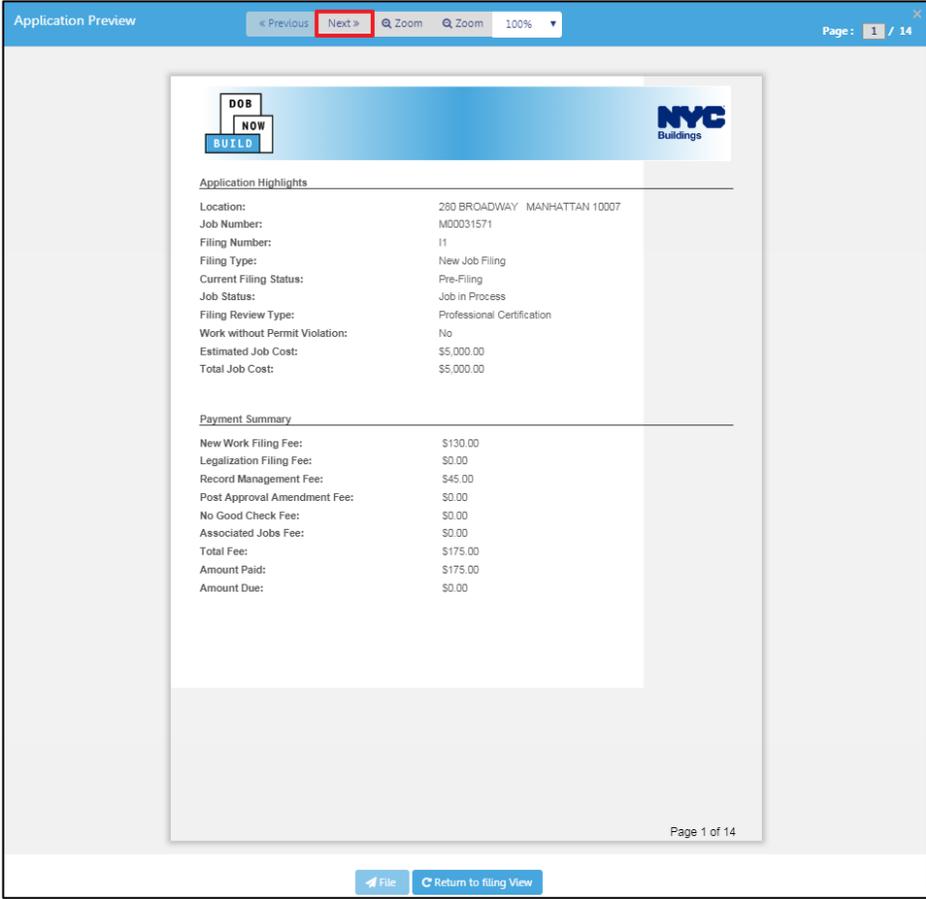


DOB NOW: Pay Fees & Preview to File (Submit) Step-By-Step Guide

Complete the following steps to submit a payment and job filing to the NYC Department of Buildings.

Step	Action
	<p>Note The job filing's fees must be paid before continuing to Preview the filing. Click the link below to view the <i>How to Pay in DOB NOW: Build and Safety</i> video.</p> <p>https://www.youtube.com/watch?v=YHDbxAuS8Dk</p> <p>Note Anyone associated to a job filing can submit a payment. However, only the Applicant can Preview to File (submit) the job filing to the NYC Department of Buildings. It is advised to pay after entering all job filing details in order to incorporate all costs.</p>
1.	<p>Located in the upper left hand corner of the page, click Preview to File.</p> 

**DOB NOW: PAY FEES AND PREVIEW TO FILE (SUBMIT)
– STEP-BY-STEP GUIDE**

Step	Action																																						
2.	<p>Click Next to read and progress through the Application Preview to the attestation page.</p>  <p>The screenshot shows the 'Application Preview' page with a navigation bar at the top containing '< Previous', 'Next >', and 'Zoom 100%'. The page content includes the 'DOB NOW BUILD' logo and the 'NYC Buildings' logo. It features two tables: 'Application Highlights' and 'Payment Summary'. The 'Application Highlights' table lists job details such as location, job number, filing type, and cost. The 'Payment Summary' table lists various fees and their amounts.</p> <table border="1"><caption>Application Highlights</caption><tr><td>Location:</td><td>280 BROADWAY MANHATTAN 10007</td></tr><tr><td>Job Number:</td><td>M00031571</td></tr><tr><td>Filing Number:</td><td>I1</td></tr><tr><td>Filing Type:</td><td>New Job Filing</td></tr><tr><td>Current Filing Status:</td><td>Pre-Filing</td></tr><tr><td>Job Status:</td><td>Job in Process</td></tr><tr><td>Filing Review Type:</td><td>Professional Certification</td></tr><tr><td>Work without Permit Violation:</td><td>No</td></tr><tr><td>Estimated Job Cost:</td><td>\$5,000.00</td></tr><tr><td>Total Job Cost:</td><td>\$5,000.00</td></tr></table> <table border="1"><caption>Payment Summary</caption><tr><td>New Work Filing Fee:</td><td>\$130.00</td></tr><tr><td>Legalization Filing Fee:</td><td>\$0.00</td></tr><tr><td>Record Management Fee:</td><td>\$45.00</td></tr><tr><td>Post Approval Amendment Fee:</td><td>\$0.00</td></tr><tr><td>No Good Check Fee:</td><td>\$0.00</td></tr><tr><td>Associated Jobs Fee:</td><td>\$0.00</td></tr><tr><td>Total Fee:</td><td>\$175.00</td></tr><tr><td>Amount Paid:</td><td>\$175.00</td></tr><tr><td>Amount Due:</td><td>\$0.00</td></tr></table> <p>At the bottom of the preview window, there are two buttons: 'File' and 'Return to Filing View'.</p>	Location:	280 BROADWAY MANHATTAN 10007	Job Number:	M00031571	Filing Number:	I1	Filing Type:	New Job Filing	Current Filing Status:	Pre-Filing	Job Status:	Job in Process	Filing Review Type:	Professional Certification	Work without Permit Violation:	No	Estimated Job Cost:	\$5,000.00	Total Job Cost:	\$5,000.00	New Work Filing Fee:	\$130.00	Legalization Filing Fee:	\$0.00	Record Management Fee:	\$45.00	Post Approval Amendment Fee:	\$0.00	No Good Check Fee:	\$0.00	Associated Jobs Fee:	\$0.00	Total Fee:	\$175.00	Amount Paid:	\$175.00	Amount Due:	\$0.00
Location:	280 BROADWAY MANHATTAN 10007																																						
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Filing Type:	New Job Filing																																						
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Job Status:	Job in Process																																						
Filing Review Type:	Professional Certification																																						
Work without Permit Violation:	No																																						
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Amount Paid:	\$175.00																																						
Amount Due:	\$0.00																																						
	<p>Note If errors are discovered when Preview to File is selected, click Return to Filing View, correct the errors, re-attest, and Preview to File again.</p>  <p>The image shows two buttons: a blue 'File' button with a paper plane icon and a blue 'Return to Filing View' button with a circular refresh icon. The 'Return to Filing View' button is highlighted with a red border.</p>																																						

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Step	Action
3.	<p>Select the checkbox (<input type="checkbox"/>) icon to attest reviewing the application.</p> <div data-bbox="279 380 1408 606" style="border: 1px solid black; padding: 10px;"><p><input type="checkbox"/> I have personally reviewed all information entered on this 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.</p><p>Name <input type="text"/> Date <input type="text"/></p><p style="text-align: center;">File Return to filing View</p></div>
	The Name and the Date fields' auto-populate after the checkbox is clicked.
4.	Click File .
	<p>A Notification pop-up window displays with the message, “Payment processed successfully”. Click OK to close the notification.</p> <div data-bbox="279 1079 972 1304" style="border: 1px solid black; padding: 10px;"><p>Notification ✕</p><p>Payment processed successfully.</p><p style="text-align: center;"><input type="button" value="OK"/></p></div>

**DOB NOW: PAY FEES AND PREVIEW TO FILE (SUBMIT)
– STEP-BY-STEP GUIDE**

Step	Action
	<p>Note For LAA Job Filings: A Confirm pop-up window with the message “Job filing has been submitted to DOB and the LAA Permit has been issued. To print the permit, return to the dashboard and in the Filing Action field, click the Select Action dropdown and select Print Work Permit” displays.</p> <p>Click OK to close the Confirm pop-up window.</p> <div style="border: 1px solid #ccc; padding: 10px; width: fit-content; margin: 10px auto;"> <div style="background-color: #4f81bd; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Confirm ✕ </div> <p style="font-size: small; margin-top: 10px;">Job filing has been submitted to DOB and the LAA Permit has been issued. To print the permit, return to the dashboard and in the Filing Action field, click the Select Action dropdown and select Print Work Permit.</p> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> <div style="border: 2px solid red; padding: 5px 10px; background-color: #4f81bd; color: white;">OK</div> <div style="padding: 5px 10px; background-color: #4f81bd; color: white;">View Filing</div> </div> </div> <p>The Status Bar updates to the next stage in the job filing process (e.g. Permitted).</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: 80%;"> <div style="display: flex; align-items: center; gap: 20px;"> <div style="text-align: center;">  <small>Pre-Filing</small> </div> <div style="text-align: center;">  <small>Permitted</small> </div> <div style="text-align: center;">  <small>Signed Off</small> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="display: flex; gap: 5px;">  Save  Preview to File </div> <div style="display: flex; gap: 5px;">  View Filing  Payment History  Trace History  Property Profile  Dashboard </div> </div> </div>
	<p>The status bar updates to the next stage in the job filing process (e.g. Pending CPE/ACPE Assignment).</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: 80%;"> <div style="display: flex; align-items: center; gap: 20px;"> <div style="text-align: center;">  <small>Pre-Filing</small> </div> <div style="text-align: center;"> <div style="border: 2px solid red; padding: 2px 5px; background-color: #4f81bd; color: white; font-size: small;">Pending CPE/ACPE Assignment</div> </div> <div style="text-align: center;">  <small>Pending PE Assignment</small> </div> <div style="text-align: center;">  <small>Plan Examiner Review</small> </div> </div> </div>
	<p>Note Click View Filing to see a PDF summary of the Job Filing.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <div style="display: flex; gap: 10px; align-items: center;"> <div style="border: 2px solid red; padding: 5px 10px; background-color: #4f81bd; color: white; font-size: small;">  View Filing </div> <div style="padding: 5px 10px; background-color: #4f81bd; color: white; font-size: small;">  Payment History </div> <div style="padding: 5px 10px; background-color: #4f81bd; color: white; font-size: small;">  Trace History </div> <div style="padding: 5px 10px; background-color: #4f81bd; color: white; font-size: small;">  Property Profile </div> <div style="padding: 5px 10px; background-color: #4f81bd; color: white; font-size: small;">  Dashboard </div> </div> </div>
<p>You have completed the How to Pay and Preview to File Step-by-Step Guide.</p>	