


INDUSTRY PORTAL STEP-BY-STEP GUIDE


Pay Elevator License Exam Fee

The following Step-by-Step Guide will outline the steps applicable Pay an Elevator License Exam Fee in DOB NOW.

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) 



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Overview

This step-by-step guide will provide applicants with a systematic understanding of how to Pay an Examination Fee for an Elevator Agency Director, Co-Director or Inspector License through the DOB NOW Public Portal.

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

Requirements

- Users do not need a login to pay an Exam Fee in the DOB NOW Public Portal.

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 with the following elements:

- Email*** text input field with placeholder text "Enter email/username...".
- Applicant Type*** dropdown menu with "Select:" text.
- Last Name** text input field.
- Filing Representative Information** section header.
- + Add Representative** button.
- Table:**

First Name	Last Name	Email	Business Name	Business Telephone	Action
ADAM	JOE2	AJOETEST2@GMAIL.COM	AJ2	(201) 222-3333	
- Horizontal scrollbar below the table.
- Total Items: 1**
- Page navigation controls: back, forward, page number (1 / 1), items per page (5), and "1 - 1 of 1 items".

ADDITIONAL HELP & INFORMATION

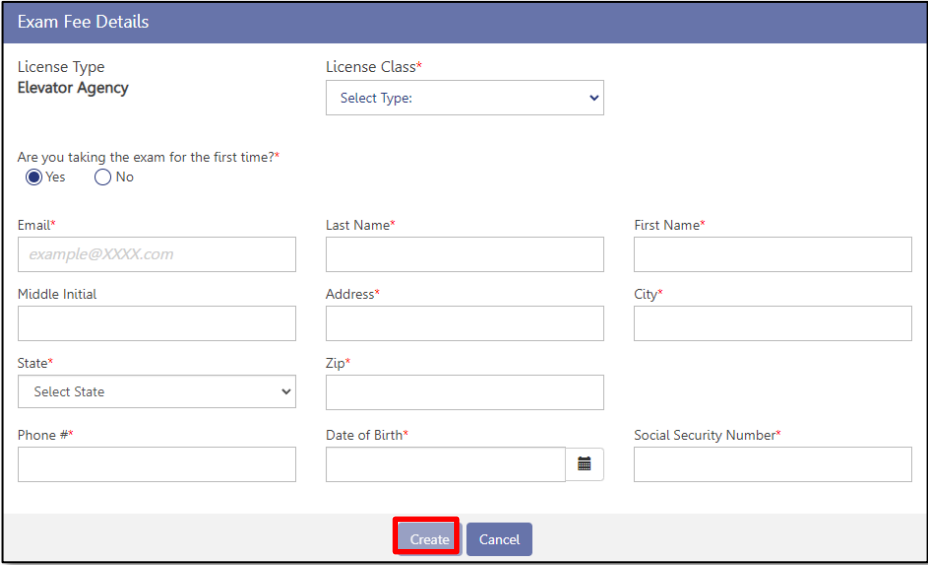
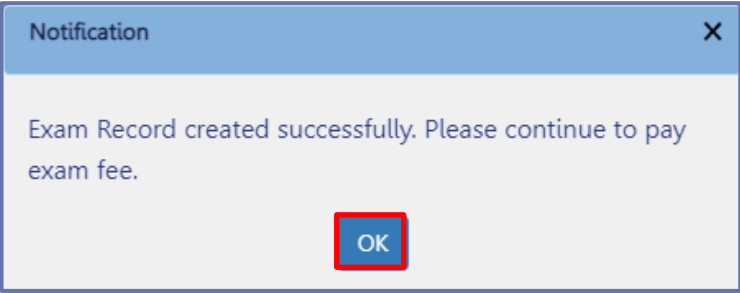

- 1. Video Tutorials: DOB NOW YouTube Channel: <https://www.youtube.com/user/NYCBUILDINGS>
- 2. Presentations & Sessions: <https://www1.nyc.gov/site/buildings/industry/dob-now-training.page>

Elevator License Exam Fee New Payment






In order to pay for an Elevator Agency License Exam, follow the steps below.

Step	Action
1.	<p>On the main login page for DOB NOW, scroll to the bottom of the page and expand the Pay Exam Fee section.</p> <p>Choose the appropriate option.</p> <p>NOTE: <i>If you have already paid the fee, you can enter the receipt number for your Payment.</i></p> <div data-bbox="316 640 1258 1045" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div>
2.	<p>You will be asked if this is your first time taking the exam. If the answer is No, then the user will be asked to enter the date of their last exam.</p> <div data-bbox="308 1207 1412 1837" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div>


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Step	Action
3.	<p>Fill out the rest of the Exam Fee Details and click Create.</p> 
4.	<p>A pop-up notification will state that the Exam Record was created successfully. Click OK.</p> 
5.	<p>A new Proceed to Pay button will appear. Click it to be taken to the CityPay site to pay the Exam Fee.</p> 

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Step	Action
6.	<p>Click the Yes button to pay the \$525.00 License Application fee</p> <div data-bbox="310 394 1237 806" style="border: 1px solid black; padding: 10px;"><p>Payment Confirmation</p><p>Payment is not the last step. Click the Preview to File button at the top of the screen to submit the application.</p><p>Are you sure you want to make a payment now for \$525.00?</p><p>Please confirm that your pop-up blocker is turned off before proceeding to payment.</p><p style="text-align: right;"><input data-bbox="1065 730 1141 787" type="button" value="Yes"/> <input data-bbox="1154 730 1222 787" type="button" value="No"/></p></div>
7.	<p>Click Next.</p> <div data-bbox="310 999 919 1409" style="border: 1px solid black; padding: 10px;"><p style="text-align: center;">* Indicates required field</p><p>Choose method of payment</p><p><input checked="" data-bbox="354 1167 386 1203" type="radio"/> Pay by credit card</p><p style="text-align: center;">    </p><p style="text-align: center;"><input data-bbox="586 1325 678 1377" type="button" value="Back"/> <input data-bbox="695 1325 787 1377" type="button" value="Next"/> <input data-bbox="803 1325 896 1377" type="button" value="Exit"/></p></div>

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Step	Action								
8.	<p>Payment confirmation and receipt provided.</p> <div data-bbox="310 394 1271 846" style="border: 1px solid black; padding: 10px; text-align: center;"><p>Receipt for : EF00001213: Elevator Director</p><table border="1" data-bbox="318 611 1260 842"><thead><tr><th colspan="2" data-bbox="318 611 1260 674">Receipt Details</th></tr></thead><tbody><tr><td data-bbox="318 674 764 705">Invoice Number : 10100215389</td><td data-bbox="764 674 1260 705">Receipt Number : CPY301511972</td></tr><tr><td data-bbox="318 705 764 737">Date Issued : 04/15/2022</td><td data-bbox="764 705 1260 737">Amount Paid : \$535.50</td></tr><tr><td colspan="2" data-bbox="318 737 1260 768">Applicant Name : Tony Stark</td></tr></tbody></table></div>	Receipt Details		Invoice Number : 10100215389	Receipt Number : CPY301511972	Date Issued : 04/15/2022	Amount Paid : \$535.50	Applicant Name : Tony Stark	
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Invoice Number : 10100215389	Receipt Number : CPY301511972								
Date Issued : 04/15/2022	Amount Paid : \$535.50								
Applicant Name : Tony Stark									
<p>You have now completed the Pay Elevator License Exam Fee Step by Step Guide. You can proceed to schedule your examination with an approved Exam Vendor. Once you have passed your exam, you will now proceed to submit your License Application. The New License Qualification Application Step by Step Guide will guide that process.</p>									