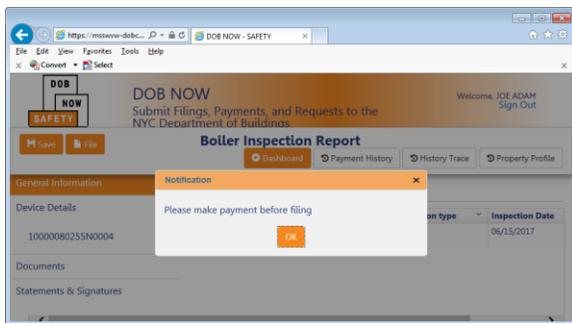


DOB NOW: *Safety* – Payments

This quick reference guide will guide you through payments of fees and civil penalties for DOB NOW: *Safety* filings

Note: The User must be sure to allow pop-ups within their browser to make online payments using the NYC City Pay portal



If Payments are due they must be made before filing.

If you click on the button to FILE the BIR without first making a payment you will receive this notification directing you to “Please make payment before filing.” Click OK.

Filing Fee Amount

Within the DOB NOW Portal, the system will display a report of what is owed at the time of filing.

The **Amount Due** is the balance that must be paid before the Licensed Professional is allowed to file the report(s).

Selecting the **Pay Now** button at the bottom of this screen brings you to a final summary on another page.

Application Highlights	
Location :	36 BROADWAY MANHATTAN 10004
Tracking# :	2017-10000080815N0002-1218
Compliance Report Type :	Initial
Compliance Report Status :	Pre-Filing
Inspection Type :	External
Filing Year :	2017
Inspection Date :	05/03/2017
Filing Date :	
Defects Exists :	No
Owner Type :	Private
Fee	
Filing Fee :	\$30.00
Amount Due:	\$30.00
Amount Paid:	\$0.00
<input type="button" value="Pay Now"/>	

View Payment Summary

Boiler ID	Tracking Number	Filing Fee
10000048628N0003	2017-10000048628N0003-1252	\$30.00

Total Amount Due: \$30.00

[Return to Filing](#) [Pay Now](#)

The final summary will display an itemized list of all fees owed before a licensed professional can submit a filing to the Department of Buildings.

Select **Pay Now** on the summary page and you will be taken to a confirmation page.

Select **Confirm** to continue

Payment Confirmation

Are you sure you want to make a payment of \$30.00?

[CONFIRM](#) [CANCEL](#)

Note: The User must be sure to allow pop-ups within their browser for the DOB NOW Portal to proceed to the CityPay Portal

NYC CityPay

Agree to Terms and Conditions

You will be directed to NYC CityPay, the online payment system. This system allows DOB NOW Users to make payments using **e-check** or **credit/debit cards**.



From the NYC CityPay Portal, follow the steps detailed below.

- 1** First, read the terms and conditions as listed on the page – check the “agree” box by clicking on it.
- 2** Select **Continue**

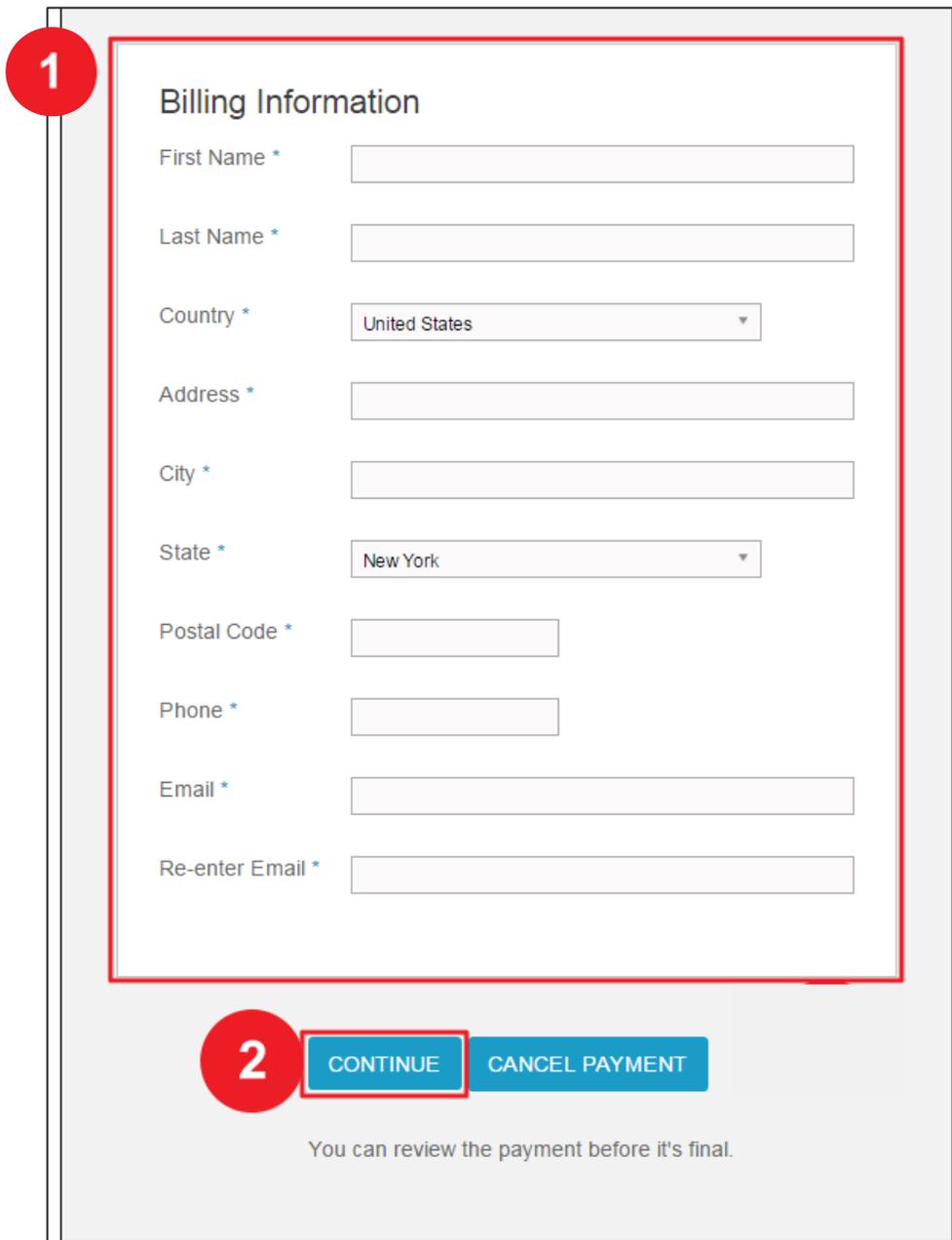
Pay By eCheck

The NYC CityPay Portal allows a DOB NOW User to pay fees using their checking account.

The screenshot shows the 'Enter Payment Details' page with the following elements:

- 1**: A box containing the payment amount of \$30.00 and a list of items: ANNUAL BOILER INSPECTION (BIR), DOB NOW Safety, Payment for Boiler Inspection Report, and Filing Fee.
- 2**: A tab selection area with 'eCheck' selected and 'Credit Card' as an alternative.
- 3**: The 'eCheck Information' section with fields for ABA Routing Number (011900571), Account Number (12121212), Re-enter Account Number (12121212), and Account Type (Checking).
- 4**: A red arrow pointing downwards from the bottom right of the form, indicating the next step.

- 1** Confirm that the total payment amount is correct.
- 2** Select the **e-Check** tab.
- 3** Fill in the required fields for **ABA Routing Number**, **Account Number**, and **Account Type**.
- 4** Scroll down to continue the form to the **Billing Information Section**.



1

Billing Information

First Name *

Last Name *

Country *

Address *

City *

State *

Postal Code *

Phone *

Email *

Re-enter Email *

2

You can review the payment before it's final.

- 1** Fill in the required billing information, all fields with a blue asterisk (*) are required.
- 2** Select **Continue** to proceed to the final confirmation screen.

Skip to page 7 to continue the process.

Pay By Credit or Debit Card

The NYC CityPay Portal allows a DOB NOW User to pay fees using a credit or debit card.

The screenshot shows the NYC CityPay Test portal. At the top, the logo "NYC CityPay Test" is displayed in blue and red, with a shopping cart icon labeled "Cart (1)" to the right. Below the logo, the page title "Enter Payment Details" is shown, followed by a progress indicator: "1. Select Items 2. Enter Payment 3. Review and Pay".

On the left side, a summary box contains the following information:

Item Total:	\$30.00
Service Fee:	\$0.75
Payment Amount:	\$30.75

Below this, the item description is listed: "ANNUAL BOILER INSPECTION (BIR) DOB NOW Safety Payment for Boiler Inspection Report Filing Fee" with a total of "\$30.00".

At the top of the payment section, there are two tabs: "eCheck" and "Credit Card". The "Credit Card" tab is selected and highlighted with a red circle and the number "2".

Below the tabs, a warning message states: "Credit and debit card payments are charged a service fee of 2.49% of the payment amount. This fee is nonrefundable." This message is also highlighted with a red circle and the number "3".

The "Card Information" section contains the following fields:

- Card Number * (text input field)
- Expiration Date * (Month and Year dropdown menus)
- Security Code * (text input field with a "What is this?" link)

Red circles with numbers 1, 2, 3, and 4 are overlaid on the image to indicate key steps: 1 points to the payment summary, 2 points to the Credit Card tab, 3 points to the warning message, and 4 points to the bottom of the page with a downward arrow.

- 1 Confirm that the total payment amount is correct.
Note that a **2.49%** service fee will be added to all credit and debit card payments.
- 2 Be sure that the **Credit Card** tab is selected.
- 3 Fill in the required fields for **Card Number**, **Expiration Date** and **Security Code**.
- 4 Scroll down to continue to the **Billing Information Section** to enter name and address details as shown on the previous page.

Final Confirmation of Payment

Whichever payment option was selected by the user, the system will generate a final review of the payment details.

The screenshot shows a 'Review Payment Details' page with the following elements:

- 1**: A box containing the payment amount (\$30.00) and a description: 'ANNUAL BOILER INSPECTION (BIR) DOB NOW Safety Payment for Boiler Inspection Report Filing Fee \$30.00'. Below this box is a red circle with the number 1.
- 2**: A box containing 'eCheck Information' with fields for ABA Routing Code (011900571), Account Number (1212121212), and Account Type (Checking). Below this box is a red circle with the number 2.
- 3**: A box containing 'Billing Information' with fields for First Name (Joe), Last Name (Smith), Country (US), Address (122 Main Street), City (New York), State/Province (NY), Postal Code (11111), Phone (7328675309), and Email (ajoetest@gmail.com). Below this box is a red circle with the number 3.
- 4**: A checkbox with the text 'By clicking Process Payment, you agree to have your bank account debited for the above Amount.' Below this checkbox is a red circle with the number 4.

Buttons for 'PROCESS PAYMENT' and 'CANCEL PAYMENT' are located at the top and bottom of the page.

- 1** Confirm that the total payment amount is correct.
- 2** Confirm that payment information is correct.
- 3** Confirm billing information.
- 4** Check the box and select **Process Payment**



Print a Receipt

After processing the payment, the system will generate a receipt. A button is provided on the receipt to print the document.

DOB NOW SAFETY

Receipt for Boiler Compliance Filing

Receipt

Date Paid: 5/30/2017 11:50:42 AM **Total Number of Boiler Inspection Reports:** 1

Invoice #: 100008638 **Total Amount Paid:** \$ 30.00

List of Boilers - Paid

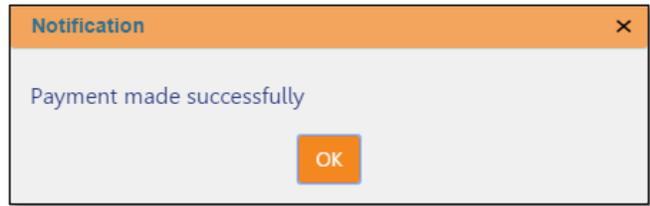
Tracking #	Address	Amount Paid
2017-10000048628N0003-1252	10 BROADWAY MANHATTAN	\$ 30.00
Total Amount Paid:		\$ 30.00

1

1 Click **Print** to print a copy of your receipt.



After the user returns to the DOB NOW, they will see a popup box confirming that payment has been made.



An email will also be sent to the **Applicant** and **Owner** associated with the filing.

File the Report

- ! Once the filing fee has been submitted, a **Licensed Professional** or **Insurance Agency Inspector** must submit the report in DOB NOW. When payment has cleared, the report will either be reviewed by the DOB or accepted.

Pay Civil Penalties

If a filing situation results in Civil Penalties (e.g., late fees), users can make payments through DOB NOW.

In a situation where civil penalties are incurred, an email notification from the DOB will be sent to the the **Applicant** and **Owner** informing them that Civil Penalties are due.

The User should then log into DOB NOW. Under **Boiler Inspection Reports**, choose **Filed** to find the report which requires Civil Penalties Payment. If a filing requires payment of Civil Penalties the **Compliance Report Status** field will show **Accepted – Civil Penalties Due**.

Owner	Defects Exists	Compliance Report Status
OWNER FIRS...	No	Payment Verification In Progre...
OWNER FIRS...	No	QA Review
APPLE ROME...	Yes	QA Supervisor Review
OWNER FIRS...	No	QA Supervisor Review
APPLE ROME	No	Accepted – Civil Penalties Due
APPLE ROME	Yes	Accepted – Civil Penalties Due
APPLE ROME	No	QA Supervisor Review

Within the Report, on the **right** side of the screen under **Application Highlights**, the user will find an accounting of the Civil Penalties due for the filing.

Select the **Pay Civil Penalties** button to continue the payment process.



A confirmation box will appear, select **Yes** to continue.



A new window will open, **Civil Penalty Payment**, where a DOB NOW user can select the devices associated with the filing for which they wish to make payment.

Civil Penalty Payment Dashboard

Civil Penalties

Boiler ID: Search

Property Information

House No(s)	34	Street Name	HUDSON STREET
Borough	MANHATTAN	Block	00144
BIN	1001562	Lot	07502
Zip Code	10013		

Civil penalties for boiler :: 10000077582Y0003

Select	Tracking #	Owner type	Inspection Type	Fee Type	Fee Amount	Year
<input checked="" type="checkbox"/>	2016-10000077582Y0003-1230	Private	External	Late Filing Fee 45 Days	\$200.00	2016
<input checked="" type="checkbox"/>	2016-10000077582Y0003-1231	Private	External	Late Filing Fee 180 Days	\$50.00	2016

Total civil penalties due : \$250.00 Amount Due : \$250.00 Pay Now

- 1 If a filing includes multiple boilers, the User has the option to choose which devices to pay for by checking the box next to the **Boiler Tracking Number**.
- 2 After confirming the devices included in the payment, select **Pay Now**.

After selecting the **Pay Now** button, the user will be taken to the NYC CityPay Portal – for instructions on how to use this system please refer to page 6 in this document.

Once Civil Penalties are paid and payment has been a cleared, the filing will be complete.