INDUSTRY PORTAL STEP-BY-STEP GUIDE

HOW TO PERFORM A SUB CYCLE REASSIGNMENT

The following Step-by-Step Guide will outline the steps applicable to completing a Sub Cycle Reassignment in DOB NOW: *Safety.*

Contents

Overview

This step-by-step guide will provide applicants with a systematic understanding of how to complete a Sub Cycle Reassignment in DOB NOW: *Safety.*

<u>Requirements</u>

- ■ Parking Structure activities will be available in DOB NOW: *Safety* as of April 17, 2023.

- ■ A Parking Structure is defined as a building or portion of a building used for the parking or storage of motor vehicles and an open or enclosed parking garage as defined in the New York City Building Code.

- ■ Parking Structures must be inspected for safety once every 6 years.

- ■ The 6 year cycle is divided into three sub cycles: A, B, and C. Parking Structures are assigned to sub cycles based on their location.

- ■ If the Owner of a parking structure wants to change the sub cycle for their Parking Structure to match that building's sub cycle for the Facades Inspection and Safety Program (FISP), they must submit a Sub Cycle Reassignment Request.

System Guidelines

1. Fields with a red asterisk (*) are required and must be completed.

2. Grayed-out fields are Read-Only or are auto-populated by the system.

3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.

Email*	Applicant Type*	Last Name
Enter email/username...	Select: ▾	

Filing Representative Information

+ Add Representative

First Name	Last Name	Email	Business Name	Business Telephone	Action
ADAM	JOE2	AJOETEST2@GMAIL.COM	AJ2	(201) 222-3333	☑ 🗑

Total Items: 1

|◄ ◄ 1 /1 ► ►| 5 ▾ Items Per Page   1 - 1 of 1 items

ADDITIONAL HELP & INFORMATION

1. Video Tutorials: DOB NOW YouTube Channel: https://www.youtube.com/user/NYCBUILDINGS
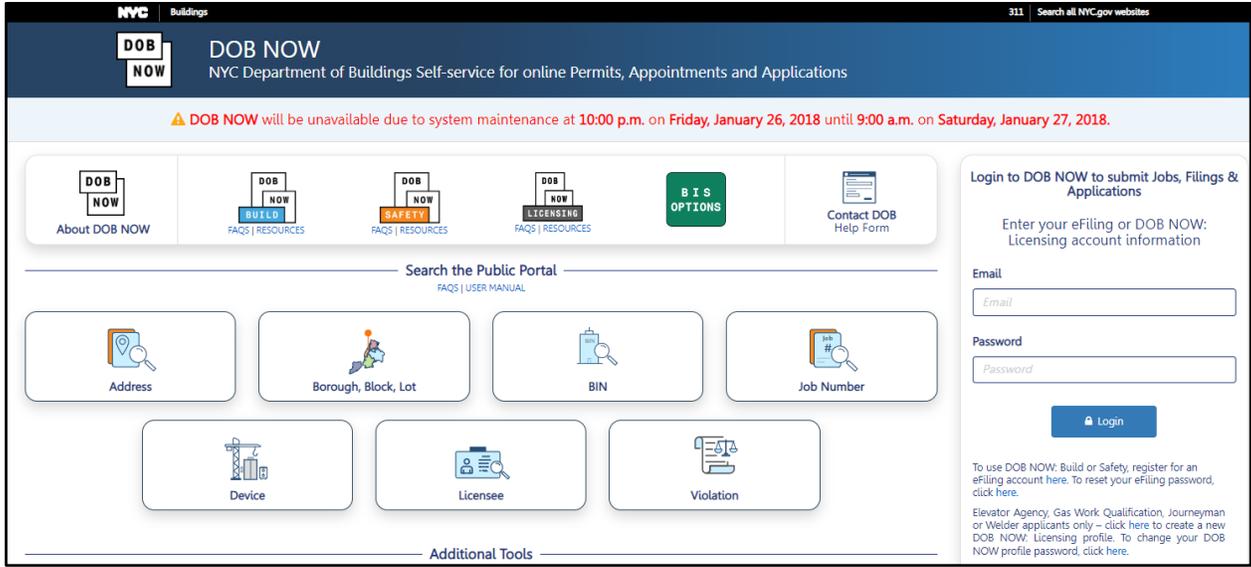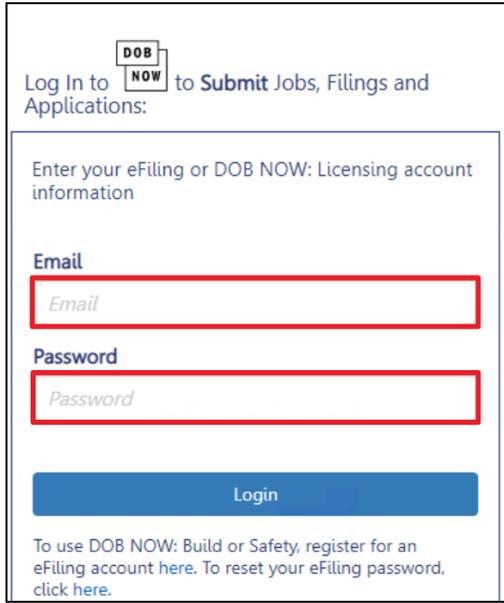2. Presentations & Sessions: https://www1.nyc.gov/site/buildings/industry/dob-now-training.page

Log into DOB NOW: *Safety*

Follow the steps below to access DOB NOW: *Safety* and initiate a Sub Cycle Reassignment Request.

Step	Action	
ℹ	**Note**	In order to log in to DOB NOW, you must be registered for eFiling. Additionally, DOB recommends that you turn 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

Step	Action
1.	Access the Internet.

Step	Action
2.	Enter www.nyc.gov/dobnow in the URL field at the top of the browser window.
3.	Press **Enter** on your keyboard.
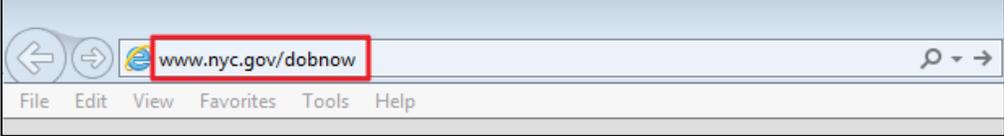
Step	Action
	The DOB Login page displays.
4.	Enter your **Email** and **Password**.

Step	Action
5.	Click the **DOB NOW – Safety** button and choose **Parking Structures**.

You have now logged into DOB NOW: *Safety*. Continue to **Initiating a Sub Cycle Reassignment**.

Initiating a Sub Cycle Reassignment

Follow these steps to initiate a Sub Cycle Reassignment.

Step	Action
1.	On the main Parking Structures page click the **Requests** button, then click the **+ Sub Cycle Reassignment** button.
2.	In the General Information tab, click the appropriate radio button and enter in the **Parking ID, BIN, or Address** of the Parking Structure, and then click **Search & Add**.

Step	Action
3.	Click the radio button to select the address then click the **Add** button.
4.	The property searched for will now be displayed.
5.	Fill in the necessary information under the **Reassignment Request Details** section as required.

Step	Action
6.	Enter the information for the **Property Owner Information** section as required**.**

Property Owner Information

Email*	Owner Type*	First Name
AJOETEST@GMAIL.COM	NYCHA	JOE

Middle Initial	Last Name	Business Name
	ADAM	JA LLC

Business Address	City	State
JA LLC	JERSEY CITY	NJ

Zip Code	Mobile Phone*	Telephone*
07302	2128745874	

Business Telephone*
5455568622

Step	Action
7.	Enter the information for the **Qualified Parking Structure Inspector (QPSI)** section as required**.**

Qualified Parking Structure Inspector (QPSI) Information

Email	License Type	License Number
TRAININGPERA@GMAIL.COM	Professional Engineer	098999

First Name	Middle Initial	Last Name
PE		TRAINER

Business Name*	Business Telephone	Mobile Phone
FD LLC	2128748774	

Business Address	City	State
280 BROADWAY	NYC	NY

Zip Code
10007

Step	Action
8.	Click the **Save** button to continue.

Save **File**

Step	Action
9.	Click **OK** in the **Notification** window.

Notification ✕

The filing has been saved.

OK
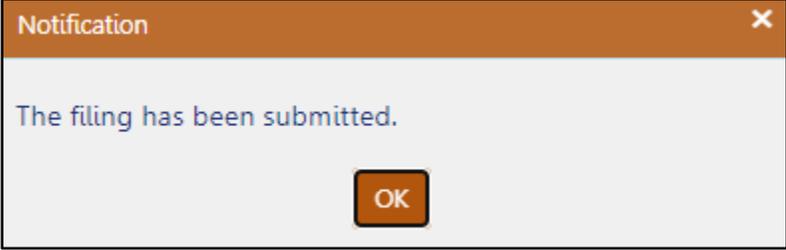
Step	Action
10.	Click the **Submit** button to submit the request. ![Save] [Submit]
11.	Click **OK** in the notification window to complete the process. **Notification** ✕ The filing has been submitted. [OK]
	This concludes **How to perform a Sub Cycle Reassignment** step by step.