

# INDUSTRY PORTAL STEP-BY-STEP GUIDE

## **New License Qualification Applications: Elevator Agencies**

The following Step-by-Step Guide will outline the steps applicable to License Qualification Applications for Elevator Agencies in DOB NOW: *Licensing*.

### HELPFUL LINKS

[YouTube.com/DOBNOW](https://www.youtube.com/DOBNOW) 

[NYC.gov/DOBNOWINFO](https://www.nyc.gov/DOBNOWINFO) 

[NYC.gov/DOBNOWHELP](https://www.nyc.gov/DOBNOWHELP) 



@NYCBuildings

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## **Overview**

This step-by-step guide will provide applicants with a systematic understanding of how to request a new license for an Elevator Agency in DOB NOW: *Licensing*.

This step-by-step guide will explain and visually show an applicant how to navigate the License Dashboard.

The DOB NOW: *Licensing* module allows users to take actions that were previously restricted to the BIS system, as well as offering license types that are new to New York City Elevator Agencies.

## **Requirements**



- All License Qualification Applications (LQAs) will now flow through DOB NOW: *Licensing*, both for new Applications and for Renewals.
- Elevator Agency Directors will require a linked Business Approval Request (BAR). This will need to be requested after the initial approval of the LQA but before the License Card can be received. The BAR can be for a new Elevator Agency or for a change to an existing Elevator Agency. See the **Elevator Business Approval Request Step-by-Step** for instructions in how to create a BAR.
- All other Elevator Agency licenses (Co-Directors, Inspectors, Technicians, Limited Technicians and Helpers) will need to associate their LQAs with an existing Elevator Agency.

# DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION STEP-BY-STEP GUIDE

## SYSTEM GUIDELINES

1. Fields with a red asterisk (\*) are required and must be completed.
2. Grayed-out fields are Read-Only or are auto-populated by the system.
3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.

The screenshot shows a web form for 'Filing Representative Information'. At the top, there are three fields: 'Email\*' (with a red asterisk and a red box around it, labeled with a red circle '1'), 'Applicant Type\*' (a dropdown menu), and 'Last Name' (a grayed-out field, labeled with a red circle '2'). Below these is a blue button '+ Add Representative'. Underneath is a table with the following data:

First Name	Last Name	Email	Business Name	Business Telephone	Action
ADAM	JOE2	AJOETEST2@GMAIL.COM	AJ2	(201) 222-3333	 

Below the table is a horizontal scrollbar (labeled with a red circle '3') and pagination controls. The pagination shows 'Total Items: 1', a set of navigation buttons, '1 / 1', a dropdown for '5' items per page, and '1 - 1 of 1 items'.



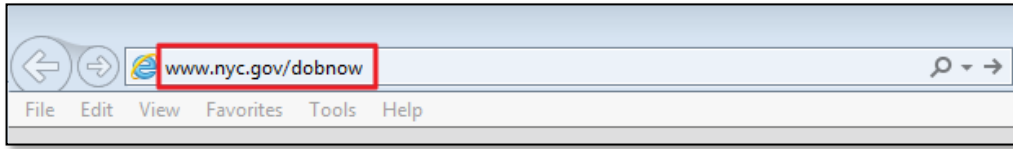
## ADDITIONAL HELP & INFORMATION

1. Video Tutorials: DOB NOW YouTube Channel: <https://www.youtube.com/user/NYCBUILDINGS>
2. Presentations & Sessions: <https://www1.nyc.gov/site/buildings/industry/dob-now-training.page>


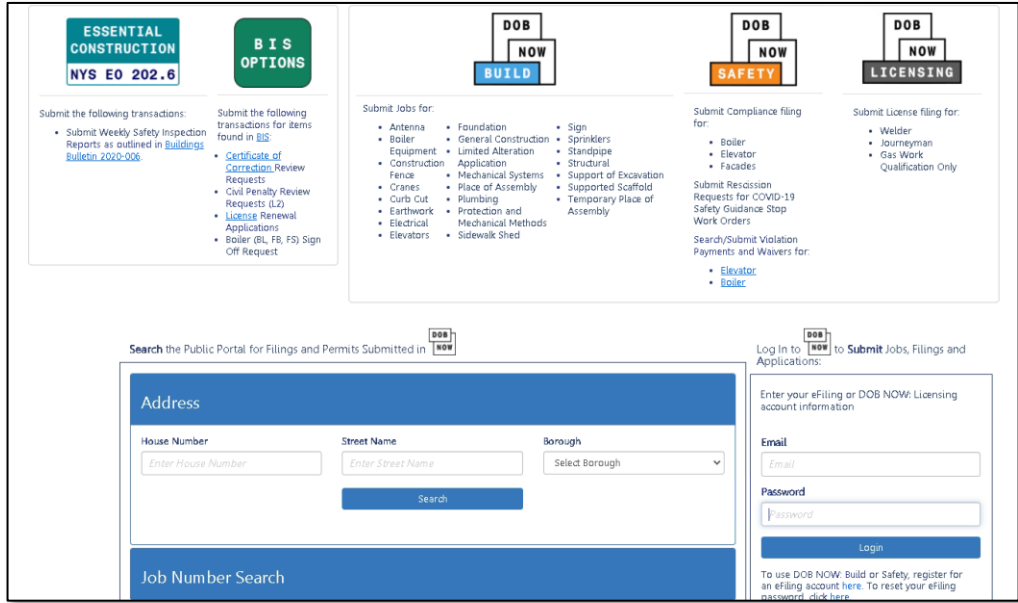
# DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION STEP-BY-STEP GUIDE

## Create a DOB NOW: *Licensing* Login

Follow the steps below to create a DOB NOW: *Licensing* login.

Step	Action
	<p>This section will describe how to create a new login for DOB NOW. This is the process for users who do not currently have an Elevator Agency license.</p> <p>If you have an existing Elevator Agency license, your eFiling login will be automatically given access to DOB NOW: <i>Licensing</i> on June 25, 2022. If you do not have a DOB NOW login, you will be able to log in using your BIS email address and password.</p> <p>Additionally, DOB recommends that you turn off pop-up blockers to successfully navigate within DOB NOW.</p> <p>For Step-by-Step instructions, please submit a question to <a href="http://www.nyc.gov/dobnowhelp">www.nyc.gov/dobnowhelp</a> or refer to the following links:</p> <ul style="list-style-type: none"><li>■ How to Turn Off Pop-up Blockers: <a href="https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf">https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf</a></li><li>■ How to Register for eFiling: <a href="https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf">https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf</a></li></ul>
1.	<p>Access the Internet.</p>  <p>(Chrome, Edge, or Safari are recommended for best compatibility)</p>
2.	<p>Enter <a href="http://www.nyc.gov/dobnow">www.nyc.gov/dobnow</a> in the URL field at the top of the browser window.</p> 
3.	<p>Press <b>Enter</b> on your keyboard.</p>

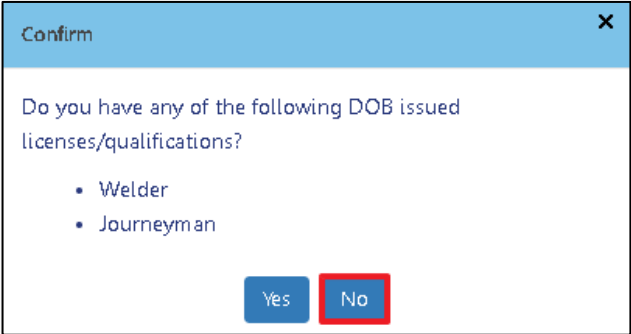
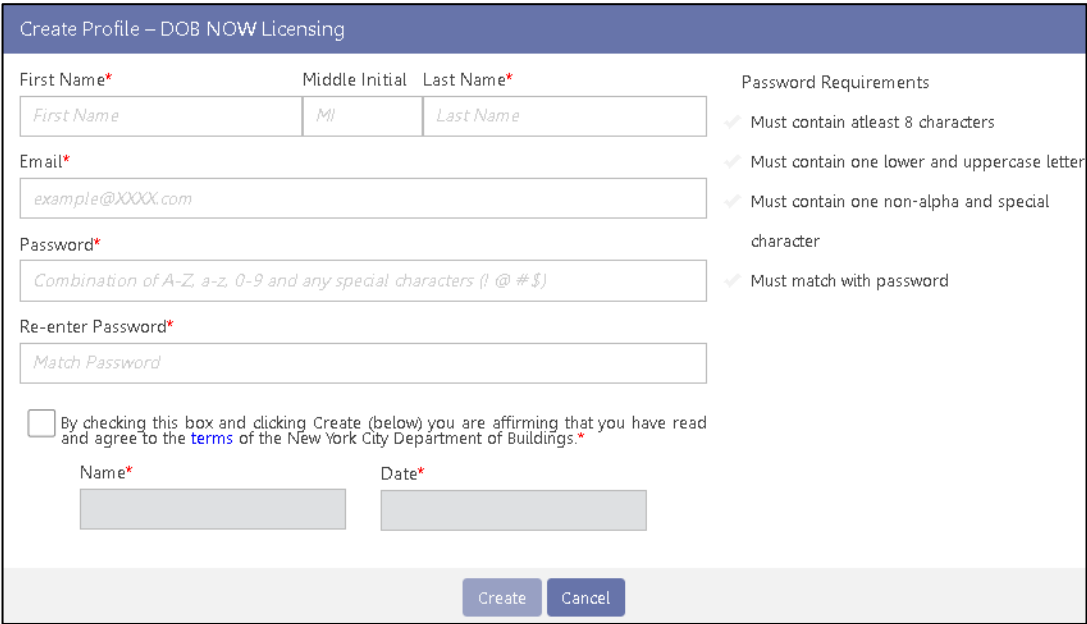
# DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION STEP-BY-STEP GUIDE

Step	Action
	<p>The DOB Login page displays.</p>  <p>The screenshot shows the DOB NOW Licensing application page. At the top, there are three main sections: 'ESSENTIAL CONSTRUCTION NYS EO 202.6', 'B I S OPTIONS', and 'DOB NOW BUILD'. Below these, there are links to 'Submit the following transactions' and 'Submit the following transactions for items found in BIS'. The 'DOB NOW BUILD' section lists various construction types: Antenna, Boiler, Equipment, Construction Fence, Cranes, Earthwork, Electrical, Elevators, Foundation, General Construction, Limited Alteration Application, Mechanical Systems, Place of Assembly, Plumbing, Protection and Mechanical Methods, Sidewalk Shed, Sign, Sprinklers, Standpipe, Structural, Support of Excavation, Supported Scaffold, Temporary Place of Assembly, and Welder. The 'DOB NOW SAFETY' section lists 'Submit Compliance filing for:' and 'Submit Rescission Requests for COVID-19 Safety Guidance Stop Work Orders'. The 'DOB NOW LICENSING' section lists 'Submit License filing for:'. Below these sections, there is a 'Search the Public Portal for Filings and Permits Submitted in' section with a 'Job Number Search' field. To the right, there is a 'Log in to DOB NOW to Submit Jobs, Filings and Applications' section with fields for 'Email' and 'Password', and a 'Login' button. At the bottom, there is a note: 'To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here.'</p>

**DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION  
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Step	Action
4.	<p>Create a new <b>Licensing profile</b> by clicking on the word <b>here</b> in the second paragraph under the login prompt.</p> <div></div>

## DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION STEP-BY-STEP GUIDE


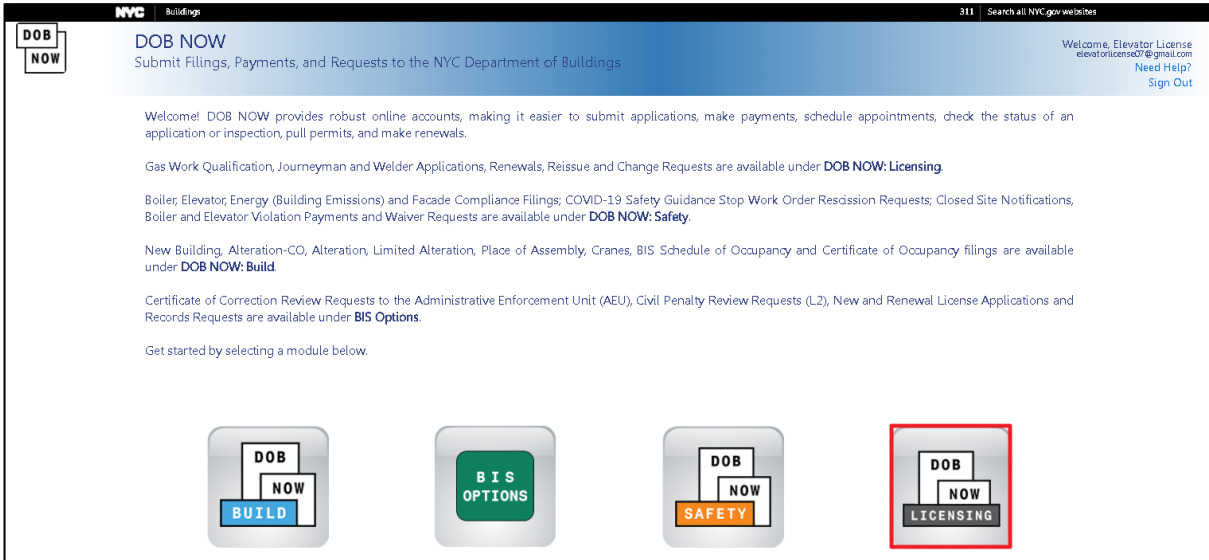
Step	Action
5.	<p>The system will ask if you have an existing login profile. Click <b>No</b>.</p> 
6.	<p>The Create Profile screen appears. Fill out the following fields:</p> <ul style="list-style-type: none"> <li>■ First Name</li> <li>■ Middle Initial (optional)</li> <li>■ Last Name</li> <li>■ Email</li> <li>■ Password (and re-enter the Password)</li> <li>■ Click the checkbox to sign</li> </ul>  <p>Click <b>Create</b> to complete the process.</p>




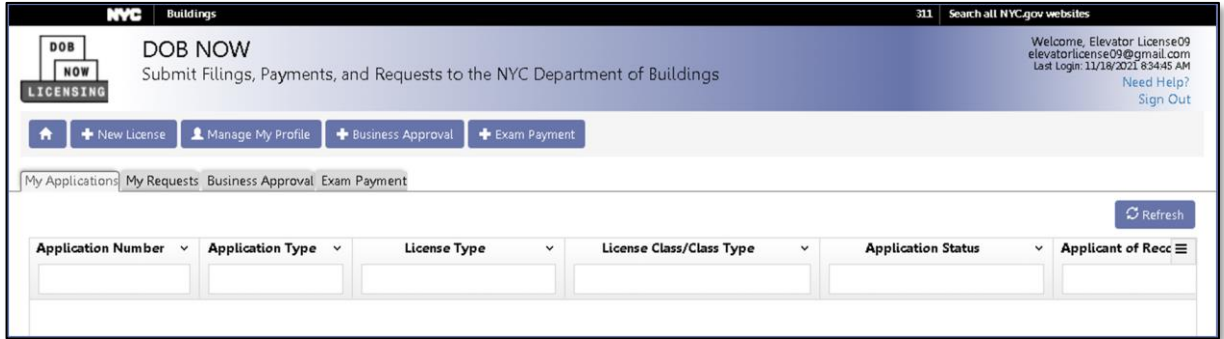
## DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION STEP-BY-STEP GUIDE

Step	Action
7.	<p>A Statements &amp; Signature pop-up will appear. Click <b>Accept</b>.</p> <div><p>Statements &amp; Signature</p><p>As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.</p><p>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><b>Accept</b> Decline</p></div>
8.	<p>Click the <b>Confirm</b> button on the New Profile Confirmation pop-up.</p> <div><p>New Profile Confirmation</p><p>Are you sure you want to submit your profile creation request? Please confirm.</p><p><b>Confirm</b> Cancel</p></div>

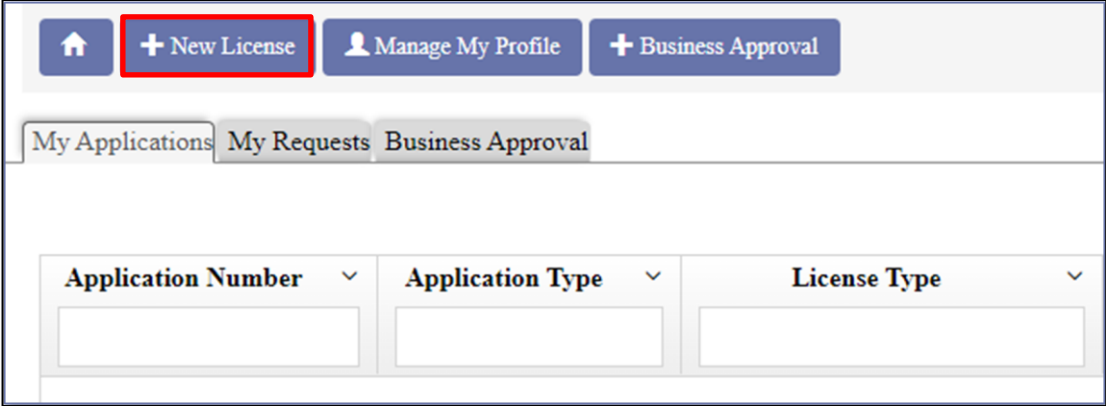

## DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION STEP-BY-STEP GUIDE

Step	Action
9.	<p>You will receive an email notifying you that your account has been set up. Click on the link to activate the Profile.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>DOBNOW donotreply</b> &lt;CRMBuildNYCDev@buildings.nyc.xxx&gt; to me ▾</p> <p>Click the below link to activate your Profile.</p> <p><a href="#">Click here to activate.</a></p> <p>After you click this link, you will receive an email confirming your Profile activation.</p> <p>This profile activation link is valid for the next 30 days.</p> <p>This is an automated message. Please do not reply. If you have any questions, submit an inquiry at <a href="http://www.nyc.gov/dobnowhelp">www.nyc.gov/dobnowhelp</a>.</p> <p>Sincerely, NYC Department of Buildings</p>  </div>
10.	<p>Log into DOB NOW. The DOB NOW Welcome page displays. Click <b>DOB NOW: Licensing</b>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>


## DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION STEP-BY-STEP GUIDE

Step	Action
	<p>The DOB NOW: <i>Licensing</i> Dashboard displays. The <b>My Applications Dashboard</b> displays by default.</p> 
<p>You are now logged into DOB NOW: <i>Licensing</i>. Continue to the <b>New License Qualification Step-by-Step Guide</b>.</p>	


## New License Qualification Application

Step	Action
1.	<p>Click the <b>+New License</b> button from the DOB NOW: <i>Licensing</i> dashboard.</p> 
2.	<p>Select the <b>Elevator Agency</b> radio button and then click <b>Next</b>.</p> 

**DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION  
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Step	Action
3.	<p>Select the appropriate radio button from the list of choices in the License Class/Class Type test list, then click the next button to proceed.</p> <div><p>License Class/Class Type</p><p><input type="radio"/> Elevator Co-Director</p><p><input checked="" type="radio"/> Elevator Director</p><p><input type="radio"/> Elevator Helper</p><p><input type="radio"/> Elevator Inspector</p><p><input type="radio"/> Elevator Restricted Technician</p><p><input type="radio"/> Elevator Technician</p><p><input type="button" value="Next"/> <input type="button" value="Cancel"/></p></div>
	<p><b>Elevator Directors</b> may be created before an <b>Elevator Agency</b> is established. <b>All other License Class/Class Types</b> must be associated to an existing Elevator Agency.</p>

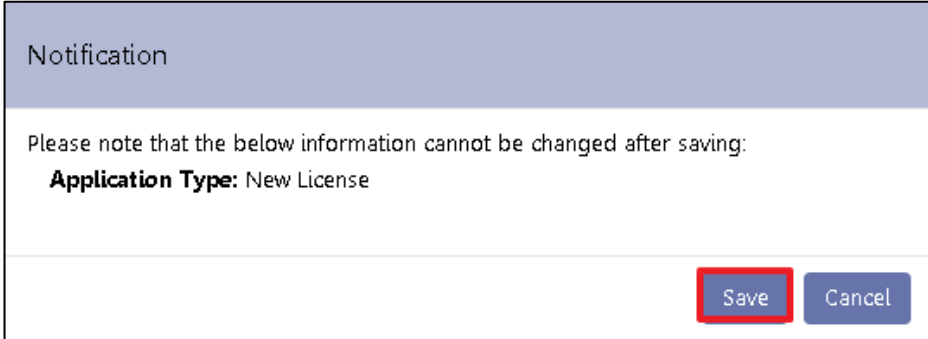
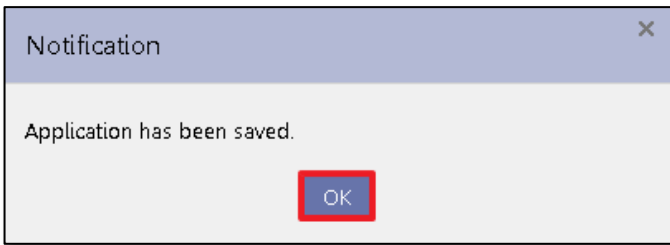

## DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION STEP-BY-STEP GUIDE

Step	Action
4.	<p>Click the <b>Yes</b> radio buttons to all the questions asked on the Supplemental Investigation Questionnaire, and then click the <b>Submit</b> button to proceed. Depending on the License Type, different questions may appear.</p> <div data-bbox="306 443 1256 1320" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center; background-color: #d9d9e3; margin: -10px -10px 10px -10px;">Supplemental Investigation Questionnaire</p> <p>Are you at least eighteen (18) years old?*</p> <p>Are you fit to perform the work authorized by this license/qualification?*</p> <p>Are you able to speak and write the English language?*</p> <p>Are you of good moral character?*</p> <p>I have a minimum of ten years of satisfactory experience within 15 years immediately preceeding the exam appln date supervising the assembly, installation, maintenance, repair, design or inspection of elevators*</p> <p>OR</p> <p>I am a New York State-licensed professional (Registered Architect or professional engineer) who has 5 years satisfactory experience within 15 years immediately preceeding the exam appln date supervising the assembly, installation, maintenance, repair, design or inspection of elevators*</p> <div style="text-align: center; margin-top: 10px;"> <span style="border: 2px solid red; padding: 2px 10px;">Submit</span> <span style="background-color: #5b7394; color: white; padding: 2px 10px; margin-left: 10px;">Cancel</span> </div> </div>
	<p><b>NOTE:</b> Depending on the License Type, different questions may appear.</p> <p>If any question is answered <b>No</b>, the <b>Submit</b> button will not be active and the License Qualification Application will not be able to proceed.</p>

## DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION STEP-BY-STEP GUIDE

Step	Action
5.	<p>Fill in all appropriate information and then click <b>Save</b>.</p> <div> <p><b>Application Information</b></p> <p>Application Type* New License</p> <p>License Type* Elevator Agency</p> <p>License Class/Class Type* Elevator Director</p> <p><b>Applicant of Record</b></p> <p>First Name* Elevator</p> <p>Middle Initial </p> <p>Last Name* License</p> <p>Email* elevatorlicense06@gmail.com</p> <p><b>Address</b></p> <p>House Number* 280</p> <p>Street Name* Broadway</p> <p>Apartment/Building Number </p> <p>City* New York</p> <p>Borough* Manhattan</p> <p>State* New York</p> <p>Zip Code* 10007</p> <p>Home Telephone* (212) 874-8774</p> <p>Mobile Telephone </p> </div>
6.	<p>All license types other than Elevator Director must enter the <b>Agency Number</b> for an approved Elevator Agency.</p> <div> <p><b>Personal Information</b></p> <p>Date of Birth* 02/08/2001</p> <p>SSN/ITIN* XXX-XX-1111</p> <p><b>Agency Information</b></p> <p>Agency Number* 055720</p> <p>Agency Name GUARDSMAN ELEVATOR CO INC</p> <p>Address 276,EAST 150TH STREET,BRONX,NY 10451</p> <p>City BRONX</p> <p>State New York</p> <p>Zip Code 10451</p> <p><b>City Employee</b></p> <p>Are you a city employee?* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div>

## DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION STEP-BY-STEP GUIDE

Step	Action
7.	<p>After clicking Save, you will see a Notification that the Application Type cannot be changed after saving. Click <b>Save</b> again.</p> 
8.	<p>Click <b>OK</b> on the “Application has been saved” Notification.</p> 
	<div style="display: flex; align-items: flex-start;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> <p><b>L00001632</b></p> <ul style="list-style-type: none"> <li>General Information</li> <li>Background Investigation</li> <li>Qualifications/Experience</li> <li>Documents</li> <li>Statements &amp; Signature</li> </ul> </div> <div> <p>A <b>License Application number</b> will be assigned, and four more tabs will appear below General Information:</p> <ul style="list-style-type: none"> <li>■ Background Information</li> <li>■ Qualifications/Experience</li> <li>■ Documents</li> <li>■ Statements &amp; Signature</li> </ul> </div> </div>



## DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION STEP-BY-STEP GUIDE

Step	Action					
9.	<p>Go to the <b>Background Investigation</b> tab and then click the <b>+Add History button</b> to enter details of any license, certification or registration issued to the Applicant by any City or State. <b>At least one</b> License, Certification or Registration must be listed in this section.</p> <div><div><div><b>L00001632</b></div><div>General Information</div><div><b>Background Investigation</b></div><div>Qualifications/Experience</div><div>Documents</div><div>Statements &amp; Signature</div></div><div><div><b>License History*</b></div><div><div>+ Add History</div></div><div>List all licenses, certifications, or registrations issued to you, by any City or State.</div><table><thead><tr><th>Name</th><th>Type</th><th>License Nu</th></tr></thead><tbody></tbody></table></div></div> <tr><td>10.</td><td><p>For each license, enter:</p><ul style="list-style-type: none"><li>■ Name</li><li>■ Type</li><li>■ License/Certification/Registration Number</li><li>■ Current Status</li><li>■ Expiration Date</li></ul><p>Then click <b>Save</b>.</p><div><div>License History</div><div><div><div>Name*</div><div></div></div><div><div>Type*</div><div></div></div><div><div>License/Certification/Registration Number*</div><div></div></div></div><div><div><div>Current Status*</div><div>Select</div></div><div><div>Expiration Date*</div><div></div><div></div></div></div><div><div>Save</div><div>Cancel</div></div></div></td></tr>	Name	Type	License Nu	10.	<p>For each license, enter:</p> <ul style="list-style-type: none"><li>■ Name</li><li>■ Type</li><li>■ License/Certification/Registration Number</li><li>■ Current Status</li><li>■ Expiration Date</li></ul> <p>Then click <b>Save</b>.</p> <div><div>License History</div><div><div><div>Name*</div><div></div></div><div><div>Type*</div><div></div></div><div><div>License/Certification/Registration Number*</div><div></div></div></div><div><div><div>Current Status*</div><div>Select</div></div><div><div>Expiration Date*</div><div></div><div></div></div></div><div><div>Save</div><div>Cancel</div></div></div>
Name	Type	License Nu				
10.	<p>For each license, enter:</p> <ul style="list-style-type: none"><li>■ Name</li><li>■ Type</li><li>■ License/Certification/Registration Number</li><li>■ Current Status</li><li>■ Expiration Date</li></ul> <p>Then click <b>Save</b>.</p> <div><div>License History</div><div><div><div>Name*</div><div></div></div><div><div>Type*</div><div></div></div><div><div>License/Certification/Registration Number*</div><div></div></div></div><div><div><div>Current Status*</div><div>Select</div></div><div><div>Expiration Date*</div><div></div><div></div></div></div><div><div>Save</div><div>Cancel</div></div></div>					

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Step	Action								
11.	<p>If the Applicant has a <b>Driver’s License</b>, they must enter the <b>State</b> and <b>Number</b> of the license.</p> <div><div>Do you currently have a valid Driver's License? *</div><div><input checked="" type="radio"/> Yes <input type="radio"/> No</div><div><div>State where Issued*</div><div>NY</div></div><div><div>Driver's License Number*</div><div>123456789</div></div></div>								
12.	<p>If any Licenses or Government-granted Privileges have ever been rescinded, revoked, surrendered, suspended or disqualified, the applicants must answer <b>Yes</b> here and explain the details in the <b>Comments</b> section.</p> <div><div>Have any licenses or privileges granted to you or your associated business(es) by the Department of Buildings or any other government entity ever been rescinded, revoked, surrendered, suspended or have you or your related business(es) ever been disqualified from performing inspections? If Yes please indicate the type of license/certification/registration with the reason for the suspension, restriction, surrender, revocation, or disciplinary action in the <b>Comments</b>. *</div><div><input type="radio"/> Yes <input checked="" type="radio"/> No</div></div>								
13.	<p>In the <b>Personal Information</b> section, users <i>may</i> be asked if they have ever been known by any other names. If <b>Yes</b>, click the <b>+Add History</b> button to enter any prior names.</p> <div><div><div>Personal Information*</div><div><div>+ Add History</div></div><div>List of other names you are known by:</div><table><thead><tr><th>Last Name</th><th>First Name</th><th>Middle Name</th><th>Actions</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr></tbody></table></div></div> <p>In the <b>Personal Information pop up</b>, enter prior <b>Last Name</b>, <b>First Name</b>, <b>Middle Name</b> (if applicable), and <b>Social Security Number</b>. Then click <b>Save</b>. Repeat process for all prior names.</p> <div><div><div>Personal Information</div><div><div>Last Name*</div><div></div></div><div><div>First Name*</div><div></div></div><div><div>Middle Name</div><div></div></div><div><div>Social Security Number*</div><div></div></div></div><div><div>Save</div><div>Cancel</div></div></div>	Last Name	First Name	Middle Name	Actions				
Last Name	First Name	Middle Name	Actions						

**DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION**  
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Step	Action
14.	<p>If they appear, answer the <b>Yes/No Questions</b> about whether the Applicant has worked for a City, State, or Federal Government Agency and whether they are related to any DOB employee(s).</p> <div><div>Have you ever been employed by a city, state or federal govt agency? *</div><div><input type="radio"/> Yes <input checked="" type="radio"/> No</div><div>Are you related to any DOB employee(s) including through marriage? *</div><div><input type="radio"/> Yes <input checked="" type="radio"/> No</div></div>
15.	<p>Any <b>Yes</b> answers on this page can be explained in the <b>Comments</b> field.</p> <div><div>If you answer YES to any of the questions in this section, you must provide complete details, specifying the date, agency, reason, disposition, etc. in the Comments box.</div><div>Comments</div><div></div><div>500 characters remaining</div></div>

## DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION STEP-BY-STEP GUIDE

Step	Action
16.	<p>If asked, enter the <b>full address</b> of all residences where the Applicant has lived for 3 or more months in the past 10 years (or since graduating high school, whichever is less). Click the <b>+Add Residence</b> button.</p> <div data-bbox="306 407 1510 711" data-label="Form"> </div> <p>Enter the most recent address information and click <b>Save</b>.</p> <div data-bbox="306 810 1334 1249" data-label="Form"> </div> <p>Click <b>OK</b> to complete the process. <b>Repeat</b> as many times as necessary.</p> <div data-bbox="306 1346 902 1558" data-label="Form"> </div>

## DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION STEP-BY-STEP GUIDE

Step	Action						
17.	<p>Click on the <b>Qualifications/Experience</b> tab. Answer the three Yes/No questions about <b>Convictions and Fines</b>.</p> <div><div><div>Save</div><div>Preview to File</div></div><div><div><div>L00001632</div><div>General Information</div><div>Background Investigation</div><div>Qualifications/Experience</div><div>Documents</div><div>Statements &amp; Signature</div></div><div><div><div>Convictions and Fines</div><div>Have you ever been convicted or pled guilty to an offense anywhere (an offense is defined as a violation, misdemeanor, or felony)?*</div><div>Do you owe any penalties or fines to the City of New York?*</div><div>Does any company or business you have been associated with under your Department-issued license owe any fines, penalties or fees to the City of New York that were incurred during your association with that company or business?*</div><div>Employment History*</div><div>+ Add Employment History</div></div></div></div></div>						
18.	<p>Depending on the license type, Applicants may need to enter Employment History for each job they wish to use as <b>Qualifying Experience</b>. If needed, click the <b>+Add Work History</b> button to enter jobs, starting with the current job and then proceeding in <i>reverse chronological order</i>.</p> <div><div><div>Employment History*</div><div>+ Add Employment History</div><div><div>Start with your current job and list the employment history for each job you intend to use as a Qualifying Experience. You must provide a valid Supervisor(s) Telephone Number for experience verification:</div><table><tr><th>Company Name</th><th>Street Address</th><th>Date of Employment Began</th></tr><tr><td></td><td></td><td></td></tr></table></div></div></div>	Company Name	Street Address	Date of Employment Began			
Company Name	Street Address	Date of Employment Began					

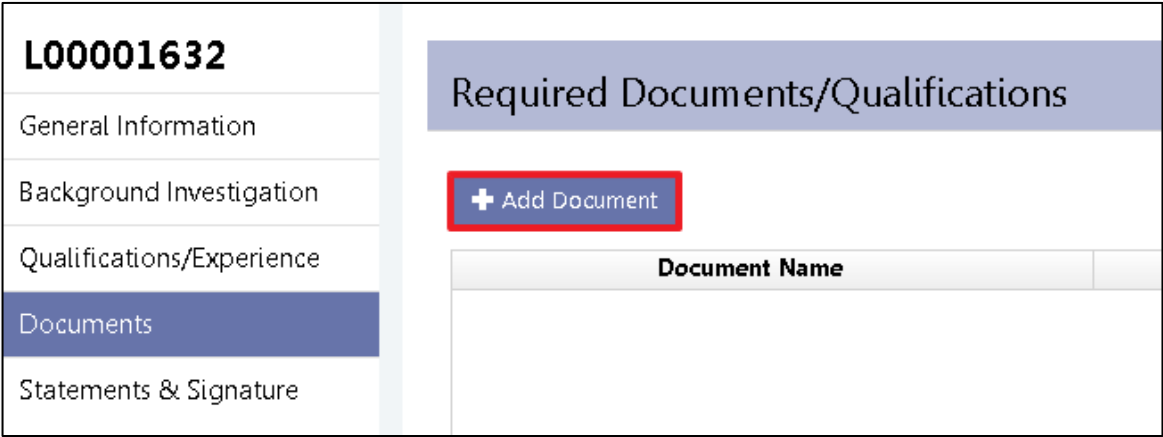
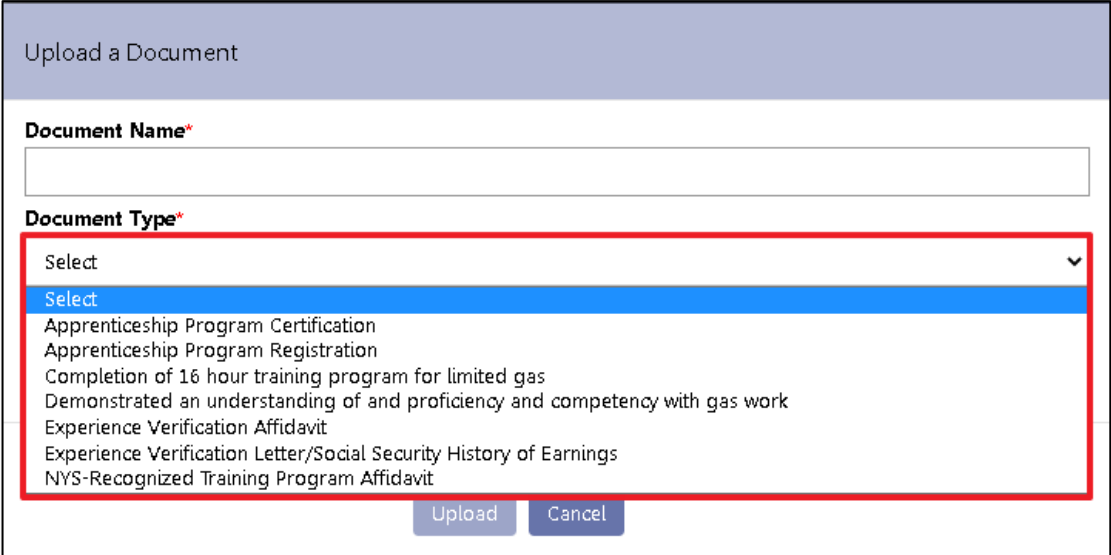
## DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION STEP-BY-STEP GUIDE

Step	Action
19.	<p>Enter all required information on the <b>Employment Information tab</b> of the Employment History Information pop-up window. <b>NOTE:</b> Applicants must provide a valid <b>Supervisor(s) Telephone Number</b> for experience verification.</p> <div> <div>Employment History Information</div> <div> <div>Employment Information</div> <div>Wages Detail</div> </div> <div> <div>Date Employed From*</div> <div>Date Employed To*</div> </div> <div> <div><input type="checkbox"/> This is my current job</div> <div> <div>Company Name*</div> <div>Street Address*</div> <div>City*</div> </div> </div> <div> <div>State*</div> <div>Zip Code*</div> <div>Country*</div> </div> <div> <div>Ownership Interest (%)*</div> <div><input type="checkbox"/> Is the company still in business?</div> </div> <div> <div>Supervisor(s) Name*</div> <div>Supervisor(s) Title*</div> <div>Supervisor(s) License Type*</div> </div> <div> <div>Supervisor(s) License Number*</div> <div>Supervisor(s) Telephone Number*</div> <div>Supervisor(s) Email Address*</div> </div> <div> <div>Reason for leaving*</div> <div>250 characters remaining</div> </div> <div> <div>Save</div> <div>Cancel</div> </div> </div>

## DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION STEP-BY-STEP GUIDE

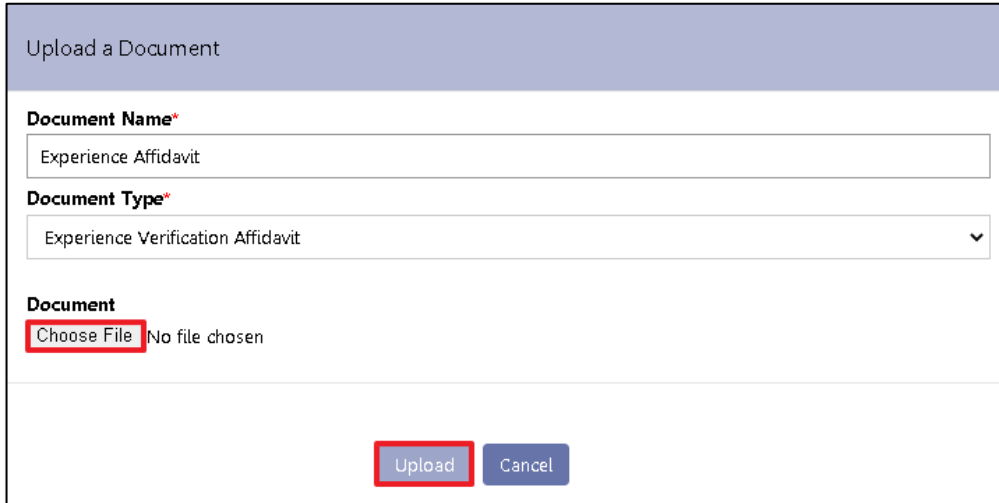
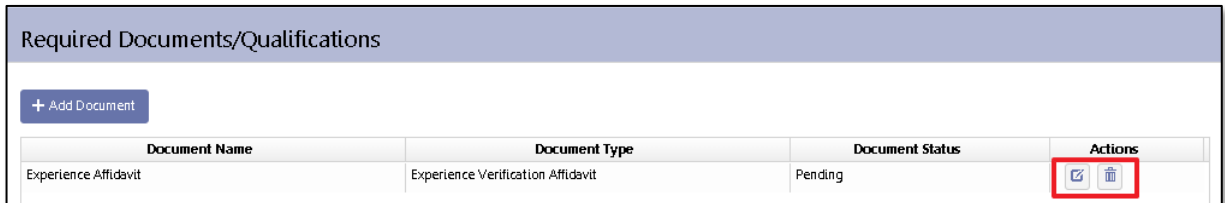
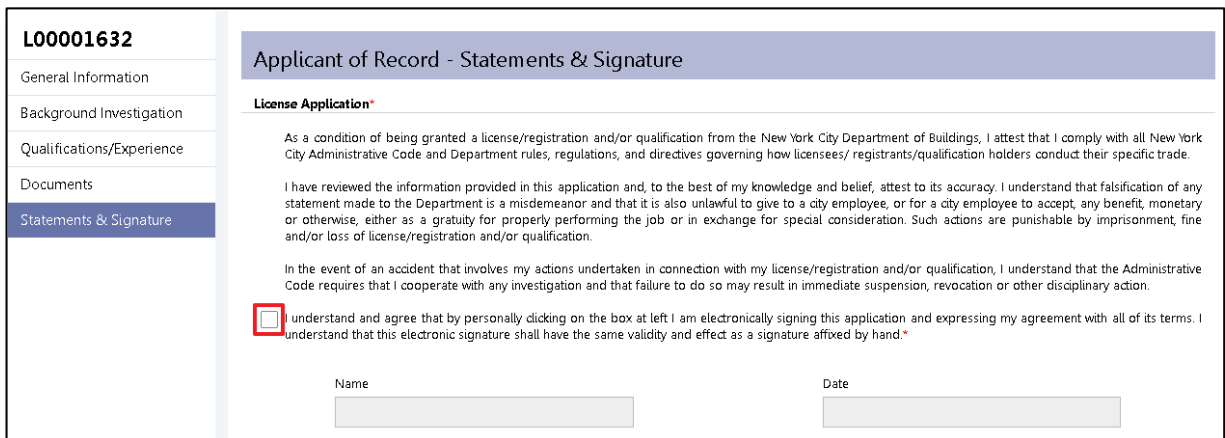
Step	Action					
20.	<p>On the <b>Wages Detail</b> tab, enter:</p> <ul style="list-style-type: none"><li>■ Title</li><li>■ Time Period</li><li>■ Wages per Hour</li><li>■ Hours per Week</li><li>■ Description of Type of Work Performed</li></ul> <p>Click <b>Add</b>. Repeat for other titles held at that company. Click <b>Save</b> to complete entry.</p> <div><div>Employment History Information</div><div><div>Employment Information</div><div>Wages Detail</div></div><div><div>Applicant Title*</div><div>Time Period*</div><div>Wages Per Hour*</div></div><div><div>Hours Per Week*</div><div>Describe Type of Work Performed*</div></div><div>250 characters remaining</div><div>Add</div><table><thead><tr><th>Applicants Name</th><th>Time Period</th><th>Hours Per Week</th><th>Wages Per Hour ...</th><th>Actions</th></tr></thead><tbody></tbody></table><div><div>Save</div><div>Cancel</div></div></div>	Applicants Name	Time Period	Hours Per Week	Wages Per Hour ...	Actions
Applicants Name	Time Period	Hours Per Week	Wages Per Hour ...	Actions		

## DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION STEP-BY-STEP GUIDE

Step	Action
21.	<p>On the <b>Documents</b> tab, click <b>+Add Document</b> to see the list of required documents.</p> 
22.	<p>All required documents can be seen in the drop-down menu under <b>Document Type</b>. Enter a <b>Document Name</b> and select the appropriate <b>Document Type</b> for each document to be uploaded.</p> 



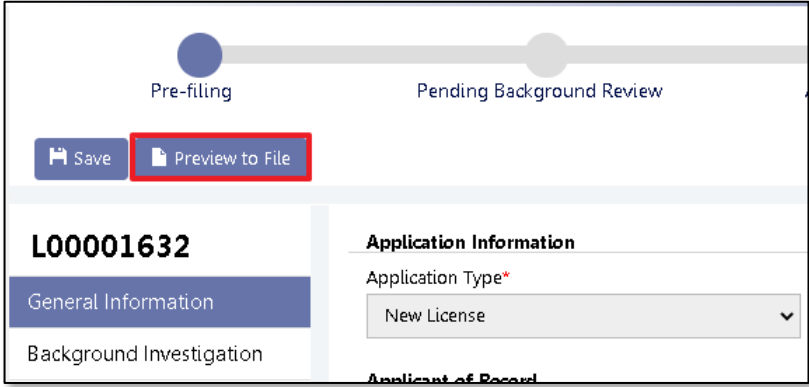
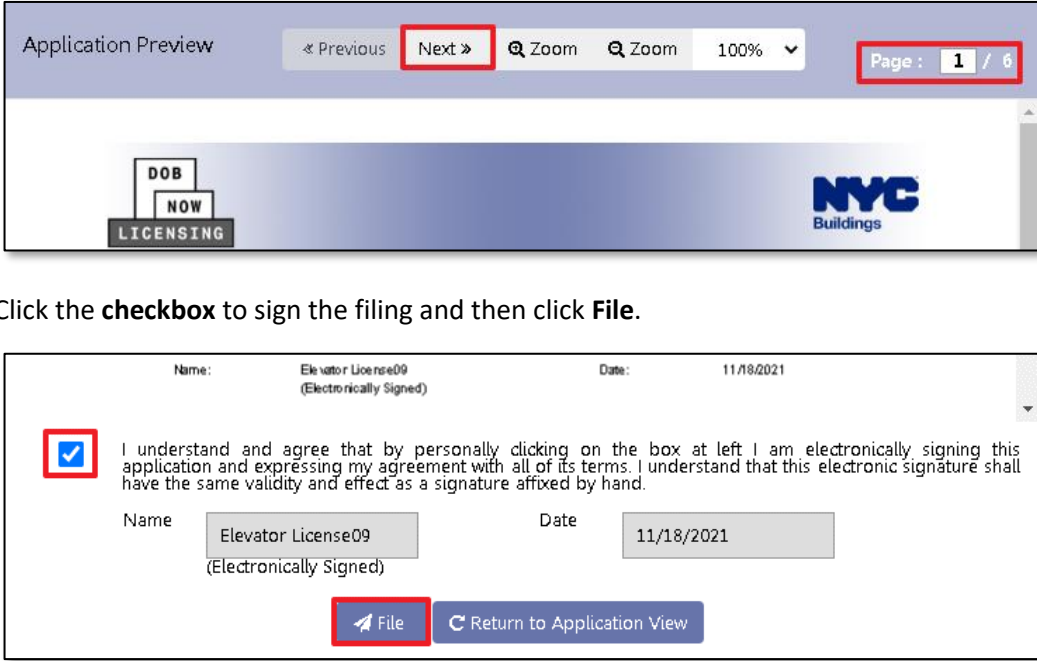
## DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION STEP-BY-STEP GUIDE

Step	Action
23.	<p>Click <b>Choose File</b> to navigate to the document on your computer. Click <b>Upload</b> to complete the upload process for the document.</p> 
24.	<p>The document will appear in <b>Pending</b> status on the Documents tab. The <b>Actions</b> buttons allow users to replace or delete an uploaded document. <b>Repeat</b> the process for all required documents.</p> 
25.	<p>On the <b>Statements &amp; Signature</b> tab, the Applicant must click the checkbox to <b>Sign</b> the application.</p> 

## DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION STEP-BY-STEP GUIDE

Step	Action
26.	<p>The Applicant may also choose to click the checkbox to choose to allow <b>Service of Process by Email</b>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Voluntary Authorization for Service of Process by Email</b></p> <p><input type="checkbox"/> I hereby voluntarily agree to accept the service of Notices of Violation (NOV)/ Summonses issued by the New York City Department of Buildings (DOB) by the email address listed above. I agree that email service of the NOV shall be deemed valid service of the NOVs/ Summonses under New York City Charter 1049-a, Section 6-08 of the rules of OATH Hearings Division and other applicable laws to allow for the docketing of judgments. I further agree not to raise any defect with respect to service for any NOVs/ Summonses received from DOB at the email address above, in any forum, including before a hearing officer of OATH or the Environmental Control Board (ECB) itself or in any court of law.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>Name</p> <input style="width: 150px;" type="text"/> </div> <div style="text-align: center;"> <p>Date</p> <input style="width: 150px;" type="text"/> </div> </div> </div>
27.	<p>There may be a fee associated with the LQA. If so, click the <b>Pay Now</b> button at the bottom of the right toolbar to make the payment. (Details about how to use CityPay can be found in the <a href="#">DOB NOW Payment User Manual</a>.)</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> </div>

## DOB NOW: *Licensing* – LICENSE QUALIFICATION APPLICATION STEP-BY-STEP GUIDE

Step	Action
28.	<p>Click on the <b>Preview to File</b> button to submit the License Qualification Application. (<b>NOTE:</b> You may have to go back and fill in any information you might have missed.)</p> 
29.	<p>After the <b>Application Preview</b> window opens, review the entire application and page through the preview by clicking the <b>Next</b> button.</p>  <p>Click the <b>checkbox</b> to sign the filing and then click <b>File</b>.</p>
<p>You have now completed the <b>New License Qualification Application</b>.</p>	