



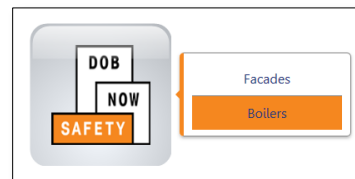
DOB NOW: *Safety* for Boiler Compliance Filings How to File Multiple Inspection Reports

This guide provides instructions for filing compliance reports on multiple devices at the same time within DOB NOW: *Safety*.

Login

Enter your Email and Password and click **Login**.

Once logged in, hover over DOB NOW: *Safety* and select **Boilers** to access the Boilers Compliance Filings Dashboard



Complete the Boiler Inspection Reports

If you haven't already, follow the steps to complete one or more Boiler Inspection Reports:

1. From the Boiler Compliance Filings Dashboard, select + Boiler Inspection Report
2. Add Boilers to Filing
3. Update Boiler Info
4. Verify Building, Owner, and Applicant Info
5. Report Defects. if applicable
6. Upload Supporting Documents
7. Sign Attestation



Making Multiple Payments from the Dashboard

Before your filings move from **Not Ready to File** to **Ready to File**, filings must be complete and the filing fee must be paid. From the Dashboard, you can pay for multiple filings at once by following the steps outlined below.

The screenshot shows the 'Boilers Compliance Filings Dashboard' for user JOE ADAM. The dashboard includes navigation tabs for 'Boiler Inspection Reports', 'Boiler Extension Requests', and 'Boilers Not Registered'. The 'Boiler Inspection Reports' tab is selected. Below the tabs, there are radio buttons for 'Not ready to file', 'Ready to file', and 'Filed'. The 'Not ready to file' option is selected. A table lists various boiler filings with columns for Group #, Tracking #, Location, Owner, Defects Exists, Compliance Report Status, Report Type, Inspection Type, Pressure Type, Payment Status, Created Date, and Actions. The first column of the table contains checkboxes, and the 'Payment Status' column shows 'Due' for all entries. A 'Pay Now' button is visible in the top right corner of the table area.

- 1 Select the **Boiler Inspection Reports** tab in the Dashboard
- 2 Select **Not Ready to File** which means a filing is either not paid for or incomplete. If the filing is incomplete, you will not be able to submit payment
- 3 Mark the checkboxes next to the devices for which you wish to pay
- 4 Select **Pay Now**



Payment Summary

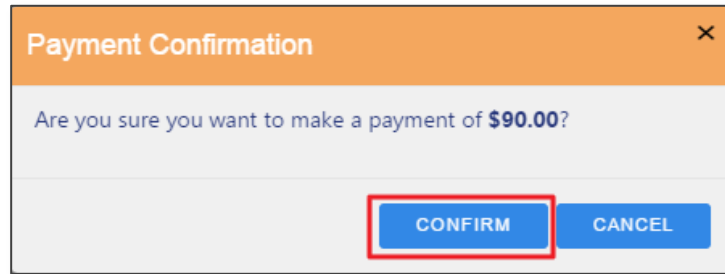
Boiler ID	Tracking Number	Filing Fee	Remove
30000108357N0001	2017-30000108357N0001-1283	\$30.00	Delete
30000104578N0001	2017-30000104578N0001-1284	\$30.00	Delete
30000068185N0002	2017-30000068185N0002-1286	\$30.00	Delete
30000057097N0001	2017-30000057097N0001-1285	\$30.00	Delete
30000068186N0001	2017-30000068186N0001-1287	\$30.00	Delete
30000059274N0001	2017-30000059274N0001-1288	\$30.00	Delete
30000068205N0001	2017-30000068205N0001-1289	\$30.00	Delete
30000111465N0003	2017-30000111465N0003-1272	\$30.00	Delete
30000111465N0002	2017-30000111465N0002-1273	\$30.00	Delete
30000111465N0001	2017-30000111465N0001-1274	\$30.00	Delete
30000108357N0002	2017-30000108357N0002-1275	\$30.00	Delete
30000070319N0001	2017-30000070319N0001-1276	\$30.00	Delete
30000056318N0001	2017-30000056318N0001-1277	\$30.00	Delete
30000067763N0001	2017-30000067763N0001-1278	\$30.00	Delete
30000056010N0001	2017-30000056010N0001-1279	\$30.00	Delete
30000103737N0001	2017-30000103737N0001-1280	\$30.00	Delete
30000103736N0001	2017-30000103736N0001-1281	\$30.00	Delete
30000165629N0001	2017-30000165629N0001-1265	\$30.00	Delete
30000165630N0001	2017-30000165630N0001-1266	\$30.00	Delete
30000165628N0001	2017-30000165628N0001-1267	\$30.00	Delete
30000162363N0001	2017-30000162363N0001-1268	\$30.00	Delete
30000162973N0001	2017-30000162973N0001-1269	\$30.00	Delete
30000162816N0001	2017-30000162816N0001-1270	\$30.00	Delete
		Total Amount Due: \$690.00	
			Pay Now

- 1 Filing fee per device
- 2 Option to delete individual device from the invoice
- 3 Total of all individual device fees on the invoice
- 4 Click **Pay Now** to proceed to next screen



You will be asked to confirm the payment amount before the system takes you to the CityPay Portal for final payment processing.

Click **Confirm** to continue.



File Reports

After payment in the NYC CityPay Portal is complete, you will be returned to the Dashboard. The Boiler Inspection Reports have now moved to the Ready to File tab.

Boilers Compliance Filings Dashboard

Navigation: + Boiler Inspection Report, + Boiler Extension Request, + Make Civil Penalties Payment

Dashboard Menu

Boiler Inspection Reports (1) | Boiler Extension Requests | Boiler Registered (2)

Not ready to file | **Ready to file** | Filed

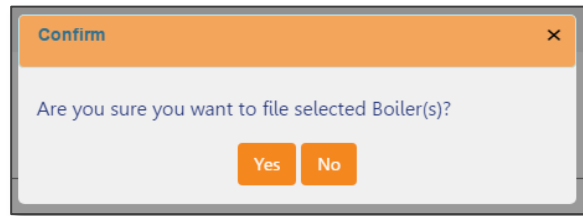
File (4) | Refresh

Group #	Tracking #	Location	Owner	Defects Exists	Compliance Report Status	Report Type	Inspection Type	Pressure Type	Payment Status	Created Date	Actions
00000001	2017-30000094351N0001-1282	182 MONTROSE AVENUE BROK...	JOE ADAM	Yes	Pre-Filing	Initial	Internal	High Pressure	Exempted	05/31/2017	[X] [G]
00000001	2017-30000108357N0001-1283	182 MONTROSE AVENUE BROK...	JOE ADAM	No	Pre-Filing	Initial	External	Low Pressure	Paid	05/31/2017	[X] [G]
00000001	2017-30000104578N0001-1284	182 MONTROSE AVENUE BROK...	JOE ADAM	No	Pre-Filing	Initial	Internal	High Pressure	Paid	05/31/2017	[X] [G]
00000001	2017-30000057097N0001-1285	182 MONTROSE AVENUE BROK...	JOE ADAM	No	Pre-Filing	Initial	Internal	High Pressure	Paid	05/31/2017	[X] [G]
00000001	2017-30000068185N0002-1286	182 MONTROSE AVENUE BROK...	JOE ADAM	No	Pre-Filing	Initial	Internal	High Pressure	Paid	05/31/2017	[X] [G]
00000001	2017-30000068186N0001-1287	182 MONTROSE AVENUE BROK...	JOE ADAM	No	Pre-Filing	Initial	Internal	High Pressure	Paid	05/31/2017	[X] [G]
00000001	2017-30000059274N0001-1288	182 MONTROSE AVENUE BROK...	JOE ADAM	No	Pre-Filing	Initial	Internal	High Pressure	Paid	05/31/2017	[X] [G]
00000001	2017-30000068205N0001-1289	182 MONTROSE AVENUE BROK...	JOE ADAM	No	Pre-Filing	Initial	Internal	High Pressure	Paid	05/31/2017	[X] [G]
00000001	2017-3000011465N0003-1272	182 MONTROSE AVENUE BROK...	JOE ADAM	No	Pre-Filing	Initial	External	Low Pressure	Paid	05/31/2017	[X] [G]
00000001	2017-3000011465N0002-1273	182 MONTROSE AVENUE BROK...	JOE ADAM	No	Pre-Filing	Initial	External	Low Pressure	Paid	05/31/2017	[X] [G]
00000001	2017-3000011465N0001-1274	182 MONTROSE AVENUE BROK...	JOE ADAM	No	Pre-Filing	Initial	External	Low Pressure	Paid	05/31/2017	[X] [G]
00000001	2017-30000108357N0002-1275	182 MONTROSE AVENUE BROK...	JOE ADAM	No	Pre-Filing	Initial	External	Low Pressure	Paid	05/31/2017	[X] [G]
00000001	2017-30000070319N0001-1276	182 MONTROSE AVENUE BROK...	JOE ADAM	No	Pre-Filing	Initial	External	Low Pressure	Paid	05/31/2017	[X] [G]
00000001	2017-30000056318N0001-1277	182 MONTROSE AVENUE BROK...	JOE ADAM	No	Pre-Filing	Initial	Internal	High Pressure	Paid	05/31/2017	[X] [G]
00000001	2017-30000067763N0001-1278	182 MONTROSE AVENUE BROK...	JOE ADAM	No	Pre-Filing	Initial	Internal	High Pressure	Paid	05/31/2017	[X] [G]
00000001	2017-30000056010N0001-1279	182 MONTROSE AVENUE BROK...	JOE ADAM	No	Pre-Filing	Initial	External	High Pressure	Paid	05/31/2017	[X] [G]
00000001	2017-30000103737N0001-1280	182 MONTROSE AVENUE BROK...	JOE ADAM	No	Pre-Filing	Initial	Internal	High Pressure	Paid	05/31/2017	[X] [G]
00000001	2017-30000103736N0001-1281	182 MONTROSE AVENUE BROK...	JOE ADAM	No	Pre-Filing	Initial	Internal	High Pressure	Paid	05/31/2017	[X] [G]
00000001	2017-30000165629N0001-1265	182 MONTROSE AVENUE BROK...	JOE ADAM	No	Pre-Filing	Initial	Internal	High Pressure	Paid	05/31/2017	[X] [G]

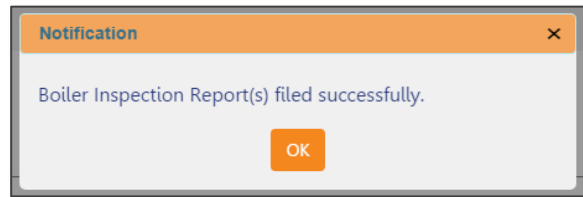
- 1 Select **Boiler Inspection Report**
- 2 Select **Ready to File**
- 3 Mark the checkboxes of the devices to be filed
- 4 Select **File**



A popup box will appear to confirm this filing.
Click **Yes** to file the reports.



A confirmation box will appear. Click **OK** to confirm the notification.



Your filings are now complete and will move to the **Filed** tab.