DOB NOW: *Build*

DOB NOW: *Build Information Session Highlights*

1. This presentation and other materials will be available at:

_____.

2. As of _____, all 2017 Elevator Filings that use the ELV1 must

   be filed in DOB NOW.

3. DOB NOW job numbers begin with a Borough Code. The five codes are:

   a. Brooklyn _____

   b. Bronx _____

   c. Manhattan _____
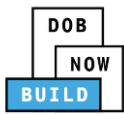
   d. Queens _____

   e. Staten Island _____

4. Who needs to register in eFiling? _____.

5. The URL for DOB NOW is: _____.

6. The _____ section of the form shows a summary of the

   filing, displays fee details, and includes the Pay Now button.

7. For help with DOB NOW job filings, contact _____.

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8. To create a new job filing, I click _____ from the

    _____.

9. Fields with marked with a _____ are required.

10. _____ can upload Seals and Signatures.

11. **True or False:** To generate a job # you must complete the General Information Tab.

12. If a document is needed for a filing, it will be listed in the _____

    section of the filing as _____.

13. Before submitting a filing, the Applicant of Record must click

    _____ and then advance through each

    page of the filing before they can add their signature and

    _____ the application.

14. **True or False:** Only an Elevator Director/Co Director can attest and submit a filing.

15. To print a work permit, I select Print Work Permit from the dropdown in the

    _____ column on My Jobs tab on the dashboard.