single CD number can have one or many associated CN numbers, but a CN number can only be associated with a single CD number.
7. Only one Device Installer and one Lift Director can be assigned to a CN at a time.
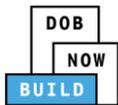
8. Up to 10 Hoist Machine Operator's (HMO) can be assigned at one time. For an HMO to be added to a CN, the system their license must be Active.
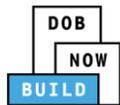

1. **Filing Representative(s) – Optional**

   a. The Filing Representative Contact persons must be different from the Applicant of Record, Engineer and Manufacturer.

   b. Two Filing Representatives are allowed for each application.

   c. A Filing Representative can add another Filing Representative in an application.

   d. 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.

   e. Filing Representatives cannot edit Manufacturer or Engineer information and cannot attest.

SYSTEM GUIDELINES

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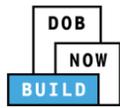2. Fields with a red asterisk (*) are required and must be completed.

ADDITIONAL HELP & INFORMATION

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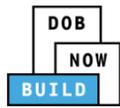2. Presentations & Sessions: nyc.gov/dobnowinfo

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

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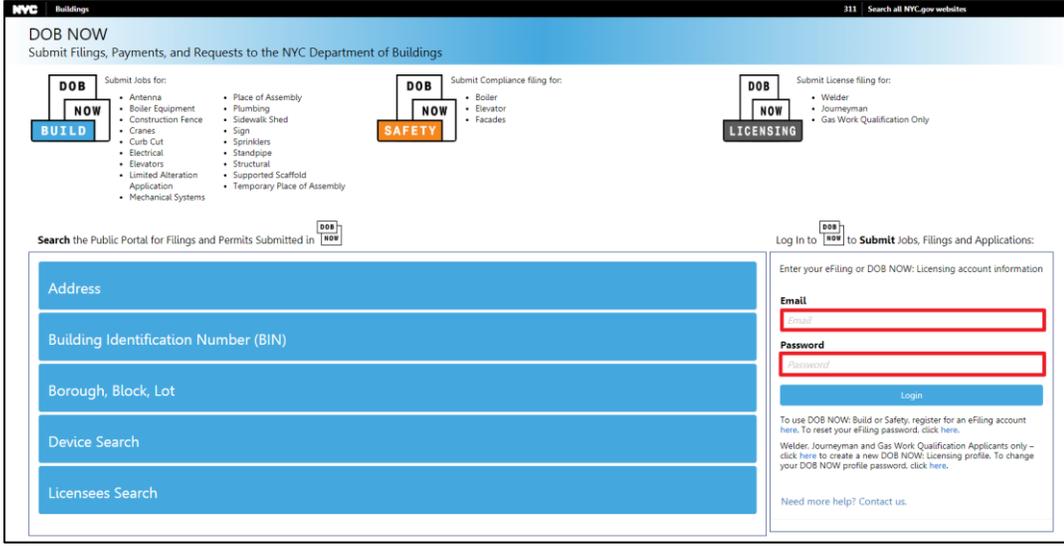
Step	Action
6.	The DOB NOW Welcome page displays. Hover the cursor over **DOB NOW: *Build***.
7.	Select **Cranes** from the drop-down list.
8.	The DOB NOW Dashboard displays. The **My Prototypes** tab displays by default and displays all Prototype Certificate of Approval Applications associated with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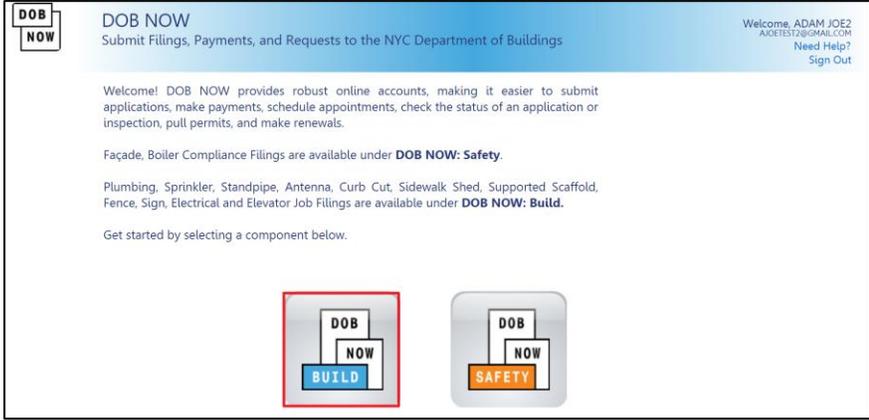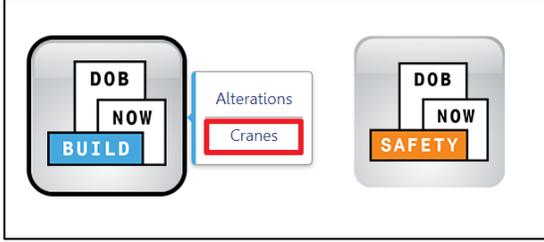
Tower Crane CN: Initiate a Tower Crane Foundation Application (if applicable)

Complete the following steps to initiate a Foundation Pour Application:

Step	Action
APPLICANT OF RECORD: OWNER	
1. 2.	Hover the cursor over **+Crane Notice** and select **Tower Crane Foundation** from the drop-down list.
	A **Confirm** pop-up window displays with Crane Device options: Confirm you want to create a Tower Crane Foundation filing? Click **Yes** to proceed.
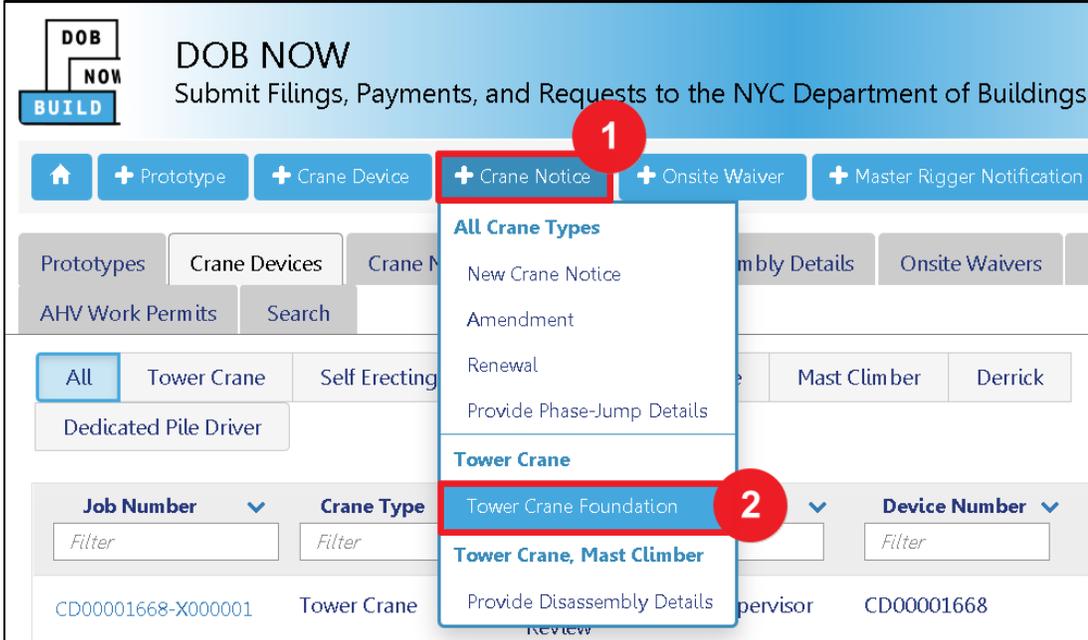
Step	Action
You have begun the process for a Crane Notice. Continue to the **Complete General Information** tab section.	

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** section displays.
2.	The **Filing Information** fields: **Crane Notice Type, Filing Type** and **Crane Type** are greyed-out and cannot be edited.

Step	Action
3.	Enter the **Location Information**:
	House Number
	Street Name
	Select the **Borough** from the Borough drop-down list (e.g., Staten Island)
	Block
	Lot
	Select the **Owner Type** (e.g., **Individual**) from the Owner Type drop-down list.
	Select the **Anchor Stool Detail** (e.g., **Third Party**) from the Anchor Stool drop-down list.
	Select the applicable radio-button for is the foundation part of a New Building job?
	Select the What is the main material that the foundation is going to be constructed with? (e.g., Concrete) from the drop-down list.
	The **BIN** field is greyed-out and Read-Only.
	Location Information House Number* Street Name* Borough* — Select Borough: Block* Lot* BIN* Owner Type* — Select Owner Type: Anchor Stool Detail* — Select Anchor Stool: Is the foundation part of a New Building job?* ◯ Yes ◯ No What is the main material that the foundation is going to be constructed with?* Select:
Note:	*If **Yes** is selected for **Is the foundation part of a New Building job?**, the additional required fields below display.* Is the foundation part of a New Building job?* ⦿ Yes ◯ No Filing entity is a city/government agency and does not have an associated job number* ◯ Yes ◯ No Associated BIS/DOB NOW Job Number (Max 5)* *Separate each by a Comma ","* 75 characters remaining

Step	Action
4.	Enter the **Applicant Information**: Type the **Email** and then select the Email Address from the blue drop-down Select the **License Type** (*e.g.*, **Individual**) from the License Type drop-down list Select the **Business Name** from the Business Name drop-down list **Applicant Information** Email* Last Name First Name *Enter email/username...* License Type* License Number Business Name* Select: Select: Business Address City State Zip Code Business Telephone Mobile Telephone
5. 6.	Enter the **Equipment User's** Information: Type the **Email** and then select the Email Address from the blue drop-down Select the **License Type** (*e.g.,* **Individual**) from the License Type drop-down list Select the **Business Name** from the Business Name drop-down list (click + Add New if the Business Name is not listed) **Equipment User's Information** Email* Last Name First Name *Enter email/username...* License Type* License Number Business Name* Select: Select: Business Address City State Zip Code Business Telephone Mobile Telephone
	If applicable, click **+ Add Representative** to add Filing Representative. **Filing Representative Information** **+ Add Representative** | First Name	Last Name	Email

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

Step	Action
9.	At the top-left of the screen, click **Save**. **H Save** **General Information** General Information **Filing Information** Crane Notice Type* Crane Notice ▾
10	A **Notification** pop-up window displays with the message: The following information cannot be changed after saving: • Filing Information • Location Information. Click **Save** to continue. Notification The following information cannot be changed after saving: • **Filing Information** • **Location Information** **Save** Cancel
11	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. Notification ✕ Job filing has been saved. **OK**

Step	Action
Note:	*The General Information section displays an additional field, Additional Contact Information.* *If applicable, click the **+Add Additional Contact** to add an additional contact.* **Additional Contact Information** **+ Add Additional Contact** Contact Type — First Name — Last Name — Email — Business Name — Edit — Delete
Note:	*The page refreshes and displays the additional items:* 1. *Status Bar* 2. *Review and File* 3. *Crane Notice Filing Number* 4. ***Additional Tabs:** Prototype & Phase Information, Document and Statements & Signatures* 5. ***Application Information**: Application Highlights, View Filing, History and Fee*
	You have completed the **Complete General Information** tab.
	Continue to the next section.

Complete Prototype Information Tab

Complete the following steps to complete the **Prototype & Phase Information** tab for the application:

Step	Action
1.	Click **Prototype & Phase Information** to display the Prototype & Phase Information section. **CN00023319** General Information Prototype & Phase Information Documents Statements & Signatures Prototype & Phase Information Prototype Search Search by:* ● Prototype Number Prototype Number* 🔍 Search & Add
2.	Select the applicable **Search by** (e.g. **Prototype Number)** radio-button in Prototype Search. A maximum of 2 Prototypes can be added per application. **CN00023319** General Information Prototype & Phase Information Documents Statements & Signatures Prototype & Phase Information Prototype Search Search by:* ● Prototype Number ○ Crane Type Prototype Number* 🔍 Search & Add
Note:	*To search by **Prototype Number**:* *Enter the Prototype Number in the Prototype Number field.* **Prototype Search** Search by:* ● Prototype Number ○ Crane Type Prototype Number* 🔍 Search & Add *If searching by **Crane Type**, the only Tower Crane will auto-selected.*

Step	Action
3.	Click **Search & Add** to proceed. **General Information** **Prototype Search** **Search by:*** ◉ Prototype Number ○ Crane Type Prototype Number* CP00001605 🔍 Search & Add
4.	The **Search Results** pop-up window displays. If applicable, select the applicable Prototype Number. Click **✚Add** to proceed. **Search Results** Prototype Number: CP00001605 Crane Type: Mobile Crane Approved On: 09/24/2019 **Prototype Details** **Crane Devices** Prototype Status: Full Approval Model (Month/Year): 11/2013 Manufacturer: DEMO Applicant Model: DEMO **Equipment Information** Maximum Capacity: 10000 Kips Maximum Boom: 5000 Feet Maximum Jib: 10000 Feet Maximum Freestanding Height: Not Applicable Total Combined Length: 15000 Feet Other Attachment: Not Applicable Counterweight(Min): 5000 Lbs Counterweight(Max): 10000 Lbs Carrier Type: All Terrain Transmission Type: Mechanical Power: Gas Climbing Type: Not Applicable Boom Types: Articulating, **Cable Drum Information** 5000 Inches ✚ Add ⊘ Cancel

Step	Action
5.	A **Notification** pop-up window displays with the message: Prototype has been added. Click **OK** to proceed. **Notification** ✕ Prototype has been added. OK
Note:	*The Prototype added, displays within the Prototype Information.* *Click the details (Details) icon to view the Prototype Information.* *Click the trash can (Delete) icon to delete the Prototype Number.* **Prototype & Phase Information** **Prototype Search** Search by:* ⦿ Prototype Number ○ Crane Type Prototype Number* CP00001605 🔍 Search & Add **Prototype Information** (Max 2) Prototype Number **CP00001605** Crane Type: Mobile Crane Review Status: Pre-filing Maximum Boom: 5000 Feet Maximum Jib: 10000 Feet Total: 15000 Feet 🗑 Delete ↗ Details
6.	At the top-left of the screen, click **Save**. 💾 Save 📄 Review and File **CN00031820** General Information Prototype & Phase Information Documents Statements & Signatures **Prototype & Phase Information** **Prototype Search** Search by:* ⦿ Prototype Number ○ Crane Type Prototype Number* CP00001822 🔍 Search & Add

Step	Action
7.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.
	You have completed the **Prototype & Phase 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 **Documents** to display the Documents section. CN00011919 General Information Prototype & Phase Information **Documents** Statements & Signatures Documents Required Documents **+ Add Document** Document Name
2. 3.	Click **+Add Document**. Documents **+ Add Document** Document Name
	The **Upload Document** pop-up window displays. Type the Document Name. Select the Document Type (*e.g., Foundation Calculations*) from the Document Type drop-down list. Upload Document Document Name* Document Type* Select: Document Choose File No file chosen Upload Cancel

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**.
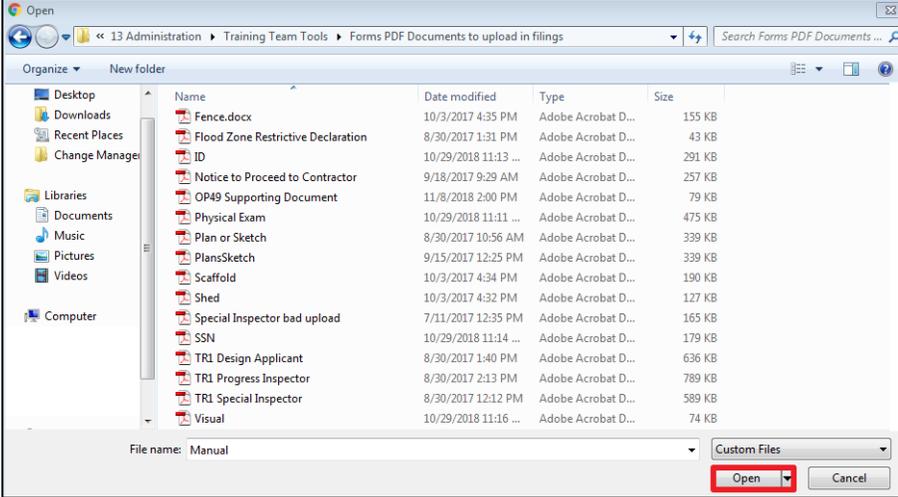
Step	Action
7.	A **Notification** pop-up window displays with the message: Document has been uploaded. Click **OK** to continue. **Notification** ✕ Document has been uploaded. OK
Note:	*The Document uploaded displays within the Document table.* *Click the edit ( ) icon to update the Document information.* *Click the trash can ( ) icon to delete the Document.* *Click the upload ( ) icon to replace the Document previously uploaded.* **Documents** Required Documents ❯ **+ Add Document** 	Document Name	Document Type	Document Status	Uploaded On	Actions	 	Foundation Calulations	Foundation calculations	Pending	01/22/2020	⬆ ✎ 🗑	
8.	At the top-left of the screen, click **Save**. 💾 Save 📄 Review and File **CN00011919** Documents General Information Prototype & Phase Information **Documents** Statements & Signatures Required Documents **+ Add Document** Document Name

Step	Action
9.	A **Notification** pop-up window displays with the message: Job filing has been 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. **CN00032820-FN** General Information Prototype Information Documents Statements & Signatures **Statements & Signatures** **Applicant's Statement*** As a condition of being granted a license/registration and/or qualificat comply with all New York City Administrative Code and Departm registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the that falsification of any statement made to the Department is a misdemea
Note:	*The statement applicable to the Stakeholder that's logged in highlights in blue.* **Statements & Signatures** **Applicant's Statement*** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name Date
2.	**APPLICANT OF RECORD** Click the **Applicant's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name JOE ADAM (Electronically Signed) Date 09/19/2019

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 been saved. Click **OK** to continue.
5.	**EQUIPMENT USER'S STATEMENT** On the Statements & Signatures tab scroll-down to the **Equipment User's Statement**.

Step	Action
6.	Click the **Equipment User's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name ADAM JOE2 (Electronically Signed) Date 09/19/2019
7.	At the top-left of the screen, click **Save**. 💾 Save 📄 Review and File **CN00011919** General Information Prototype & Phase Information Documents Statements & Signatures **Statements & Signatures** **Applicant's Statement*** As a condition of being granted a license/registration and/or qualif New York City Administrative Code and Department rules, regulatio their specific trade. I have reviewed the information provided in this application and falsification of any statement made to the Department is a misdem accept, any benefit, monetary or otherwise, either as a gratuity for
8.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. **Notification** ✕ Job filing has been saved. OK
	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: Owner Type: **Individual** Are you sure you want to make a payment now for $**250.00**? 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. **Payment Confirmation** Please note that the following data cannot be changed after the payment has been made on this filing: • Owner Type: **Individual** Are you sure you want to make a payment now for **$250.00**? 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.** Yes No

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 **Notification** 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 review and 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**. **DOB NOW** Submit Filings, Payments, and Requests t 💾 Save 📄 Review and File
2.	The **Application Preview** displays. Click **Next** to read and progress through the Application Preview to the final page. Application Preview « Previous Next » 🔍 Zoom 🔍 Zoom 100% ▼ Page: 1 / 6 DOB NOW BUILD NYC Buildings **Application Highlights** Job Number CP00001605 Filing Type New Crane Type Mobile Crane Prototype Number PT00001605 Current Filing Status Pre-filing
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.* ✈ File ↻ Return to Filing View

Step	Action
3.	On the final page, click the checkbox to attest reviewing the application. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name _____ Date _____ ✈ File ⟳ Return to Filing View
4.	The **Name** and the **Date** field's auto-populate after the check-box is clicked. Click **File**, to proceed. Name: JOE ADAM (Electronically Signed) Date: 09/20/2019 ✈ **File** ⟳ Return to Filing View
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. **Notification** ✕ Job filing has been submitted. An email notification will be sent with the status of the review. **OK** View Filing
Note:	*The Status Bar updates to the next stage in the job filing process (e.g., **Pending QA Assignment**).* ✔ Pre-filing ──── ● Pending QA Assignment ──── ○ Pending QA Admin Review ──── ○ Accepted (QA)
	You have completed the **Initiate a Tower Crane Foundation Application Step-by-Step Guide.**

Job Filing Statuses

Step	Action
	Job Filing Status Incomplete
Note	*When a Job Filing receives and **Incomplete, Approval, Temporary Approval, Approved, and Disapproved** the applicant is informed of the return via email.* *The Process is the same for Prototype Amendment and Supplement*
1.	***Incomplete*** *When the Job Filing receives an incomplete disposition, documents will have a status of rejected when uploaded documents are missing information or incorrect.*
2.	*Hoover over the History square then click on Trace History.*
3.	*The History displays with the comment for the incomplete item.*

Step	Action
4.	*Click Save then Resubmit.* *The applicant can resolve the issues and resubmit the application, which is returned to the same QA Admin who issued the incomplete disposition.*
5.	***Issue Objections*** ▪ *The Plan Examiner selects an objection from a dropdown list of objections.* ▪ *The PE also specifies whether a meeting with the applicant to discuss the objections is allowed: if a meeting is allowed, the applicant can schedule a meeting through the system.* ▪ *if a meeting is not allowed, the applicant will not have the opportunity to schedule a meeting.* ▪ *The application is returned to the applicant for resolution. When the applicant resolves the objections and resubmits their application, it's returned to the same PE who issued the objections.* *(Please refer to the* **Objections and Appointment Step by Step***)*
6.	***Full Approval*** *Full Approvals have no expiration date. A formal full approval letter is in the document section of the Job Filing.*

Step	Action
	Disapproved *The applicant is notifed request is denied.*
	In the Job Filing hoover over the History square then click on Trace History. *The History displays with the status of Disapproved.*

Tower Cranes CD Number: Renewal

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

Step	Action
1.	Hover the cursor over Renewal, then hover the cursor over +Renewal and then select Device Amendment from the drop-down list.
2.	Enter the **Crane Device Number**.
3.	**Click Submit.**
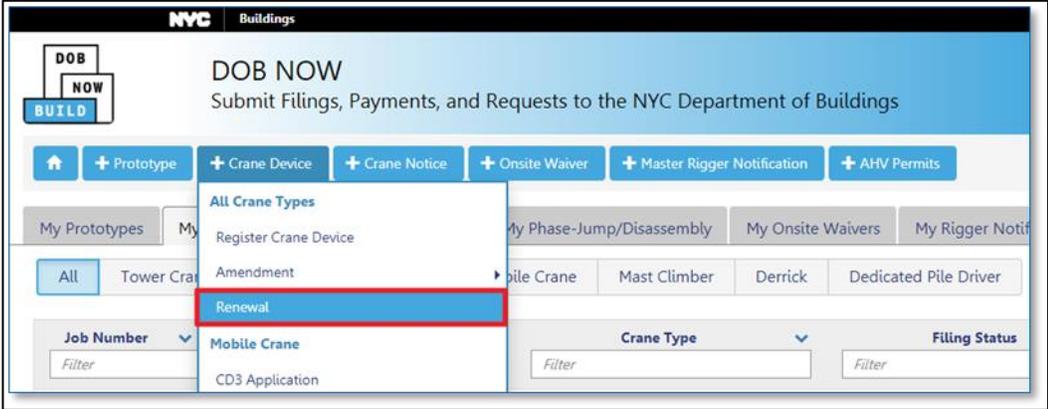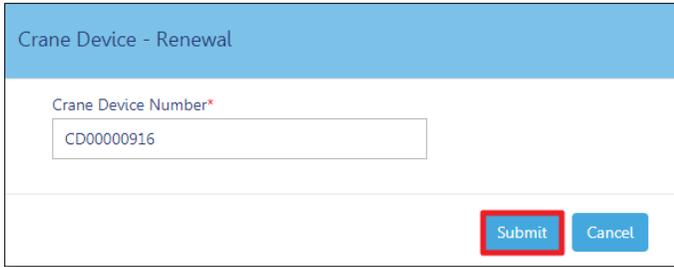
Step	Action
4.	The **General Information** section is displayed, all sections are greyed-out.
5.	*The Applicant of Record - Owner Information section is displayed. All section are greyed out.*
6.	*If applicable, click + Add Representative to add Filing Representative.*

Step	Action
7.	*The Filing Representative Details pop-up window displays.* *Once Save is click the user can type the Email and then select the Email Address from the blue drop-down.* **Filing Representative Details** Email* APPLEROME16@GMAIL.COM **APPLEROME16@GMAIL.COM** Last Name First Name Business Address City State Zip Code Country — Select: Business Telephone Mobile Telephone ✓ Save ✗ Cancel
8.	*Click Save.* 💾 Save 248 characters remaining General Information Crane Device Number* CD00001652 Device Serial Number* 3060-5151 Device Manufactured Date (Month/Year)* 08/2014
9.	*A Notification pop-up window displays with the message:* *Are you sure you want to continue with renewal of following crane device number.* *Please verify before saving:* • *CD00001652* *Click Save* **Notification** Are you sure you want to continue with renewal of following crane device number. Please verify before saving: • CD00001652 Save Cancel
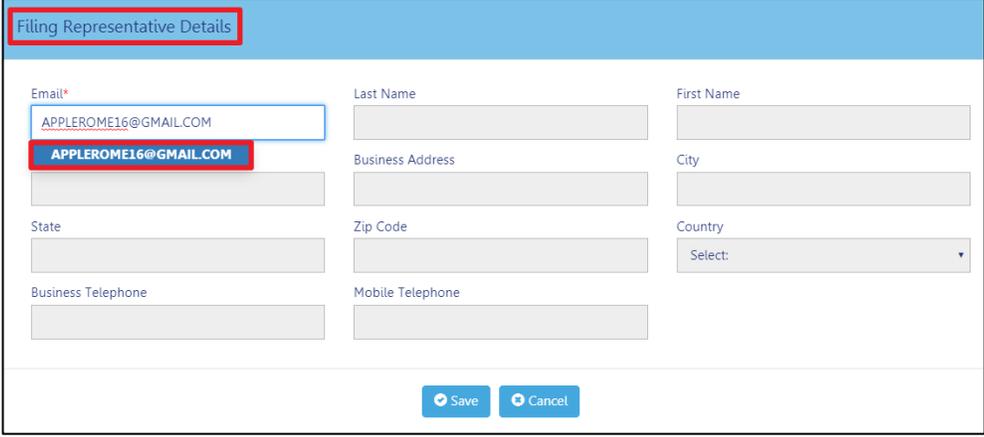
Step	Action
10.	*A Notification pop-up window displays with the message:* *Job filing has been saved.* *Click OK* **Notification** ✕ Job filing has been saved. [OK]
Note:	The page refreshes and displays the additional items: 1. Status Bar 2. Review and File 3. Crane Notice Filing Number 4. Additional Tabs: Prototype & Phase Information, Document and Statements & Signatures 5. Application Information: Application Highlights, View Filing, 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
11	***Click Equipment Information to display the Equipment Information section.***
Note:	The Cable Drum Information field is greyed-out and cannot be edited.
	You have completed the Complete Equipment Information tab. Continue to the next section.
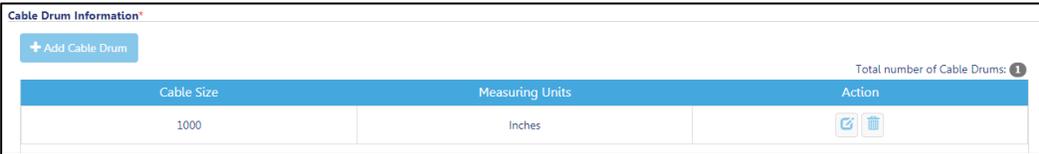
Upload Documents

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

Step	Action
12	***Click Documents to display the Documents section.*** **Save** **Review and File** **CD00001652-R000001** General Information Equipment Information Documents Statements & Signatures **Required Documents** **+ Add Document** Document Name
13 14	***Click ✦Add Document.*** **Required Documents** **+ Add Document** **Document Name**
	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. Upload Document Document Name* Document Type* Select: Document Choose File No file chosen Upload Cancel

Step	Action
15	***Click Choose File to upload the Document Type selected.*** **Upload Document** Document Name* ACRIS Document Type* ACRIS Report ▼ Document [Choose File] No file chosen Upload Cancel
16 17	***The Document pop-up window displays.*** ***Select the Document and click Open.*** *(Open file dialog window showing Forms PDF Documents to upload in filings, with files including Fence.docx, Flood Zone Restrictive Declaration, ID, Notice to Proceed to Contractor, OP49 Supporting Document, Physical Exam, Plan or Sketch, PlansSketch, Scaffold, Shed, Special Inspector bad upload, SSN, TR1 Design Applicant, TR1 Progress Inspector, TR1 Special Inspector, Visual. File name: Manual. Open and Cancel buttons.)*
	The Document displays next to Choose File. ***Click Upload.*** **Upload Document** Document Name* ACRIS Document Type* ACRIS Report ▼ Document [Choose File] ACRIS REPORT.pdf Upload Cancel

Step	Action
18	*A Notification pop-up window displays with the message:* *Document has been uploaded.* *Click OK to continue.* **Notification** × Job filing has been saved. OK
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. **Required Documents** + Add Document | Document Name	Document Type	Document Status	Uploaded On	Actions
Test 2	ACRIS Report	Pending	02/04/2020	
Test	Bill of Sale	Pending	02/04/2020		
19 20	*At the top-left of the screen, click Save.* Save Review and File **CD00001694-A000001** General Information Equipment Information Documents Statements & Signatures **Required Documents** + Add Document 	Document Name	
Test 2	ACRIS Report
Test	Bill of Sale	
	A Notification pop-up window displays with the message: *Job filing has been saved.* *Click OK to continue.* **Notification** × Job filing has been saved. OK
	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:
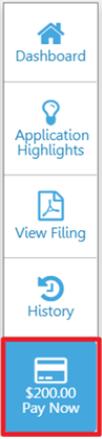
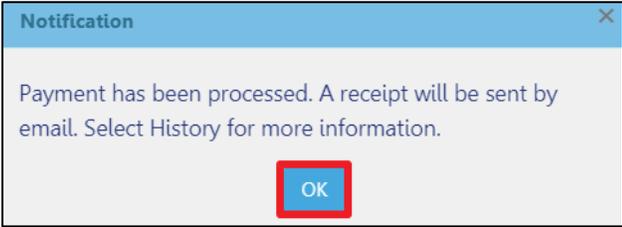| Step	Action
21.	***Click Statements & Signatures to display the Statements & Signatures section.*** ![Statements & Signatures navigation screenshot showing Save and Review and File buttons, CD00001652-R000001, General Information, Equipment Information, Documents, Statements & Signatures highlighted, and Applicant of Record - Owner's Statement]
Note:	The statement applicable to the stakeholder that's logged in highlights in blue. **Statements & Signatures** **Applicant of Record - Owner's Statement*** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name Date
OWNER	

Step	Action
22.	*Click the Applicant of Record - Owner's Statement checkbox to electronically attest.* *The Name and Date field's auto-populate by the system.*
23. 24.	*At the top-left of the screen, click Save.*
	A Notification pop-up window displays with the message: *Job filing has been 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.

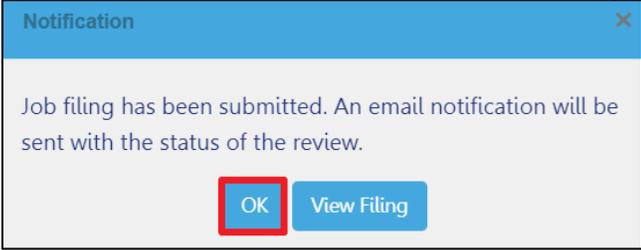| Step	Action
Note:	*The job filing's fees must be paid before continuing to Preview to File.*
25	At the bottom-right of the screen, click **Pay Now**. Dashboard Application Highlights View Filing History $200.00 Pay Now

Step	Action
26.	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: Are you sure you want to make a payment now for **$200.00**? 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. **Payment Confirmation** Please note that the following data cannot be changed after the payment has been made on this filing: Are you sure you want to make a payment now for **$200.00**? 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.** Yes No
27.	The page is redirected to **NYC City Pay**. Pay the application fees via **eCheck** or **Credit Card** by selecting the applicable tab. Enter Payment Details 1. Select Items 2. Enter Payment 3. Review and Pay Item Total: $200.00 Service Fee: $4.00 Payment Amount: $204.00 eCheck Credit Card C & D: CD RENEWAL DOB NOW Build Crane Device : CD00001652-R000001 : Renewal Crane Device $200.00 Credit and debit card payments are charged a service fee of 2.00% of the payment amount. This fee is nonrefundable. Billing Information If you are paying with a credit or debit card, please make sure you enter the name and address associated with this card. First Name * Last Name * Country * United States

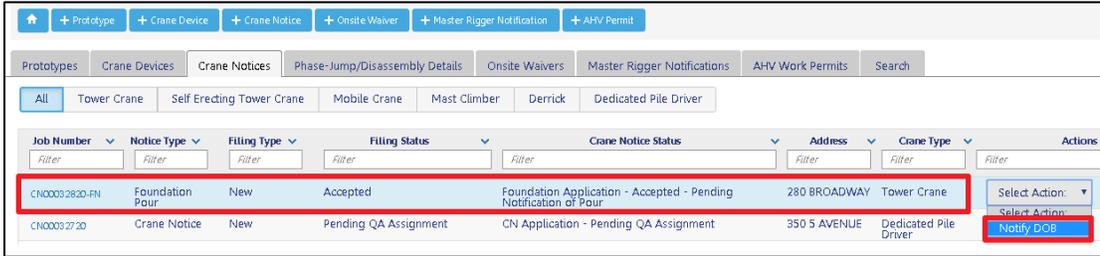| Step	Action
28	The **Notification** pop-up window displays on the DOB NOW page with the message: Payment has been processed. A receipt will be sent by email. Select History for more information. Click **OK** to proceed.
	You have completed the **Pay Fees** section. Continue to the next section.

Complete Review and File

Complete the following steps to review and submit the application to the NYC Department of Buildings.
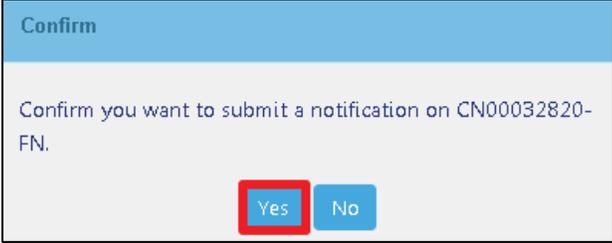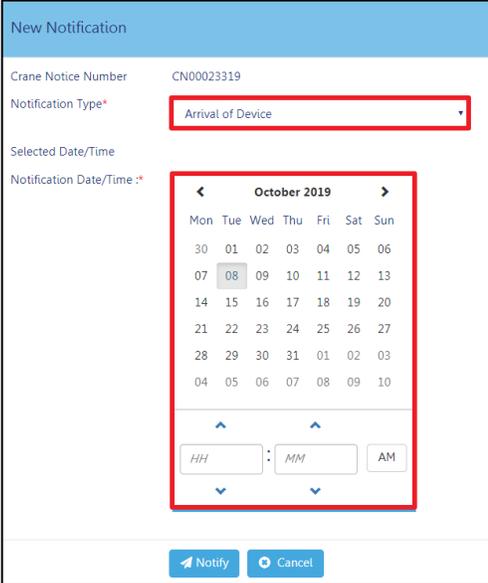
Step	Action
29	*At the top-left of the screen, click Review and File.* DOB NOW Submit Filings, Payments, and Requests t **H** Save **▯** Review and File
30	*The Application Preview displays.* *Click Next to read and progress through the Application Preview to the final page.* Application Preview « Previous Next » Q Zoom Q Zoom 100% ▼ Page : 1 / 6 DOB NOW BUILD NYC Buildings Application Highlights Job Number — CD00001652-R000001 Registration Type — Renewal Crane Type — Tower Crane Crane Device Number — CD00001652 Device Status — Approved for Use Current Filing Status — Pre-filing
31	*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.* **◀** File **C** Return to Filing View
	On the final page, click the checkbox to attest reviewing the application. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name [ ] Date [ ] **◀** File **C** Return to Filing View

Step	Action
32.	*The Name and the Date field's auto-populate after the check-box is clicked.* *Click File, to proceed.* Name: **JOE ADAM** (Electronically Signed) Date: **09/20/2019** **File** **Return to Filing View**
33.	*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.* **Notification** Job filing has been submitted. An email notification will be sent with the status of the review. **OK** **View Filing**
Note:	*The Status Bar updates to the next stage in the job filing process.* Pre-filing —— Pending QA Assignment —— Pending QA Admin Review —— Accepted
	You have completed CD Number Renewal: Step-by-Step Guide.

Tower Crane CN: Notify DOB – Notification for Foundation Pour

Complete the following steps to notify DOB on the arrival of Crane Notice:

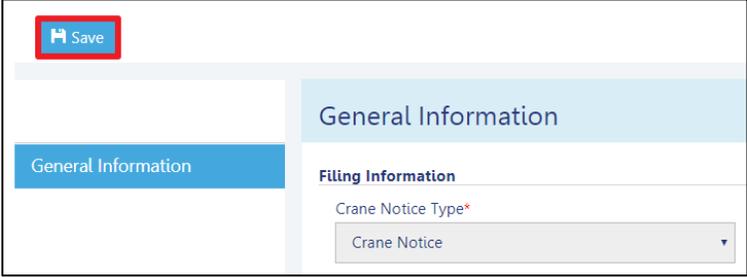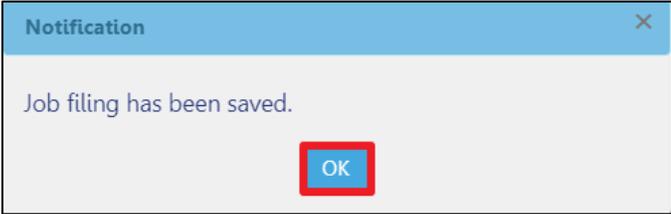| Step	Action
EQUIPMENT USER	
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. Under the **Actions** column, select **Notify DOB**.
Note:	*To filter the Crane Notices by Crane Type select the respective tab (e.g., **Tower Crane**).*

Step	Action
3.	A **Confirm** pop-up window displays with the message (sample): Confirm you want to submit a notification on CN00032820-FN. Click **Yes** to proceed. **Confirm** Confirm you want to submit a notification on CN00032820-FN. Yes No
4.	A **New Notification** pop-up window displays with the Crane Notice Number Complete the Notification: Select the Notification Type (e.g., **Foundation Pour**) Select the Notification Date/Time The selected Date/Time displays above the calendar. **New Notification** Crane Notice Number CN00023319 Notification Type* Arrival of Device Selected Date/Time Notification Date/Time :* **October 2019** Mon Tue Wed Thu Fri Sat Sun 30 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 01 02 03 04 05 06 07 08 09 10 HH : MM AM Notify Cancel
5.	Below the calendar, click **Notify**. HH : MM AM Notify Cancel

Step	Action
6.	A **Confirm** pop-up window displays with the message: Confirm you want to submit a notification. Click **Yes** to proceed. **Confirm** Confirm you want to submit a notification. Yes　No
7.	A **Notification** pop-up window displays with the message: Notification has been submitted. Click **OK** to proceed. **Notification**　✕ Notification has been submitted. OK
8.	*The system displays a notification with the message:* *Please initiate CN Application.* Pre-filing　Pending QA Assignment　Pending QA Admin Review　Pending PE Assignment　PE Review in Process　Approved Save　Review and File　Please intiate CN Application　✕　≡ Notify DOB ▾
	You have completed the **Notify DOB – Notification for Foundation Pour** Step-by-Step Guide.

Tower Crane CN:
Initiate a Crane Notice Application
(with Tower Crane Foundation)

Complete the following steps to initiate Crane Notice Application:

Step	Action
APPLICANT OF RECORD: OWNER	
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. Under the **Actions** column, select **Crane Notice**.
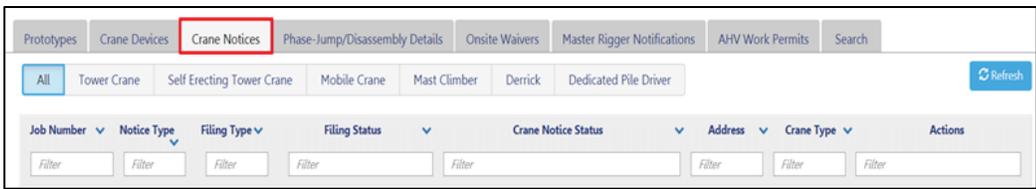
Step	Action
3.	A **Confirm** pop-up window displays with a message: Confirm you want to create a Crane Notice related to CN00032820-FN. Click **Yes** to proceed.
	You have begun the process for a Crane Notice. Continue to the **Complete General Information** tab section.

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** section displays.
2.	The **Filing Information, Location Information, Applicant Information** and **Equipment User Information** fields are greyed-out and cannot be edited.
3.	If applicable, click **+ Add Representative** to add Filing 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 Representative information table.* *Click the edit ( ) icon to update the information.* *Click the trash can ( ) icon to delete the Filing Representative.*

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

Step	Action
Note:	*If applicable, click the* **+Add Additional Contact** *to add an additional contact.* **Additional Contact Information** **+ Add Additional Contact** Contact Type	First Name	Last Name	Email	Business Name	Edit	Delete
Note:	*The page refreshes and displays the additional items:* 1. *Status Bar* 2. *Review and File* 3. *Crane Notice Filing Number* 4. **Additional Tabs:** *Prototype & Phase Information, Document and Statements & Signatures* 5. **Application Information**: *Application Highlights, View Filing, History and Fee*

<div align="center">

You have completed the **Complete General Information** tab.

Continue to the next section.

</div>

Complete Prototype & Phase Tab

Complete the following steps to complete the **Prototype & Phase Information** tab for the application:

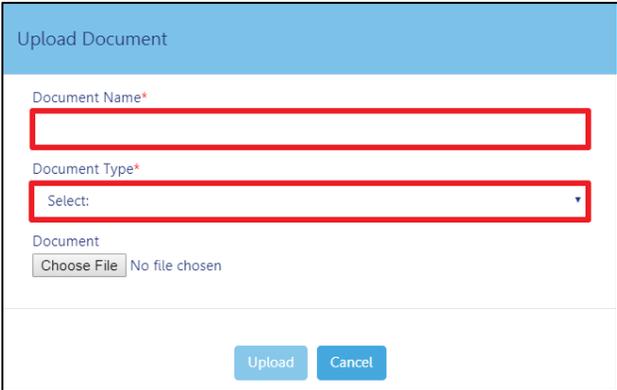| Step	Action
1.	Click **Prototype & Phase Information** to display the Prototype & Phase Information section. **CN00023319** General Information **Prototype & Phase Information** Documents Statements & Signatures Prototype & Phase Information **Prototype Search** **Search by:*** ⦿ Prototype Number Prototype Number* [ ] 🔍 Search & Add
2.	**Note:** *The Prototype Number added to the Tower Crane Foundation displays.* Prototype & Phase Information **Prototype Search** **Search by:*** ⦿ Prototype Number ◯ Crane Type Prototype Number* [ ] 🔍 Search & Add **Prototype Information** (Max 2) Prototype Number **CP00001812** Crane Type Tower Crane Review Status Accepted Maximum Boom 5000 Feet Maximum Jib 5000 Feet Total 12000 Feet 🗑 Delete ⤢ Details
	If applicable, select the applicable **Search by** (e.g. **Prototype Number)** radio-button in Prototype Search. A maximum of 2 Prototypes can be added per application. **CN00023319** General Information Prototype & Phase Information Documents Statements & Signatures Prototype & Phase Information **Prototype Search** **Search by:*** ⦿ Prototype Number ◯ Crane Type Prototype Number* [ ] 🔍 Search & Add

Step	Action
Note:	*To search by **Prototype Number**:* *Enter the Prototype Number in the Prototype Number field.* **Prototype Search** Search by:* ◉ Prototype Number ◯ Crane Type Prototype Number* [ ] 🔍 Search & Add *To search by **Crane Type**:* *Select the Crane Type from the Crane Type drop-down list.* **Prototype & Phase Information** **Prototype Search** Search by:* ◯ Prototype Number ◉ Crane Type Crane Type* Tower Crane ▼ 🔍 Search & Add
3.	Click **Search & Add** to proceed. **General Information** **Prototype Search** Search by:* ◉ Prototype Number ◯ Crane Type Prototype Number* CP00001605 🔍 Search & Add

Step	Action
4.	The **Search Results** pop-up window displays.
	If applicable, select the applicable Prototype Number.
	Click **✚Add** to proceed.
	Search Results
	Prototype Number: CP00001860 Crane Type: Tower Crane Approved On: 02/07/2020
	Prototype Details / **Crane Devices** / **Revoke History**
	Prototype Status: Full Approval Applicant: JOE ADAM Applicant Type: Manufacturer
	Model (Month/Year): 09/2020 Manufacturer: ibo
	Model: test
	Equipment Information
	Maximum Rated Capacity: 5 Metric Tons Maximum Boom: 5 Feet Maximum Jib: 5 Feet
	Maximum Freestanding Height: 5 Feet Total: 15 Feet Maximum Other Attachments: 5 Feet
	Counterweight Configuration (Min): 5 Lbs Counterweight Configuration (Max): 5 Lbs Carrier Type: Not Applicable
	Transmission Type: Hydraulic/Pneumatic Power: Gas Climbing Type: Internal
	Width with Outriggers Extended: Not Applicable Overall Carrier Length: Not Applicable Overall Carrier Width: Not Applicable
	✚ Add **⊘ Cancel**
5.	A **Notification** pop-up window displays with the message:
	Prototype has been added.
	Click **OK** to proceed.
	Notification ✕
	Prototype has been added.
	OK

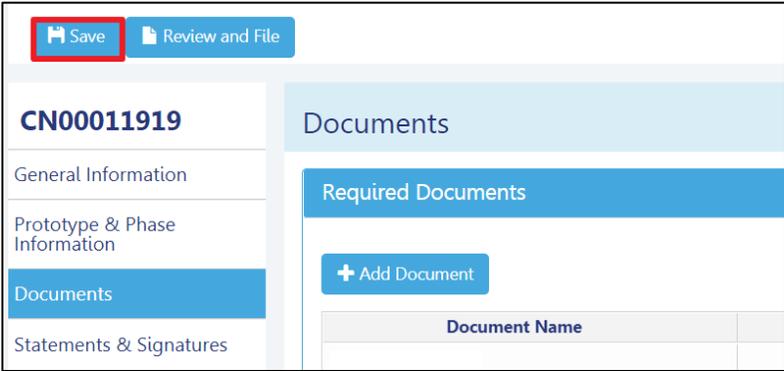| Step	Action
Note:	The Prototype added, displays within the Prototype Information. Click the details (Details) icon to view the Prototype Information. Click the trash can (Delete) icon to delete the Prototype Number. **Prototype & Phase Information** Prototype Search Search by:* ⦿ Prototype Number ◯ Crane Type Prototype Number* CP00001605 [🔍 Search & Add] Prototype Information (Max 2) Prototype Number **CP00001605** — Crane Type Mobile Crane — Review Status Pre-filing — Maximum Boom 5000 Feet — Maximum Jib 10000 Feet — Total 15000 Feet — Delete — Details
6.	Select the number of phases from the drop-down list labeled **"How many phases are you planning for this job?"** **Phases Information** How many phases are you planning for this job?* [▼]
7.	Complete the **Initial Phase and Initial Jump Information**: Enter the Proposed Height Enter the Number of Sections Enter the Section Height Enter the Climbing Type Enter the PGL1 Expiration Date Select the applicable radio-button for *"Collar and Ties to be installed?"* Select the applicable radio-button for *"After Hours Variance Required?"* **Initial Phase and Initial Jump Information** Proposed Height* [____] Feet — Number of Sections* [____▼] — Section Height* [____] Feet Climbing Type* [Select: ▼] — PGL1 Expiration Date* [____] Collar and Ties to be installed?* ◯Yes ◯No After Hours Variance Required?* ◯Yes ◯No

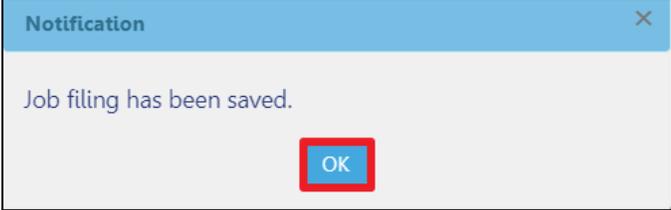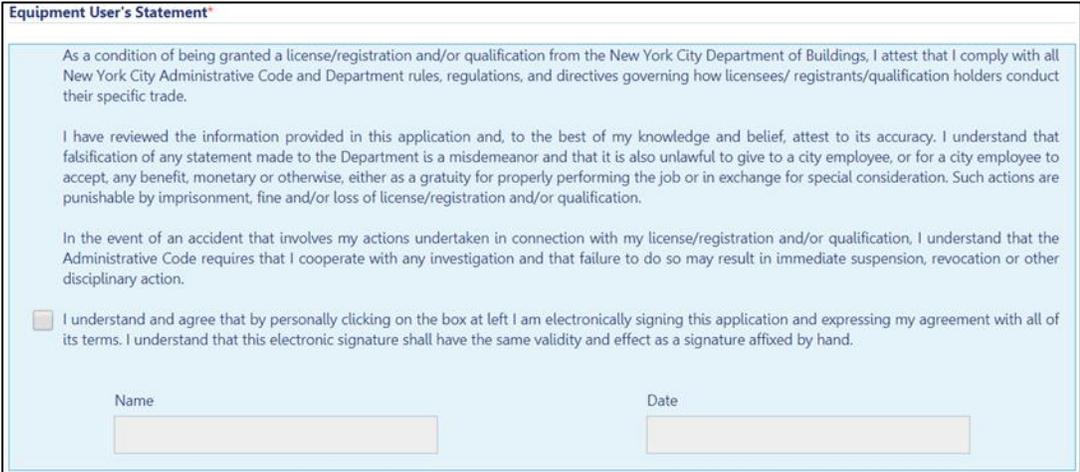| Step	Action
8.	If Yes is selected for "Collar Ties to be installed?" the "Floors where collar and ties are to be installed" field displays.
9.	At the top-left of the screen, click **Save**.
10.	A **Notification** pop-up window displays with the message: **Job filing has been saved.** Click **OK** to continue.
	You have completed the **Prototype & Phase 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 **Documents** to display the Documents section. ![Documents section screenshot]
2. 3.	Click **+Add Document**. ![Add Document screenshot]
	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. ![Upload Document pop-up screenshot]

Step	Action
4.	Click **Choose File** to upload the Document Type selected. Document Type* Manual ▼ Document [Choose File] No file chosen
5.	The Document pop-up window displays. Select the Document and click **Open**.
6.	The Document displays next to Choose File. Click **Upload**. Document Type* Manual ▼ Document [Choose File] Manual.pdf [Upload] [Cancel]

Step	Action
7.	A **Notification** pop-up window displays with the message: **Document has been uploaded.** Click **OK** to continue. ![Notification pop-up: "Document has been uploaded." with OK button highlighted]
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.* ![Documents table showing Required Documents with Add Document button and rows: Wind / Wind Action Plan / Pending / 02/07/2020; Wind Analysis / Tower Crane Site Specific Wind Analysi... / Pending / 02/07/2020]
8.	At the top-left of the screen, click **Save**. ![Screen showing CN00011919 with Save and Review and File buttons, left nav: General Information, Prototype & Phase Information, Documents, Statements & Signatures; Documents panel with Required Documents and Add Document button]

Step	Action
9.	A **Notification** pop-up window displays with the message: Job filing has been 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. **Save** **Review and File** **CN00011919** General Information Prototype & Phase Information Documents **Statements & Signatures** Statements & Signatures **Applicant's Statement*** As a condition of being granted a license/registration and/or qualif… New York City Administrative Code and Department rules, regulatio… their specific trade. I have reviewed the information provided in this application and,… falsification of any statement made to the Department is a misdem… accept, any benefit, monetary or otherwise, either as a gratuity for p…
Note:	*The statement applicable to the Stakeholder that's logged in highlights in blue.* Statements & Signatures **Applicant's Statement*** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name _____ Date _____

Step	Action
<td colspan="2">**APPLICANT OF RECORD**</td>	
2.	Click the **Applicant's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name: JOE ADAM (Electronically Signed) Date: 09/19/2019
3.	At the top-left of the screen, click **Save**.
4.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. Notification — Job filing has been saved. [OK]

Step	Action
	EQUIPMENT USER'S STATEMENT
5.	On the Statements & Signatures tab scroll-down to the **Equipment User's Statement**. **CN00023319** General Information Prototype & Phase Information Documents Statements & Signatures Name JOE ADAM (Electronically Signed) **Equipment User's Statement*** As a condition of being granted a license/registration and/or qualification Administrative Code and Department rules, regulations, and directives govern I have reviewed the information provided in this application and, to the best
6. 7.	Click the **Equipment User's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system. **Equipment User's Statement*** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name Date
	The **Name** and **Date** field's auto-populate by the system. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name Date ADAM JOE2 09/19/2019 (Electronically Signed)

Step	Action
8.	At the top-left of the screen, click **Save**.
9.	A **Notification** pop-up window displays with the message: Job filing has been 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 review and 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**. DOB NOW Submit Filings, Payments, and Requests t **Save** **Review and File**
2.	The **Application Preview** displays. Click **Next** to read and progress through the Application Preview to the final page. Application Preview « Previous Next » Zoom Zoom 100% Page: 1 / 6 DOB NOW BUILD NYC Buildings **Application Highlights** Job Number CP00001605 Filing Type New Crane Type Mobile Crane Prototype Number PT00001605 Current Filing Status Pre-filing
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.* **File** **Return to Filing View**

Step	Action
3.	On the final page, click the checkbox to attest reviewing the application. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name [ ] Date [ ] ✈ File ⟳ Return to Filing View
4.	The **Name** and the **Date** field's auto-populate after the check-box is clicked. Click **File**, to proceed. Name [JOE ADAM] Date [09/20/2019] (Electronically Signed) ✈ File ⟳ Return to Filing View
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. **Notification** ✕ Job filing has been submitted. An email notification will be sent with the status of the review. OK View Filing
Note:	*The Status Bar updates to the next stage in the job filing process (e.g., **Pending QA Assignment**).* ✓——●————○————○ Pre-filing Pending QA Assignment Pending QA Admin Review Accepted (QA)

You have completed the **Initiate a Crane Notice Application (with Tower Crane Foundation) Step-by-Step Guide.**

Continue to **Tower Crane CN: Tag Crane Device section.**

Tower Crane CN: Initiate a Crane Notice Application (without Tower Crane Foundation)

Complete the following steps to initiate Crane Notice Application:

Step	Action
APPLICANT OF RECORD: OWNER	
1. 2.	Hover the cursor over **✛Crane Notice** and select **New Crane Notice** from the drop-down list.
	A **New Crane Notice** pop-up window displays with Crane Device options: Select the applicable **Crane Device** (e.g., **Tower Crane**) and click **Submit** to proceed.

Step	Action
	You have begun the process for a Crane Notice.
	Continue to the **Complete General Information** tab 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** section displays.
2.	The **Filing Information** fields: **Crane Notice Type, Filing Type** and **Crane Type** are greyed-out and cannot be edited.

Step	Action
3.	Enter the **Location Information**:
	House Number
	Street Name
	Select the **Borough** from the Borough drop-down list (e.g., Staten Island)
	Block
	Lot
	Select the **Owner Type** (e.g., **Individual**) from the Owner Type drop-down list.
	Select the **Anchor Stool Detail** (e.g., **Third Party**) from the Anchor Stool drop-down list.
	Select the applicable radio-button for is the foundation part of a New Building job?
	Select the What is the main material that the foundation is going to be constructed with? (e.g., Concrete) from the drop-down list.
	The **BIN** field is greyed-out and Read-Only.
Note:	*If **Yes** is selected for **Is the foundation part of a New Building job?**, the additional required fields below display.*

Step	Action
4.	Enter the **Applicant Information**: Type the **Email** and then select the Email Address from the blue drop-down Select the **License Type** (*e.g*., **Individual**) from the License Type drop-down list Select the **Business Name** from the Business Name drop-down list **Applicant Information** Email* / Last Name / First Name Enter email/username... License Type* / License Number / Business Name* Select: / Select: Business Address / City / State Zip Code / Business Telephone / Mobile Telephone
5. 6.	Enter the **Equipment User's** Information: Type the **Email** and then select the Email Address from the blue drop-down Select the **License Type** (*e.g.,* **Individual**) from the License Type drop-down list Select the **Business Name** from the Business Name drop-down list (click + Add New if the Business Name is not listed) **Equipment User's Information** Email* / Last Name / First Name Enter email/username... License Type* / License Number / Business Name* Select: / Select: Business Address / City / State Zip Code / Business Telephone / Mobile Telephone
	If applicable, click **+ Add Representative** to add Filing Representative. **Filing Representative Information** **+ Add Representative** | **First Name**	**Last Name**	**Email**	

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

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

Step	Action
Note:	*The General Information section displays an additional field, Additional Contact Information.* *If applicble, click the **+Add Additional Contact** to add an additional contact.* **Additional Contact Information** **+ Add Additional Contact** Contact Type　　First Name　　Last Name　　Email　　Business Name　　Edit　　Delete
Note:	*The page refreshes and displays the additional items:* 1. *Status Bar* 2. *Review and File* 3. *Crane Notice Filing Number* 4. ***Additional Tabs:** Prototype & Phase Information, Document and Statements & Signatures* 5. ***Application Information**: Application Highlights, View Filing, History and Fee*
	You have completed the **Complete General Information** tab. Continue to the next section.

Complete Prototype & Phase Tab

Complete the following steps to complete the **Prototype & Phase Information** tab for the application:

Step	Action
1.	Click **Prototype & Phase Information** to display the Prototype & Phase Information section.
2.	Select the applicable **Search by** (e.g. **Prototype Number)** radio-button in Prototype Search. A maximum of 2 Prototypes can be added per application.

Step	Action
Note:	*To search by **Prototype Number**:* *Enter the Prototype Number in the Prototype Number field.* **Prototype Search** Search by:* ● Prototype Number ○ Crane Type Prototype Number* [ ] 🔍 Search & Add *To search by **Crane Type**:* *Select the Crane Type from the Crane Type drop-down list.* **Prototype Search** Search by:* ○ Prototype Number ● Crane Type Crane Type* Tower Crane ▾ 🔍 Search & Add Select Crane Type: **Tower Crane** Self Erecting Tower Crane Mobile Crane Crane Type* Dedicated Pile Driver Tower Crane Derrick Mast Climber Prototype Number* Manufacturer*
3.	Click **Search & Add** to proceed. **General Information** **Prototype Search** Search by:* ● Prototype Number ○ Crane Type Prototype Number* CP00001605 🔍 Search & Add

Step	Action
4.	The **Search Results** pop-up window displays.
	If applicable, select the applicable Prototype Number.
	Click **+Add** to proceed.

Search Results for Tower Crane

Selected : CP00001860

Filter Search Results From Here...

Prototype Number CP00001860	Prototype Status Full Approval	Model (Month/Year) 09/2020	Manufacturer ibo

Prototype Details	Crane Devices	Revoke History

Model
test

Equipment Information

Maximum Rated Capacity 5 Metric Tons	Maximum Boom 5 Feet	Maximum Jib 5 Feet
Maximum Freestanding Height 5 Feet	Total 15 Feet	Maximum Other Attachments 5 Feet
Counterweight Configuration(Min) 5 Lbs	Counterweight Configuration(Max) 5 Lbs	Carrier Type Not Applicable
Transmission Type Hydraulic/Pneumatic	Power Gas	Climbing Type Internal
Width with Outtriggers Extended Not Applicable	Overall Carrier Length Not Applicable	Overall Carrier Width Not Applicable
Overall Carrier Tailswing Not Applicable		

Boom Types

1 to 5 of 201 records

+ Add   **⊙ Cancel**

Step	Action
5.	A **Notification** pop-up window displays with the message:
	Prototype has been added.
	Click **OK** to proceed.

Notification

Prototype has been added.

OK

Step	Action
Note:	*The Prototype added, displays within the Prototype Information.* *Click the details (* Details *) icon to view the Prototype Information.* *Click the trash can (* Delete *) icon to delete the Prototype Number.* **Prototype & Phase Information** **Prototype Search** Search by:* ● Prototype Number ○ Crane Type Prototype Number* CP00001605 🔍 Search & Add **Prototype Information** (Max 2) Prototype Number **CP00001605** · Crane Type Mobile Crane · Review Status Pre-filing · Maximum Boom 5000 Feet · Maximum Jib 10000 Feet · Total 15000 Feet · 🗑 Delete · ↗ Details
6.	Select the number of phases from the drop-down list labeled ***"How many phases are you planning for this job?"*** **Phases Information** How many phases are you planning for this job?* [▼]
7.	Complete the **Initial Phase and Initial Jump Information**: Enter the Proposed Height Select the applicable radio-button for "Is assembly/disassembly required after the Initial Phase?" Select the applicable radio-button for *"After Hours Variance Required?"* **Initial Phase and Initial Jump Information** Proposed Height* [_____] Feet Is assembly/disassembly required after the Initial Phase?* ○ Yes ○ No After Hours Variance Required?* ○ Yes ○ No

Step	Action
8.	At the top-left of the screen, click **Save**.
9.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.
	You have completed the **Prototype & Phase 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 **Documents** to display the Documents section. **CN00011919** General Information Prototype & Phase Information **Documents** Statements & Signatures **Documents** **Required Documents** **+ Add Document** **Document Name**
2. 3.	Click **+Add Document**. **Documents** **+ Add Document** **Document Name**
	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. **Upload Document** Document Name* Document Type* Select: Document Choose File No file chosen Upload Cancel

Step	Action
4.	Click **Choose File** to upload the Document Type selected. Document Type* Manual ▼ Document [Choose File] No file chosen
5.	The Document pop-up window displays. Select the Document and click **Open**.
6.	The Document displays next to Choose File. Click **Upload**. Document Type* Manual ▼ Document [Choose File] Manual.pdf [Upload] [Cancel]

Step	Action
7.	A **Notification** pop-up window displays with the message: Document has been uploaded. Click **OK** to continue. **Notification** ✕ Document has been uploaded. [OK]
8.	**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.* **Documents** ➕ Add Document | Document Name	Document Type	Document Status	Uploaded On	Actions	 | Mobile Crane Manual	Manual	Pending	09/19/2019	⬆️ ✏️ 🗑️	
	At the top-left of the screen, click **Save**. 💾 Save 📄 Review and File **CN00011919** General Information Prototype & Phase Information Documents Statements & Signatures **Documents** **Required Documents** ➕ Add Document Document Name

Step	Action
9.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. **Notification** ✕ Job filing has been saved. **OK**
	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.*

Step	Action
	APPLICANT OF RECORD
2.	Click the **Applicant's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name: JOE ADAM (Electronically Signed) Date: 09/19/2019
3.	At the top-left of the screen, click **Save**. 💾 Save 📄 Review and File **CN00011919** General Information / Prototype & Phase Information / Documents / Statements & Signatures **Statements & Signatures** — **Applicant's Statement*** As a condition of being granted a license/registration and/or qualif New York City Administrative Code and Department rules, regulatio their specific trade. I have reviewed the information provided in this application and falsification of any statement made to the Department is a misdem accept, any benefit, monetary or otherwise, either as a gratuity for p
4.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. **Notification** ✕ Job filing has been saved. OK

Step	Action
	EQUIPMENT USER'S STATEMENT
5.	On the Statements & Signatures tab scroll-down to the **Equipment User's Statement**.
6.	Click the **Equipment User's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system.
7.	At the top-left of the screen, click **Save**.

Step	Action
8.	A **Notification** pop-up window displays with the message: Job filing has been 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**. ![Screenshot showing the Pay Now button highlighted at the bottom right, with Dashboard, Application Highlights, View Filing, History, and $250.00 Pay Now options] Approved Dashboard Application Highlights View Filing History $250.00 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: Owner Type: **Individual** Are you sure you want to make a payment now for $**250.00**? 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. **Payment Confirmation** Please note that the following data cannot be changed after the payment has been made on this filing: • Owner Type: **Individual** Are you sure you want to make a payment now for **$250.00**? 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.** Yes No

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 **Notification** 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 review and 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**. DOB NOW Submit Filings, Payments, and Requests t **Save** **Review and File**
2.	The **Application Preview** displays. Click **Next** to read and progress through the Application Preview to the final page. Application Preview « Previous Next » Zoom Zoom 100% Page: 1 / 6 **Application Highlights** Job Number — CP00001605 Filing Type — New Crane Type — Mobile Crane Prototype Number — PT00001605 Current Filing Status — Pre-filing
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.* **File** **Return to Filing View**

Step	Action
3.	On the final page, click the checkbox to attest reviewing the application. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name _____ Date _____ ✈ File ⟳ Return to Filing View
4.	The **Name** and the **Date** field's auto-populate after the check-box is clicked. Click **File**, to proceed. Name JOE ADAM (Electronically Signed) Date 09/20/2019 ✈ File ⟳ Return to Filing View
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. **Notification** ✕ Job filing has been submitted. An email notification will be sent with the status of the review. OK View Filing
Note:	*The Status Bar updates to the next stage in the job filing process (e.g., **Pending QA Assignment**).* ✔ Pre-filing — Pending QA Assignment — Pending QA Admin Review — Accepted (QA)
	You have completed the **Initiate a Crane Notice Application Step-by-Step Guide.**

Tower Crane CN: Tag Crane Device

Complete the following steps to assign the CD to CN within the application:

Step	Action
APPLICANT OF RECORD	
Note:	*The initial CN Application must be approved before assigning a Crane Device to a Crane Notice.* *Only the PE can file for a CN Number.* *A single CD number can have one or many associated CN numbers but a CN number can only be associated with a single CD number.*
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. Under the **Actions** column, select **Assign Crane Device**.

Step	Action
Note:	To filter the Crane Notices by Crane type select the respective tab (e.g., **Tower Crane**).
3.	A **Confirm** pop-up window displays with the message (sample): Confirm you want to tag a Crane Device to CN00011919. Click **Yes** to proceed.
Note:	*The page refreshes and displays the additional items:* *1. **Notification** to Search & assign Crane Device to Notice* *2. **Notify DOB** drop-down list* *3. **Additional Tab:** Tag Crane Device*
	You have begun the process for **Tag Crane Device**. Continue to the Complete Assign Crane Device to Crane Notice section.
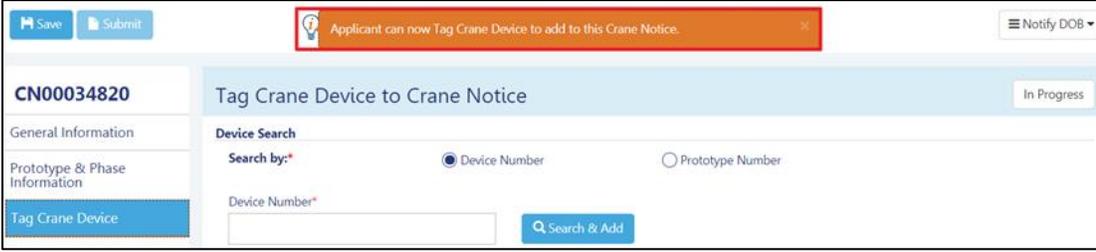
Complete Assign Crane Device to Tag Crane Device Tab

Complete the following steps to complete the **Assign Crane Device to Crane Notice** Tab for the
application:

Step	Action
<td colspan="2" style="background:green; color:white">**APPLICANT OF RECORD**</td>	
1.	Within the **Tag Crane Device** tab, select the applicable **Search by** (*e.g. **Prototype Number***) radio button in Device Search.
Note:	*To search by Device Number: Enter the Device Number in the Device Number field.* *To search by Prototype Number:* *Select the **Prototype Number** from the **Prototype Number** drop-down list.*
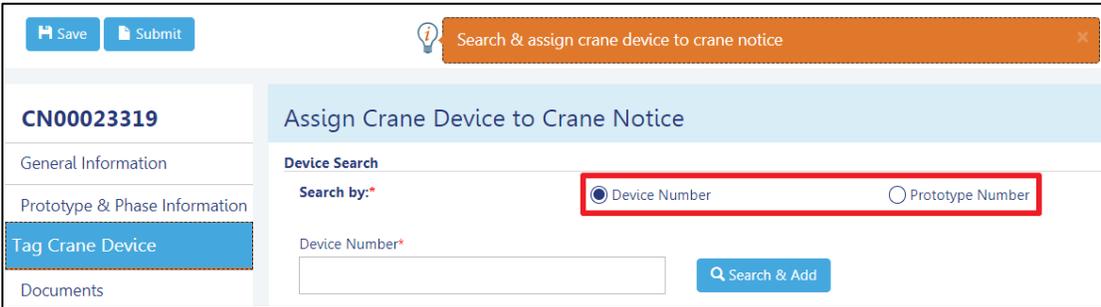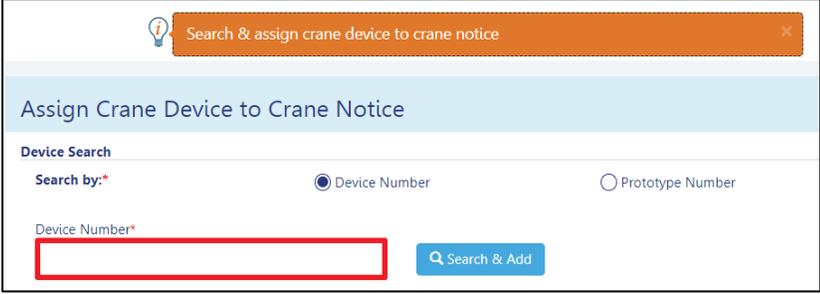
Step	Action
2.	Click **Search & Add** to proceed. Search by:* ● Prototype Number ○ Crane Type Prototype Number* CP00001605 [🔍 Search & Add]
3. 4.	The **Search Results** pop-up window displays. If applicable, select the applicable Prototype Number. Click **+Add** to proceed. **Search Results** Selected : CD00001329 Filter Search Results From Here... 🔍 ● Device Number CD00001329 Device Status Approved for Use Pending Inspection Manufactured Date 11/2013 Serial Number 987654231 ∧ Crane Type: Mobile Crane Device Expiry Date: 10/03/2020 Actual Rated Capacity: 10000 Kips Actual Boom: 4500 Feet Actual Jib: Not Applicable Other Attachments: Not Applicable Actual Freestanding Height: Not Applicable Total: 4500 Feet Actual Configuration (Min): 5000 Lbs Actual Configuration (Max): 10000 Feet Transmission Type: Mechanical Power: Gas Climbing Type: Not Applicable Width with Outtriggers Extended: 5000 Feet Overall Carrier Length: 10000 Feet Overall Carrier Width: 10000 Feet Overall Carrier Tailswing: 10000 Feet Boom Types: Articulating, < 1 to 1 of 1 records > [+ Add] [Cancel]
	A **Notification** pop-up window displays with the message: Prototype has been added. Click **OK** to proceed. **Notification** ✕ Prototype has been added. [OK]

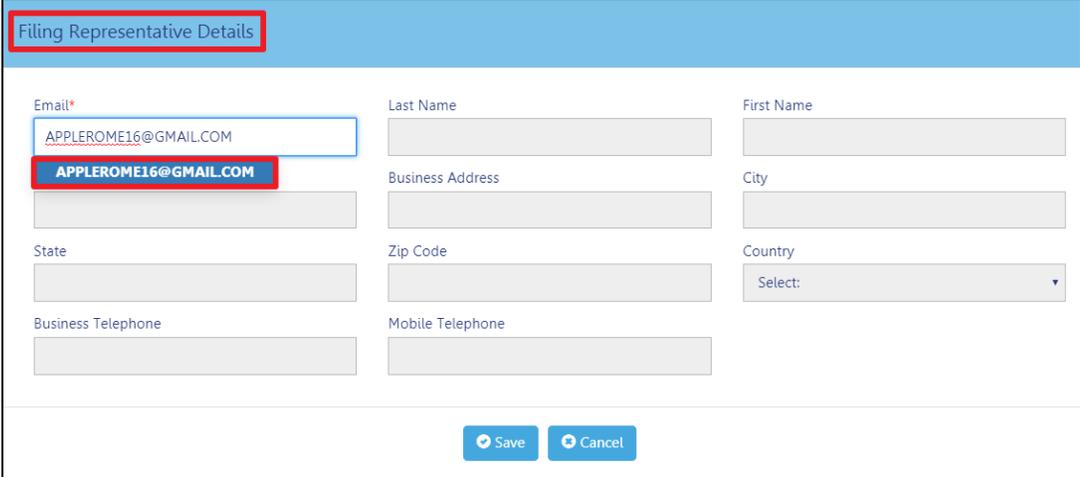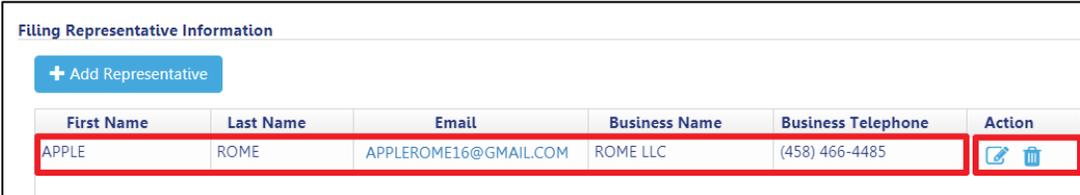| Step	Action
Note:	*The Device Number added, displays within the Device Information – Tower Crane.* *Click the details (* Details *) icon to view the Device Number information.* *Click the trash can (* Delete *) icon to delete the Device Number.* **Device Information - Mobile Crane** Device Number **CD00001329** Device Status Approved for Use Review Status Pre-filing Delete Details
5.	At the top-left of the screen, click **Save**. Pre-filing — Pending QA Assignment — Pending QA Admin Review **Save** Submit **CN00023319** Assign Crane Device to Crane Notice
6. 7.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to proceed. **Notification** × Job filing has been saved. **OK**
	At the top-left of the screen, click **Submit**. Pre-filing — Pending QA Assignment — Pending QA Admin Review Save **Submit** **CN00023319** Assign Crane Device to Crane Notice

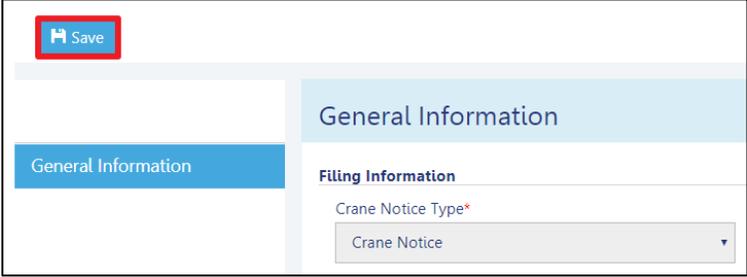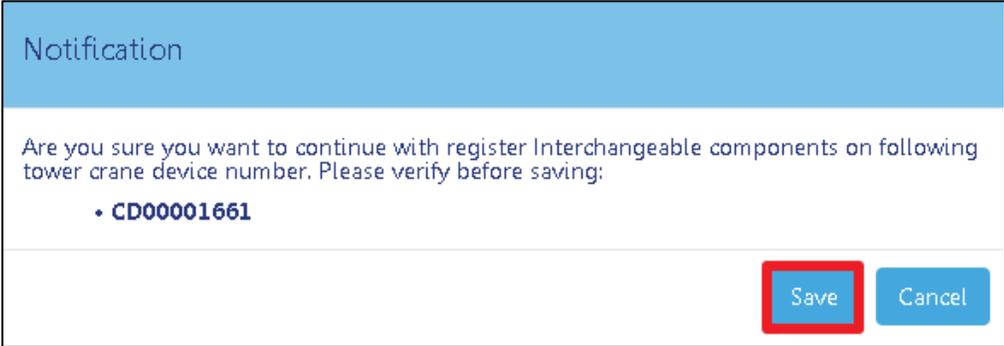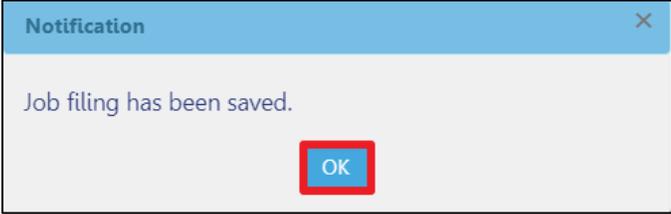| Step	Action
8.	A **Confirm** pop-up window displays with the message: Confirm you want to submit. Click **Yes** to proceed. **Confirm** Confirm you want to submit. Yes No
9.	A **Notification** pop-up window displays with the message: Job filing has been submitted. Click **OK** to proceed. **Notification** × Job filing has been submitted. OK
10.	The system displays the message: Please register Interchangeable Components of Crane Device. Proceed to the CD (Crane Device) to **add the Interchangeable Components**. Pre-filing — Pending QA Assignment — Pending QA Admin Review — Pending PE Assignment — PE Review in Process — Approved Save Submit Device Owner can now Register Interchangeable Components on the Crane Device. Notify DOB ▾
	You have completed the **Complete Assign Crane Device to Crane Notice** Step-by-Step Guide.

Tower Crane CD:
Add Interchangeable Components

Complete the following steps to add Interchangeable Components to a CD within the application:

Step	Action
APPLICANT OF RECORD	
1. 2.	Hover the cursor over **+Crane Device,** then **Interchangeable Components** and select and Register New from the drop-down list.
	A **Register Interchangeable Components** pop-up window displays. Enter the **Crane Device Number**.

Step	Action
3.	Click **Submit** to proceed. **Register Interchangeable Components** Crane Device Number* CD00001661 Submit Cancel
Note:	*The page refreshes and displays the General Information section.* *The Filing Information, Crane Notice Phase-Jump Information and Applicant of Record - Owner Information displayed is auto-populated and greyed-out or read only.* DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings Welcome, JOE ADAM AJOETEST@GMAIL.COM Need Help? Sign Out Save Dashboard General Information General Information **Filing Information** Registration Type* Crane Type* Register Interchangeable Components ▾ Tower Crane Prototype Number* Manufacturer* Model (Month/Year)* CP00001795 ℹ fdklfkdl 05/2019
4.	If applicable, click **+ Add Representative** to add Filing Representative. **Filing Representative Information** **+ Add Representative** | First Name	Last Name	Email
---	---	---	

Step	Action
5.	The Filing Representative Details pop-up window displays. Type the **Email** and then select the Email Address from the blue drop-down. **Filing Representative Details** Email* APPLEROME16@GMAIL.COM **APPLEROME16@GMAIL.COM** Last Name First Name Business Address City State Zip Code Country Select: Business Telephone Mobile Telephone ● Save ● Cancel
6.	Click **Save**. Business Telephone (458) 466-4485 ● Save ● Cancel
Note:	*The Filing Representative added displays within the Filing Representative information table.* *Click the edit (✐) icon to update the information.* *Click the trash can (🗑) icon to delete the Filing Representative.* **Filing Representative Information** ✚ Add Representative | First Name	Last Name	Email	Business Name	Business Telephone	Action
APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	✐ 🗑	

Step	Action
7.	At the top-left of the screen, click **Save**. **Save** **General Information** General Information **Filing Information** Crane Notice Type* Crane Notice
8.	A **Notification** pop-up window displays with the message (sample): Are you sure you want to continue with register Interchangeable components on following tower crane device number. Please verify before saving: • CD00001661 Click **Save** to continue. **Notification** Are you sure you want to continue with register Interchangeable components on following tower crane device number. Please verify before saving: • **CD00001661** Save Cancel
9.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. **Notification** × Job filing has been saved. OK

Step	Action
Note:	*The page refreshes and displays the additional items:* 1. *Status Bar* 2. *Review and File* 3. *CD Filing Number – with Interchangeable Components Application Number* 4. ***Additional Tabs:*** *Equipment Information, Interchangeable Components, Documents and Statements & Signatures* 5. ***Application Information****: Application Highlights, View Filing, History and Fee*
	You have begun the process for **Adding Interchangeable Components**. Continue to the next section.

Complete Interchangeable Components Tab

Complete the following steps to complete the **Assign Crane Device to Crane Notice** Tab for the

application:

Step	Action
APPLICANT OF RECORD	
Note:	*The Last Inspection Datemust be updated for each Fixed Component associated to the CD (Crane Device) before filing.*
1. 2.	Select the **Interchangebale Components** tab to dislay the section.
	Click the applicable **Component** (*e.g. **Boom Information***) and click **+ Add Component** to enter the details.

Step	Action
3.	An Interhcangeable Comonents – Boom Information pop-upwindow displays. Add the Components by eithe r: 1. **Add New Component**: Manually entering the details 2. **Inventory of Components**: Select from the avaibable disengaged Components
4. 5.	Click **+Add** to save the Component details.
	A Notification pop-up window displays with the message: Component has been added. Click **OK** to close the notification.
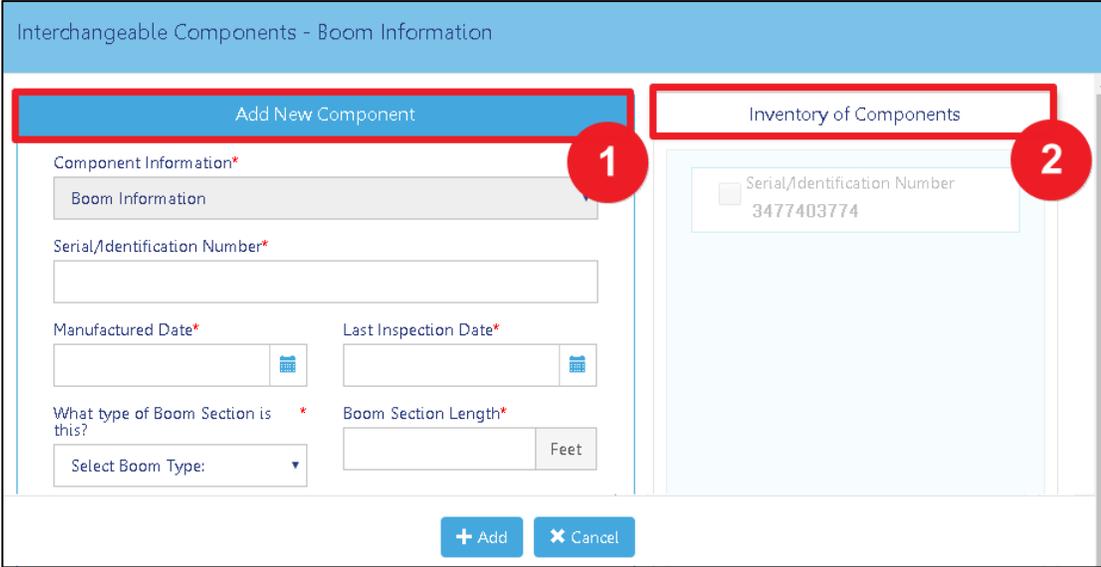
Step	Action
Note:	*The **Component** added displays in the Boom Information table.* *Click the **edit** (✎) icon to edit the details.* *Click the **trash** (🗑) icon to delete the information added.* Boom Information* — Total Components: **1** ☑ Type: Articulating Total/Max: 1 / 30 **+ Add Component** Serial/Identification Number / Boom Type / Manufacturer / Last Inspect / Status / Phase # / Action 3477403774 · Articulating · 07/2019 · 01/14/2020 · Pre-filing · P1-J1 · ✎ 🗑
Note:	*Repeat Steps 1 to 5 of the Complete Ineterchangebale Components tab section to add additional components.*
6. 7.	At the top-left of the screen, click **Save**. Pre-filing — Pending QA Assignment — Pending QA Admin Review **💾 Save** **📄 Submit** **CN00023319** Assign Crane Device to Crane Notice
	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to proceed. **Notification** ✕ Job filing has been saved. **OK**
	You have completed the **Complete Interchangeable Components tab** Step-by-Step Guide.

Upload Documents

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

Step	Action
1.	Click **Documents** 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., 5 Year History Report)* from the Document Type drop-down list.

Step	Action
4.	Click **Choose File** to upload the Document Type selected. Document Type* 5-Year History Report ▾ Document [Choose File] No file chosen
5. 6.	The Document pop-up window displays. Select the Document and click **Open**.
	The Document displays next to Choose File. Click **Upload**. Document [Choose File] 5 Year History Report.pdf [Upload] [Cancel]

Step	Action
7.	A **Notification** pop-up window displays with the message: Document has been uploaded. Click **OK** to continue. **Notification** ✕ Document has been uploaded. OK
Note: 8.	*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.* **Required Documents** ➕ Add Document | Document Name	Document Type	Document Status	Uploaded On	Actions
---	---	---	---	---
Third - party Inspection Report	Third-party Inspection Report	Pending	02/10/2020	⬆️ 🖊️ 🗑️
Mag Report	Mag Report	Pending	02/10/2020	⬆️ 🖊️ 🗑️
5 year History Report	5-Year History Report	Pending	02/10/2020	⬆️ 🖊️ 🗑️	
	At the top-left of the screen, click **Save**. **DOB NOW** Submit Filings, Payments, and Requests to the NYC Department of Buildings ⬤————————————————————⬤ Pre-filing Pending Inspection Supervisor Review 💾 Save 📄 Review and File

Step	Action
9.	A **Notification** pop-up window displays with the message: **Job filing has been 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
APPLICANT OF RECORD	
1.	Click **Statements & Signatures** to display the Statements & Signatures section.
Note:	*The statement applicable to the stakeholder that's logged in highlights in blue.*
	Click the **Applicant's Statement** checkbox to electronically attest. The **Name** and **Date** field's 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 been 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 review and submit the application to the NYC Department of Buildings.

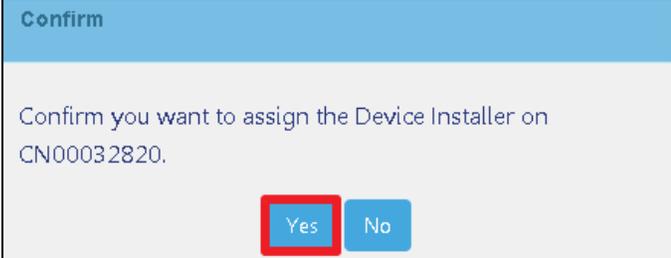| Step	Action
APPLICANT OF RECORD	
1.	At the top-left of the screen, click **Review and File**.
2.	The **Application Preview** displays. Click **Next** to read and progress through the Application Preview to the final page.
Note:	*If errors are discovered when Review and File is selected, click **Return 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. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name _____ Date _____ ✈ File ⟳ Return to Filing View
4.	The **Name** and the **Date** field's auto-populate after the check-box is clicked. Click **File**, to proceed. Name: JOE ADAM (Electronically Signed) Date: 09/20/2019 ✈ File ⟳ Return to Filing View
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. **Notification** ✕ Job filing has been submitted. An email notification will be sent with the status of the review. OK View Filing
Note:	*The Status Bar updates to the next stage in the job filing process (e.g., **Pending Inspections Supervisor Review**).* ✓ Pre-filing —— ● Pending Inspection Supervisor Review —— ○ Accepted
	You have completed **Tower Crane CD: Add Interchangeable Components Step-by-Step Guide.** Continue to **Tower Crane CN: Tag Crane Device section.**

Tower Crane CN: Device Installer

Complete the following steps to assign the Device Installer within the application:

Step	Action
	EQUIPMENT USER
1.	From the Dashboard, select the **Crane Notices** tab.
2. Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., **Tower Crane**).
	Locate the Crane Notice application. Under the **Actions** column, select **Assign Device Installer**.

Step	Action
3.	A **Confirm** pop-up window displays with the message (sample): Confirm you want to assign the Device Installer on CN00032820. Click **Yes** to proceed. **Confirm** Confirm you want to assign the Device Installer on CN00032820. [Yes] [No]
Note:	*The page refreshes and displays the additional items:* 1. *Device Owner can now assign the Device Installer.* 2. *Additional Tab: Device Installer*
	You have begun the process for **Assign Device Installer.** Continue to the **Complete Device Installer** tab section.

Complete Device Installer Tab

Complete the following steps to complete the A/D Director tab for the application:

Step	Action
EQUIPMENT USER	
1.	Within the Device Installer tab, enter the **Device Installer Information**: Type the **Email** and then select the Email Address from the blue-drop down Select the **License Type** (e.g., Individual) from the License Type drop-down list Select the **Rigger Type** (e.g., Master Rigger) from the Rigger Type drop-down list Select the **Business Name** from the Business Name drop-down list
Note:	*The Device Installer Information fields: Last Name, First Name, Business Address, City, State, Zip Code, Business Telephone, Tower Telephone are greyed-out and cannot be edited.*

Step	Action
2.	At the top-left of the screen, click **Save**.
3.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.

DEVICE INSTALLER

1.	Locate the Crane Notice application. Under the **Actions** column, select **Assign Device Installer**.

Step	Action
2.	A **Confirm** pop-up window displays with the message (sample): Confirm you want to assign the Device Installer on CN00032820. Click **Yes** to proceed. **Confirm** Confirm you want to assign the Device Installer on CN00032820. Yes No
3.	The page refreshes and displays the Crane Notice application. Select the **Device Installer** tab. **CN00032820** — **Assign Device Installer** General Information Prototype & Phase Information Tag Crane Device Device Installer Documents Statements & Signatures **Device Installer Information** Email*: BUILD141@BUILDINGS.NYC.GOV Last Name: 141 License Type*: Master Rigger License Number: 000003 Business Name*: GEROSA INCORPORATED Business Address: 101 LINCOLN AVE
Note:	*The statement applicable to the Stakeholder that's logged in highlights in blue.* **Device Installer's Statement*** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name Date Save

Step	Action
4.	Click the **Device Installer's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system.
5. 6.	Below the **Name** and **Date** fields, click **Save**.
	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.

Step	Action

	EQUIPMENT USER

Note:	*The statement applicable to the stakeholder that's logged in highlights in blue.*
	Equipment User's Statement* As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name _____ Date _____

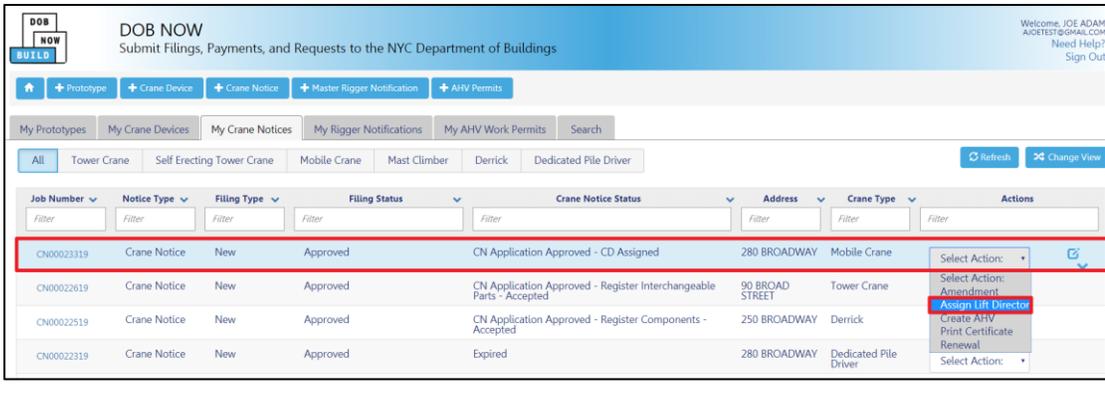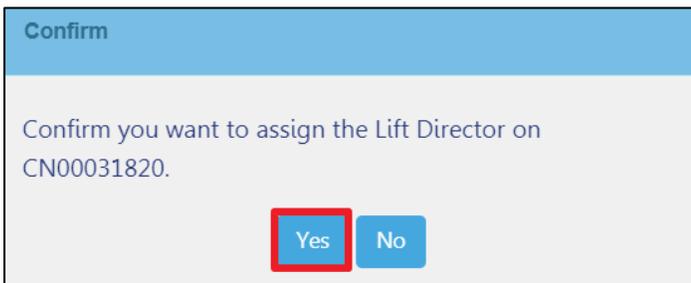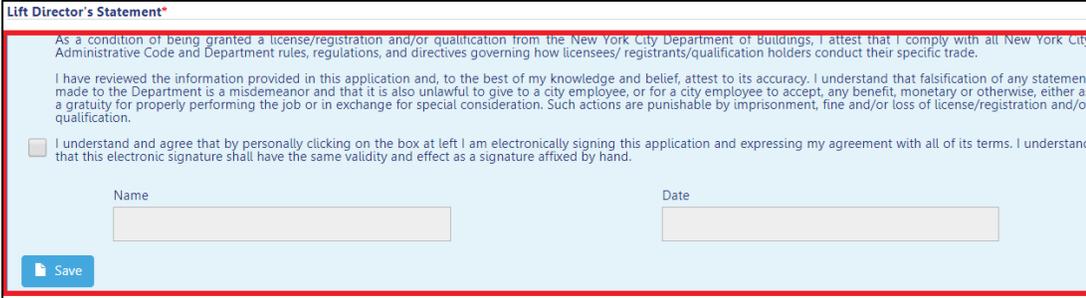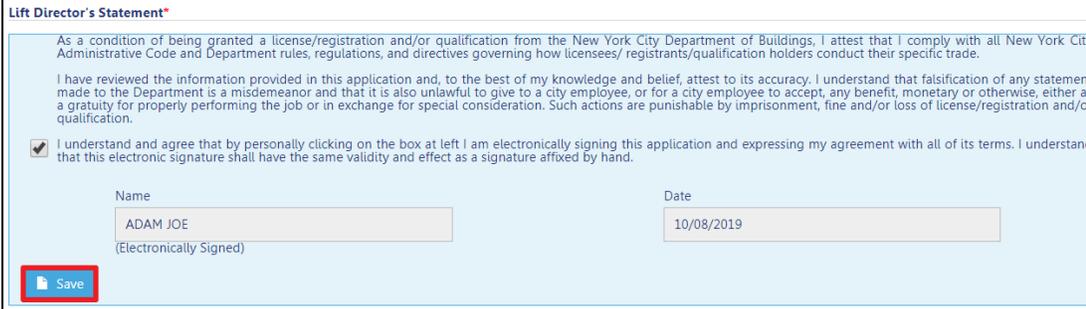| 7.	Click the **Equipment User's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system. **Equipment User's Statement*** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name ADAM JOE2 (Electronically Signed) Date 10/08/2019
8.	At the top-left of the screen, click **Save**. Pre-filing — Pending QA Assignment — Pending 💾 Save 📄 Submit
9.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. Notification ✕ Job filing has been saved. OK

Step	Action
10	At the top-left of the screen, click **Submit**. Pre-filing Pending QA Assignment Pending Save Submit
11	A **Confirm** pop-up window displays with the message: Confirm you want to submit. Click **Yes** to proceed. **Confirm** Confirm you want to submit. Yes No
12	A **Notification** pop-up window displays with the message: Job filing has been submitted. Click **OK** to proceed. **Notification** ✕ Job filing has been submitted. OK
	You have completed the **Assign Device Installer** Step-by-Step Guide. Continue to the next section.
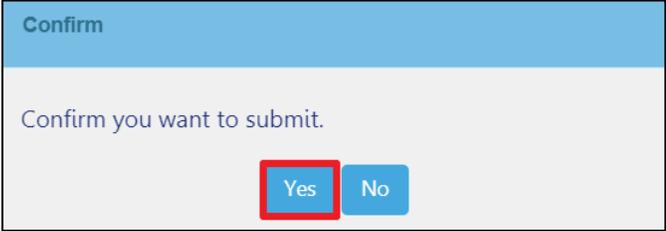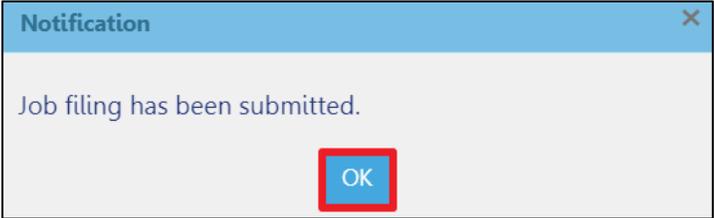
Tower Crane CN: Assign Lift Director

Complete the following steps to assign the Lift Director within the application:

Step	Action
EQUIPMENT USER	
Note:	*Only one Device Installer and one Lift Director can be assigned to a CN at a time.*
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. Under the **Actions** column, select **Assign Lift Director**.
Note:	*To filter the Crane Notices by Crane Type select the respective tab (e.g., **Tower Crane**).*

Step	Action
3.	A **Confirm** pop-up window displays with the message (sample): Confirm you want to assign the Lift Director on CN00031820. Click **Yes** to proceed. **Confirm** Confirm you want to assign the Lift Director on CN00031820. [Yes] [No]
Note:	*The page refreshes and displays the additional items:* 1. ***Notification** to Assign a Lift Director* 2. *Additional Tab: Lift Director*
	You have begun the process for **Assign a Lift Director**. Continue to the **Assign Lift Director** tab section.

Complete Assign Lift Director Tab

Complete the following steps to complete the Assign Lift Director tab for the application:

Step	Action
EQUIPMENT USER	
1.	Within the Assign Lift Director tab, enter the **Lift Director Information**: Type the Email and then select the Email Address from the blue-drop down
Note: 2.	*The Lift Director Information fields: Last Name, First Name, Business Name, Business Address, City, State, Zip Code, Business Telephone, Tower Telephone are greyed-out and cannot be edited.*
	At the top-left of the screen, click **Save**.
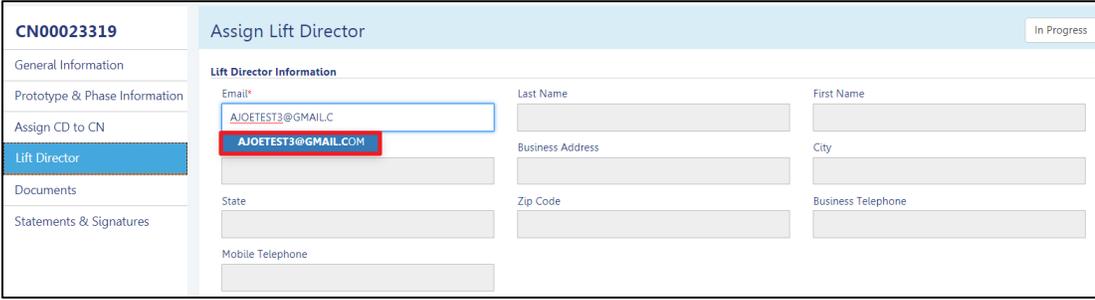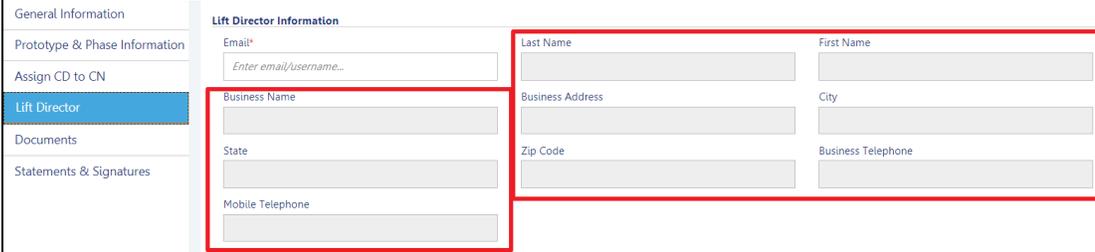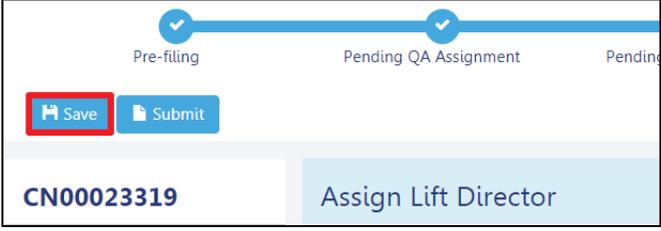
Step	Action
3.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.

LIFT DIRECTOR

Step	Action
4. 5.	Locate the Crane Notice application. Under the **Actions** column, select **Assign Lift Director**.
	A **Confirm** pop-up window displays with the message (sample): Confirm you want to assign the Lift Director on CN00031820. Click **Yes** to proceed.

Step	Action
6.	The page refreshes and displays the Crane Notice application. Select the **Lift Director** tab.
Note:	*The statement applicable to the stakeholder that's logged in highlights in blue.*
7. 8.	Click the **Lift Director's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system.
	Below the **Name** and **Date** fields, click **Save**.

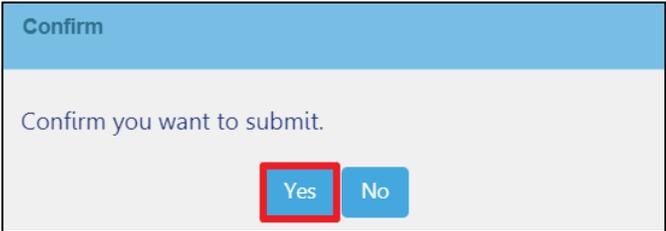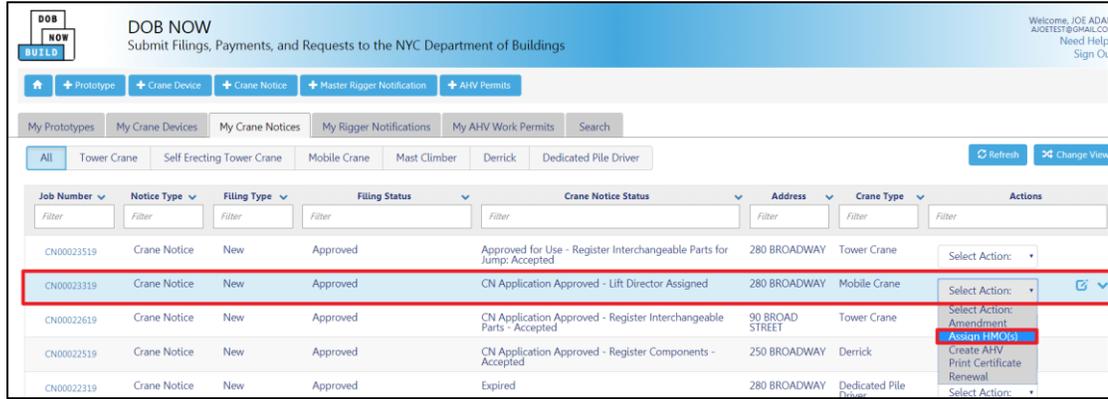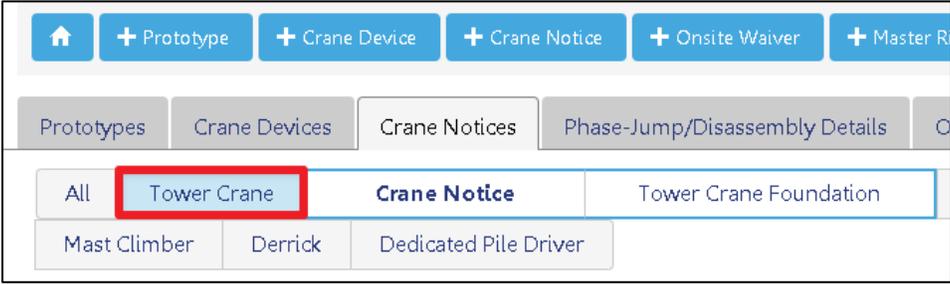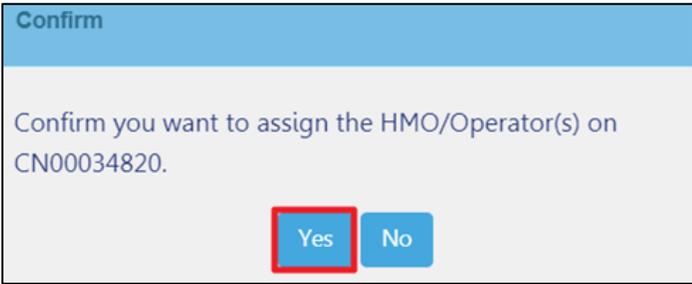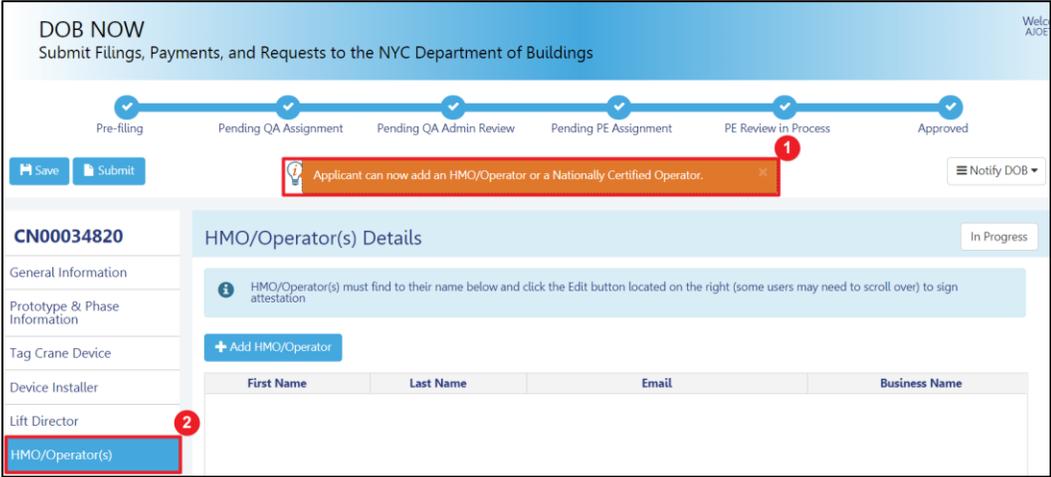| Step	Action
9.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. **Notification** ✕ Job filing has been saved. [OK]
	EQUIPMENT USER
Note:	*The statement applicable to the stakeholder that's logged in highlights in blue.* **Equipment User's Statement*** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name Date
10	
11	Click the **Equipment User's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system. **Equipment User's Statement*** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name ADAM JOE2 Date 10/08/2019 (Electronically Signed)
	At the top-left of the screen, click **Save**. ✓ Pre-filing ✓ Pending QA Assignment Pending [💾 Save] [📄 Submit] **CN00023319** Assign Lift Director

Step	Action
12	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. **Notification** ✕ Job filing has been saved. [OK]
13	At the top-left of the screen, click **Submit**. ✓ Pre-filing ✓ Pending QA Assignment Pending [💾 Save] [📄 Submit]
14	A **Confirm** pop-up window displays with the message: Confirm you want to submit. Click **Yes** to proceed. **Confirm** Confirm you want to submit. [Yes] [No]
	You have completed the **Assign Lift Director Tab** Step-by-Step Guide. Continue to the next section.

Tower Crane CN: Assign Hoist Machine Operator (HMO)

Complete the following steps to assign the Hoist Machine Operator (HMO) within the application:

Step	Action
EQUIPMENT USER	
Note:	The Equipment User assigns the HMO and attests the form. The HMO must then login to the system to accept their assignment and provide their attestation. Changing the HMO(s) is not viewed as a PAA and does not have an accompanying fee. If an HMO is no longer associated with a CN, the Equipment User can remove them from the CN as well, with no fee. The system does not restrict the number of CN's to which an HMO is assigned; they can be assigned to multiple CNs at one time. Once the first HMO is assigned to the CN, the system allows the list of assigned HMO's to be edited at any time, until the device is removed from the CN.
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. Under the **Actions** column, select **Assign HMO(s)**.

Step	Action
Note:	*To filter the Crane Notices by Crane Type select the respective tab (e.g.,* **Tower Crane***).* ![Crane Notices tab interface showing Prototype, Crane Device, Crane Notice, Onsite Waiver, Master buttons with tabs Prototypes, Crane Devices, Crane Notices, Phase-Jump/Disassembly Details. Sub-tabs: All, Tower Crane (highlighted), Crane Notice, Tower Crane Foundation, Mast Climber, Derrick, Dedicated Pile Driver] <img />
3.	A **Confirm** pop-up window displays with the message (sample): Confirm you want to assign the HMO(s) on CN00031820. Click **Yes** to proceed. **Confirm** Confirm you want to assign the HMO/Operator(s) on CN00034820. [Yes] [No]
Note:	*The page refreshes and displays the additional items:* 1. ***Notification*** *to Assign HMO(s)* 2. *Additional Tab: HMO(s)* **DOB NOW** Submit Filings, Payments, and Requests to the NYC Department of Buildings Pre-filing — Pending QA Assignment — Pending QA Admin Review — Pending PE Assignment — PE Review in Process — Approved Save Submit ① Applicant can now add an HMO/Operator or a Nationally Certified Operator. ☰ Notify DOB ▾ **CN00034820** HMO/Operator(s) Details In Progress General Information / Prototype & Phase Information / Tag Crane Device / Device Installer / Lift Director / ② HMO/Operator(s) ⓘ HMO/Operator(s) must find to their name below and click the Edit button located on the right (some users may need to scroll over) to sign attestation ＋ Add HMO/Operator | First Name	Last Name	Email	Business Name	

Step	Action
	You have begun the process for **Assign HMO(s)**.
	Continue to the **Complete HMO(s) Tab** section.

Complete HMO(s) Tab

Complete the following steps to complete the HMO(s) tab for the application:

Step	Action
	**EQUIPMENT USER**
1.	Within the HMO(s) tab, click **+ Add HMO/Operator**.
2.	The **HMO Contact Details** pop-up window displays. Type the Email and then select the Email Address from the blue drop-down. Select the License Type (e.g., Hoist Machine Operator) from the drop-down list. Select the **Business Name** from the Business Name drop-down list.

Step	Action
Note:	*The HMO Contact Details fields: Last Name, First Name, Business Address, City, State, Zip Code, Business Telephone, Tower Telephone are greyed-out and cannot be edited.*
Note:	*The statement applicable to the Stakeholder that's logged in highlights in blue.*
3.	Click the **Equipment User's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system.

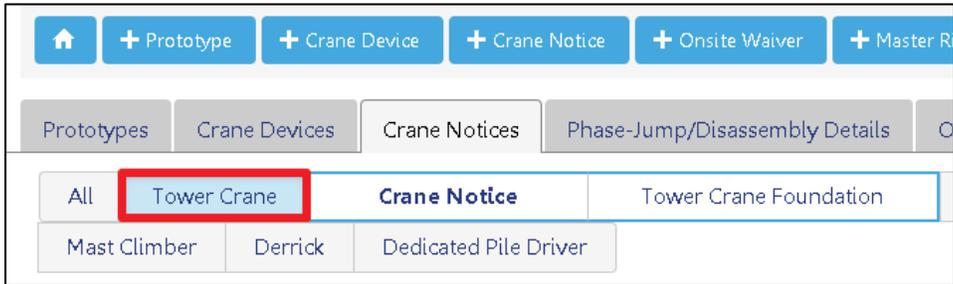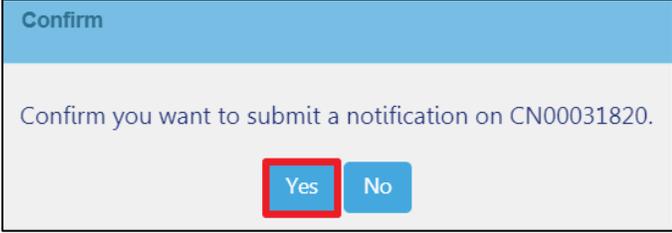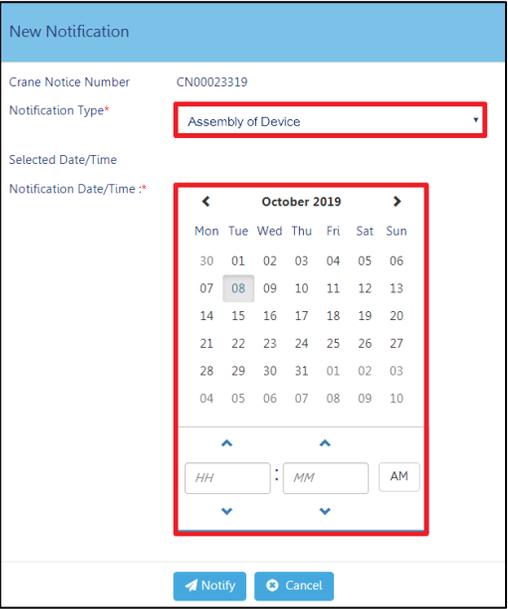| Step	Action
4.	Below the **Name** and **Date** fields, click **Save**. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name JOE ADAM (Electronically Signed) Date 01/10/2020 ✔ Save ✖ Cancel
5.	A **Notification** pop-up window displays with the message (sample): **BUILD172@BUILDINGS.NYC.GOV has been added as HMO on this filing.** Click **OK** to proceed. **Notification** ✕ BUILD172@BUILDINGS.NYC.GOV has been added as HMO on this filing. OK
Note:	*The HMO added displays within the HMO(s) Details table.* *Click the edit (✎) icon to update the information.* *Click the trash can (🗑) icon to delete the HMO.* *To add an additional HMO, repeat Steps 1 to 5 and continue.* **HMO(s) Details** In Progress ➕ Add HMO <table><tr><th>First Name</th><th>Last Name</th><th>Email</th><th>Business Name</th><th>Identified</th><th>Action</th></tr><tr><td>BUILD</td><td>172</td><td>BUILD172@BUILDINGS.NYC.GOV</td><td>BUILD172 LLC</td><td>No</td><td>✎ 🗑</td></tr></table>

Step	Action
	HOIST MACHINE OPERATOR (HMO)
1.	Locate the Crane Notice application. Under the **Actions** column, select **Assign HMO(s)**.
2. 3.	A **Confirm** pop-up window displays with the message (sample): Confirm you want to assign the HMO(s) on CN00031820. Click **Yes** to proceed.
	The page refreshes and displays the Crane Notice application. Select the **HMO(s)** tab.

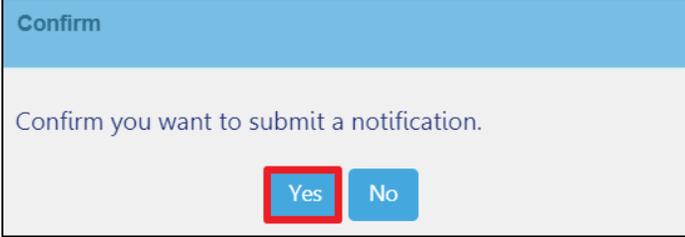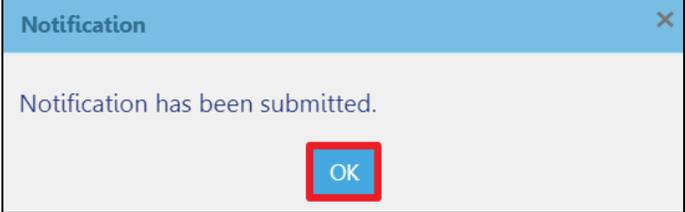| Step	Action
4.	Select the edit ( ) icon applicable to the HMO Details from the list. **HMO/Operator(s) Details** — In Progress ⓘ HMO/Operator(s) must find to their name below and click the Edit button located on the right (some users may need to scroll over) to sign attestation **+ Add HMO/Operator** 	First Name	Last Name	Email	Business Name	Identified	Action
---	---	---	---	---	---
BUILD	172	BUILD172@BUILDINGS.NYC.GOV	BUILD172 LLC	No		
5.	The **HMO/Operator Contact Details** pop-up window displays. The statement applicable to the stakeholder that's logged in highlights in blue. Click the **Equipment User's Statement** check-box to electronically attest. The **Name** and **Date** field's auto-populate by the system. **HMO/Operator Contact Details** Email*: BUILD172@BUILDINGS.NYC.GOV	Last Name: 172	First Name: BUILD License Type*: Hoist Machine Operator	License Number*: 007667	Business Name*: FUSTON CRANE SERVICE Business Address: 31-31 123RD STREET	City: FLUSHING	State: NY Zip Code: 11354	Business Telephone: (718) 886-2222	Mobile Telephone: **HMO/Operator's Statement*** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Step	Action
6.	Below the **Name** and **Date** fields, click **Save**. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name JOE ADAM (Electronically Signed) Date 01/10/2020 **⊘ Save** **⊗ Cancel**
7.	A **Notification** pop-up window displays with the message: Job filing has been submitted. Click **OK** to proceed. **Notification** ✕ Job filing has been submitted. **OK**
	You have completed the **HMO(s) Tab** Step-by-Step Guide. Continue to the next section.

Tower Crane CN: Notify DOB – Assembly of Device

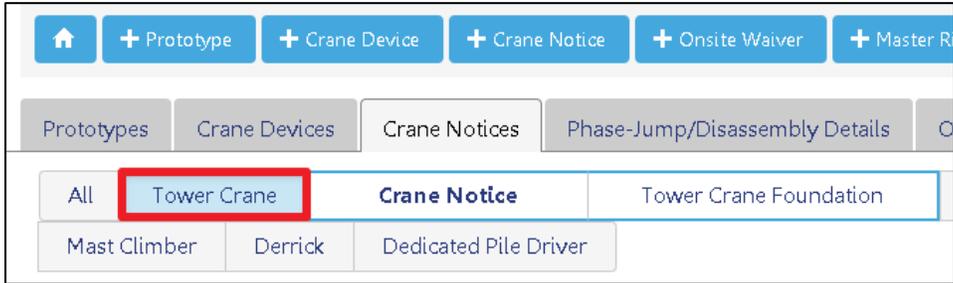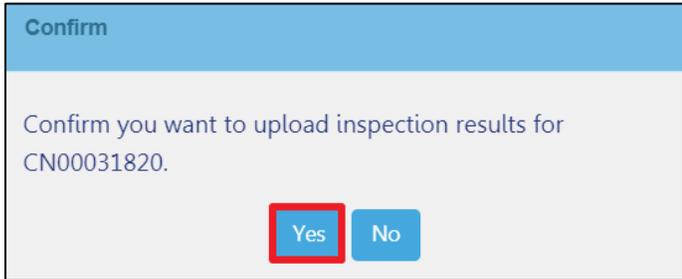Complete the following steps to notify DOB on the arrival of Crane Notice:

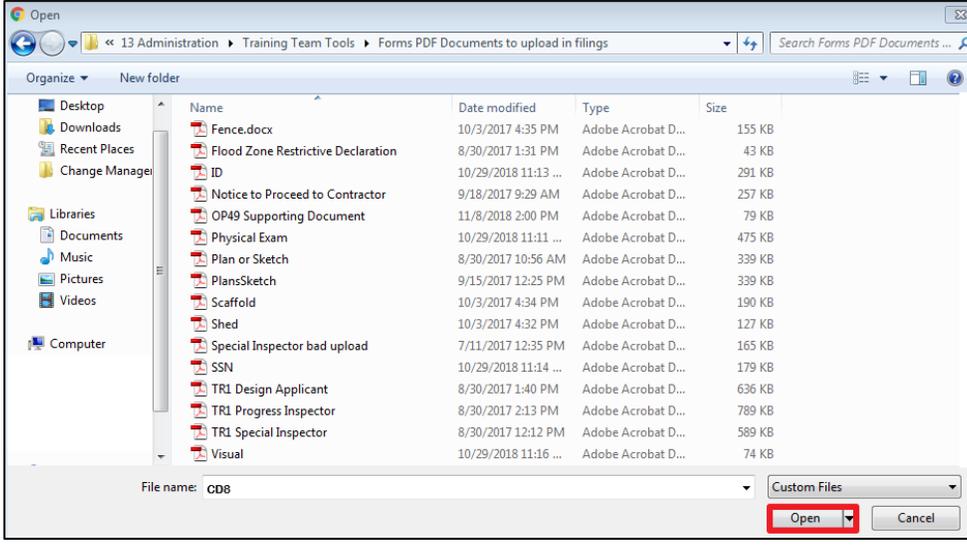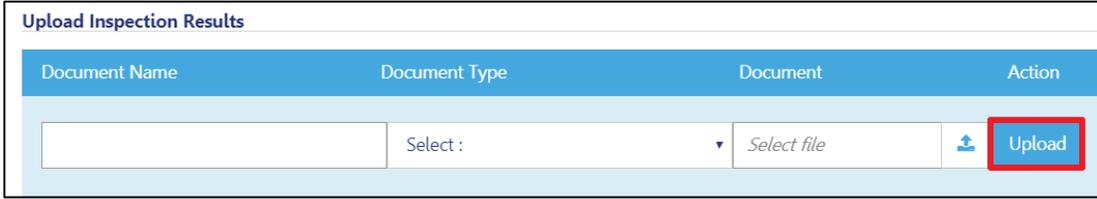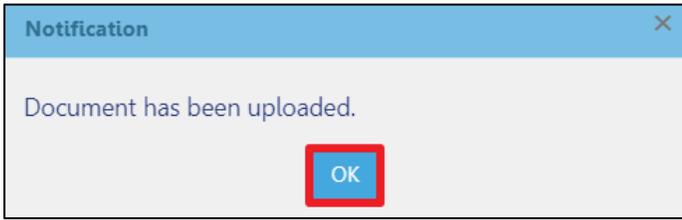| Step	Action
EQUIPMENT USER	
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. Under the **Actions** column, select **Notify DOB**.
Note:	*To filter the Crane Notices by Crane Type select the respective tab (e.g.,* **Tower Crane***).*

Step	Action
3.	A **Confirm** pop-up window displays with the message (sample): **Confirm you want to submit a notification on CN00031820.** Click **Yes** to proceed. Confirm Confirm you want to submit a notification on CN00031820. Yes No
4.	A **New Notification** pop-up window displays with the Crane Notice Number Complete the Notification: Select the Notification Type (e.g., Assembly of Device) Select the Notification Date/Time The selected Date/Time displays above the calendar. **New Notification** Crane Notice Number CN00023319 Notification Type* Assembly of Device Selected Date/Time Notification Date/Time :* ‹ October 2019 › Mon Tue Wed Thu Fri Sat Sun 30 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 01 02 03 04 05 06 07 08 09 10 HH : MM AM ◢ Notify ⊘ Cancel
5.	Below the calendar, click **Notify**. HH : MM AM ◢ Notify ⊘ Cancel

Step	Action
6.	A **Confirm** pop-up window displays with the message: **Confirm you want to submit a notification.** Click **Yes** to proceed. **Confirm** Confirm you want to submit a notification. Yes No
7.	A **Notification** pop-up window displays with the message: **Notification has been submitted.** Click **OK** to proceed. **Notification** ✕ Notification has been submitted. OK
	You have completed the **Notify DOB – Assembly of Device** Step-by-Step Guide. Continue to the next section.

Tower Crane CN: Provide Inspection Results

Complete the following steps to upload the Inspections Results:

Step	Action
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. Under the Actions column, select Upload Inspection Results.
Note: 3.	*To filter the Crane Notices by Crane Type select the respective tab (e.g.,* ***Tower Crane****).*
	A **Confirm** pop-up window displays with the message: **Confirm you want to upload inspection results for CN00031820**. Click **Yes** to proceed.

Step	Action
Note:	*The page refreshes and displays the Inspection Documents/Results pop-up window.* 1. *Filing Information* 2. *Upload Inspection Results* **Inspection Documents/Results** **Filing Information** **Request Number** CN00031820-7396 **Crane Notice Number** CN00031820 **Location** 280 BROADWAY, MANHATTAN CD8-TR Is CD8-TR is applicable for current phase?* ○ Yes ● No **Upload Inspection Results** 	Document Name	Document Type	Document	Action
---	---	---	---
	Select : ▾	Select file ⬆	Upload | | Document Name	Document Type	Document Status	Actions
---	---	---	---	 Submit Cancel

You have begun the process to **Upload Inspection Results**.
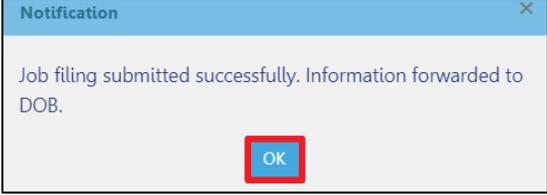
Continue to the next section.

Upload Inspection Results

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

Step	Action
Note:	*1 Year CN Annual Inspection Countdown Starts when the Inspection Results are submitted:* CD8 CD8-TR (if applicable) CD 8 A/D (if applicable)
1.	Select the applicable radio button for **Is CD8-TR is applicable for current phase?** Inspection Documents/Results **Filing Information** Request Number: CN00031820-7396 Crane Notice Number: CN00031820 Location: 280 BROADWAY, MANHATTAN CD8-TR Is CD8-TR is applicable for current phase?* ○ Yes ● No
2. 3.	In the **Upload Inspection Results** section: Type the Document Name. Select the Document Type (e.g., CD8) from the Document Type drop-down list. **Upload Inspection Results** Document Name	Document Type	Document	Action [ ]	Select : ▼	Select file	⬆ Upload
	Click **Upload icon** (⬆) to upload the Document Type selected. **Upload Inspection Results** Document Name	Document Type	Document	Action [ ]	Select : ▼	Select file	⬆ Upload

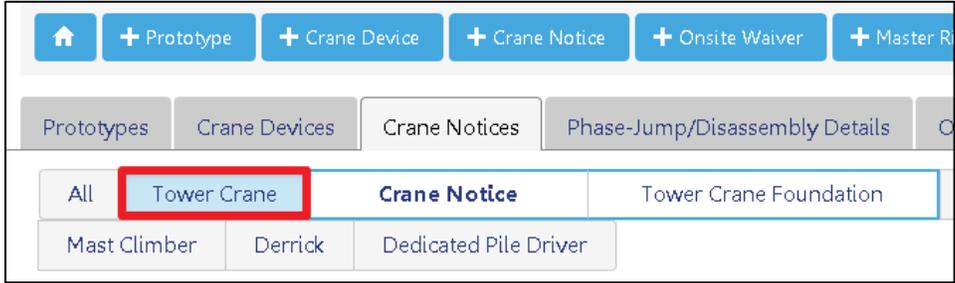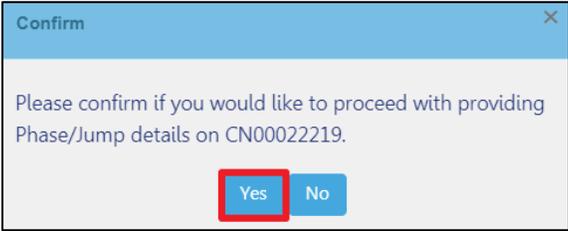| Step	Action
4.	The Document pop-up window displays. Select the Document and click **Open**.
5. 6.	The Document displays next to the upload icon (⬆). Click **Upload**.
	A **Notification** pop-up window displays with the message: Document has been uploaded. Click **OK** to continue.

Step	Action
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.* **Upload Inspection Results** 	Document Name	Document Type	Document	Action
	Select : ▾	Select file	⬆ Upload | | **Document Name**	**Document Type**	**Document Status**	**Actions**
CD8	CD8 Inspection	Pending	✎ 🗑	
7.	At the top-left of the screen, click **Submit**. 	**Document Name**	**Document Type**	**Document Status**	**Actions**
CD8	CD8 Inspection	Pending	✎ 🗑	 [Submit] [Cancel]
8.	A **Confirm** pop-up window displays with the message: Please confirm if you are done with the current step and are ready to proceed to the next step. Click **Yes** to proceed. **Confirm** ✕ Please confirm if you are done with the current step and are ready to proceed to the next step. [Yes] [No]

Step	Action
9.	A **Notification** pop-up window displays with the message: Job filing submitted successfully. Information forwarded to DOB. Click **OK** to proceed. **Notification** ✕ Job filing submitted successfully. Information forwarded to DOB. OK
	You have completed the Upload Inspection Results Step-by-Step Guide. Continue to the next section.

Tower Crane CN: Provide Crane Phase-Jump Details

Complete the following steps to provide the Crane Phase Details:

Step	Action
Note:	This section is only applicable if there is more than 1 Phase/Jump specified.
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. Under the Actions column, select Provide Phase/Jump Details.
Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., **Tower Crane**).

Step	Action
3.	A **Confirm** pop-up window displays with the message: **Please confirm if you would like to proceed with providing Phase/Jump details on CN00022219.** Click **Yes** to proceed.
Note:	The page refreshes and displays the Phase & Jump Details Page.

<div align="center">
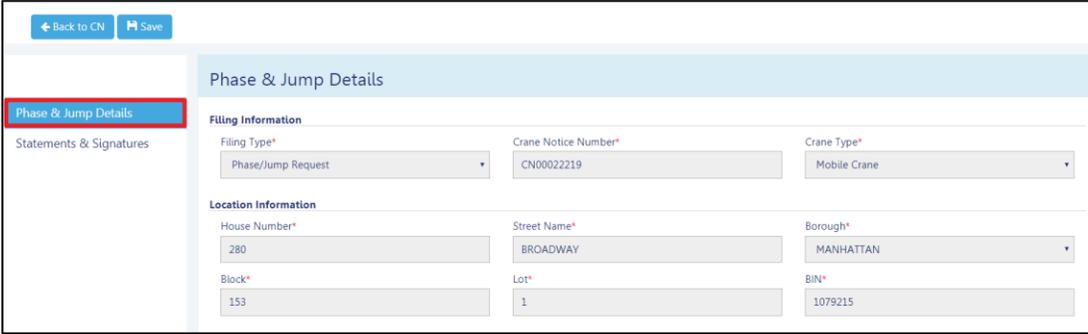
You have begun the process to **Provide Crane Phase Details.**
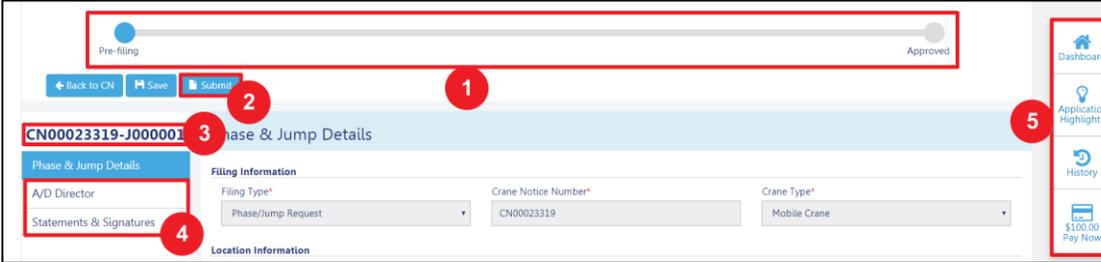
Continue to the **Phase & Jump Details** section.

</div>

Complete Phase & Jump Details

Complete the following steps to provide the Phase & Jump Details to support the application:

Step	Action
Note:	The **Filing Information** and **Location Information** sections are greyed-out and cannot be edited.
1.	Complete the following Phase and Jump Information: Enter the Phase Number Enter the Climbing Type Enter the Initial Height Enter the Proposed Height Enter the Number of Sections Enter the Section Height Select the applicable radio-button for **Collar and Ties to be installed?** Select the applicable radio-button for **After Hours Variance Required?**
2.	
	If Yes is selected for **"Collar and Ties to be installed?"** the field **"Floors where collar and ties are to be installed?"** displays.

Step	Action
Note:	To provide the Notification for Final Disassembly, select **Yes**. **Phase and Jump Information** Phase Number* : 3 Initial Height* : 600 Feet After Hours Variance Required?* ○ Yes ● No Is assembly/disassembly required after the Initial Phase?* ● Yes ○ No Is Final Disassembly?* ● Yes ○ No If the Phase is Final Disassembly, Inspection Results is not required to be captured.
3.	The **Applicant of Record** displays at the bottom of the Phase & Jump Details page. If applicable, click **Details** to view the Applicant of Record information. **Applicant Of Record** Applicant Name: JOE ADAM Applicant Email: AJOETEST@GMAIL.COM Applicant License: PE - 078712 — Details Business Name: JA& LLC	Business Address: 123 test	City: JERSEY CITY State: NJ	Zip: 07302	Business Telephone: (545) 556-8622 Mobile Telephone: Not Available
4.	At the top-left of the screen, click **Save**. ← Back to CN	💾 Save **Phase & Jump Details** Phase & Jump Details Statements & Signatures **Filing Information** Filing Type*

Step	Action
5.	A **Notification** pop-up window displays with the message: Please note that you would not able to provide Jump details on Previous phases from selected Phase number for crane notice number CN00022219. The following information cannot be changed after saving : • Phase Number Click **Save** to continue.
6.	A **Notification** pop-up window displays with the message: Job filing has been saved. **OK** to continue.

Step	Action
Note:	The page refreshes and displays the additional items:
	1. *Status Bar*
	2. *Submit*
	3. *CN Filing & Jump Number*
	4. ***Additional Tabs:*** *A/D Director Statements & Signatures*
	5. ***Application Information:*** *Application Highlights, History and Fee*
You have completed the **Phase & Jump Details** tab. Continue to the next section.	

Complete Statements & Signatures

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

Step	Action
APPLICANT OF RECORD	
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. Under the Actions column, select Provide Phase/Jump Details.
3.	
	The page refreshes and displays the Crane Notice application with the notification *"Please provide subsequent phase information."* Double-click the **Phase** to display the Phase Details.

Step	Action
4.	The Phase & Jump Details display. Select the Statement & Signatures tab. ← Back to CN 💾 Save 📄 Submit **CN00023319-J000001** Statements & Signatures Phase & Jump Details A/D Director **Statements & Signatures** **Applicant's Statement** As a condition of being granted a license/registration Administrative Code and Department rules, regulations, I have reviewed the information provided in this applica
5.	Click the **Applicant's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name: JOE ADAM *(Electronically Signed)* Date: 09/19/2019
6. 7.	At the top-left of the screen, click **Save**. Pre-filing — Pending CPE/ACPE Review — PE Review in Process — Approved ← Back to CN 💾 Save 📄 Submit **CN00034820-J000001** Statements & Signatures
	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. **Notification** ✕ Job filing has been saved. OK
	You have completed the Crane Phase Details: Statements & Signatures Tab Step-by-Step Guide. 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 **$100.00?** 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.

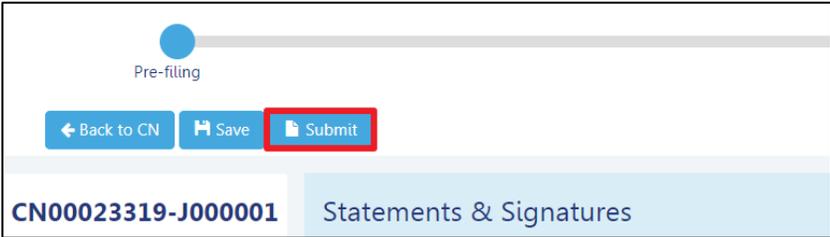| Step	Action
3.	The page is redirected to **NYC City Pay**. Pay the application fees via **eCheck** or **Credit Card** by selecting the applicable tab. **Enter Payment Details** 1. Select Items 2. Enter Payment 3. Review and Pay Payment Amount: $2,000.00 eCheck Credit Card C & D: APPLICATION AMENDMENT DOB NOW Build Prototype : CP00001582-OA000003 : Amendment Crane Prototype $2,000.00 To pay by electronic check, you will need your checking account and routing number. There is no additional fee. **Billing Information** First Name * Last Name * Country * United States
4.	The **Notification** pop-up window displays on the DOB NOW page with the message: Payment processed successfully. Click **OK** to proceed. Notification × Payment processed successfully. OK
	You have completed the **Pay Fees** section. Continue to the next section.

Submit Phase Details

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 **Submit**. Pre-filing ← Back to CN Save Submit CN00023319-J000001 Statements & Signatures
2. 3.	A **Confirm** pop-up window displays with the message: Please confirm if you would like to proceed with Submit application to DOB. Click **Yes** to proceed. Confirm Confirm you want to submit this filing. Yes No
	A **Notification** pop-up window displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review. Click **OK** to proceed. Notification ✕ Job filing has been submitted. An email notification will be sent with the status of the review. OK

Step	Action
	The Status Bar updates to Approved.
4. Note:	On the top-right, hovers the mouse over **In Progress** to view the upcoming Phase task(s). A green tick (✔) symbolizes that the task is completed.
	You have completed the Submit Phase Details Step-by-Step Guide. Continue to the next section.
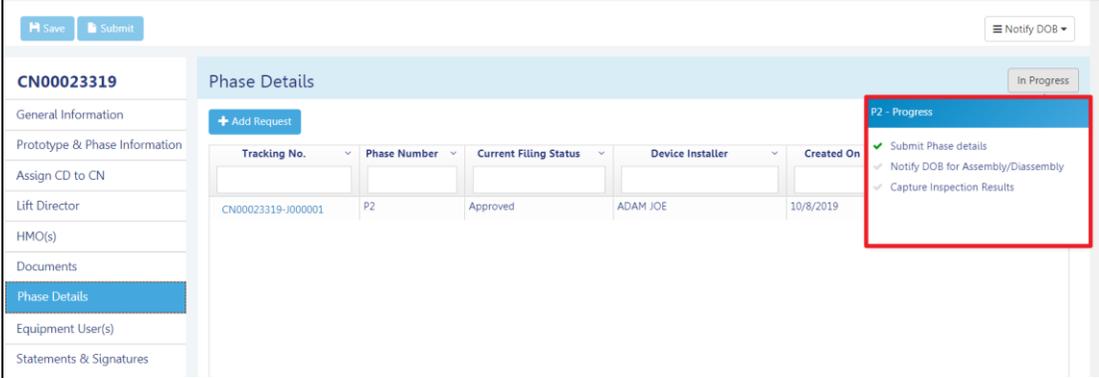
Tower Crane CD:
Amend Interchangeable Components

Complete the following steps to add Interchangeable Components to a CD within the application:

Step	Action
APPLICANT OF RECORD	
1. 2.	Hover the cursor over **+Crane Device,** then **Interchangeable Components** and select and **Components Amendment** from the drop-down list.
	An **Amendment Interchangeable Components** pop-up window displays. Enter the **Crane Device Number**.

Step	Action
3.	Click **Submit** to proceed. **Amendment Interchangeable Components** Crane Device Number* CD00001661 Submit　Cancel
Note:	*The page refreshes and displays the General Information section.* *The Filing Information, Crane Notice Phase-Jump Information and Applicant of Record - Owner Information displayed is auto-populated and greyed-out or read only.*
4.	**DOB NOW** Submit Filings, Payments, and Requests to the NYC Department of Buildings Welcome, JOE ADAM AJOETEST@GMAIL.COM Need Help? Sign Out Save　Dashboard General Information **General Information** **Filing Information** Registration Type*　Crane Type* Amendment Interchangeable compon ▾　Tower Crane Prototype Number*　Manufacturer*　Model (Month/Year)* CP00001795　fdklfkdl　05/2019 Model*
	If applicable, click **+ Add Representative** to add Filing Representative. **Filing Representative Information** **+ Add Representative** | First Name	Last Name	Email
---	---	---	

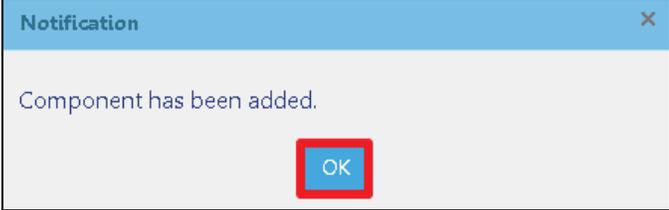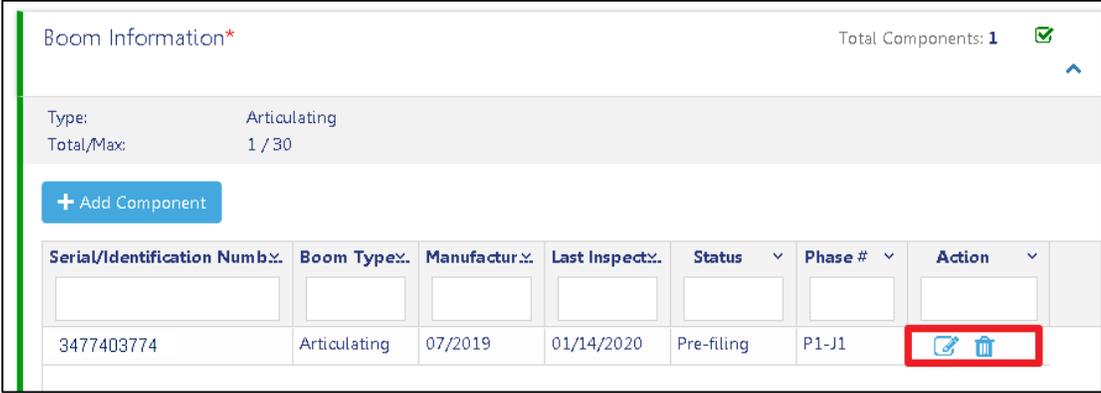| Step	Action
5.	The Filing Representative Details pop-up window displays. Type the **Email** and then select the Email Address from the blue drop-down.
6.	Click **Save**.
Note:	*The Filing Representative added displays within the Filing Representative information table.* *Click the edit (✎) icon to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

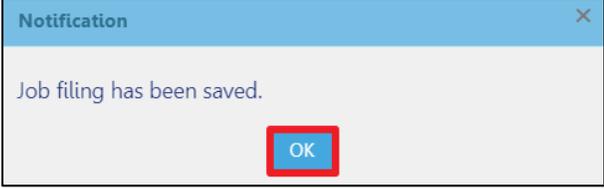| Step	Action
7.	At the top-left of the screen, click **Save**. ![Save button and General Information screen] **H** Save General Information General Information **Filing Information** Crane Notice Type* Crane Notice ▾
8.	A **Notification** pop-up window displays with the message (sample): Are you sure you want to continue with register Interchangeable components on following tower crane device number. Please verify before saving: • CD00001661 Click **Save** to continue. **Notification** Are you sure you want to continue with register Interchangeable components on following tower crane device number. Please verify before saving: • **CD00001661** Save Cancel
9.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. **Notification** ✕ Job filing has been saved. OK

Step	Action
Note:	*The page refreshes and displays the additional items:* 6. *Status Bar* 7. *Review and File* 8. *CD Filing Number – with Interchangeable Components Application Number* 9. ***Additional Tabs:*** *Equipment Information, Interchangeable Components, Documents and Statements & Signatures* 10. ***Application Information****: Application Highlights, View Filing, History and Fee*
	You have begun the process for **Adding Interchangeable Components**. Continue to the next section.

Complete Interchangeable Components Tab

Complete the following steps to complete the **Assign Crane Device to Crane Notice** Tab for the
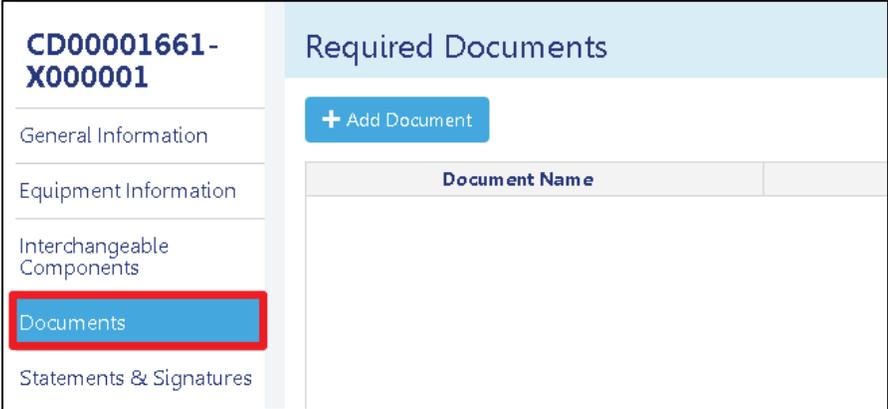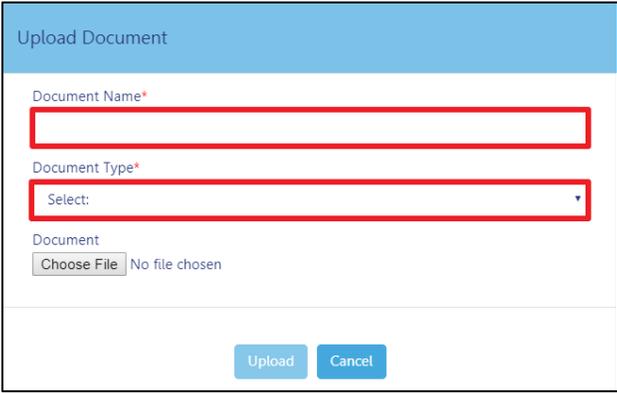
application:

Step	Action
APPLICANT OF RECORD	
1.	Select the **Interchangebale Components** tab to dislay the section. **CD00001661-X000001** General Information Equipment Information Interchangeable Components Documents Statements & Signatures **Interchangeable Components** Boom Information* — Total Components: **0** Climbing Basket Information* (Max 5) — Total Components: **0** Climbing Frame Information* (Max 5) — Total Components: **0** Collar Information* (Max 50) — Total Components: **0**
2.	Click the applicable **Component** (*e.g. **Boom Information***) and click the **edit** ( ) icon to enter the Last Inspection Date details. **Boom Information*** — Total Components: **1** Type: Articulating Total/Max: 1 / 30 **+ Add Component** | Serial/Identification Numb..	Boom Type..	Manufactur..	Last Inspect..	Status	Phase #	Action
3477403774	Articulating	07/2019	01/14/2020	Pre-filing	P1-J1	✎ 🗑	

Step	Action
3.	A Notification pop-up window displays with the message:
	Component has been added.
	Click **OK** to close the notification.
Note:	*The **Component** added displays in the Boom Information table.*
	*Click the **edit** ( ) icon to edit the details.*
	*Click the **trash** ( ) icon to delete the information added.*
4. Note:	*Repeat Steps 1 to 5 of the Complete Ineterchangebale Components tab section to add Inspction Date details.*
	At the top-left of the screen, click **Save**.

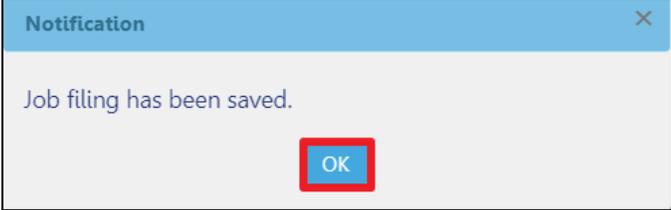| Step	Action
5.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to proceed. **Notification** ✕ Job filing has been saved. **OK**
	You have completed the **Complete Amend Interchangeable Components tab** Step-by-Step Guide.

Upload Documents

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

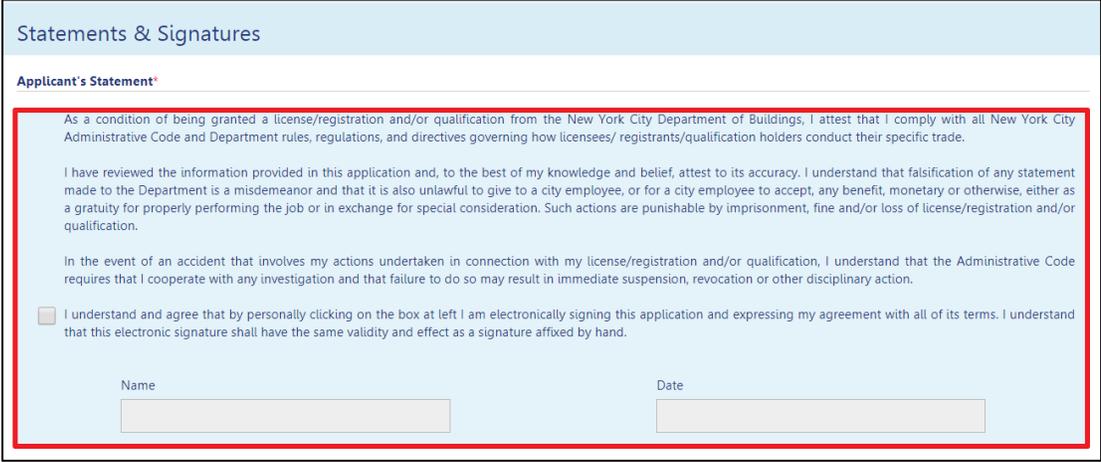| Step	Action
1.	Click **Documents** to display the Documents section. CD00001661-X000001 General Information Equipment Information Interchangeable Components Documents Statements & Signatures Required Documents + Add Document Document Name
2. 3.	Click **+Add Document**. Documents + Add Document Document Name
	The **Upload Document** pop-up window displays. Type the Document Name. Select the **Document Type** (*e.g., 5 Year History Report)* from the Document Type drop-down list. Upload Document Document Name* Document Type* Select: Document Choose File No file chosen Upload Cancel

Step	Action
4.	Click **Choose File** to upload the Document Type selected. Document Type* 5-Year History Report ▾ Document [Choose File] No file chosen
5. 6.	The Document pop-up window displays. Select the Document and click **Open**. *(Open file dialog window showing Forms PDF Documents to upload in filings, with files listed: Fence.docx, Flood Zone Restrictive Declaration, ID, Notice to Proceed to Contractor, OP49 Supporting Document, Physical Exam, Plan or Sketch, PlansSketch, Scaffold, Shed, Special Inspector bad upload, SSN, TR1 Design Applicant, TR1 Progress Inspector, TR1 Special Inspector, Visual. File name: Manual. Open button highlighted.)*
	The Document displays next to Choose File. Click **Upload**. Document [Choose File] 5 Year History Report.pdf [Upload] [Cancel]

Step	Action
7.	A **Notification** pop-up window displays with the message: Document has been uploaded. Click **OK** to continue. **Notification** ✕ Document has been uploaded. **OK**
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.* **Documents** **+ Add Document** | Document Name	Document Type	Document Status	Uploaded On	Actions
Mobile Crane Manual	Manual	Pending	09/19/2019	⬆ ✎ 🗑	
8.	At the top-left of the screen, click **Save**. **DOB NOW** Submit Filings, Payments, and Requests to the NYC Department of Buildings Pre-filing ————————— Pending Inspection Supervisor Review **💾 Save** **📄 Review and File**

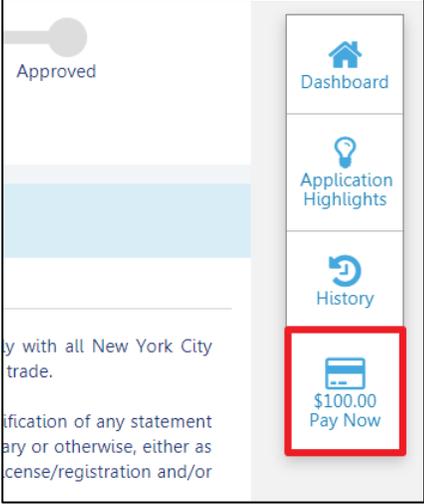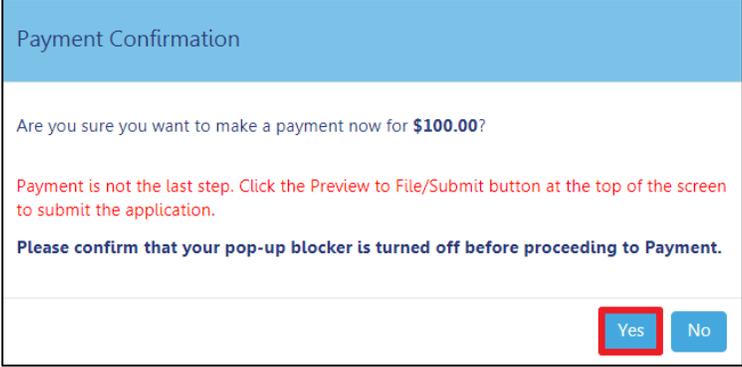| Step	Action
9.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.
	You have completed the **Upload Documents.** Continue to the next section.

Complete Statements & Signatures

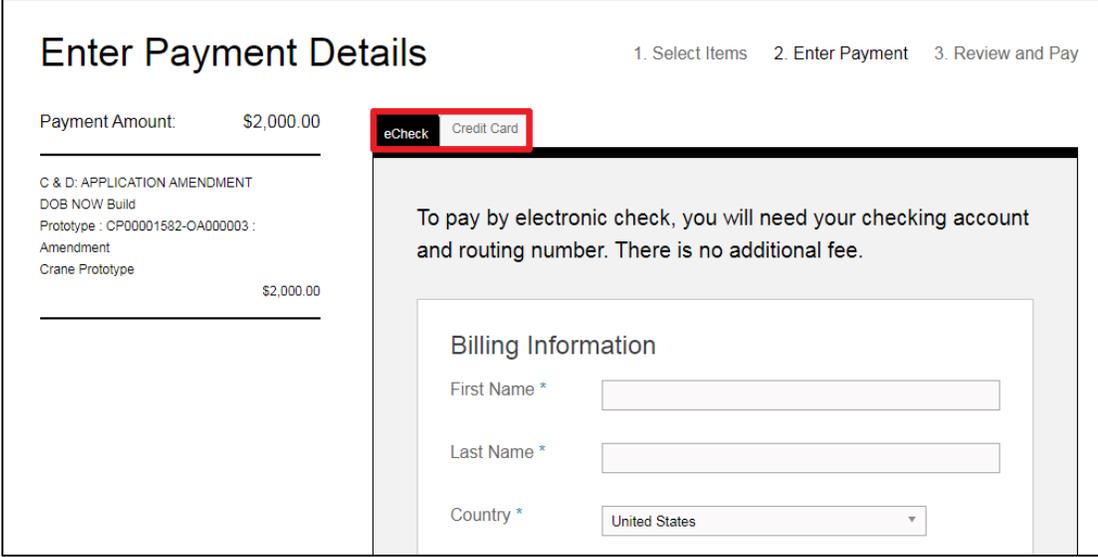Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

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.*
2.	**APPLICANT OF RECORD**
	Click the **Applicant's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system.

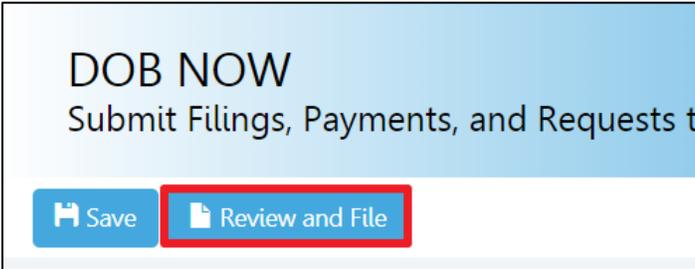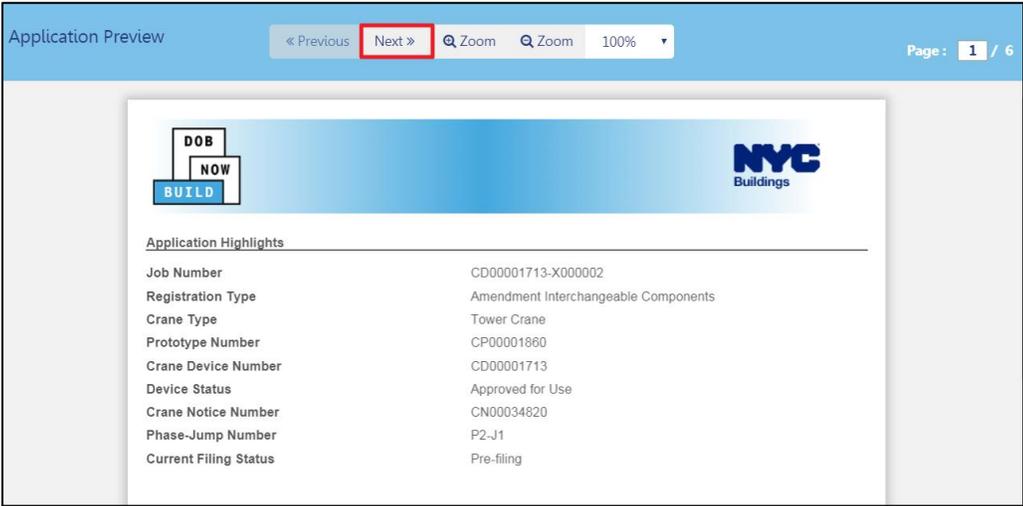| Step	Action
3.	At the top-left of the screen, click **Save**.
4.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.
	You have completed the **Statement & Signatures** section. Continue to the next section.

Pay Fees

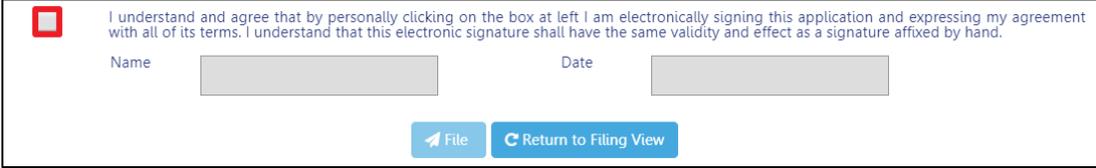Complete the following steps to submit a payment application to the NYC Department of Buildings.
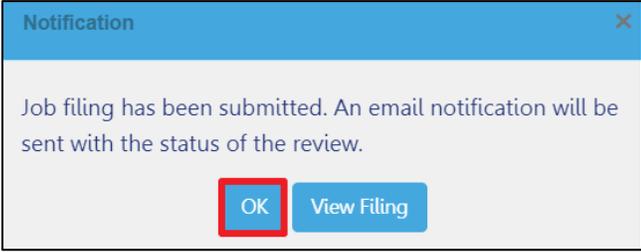
Step	Action
Note:	The job filing's fees must be paid before continuing to Preview to File.
1.	At the bottom-right of the screen, click **Pay Now**. Approved Dashboard Application Highlights History $100.00 Pay Now y with all New York City trade. ification of any statement ary or otherwise, either as cense/registration and/or
2.	The **Payment Confirmation** pop-up window displays with the message: Are you sure you want to make a payment now for **$100.00?** 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. **Payment Confirmation** Are you sure you want to make a payment now for **$100.00**? 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.** Yes No

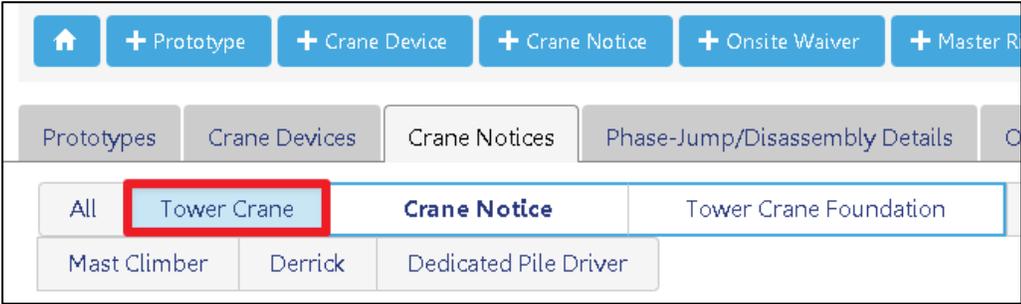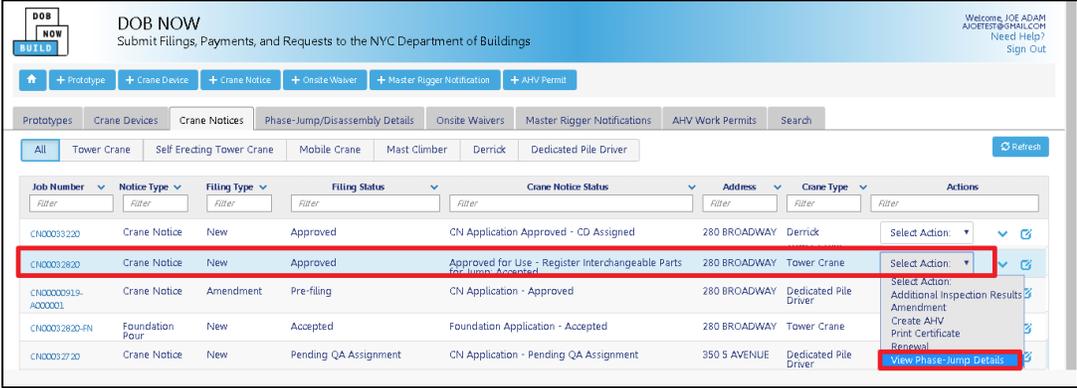| Step	Action
3.	The page is redirected to **NYC City Pay**. Pay the application fees via **eCheck** or **Credit Card** by selecting the applicable tab.
4.	The **Notification** pop-up window displays on the DOB NOW page with the message: Payment processed successfully. Click **OK** to proceed.
	You have completed the **Pay Fees** section. Continue to the next section.

Complete Review and File

Complete the following steps to review and 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**. **DOB NOW** Submit Filings, Payments, and Requests t 💾 Save 📄 Review and File
2.	The **Application Preview** displays. Click **Next** to read and progress through the Application Preview to the final page. Application Preview « Previous Next » 🔍 Zoom 🔍 Zoom 100% ▾ Page: 1 / 6 **Application Highlights** Job Number — CD00001713-X000002 Registration Type — Amendment Interchangeable Components Crane Type — Tower Crane Prototype Number — CP00001860 Crane Device Number — CD00001713 Device Status — Approved for Use Crane Notice Number — CN00034820 Phase-Jump Number — P2-J1 Current Filing Status — Pre-filing
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.* ✈ File ↻ Return to Filing View

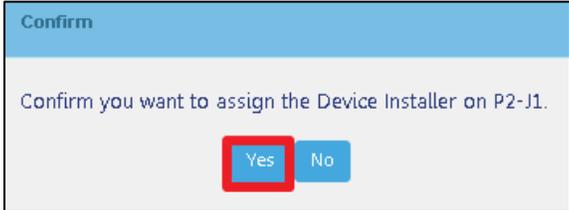| Step	Action
3.	On the final page, click the checkbox to attest reviewing the application. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name Date ✈ File ⟳ Return to Filing View
4.	The **Name** and the **Date** field's auto-populate after the check-box is clicked. Click **File**, to proceed. Name JOE ADAM Date 09/20/2019 (Electronically Signed) ✈ File ⟳ Return to Filing View
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. **Notification** ✕ Job filing has been submitted. An email notification will be sent with the status of the review. OK View Filing
Note:	*The Status Bar updates to the next stage in the job filing process (e.g., **Pending Inspections Supervisor Review**).* ✓ ————————● ———————— ○ Pre-filing Pending Inspection Supervisor Review Accepted
	You have completed **Tower Crane CD: Add Interchangeable Components Step-by-Step Guide.** Continue to **Tower Crane CN: Tag Crane Device section.**

Tower Crane CN: Device Installer

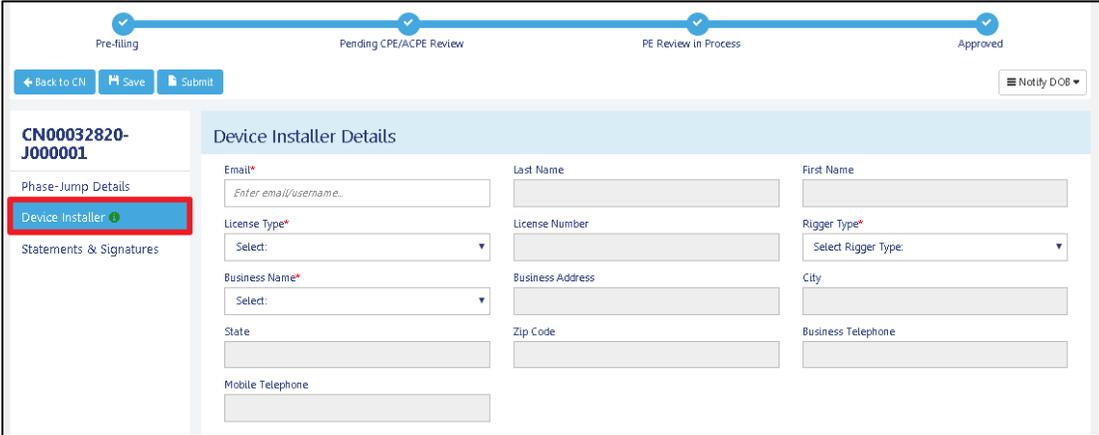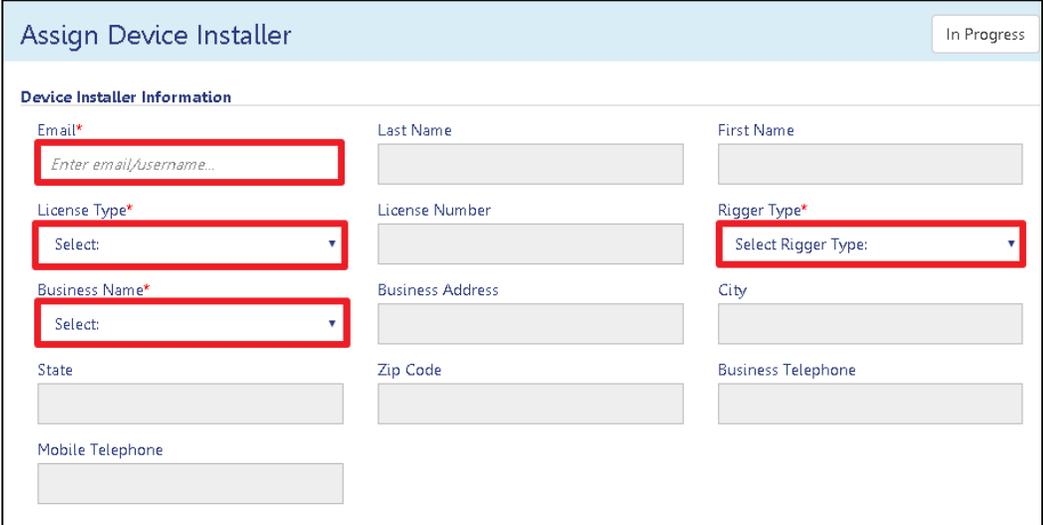Complete the following steps to assign the Device Installer within the application:

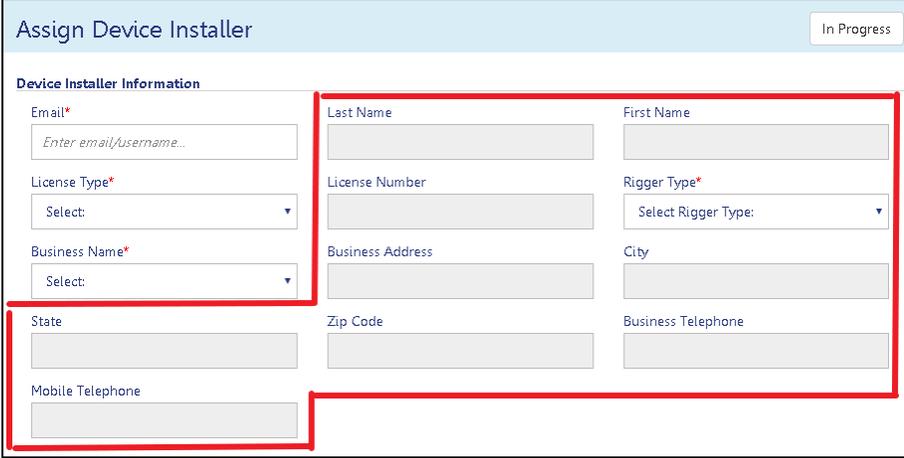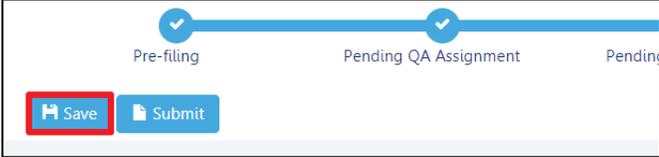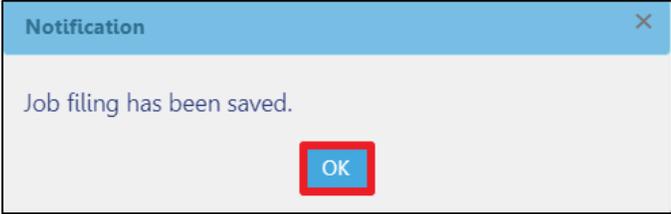| Step	Action
EQUIPMENT USER	
1.	From the Dashboard, select the **Crane Notices** tab.
2. Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., **Tower Crane**).
	Locate the Crane Notice application. Under the **Actions** column, select **View Phase-Jump Details**.

Step	Action
Note:	*The page refreshes and displays the additional items:* *Device Owner can now assign the Device Installer.* *Additional Tab: Device Installer*
	You have begun the process for **Assign Device Installer.** Continue to the **Complete Device Installer** tab section.

Complete Device Installer Tab

Complete the following steps to complete the A/D Director tab for the application:

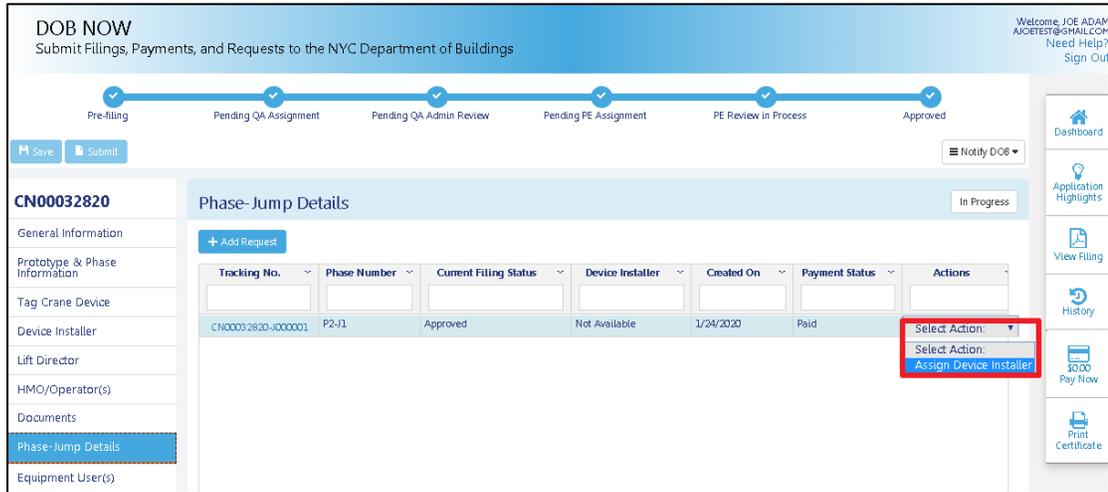| Step	Action
EQUIPMENT USER	
1.	Locate the Phase/Jump and select Assign Device Installer from the Select **Actions** drop-down list.
2.	A Confirm pop-up notification window displays wit the message (sample): Confirm you want to assign the Device Installer on P2-J1. Select **Yes** to proceed.

Step	Action
Note:	*The Phase-Jump Details with the Device Installer tab displays.*
3.	Within the Device Installer tab, enter the **Device Installer Information**: Type the **Email** and then select the Email Address from the blue-drop down Select the **License Type** (e.g., Individual) from the License Type drop-down list Select the **Rigger Type** (e.g., Master Rigger) from the Rigger Type drop-down list Select the **Business Name** from the Business Name drop-down list

Step	Action
Note:	*The Device Installer Information fields: Last Name, First Name, Business Address, City, State, Zip Code, Business Telephone, Tower Telephone are greyed-out and cannot be edited.*
4.	At the top-left of the screen, click **Save**.
5.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.

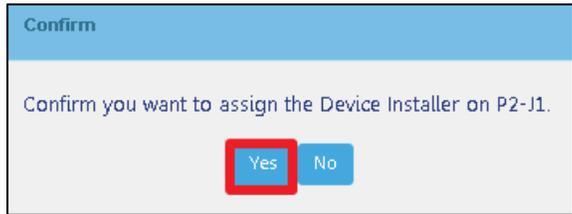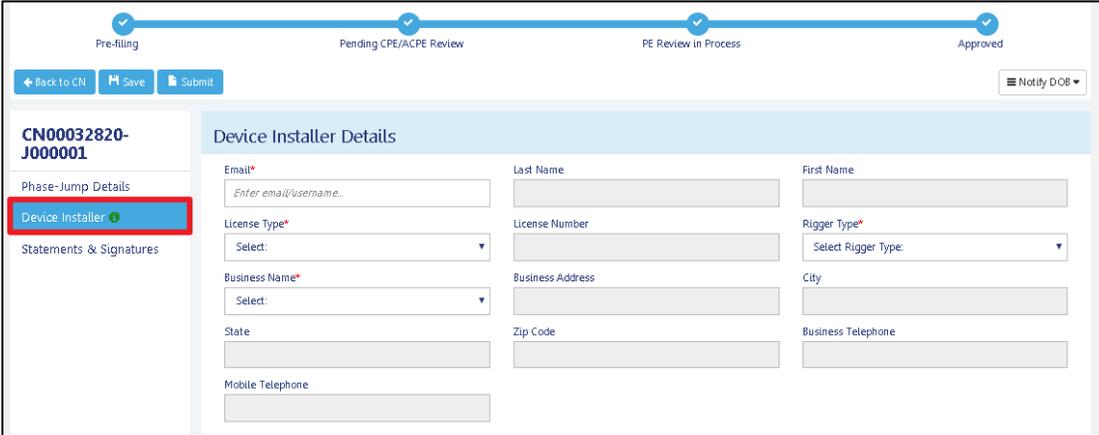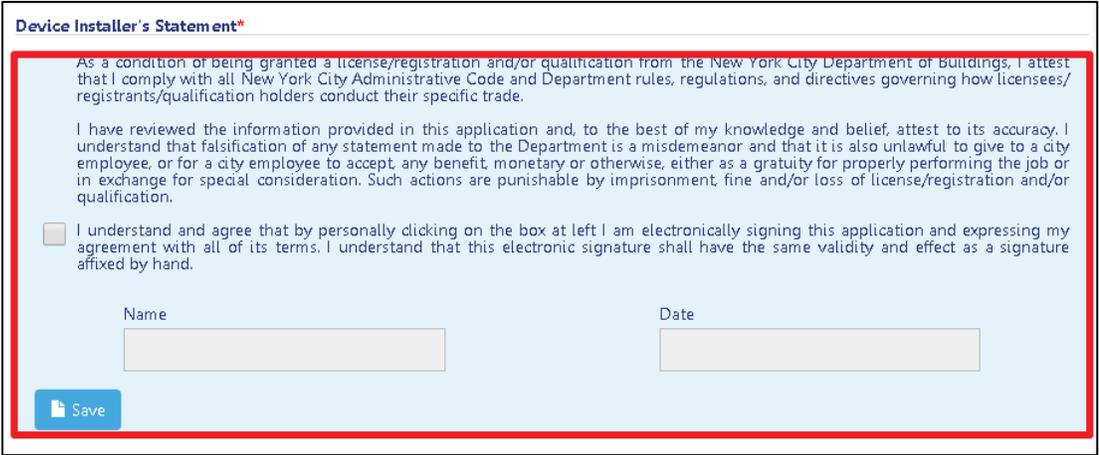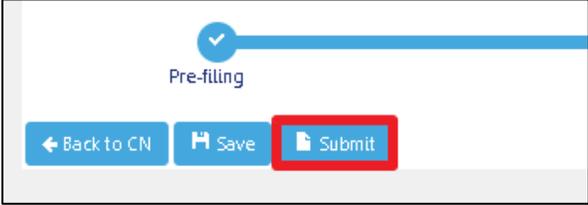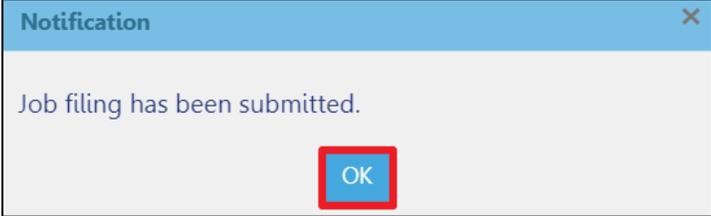| Step	Action
DEVICE INSTALLER	
1.	Locate the Phase/Jump and select Assign Device Installer from the Select **Actions** drop-down list.
2.	A Confirm pop-up notification window displays wit the message (sample): Confirm you want to assign the Device Installer on P2-J1. Select **Yes** to proceed.

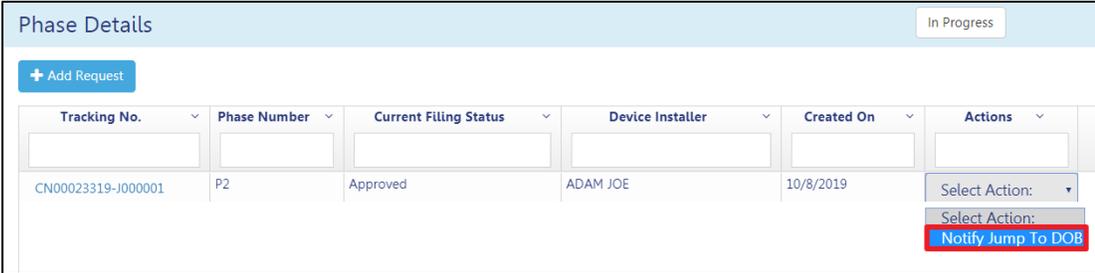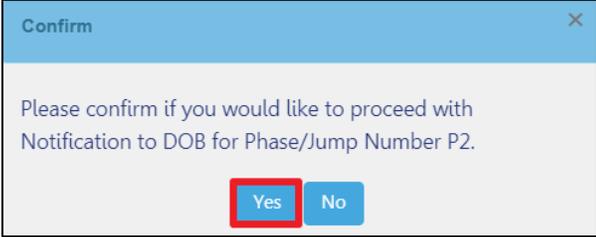| Step	Action
Note:	*The Phase-Jump Details with the Device Installer tab displays.*
Note:	*The statement applicable to the Stakeholder that's logged in highlights in blue.*

Step	Action
3.	Click the **Device Installer's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system.
4. 5.	Below the **Name** and **Date** fields, click **Save**.
	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.

Step	Action
	EQUIPMENT USER

Note:	*The statement applicable to the stakeholder that's logged in highlights in blue.*

Equipment User's Statement*

As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.

I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.

☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name   Date

6.	Click the **Equipment User's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system.

Equipment User's Statement*

As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.

I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.

☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name
ADAM JOE2
(Electronically Signed)

Date
10/08/2019

7. 8.	At the top-left of the screen, click **Save**.

Pre-filing   Pending QA Assignment   Pending

💾 Save   📄 Submit

	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.

Notification   ✕

Job filing has been saved.

OK

Step	Action
9.	At the top-left of the screen, click **Submit**.
10	A **Confirm** pop-up window displays with the message: Confirm you want to submit. Click **Yes** to proceed.
11.	A **Notification** pop-up window displays with the message: Job filing has been submitted. Click **OK** to proceed.
	You have completed the **Assign Device Installer** Step-by-Step Guide. Continue to the next section.

Tower Crane CN: Complete Notify Jump to DOB section

Complete the following steps to notify DOB of the Jump Details:

Step	Action
1.	Locate the applicable phase and select **Notify Jump to DOB** from the **Action** drop-down list. Phase Details — In Progress + Add Request Tracking No. / Phase Number / Current Filing Status / Device Installer / Created On / Actions CN00023319-J000001 — P2 — Approved — ADAM JOE — 10/8/2019 — Select Action: Select Action: Notify Jump To DOB
2.	A **Confirm** pop-up window displays with the message: Please confirm if you would like to proceed with **Notification** to DOB for Phase/Jump Number P2. Click **Yes**, to proceed. **Confirm** ✕ Please confirm if you would like to proceed with Notification to DOB for Phase/Jump Number P2. Yes No

3.	A **New Notification** pop-up window displays with the Crane Notice Number Complete the Notification: Select the Notification Type (e.g., Jump Notification) Select the Notification Date/Time The selected Date/Time displays above the calendar.	
4.	Below the calendar, click **Notify**.	
5.	A **Confirm** pop-up window displays with the message: Confirm you want to submit a notification. Click **Yes** to proceed.	
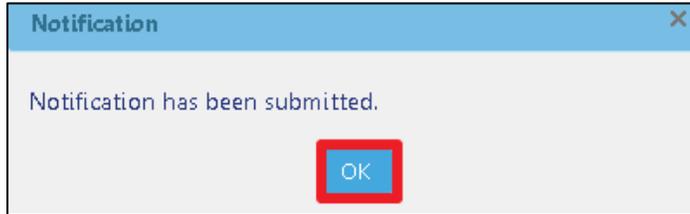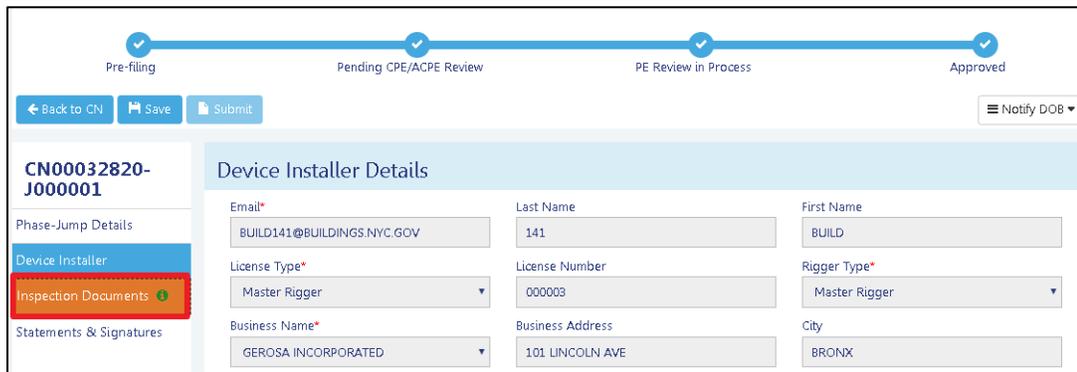
6.		A **Notification** pop-up window displays with the message:
		Notification has been submitted.
		Click **OK** to proceed.
	Note:	The page refreshes and displays the **Inspection Documents** tab.
		You have completed the **Notify DOB – Jump** Step-by-Step Guide.
		Continue to the next section.

Tower Crane CN: Provide Inspection Results

Complete the following steps to provide the Phase Details – Inspections Results:

Step	Action
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. Under the Actions column, select View Phase/Jump Details.
Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., **Tower Crane**).

Step	Action
Note:	The page refreshes and displays the Crane Notice Application: Phase Details tab:
	1. **Notification** *to provide inspection results*
	2. *Phase Details*

You have begun the process to **Provide Inspection Results**.

Continue to the next section.

Upload Inspection Results

Complete the following steps to upload the inspection results in the **Documents** Tab to support the application:

Step	Action
1.	Locate the applicable phase and select **Upload Inspection Results** from the **Action** drop-down list.
2.	A **Confirm** pop-up window displays with the message: Please confirm if you would like to proceed with uploading Inspection Results for Phase/Jump Number P2. Click **Yes** to proceed.
Note:	The page refreshes and displays the **Inspection Documents** tab.

Step	Action
1.	Select the applicable radio-button for **Is CD8-TR applicable to Initial Phase?** Required Documents **CD8-TR** Is CD8-TR applicable to Initial Phase?* ○ Yes ● No **+ Add Document**
Note:	1 Year CN Annual Inspection Countdown Starts when the Inspection Results are submitted: CD8 CD8-TR (if applicable) CD 8 A/D (if applicable)
2.	At the top-left of the screen, click **Save**. ✓ Pre-filing ← Back to CN **💾 Save** 📄 Submit **CN00023319-J000001** Required Documents
3. 4.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. **Notification** ✕ Job filing has been saved. **OK**
	Click **+Add Document**. Documents **+ Add Document** **Document Name**
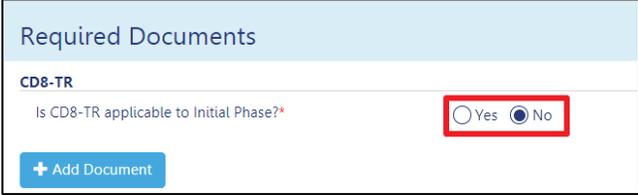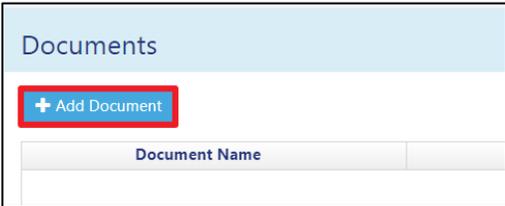
Step	Action
5.	The **Upload Document** pop-up window displays. Type the Document Name. Select the Document Type (e.g., CD8) from the Document Type drop-down list. Upload Document Document Name* Document Type* Select: Document Choose File No file chosen Upload Cancel
6.	Click **Choose File** to upload the Document Type selected. Document Type* CD8 Document Choose File No file chosen
7.	The Document pop-up window displays. Select the Document and click **Open**. Open « 13 Administration ▸ Training Team Tools ▸ Forms PDF Documents to upload in filings Organize ▾ New folder Desktop Downloads Recent Places Change Manager Libraries Documents Music Pictures Videos Computer Name	Date modified	Type	Size Fence.docx	10/3/2017 4:35 PM	Adobe Acrobat D...	155 KB Flood Zone Restrictive Declaration	8/30/2017 1:31 PM	Adobe Acrobat D...	43 KB ID	10/29/2018 11:13 ...	Adobe Acrobat D...	291 KB Notice to Proceed to Contractor	9/18/2017 9:29 AM	Adobe Acrobat D...	257 KB OP49 Supporting Document	11/8/2018 2:00 PM	Adobe Acrobat D...	79 KB Physical Exam	10/29/2018 11:11 ...	Adobe Acrobat D...	475 KB Plan or Sketch	8/30/2017 10:56 AM	Adobe Acrobat D...	339 KB PlansSketch	9/15/2017 12:25 PM	Adobe Acrobat D...	339 KB Scaffold	10/3/2017 4:34 PM	Adobe Acrobat D...	190 KB Shed	10/3/2017 4:32 PM	Adobe Acrobat D...	127 KB Special Inspector bad upload	7/11/2017 12:35 PM	Adobe Acrobat D...	165 KB SSN	10/29/2018 11:14 ...	Adobe Acrobat D...	179 KB TR1 Design Applicant	8/30/2017 1:40 PM	Adobe Acrobat D...	636 KB TR1 Progress Inspector	8/30/2017 2:13 PM	Adobe Acrobat D...	789 KB TR1 Special Inspector	8/30/2017 12:12 PM	Adobe Acrobat D...	589 KB Visual	10/29/2018 11:16 ...	Adobe Acrobat D...	74 KB File name: CD8 Custom Files Open Cancel

Step	Action
8.	The Document displays next to Choose File. Click **Upload**. **Document Type*** CD8 **Document** Choose File CD8.pdf Upload Cancel
9.	A **Notification** pop-up window displays with the message: Document has been uploaded successfully. Click **OK** to continue. **Notification** × Document has been uploaded successfully. OK
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.* **Required Documents** **CD8-TR** Is CD8-TR is applicable for this phase?* ○ Yes ● No **+ Add Document** | Document Name	Document Type	Document Status	Uploaded On	Actions
---	---	---	---	---
CD	CD 8-A/D - Inspections	Pending	02/10/2020	
CD 8	CD 8 - Inspections	Pending	02/10/2020		

Step	Action
10.	At the top-left of the screen, click **Save**. Pre-filing ← Back to CN 💾 Save 📄 Submit **CN00023319-J000001** Required Documents
11.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. Notification ✕ Job filing has been saved. OK
12. 13.	At the top-left of the screen, click **Submit**. Pre-filing ← Back to CN 💾 Save 📄 Submit **CN00023319-J000001** Required Documents
	A **Confirm** pop-up window displays with the message: Please confirm if you would like to proceed with Submit application to DOB. Click **Yes** to proceed. Confirm ✕ Please confirm if you would like to proceed with Submit application to DOB. Yes No

Step	Action
14.	A **Notification** pop-up window displays with the message: Job filing submitted successfully. Information forwarded to DOB. Click **OK** to proceed. Notification ✕ Job filing submitted successfully. Information forwarded to DOB. OK

<div align="center">

You have completed the **Upload Documents.**

Continue to the next section.

</div>

Tower Crane CN: Notify DOB of Device Remover

Complete the following steps to provide the Crane Phase Details:

Step	Action
EQUIPMENT USER	
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. Under the Actions column, select View Phase/Jump Details.
Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., **Tower Crane**).

Step	Action
Note:	The page refreshes and displays the Crane Notice Application: General Information
3.	Inside Disassembly Details, click +Add Request.
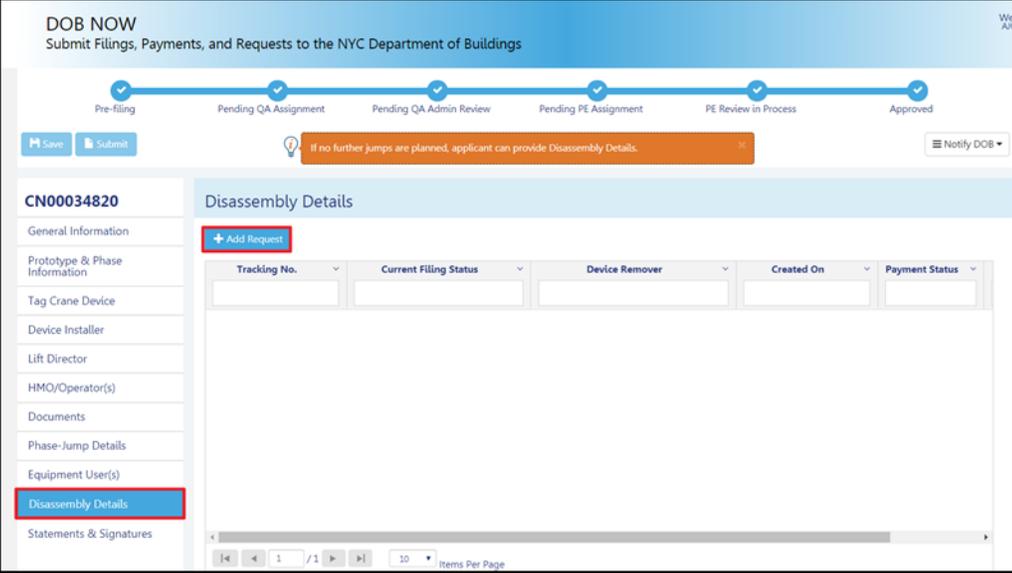
Step	Action
4.	**Disassembly Details** is displayed.
5.	Identify Associated Phase, click **+ Add Phase-Jump.**
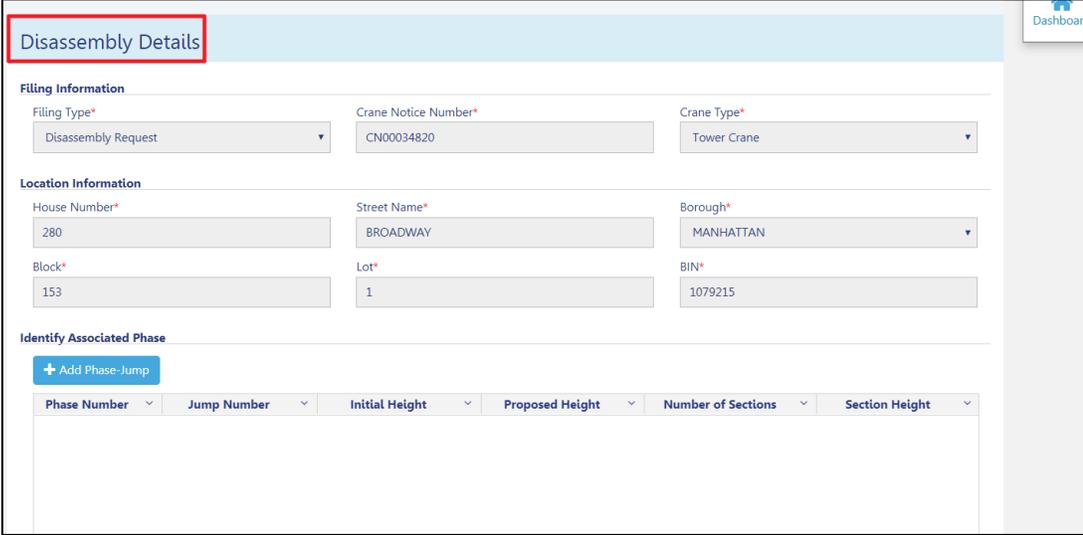
Step	Action
6.	The **Approved Phase-Jump Details** is displayed**.** Select the Phase Numbers associated with the filing, then click **+Add.** Approved Phase-Jump Details *Filter Search Results From Here...* Phase Number 1 — Jump Number P1-J1 — Initial Height 0 Feet — Proposed Height 5 Feet Phase Number 2 — Jump Number P2-J1 — Initial Height 5 Feet — Proposed Height 5 Feet Phase Number 3 — Jump Number P3-J1 — Initial Height 5 Feet — Proposed Height 5 Feet 1 to 3 of 3 records **+ Add 0** **Cancel**
7. 8.	A **Notification** pop-up window displays with the message: Select the Save button to proceed. Click **OK** to continue. **Notification** ✕ Select the Save button to proceed. **OK**
	Identify Associated Phase is displayed. Identify Associated Phase **+ Add Phase-Jump** 	Phase Number	Jump Number	Initial Height	Proposed Height	Number of Sections	Section Height	 1 — P1-J1 — 0 Feet — 5 Feet — 2 — 55 Feet 2 — P2-J1 — 5 Feet — 5 Feet — 5 — 5 Feet 3 — P3-J1 — 5 Feet — 5 Feet — 2 — 5 Feet 1 /1 5 Items Per Page 1 - 3 of 3 items

Step	Action
9.	Complete all sections for **Specify Disassembly Details.** **Specify Disassembly Details** Climbing Type* — Select: ▼ Initial Height* — [ ] Feet Proposed Height* — [ ] Feet Number of Sections* — ▼ Section Height* — [ ] Feet Collar and Ties to be installed?* — ○ Yes ○ No After Hours Variance Required?* — ○ Yes ○ No Is Final Disassembly?* — ○ Yes ○ No
10	Click **Save.** ← Back to CN 🖫 Save
11	A **Notification** pop-up window displays with the message: **Are you sure you want to continue with provide Disassembly details on following crane notice number. Please verify before saving:** • **CN00034820** Click **Save** to continue.
12	Notification Are you sure you want to continue with provide Disassembly details on following crane notice number. Please verify before saving: • CN00034820 Save Cancel
	A Notification pop-up window displays with the message: **Job filing has been saved.** Click **OK** to continue. Notification ✕ Job filing has been saved. OK

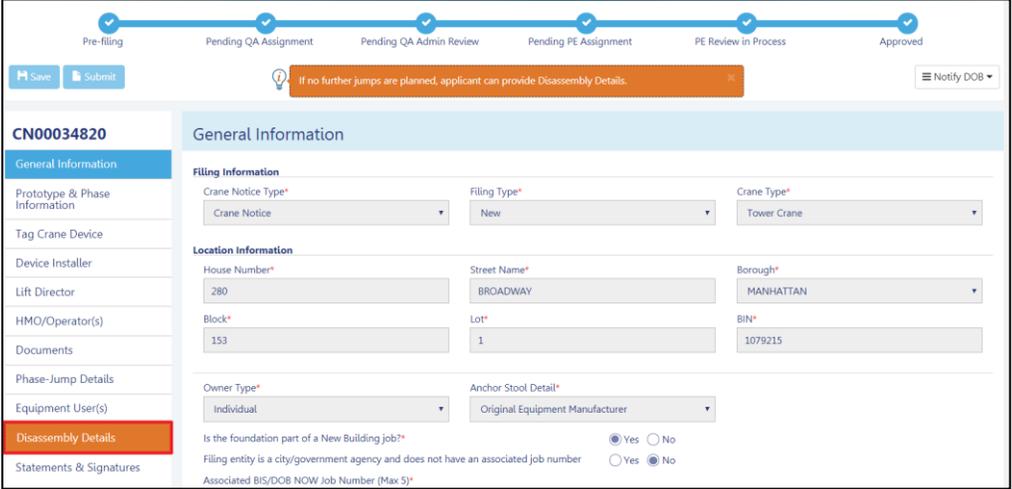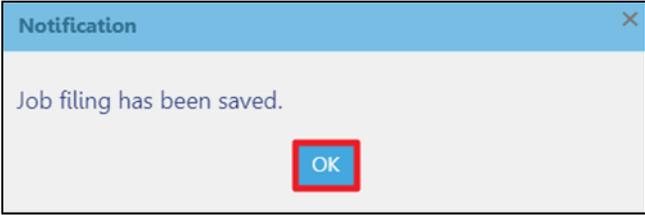| Step	Action
13	The Status Bar CN Job Filing number, Device Remover and Statements and Signature is displayed.
14 15	Click **Device Remover** to complete Device Remover Details.
	Click **Save**
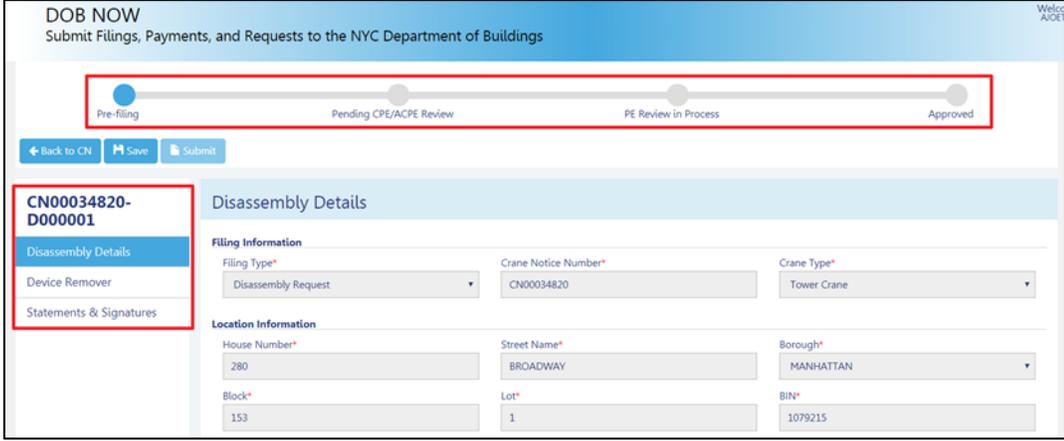
Step	Action
16.	A **Notification** pop-up window displays with the message: **Job filing has been saved**. Click **OK** to proceed. Notification Job filing has been saved. OK
17.	Click **Statements & Signatures** to display the Statements & Signatures section. Click the Equipment User Statement checkbox to electronically attest. The Name and Date field's auto-populate by the system. **Equipment User's Statement*** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name Date

1.	**Device Remover**
2.	From the Dashboard, select the **Crane Notices** tab. Prototypes Crane Devices Crane Notices Phase-Jump/Disassembly Details Onsite Waivers Master Rigger Notifications AHV Work Permits Search All Tower Crane Self Erecting Tower Crane Mobile Crane Mast Climber Derrick Dedicated Pile Driver ⟳ Refresh Job Number ⌄ Notice Type ⌄ Filing Type ⌄ Filing Status ⌄ Crane Notice Status ⌄ Address ⌄ Crane Type ⌄ Actions Filter Filter Filter Filter Filter Filter Filter Filter
	To filter the Crane Notices by Crane Type select the respective tab (e.g., **Tower Crane**). 🏠 + Prototype + Crane Device + Crane Notice + Onsite Waiver + Master R Prototypes Crane Devices Crane Notices Phase-Jump/Disassembly Details O All Tower Crane Crane Notice Tower Crane Foundation Mast Climber Derrick Dedicated Pile Driver

Step	Action
3.	Locate the Crane Notice application. Under the **Actions** column, select **View Disassembly Details**.
4. 5.	Click **Disassembly Details**, Disassembly Details is displayed.
	Under **Disassembly Details** Click the blue Hyperlink.
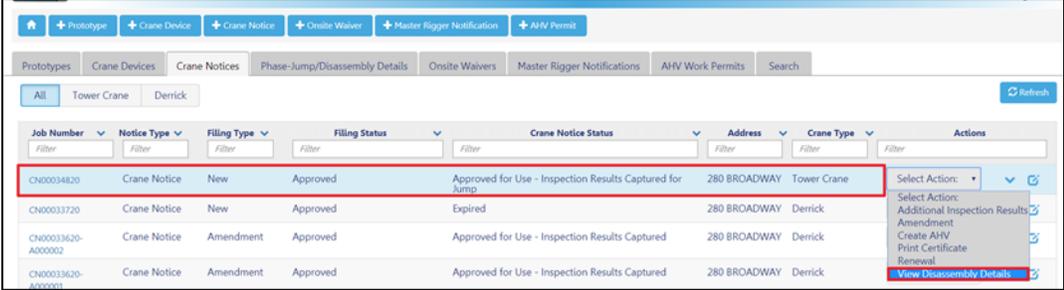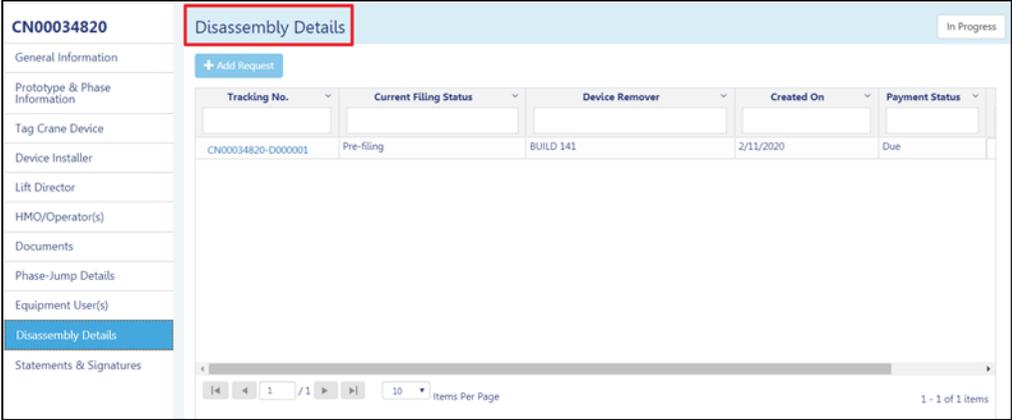
Step	Action
6.	The **Disassembly Details** are displayed. Click Device Remover. CN00034820-D000001 Disassembly Details Device Remover Statements & Signatures License Type* Master Rigger · License Number 000003 · Rigger Type* Master Rigger Business Name* GEROSA INCORPORATED · Business Address 101 LINCOLN AVE · City BRONX State NY · Zip Code 10454 · Business Telephone (215) 851-1800 Mobile Telephone **Device Remover's Statement*** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name · Date Save
7.	Click the **Device Remover's Statement** checkbox to electronically attest. The Name and Date field's auto-populate by the system. Click **Save** **Device Remover's Statement*** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name · Date Save
8.	**APPLICANT OF RECORD**
	From the Dashboard, select the **Crane Notices** tab. Prototypes · Crane Devices · **Crane Notices** · Phase-Jump/Disassembly Details · Onsite Waivers · Master Rigger Notifications · AHV Work Permits · Search All · Tower Crane · Self Erecting Tower Crane · Mobile Crane · Mast Climber · Derrick · Dedicated Pile Driver · Refresh Job Number · Notice Type · Filing Type · Filing Status · Crane Notice Status · Address · Crane Type · Actions Filter · Filter · Filter · Filter · Filter · Filter · Filter · Filter

Step	Action
9.	To filter the Crane Notices by Crane Type select the respective tab (e.g., **Tower Crane**).
10	Locate the Crane Notice application. Under the **Actions** column, select **View Phase-Jump Details**.
Note:	The page refreshes and displays the Crane Notice Application and the current task tab is highlighted (e.g., **Disassembly Details**). Click **Disassembly Details.**
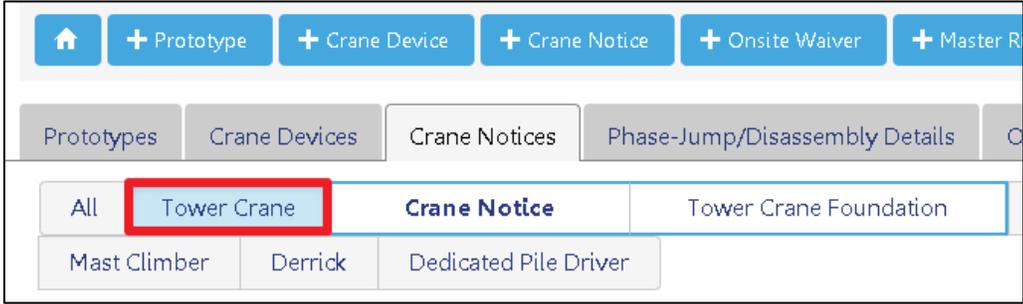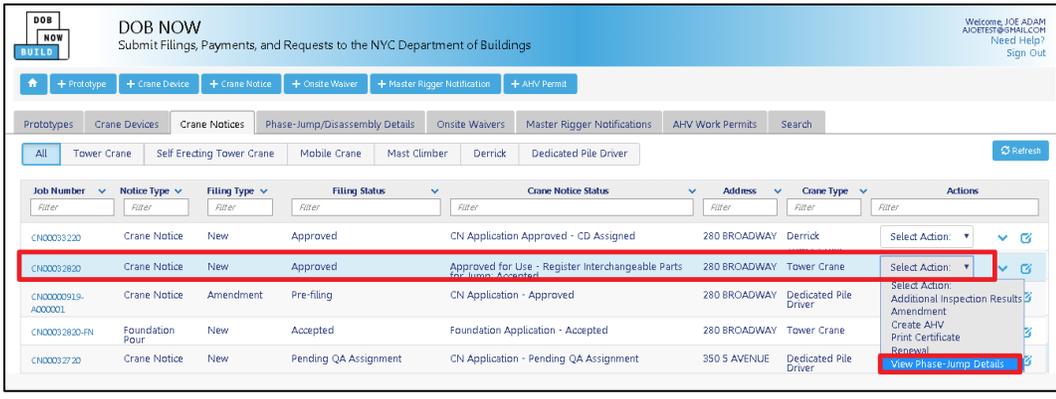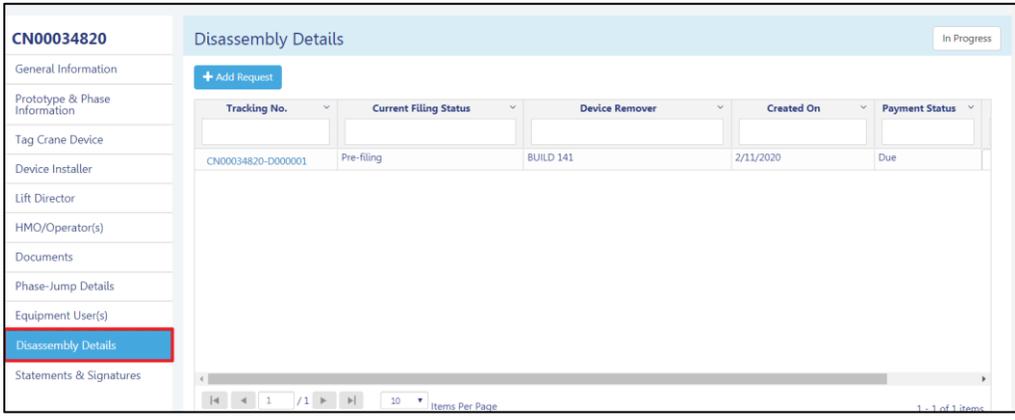
Step	Action
11	Under **Disassembly Details** Click the blue Hyperlink. **Disassembly Details** — In Progress + Add Request | Tracking No.	Current Filing Status	Device Remover	Created On	Payment Status
---	---	---	---	---
CN00034820-D000001	Pre-filing	BUILD 141	2/11/2020	Due	
12	Click **Statements & Signatures** to display the Statements & Signatures section.
13	Click the **Applicant's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system.
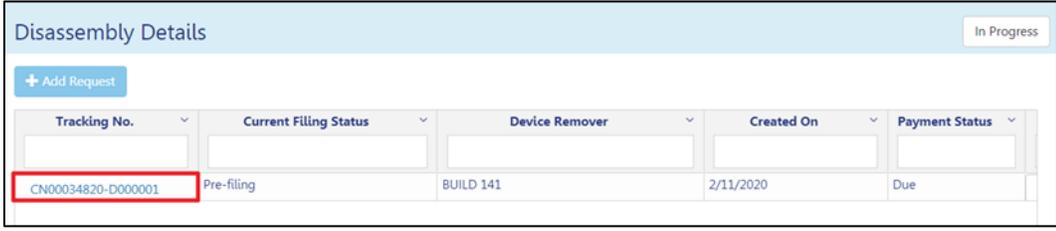
Step	Action
14	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. Notification ✕ Job filing has been saved. OK
15	Click Submit. 📄 Submit
	You have completed Notify DOB of Device Remover. Continue to the Complete Pay Fees section.

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**.

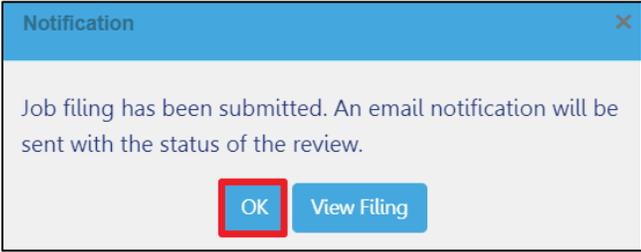| Step	Action
2.	The **Payment Confirmation** pop-up window displays with the message: Are you sure you want to make a payment now for **$100.00?** Payment is not the last step. Click the Preview to File/Submit button at the top of the screen to submit the application. Please confirm that your pop-up blocker is turned off before proceeding to Payment. Click **Yes**, to proceed. **Payment Confirmation** Are you sure you want to make a payment now for **$100.00**? 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.** Yes No
3.	The page is redirected to **NYC City Pay**. Pay the application fees via **eCheck** or **Credit Card** by selecting the applicable tab. **Enter Payment Details** 1. Select Items 2. Enter Payment 3. Review and Pay Payment Amount: $2,000.00 eCheck Credit Card C & D: APPLICATION AMENDMENT DOB NOW Build Prototype : CP00001582-OA000003 : Amendment Crane Prototype $2,000.00 To pay by electronic check, you will need your checking account and routing number. There is no additional fee. **Billing Information** First Name * Last Name * Country * United States

Step	Action
4.	The **Notification** pop-up window displays on the DOB NOW page with the message: Payment processed successfully. 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 review and submit the application to the NYC Department of Buildings.

Step	Action
<td colspan="1">**APPLICANT OF RECORD**</td>	
1.	At the top-left of the screen, click **Submit**. Pre-filing ● — Pending CPE/ACPE Review ○ — PE Review in Process ○ — Approved ○ ← Back to CN	💾 Save	📄 Submit
2.	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. Notification ✕ Job filing has been submitted. An email notification will be sent with the status of the review. OK View Filing
Note:	*The Status Bar updates to the next stage in the job filing process (e.g., **Pending CPE/ACPE Review**).* Pre-filing ✓ — Pending CPE/ACPE Review ● — PE Review in Process ○ — Approved ○

Complete Notify DOB of Disassembly

Complete the following steps to notify DOB of the Jump Details:

Step	Action
Equipment User	
1.	From the Dashboard, select the **Crane Notices** tab.
2.	To filter the Crane Notices by Crane Type select the respective tab (e.g., **Tower Crane**).
3.	Locate the Crane Notice application. Under the **Actions** column, select View Disassembly Details.

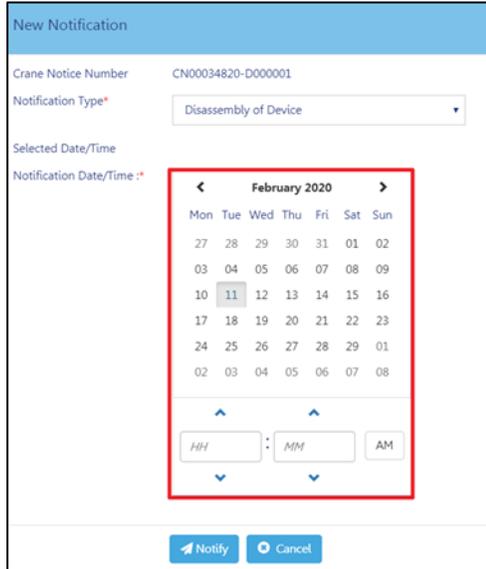|	
4.	In **Disassembly Details, under +Add Request** Scroll over to the Actions Column. Click the Dropdown. | Tracking No.	Current Filing Status	Device Remover	Created On	Payment Status	Actions
---	---	---	---	---	---
CN00034820-D000001	Approved	BUILD 141	2/11/2020	Paid	Select Action: ▼	
5.	Click the dropdown and select **Notify Disassembly**. **Disassembly Details** In Progress + Add Request | Tracking No.	Current Filing Status	Device Remover	Created On	Payment Status	Actions
---	---	---	---	---	---
CN00034820-D000001	Approved	BUILD 141	2/11/2020	Paid	Select Action: ▼	 Select Action: Notify Disassembly
6.	A Confirm pop-up window displays with the Crane Notice Number and Notification Complete the Confirm: **Confirm you want to submit a Notification of Device Disassembly on CN00034820-D000001.** Click **Yes** to Proceed **Confirm** Confirm you want to submit a Notification of Device Disassembly on CN00034820-D000001. Yes No

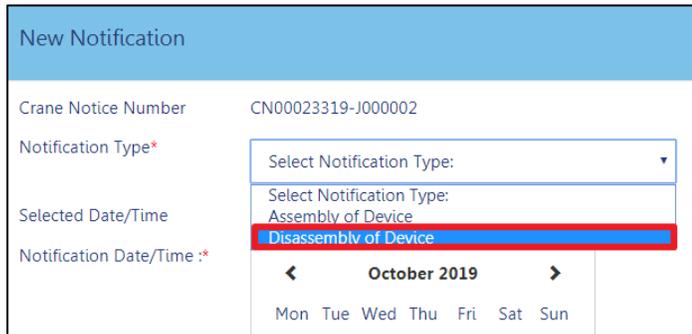|		
7.		A **New Notification** pop-up window displays with the Crane Notice Number and Notification Type. Complete the Notification: Select the Notification Date/Time The selected Date/Time displays above the calendar.
8.		Below the calendar, click **Notify**.
9.		A Confirm pop-up window displays with the message: **Please confirm if you would like to proceed with this notification.** Click **Yes** to proceed.
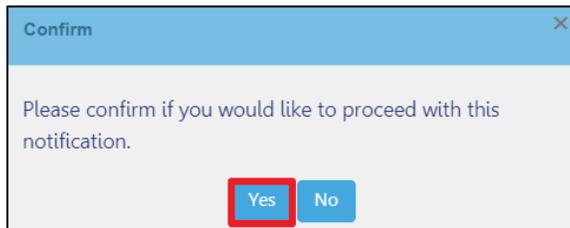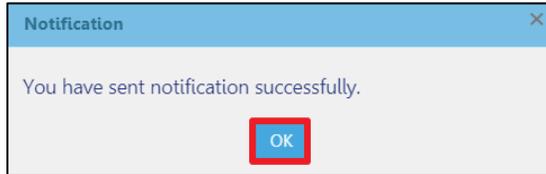
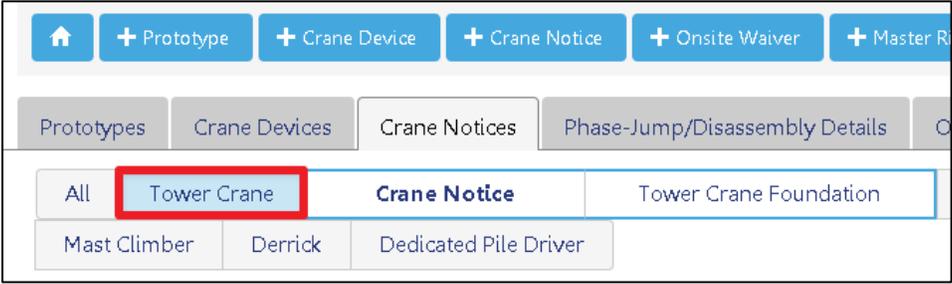|		
10.		A **Notification** pop-up window displays with the message: **You have sent notification successfully.** Click **OK** to proceed.
Note:		For Final Disassembly of Device, select **Disassembly of Device.**
11. 12.		Below the calendar, click **Notify**.
		A **Confirm** pop-up window displays with the message: Please confirm if you would like to proceed with this notification. Click **Yes** to proceed.
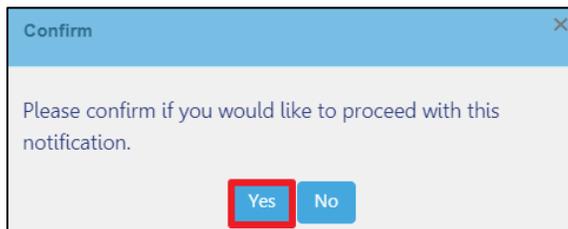
13.
A **Notification** pop-up window displays with the message:

You have sent notification successfully.
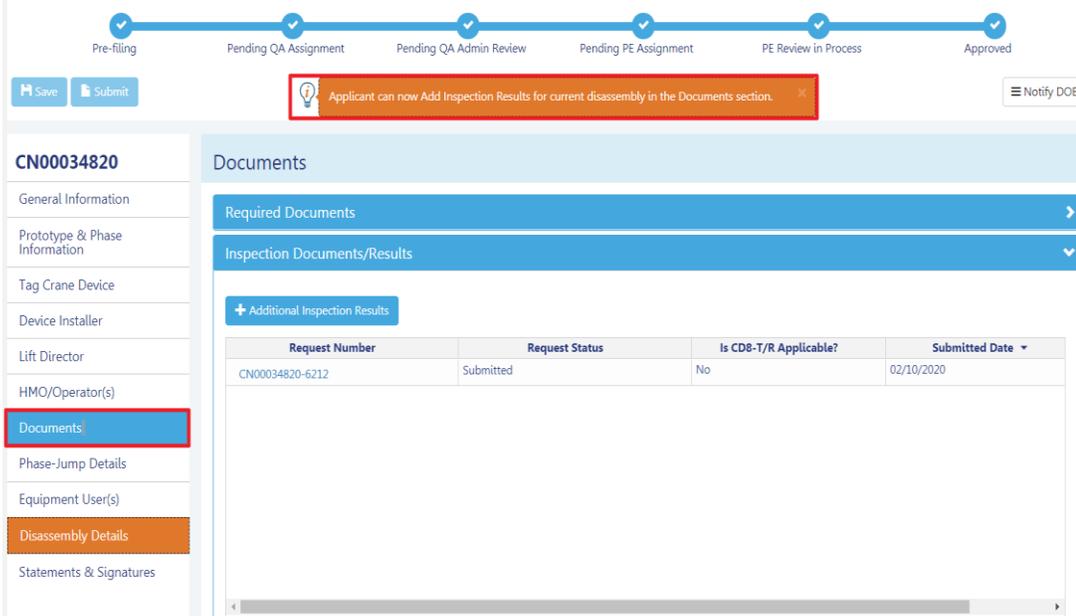
Click **OK** to proceed.
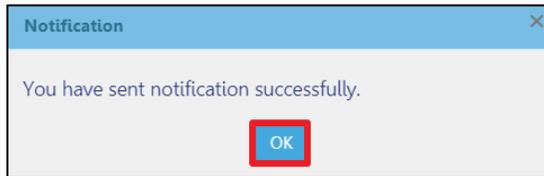
You have completed the **Notify DOB – Assembly/Disassembly** Step-by-Step Guide.

Continue to the next section.

Tower Crane CN: Add Inspection Results

Complete the following steps to provide for the Current Disassembly – Inspections Results:

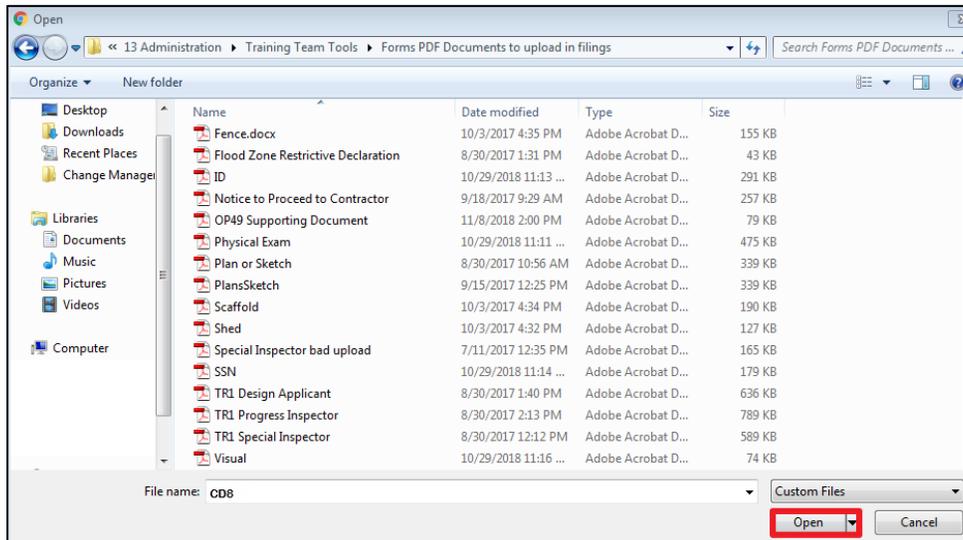| Step	Action
APPLICANT OF RECORD	
1.	From the Dashboard, select the **Crane Notices** tab.
Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., **Tower Crane**).
2.	Click **Documents** to display the Documents section.

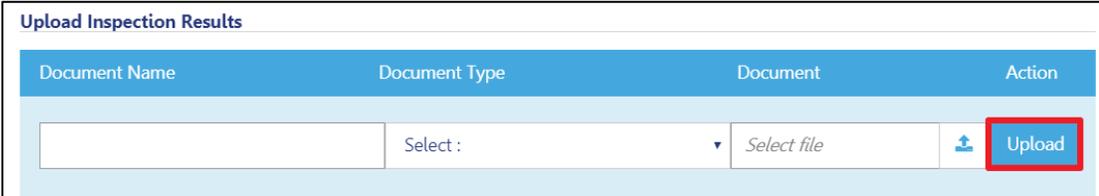|	
3.	In the **Upload Inspection Results** section: Type the Document Name. Select the Document Type (e.g., CD8) from the Document Type drop-down list. **Upload Inspection Results** | Document Name	Document Type	Document	Action
---	---	---	---
	Select : ▾	Select file ⬆	Upload	
4.	Click **Upload icon** (⬆) to upload the Document Type selected. **Upload Inspection Results** | Document Name	Document Type	Document	Action
---	---	---	---
	Select : ▾	Select file ⬆	Upload	
5.	The Document pop-up window displays. Select the Document and click **Open**. File name: CD8

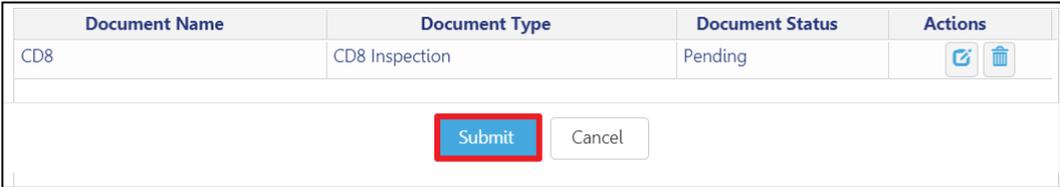|		
6.		The Document displays next to the upload icon (⬆).
		Click **Upload**.
		Upload Inspection Results
			Document Name	Document Type	Document	Action	
		|---|---|---|---|
				Select : ▼	Select file	⬆ Upload	
7.		A **Notification** pop-up window displays with the message:
		Document has been uploaded.
		Click **OK** to continue.
		Notification ✕
		Document has been uploaded.
		OK
8.	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.
		Upload Inspection Results
			Document Name	Document Type	Document	Action	
		|---|---|---|---|
				Select : ▼	Select file	⬆ Upload	
			Document Name	**Document Type**	**Document Status**	**Actions**	
			CD8	CD8 Inspection	Pending	✎ 🗑	
		At the top-left of the screen, click **Submit**.
			Document Name	**Document Type**	**Document Status**	**Actions**	
		|---|---|---|---|
			CD8	CD8 Inspection	Pending	✎ 🗑	
					Submit Cancel		

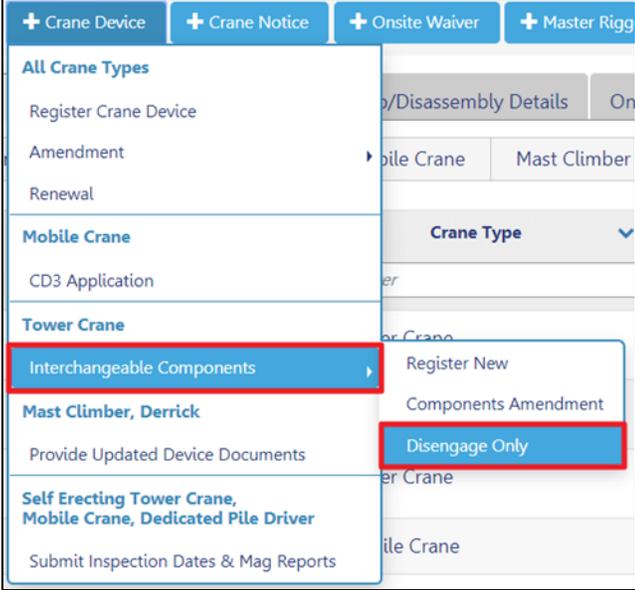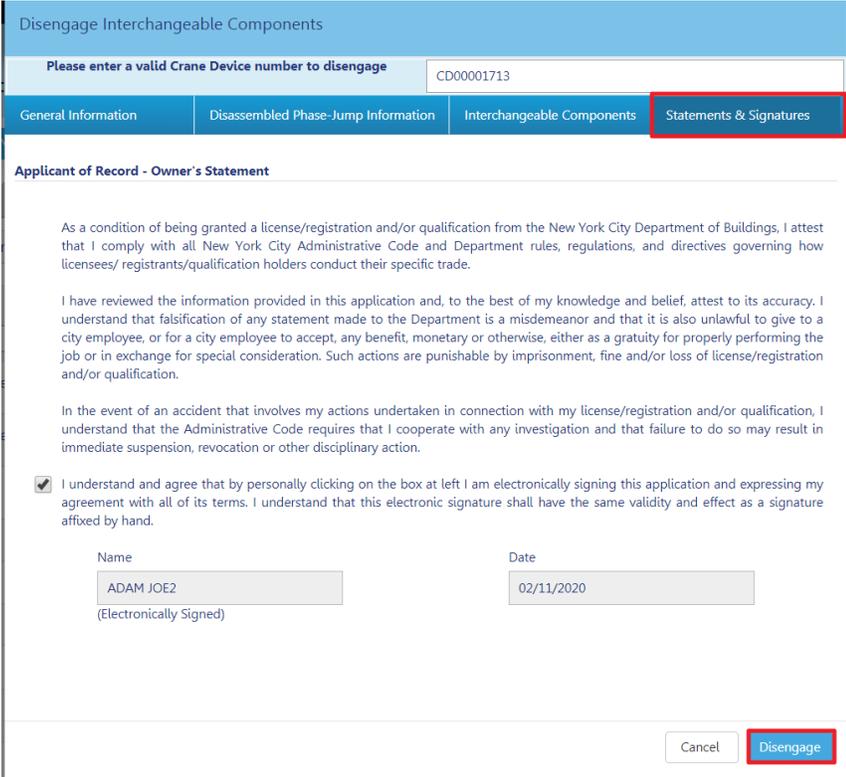|	
9.	A **Notification** pop-up window displays with the message: Additional inspection results have been submitted. Click **OK** to proceed. **Notification** ✕ Additional inspection results has been submitted. OK
	You have completed the **Upload Inspection Results** Step-by-Step Guide. Continue to the next section.
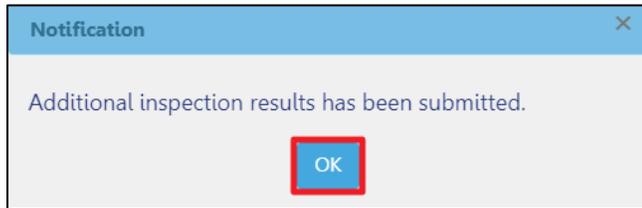
Tower Crane CD:
Disengage Interchangeable Components

Complete the following steps to Disengage Interchangeable Components to a CD within the application:

Step	Action
<td colspan="2" style="background:red;color:white">**Device Owner**</td>	
Note	Once the disassembly process starts, no more jumps can occur.
	The Device Owner disengages the applicable interchangeable components from the CD that are no longer part of it. These parts can then be reassigned to other CDs.
	▪ The system shall allow the Device Owner to disengage only the interchangeable components that are associated with a phase that was identified for disassembly.
	▪ The system will auto select all the interchangeable components that are part of selected associated phase(s)/jump(s) combination. Owner will have log into the system and disengage selected components.
	Once an interchangeable component is disengaged from the CD, its "Last Inspection Date" is no longer effective.
	The next time the interchangeable component gets assigned to a CD, the Device Owner must enter updated dates (and the system shall reapply the *must be within the last 60 days of submission* validation).

Step	Action
1.	From the Dashboard, select the **+Crane Device** tab. Scroll down to then click **Interchangeable Components**. Scroll over then click **Disengage Only.**
2. 3.	The **Disengage Interchangeable Components** is displayed. As stated "**Please enter a valid Crane Device number to disengage".**
	Click **Submit.**

Step	Action
4.	The **Disengage Interchangeable Components** window is displayed. Click the **Statement & Signatures tab** At the bottom of the page click **Disengage.**
	A message is displayed: Job Filing has been Submitted.
	Click **Cancel**
Note	All Phase-Jump combinations must be completed before Removal of Device.

Tower Crane CN: Removal of Device

Step	Action
Device Owner	
1.	A Message is displayed: **Device Owner can now add more Disassembly Details or proceed with Removal of Device.**
2.	Click **Dashboard.**
3.	From the Dashboard, select the **Crane Notices** tab. Click **Tower Cranes**.

4.	A **Confirm** pop-up window displays with the message: **Confirm you want to submit a Removal of Device Request on CN00034820** Click **Yes** to continue. **Confirm** Confirm you want to submit a Removal of Device Request on CN00034820. [Yes] [No]	
5.	The **Removal Of Device Request** window is displayed. Click **The Applicants Use's Statements** Click **Submit.** Removal Of Device Request **Crane Notice Information** **Crane Notice Number** — CN00034820 **Crane Notice Status** — Approved for jackdown/removal - Disengage Interchangeable Parts **Address** — 280 BROADWAY , MANHATTAN **Applicant Information** **Email** — AJOETEST2@GMAIL.COM **Last Name** — JOE2 **First Name** — ADAM **Business Name** — AJ2 **Business Address** — AJ2 **City** — NYC **State** — NY **Zip** — 10000 **Country** — United States **Business Telephone** — (201) 222-3333 **Mobile Telephone** — Not Available **Applicant User's Statement** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. ☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name	Date [Submit] [Cancel]	

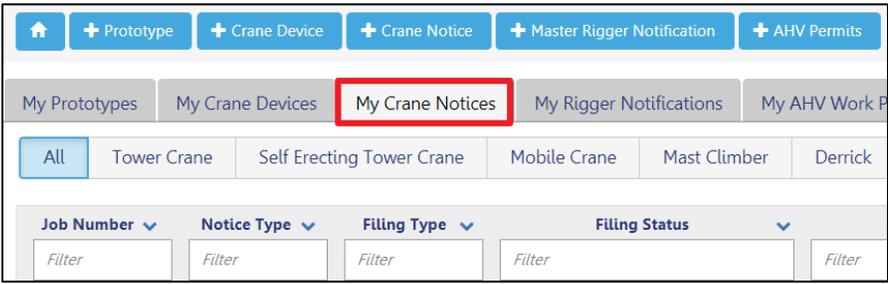| 6.	A **Notification** pop-up window displays with the message: Crane Device Removal Request has been submitted. Click **OK** to continue. ![Notification pop-up] Notification ✕ Crane Device Removal Request has been submitted. OK
7.	The Crane Notice has been Expired. A Certificate can be printed.
	You have completed the process for **Removal of Device.**
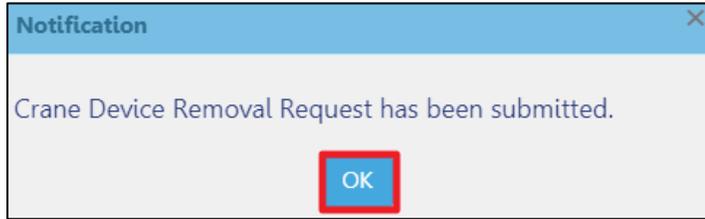
OPTIONAL: Tower Crane CN: Request New Equipment User(s)

Complete the following steps if applicable to request additional Equipment Users:

Step	Action
Note:	The newly added Equipment User must assign their Lift Directors. All stakeholders must complete attestations.
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. **Double-click** to view the details.
Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., **Tower Crane**).

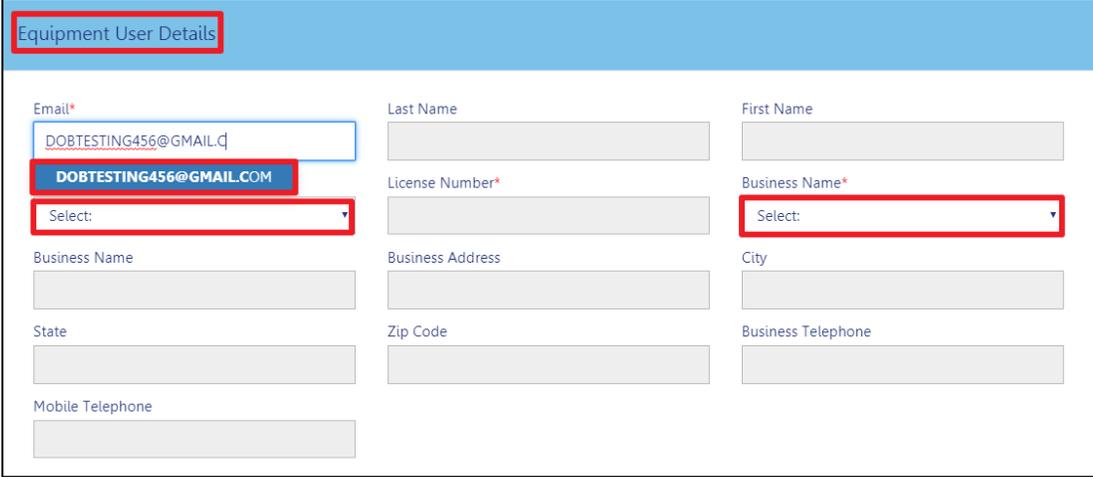| Step	Action
3.	A **Crane Notice Information** pop-up window displays with the message: **Job Number:** CN00023319 **Filing Type:** Crane Notice **Crane Type:** Tower Crane Click **OK** to proceed. **Crane Notice Information** **Job Number:** CN00023319 **Filing Type:** Crane Notice **Crane Type:** Mobile Crane [OK] [Cancel]
Note:	The page refreshes and displays the Crane Notice Application and the current task tab is highlighted (e.g., Phase Details) Pre-filing — Pending QA Assignment — Pending QA Admin Review — Pending PE Assignment — PE Review in Process — Approved [Save] [Submit] *Please provide subsequent phase information* **CN00023319** General Information Prototype & Phase Information Assign CD to CN Lift Director HMO(s) Documents **Phase Details** Equipment User(s) Statements & Signatures **General Information** **Filing Information** Crane Notice Type* : Crane Notice Filing Type* : New Crane Type* : Mobile Crane **Location Information** House Number* : 280 Street Name* : BROADWAY Borough* : MANHATTAN Block* : 153 Lot* : 1 BIN* : 1079215 Owner Type* : Individual Associated BIS/DOB NOW Job Number (Max 5)* : 185007226 66 characters remaining
	You have begun the process to **Request New Equipment User(s)**. Continue to the next section.

Add Request
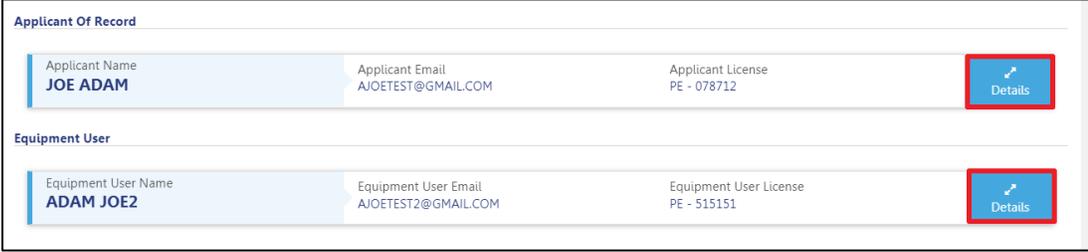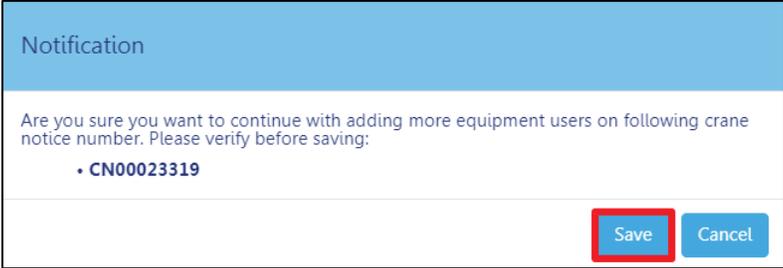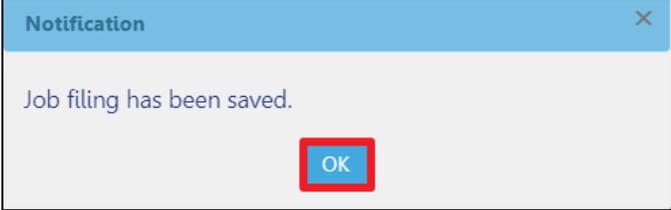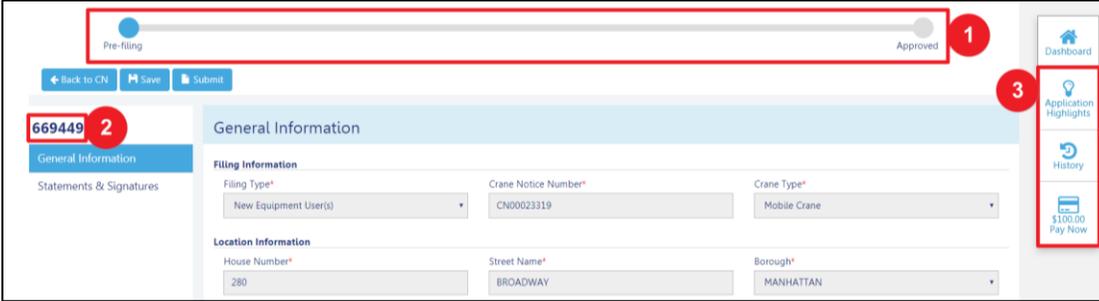
Complete the following steps to upload the inspection results in the Documents Tab to support the application:

Step	Action
1.	Select the **Equipment User(s)** tab to display the Additional Equipment User(s) section.
2.	Select the **+Add Request** button
Note:	The page refreshes and displays the Equipment User: **General Information** tab.

Step	Action
Note:	The Filing Information and Location Information sections are greyed-out and cannot be edited. **General Information** **Filing Information** Filing Type* : New Equipment User(s) Crane Notice Number* : CN00023319 Crane Type* : Mobile Crane **Location Information** House Number* : 280 Street Name* : BROADWAY Borough* : MANHATTAN Block* : 153 Lot* : 1 BIN* : 1079215
3.	In the Equipment User(s) Information, click **＋Add Equipment User.** General Information **Location Information** Statements & Signatures House Number* : 280 Street Name* : BROADWAY Block* : 153 Lot* : 1 **Equipment User(s) Information** **＋ Add Equipment User** First Name Last Name Email Busin...

Step	Action
4.	The **Equipment User Details** pop-up window displays. Type the Email and then select the Email Address from the blue-drop down. Select the License Type (e.g. Professional Engineer) Select the Business Name
5.	Click **Save**.
Note:	The Equipment User added displays within the Equipment User(s) information table. Click the edit ( ) icon to update the information. Click the trash can ( ) icon to delete the Equipment User.

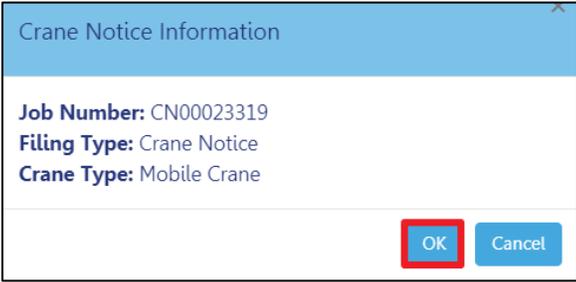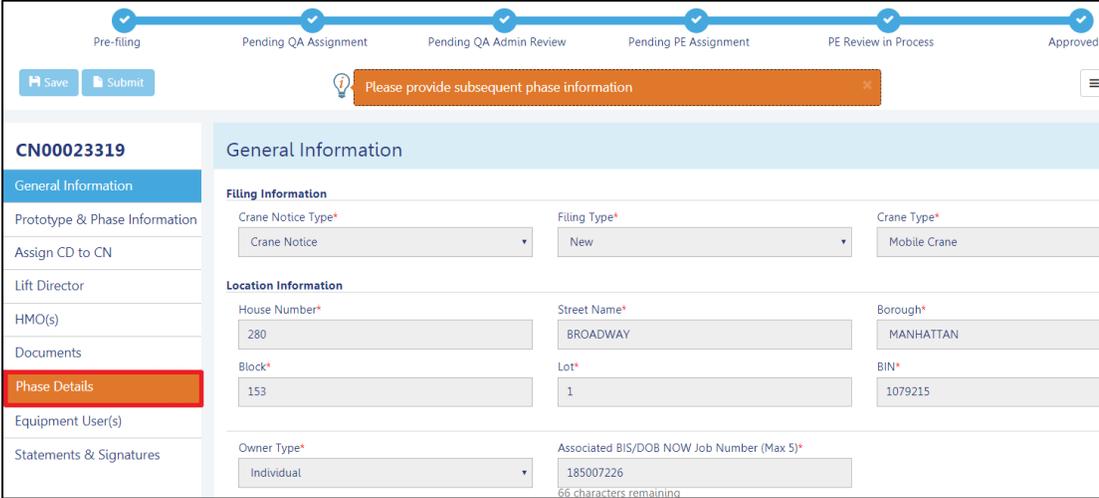| Step	Action
Note:	Click the **Details** button to display the Applicant of Record or Equipment User details. **Applicant Of Record** Applicant Name: **JOE ADAM** — Applicant Email: AJOETEST@GMAIL.COM — Applicant License: PE - 078712 — Details **Equipment User** Equipment User Name: **ADAM JOE2** — Equipment User Email: AJOETEST2@GMAIL.COM — Equipment User License: PE - 515151 — Details
6.	At the top-left of the screen, click **Save**. ← Back to CN 💾 Save **General Information** General Information / Statements & Signatures **Filing Information** Filing Type* New Equipment User(s) ▾
7.	A **Notification** pop-up window displays with the message: Are you sure you want to continue with adding more equipment users on following crane notice number. Please verify before saving: • (e.g., CN00023319) Click **Save** to continue. **Notification** Are you sure you want to continue with adding more equipment users on following crane notice number. Please verify before saving: • CN00023319 Save Cancel

Step	Action
8.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue.
9.	The page refreshes and displays the additional items: Status Bar Crane Notice Filing Number **Additional Tabs:** Prototype & Phase Information, Document and Statements & Signatures **Application Information:** Application Highlights, View Filing, History and Fee
	You have completed the **Add Request** tab. Continue to the next section.

Completes Statements & Signatures: Equipment User

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

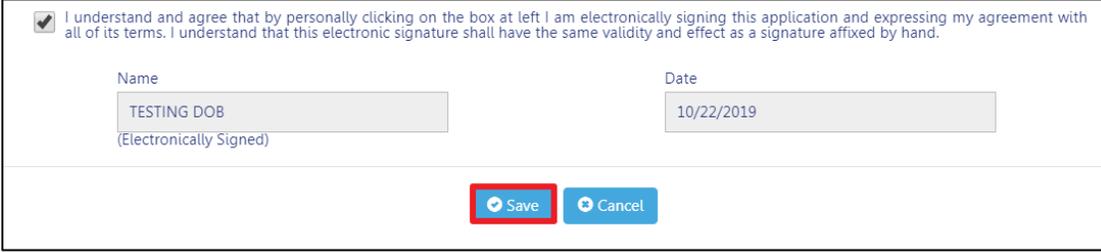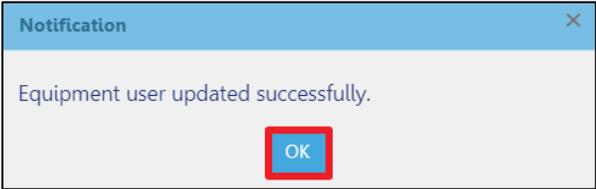| Step	Action
	EQUIPMENT USER'S STATEMENT
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. **Double-click** to view the details.
Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., Tower Crane).

Step	Action
3.	A **Crane Notice Information** pop-up window displays with the message: Job Number: CN00023319 Filing Type: Crane Notice Crane Type: Tower Crane Click **OK** to proceed.
Note:	The page refreshes and displays the Crane Notice Application and the current task tab is highlighted (e.g., Phase Details)

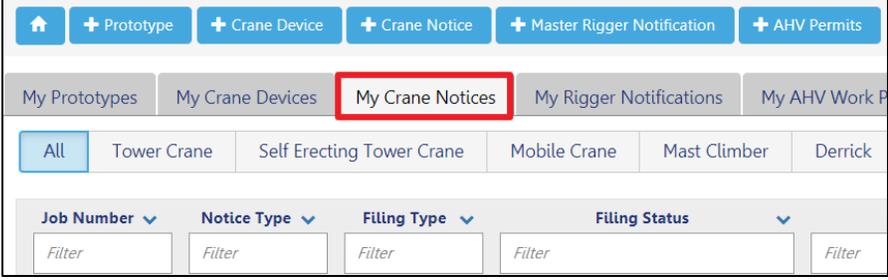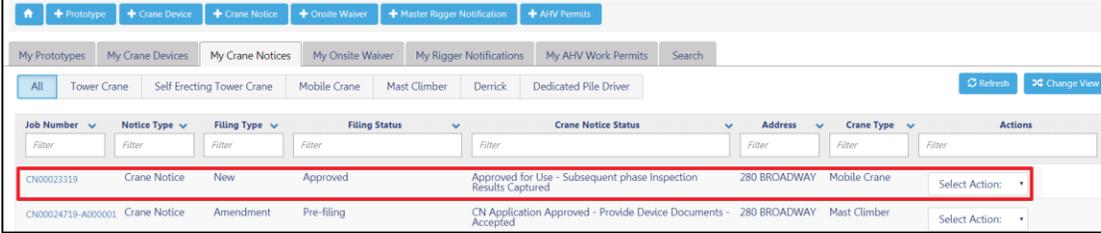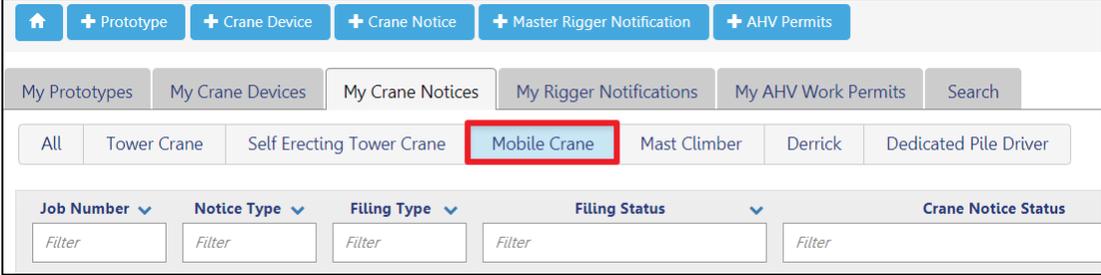| Step	Action
4.	Select the Equipment User(s) tab.
5.	Double-click the **Request Number** to display the Equipment User information.
6.	The page refreshes and displays the Request. Click the edit (![edit icon]) icon to display the **Equipment User Information** Details to complete the attestation.

Step	Action
7.	The **Equipment User Details** pop-up window displays. Select the Equipment User's Statement check box to electronically attest. The **Name** and **Date** field's auto-populate by the system.
Note:	The statement applicable to the Stakeholder that's logged in highlights in blue.

Step	Action
8.	Below the **Name** and **Date** fields, click **Save**. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name TESTING DOB (Electronically Signed) Date 10/22/2019 ● Save ● Cancel
9.	A **Notification** pop-up window displays with the message: Equipment user updated successfully. Click **OK** to continue. Notification ✕ Equipment user updated successfully. OK
	You have completed the **Complete Statements and Signatures: Equipment User** section. Continue to the next section.

Complete Statements & Signatures: Applicant of Record

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

Step	Action
	APPLICANT OF RECORD
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. **Double-click** to view the details.
Note:	To filter the Crane Notices by Crane Type select the respective tab (e.g., **Tower Crane**).

Step	Action
3.	A **Crane Notice Information** pop-up window displays with the message: Job Number: CN00023319 **Filing Type**: Crane Notice **Crane Type**: Tower Crane Click **OK** to proceed. Crane Notice Information **Job Number:** CN00023319 **Filing Type:** Crane Notice **Crane Type:** Mobile Crane OK Cancel
Note:	The page refreshes and displays the Crane Notice Application and the current task tab is highlighted (e.g., Phase Details). Pre-filing — Pending QA Assignment — Pending QA Admin Review — Pending PE Assignment — PE Review in Process — Approved Save Submit Please provide subsequent phase information **CN00023319** General Information Prototype & Phase Information Assign CD to CN Lift Director HMO(s) Documents **Phase Details** Equipment User(s) Statements & Signatures **General Information** **Filing Information** Crane Notice Type*: Crane Notice Filing Type*: New Crane Type*: Mobile Crane **Location Information** House Number*: 280 Street Name*: BROADWAY Borough*: MANHATTAN Block*: 153 Lot*: 1 BIN*: 1079215 Owner Type*: Individual Associated BIS/DOB NOW Job Number (Max 5)*: 185007226

Step	Action
4.	Select the Equipment User(s) tab.
5.	Double-click the **Request Number** to display the Equipment User information.
6.	The Request Details display. Select the Statement & Signatures tab.

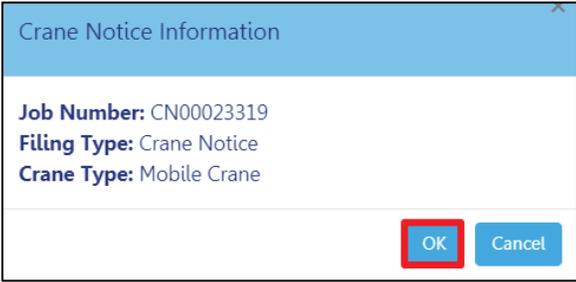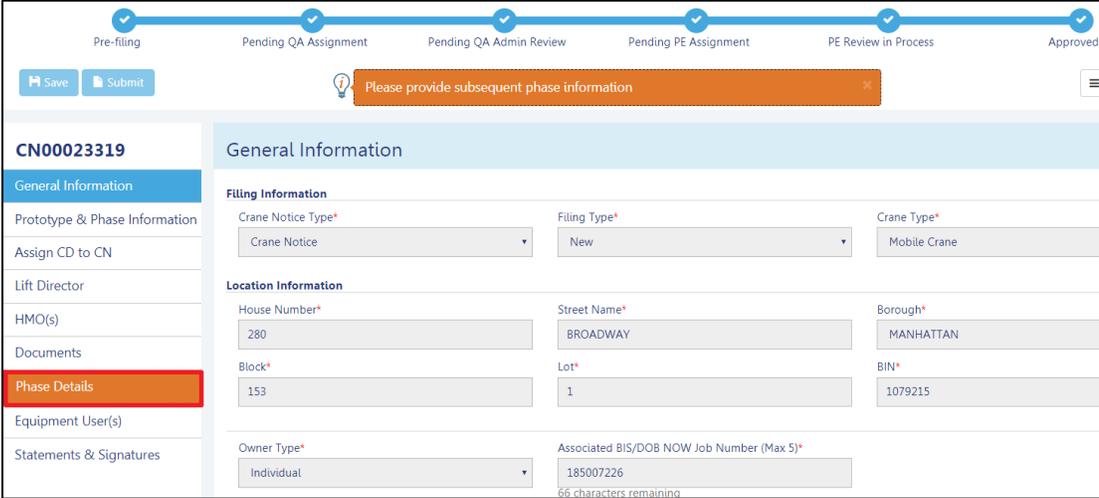| Step	Action
7.	Click the **Applicant's Statement** check-box to electronically attest. The **Name** and **Date** field's auto-populate by the system. **Statements & Signatures** **Applicant's Statement** As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action. ☑ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name: JOE ADAM (Electronically Signed) Date: 10/15/2019
8. 9.	At the top-left of the screen, click **Save**. ← Back to CN 💾 Save 📄 Submit **669449** General Information Statements & Signatures **Statements & Signatures** **Applicant's Statement** As a condition of being granted a license/registration a Administrative Code and Department rules, regulations, an
	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. **Notification** ✕ Job filing has been saved. OK
	You have completed the Statements & Signatures: Applicant of Record Step-by-Step Guide. 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**.

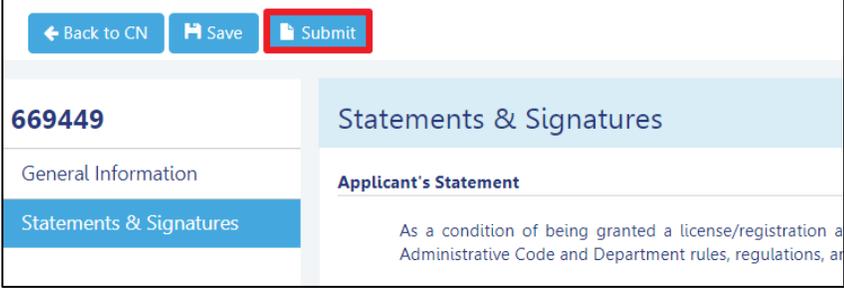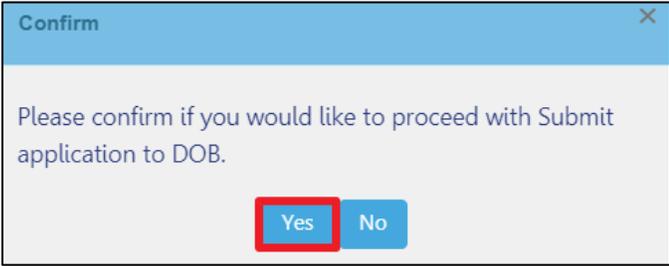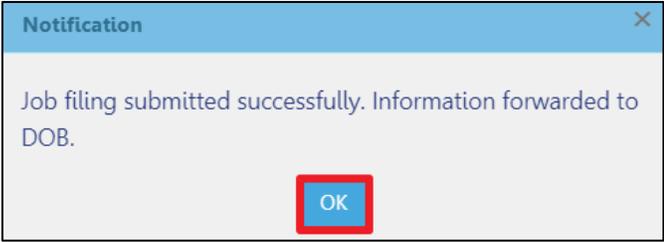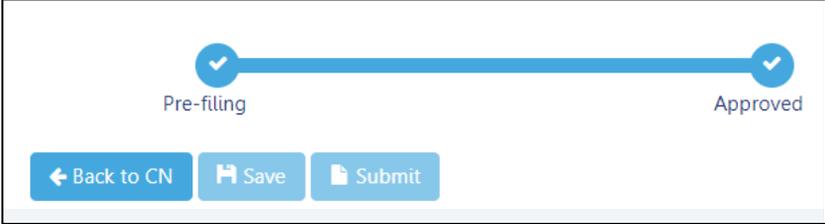| Step	Action
2.	The **Payment Confirmation** pop-up window displays with the message: Are you sure you want to make a payment now for **$100.00?** Payment is not the last step. Click the Preview to File/Submit button at the top of the screen to submit the application. Please confirm that your pop-up blocker is turned off before proceeding to Payment. Click **Yes**, to proceed. **Payment Confirmation** Please note that the following data cannot be changed after the payment has been made on this filing: • Add/delete Equipment User(s) Information Are you sure you want to make a payment now for **$100.00**? 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.** Yes No
3.	The page is redirected to **NYC City Pay**. Pay the application fees via **eCheck** or **Credit Card** by selecting the applicable tab. **Enter Payment Details** 1. Select Items 2. Enter Payment 3. Review and Pay Payment Amount: $2,000.00 C & D: APPLICATION AMENDMENT DOB NOW Build Prototype : CP00001582-OA000003 : Amendment Crane Prototype $2,000.00 eCheck Credit Card To pay by electronic check, you will need your checking account and routing number. There is no additional fee. **Billing Information** First Name * Last Name * Country * United States

Step	Action
4.	The **Notification** pop-up window displays on the DOB NOW page with the message: Payment processed successfully. Click **OK** to proceed.

<div align="center">

You have completed the **Pay Fees** section.

Continue to the next section.

</div>

Submit Request

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

Step	Action
<td colspan="1" style="background:green; color:white;">**APPLICANT OF RECORD**</td>	
1.	At the top-left of the screen, click **Submit**. 669449 General Information Statements & Signatures Statements & Signatures Applicant's Statement As a condition of being granted a license/registration a Administrative Code and Department rules, regulations, ar
2. 3.	A **Confirm** pop-up window displays with the message: Please confirm if you would like to proceed with Submit application to DOB. Click **Yes** to proceed. Confirm Please confirm if you would like to proceed with Submit application to DOB. Yes No
	A **Notification** pop-up windows displays with the message: Job filing submitted successfully. Information forwarded to DOB for review. Click **OK** to close the notification pop-up window. Notification Job filing submitted successfully. Information forwarded to DOB. OK

Step	Action
Note:	The Status Bar updates to the next stage in the job filing process (e.g., **Approved**).
	You have completed the **Submit Request Step-by-Step Guide**.

Print On-Site Certificate: From the Dashboard

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

Step	Action
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. Under the **Actions** column drop-down list, click the **Print Certificate** on the application.
3.	Ensure that your pop-up blocker is turned-off. The Cranes & Derricks Certificate of Operation opens in a second tab.
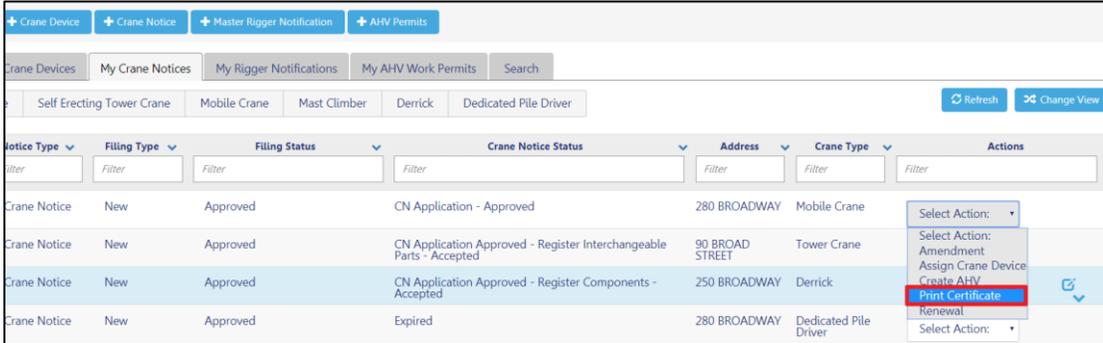
Step	Action
4.	From the bottom of the page click **Print to PDF**. *Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.* **Print To PDF**
5.	The internet browser downloads the certificate. Click the file arrow and select **Open**. Emergency — Open Assistant Co — Always open with system viewer Open with system viewer Show in folder Commission — Cancel CertificateOfOpera....pdf
6.	A third tab opens with the print options. Click **Print**. **NYC Buildings** **CRANES & DERRICKS** **On-Site Certificate (CN)** CN Number: CN00023319 Issued: 10/07/2019 Expires: 10/07/2020 Address: 280 BROADWAY MANHATTAN CN Fee Expires: 10/07/2020 Equipment Type: Mobile Crane Applicant: JOE ADAM JA& LLC 123 test JERSEY CITY NJ 07302 Emergency Telephone Day or Night: 311 Assistant Commissioner: Commissioner of Buildings: *Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.* Print — 1 sheet of paper Destination: 22R-5FLR-CONSULTAN Pages: All Copies: 1 Color: Color More settings **Print** Cancel
	You have completed the **On-Site Certificate: From the Dashboard** Step-by-Step Guide.

Print On-Site Certificate: From within the Application
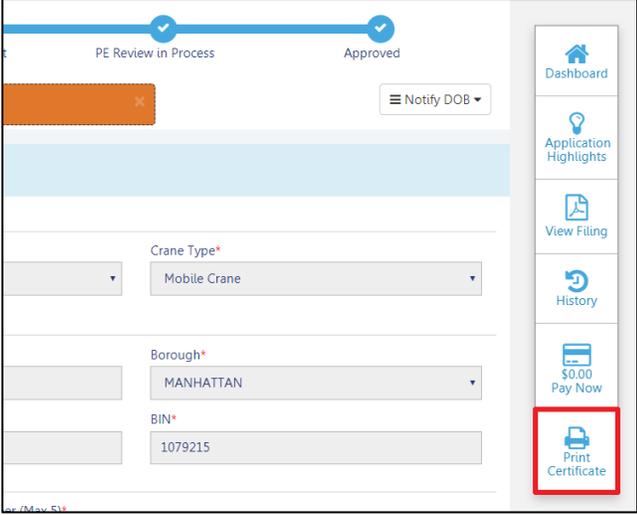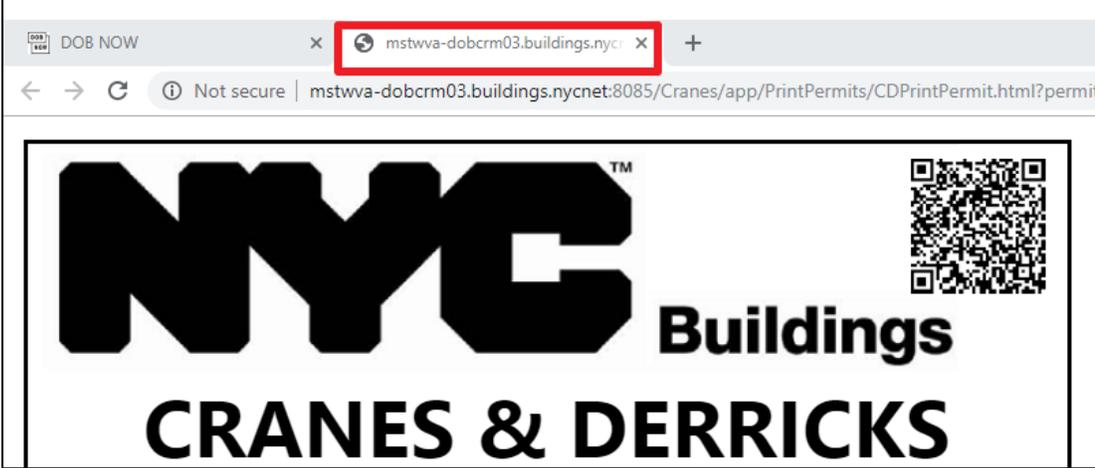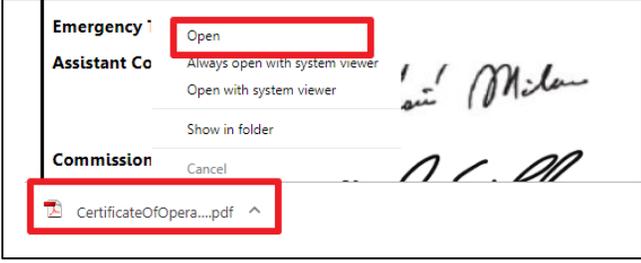
Complete the following steps to print the CD Certificate from within the application:

Step	Action
1.	From the Dashboard, select the **Crane Notices** tab.
2. 3.	Locate the Crane Device application. Double-click the application.
	The **Crane Notice Information** pop-up window displays with the message: **Job Number**: CN00023319 **Filing Type**: Crane Notice **Crane Type**: Tower Crane Click **OK** to proceed.
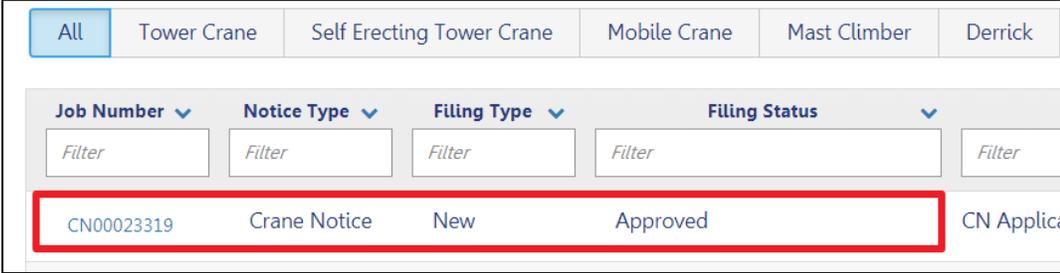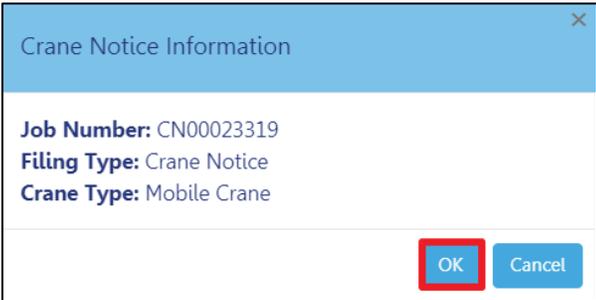
Step	Action
4.	The Crane Device application displays. On the bottom-right, click **Print Certificate**.
5. 6.	Ensure that your pop-up blocker is turned-off. The **On-Site Certificate** opens in a second tab.
	From the bottom of the page click **Print to PDF**.

Step	Action
7.	The internet browser downloads the certificate. Click the file arrow and select **Open**.
8.	A third tab opens with the print options. Click **Print**.
	You have completed **the On-Site Certificate: From within the Application** Step-by-Step Guide.