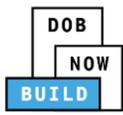


DOB NOW: *Build* Information Session Highlights

1. This presentation and other materials will be available at: www.nyc.gov/dobnowinfo.
2. As of **December 11, 2017**, all 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**
 - b. Bronx **X**
 - c. Manhattan **M**
 - d. Queens **Q**
 - e. Staten Island **S**
4. Who needs to register in eFiling? **Property Owners, Design Professionals, Elevator Director/Co-Director, Filing Representatives, Approved Elevator Inspectors.**
5. The URL for DOB NOW is: www.nyc.gov/dobnow.
6. The **Application Highlights** 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 www.nyc.gov/dobnowhelp.



8. To create a new job filing, I click + **New Job Filing** from the **Dashboard**.
9. Fields with marked with a **red asterisk** are required.
10. **Design Professional** must upload their Seal and Signature using a DPL-1 form.
11. **True or False:** To generate a job # you must complete the General Information Tab.
True
12. If a document is needed for a filing, it will be listed in the **Documents** section of the filing as **Required**.
13. Before submitting a filing, the Applicant of Record must click **Preview to File** and then advance through each page of the filing before they can add their signature and **File** the application.
14. **True or False:** Only an Elevator Director/Co-Director can attest and submit a filing. **True**
15. To print a work permit, I select Print Work Permit from the dropdown in the **Filing Action** column on My Jobs tab on the dashboard.