

DOB NOW Account – Associate a New License

New York City has launched single sign-on accounts called NYC.ID for all online services as part of the MyCity initiative. In June 2024, DOB NOW integrated with NYC.ID, which requires all existing and new users to have a NYC.ID login to access DOB NOW. Visit www.nyc.gov/dobnowtips for more resources, FAQs and videos.

Are you a DOB NOW user with a newly approved license? Follow the below steps to associate your license/registration with your DOB NOW account:

STEP 1: LOG INTO DOB NOW

On the DOB NOW login page at www.nyc.gov/dobnow, enter your email in the field and click **Login**.

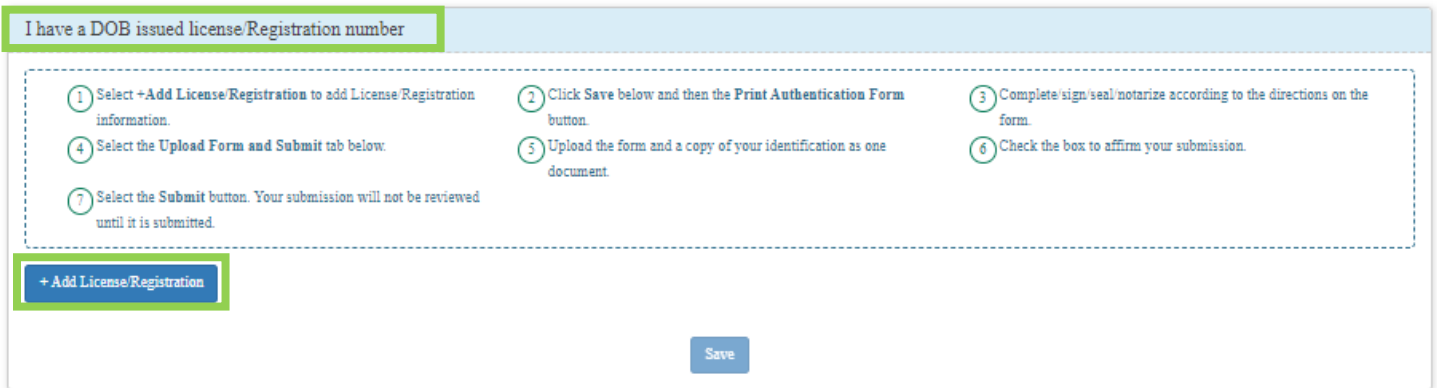
- On the main dashboard, select **Manage/Associate Licenses** from the person icon in the upper right corner and you will be taken to your profile information.



STEP 2: ASSOCIATE YOUR NEWLY APPROVED LICENSE(S)

Scroll down to the section under **I have a DOB issued license/Registration number**.

- Click **+Add License/Registration** to select the type of license(s) you have.



STEP 3: COMPLETE LICENSE INFORMATION

- Select a **License Type** and **Class/Class Type** and enter the six-digit **License Number**.
- Click **Add** to associate the license. Repeat this step to associate all licenses.

STEP 4: AUTHENTICATION FORM: PRINT, UPLOAD, SUBMIT

After adding a license, select the **Save** button and then the **Print Authentication Form** button at the bottom of the page. Follow the instructions on page 3 of the form to print, sign, date and apply your Professional Seal (if applicable) or have it notarized. Scan the form with a copy of your driver's license or DOB ID as one PDF file.

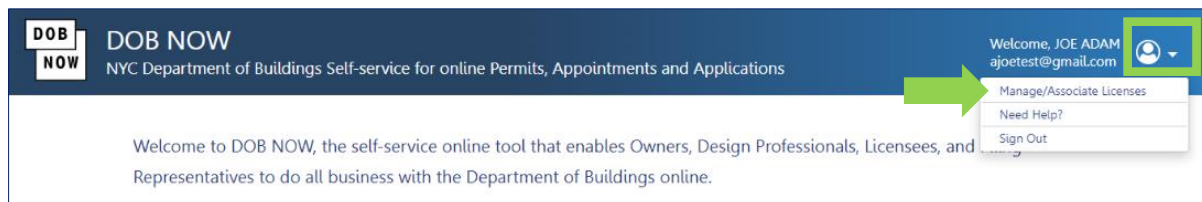
1. From the **Upload Form and Submit** tab, select the **Upload** button to upload your authentication form and ID as one document.
2. Check the box to view the **Statements & Signature** terms. Select **Accept**.
3. Click **Submit** and **Yes** to confirm submission. Your submission will not be reviewed until it is submitted.



The screenshot shows the 'Upload Form and Submit' tab selected. Below the tab is a blue header with the text 'Upload Completed Authentication Form and ID (one PDF file)'. Underneath, there is an 'Upload' button with a file icon and a file name '38063c3f-d896-eb11-a3ff-005056b09d5b_20210...'. To the right of the file name is a 'Preview' button. Below the upload area, there is a checked checkbox and a text box stating: 'By checking this box and clicking Submit (below) you are affirming that you have read and agree to the terms of the New York City Department of Buildings.*'. At the bottom right, there is a 'Submit' button.

STEP 5: ACCOUNT AUTHENTICATION

- You will receive an email confirmation that your submission has been submitted. Another email will be sent with the status of the review.
- If you receive an email that action is needed, log into DOB NOW and from the person icon in the top right corner, select **Manage/Associate Licenses**. Follow the directions in Step 4 and select **Re-Submit**.



The screenshot shows the DOB NOW user interface. The top navigation bar includes the 'DOB NOW' logo and the text 'DOB NOW NYC Department of Buildings Self-service for online Permits, Appointments and Applications'. On the right side, there is a user profile section with the text 'Welcome, JOE ADAM ajoetest@gmail.com' and a person icon. A green arrow points to the person icon, which has a dropdown menu open. The menu options are 'Manage/Associate Licenses', 'Need Help?', and 'Sign Out'. Below the navigation bar, there is a welcome message: 'Welcome to DOB NOW, the self-service online tool that enables Owners, Design Professionals, Licensees, and Representatives to do all business with the Department of Buildings online.'

You will receive an email notification when your license/registration has been authenticated for use in DOB NOW. Log into DOB NOW at least once after your profile is authenticated for your information to populate when added to a filing.