

CRANES & DERRICKS

INDUSTRY PORTAL STEP-BY-STEP GUIDE CD APPLICATIONS

F O R D E D I C A T E D P I L E D R I V E R

- The following Step-by-Step Guide will outline the steps applicable to Dedicated Pile Driver within DOB NOW: *Build*.
- The examples shown and used in this Step-by-Step Guide are specific to Dedicated Pile Driver.

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)



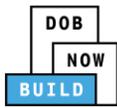
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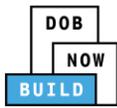
Guidelines

CRANE DEVICE NUMBER

1. A prototype can have one or many Crane Device (CD) Numbers associated to it (many devices can be bought based on the same prototype), but a CD Number only is associated to a single prototype.
2. A CD NUMBER is generated when the initial CD application is approved, which means the CD is registered but not approved for installation status.
3. The current Owner of the CD can be changed by doing an Amendment. The new Owner must be specified and the Bill of Sale must be uploaded to prove the ownership of the device.

DOB NOW: *Build* - NUMBERING FORMAT

1. **Initial CD:** The initial CD numbering will start with "CD" + 8 digits (where the digits are the next sequentially available number).
Example: CD00006790
2. **Amendment:** The CD amendment numbering will start with "-A"+ 6 digits to the CD number, starting at "000001" for each CD number and increasing sequentially for each subsequent Amendment on the given CD.
Example: CD00006789-A000001
3. **Renewal:** The CD renewal numbering will start with "-R"+ 6 digits to the CD number, starting at "000001" for each CD number and increasing sequentially for each subsequent Renewal on the given CD.
Example: CD00006789-R000001



ROLES & RESPONSIBILITIES

1. An initial CD NUMBER application has to be filed by the Device Owner who is the “Applicant of Record”.
2. The Manufacturer and the Owner cannot be the same person.
3. When an application is returned with objections to the Applicant of Record, the Applicant of Record can modify Filing Representative Information before resubmitting.

For FILING REPRESENTATIVES only

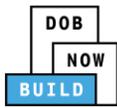
1. The Filing Representative Contact persons must be different from the Applicant of Record, Engineer and Manufacturer.
2. Two Filing Representatives are allowed for each application.
3. A Filing Representative can add another Filing Representative in an application.
4. Filing Representatives cannot be Applicants of Record (i.e. they cannot submit filings). However, they can perform data-entry functions to provide equipment information and upload documents.
5. Filing Representatives cannot edit Manufacturer or Engineer information and cannot attest.

SYSTEM GUIDELINES

1. Greyed-out fields are Read-Only or are auto-populated by the system.
2. Fields with a red asterisk (*) are required and must be completed.

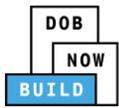
ADDITIONAL HELP & INFORMATION

1. Video Tutorials: DOB NOW YouTube Channel
2. Presentations & Sessions: nyc.gov/dobnowinfo



In these Step-by-Step Guides, you will learn how to:

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Complete Statements & Signatures	76
Pay Fees	78
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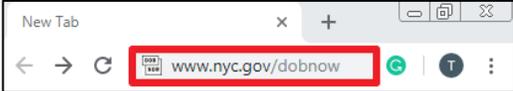


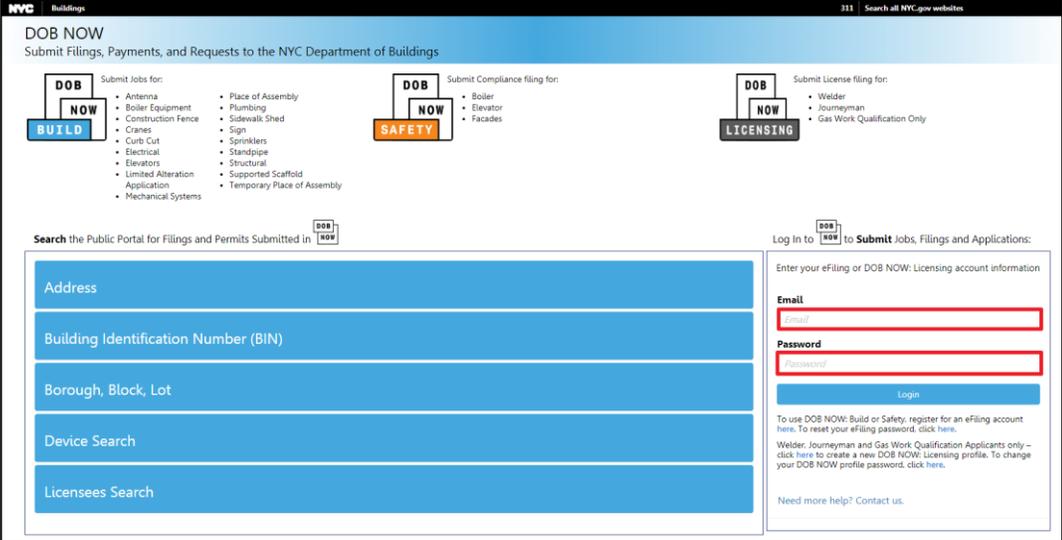
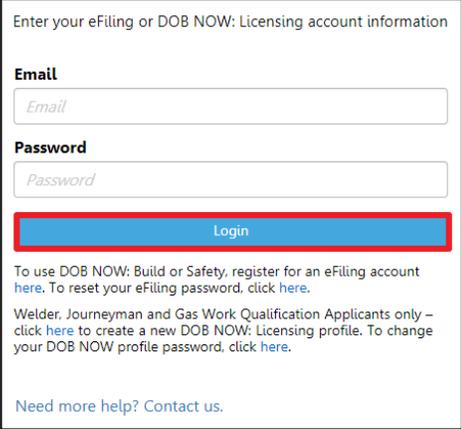
DOB NOW: *Build* – CRANES & DERRICKS STEP-BY-STEP GUIDE

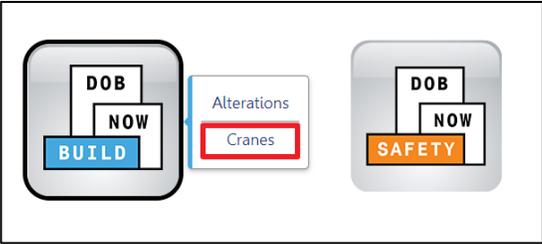
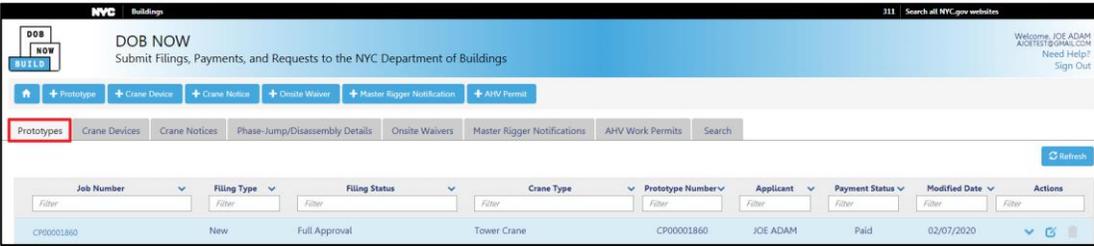
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Log into DOB NOW

Complete the following steps to log into DOB NOW:

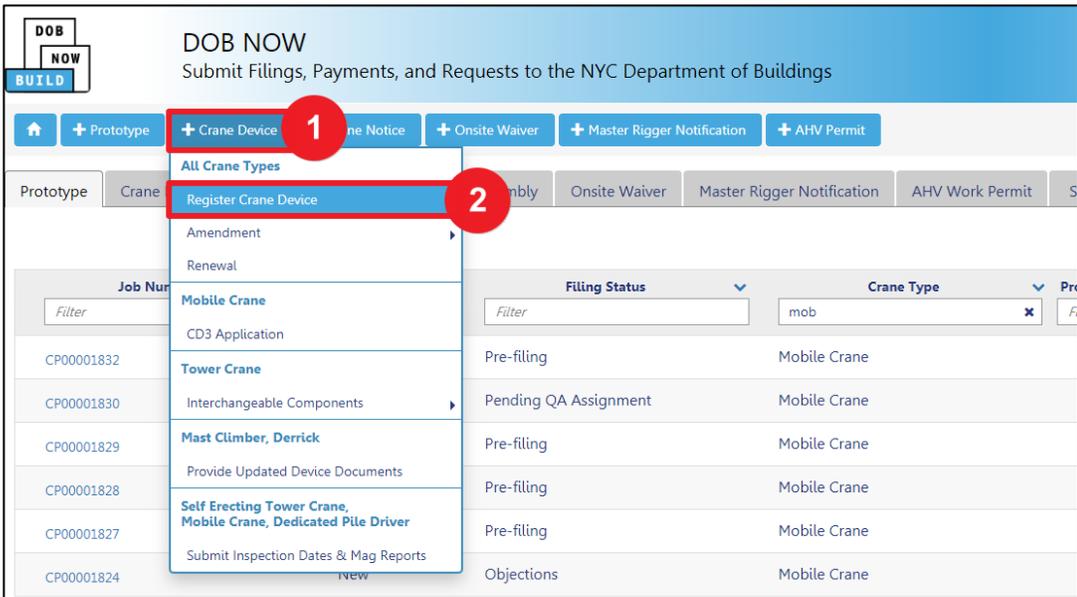
Step	Action
Note:	<p>In order to log into DOB NOW, the user must be registered for eFiling.</p> <p>Additionally, DOB recommends turning off pop-up blockers to successfully navigate within DOB NOW.</p> <p>For Step-by-Step instructions, please submit a question to www.nyc.gov/dobnowhelp or refer to the following links:</p> <hr/> <ul style="list-style-type: none"> <input type="checkbox"/> How to Register for eFiling: https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf <input type="checkbox"/> How to Turn Off Pop-up Blockers: https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf
1.	<p>Access the Internet.</p> 
2.	<p>Enter www.nyc.gov/dobnow in the URL field at the top of the browser window.</p> 
3.	<p>Press Enter on the keyboard.</p>

Step	Action
4.	<p>The DOB Login page displays. Enter Email and Password (as registered in eFiling).</p> 
5.	<p>Click Login.</p>  <p>Enter your eFiling or DOB NOW: Licensing account information</p> <p>Email <input type="text" value="Email"/></p> <p>Password <input type="text" value="Password"/></p> <p>Login</p> <p>To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here.</p> <p>Welder, Journeyman and Gas Work Qualification Applicants only – click here to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, click here.</p> <p>Need more help? Contact us.</p>

Step	Action																		
6.	<p>The DOB NOW Welcome page displays.</p> <p>Hover the cursor over DOB NOW: Build.</p> 																		
7.	<p>Select Cranes from the drop-down list.</p> 																		
8.	<p>The DOB NOW Dashboard displays.</p> <p>The My Prototypes tab displays by default and displays all Prototype Certificate of Approval Applications associated with an eFiling account.</p>  <table border="1" data-bbox="315 1465 1409 1535"> <thead> <tr> <th>Job Number</th> <th>Filing Type</th> <th>Filing Status</th> <th>Crane Type</th> <th>Prototype Number</th> <th>Applicant</th> <th>Payment Status</th> <th>Modified Date</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>CP00001860</td> <td>New</td> <td>Full Approval</td> <td>Tower Crane</td> <td>CP00001860</td> <td>JOE ADAM</td> <td>Paid</td> <td>02/07/2020</td> <td>[Icons]</td> </tr> </tbody> </table>	Job Number	Filing Type	Filing Status	Crane Type	Prototype Number	Applicant	Payment Status	Modified Date	Actions	CP00001860	New	Full Approval	Tower Crane	CP00001860	JOE ADAM	Paid	02/07/2020	[Icons]
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<p>You are now logged into DOB NOW: Build.</p> <p>Continue to the next section.</p>																			

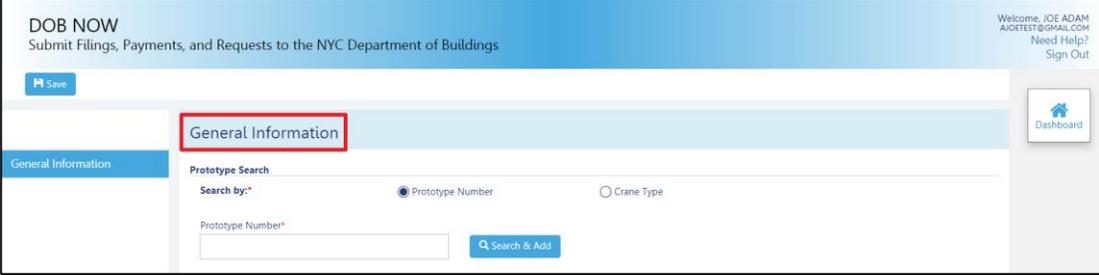
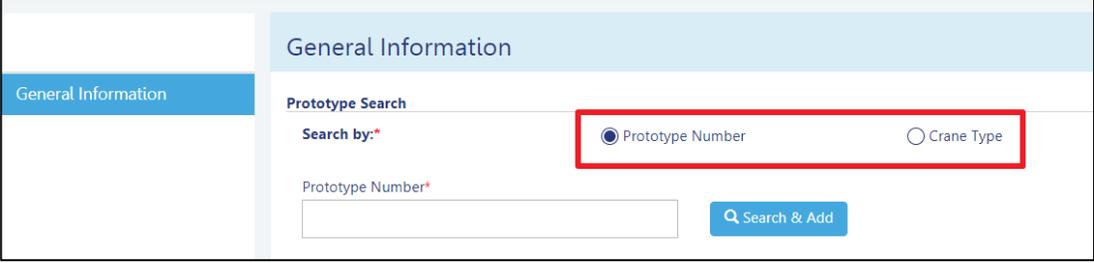
Dedicated Pile Driver Crane CD Number: Register a Crane Device

Complete the following steps to register a Crane Device:

Step	Action
APPLICANT OF RECORD	
9.	<p>Hover the cursor over +Crane Device and select Register Crane Device from the drop-down list.</p> 
10.	<p>A Confirm pop-up window displays with the message: Confirm you want to register a new Crane Device. Click Yes to proceed.</p> 
<p>You have begun the registration process for a Crane Device. Continue to the Complete General Information tab section.</p>	

Complete General Information Tab

Complete the following steps to complete the **General Information** Tab to associate all Stakeholders (e.g. Filing Representatives, Manufacturers etc.) to the application:

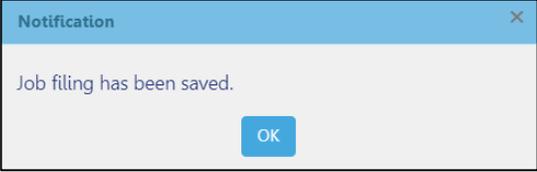
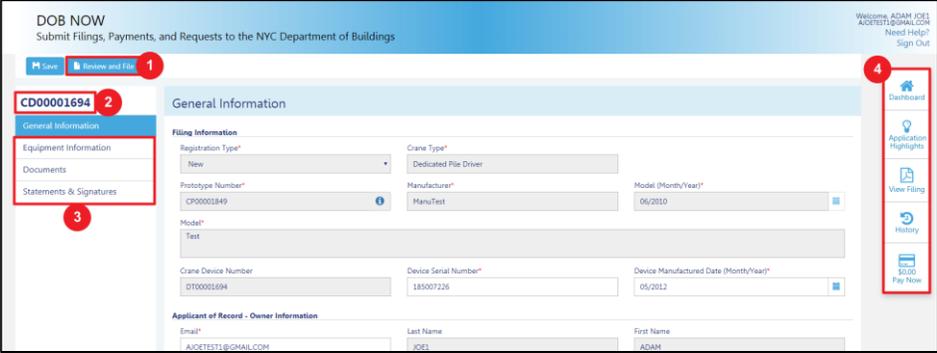
Step	Action
1.	<p>The General Information section displays.</p>  <p>The screenshot shows the DOB NOW dashboard. The 'General Information' tab is highlighted with a red box. The dashboard includes a 'Save' button, a 'Dashboard' icon, and a 'Prototype Search' section with radio buttons for 'Prototype Number' and 'Crane Type'.</p>
2.	<p>Select the applicable Search by (e.g. Prototype Number) radio button in Prototype Search.</p>  <p>The screenshot is a close-up of the 'Prototype Search' section. The 'Prototype Number' radio button is highlighted with a red box, indicating it should be selected.</p>

Step	Action
Note:	<p>To search by Prototype Number: Enter the Prototype Number in the Prototype Number field.</p> <hr/> <div data-bbox="315 443 1190 642"> <p>Prototype Search</p> <p>Search by:* <input checked="" type="radio"/> Prototype Number <input type="radio"/> Crane Type</p> <p>Prototype Number* <input type="text"/> <input type="button" value="Search & Add"/></p> </div> <hr/> <p>To search by Crane Type: Select the Crane Type from the Crane Type drop-down list.</p> <hr/> <div data-bbox="315 821 1190 1136"> <p>Prototype Search</p> <p>Search by:* <input type="radio"/> Prototype Number <input checked="" type="radio"/> Crane Type</p> <p>Crane Type* <input type="text" value="Select Crane Type:"/> <input type="button" value="Search & Add"/></p> <p>File Tower Crane Self Erecting Tower Crane Mobile Crane Dedicated Pile Driver Derrick Mast Climber</p> <p>Crane Type* <input type="text"/></p> </div>
3.	<p>Click Search & Add to proceed.</p> <div data-bbox="315 1224 1190 1476"> <p>General Information</p> <p>Prototype Search</p> <p>Search by:* <input checked="" type="radio"/> Prototype Number <input type="radio"/> Crane Type</p> <p>Prototype Number* <input type="text" value="CP00001849"/> <input type="button" value="Search & Add"/></p> </div>

Step	Action																														
4.	<p>The Search Results pop-up window displays.</p> <p>If applicable, select the applicable Prototype Number.</p> <p>Click +Add to proceed.</p> <div data-bbox="315 438 1382 1188" style="border: 1px solid black; padding: 10px;"> <p>Search Results</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Prototype Number CP00001849</td> <td style="width: 33%;">Crane Type Dedicated Pile Driver</td> <td style="width: 33%;">Approved On 02/03/2020</td> </tr> <tr> <th colspan="3">Prototype Details</th> </tr> <tr> <td>Prototype Status Full Approval</td> <td>Applicant JOE ADAM</td> <td>Applicant Type Manufacturer</td> </tr> <tr> <td>Model (Month/Year) 06/2010</td> <td>Manufacturer ManuTest</td> <td></td> </tr> <tr> <td>Model Test</td> <td></td> <td></td> </tr> <tr> <th colspan="3">Equipment Information</th> </tr> <tr> <td>Maximum Rated Capacity 1000 Metric Tons</td> <td>Maximum Boom 1000 Feet</td> <td>Maximum Jib Not Applicable</td> </tr> <tr> <td>Maximum Freestanding Height Not Applicable</td> <td>Total 2000 Feet</td> <td>Maximum Other Attachments 1000 Feet</td> </tr> <tr> <td>Counterweight Configuration (Min) 1000 Lbs</td> <td>Counterweight Configuration (Max) 1000 Lbs</td> <td>Carrier Type Industrial Truck</td> </tr> <tr> <td>Transmission Type Mechanical</td> <td>Power Gas</td> <td>Climbing Type Not Applicable</td> </tr> </table> <p style="text-align: right;"> + Add Cancel </p> </div>	Prototype Number CP00001849	Crane Type Dedicated Pile Driver	Approved On 02/03/2020	Prototype Details			Prototype Status Full Approval	Applicant JOE ADAM	Applicant Type Manufacturer	Model (Month/Year) 06/2010	Manufacturer ManuTest		Model Test			Equipment Information			Maximum Rated Capacity 1000 Metric Tons	Maximum Boom 1000 Feet	Maximum Jib Not Applicable	Maximum Freestanding Height Not Applicable	Total 2000 Feet	Maximum Other Attachments 1000 Feet	Counterweight Configuration (Min) 1000 Lbs	Counterweight Configuration (Max) 1000 Lbs	Carrier Type Industrial Truck	Transmission Type Mechanical	Power Gas	Climbing Type Not Applicable
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Transmission Type Mechanical	Power Gas	Climbing Type Not Applicable																													
Note:	<p>The Filing Information fields: Registration Type, Crane Type, Prototype Number, Manufacturer, Model (Month/Year), Model and Crane Device Number are greyed-out and cannot be edited.</p> <div data-bbox="315 1430 1403 1730" style="border: 1px solid black; padding: 10px;"> <p>Filing Information</p> <table style="width: 100%;"> <tr> <td style="width: 33%;">Registration Type* New</td> <td style="width: 33%;">Crane Type* Dedicated Pile Driver</td> <td style="width: 33%;"></td> </tr> <tr> <td>Prototype Number* CP00001849</td> <td>Manufacturer* ManuTest</td> <td>Model (Month/Year)* 06/2010</td> </tr> <tr> <td colspan="3">Model* Test</td> </tr> <tr> <td>Crane Device Number Not Yet Issued</td> <td>Device Serial Number*</td> <td>Device Manufactured Date (Month/Year)*</td> </tr> </table> </div>	Registration Type* New	Crane Type* Dedicated Pile Driver		Prototype Number* CP00001849	Manufacturer* ManuTest	Model (Month/Year)* 06/2010	Model* Test			Crane Device Number Not Yet Issued	Device Serial Number*	Device Manufactured Date (Month/Year)*																		
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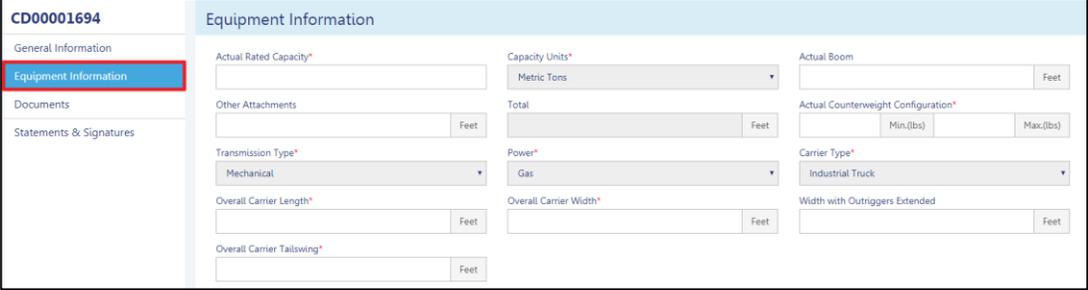
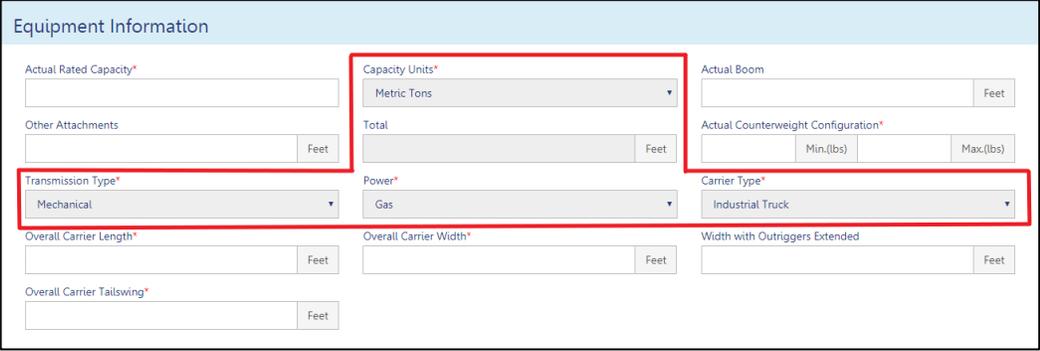
Step	Action						
5.	<p>Enter the Filing Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Device Serial Number <input type="checkbox"/> Select the Device Manufactured Date (Date/year) from the calendar <div data-bbox="315 411 1424 768" style="border: 1px solid black; padding: 5px;"> <p>General Information</p> <p>Filing Information</p> <p>Registration Type* <input type="text" value="New"/> Crane Type* <input type="text" value="Dedicated Pile Driver"/></p> <p>Prototype Number* <input type="text" value="CP00001849"/> Manufacturer* <input type="text" value="ManuTest"/> Model (Month/Year)* <input type="text" value="06/2010"/></p> <p>Model* <input type="text" value="Test"/></p> <p>Crane Device Number <input type="text" value="CD00001694"/> Device Serial Number* <input type="text"/> Device Manufactured Date (Month/Year)* <input type="text"/></p> </div>						
6.	<p>Enter the Applicant of Record - Owner Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Email and then select the Email Address from the blue drop-down <input type="checkbox"/> Select the Business Name from the Business Name drop-down list <input type="checkbox"/> Select the Owner Type (e.g., Individual) from the License Type drop-down list <div data-bbox="315 989 1424 1283" style="border: 1px solid black; padding: 5px;"> <p>Applicant of Record - Owner Information</p> <p>Email* <input type="text"/> Last Name <input type="text"/> First Name <input type="text"/></p> <p>Business Name* <input type="text"/> Business Address <input type="text"/> City <input type="text"/></p> <p>State <input type="text"/> Zip Code <input type="text"/> Business Telephone <input type="text"/></p> <p>Mobile Telephone <input type="text"/> Country <input type="text"/> Owner Type* <input type="text"/></p> </div>						
Note:	<p>Select +Add New if the Business Name is not listed.</p> <div data-bbox="315 1367 886 1556" style="border: 1px solid black; padding: 5px;"> <p>Business Name*</p> <p><input type="text" value="Select:"/></p> <p><input type="text" value="Select:"/></p> <p><input type="text" value="JA LLC"/></p> <p style="border: 2px solid red; padding: 2px;">+ Add New</p> </div>						
7.	<p>If applicable, click +Add Representative.</p> <div data-bbox="315 1654 932 1791" style="border: 1px solid black; padding: 5px;"> <p>Filing Representative Information</p> <p style="border: 2px solid red; padding: 2px;">+ Add Representative</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">First Name</th> <th style="width: 33%;">Last Name</th> <th style="width: 33%;">Email</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> </div>	First Name	Last Name	Email	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	Email					
<input type="text"/>	<input type="text"/>	<input type="text"/>					

Step	Action
8.	<p>The Filing Representative Details pop-up window displays.</p> <p>Type the Email and then select the Email Address from the blue drop-down.</p>
9.	<p>Click Save.</p>
Note:	<p>The Filing Representative added displays within the Filing Representative information table.</p> <p>Click the edit () icon to update the information.</p> <p>Click the trash can () icon to delete the Filing Representative.</p> <p>To add an additional Filing Representative repeat Steps 7 to 9 above.</p>

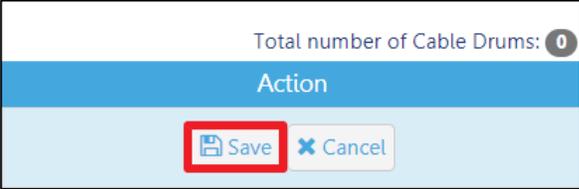
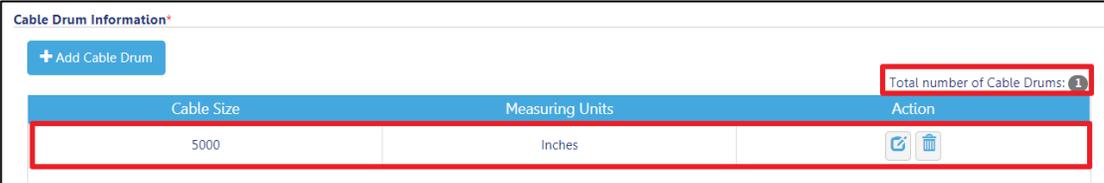
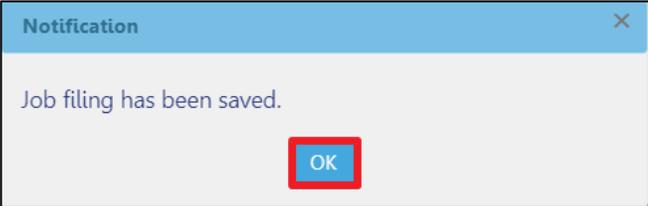
Step	Action
10.	<p>At the top-left of the screen, click Save.</p> 
11.	<p>A Notification pop-up window displays with the message: <i>Job filing has been saved.</i></p> <p>Click OK to continue.</p> 
Note:	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> 1. Review and File 2. Crane Device Filing Number 3. Additional Tabs: Equipment Information, Documents and Statements & Signatures 4. Application Information: Application Highlights, View Filing, Trace & Payment History and Fee 
	<p>You have completed the Complete General Information tab.</p> <p>Continue to the next section.</p>

Complete Equipment Information Tab

Complete the following steps to complete the Equipment Information tab:

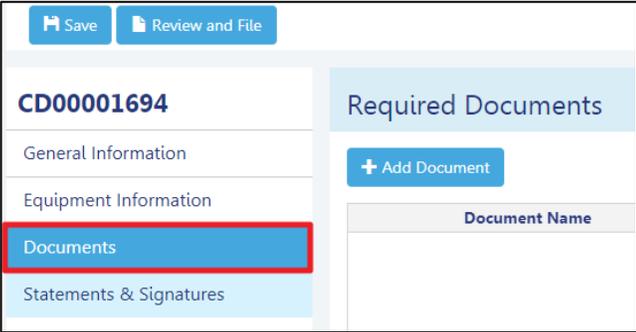
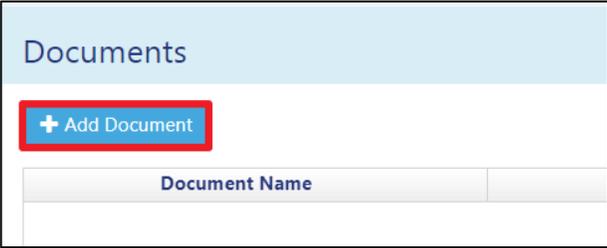
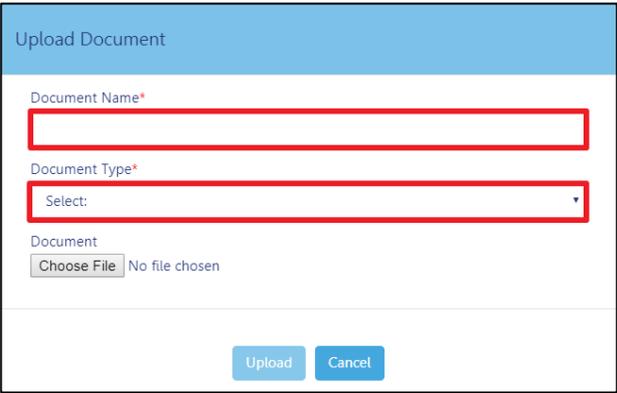
Step	Action
1.	<p>Click Equipment Information to display the Equipment Information section.</p> 
Note:	<p>The Equipment Information fields: Capacity Units, Total, Transmission Type, Power, and Carrier Type are greyed-out and cannot be edited.</p> 

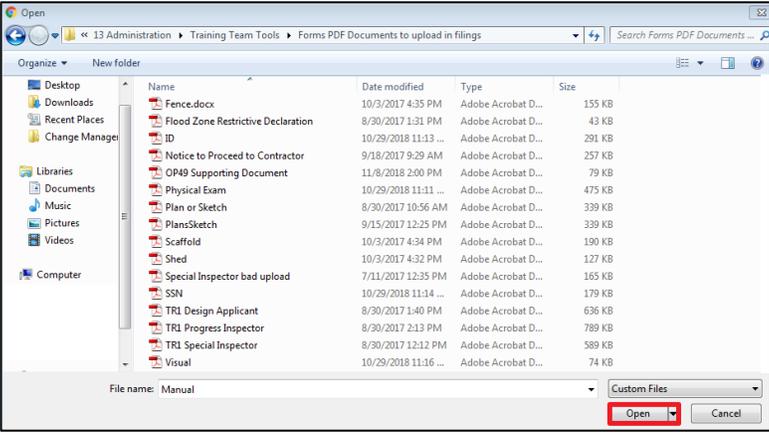
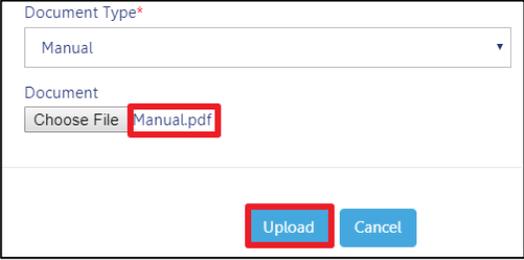
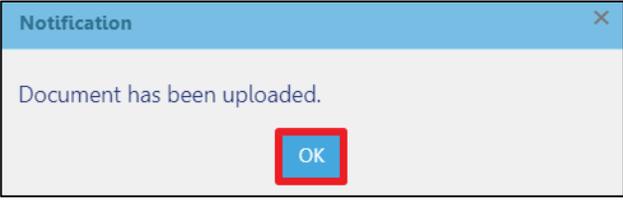
Step	Action															
2.	<p>Enter the Filing Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Actual Rated Capacity <input type="checkbox"/> Other Attachments <input type="checkbox"/> Actual Boom <input type="checkbox"/> Actual Counterweight Configuration <input type="checkbox"/> Overall Carrier Length <input type="checkbox"/> Overall Carrier Width <input type="checkbox"/> Width with Outriggers Extended <input type="checkbox"/> Overall Carrier Tailswing <div data-bbox="360 674 1455 1041" style="border: 1px solid black; padding: 5px;"> <p>Equipment Information</p> <table border="0"> <tr> <td>Actual Rated Capacity* <input type="text"/></td> <td>Capacity Units* Metric Tons</td> <td>Actual Boom <input type="text"/> Feet</td> </tr> <tr> <td>Other Attachments <input type="text"/> Feet</td> <td>Total <input type="text"/> Feet</td> <td>Actual Counterweight Configuration* <input type="text"/> Min.(lbs) <input type="text"/> Max.(lbs)</td> </tr> <tr> <td>Transmission Type* Mechanical</td> <td>Power* Gas</td> <td>Carrier Type* Industrial Truck</td> </tr> <tr> <td>Overall Carrier Length* <input type="text"/> Feet</td> <td>Overall Carrier Width* <input type="text"/> Feet</td> <td>Width with Outriggers Extended <input type="text"/> Feet</td> </tr> <tr> <td>Overall Carrier Tailswing* <input type="text"/> Feet</td> <td></td> <td></td> </tr> </table> </div>	Actual Rated Capacity* <input type="text"/>	Capacity Units* Metric Tons	Actual Boom <input type="text"/> Feet	Other Attachments <input type="text"/> Feet	Total <input type="text"/> Feet	Actual Counterweight Configuration* <input type="text"/> Min.(lbs) <input type="text"/> Max.(lbs)	Transmission Type* Mechanical	Power* Gas	Carrier Type* Industrial Truck	Overall Carrier Length* <input type="text"/> Feet	Overall Carrier Width* <input type="text"/> Feet	Width with Outriggers Extended <input type="text"/> Feet	Overall Carrier Tailswing* <input type="text"/> Feet		
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Overall Carrier Tailswing* <input type="text"/> Feet																
3.	<p>Click +Add Cable Drum to display the Cable Size action field.</p> <div data-bbox="311 1134 1419 1316" style="border: 1px solid black; padding: 5px;"> <p>Cable Drum Information*</p> <p><input type="button" value="+ Add Cable Drum"/></p> <p style="text-align: right;">Total number of Cable Drums: 0</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Cable Size</th> <th style="width: 33%;">Measuring Units</th> <th style="width: 33%;">Action</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">No Cable Drums added</td> </tr> </tbody> </table> </div>	Cable Size	Measuring Units	Action	No Cable Drums added											
Cable Size	Measuring Units	Action														
No Cable Drums added																
4.	<p>To add the Cable Size:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Cable Size <div data-bbox="311 1444 1419 1665" style="border: 1px solid black; padding: 5px;"> <p>Cable Drum Information*</p> <p><input type="button" value="+ Add Cable Drum"/></p> <p style="text-align: right;">Total number of Cable Drums: 0</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Cable Size</th> <th style="width: 33%;">Measuring Units</th> <th style="width: 33%;">Action</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td>Inches</td> <td><input type="button" value="Save"/> <input type="button" value="Cancel"/></td> </tr> <tr> <td colspan="3" style="text-align: center;">No Cable Drums added</td> </tr> </tbody> </table> </div>	Cable Size	Measuring Units	Action	<input type="text"/>	Inches	<input type="button" value="Save"/> <input type="button" value="Cancel"/>	No Cable Drums added								
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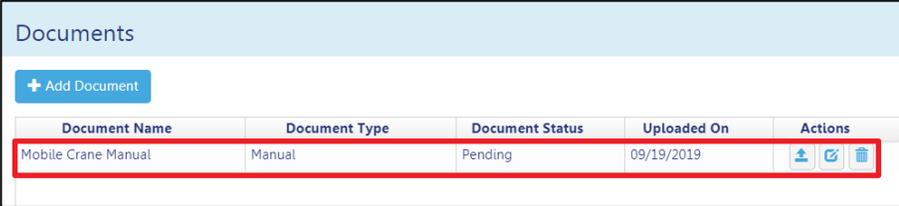
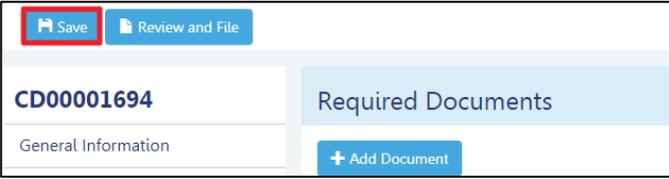
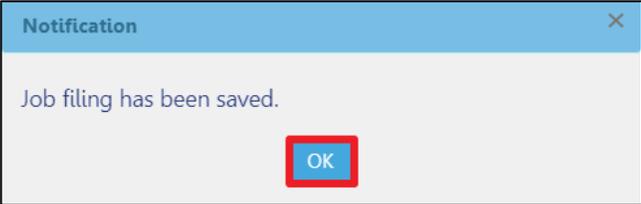
Step	Action
5.	<p><i>Under the Action column, click Save.</i></p> 
Note:	<p>The Total number of Cable Drums updates. The Cable Drum added displays within the Cable Drum table. Click the edit () icon to update the Cable Drum information. Click the trash can () icon to delete the Cable Drum.</p> 
6.	<p><i>At the top-left of the screen, click Save.</i></p> 
7.	<p><i>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</i></p> 
<p><i>You have completed the Complete Equipment Information tab. Continue to the next section.</i></p>	

Upload Documents

Complete the following steps to upload documents in the **Documents** tab to support the application:

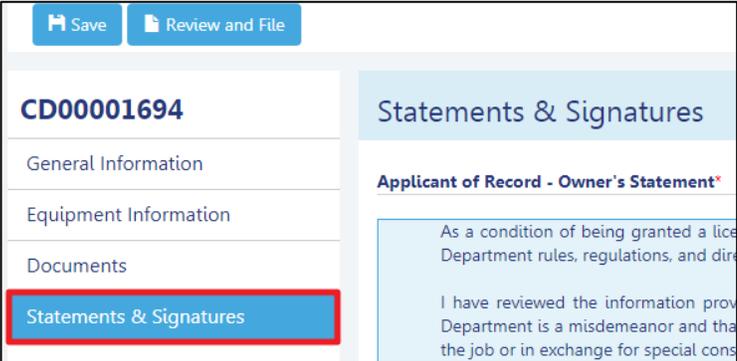
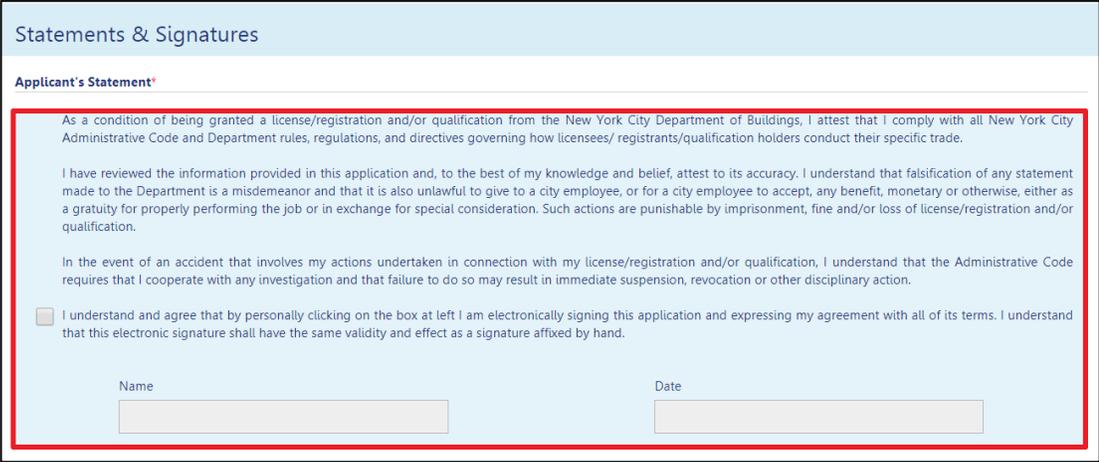
Step	Action
1.	<p>Click Documents to display the Documents section.</p> 
2.	<p>Click +Add Document.</p> 
3.	<p>The Upload Document pop-up window displays.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Document Name. <input type="checkbox"/> Select the Document Type (e.g., <i>Manual</i>) from the Document Type drop-down list. 

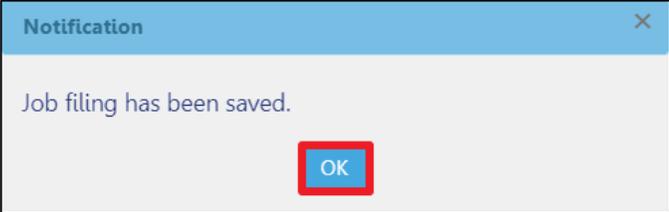
Step	Action
4.	<p>Click Choose File to upload the Document Type selected.</p> 
5.	<p>The Document pop-up window displays.</p> <p>Select the Document and click Open.</p> 
6.	<p>The Document displays next to Choose File.</p> <p>Click Upload.</p> 
7.	<p>A Notification pop-up window displays with the message:</p> <p>Document has been uploaded.</p> <p>Click OK to continue.</p> 

Step	Action
<p>Note:</p>	<p>The Document uploaded displays within the Document table.</p> <p>Click the edit () icon to update the Document information.</p> <p>Click the trash can () icon to delete the Document.</p> <p>Click the upload () icon to replace the Document previously uploaded.</p> 
<p>8.</p>	<p>At the top-left of the screen, click Save.</p> 
<p>9.</p>	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK to continue.</p> 
<p>You have completed the Upload Documents.</p> <p>Continue to the next section.</p>	

Complete Statements & Signatures

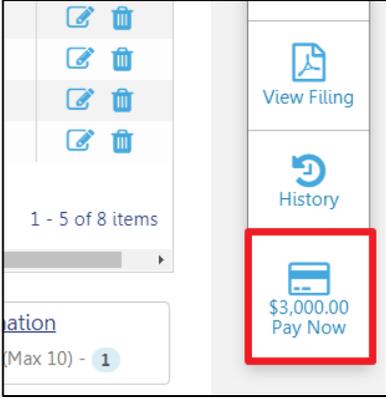
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

Step	Action
1.	<p>Click Statements & Signatures to display the Statements & Signatures section.</p> 
Note:	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p> 
APPLICANT OF RECORD	

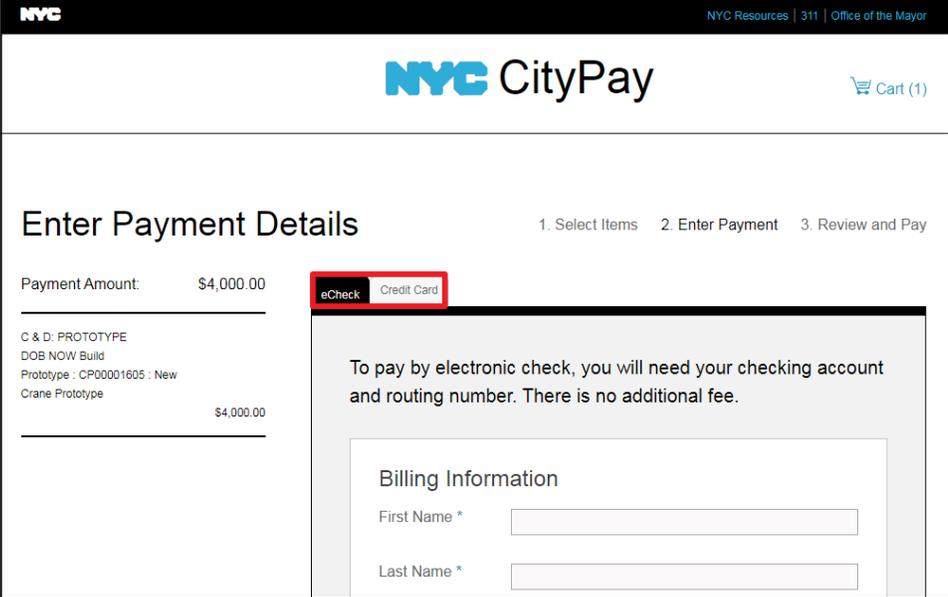
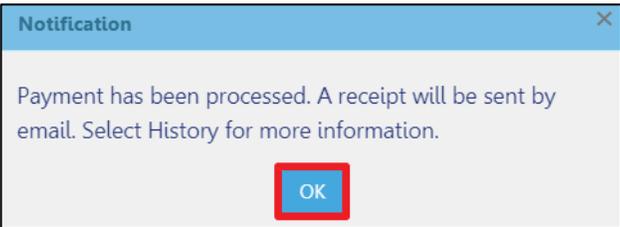
Step	Action
2.	<p>Click the Applicant’s Statement checkbox to electronically attest.</p> <p>The Name and Date field’s auto-populate by the system.</p> 
3.	<p>At the top-left of the screen, click Save.</p> 
4.	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK to continue.</p> 
<p>You have completed the Statement & Signatures section.</p> <p>Continue to the next section.</p>	

Pay Fees

Complete the following steps to submit a payment application to the NYC Department of Buildings.

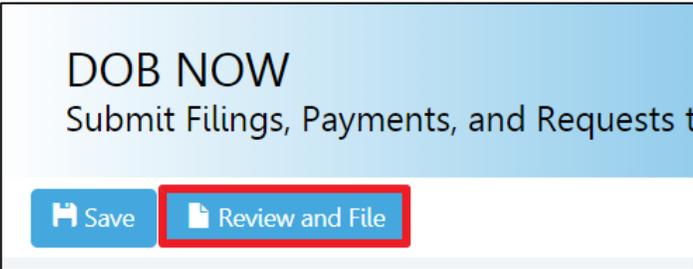
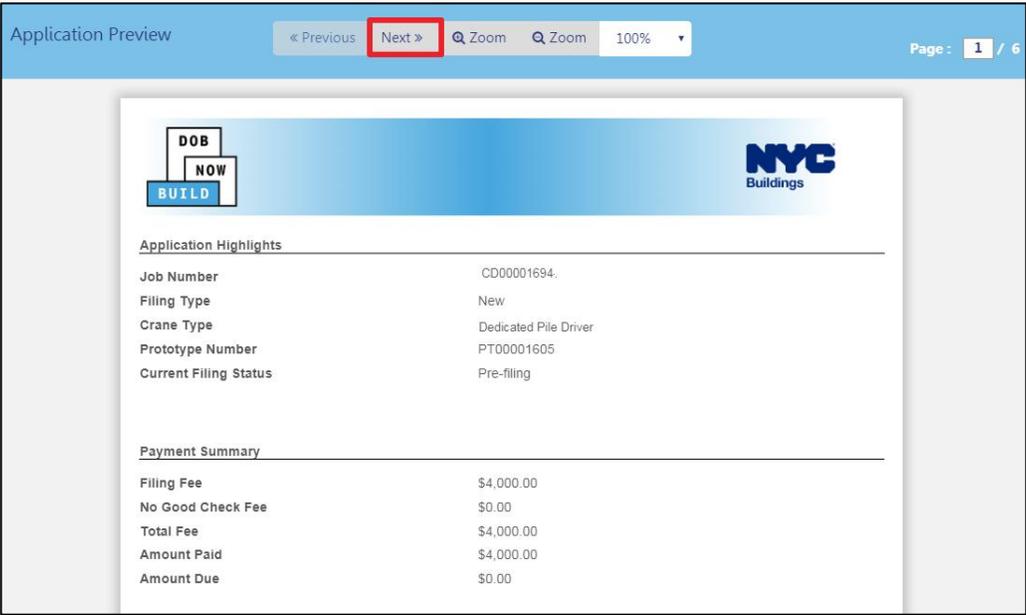
Step	Action
Note:	<p>The fees must be paid before continuing to Review and File.</p>
1.	<p>At the bottom-right of the screen, click Pay Now.</p>  <p>The screenshot shows a sidebar on the left with four icons (edit, delete, edit, delete) and a pagination indicator '1 - 5 of 8 items'. The main panel on the right contains three buttons: 'View Filing' (with a document icon), 'History' (with a circular arrow icon), and '\$3,000.00 Pay Now' (with a credit card icon). The '\$3,000.00 Pay Now' button is highlighted with a red rectangular box.</p>

Step	Action
2.	<p><i>The Payment Confirmation pop-up window displays with the message:</i></p> <p><i>Please note that the following data cannot be changed after the payment has been made on this filing:</i></p> <p><i>Owner Type: Individual</i></p> <p><i>Actual Boom Length: 12 Feet</i></p> <p><i>Are you sure you want to make a payment now for \$300.00?</i></p> <p><i>Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.</i></p> <p><i>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</i></p> <p><i>Click Yes, to proceed.</i></p> <div data-bbox="315 751 1193 1314" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="background-color: #4F81BD; color: white; padding: 5px;">Payment Confirmation</p> <p>Please note that the following data cannot be changed after the payment has been made on this filing:</p> <ul style="list-style-type: none"> • Owner Type: Individual • Actual Boom Length: 12 Feet <p>Are you sure you want to make a payment now for \$300.00?</p> <p style="color: red;">Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.</p> <p>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</p> <div style="text-align: right; margin-top: 10px;"> Yes No </div> </div>

Step	Action
3.	<p>The page is redirected to NYC City Pay.</p> <p>Pay the application fees via eCheck or Credit Card by selecting the applicable tab.</p> 
4.	<p>The Notification pop-up window displays on the DOB NOW page with the message:</p> <p>Payment has been processed. A receipt will be sent by email. Select History for more information.</p> <p>Click OK to proceed.</p> 
<p>You have completed the Pay Fees section.</p> <p>Continue to the next section.</p>	

Complete Review and File

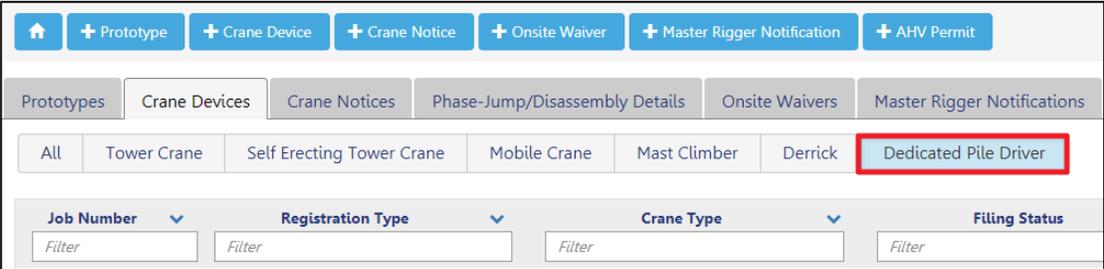
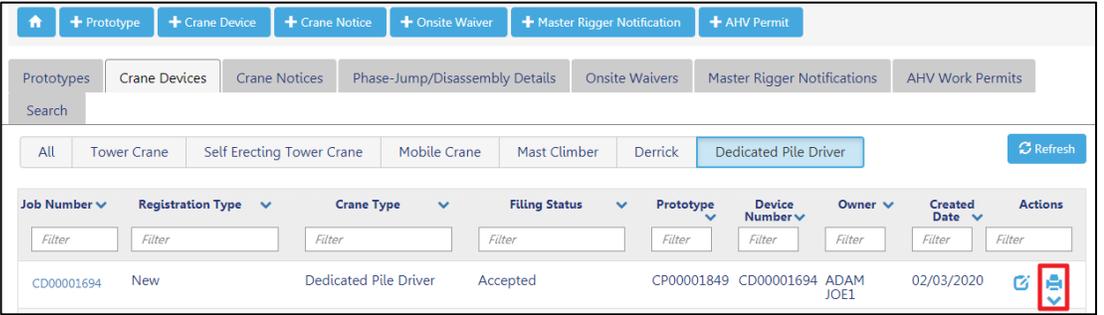
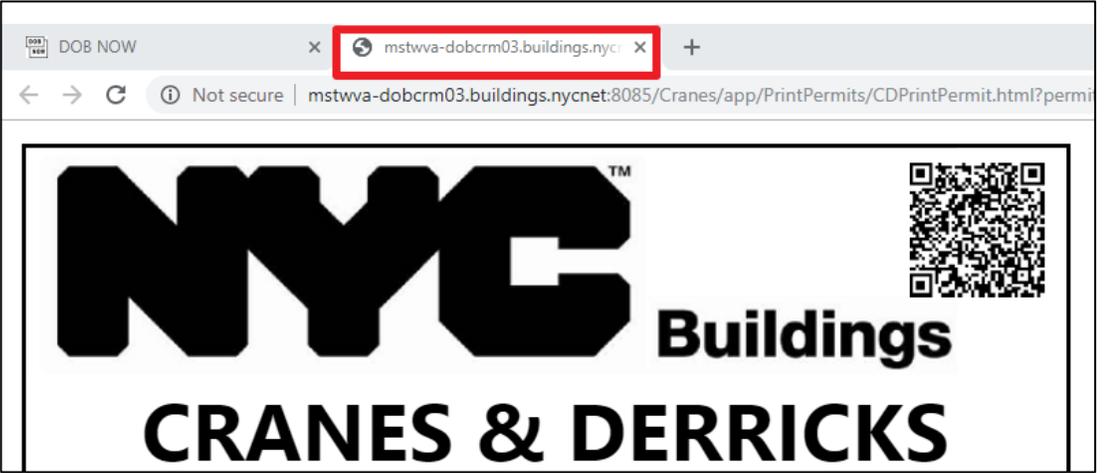
Complete the following steps to review and submit the application to the NYC Department of Buildings.

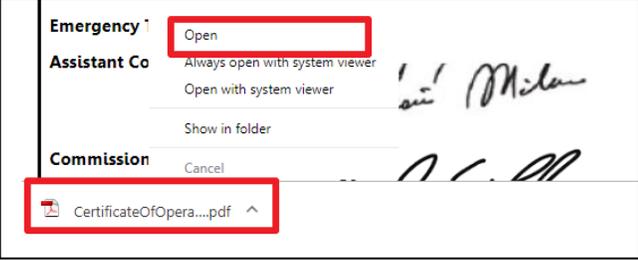
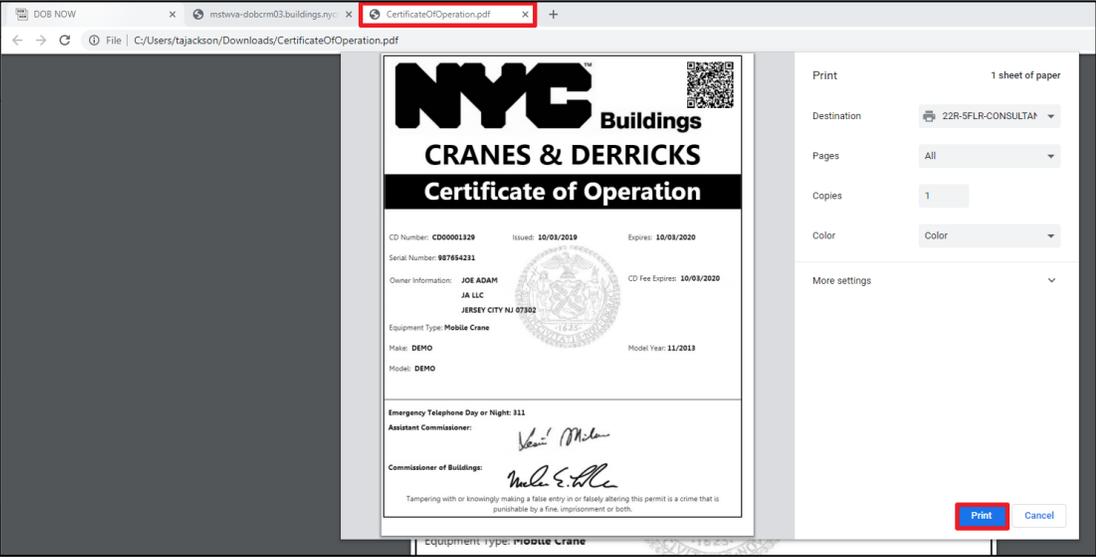
Step	Action																								
APPLICANT OF RECORD																									
1.	<p>At the top-left of the screen, click Review and File.</p> 																								
2.	<p>The Application Preview displays.</p> <p>Click Next to read and progress through the Application Preview to the final page.</p>  <table border="1" data-bbox="451 1087 1216 1604"> <thead> <tr> <th colspan="2">Application Highlights</th> </tr> </thead> <tbody> <tr> <td>Job Number</td> <td>CD00001694.</td> </tr> <tr> <td>Filing Type</td> <td>New</td> </tr> <tr> <td>Crane Type</td> <td>Dedicated Pile Driver</td> </tr> <tr> <td>Prototype Number</td> <td>PT00001605</td> </tr> <tr> <td>Current Filing Status</td> <td>Pre-filing</td> </tr> </tbody> </table> <table border="1" data-bbox="451 1430 1216 1604"> <thead> <tr> <th colspan="2">Payment Summary</th> </tr> </thead> <tbody> <tr> <td>Filing Fee</td> <td>\$4,000.00</td> </tr> <tr> <td>No Good Check Fee</td> <td>\$0.00</td> </tr> <tr> <td>Total Fee</td> <td>\$4,000.00</td> </tr> <tr> <td>Amount Paid</td> <td>\$4,000.00</td> </tr> <tr> <td>Amount Due</td> <td>\$0.00</td> </tr> </tbody> </table>	Application Highlights		Job Number	CD00001694.	Filing Type	New	Crane Type	Dedicated Pile Driver	Prototype Number	PT00001605	Current Filing Status	Pre-filing	Payment Summary		Filing Fee	\$4,000.00	No Good Check Fee	\$0.00	Total Fee	\$4,000.00	Amount Paid	\$4,000.00	Amount Due	\$0.00
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Note:	<p>If errors are discovered when Review and File is selected, click Return to Filing View, correct the errors, re-attest, and Review and File again.</p> 																								

Step	Action
3.	<p><i>On the final page, click the checkbox to attest reviewing the application.</i></p> <div data-bbox="315 321 1409 489" style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> 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. Name <input type="text"/> Date <input type="text"/> <div style="text-align: center;"> File Return to Filing View </div> </div>
4.	<p><i>The Name and the Date field's auto-populate after the check-box is clicked. Click File, to proceed.</i></p> <div data-bbox="315 627 1344 772" style="border: 1px solid black; padding: 5px;"> Name <input type="text" value="JOE ADAM"/> Date <input type="text" value="09/20/2019"/> <small>(Electronically Signed)</small> <div style="text-align: center;"> File Return to Filing View </div> </div>
5.	<p><i>A Notification pop-up windows displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review. Click OK to close the Confirm pop-up window.</i></p> <div data-bbox="315 995 954 1247" style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> <div style="background-color: #0070c0; color: white; padding: 2px;">Notification ✕</div> <p>Job filing has been submitted. An email notification will be sent with the status of the review.</p> <div style="text-align: center;"> OK View Filing </div> </div>
Note:	<p><i>The Status Bar updates to the next stage in the job filing process (e.g., Pending QA Assignment).</i></p> <div data-bbox="315 1367 1430 1434" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; align-items: center; gap: 20px;"> <div style="text-align: center;"> <input checked="" type="checkbox"/> Pre-filing </div> <div style="text-align: center;"> <input checked="" type="checkbox"/> Pending QA Assignment </div> <div style="text-align: center;"> <input checked="" type="checkbox"/> Pending QA Admin Review </div> <div style="text-align: center;"> <input checked="" type="checkbox"/> Accepted </div> </div> </div>
<p><i>You have completed the Mast Climber Crane CD Number: Register a Crane Device Step-by-Step Guide.</i></p>	

Print Certificate Complete: From the Dashboard

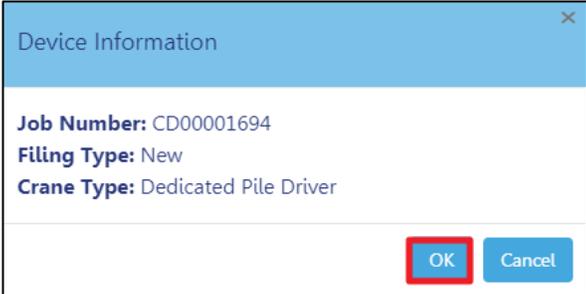
Complete the following steps to print the CD Certificate from the dashboard:

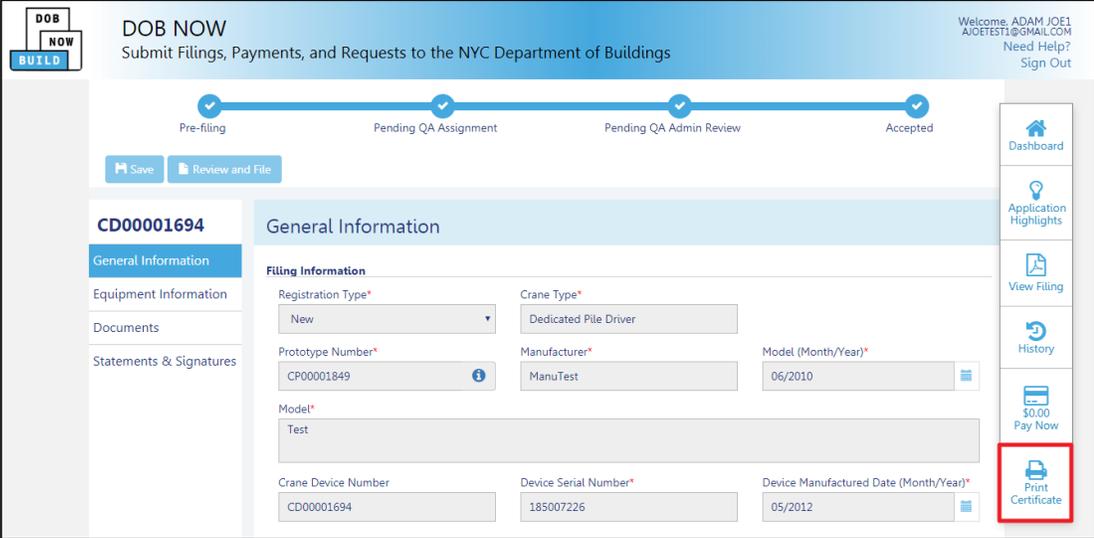
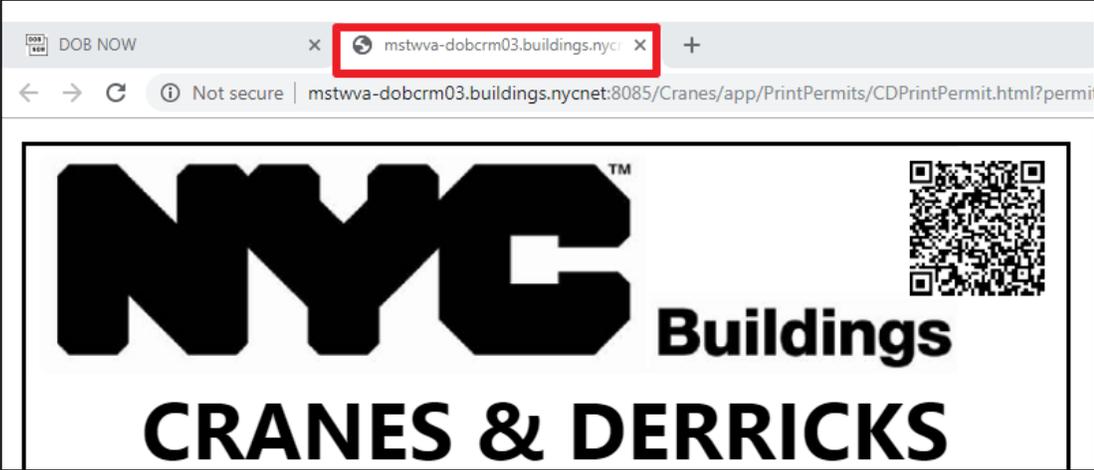
Step	Action
1.	<p>From the Dashboard, select Dedicated Pile Driver from on the Crane Devices tab.</p> 
2.	<p>Locate the Crane Device application.</p> <p>Under the Actions column, click the Print (🖨️) icon on the application.</p> 
3.	<p>Ensure that your pop-up blocker is turned-off.</p> <p>The Cranes & Derricks Certificate of Operation opens in a second tab.</p> 

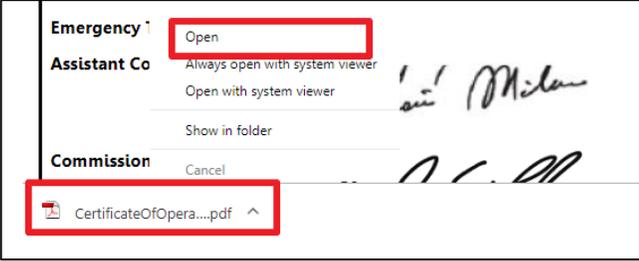
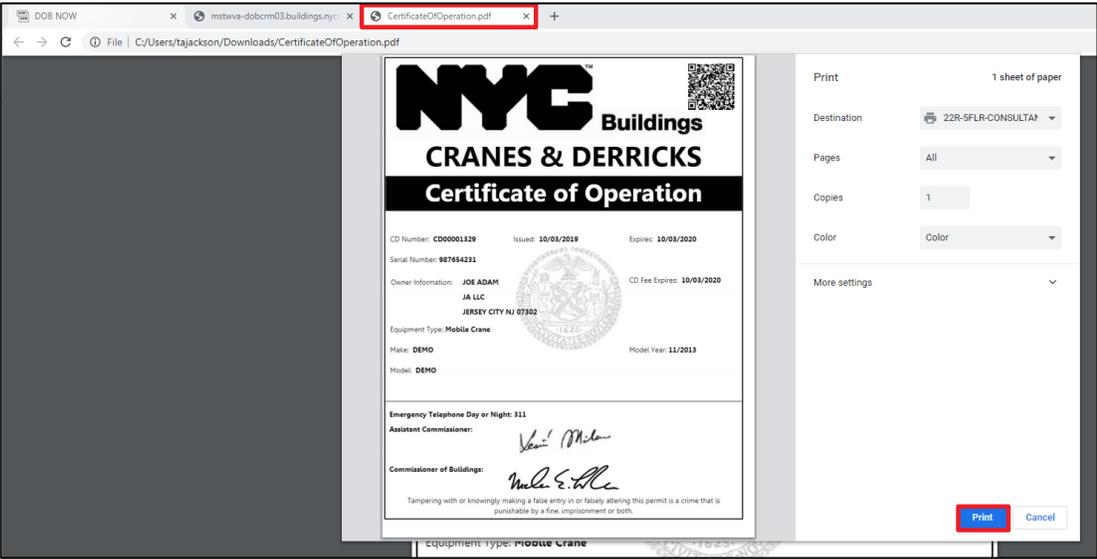
Step	Action
4.	<p>From the bottom of the page click Print to PDF.</p>  <p>Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.</p> <p>Print To PDF</p>
5.	<p>The internet browser downloads the certificate.</p> <p>Click the file arrow and select Open.</p>  <p>Emergency Assistant Co Commission</p> <p>Open</p> <p>Always open with system viewer</p> <p>Open with system viewer</p> <p>Show in folder</p> <p>Cancel</p> <p>CertificateOfOpera...pdf</p>
6.	<p>A third tab opens with the print options.</p> <p>Click Print.</p>  <p>DOB NOW</p> <p>mstbwa-dobcrn03.buildings.ny.gov</p> <p>CertificateOfOperation.pdf</p> <p>File C:/Users/tajackson/Downloads/CertificateOfOperation.pdf</p> <p>NYC Buildings</p> <p>CRANES & DERRICKS</p> <p>Certificate of Operation</p> <p>CD Number: CD00001129 Issued: 10/03/2019 Expires: 10/03/2020</p> <p>Serial Number: 987654231</p> <p>Owner Information: JOE ADAM JA LLC JERSEY CITY NJ 07302</p> <p>Equipment Type: Mobile Crane</p> <p>Make: DEMO Model Year: 11/2013</p> <p>Model: DEMO</p> <p>Emergency Telephone Day or Night: 311</p> <p>Assistant Commissioner: [Signature]</p> <p>Commissioner of Buildings: [Signature]</p> <p>Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.</p> <p>Equipment type: Mobile Crane</p> <p>Print 1 sheet of paper</p> <p>Destination: 22R-SFLR-CONSULTAN</p> <p>Pages: All</p> <p>Copies: 1</p> <p>Color: Color</p> <p>More settings</p> <p>Print Cancel</p>
<p>You have completed the Print a Certificate: From the Dashboard Step-by-Step Guide.</p>	

Print Certificate Complete: From within the Application

Complete the following steps to print the CD Certificate from within the application:

Step	Action
1.	<p>From the Dashboard, select the Crane Devices tab.</p> 
2.	<p>Locate the Crane Device application. Double-click the application.</p> 
3.	<p>The Device Information pop-up window displays with the message: Job Number: CD00001694 Filing Type: New Crane Type: Dedicated Pile Driver Click OK to proceed.</p> 

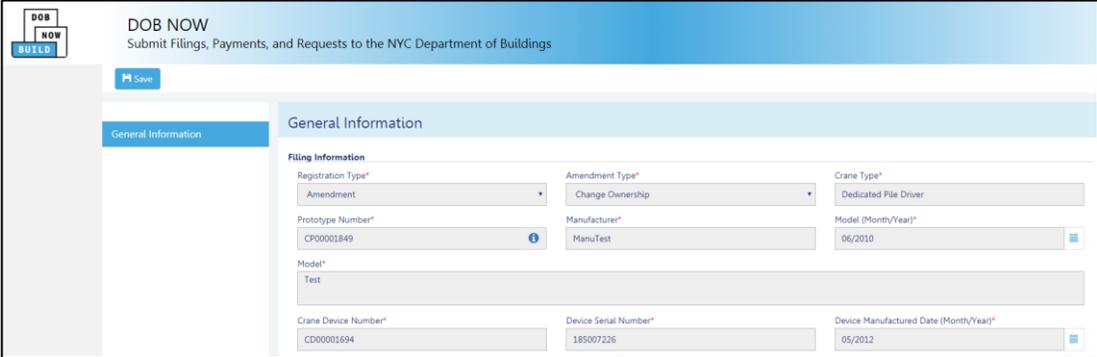
Step	Action
4.	<p>The Crane Device application displays. On the bottom-right, click Print Certificate.</p> 
5.	<p>Ensure that your pop-up blocker is turned-off. The Cranes & Derricks Certificate of Operation opens in a second tab.</p> 
6.	<p>From the bottom of the page click Print to PDF.</p> 

Step	Action
7.	<p>The internet browser downloads the certificate. Click the file arrow and select Open.</p> 
8.	<p>A third tab opens with the print options. Click Print.</p> 
<p>You have completed the Print a Certificate: From within the Application Step-by-Step Guide.</p>	

Dedicated Pile Driver Crane CD Number: Amendment: Change Ownership

Complete the following steps to register a Crane Device:

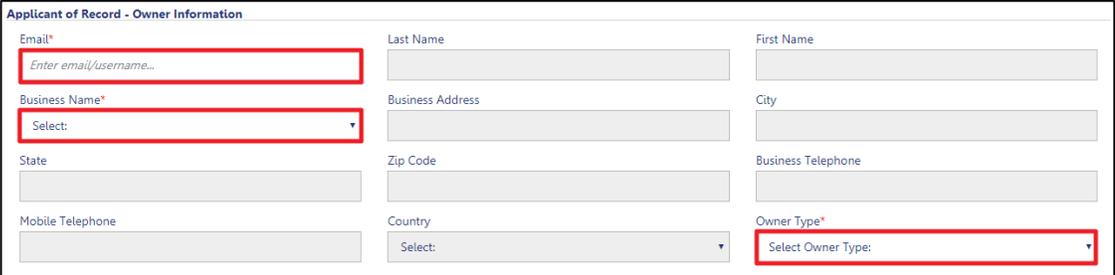
Step	Action
1.	<p>Hover the cursor over +Crane Device, then hover the cursor over +Amendment and then select Change Ownership from the drop-down list.</p>
2.	<p>Enter the Crane Device Number.</p>
3.	<p>Click Submit.</p>

Step	Action
4.	<p><i>The page refreshes and displays the General Information tab.</i></p> 

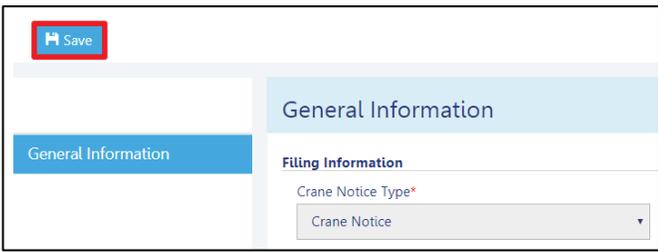
You have begun the Change Ownership Amendment process for a Crane Device. Continue to the Complete General Information tab section.

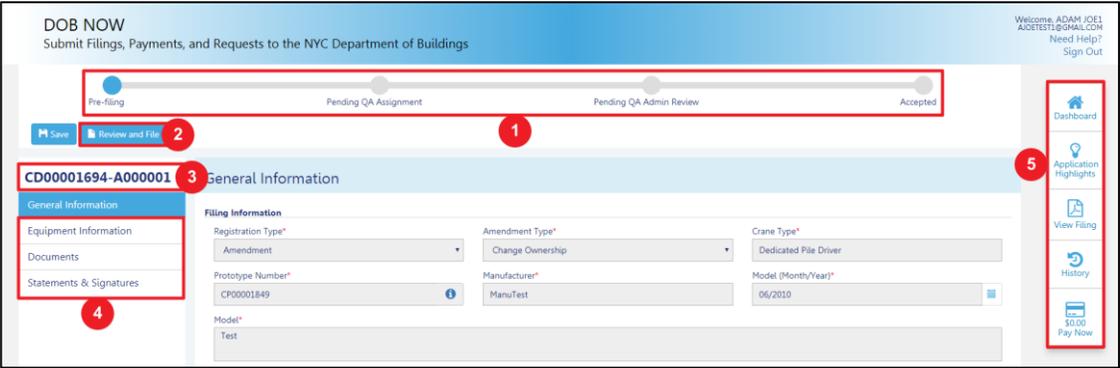
Complete General Information

Complete the following steps to complete the **General Information** tab to associate the Stakeholders (e.g. Filing Representatives, Manufacturers etc.) to the application:

Step	Action
1.	<p>The General Information section displays.</p> 
2.	<p>The Filing Information fields: Crane Notice Type, Filing Type and Crane Type are greyed-out and cannot be edited.</p> 
3.	<p>Enter the Applicant Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Email and then select the Email Address from the blue drop-down <input type="checkbox"/> Select the License Type (e.g., <i>Individual</i>) from the License Type drop-down list <input type="checkbox"/> Select the Business Name from the Business Name drop-down list <p>The Last Name, First Name, Business Address, City, State, Zip Code, Business Telephone, Mobile Telephone, and Country are greyed-out and Read-Only.</p> 

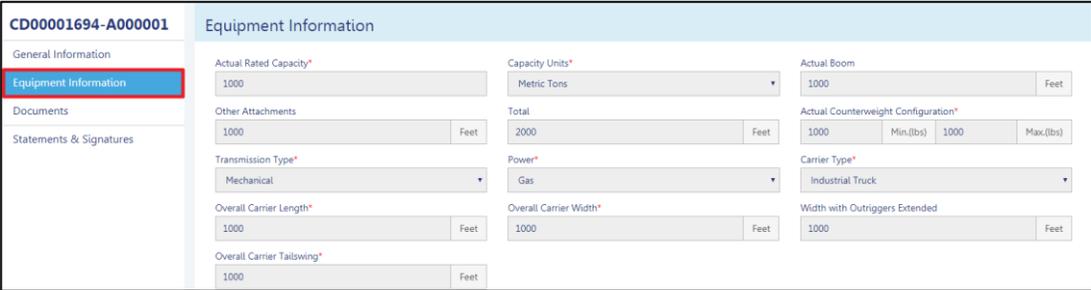
Step	Action												
<p>Note:</p>	<p>The Existing Owner Information is displayed.</p> <div data-bbox="315 390 1430 625" style="border: 1px solid #ccc; padding: 10px;"> <p>Existing Owner Information</p> <table border="0"> <tr> <td>Email AJOETEST1@GMAIL.COM</td> <td>Last Name JOE1</td> <td>First Name ADAM</td> </tr> <tr> <td>Business Name AJ 1</td> <td>Business Address 280 Broadway</td> <td>City NYC</td> </tr> <tr> <td>State NY</td> <td>Zip Code 10000</td> <td>Business Telephone (201) 333-2222</td> </tr> <tr> <td>Mobile Telephone Not Available</td> <td>Country United States</td> <td>Owner Type NYCHA</td> </tr> </table> </div>	Email AJOETEST1@GMAIL.COM	Last Name JOE1	First Name ADAM	Business Name AJ 1	Business Address 280 Broadway	City NYC	State NY	Zip Code 10000	Business Telephone (201) 333-2222	Mobile Telephone Not Available	Country United States	Owner Type NYCHA
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Business Name AJ 1	Business Address 280 Broadway	City NYC											
State NY	Zip Code 10000	Business Telephone (201) 333-2222											
Mobile Telephone Not Available	Country United States	Owner Type NYCHA											
<p>4.</p>	<p>If applicable, click + Add Representative to add Filing Representative.</p> <div data-bbox="315 743 1175 932" style="border: 1px solid #ccc; padding: 10px;"> <p>Filing Representative Information</p> <p style="text-align: center;">+ Add Representative</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">First Name</th> <th style="width: 33%;">Last Name</th> <th style="width: 33%;">Email</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	First Name	Last Name	Email									
First Name	Last Name	Email											
<p>5.</p>	<p>The Filing Representative Details pop-up window displays. Type the Email and then select the Email Address from the blue drop-down.</p> <div data-bbox="315 1073 1393 1549" style="border: 1px solid #ccc; padding: 10px;"> <p style="background-color: #4a90e2; color: white; padding: 5px;">Filing Representative Details</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;"> Email* <input type="text" value="APPLEROME16@GMAIL.COM"/> APPLEROME16@GMAIL.COM </td> <td style="width: 33%;"> Last Name <input type="text"/> </td> <td style="width: 33%;"> First Name <input type="text"/> </td> </tr> <tr> <td> Business Address <input type="text"/> </td> <td> Business Address <input type="text"/> </td> <td> City <input type="text"/> </td> </tr> <tr> <td> State <input type="text"/> </td> <td> Zip Code <input type="text"/> </td> <td> Country <input type="text" value="Select:"/> </td> </tr> <tr> <td> Business Telephone <input type="text"/> </td> <td> Mobile Telephone <input type="text"/> </td> <td> </td> </tr> </table> <p style="text-align: right;"> Save Cancel </p> </div>	Email* <input type="text" value="APPLEROME16@GMAIL.COM"/> APPLEROME16@GMAIL.COM	Last Name <input type="text"/>	First Name <input type="text"/>	Business Address <input type="text"/>	Business Address <input type="text"/>	City <input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>	Country <input type="text" value="Select:"/>	Business Telephone <input type="text"/>	Mobile Telephone <input type="text"/>	
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Business Address <input type="text"/>	Business Address <input type="text"/>	City <input type="text"/>											
State <input type="text"/>	Zip Code <input type="text"/>	Country <input type="text" value="Select:"/>											
Business Telephone <input type="text"/>	Mobile Telephone <input type="text"/>												
<p>6.</p>	<p>Click Save.</p> <div data-bbox="315 1635 750 1850" style="border: 1px solid #ccc; padding: 10px;"> <p>Business Telephone</p> <p><input type="text" value="(458) 466-4485"/></p> <p style="text-align: center;"> Save Cancel </p> </div>												

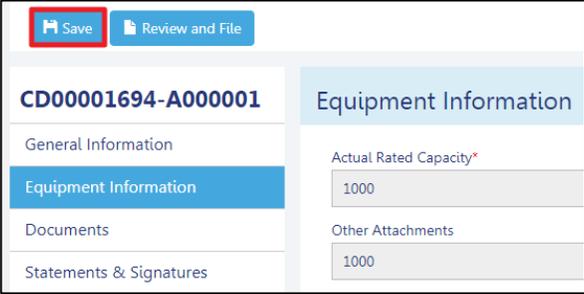
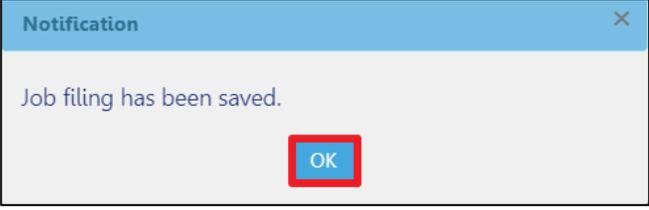
Step	Action												
Note:	<p>The Filing Representative added displays within the Filing Representative information table.</p> <p>Click the edit () icon to update the information.</p> <p>Click the trash can () icon to delete the Filing Representative.</p> <div data-bbox="313 556 1417 751" style="border: 1px solid black; padding: 5px;"> <p>Filing Representative Information</p> <p>+ Add Representative</p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email</th> <th>Business Name</th> <th>Business Telephone</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>APPLE</td> <td>ROME</td> <td>APPLEROME16@GMAIL.COM</td> <td>ROME LLC</td> <td>(458) 466-4485</td> <td> </td> </tr> </tbody> </table> </div>	First Name	Last Name	Email	Business Name	Business Telephone	Action	APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	 
First Name	Last Name	Email	Business Name	Business Telephone	Action								
APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	 								
7.	<p>At the top-left of the screen, click Save.</p> <div data-bbox="313 835 971 1087" style="border: 1px solid black; padding: 5px;">  </div>												
8.	<p>Click Save.</p> <div data-bbox="313 1171 971 1402" style="border: 1px solid black; padding: 5px;"> <p>Notification</p> <p>Are you sure you want to continue with Change Ownership for the following crane device number. Please verify before saving:</p> <ul style="list-style-type: none"> • CD00001694 <p style="text-align: right;">Save Cancel</p> </div>												
9.	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK to continue.</p> <div data-bbox="313 1591 987 1801" style="border: 1px solid black; padding: 5px;"> <p>Notification ✕</p> <p>Job filing has been saved.</p> <p style="text-align: center;">OK</p> </div>												

Step	Action
<p>Note:</p>	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> 1. Status Bar 2. Review and File 3. Crane Notice Filing Number 4. Additional Tabs: Prototype & Phase Information, Document and Statements & Signatures 5. Application Information: Application Highlights, View Filing, History and Fee 
<p>You have completed the Complete General Information tab.</p> <p>Continue to the next section.</p>	

Complete Equipment Information Tab

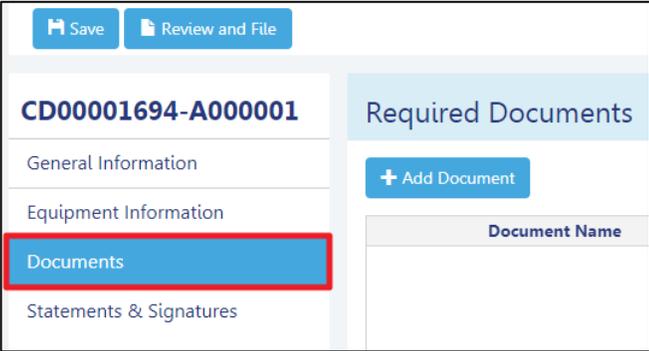
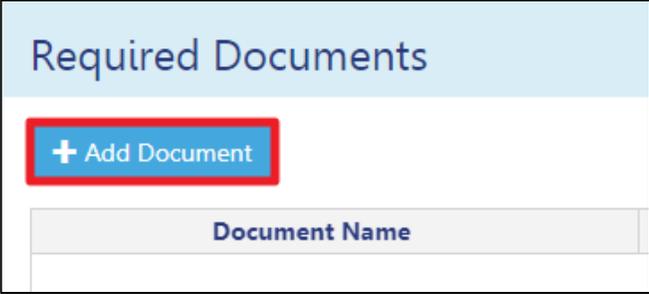
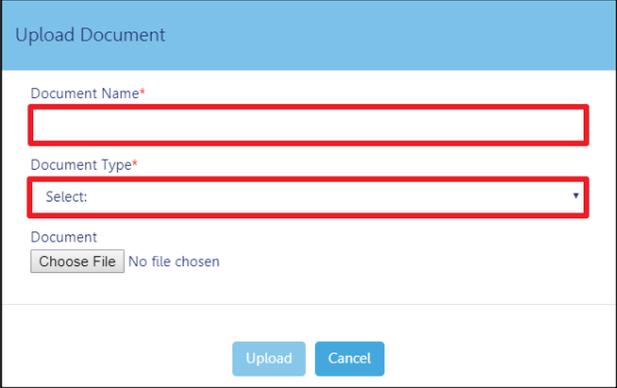
Complete the following steps to complete the Equipment Information tab:

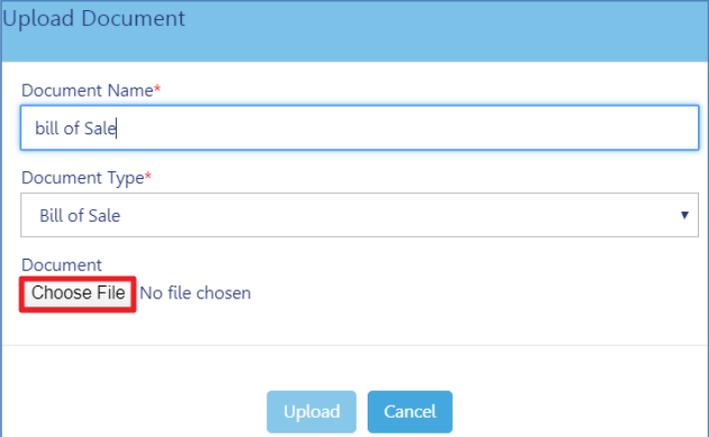
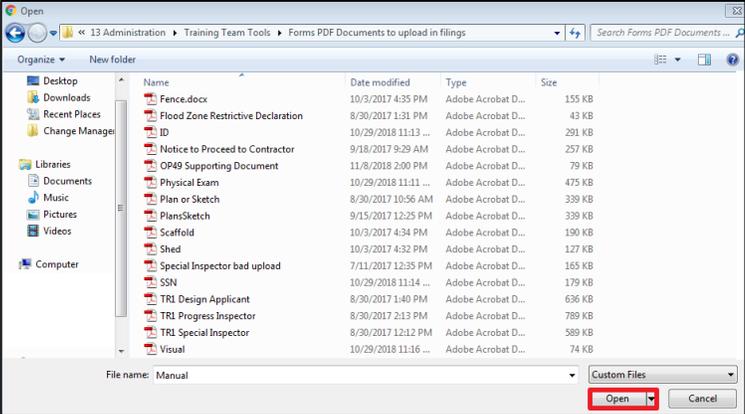
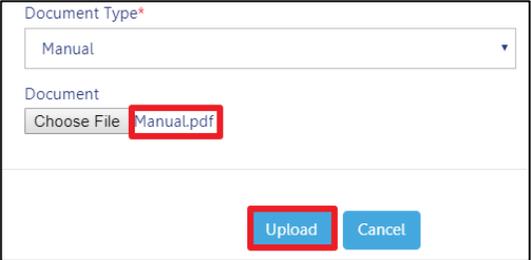
Step	Action
1.	<p>Click Equipment Information to display the Equipment Information section.</p> 
Note:	<p>The Equipment Information fields: Actual Rated Capacity, Capacity Units, Actual Boom, Other Attachments, Total, Actual Counterweight Configuration, Transmission Type, Power, Carrier Type, Overall Carrier Length, Overall Carrier Width, Width with Outriggers Extended and Overall Carrier Tailswing are greyed-out and cannot be edited.</p> 
Note:	<p>The Cable Drum Information field is greyed-out and cannot be edited.</p> 

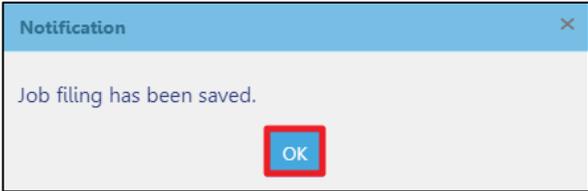
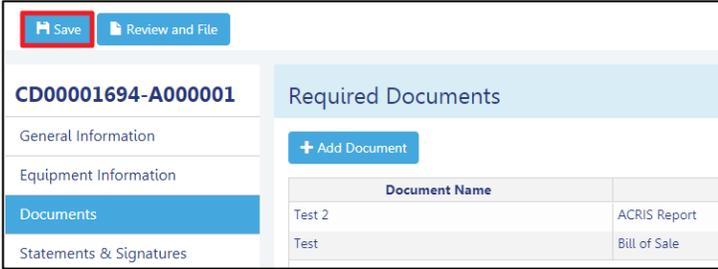
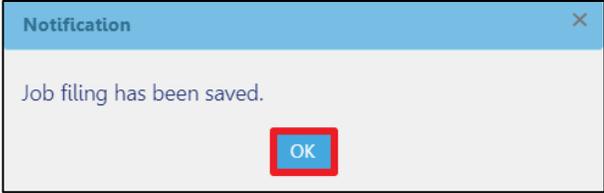
Step	Action
2.	<p>At the top-left of the screen, click Save.</p> 
3.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
<p>You have completed the Complete Equipment Information tab. Continue to the next section.</p>	

Upload Documents

Complete the following steps to upload documents in the **Documents** tab to support the application:

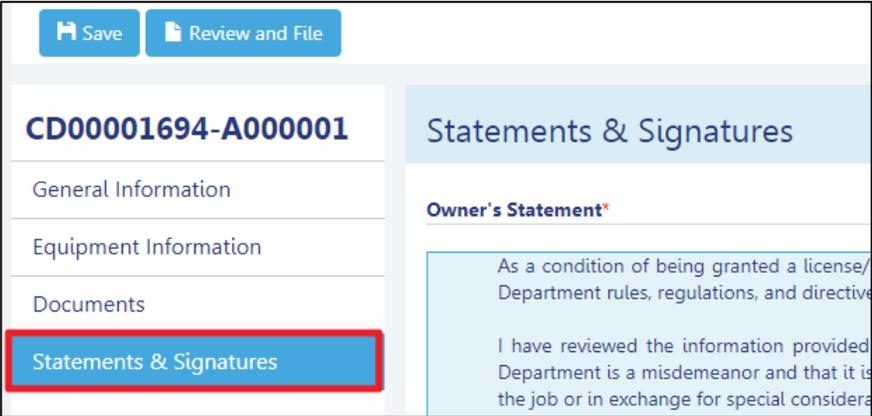
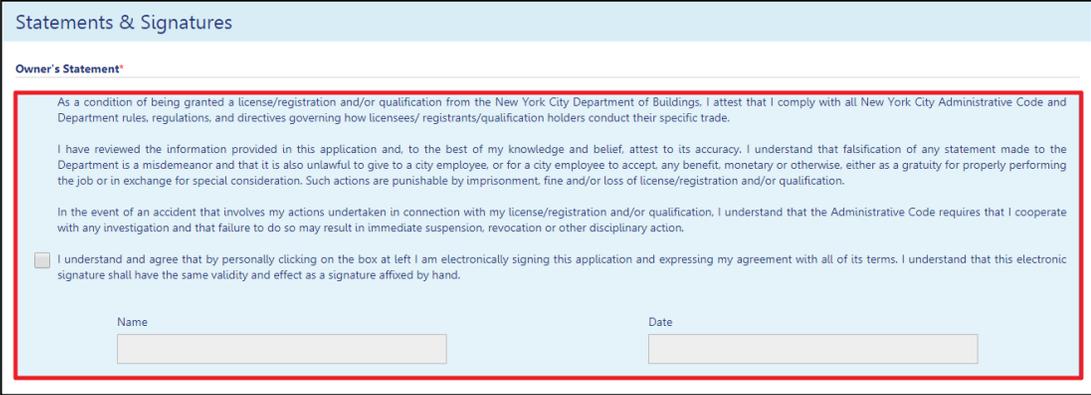
Step	Action
1.	<p>Click Documents to display the Documents section.</p> 
2.	<p>Click +Add Document.</p> 
3.	<p>The Upload Document pop-up window displays.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Document Name. <input type="checkbox"/> Select the Document Type (e.g., <i>Manual</i>) from the Document Type drop-down list. 

Step	Action
4.	<p>Click Choose File to upload the Document Type selected.</p> 
5.	<p>The Document pop-up window displays.</p> <p>Select the Document and click Open.</p> 
6.	<p>The Document displays next to Choose File.</p> <p>Click Upload.</p> 

Step	Action															
7.	<p>A Notification pop-up window displays with the message: Document has been uploaded. Click OK to continue.</p> 															
Note:	<p>The Document uploaded displays within the Document table. Click the edit () icon to update the Document information. Click the trash can () icon to delete the Document. Click the upload () icon to replace the Document previously uploaded.</p>  <table border="1"> <thead> <tr> <th>Document Name</th> <th>Document Type</th> <th>Document Status</th> <th>Uploaded On</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Test 2</td> <td>ACRIS Report</td> <td>Pending</td> <td>02/04/2020</td> <td>  </td> </tr> <tr> <td>Test</td> <td>Bill of Sale</td> <td>Pending</td> <td>02/04/2020</td> <td>  </td> </tr> </tbody> </table>	Document Name	Document Type	Document Status	Uploaded On	Actions	Test 2	ACRIS Report	Pending	02/04/2020	  	Test	Bill of Sale	Pending	02/04/2020	  
Document Name	Document Type	Document Status	Uploaded On	Actions												
Test 2	ACRIS Report	Pending	02/04/2020	  												
Test	Bill of Sale	Pending	02/04/2020	  												
8.	<p>At the top-left of the screen, click Save.</p> 															
9.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 															
<p>You have completed the Upload Documents. Continue to the next section.</p>																

Complete Statements & Signatures

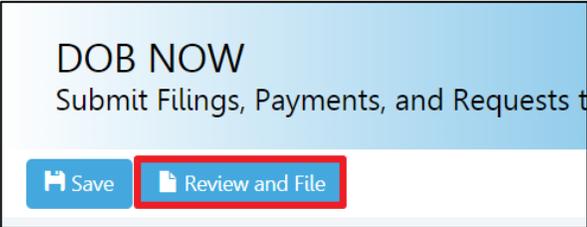
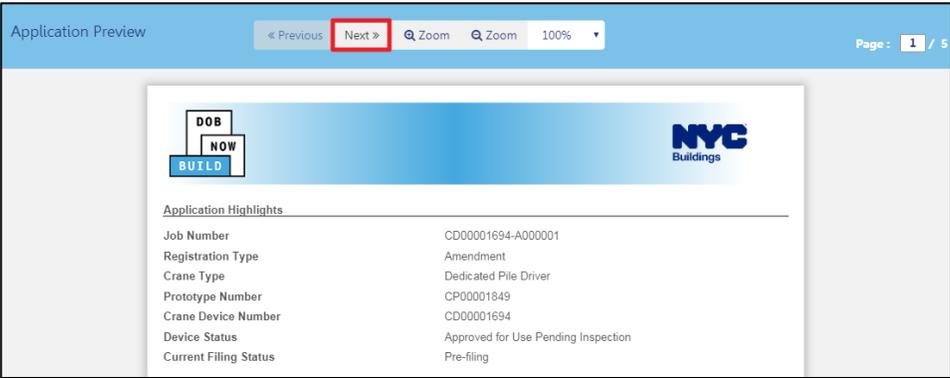
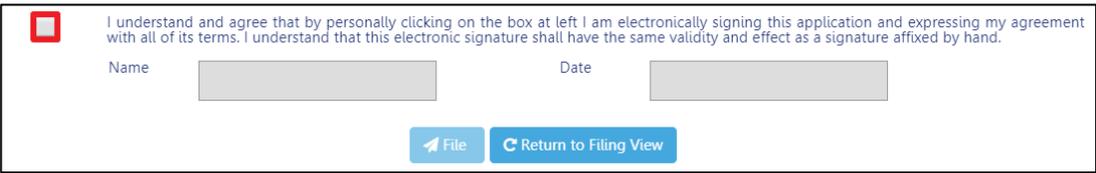
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

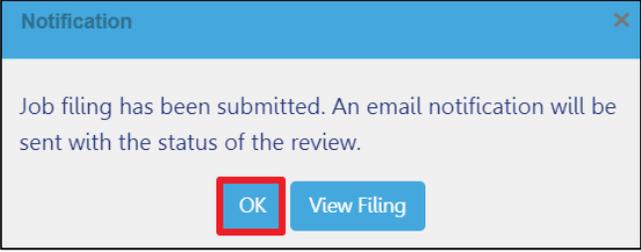
Step	Action
1.	<p>Click Statements & Signatures to display the Statements & Signatures section.</p> 
Note:	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p> 

Step	Action
OWNER	
1.	<p>Click the Owner's Statement checkbox to electronically attest.</p> <p>The Name and Date field's auto-populate by the system.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Statements & Signatures</p> <p>Owner's Statement*</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.</p> <p>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.</p> <p>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><input checked="" type="checkbox"/> 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> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: left;"> <p>Name</p> <div style="border: 1px solid gray; padding: 2px;">ADAM JOE1</div> <p>(Electronically Signed)</p> </div> <div style="text-align: right;"> <p>Date</p> <div style="border: 1px solid gray; padding: 2px;">02/04/2020</div> </div> </div> </div>
2.	<p>At the top-left of the screen, click Save.</p> <div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="border: 1px solid gray; padding: 2px; background-color: #0070C0; color: white;">Save</div> <div style="border: 1px solid gray; padding: 2px; background-color: #0070C0; color: white;">Review and File</div> </div> <div style="display: flex;"> <div style="border: 1px solid gray; padding: 5px; width: 20%;"> <p>CD00001694-A000001</p> <p>General Information</p> <p>Equipment Information</p> <p>Documents</p> <p style="background-color: #0070C0; color: white; padding: 2px;">Statements & Signatures</p> </div> <div style="border: 1px solid gray; padding: 5px; width: 80%;"> <p>Statements & Signatures</p> <p>Owner's Statement*</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.</p> <p>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.</p> </div> </div> </div>
3.	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK to continue.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="background-color: #0070C0; color: white; padding: 5px; display: flex; justify-content: space-between;"> Notification ✕ </div> <div style="padding: 10px;"> <p>Job filing has been saved.</p> <div style="text-align: center; margin-top: 10px;"> <div style="border: 2px solid red; padding: 5px; background-color: #0070C0; color: white; display: inline-block;">OK</div> </div> </div> </div>
<p>You have completed the Statement & Signatures section.</p> <p>Continue to the next section.</p>	

Complete Review and File

Complete the following steps to review and submit the application to the NYC Department of Buildings.

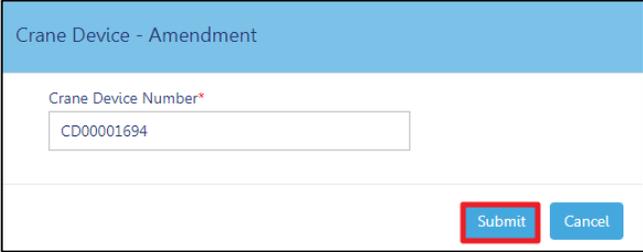
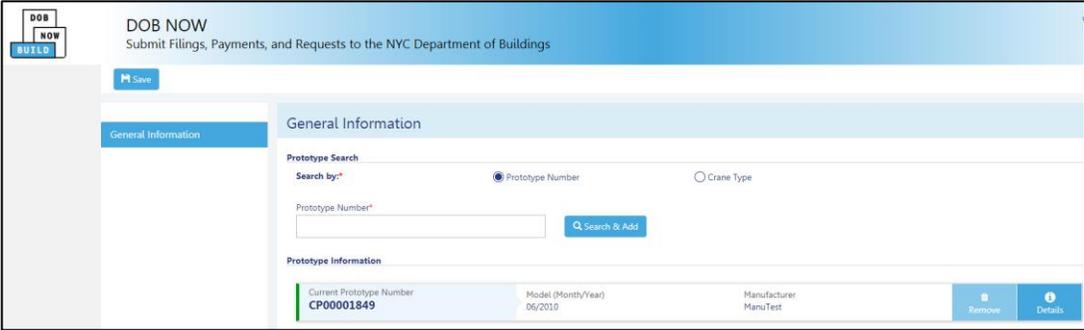
Step	Action																
1.	<p>At the top-left of the screen, click Review and File.</p> 																
2.	<p>The Application Preview displays.</p> <p>Click Next to read and progress through the Application Preview to the final page.</p>  <table border="1"> <thead> <tr> <th colspan="2">Application Highlights</th> </tr> </thead> <tbody> <tr> <td>Job Number</td> <td>CD00001694-A000001</td> </tr> <tr> <td>Registration Type</td> <td>Amendment</td> </tr> <tr> <td>Crane Type</td> <td>Dedicated Pile Driver</td> </tr> <tr> <td>Prototype Number</td> <td>CP00001849</td> </tr> <tr> <td>Crane Device Number</td> <td>CD00001694</td> </tr> <tr> <td>Device Status</td> <td>Approved for Use Pending Inspection</td> </tr> <tr> <td>Current Filing Status</td> <td>Pre-filing</td> </tr> </tbody> </table>	Application Highlights		Job Number	CD00001694-A000001	Registration Type	Amendment	Crane Type	Dedicated Pile Driver	Prototype Number	CP00001849	Crane Device Number	CD00001694	Device Status	Approved for Use Pending Inspection	Current Filing Status	Pre-filing
Application Highlights																	
Job Number	CD00001694-A000001																
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Device Status	Approved for Use Pending Inspection																
Current Filing Status	Pre-filing																
Note:	<p>If errors are discovered when Review and File is selected, click Return to Filing View, correct the errors, re-attest, and Review and File again.</p> 																
3.	<p>On the final page, click the checkbox to attest reviewing the application.</p> 																

Step	Action
4.	<p><i>The Name and the Date field's auto-populate after the check-box is clicked.</i> <i>Click File, to proceed.</i></p> 
5.	<p><i>A Notification pop-up windows displays with the message:</i> <i>Job filing has been submitted. An email notification will be sent with the status of the review.</i> <i>Click OK to close the Confirm pop-up window.</i></p> 
Note:	<p><i>The Status Bar updates to the next stage in the job filing process (e.g., Pending QA Assignment).</i></p> 
<p><i>You have completed the Dedicated Pile Driver Crane CD Number: Amendment Step-by-Step Guide.</i></p>	

Dedicated Pile Driver Crane CD Number: Amendment: Device Amendment

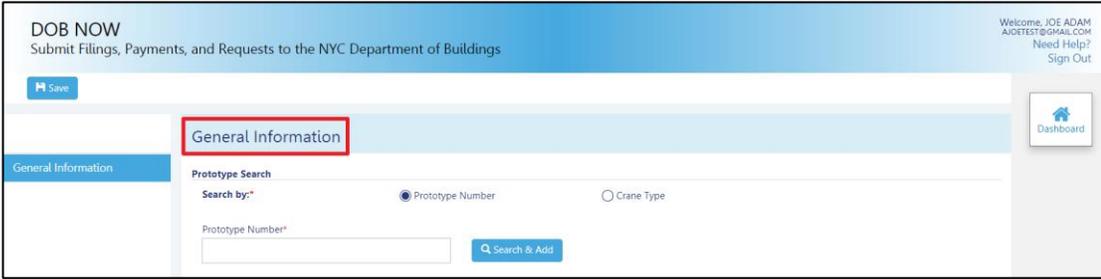
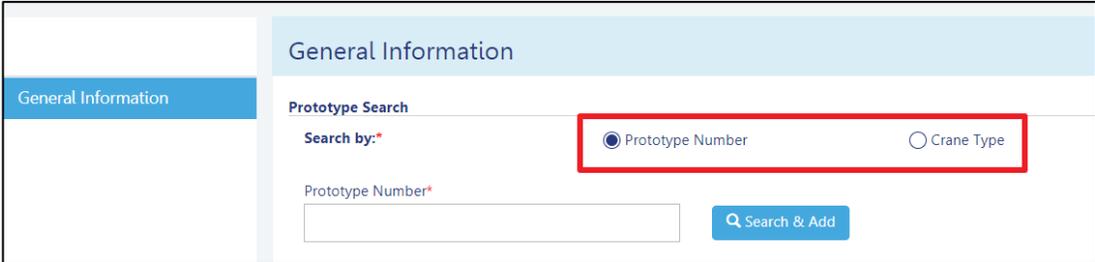
Complete the following steps to register a Crane Device:

Step	Action
1.	<p>Hover the cursor over +Crane Device, then hover the cursor over +Amendment and then select Device Amendment from the drop-down list.</p>
2.	<p>Enter the Crane Device Number.</p>

Step	Action
3.	<p>Click Submit.</p> 
4.	
<p>You have begun the Device Amendment process for a Crane Device. Continue to the Complete General Information tab section.</p>	

Complete General Information

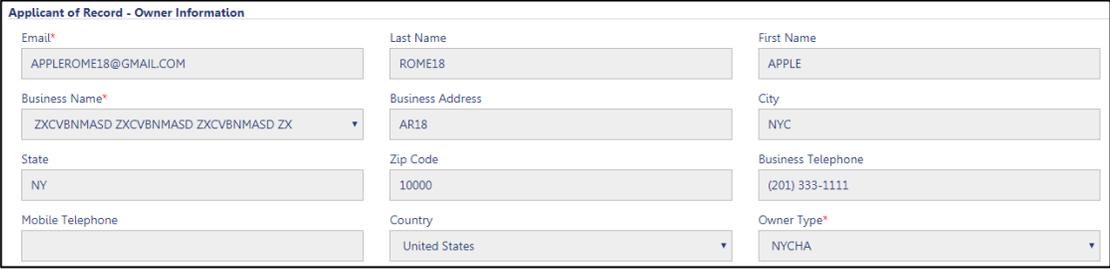
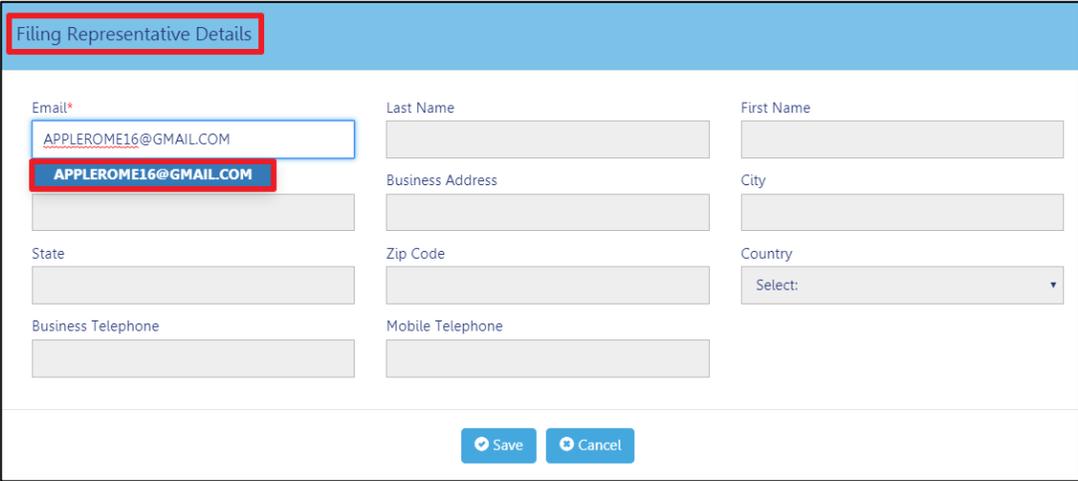
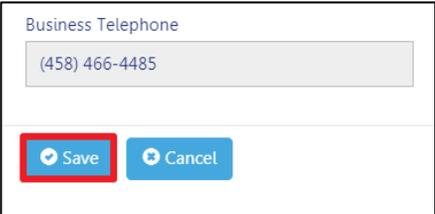
Complete the following steps to complete the **General Information** tab to associate the Stakeholders (e.g. Filing Representatives, Manufacturers etc.) to the application:

Step	Action
1.	<p>The General Information section displays.</p> 
2.	<p>Select the applicable Search by (e.g. Prototype Number) radio button in Prototype Search.</p> 

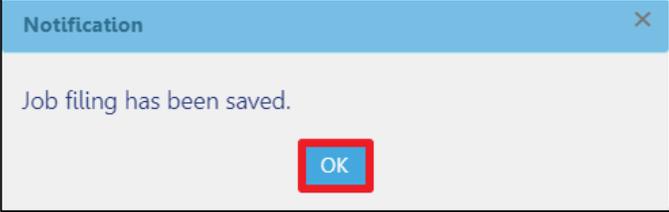
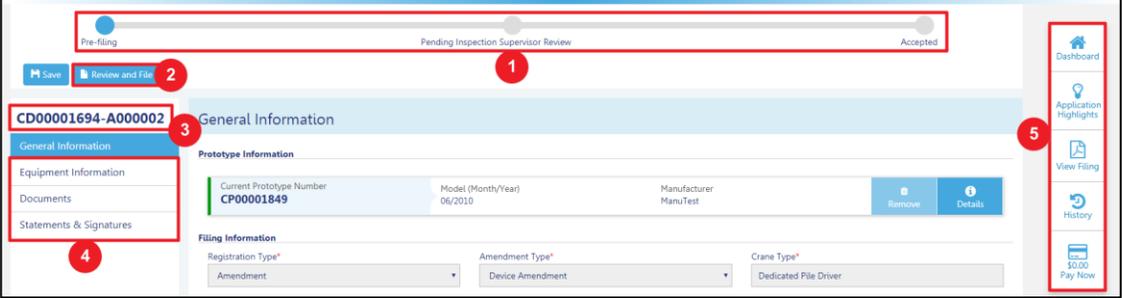
Step	Action
<p>Note:</p>	<p>To search by Prototype Number: Enter the Prototype Number in the Prototype Number field.</p> <hr/> <div data-bbox="315 443 1190 642" style="border: 1px solid black; padding: 5px;"> <p>Prototype Search</p> <p>Search by:* <input checked="" type="radio"/> Prototype Number <input type="radio"/> Crane Type</p> <p>Prototype Number* <input style="border: 2px solid red;" type="text"/> <input type="button" value="Search & Add"/></p> </div> <hr/> <p>To search by Crane Type: Select the Crane Type radio-button and the Crane Type will auto-populate.</p> <hr/> <div data-bbox="315 821 1190 1020" style="border: 1px solid black; padding: 5px;"> <p>Prototype Search</p> <p>Search by:* <input type="radio"/> Prototype Number <input checked="" type="radio"/> Crane Type</p> <p>Crane Type* <input type="text" value="Dedicated Pile Driver"/> <input type="button" value="Search & Add"/></p> </div>

Step	Action																																																			
3.	<p>The Search Results pop-up window displays.</p> <p>If applicable, select the applicable Prototype Number.</p> <p>Click +Add to proceed.</p> <div data-bbox="315 438 1297 1257" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Prototype Number CP00001849</td> <td style="width: 33%;">Crane Type Dedicated Pile Driver</td> <td style="width: 33%;">Approved On 02/03/2020</td> </tr> <tr> <th colspan="1">Prototype Details</th> <th colspan="1">Crane Devices</th> <th colspan="1">Revoke History</th> </tr> <tr> <td>Prototype Status Full Approval</td> <td>Applicant JOE ADAM</td> <td>Applicant Type Manufacturer</td> </tr> <tr> <td>Model (Month/Year) 06/2010</td> <td>Manufacturer ManuTest</td> <td></td> </tr> <tr> <td>Model Test</td> <td></td> <td></td> </tr> <tr> <th colspan="3">Equipment Information</th> </tr> <tr> <td>Maximum Rated Capacity 1000 Metric Tons</td> <td>Maximum Boom 1000 Feet</td> <td>Maximum Jib Not Applicable</td> </tr> <tr> <td>Maximum Freestanding Height Not Applicable</td> <td>Total 2000 Feet</td> <td>Maximum Other Attachments 1000 Feet</td> </tr> <tr> <td>Counterweight Configuration (Min) 1000 Lbs</td> <td>Counterweight Configuration (Max) 1000 Lbs</td> <td>Carrier Type Industrial Truck</td> </tr> <tr> <td>Transmission Type Mechanical</td> <td>Power Gas</td> <td>Climbing Type Not Applicable</td> </tr> <tr> <td>Width with Outriggers Extended 1000 Feet</td> <td>Overall Carrier Length 1000 Feet</td> <td>Overall Carrier Width 1000 Feet</td> </tr> <tr> <td>Overall Carrier Tailswing 1000 Feet</td> <td></td> <td></td> </tr> <tr> <td>Boom Types Not Applicable</td> <td></td> <td></td> </tr> <tr> <th colspan="3">Cable Drum Information</th> </tr> <tr> <td colspan="3"><input type="text" value="1000 Inches"/></td> </tr> <tr> <th colspan="3">Standards Type</th> </tr> <tr> <td colspan="3" style="text-align: right;"> <input type="button" value="+ Add"/> <input type="button" value="Cancel"/> </td> </tr> </table> </div>	Prototype Number CP00001849	Crane Type Dedicated Pile Driver	Approved On 02/03/2020	Prototype Details	Crane Devices	Revoke History	Prototype Status Full Approval	Applicant JOE ADAM	Applicant Type Manufacturer	Model (Month/Year) 06/2010	Manufacturer ManuTest		Model Test			Equipment Information			Maximum Rated Capacity 1000 Metric Tons	Maximum Boom 1000 Feet	Maximum Jib Not Applicable	Maximum Freestanding Height Not Applicable	Total 2000 Feet	Maximum Other Attachments 1000 Feet	Counterweight Configuration (Min) 1000 Lbs	Counterweight Configuration (Max) 1000 Lbs	Carrier Type Industrial Truck	Transmission Type Mechanical	Power Gas	Climbing Type Not Applicable	Width with Outriggers Extended 1000 Feet	Overall Carrier Length 1000 Feet	Overall Carrier Width 1000 Feet	Overall Carrier Tailswing 1000 Feet			Boom Types Not Applicable			Cable Drum Information			<input type="text" value="1000 Inches"/>			Standards Type			<input type="button" value="+ Add"/> <input type="button" value="Cancel"/>		
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4.	<p>The Prototype Information field will populate with the Current Prototype Number.</p> <p>Click Details to view the Current Prototype Number.</p> <div data-bbox="315 1394 1421 1499" style="border: 1px solid black; padding: 5px;"> <p>Prototype Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Current Prototype Number CP00001849</td> <td style="width: 33%;">Model (Month/Year) 06/2010</td> <td style="width: 33%;">Manufacturer ManuTest</td> <td style="width: 10%; text-align: center;"> <input type="button" value="Remove"/> </td> <td style="width: 10%; text-align: center;"> <input type="button" value="Details"/> </td> </tr> </table> </div>	Current Prototype Number CP00001849	Model (Month/Year) 06/2010	Manufacturer ManuTest	<input type="button" value="Remove"/>	<input type="button" value="Details"/>																																														
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Step	Action																											
5.	<p>Click Close.</p> <div data-bbox="313 388 1200 1018" style="border: 1px solid black; padding: 10px;"> <p>Prototype Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Prototype Number CP00001849</td> <td style="width: 33%;">Crane Type Dedicated Pile Driver</td> <td style="width: 33%;">Approved On 02/03/2020</td> </tr> <tr> <td style="background-color: #0070C0; color: white;">Prototype Details</td> <td style="background-color: #0070C0; color: white;">Crane Devices</td> <td style="background-color: #0070C0; color: white;">Revoke History</td> </tr> <tr> <td>Prototype Status Full Approval</td> <td>Applicant JOE ADAM</td> <td>Applicant Type Manufacturer</td> </tr> <tr> <td>Model (Month/Year) 06/2010</td> <td>Manufacturer ManuTest</td> <td></td> </tr> <tr> <td>Model Test</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Equipment Information</td> </tr> <tr> <td>Maximum Rated Capacity 1000 Metric Tons</td> <td>Maximum Boom 1000 Feet</td> <td>Maximum Jib Not Applicable</td> </tr> <tr> <td>Maximum Freestanding Height Not Applicable</td> <td>Total 2000 Feet</td> <td>Maximum Other Attachments 1000 Feet</td> </tr> <tr> <td>Counterweight Configuration (Min) 1000 Lbs</td> <td>Counterweight Configuration (Max) 1000 Lbs</td> <td>Carrier Type Industrial Truck</td> </tr> </table> <p style="text-align: center;">Close</p> </div>	Prototype Number CP00001849	Crane Type Dedicated Pile Driver	Approved On 02/03/2020	Prototype Details	Crane Devices	Revoke History	Prototype Status Full Approval	Applicant JOE ADAM	Applicant Type Manufacturer	Model (Month/Year) 06/2010	Manufacturer ManuTest		Model Test			Equipment Information			Maximum Rated Capacity 1000 Metric Tons	Maximum Boom 1000 Feet	Maximum Jib Not Applicable	Maximum Freestanding Height Not Applicable	Total 2000 Feet	Maximum Other Attachments 1000 Feet	Counterweight Configuration (Min) 1000 Lbs	Counterweight Configuration (Max) 1000 Lbs	Carrier Type Industrial Truck
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Counterweight Configuration (Min) 1000 Lbs	Counterweight Configuration (Max) 1000 Lbs	Carrier Type Industrial Truck																										
6.	<p>Enter the Applicant Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Device Serial Number. <input type="checkbox"/> Select the Device Manufactured Date (Month/Year) <p>The Filing Information fields: Registration Type, Amendment Type, Crane Type, Manufacturer, Model (Month/Year), Model and Crane Device Number are greyed-out and cannot be edited.</p> <div data-bbox="313 1350 1417 1570" style="border: 1px solid black; padding: 10px;"> <p>Filing Information</p> <table style="width: 100%;"> <tr> <td style="width: 33%;">Registration Type* Amendment</td> <td style="width: 33%;">Amendment Type* Device Amendment</td> <td style="width: 33%;">Crane Type* Dedicated Pile Driver</td> </tr> <tr> <td>Manufacturer* ManuTest</td> <td>Model (Month/Year)* 06/2010</td> <td>Crane Device Number* CD00001694</td> </tr> <tr> <td>Device Serial Number* 185007226</td> <td>Device Manufactured Date (Month/Year)* 05/2012</td> <td></td> </tr> </table> </div>	Registration Type* Amendment	Amendment Type* Device Amendment	Crane Type* Dedicated Pile Driver	Manufacturer* ManuTest	Model (Month/Year)* 06/2010	Crane Device Number* CD00001694	Device Serial Number* 185007226	Device Manufactured Date (Month/Year)* 05/2012																			
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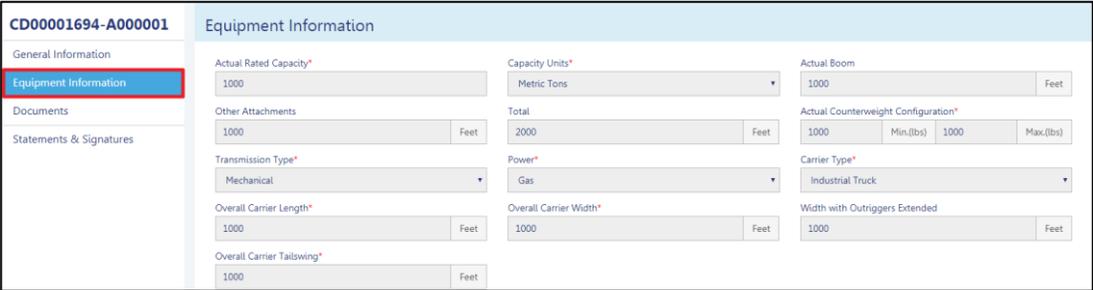
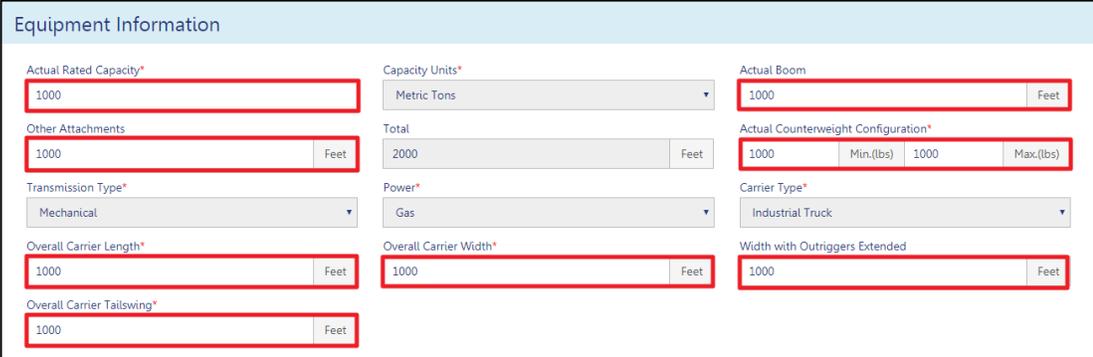
Step	Action
7.	<p>The Applicant of Record – Owner Information is greyed-out and cannot be edited.</p> 
8.	<p>If applicable, click + Add Representative to add Filing Representative.</p> 
9.	<p>The Filing Representative Details pop-up window displays. Type the Email and then select the Email Address from the blue drop-down.</p> 
10.	<p>Click Save.</p> 

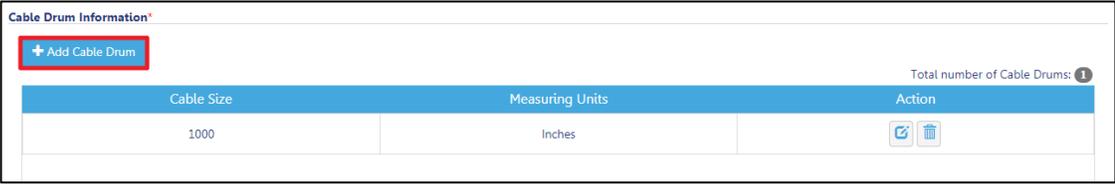
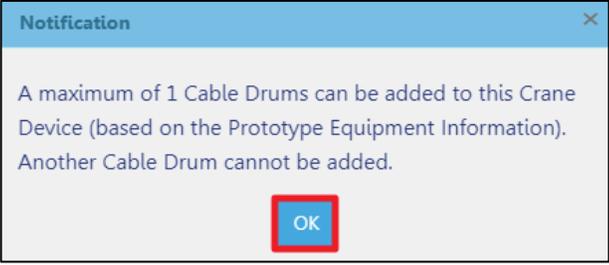
Step	Action												
<p>Note:</p>	<p>The Filing Representative added displays within the Filing Representative information table.</p> <p>Click the edit () icon to update the information.</p> <p>Click the trash can () icon to delete the Filing Representative.</p> <div data-bbox="315 558 1419 753" style="border: 1px solid black; padding: 5px;"> <p>Filing Representative Information</p> <p>+ Add Representative</p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email</th> <th>Business Name</th> <th>Business Telephone</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>APPLE</td> <td>ROME</td> <td>APPLEROME16@GMAIL.COM</td> <td>ROME LLC</td> <td>(458) 466-4485</td> <td> </td> </tr> </tbody> </table> </div>	First Name	Last Name	Email	Business Name	Business Telephone	Action	APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	 
First Name	Last Name	Email	Business Name	Business Telephone	Action								
APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	 								
<p>11.</p>	<p>At the top-left of the screen, click Save.</p> <div data-bbox="315 842 1036 1100" style="border: 1px solid black; padding: 5px;">  <p>General Information</p> <p>General Information</p> <p>Prototype Search</p> <p>Search by:*</p> </div>												
<p>12.</p>	<p>A Notification pop-up windows displays with the message:</p> <p>The following information cannot be changed after saving:</p> <ul style="list-style-type: none"> Prototype Information <p>Are you sure you want to continue with Device Amendment for the following crane device number. Please verify before saving:</p> <ul style="list-style-type: none"> CD00001694 <p>Click OK to close the Notification pop-up window.</p> <div data-bbox="315 1482 1036 1793" style="border: 1px solid black; padding: 5px;"> <p>Notification</p> <p>The following information cannot be changed after saving:</p> <ul style="list-style-type: none"> Prototype Information <p>Are you sure you want to continue with Device Amendment for the following crane device number. Please verify before saving:</p> <ul style="list-style-type: none"> CD00001694 <p style="text-align: right;"> </p> </div>												

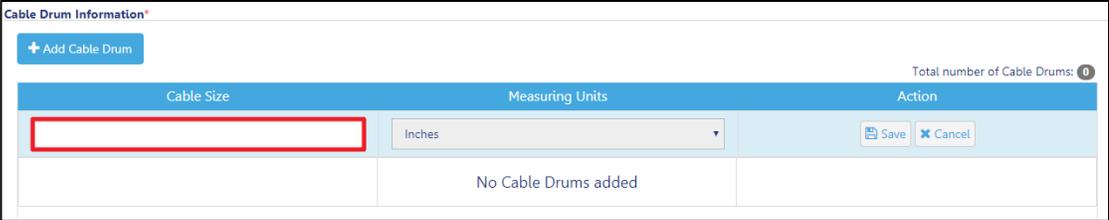
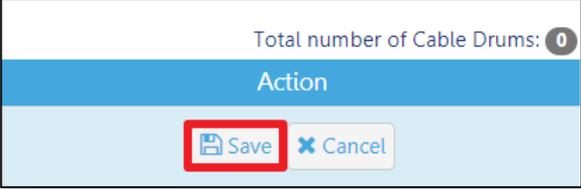
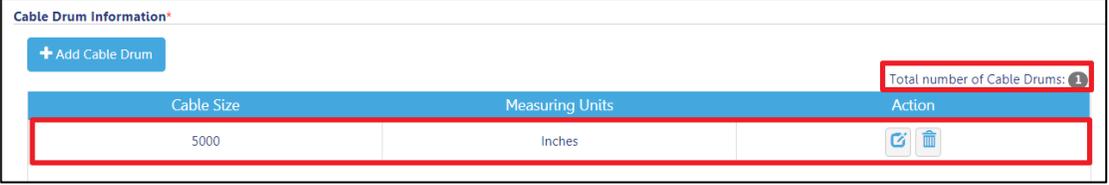
Step	Action
13.	<p><i>A Notification pop-up window displays with the message:</i></p> <p><i>Job filing has been saved.</i></p> <p><i>Click OK to continue.</i></p> 
Note:	<p>The page refreshes and displays the additional items:</p> <hr/> <ol style="list-style-type: none"> 1. Status Bar 2. Review and File 3. Crane Notice Filing Number 4. Additional Tabs: Prototype & Phase Information, Document and Statements & Signatures 5. Application Information: Application Highlights, View Filing, History and Fee <hr/> 
<p><i>Click +Add Cable Drum to display the Cable Size action field.</i></p>	

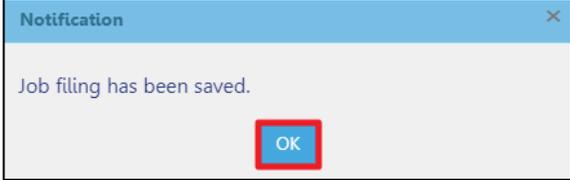
Complete Equipment Information Tab

Complete the following steps to complete the Equipment Information tab:

Step	Action
1.	<p>Click Equipment Information to display the Equipment Information section.</p> 
2.	<p>Enter the Filing Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter the Actual Rated Capacity <input type="checkbox"/> Enter Actual Boom <input type="checkbox"/> Enter Other Attachments <input type="checkbox"/> Enter Actual Counterweight Configuration <input type="checkbox"/> Enter Overall Carrier Length <input type="checkbox"/> Enter Overall Carrier Width <input type="checkbox"/> Enter Width with Outriggers Extended <input type="checkbox"/> Enter Overall Carrier Tailswing 

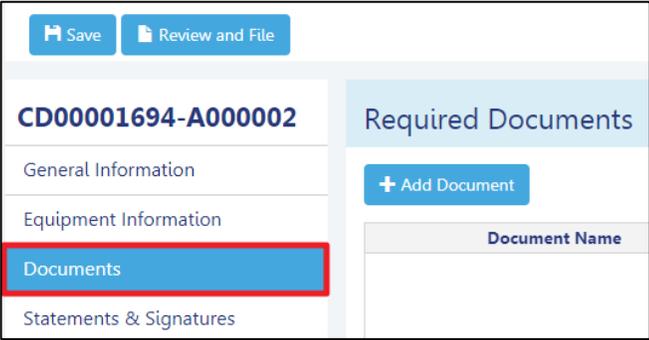
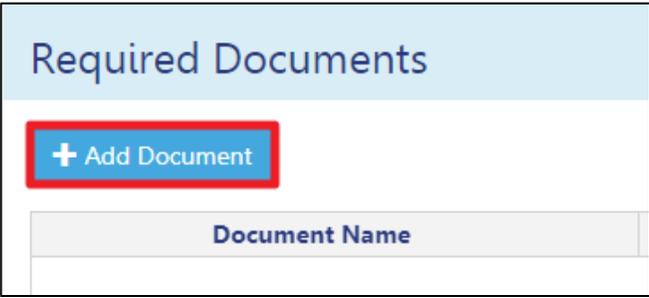
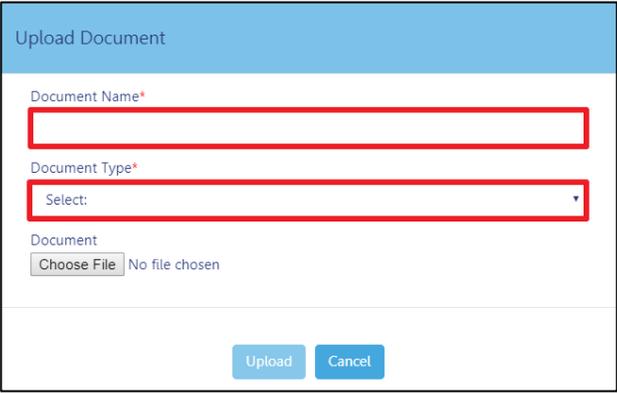
Step	Action
<p>Note:</p>	<p>The Equipment Information fields: Capacity Units, Total, Transmission Type, Power, and Carrier Type are greyed-out and cannot be edited.</p> 
<p>3.</p>	<p>Click <i>+Add Cable Drum</i> to display the Cable Size action field.</p> 
<p>Note:</p>	<p>A Notification pop-up windows displays with the message:</p> <p>A maximum of 1 Cable Drums can be added to this Crane Device Based on the Prototype Equipment Information). Another Cable Drum cannot be added.</p> <p>Click OK to close the Notification pop-up window.</p> 

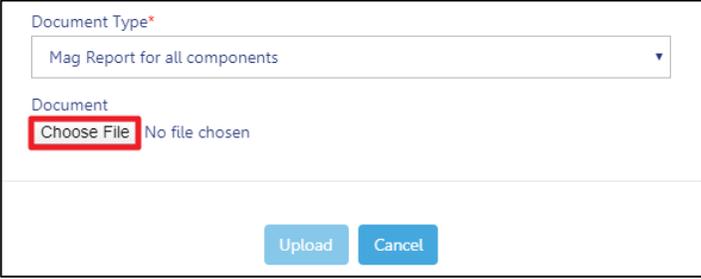
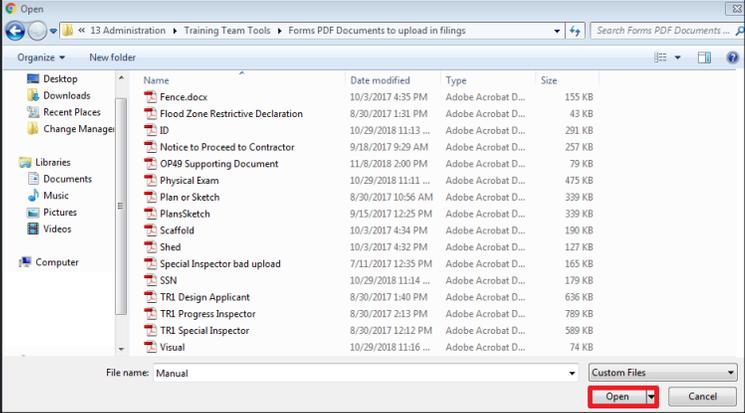
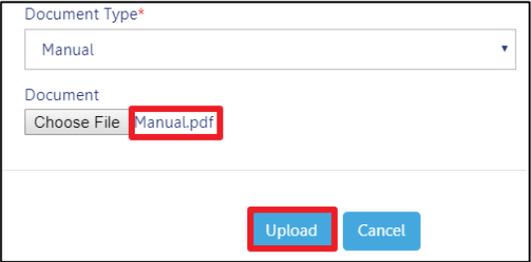
Step	Action
4.	<p>To add the Cable Size:</p> <p><input type="checkbox"/> Type the Cable Size</p> 
5.	<p>Under the Action column, click Save.</p> 
6.	<p>The Total number of Cable Drums updates.</p> <p>The Cable Drum added displays within the Cable Drum table.</p> <p>Click the edit () icon to update the Cable Drum information.</p> <p>Click the trash can () icon to delete the Cable Drum.</p> 
7.	<p>At the top-left of the screen, click Save.</p> 

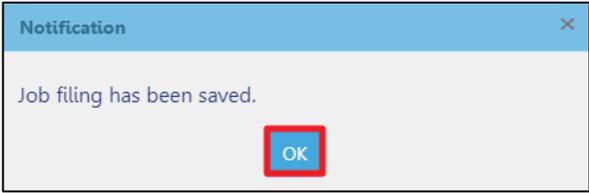
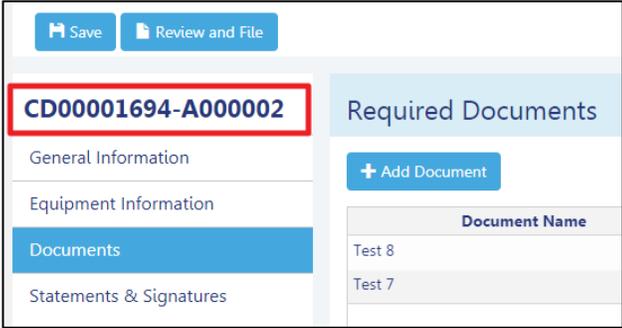
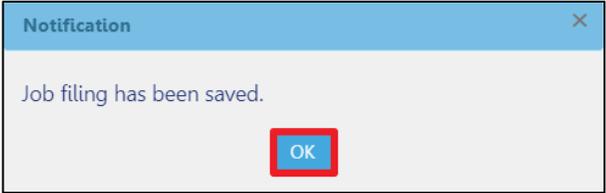
Step	Action
8.	<p><i>A Notification pop-up window displays with the message:</i></p> <p><i>Job filing has been saved.</i></p> <p><i>Click OK to continue.</i></p> 
<p><i>You have completed the Complete Equipment Information tab.</i></p> <p><i>Continue to the next section.</i></p>	

Upload Documents

Complete the following steps to upload documents in the **Documents** tab to support the application:

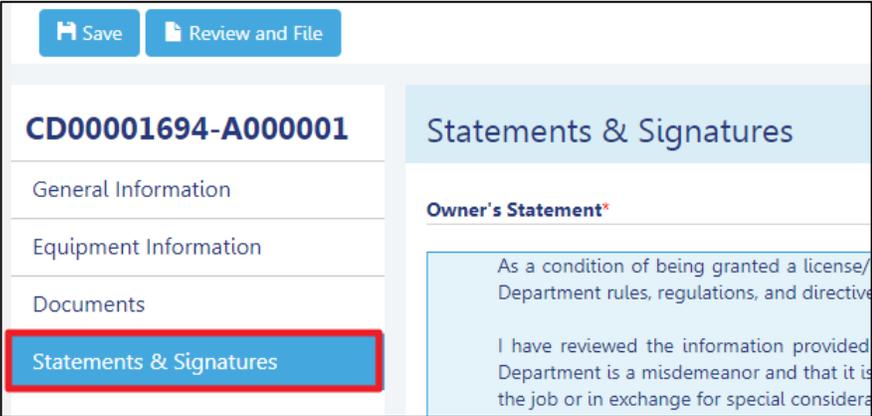
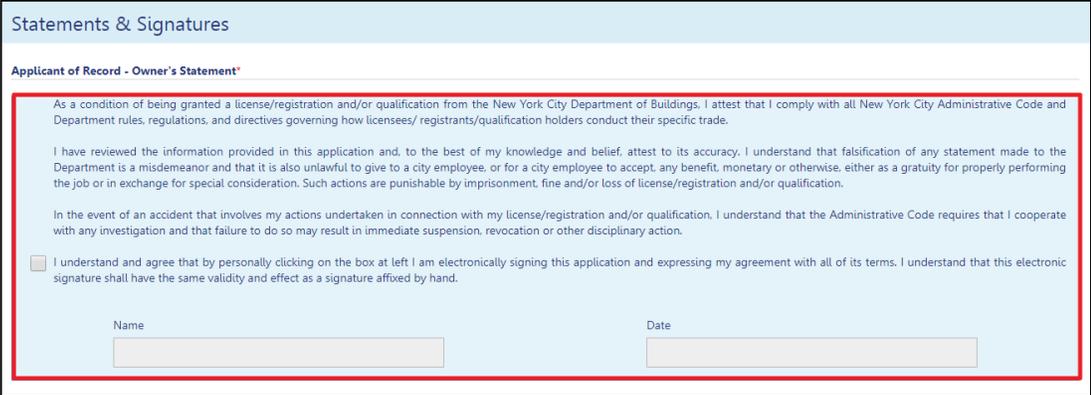
Step	Action
1.	<p>Click Documents to display the Documents section.</p> 
2.	<p>Click +Add Document.</p> 
3.	<p>The Upload Document pop-up window displays.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Document Name. <input type="checkbox"/> Select the Document Type (e.g., <i>Manual</i>) from the Document Type drop-down list. 

Step	Action
4.	<p>Click Choose File to upload the Document Type selected.</p> 
5.	<p>The Document pop-up window displays. Select the Document and click Open.</p> 
6.	<p>The Document displays next to Choose File. Click Upload.</p> 

Step	Action															
7.	<p>A Notification pop-up window displays with the message: Document has been uploaded. Click OK to continue.</p> 															
Note:	<p>The Document uploaded displays within the Document table. Click the edit () icon to update the Document information. Click the trash can () icon to delete the Document. Click the upload () icon to replace the Document previously uploaded.</p>  <table border="1"> <thead> <tr> <th>Document Name</th> <th>Document Type</th> <th>Document Status</th> <th>Uploaded On</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Test 2</td> <td>ACRIS Report</td> <td>Pending</td> <td>02/04/2020</td> <td>  </td> </tr> <tr> <td>Test</td> <td>Bill of Sale</td> <td>Pending</td> <td>02/04/2020</td> <td>  </td> </tr> </tbody> </table>	Document Name	Document Type	Document Status	Uploaded On	Actions	Test 2	ACRIS Report	Pending	02/04/2020	  	Test	Bill of Sale	Pending	02/04/2020	  
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8.	<p>At the top-left of the screen, click Save.</p> 															
9.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 															

Complete Statements & Signatures

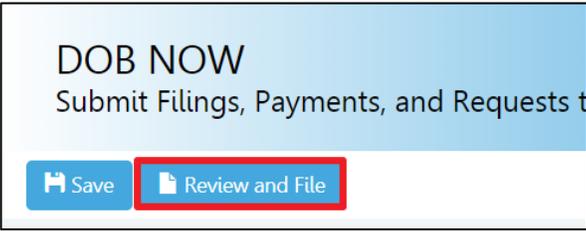
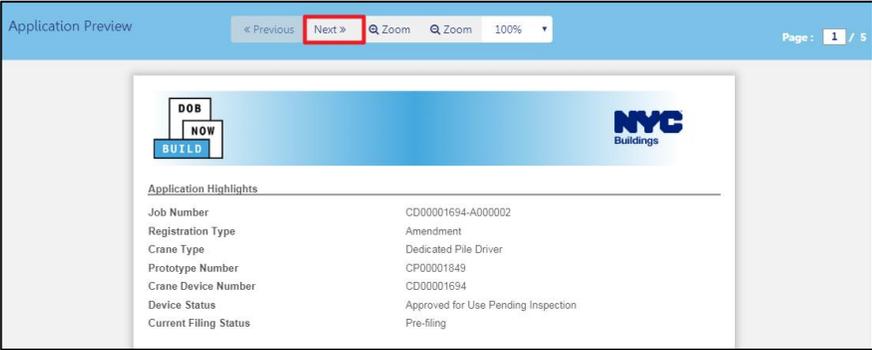
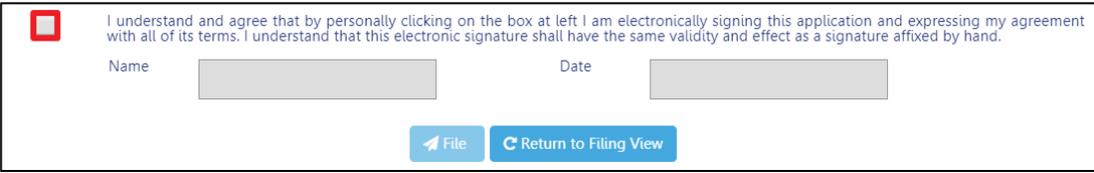
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

Step	Action
1.	<p>Click <i>Statements & Signatures</i> to display the <i>Statements & Signatures</i> section.</p> 
Note:	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p> 

Step	Action
OWNER	
2.	<p>Click the Owner's Statement checkbox to electronically attest.</p> <p>The Name and Date field's auto-populate by the system.</p> <div data-bbox="315 464 1422 863" style="border: 1px solid black; padding: 10px;"> <p>Statements & Signatures</p> <p>Applicant of Record - Owner's Statement*</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.</p> <p>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.</p> <p>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><input checked="" type="checkbox"/> 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 style="text-align: center;">Name Date</p> <p style="text-align: center;">APPLE ROME18 02/04/2020</p> <p style="text-align: center;">(Electronically Signed)</p> </div>
3.	<p>At the top-left of the screen, click Save.</p> <div data-bbox="315 947 932 1262" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"> Save Review and File </p> <p>CD00001694-A000002 Statements & Signatures</p> <p>General Information</p> <p>Equipment Information</p> <p>Documents</p> <p style="background-color: #0070C0; color: white; padding: 2px;">Statements & Signatures</p> <p style="text-align: center;">Applicant of Record - Owner's Statement*</p> <p>As a condition of being granted a licen Department rules, regulations, and direc</p> <p>I have reviewed the information provid Department is a misdemeanor and that the job or in exchange for special consid</p> </div>
4.	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK to continue.</p> <div data-bbox="315 1444 985 1661" style="border: 1px solid black; padding: 10px;"> <p style="background-color: #0070C0; color: white; padding: 2px;">Notification ✕</p> <p>Job filing has been saved.</p> <p style="text-align: center;">OK</p> </div>
<p>You have completed the Statement & Signatures section.</p> <p>Continue to the next section.</p>	

Complete Review and File

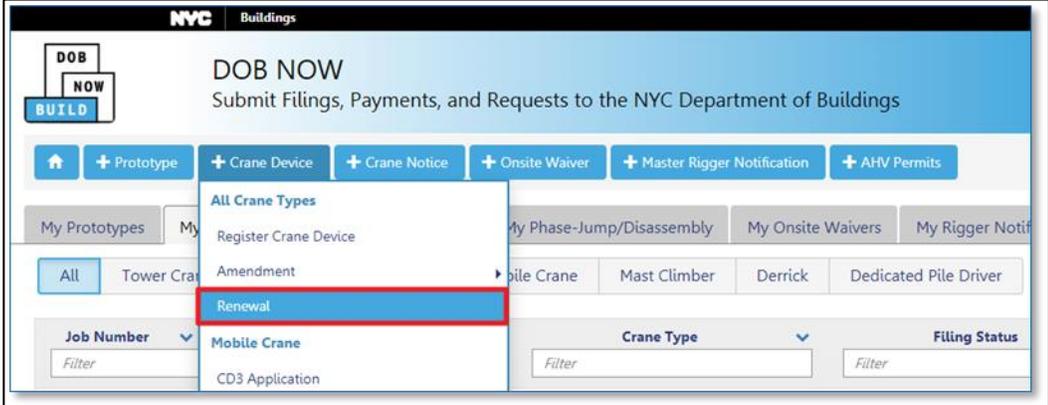
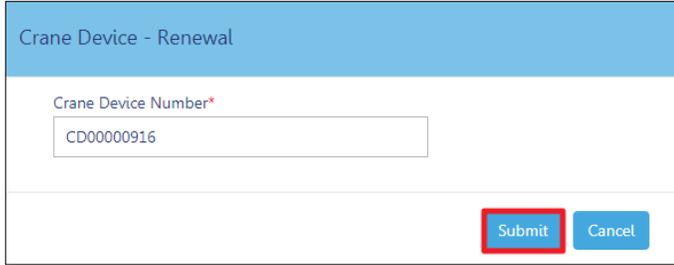
Complete the following steps to review and submit the application to the NYC Department of Buildings.

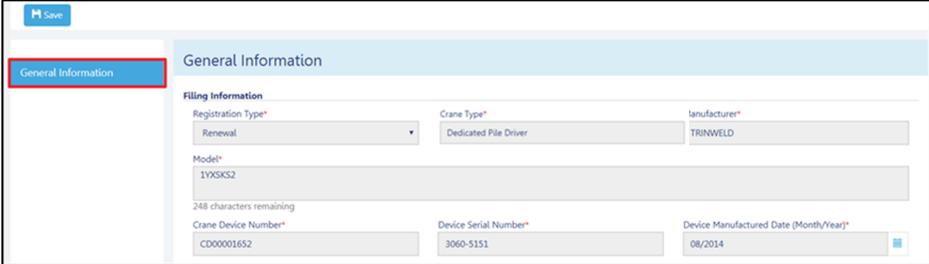
Step	Action
APPLICANT OF RECORD	
5.	<p>At the top-left of the screen, click Review and File.</p> 
6.	<p>The Application Preview displays.</p> <p>Click Next to read and progress through the Application Preview to the final page.</p> 
Note:	<p>If errors are discovered when Review and File is selected, click Return to Filing View, correct the errors, re-attest, and Review and File again.</p> 
7.	<p>On the final page, click the checkbox to attest reviewing the application.</p> 

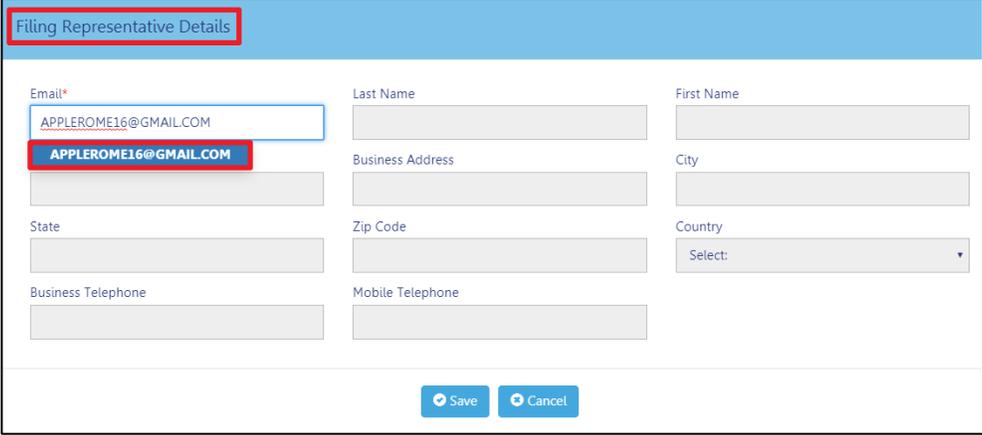
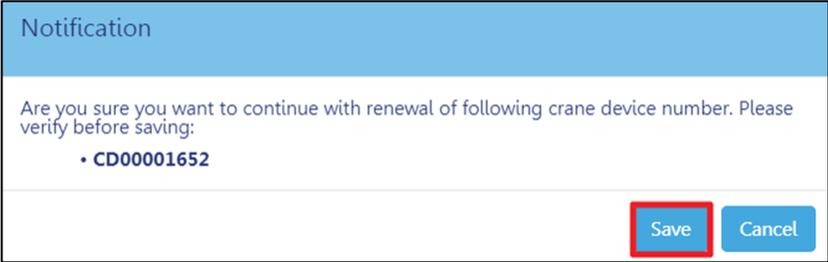
Step	Action
8.	<p><i>The Name and the Date field's auto-populate after the check-box is clicked.</i></p> <p><i>Click File, to proceed.</i></p> <div data-bbox="315 373 1430 527" style="border: 1px solid black; padding: 5px;"> <input checked="" type="checkbox"/> I understand and agree that by personally 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. Name <input type="text" value="APPLE ROME18"/> Date <input type="text" value="02/04/2020"/> <small>(Electronically Signed)</small> <div style="text-align: right;"> <input style="border: 2px solid red;" type="button" value="File"/> <input type="button" value="Return to Filing View"/> </div> </div>
9.	<p><i>A Notification pop-up windows displays with the message:</i></p> <p><i>Job filing has been submitted. An email notification will be sent with the status of the review.</i></p> <p><i>Click OK to close the Confirm pop-up window.</i></p> <div data-bbox="315 751 954 1003" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #0070C0; color: white; padding: 2px;">Notification ✕</div> <p style="text-align: center;">Job filing has been submitted. An email notification will be sent with the status of the review.</p> <div style="text-align: center; margin-top: 10px;"> <input style="border: 2px solid red;" type="button" value="OK"/> <input type="button" value="View Filing"/> </div> </div>
Note:	<p><i>The Status Bar updates to the next stage in the job filing process (e.g., Pending QA Assignment).</i></p> <div data-bbox="315 1125 1382 1188" style="border: 1px solid black; padding: 5px;"> </div>
<p><i>You have completed the Dedicated Pile Driver Crane CD Number: Amendment Step-by-Step Guide.</i></p>	

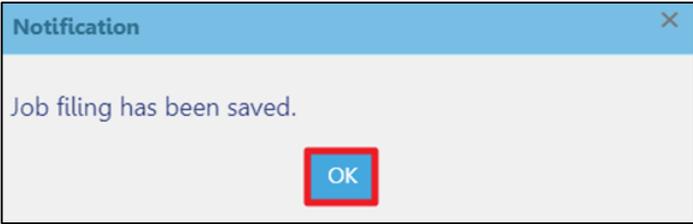
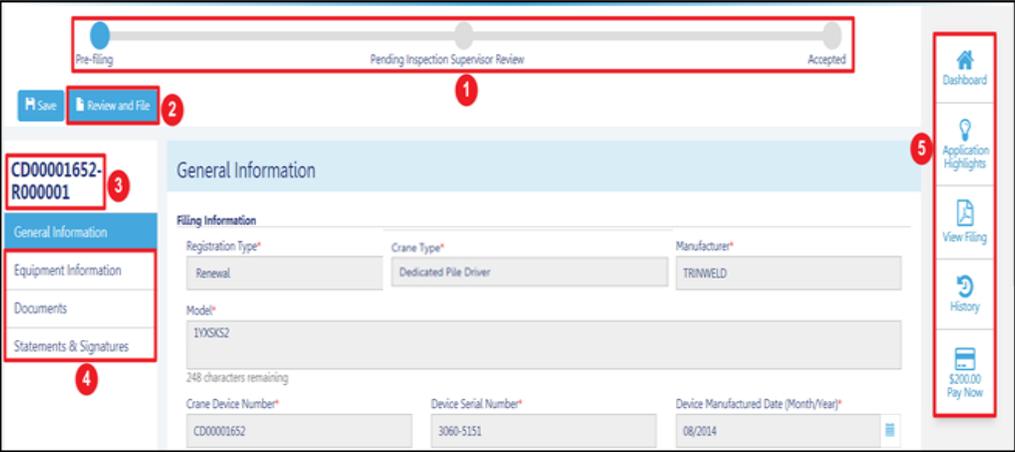
Dedicated Pile Driver CD Number: Renewal

Complete the following steps to review and submit the application to the NYC Department of Buildings.

Step	Action
10.	<p>Hover the cursor over Renewal, then hover the cursor over +Renewal and then select Device Amendment from the drop-down list.</p> 
11.	<p>Enter the Crane Device Number.</p> 
12.	<p>Click Submit.</p> 

Step	Action
13.	<p>The General Information section is displayed, all sections are greyed-out.</p> 
14.	<p>The Applicant of Record - Owner Information section is displayed. All section are greyed out.</p> 
15.	<p>If applicable, click + Add Representative to add Filing Representative.</p> 

Step	Action
16.	<p><i>The Filing Representative Details pop-up window displays.</i></p> <p><i>Once Save is click the user can type the Email and then select the Email Address from the blue drop-down.</i></p> 
17.	<p><i>Click Save.</i></p> 
18.	<p><i>A Notification pop-up window displays with the message:</i></p> <p><i>Are you sure you want to continue with renewal of following crane device number. Please verify before saving:</i></p> <ul style="list-style-type: none"> • <i>CD00001652</i> <p><i>Click Save</i></p> 

Step	Action
19.	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK</p> 
Note:	<p>The page refreshes and displays the additional items:</p> <hr/> <ol style="list-style-type: none"> 1. Status Bar 2. Review and File 3. Crane Notice Filing Number 4. Additional Tabs: Prototype & Phase Information, Document and Statements & Signatures 5. Application Information: Application Highlights, View Filing, History and Fee <hr/> 
<p>You have completed the Complete General Information tab. Continue to the next section.</p>	

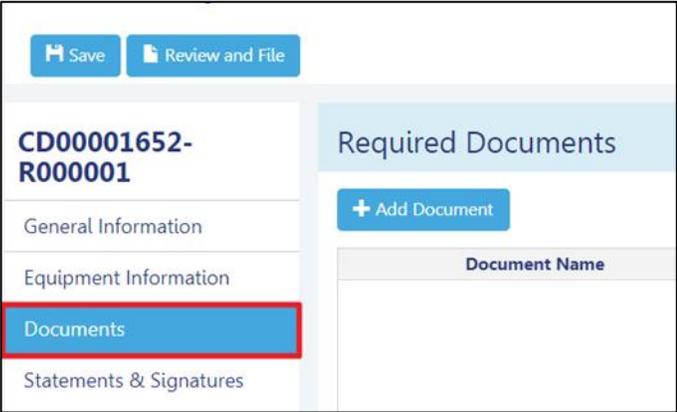
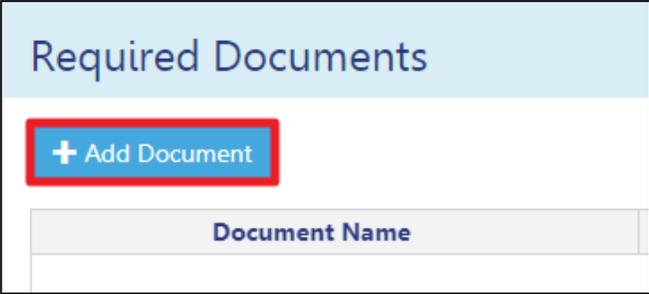
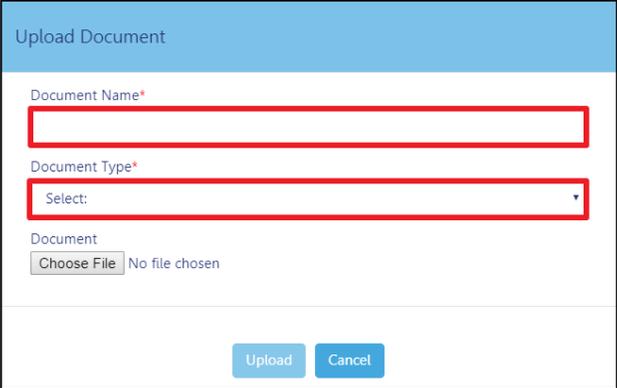
Complete Equipment Information Tab

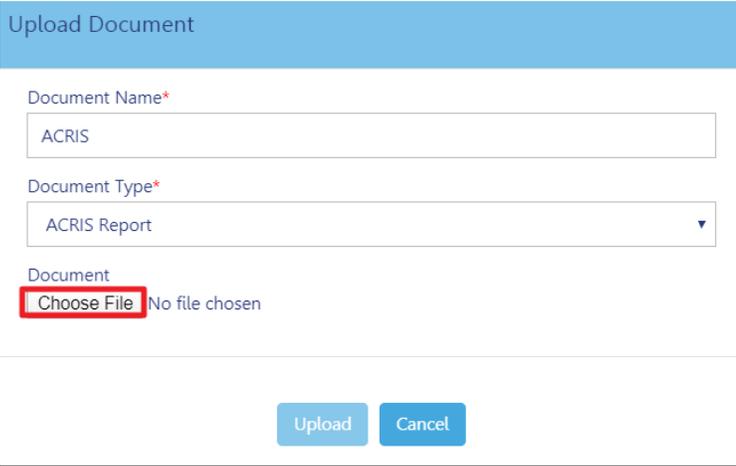
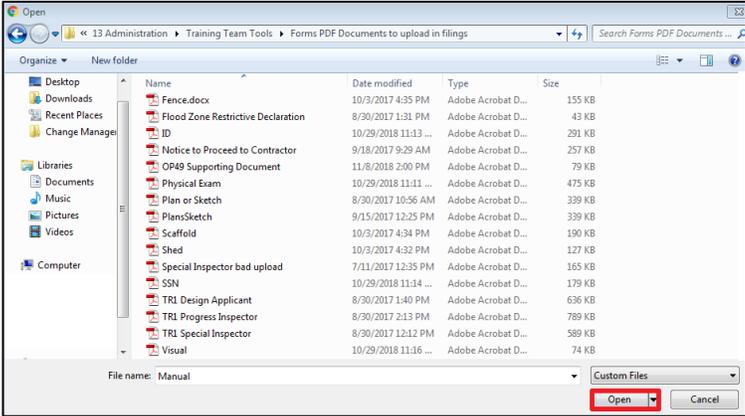
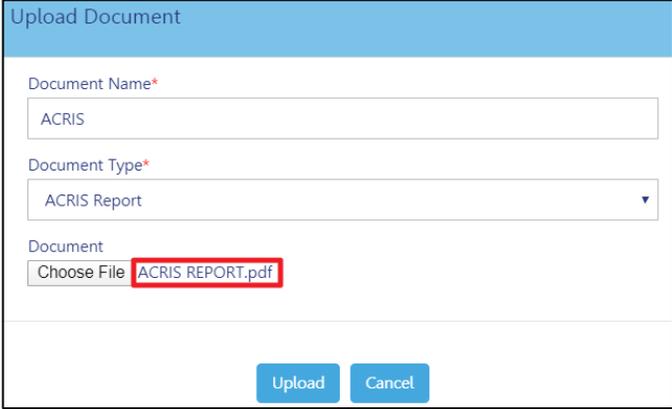
Complete the following steps to complete the Equipment Information tab:

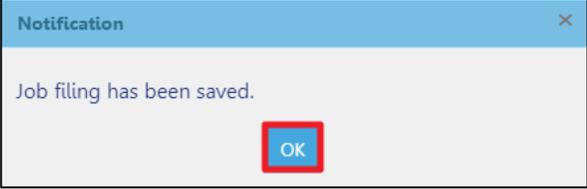
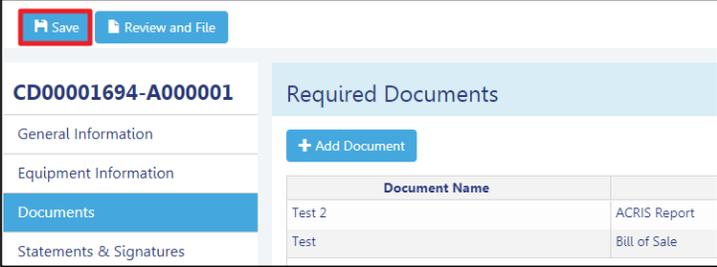
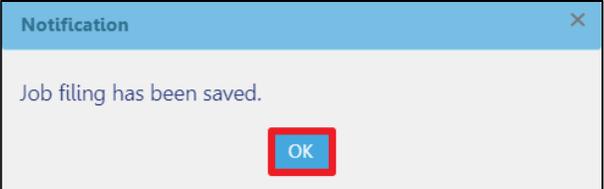
Step	Action
20.	<p>Click Equipment Information to display the Equipment Information section.</p> 
Note:	<p>The Cable Drum Information field is greyed-out and cannot be edited.</p> 
<p>You have completed the Complete Equipment Information tab. Continue to the next section.</p>	

Upload Documents

Complete the following steps to upload documents in the **Documents** tab to support the application:

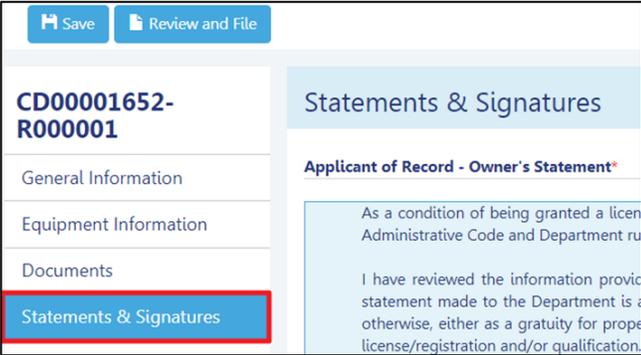
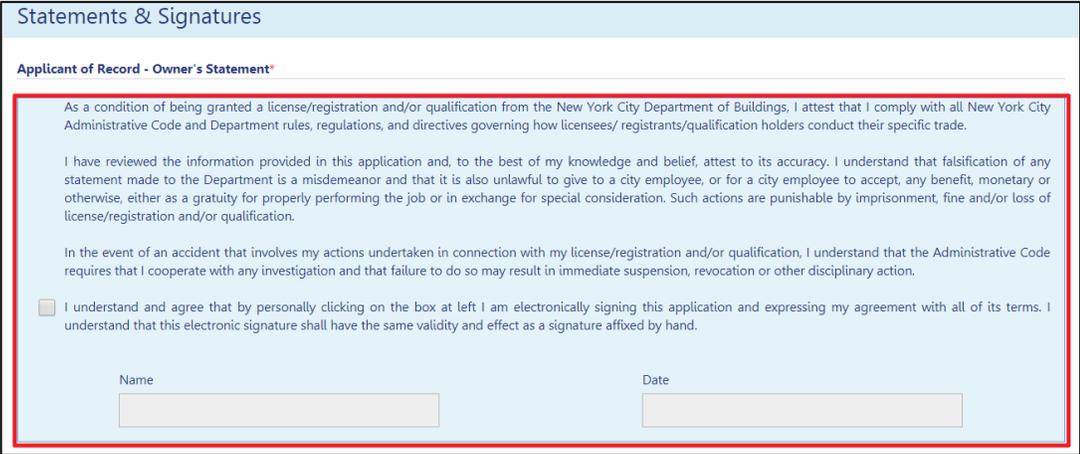
Step	Action
21.	<p>Click Documents to display the Documents section.</p> 
<ul style="list-style-type: none"> • 	<p>Click +Add Document.</p> 
<ul style="list-style-type: none"> • 	<p>The Upload Document pop-up window displays.</p> <p>Type the Document Name.</p> <p>Select the Document Type (e.g., <i>Manual</i>) from the Document Type drop-down list.</p> 

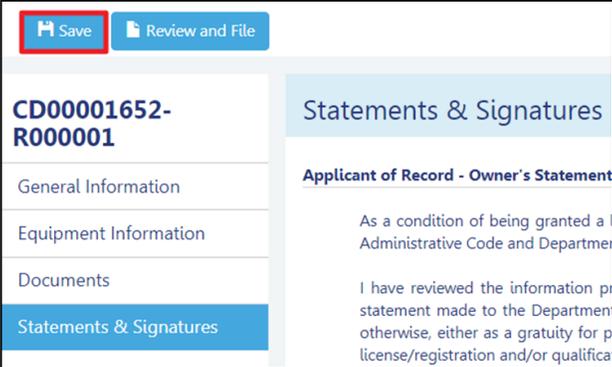
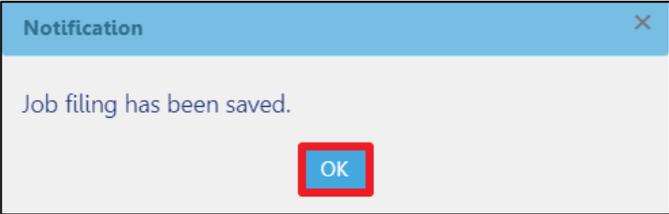
Step	Action
	<ul style="list-style-type: none"> <p>Click Choose File to upload the Document Type selected.</p> 
	<ul style="list-style-type: none"> <p>The Document pop-up window displays.</p> <p>Select the Document and click Open.</p> 
	<ul style="list-style-type: none"> <p>The Document displays next to Choose File.</p> <p>Click Upload.</p> 

Step	Action															
	<ul style="list-style-type: none"> <p>A Notification pop-up window displays with the message:</p> <p>Document has been uploaded.</p> <p>Click OK to continue.</p>  															
<p>Note:</p>	<p>The Document uploaded displays within the Document table.</p> <p>Click the edit () icon to update the Document information.</p> <p>Click the trash can () icon to delete the Document.</p> <p>Click the upload () icon to replace the Document previously uploaded.</p>  <table border="1" data-bbox="315 856 1421 1035"> <thead> <tr> <th>Document Name</th> <th>Document Type</th> <th>Document Status</th> <th>Uploaded On</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Test 2</td> <td>ACRIS Report</td> <td>Pending</td> <td>02/04/2020</td> <td>  </td> </tr> <tr> <td>Test</td> <td>Bill of Sale</td> <td>Pending</td> <td>02/04/2020</td> <td>  </td> </tr> </tbody> </table>	Document Name	Document Type	Document Status	Uploaded On	Actions	Test 2	ACRIS Report	Pending	02/04/2020	  	Test	Bill of Sale	Pending	02/04/2020	  
Document Name	Document Type	Document Status	Uploaded On	Actions												
Test 2	ACRIS Report	Pending	02/04/2020	  												
Test	Bill of Sale	Pending	02/04/2020	  												
	<ul style="list-style-type: none"> <p>At the top-left of the screen, click Save.</p>  															
	<ul style="list-style-type: none"> <p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK to continue.</p>  															
<p>You have completed the Upload Documents. Continue to the next section.</p>																

Complete Statements & Signatures

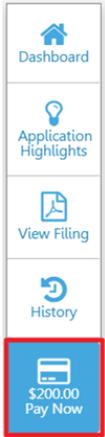
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

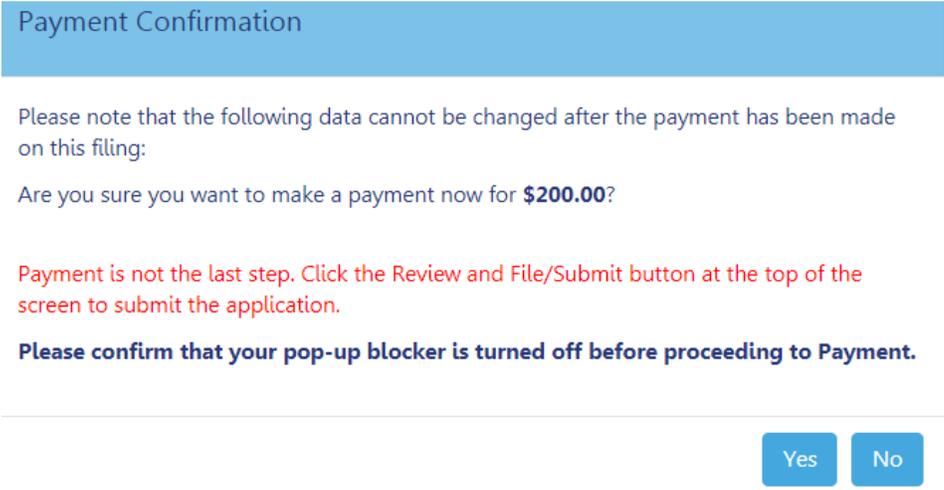
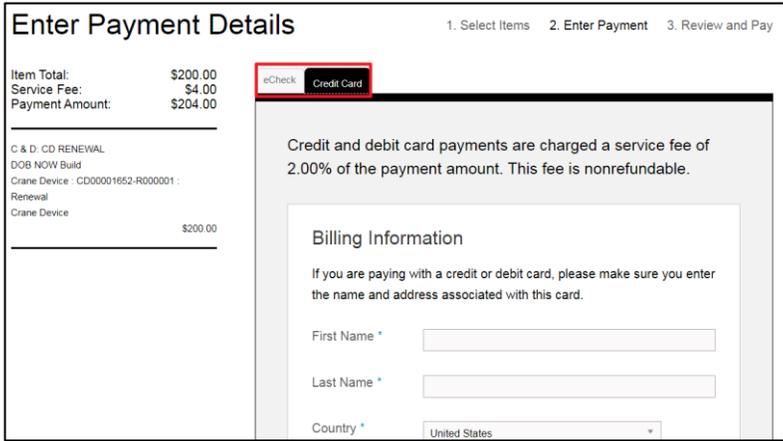
Step	Action
22.	<p>Click Statements & Signatures to display the Statements & Signatures section.</p> 
Note:	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p> 
OWNER	

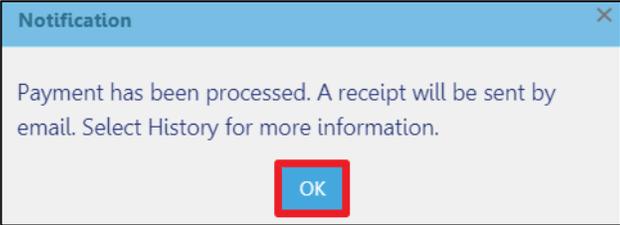
Step	Action
23.	<p>Click the Applicant of Record - Owner's Statement checkbox to electronically attest. The Name and Date field's auto-populate by the system.</p> 
•	<p>At the top-left of the screen, click Save.</p> 
•	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
<p>You have completed the Statement & Signatures section. Continue to the next section.</p>	

Pay Fees

Complete the following steps to submit a payment application to the NYC Department of Buildings.

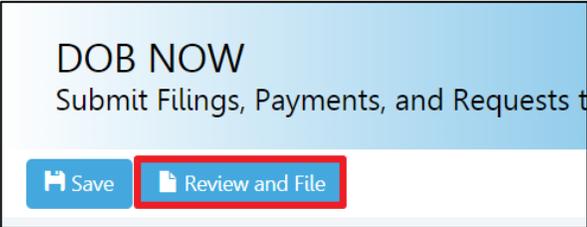
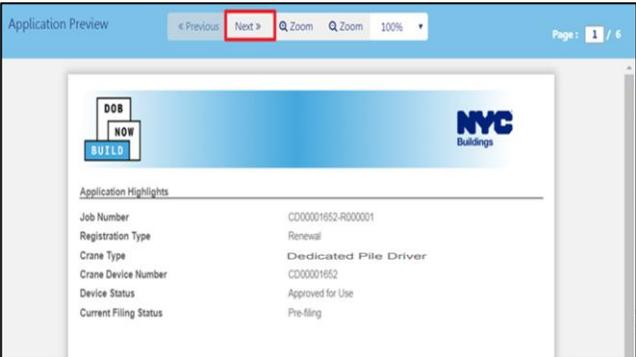
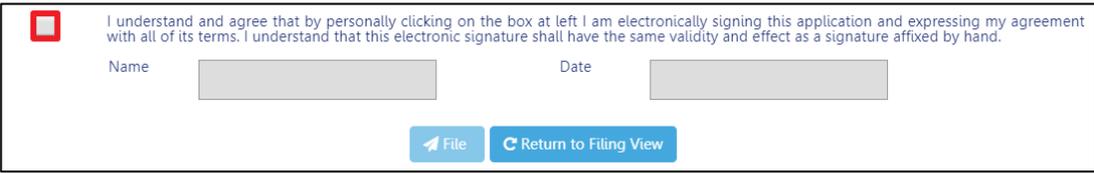
Step	Action
<p><i>Note:</i></p>	<p>The job filing’s fees must be paid before continuing to Preview to File.</p>
<p>24.</p>	<p>At the bottom-right of the screen, click Pay Now.</p> 

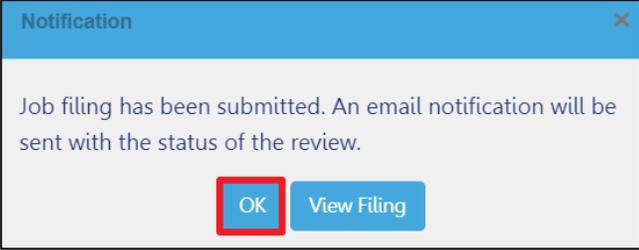
Step	Action
25.	<p>The Payment Confirmation <i>pop-up window displays with the message:</i></p> <p>Please note that the following data cannot be changed after the payment has been made on this filing:</p> <p>Are you sure you want to make a payment now for \$200.00?</p> <p>Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.</p> <p>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</p> <p>Click Yes, to proceed.</p>  <p>The screenshot shows a blue header bar with the text "Payment Confirmation". Below it, the same text as in the instructions is displayed in a smaller font. At the bottom right, there are two blue buttons labeled "Yes" and "No".</p>
26.	<p>The page is redirected to NYC City Pay.</p> <p>Pay the application fees via eCheck or Credit Card by selecting the applicable tab.</p>  <p>The screenshot shows the "Enter Payment Details" page. On the left, there is a summary of charges: Item Total (\$200.00), Service Fee (\$4.00), and Payment Amount (\$204.00). Below this is a table with the following details: C & D: CD RENEWAL, DOB NOW Build, Crane Device: CD00001652-R000001, Renewal, Crane Device, \$200.00. On the right, there are two tabs: "eCheck" and "Credit Card", with "Credit Card" selected. Below the tabs, a message states: "Credit and debit card payments are charged a service fee of 2.00% of the payment amount. This fee is nonrefundable." Underneath is a "Billing Information" section with instructions: "If you are paying with a credit or debit card, please make sure you enter the name and address associated with this card." There are input fields for "First Name", "Last Name", and "Country" (set to "United States").</p>

Step	Action
27.	<p><i>The Notification pop-up window displays on the DOB NOW page with the message: Payment has been processed. A receipt will be sent by email. Select History for more information.</i></p> <p><i>Click OK to proceed.</i></p> 
<p align="center"><i>You have completed the Pay Fees section. Continue to the next section.</i></p>	

Complete Review and File

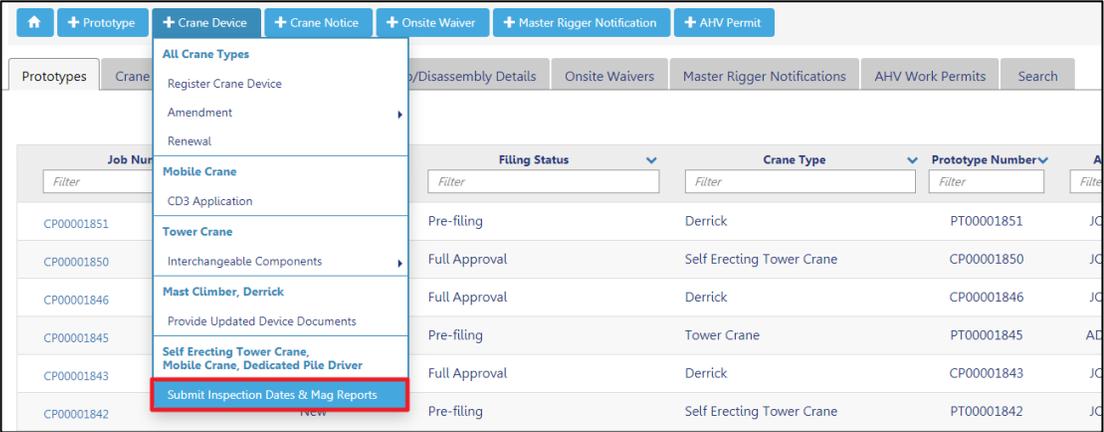
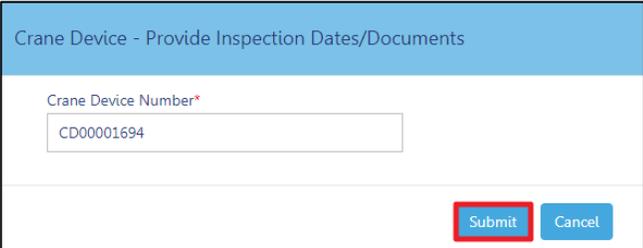
Complete the following steps to review and submit the application to the NYC Department of Buildings.

Step	Action
28.	<p>At the top-left of the screen, click Review and File.</p> 
29.	<p>The Application Preview displays.</p> <p>Click Next to read and progress through the Application Preview to the final page.</p> 
Note:	<p>If errors are discovered when Review and File is selected, click Return to Filing View, correct the errors, re-attest, and Review and File again.</p> 
30.	<p>On the final page, click the checkbox to attest reviewing the application.</p> 

Step	Action
31.	<p><i>The Name and the Date field's auto-populate after the check-box is clicked.</i> <i>Click File, to proceed.</i></p> 
32.	<p><i>A Notification pop-up windows displays with the message:</i> <i>Job filing has been submitted. An email notification will be sent with the status of the review.</i> <i>Click OK to close the Confirm pop-up window.</i></p> 
Note:	<p><i>The Status Bar updates to the next stage in the job filing process (e.g., Pending Inspection Supervisor Review).</i></p> 
<p><i>You have completed CD Number Renewal: Step-by-Step Guide.</i></p>	

Dedicated Pile Driver Crane CD Number: Submit Inspection Dates & Mag Report

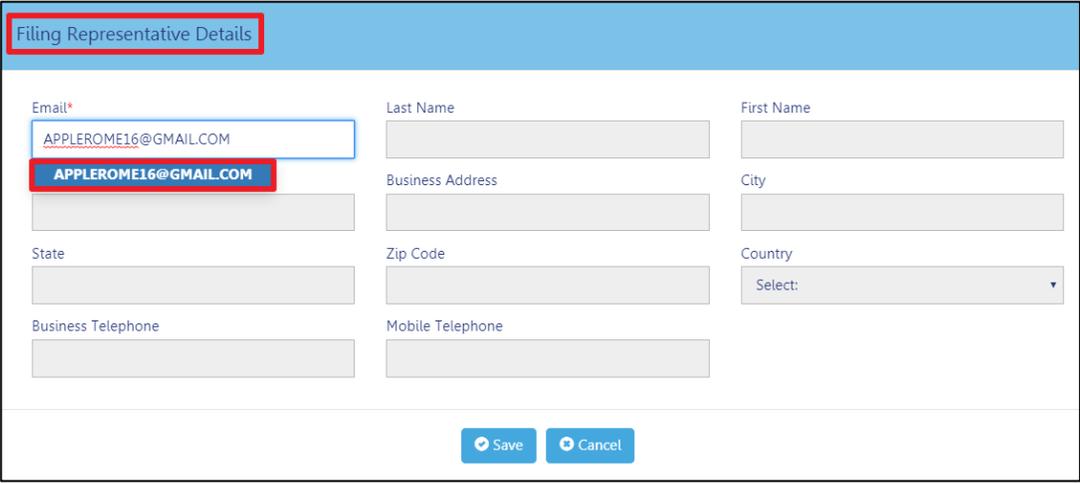
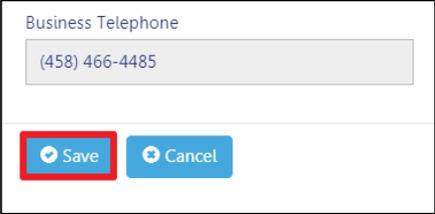
Complete the following steps to complete the **Submit Inspection Dates & Mag Report** tab for the application:

Step	Action
DEVICE OWNER	
1.	<p>Within the +Crane Device tab, select the applicable Provide Updated Device Documents.</p> 
2.	<p>Enter the Crane Device Number.</p> 
3.	<p>Click Submit.</p> 
<p>You have begun the process for Submit Inspection Dates & Mag Report Step-by-Step Guide. Continue to the Complete General Information tab section.</p>	

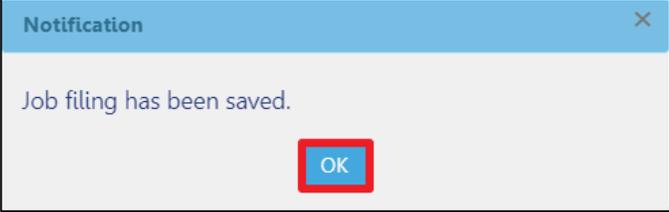
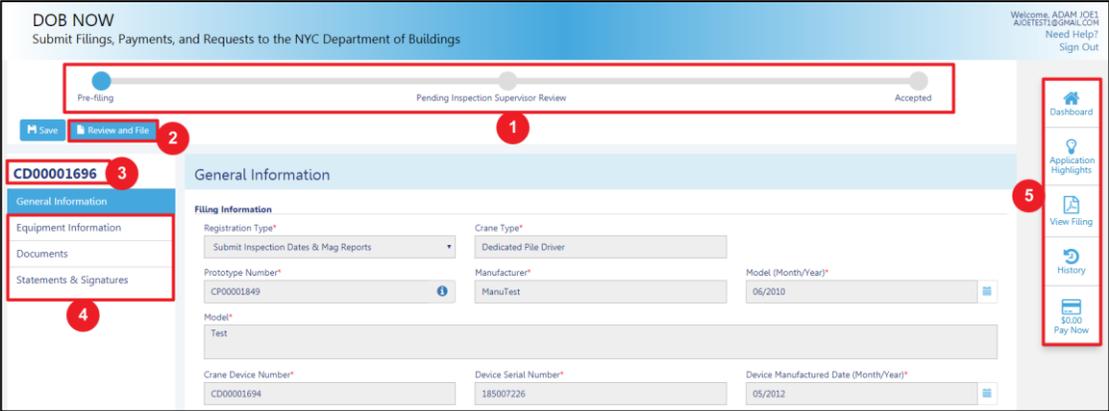
Complete General Information

Complete the following steps to complete the General Information tab to associate the Stakeholders (e.g. Filing Representatives, Manufacturers etc.) to the application:

Step	Action
APPLICANT OF RECORD	
<p>Note:</p>	<p>The Filing Information fields: Registration Type, Crane Type, Prototype Number, Manufacturer, Model (Month/Year), Model, Crane Device Number, Device Serial Number, and Device Manufactured Date (Month/Year) Filing Type are greyed-out and cannot be edited.</p> <div data-bbox="313 793 1390 1125" style="border: 1px solid #ccc; padding: 10px;"> <p>General Information</p> <p>Filing Information</p> <p>Registration Type* Submit Inspection Dates & Mag Reports</p> <p>Crane Type* Dedicated Pile Driver</p> <p>Prototype Number* CP00001849</p> <p>Manufacturer* ManuTest</p> <p>Model (Month/Year)* 05/2010</p> <p>Model* Test</p> <p>Crane Device Number* CD00001694</p> <p>Device Serial Number* 185007226</p> <p>Device Manufactured Date (Month/Year)* 05/2012</p> </div>
<p>Note:</p>	<p>The Applicant of Record – Owner Information fields: Email, Last Name, First Name, Business Name, Business Address, City, State, Zip Code, Business Telephone, Mobile Telephone, Country, and Owner Type are greyed-out and cannot be edited.</p> <div data-bbox="313 1362 1390 1625" style="border: 1px solid #ccc; padding: 10px;"> <p>Applicant of Record - Owner Information</p> <p>Email* AJQETEST1@GMAIL.COM</p> <p>Last Name JOE1</p> <p>First Name ADAM</p> <p>Business Name* AJ 1</p> <p>Business Address 280 Broadway</p> <p>City NYC</p> <p>State NY</p> <p>Zip Code 10000</p> <p>Business Telephone (201) 333-2222</p> <p>Mobile Telephone</p> <p>Country United States</p> <p>Owner Type* NYCHA</p> </div>

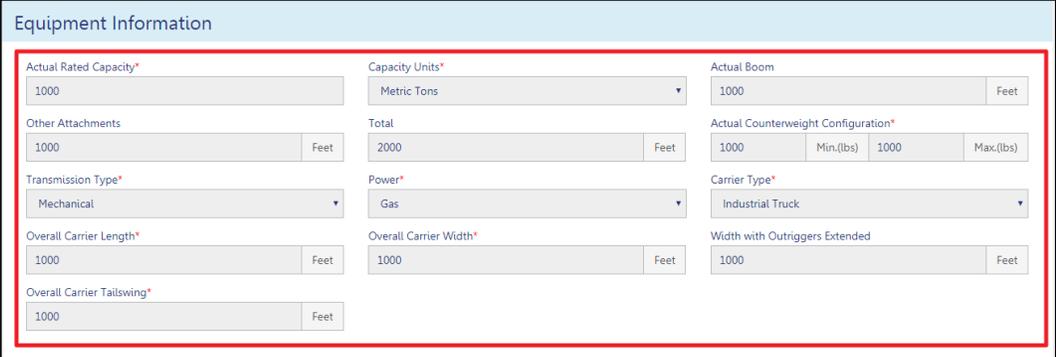
Step	Action
1.	<p><i>If applicable, click + Add Representative to add Filing Representative.</i></p> 
2.	<p><i>The Filing Representative Details pop-up window displays. Type the Email and then select the Email Address from the blue drop-down.</i></p> 
3.	<p><i>Click Save.</i></p> 

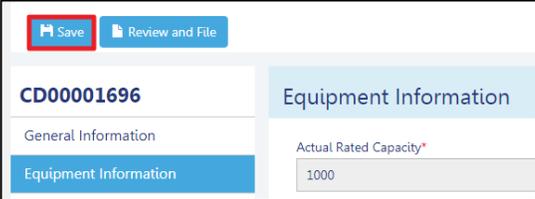
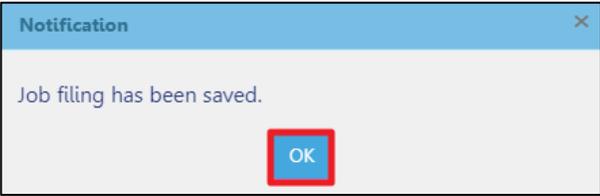
Step	Action												
<p>Note:</p>	<p>The Filing Representative added displays within the Filing Representative Information table.</p> <p>Click the Edit () icon to update the information.</p> <p>Click the Trash Can () icon to delete the Filing Representative.</p> <div data-bbox="315 539 1375 728" style="border: 1px solid #ccc; padding: 5px;"> <p>Filing Representative Information</p> <p>+ Add Representative</p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email</th> <th>Business Name</th> <th>Business Telephone</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>APPLE</td> <td>ROME</td> <td>APPLEROME16@GMAIL.COM</td> <td>ROME LLC</td> <td>(458) 466-4485</td> <td> </td> </tr> </tbody> </table> </div>	First Name	Last Name	Email	Business Name	Business Telephone	Action	APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	 
First Name	Last Name	Email	Business Name	Business Telephone	Action								
APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	 								
<p>4.</p>	<p>At the top-left of the screen, click Save.</p> <div data-bbox="315 848 1060 1125" style="border: 1px solid #ccc; padding: 5px;">  <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>General Information</p> </div> <div style="width: 65%;"> <p>General Information</p> <p>Filing Information</p> <p>Crane Notice Type*</p> <p>Crane Notice ▼</p> </div> </div> </div>												
<p>5.</p>	<p>A Notification pop-up window displays with the message:</p> <p>Are you sure you want to continue with provide Inspection dates and Documents on following crane device number. Please verify before saving:</p> <ul style="list-style-type: none"> • CD00001694 <p>Click Save to continue.</p> <div data-bbox="315 1402 1094 1680" style="border: 1px solid #ccc; padding: 5px;"> <p>Notification</p> <p>Are you sure you want to continue with provide Inspection dates and Documents on following crane device number. Please verify before saving:</p> <ul style="list-style-type: none"> • CD00001694 <p style="text-align: right;"> Save Cancel </p> </div>												

Step	Action
6.	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK to continue.</p> 
<p>Note:</p>	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> 1. Status Bar 2. Review and File 3. Crane Device Number 4. Additional Tabs: Equipment Information, Documents and Statements & Signatures 5. Application Information: Application Highlights, View Filing, Trace & Payment History and Fees 
<p>You have completed the Complete Assign Crane Device to Crane Notice Step-by-Step Guide.</p>	

Complete Equipment Information Tab

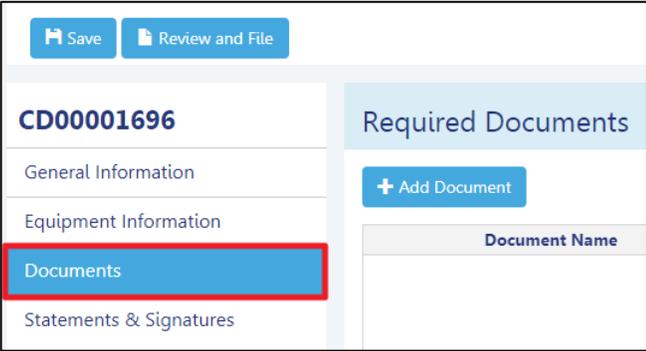
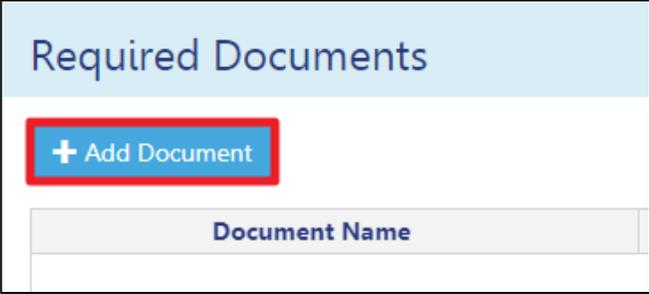
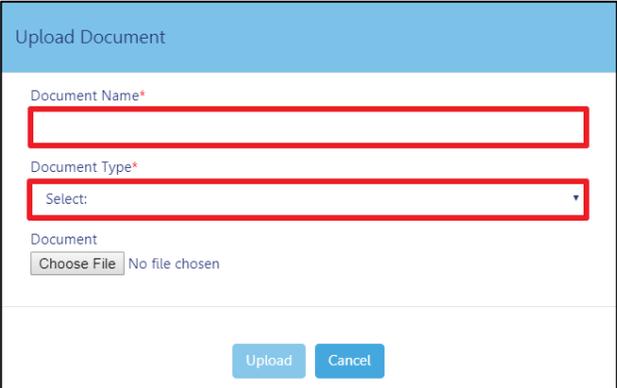
Complete the following steps to complete the Equipment Information tab:

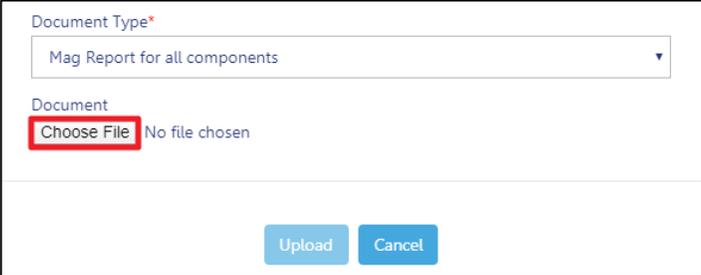
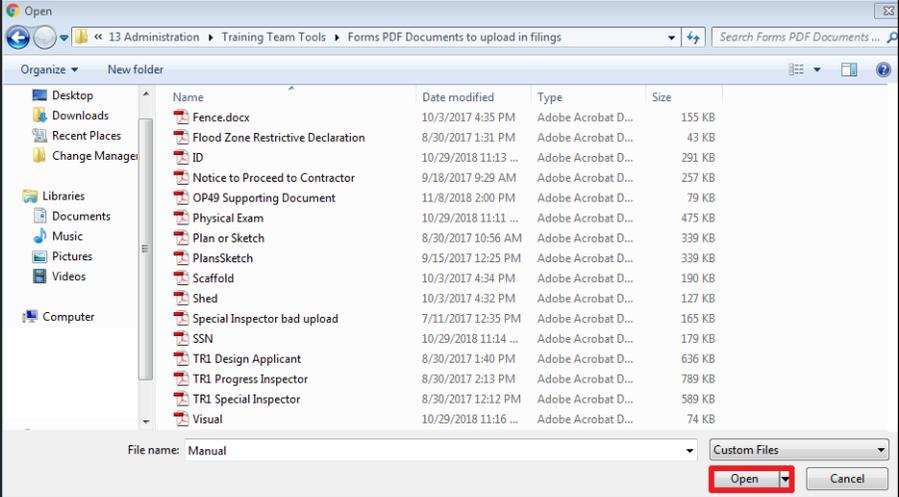
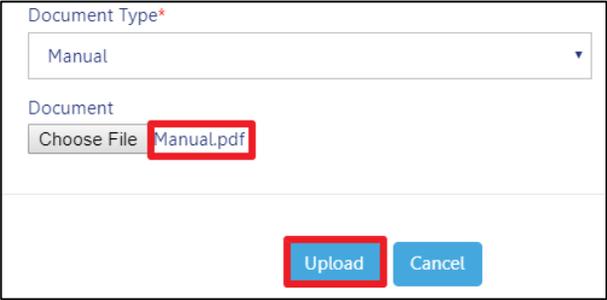
Step	Action
1.	<p>Click Equipment Information to display the Equipment Information section.</p> 
Note:	<p>The Equipment Information field: Actual Rated Capacity, Capacity Units, Actual Boom, Other Attachments, Total, Actual Counterweight Configuration, Transmission Type, Power, Carrier Type, Overall Carrier Length, Overall Carrier Width, Width with Outriggers Extended, and Overall Carrier Tailswing are greyed-out and cannot be edited.</p> 
Note:	<p>The +Add Cable Drum button is greyed-out and cannot be clicked upon.</p> 

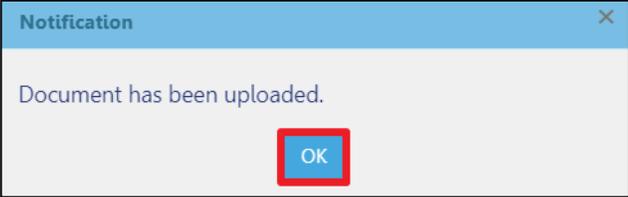
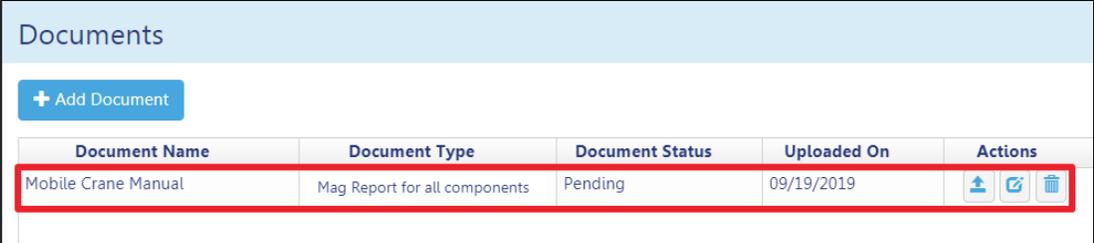
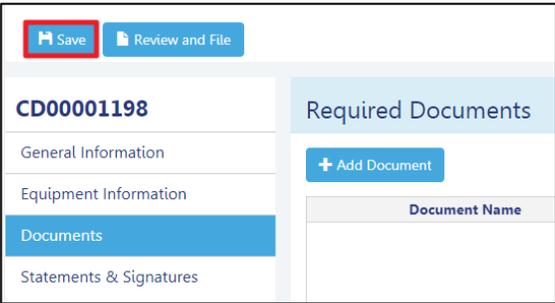
Step	Action
2.	<p><i>At the top-left of the screen, click Save.</i></p> 
3.	<p><i>A Notification pop-up window displays with the message: Job filing has been saved. Click OK.</i></p> 
<p><i>You have completed the Complete Equipment Information tab. Continue to the next section.</i></p>	

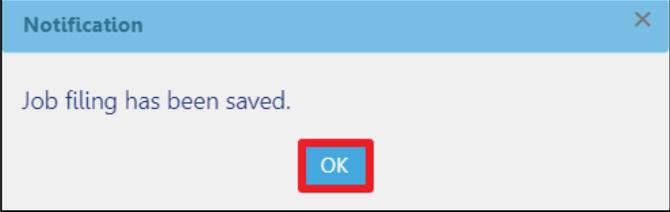
Upload Documents

Complete the following steps to upload documents in the **Documents** tab to support the application:

Step	Action
1.	<p>Click Documents to display the Documents section.</p> 
2.	<p>Click +Add Document.</p> 
3.	<p>The Upload Document pop-up window displays.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Document Name. <input type="checkbox"/> Select the Document Type from the Document Type drop-down list. 

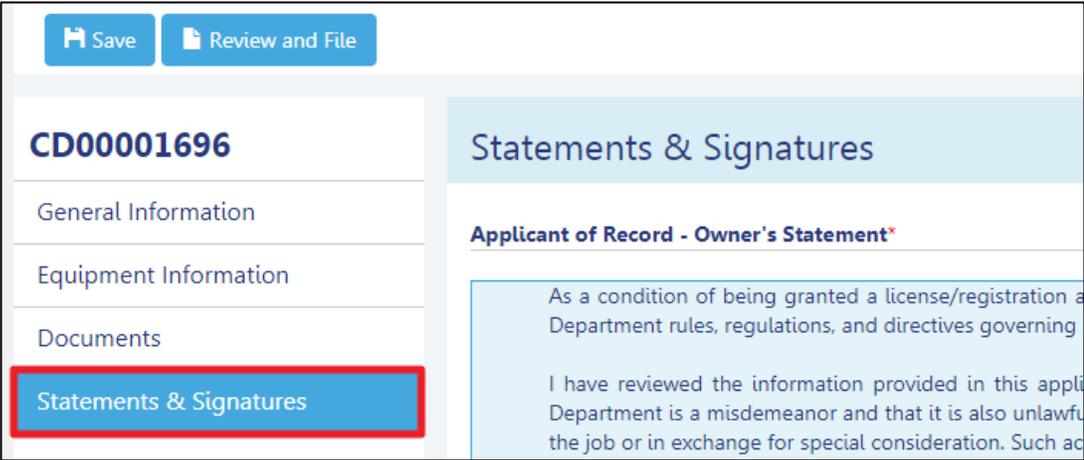
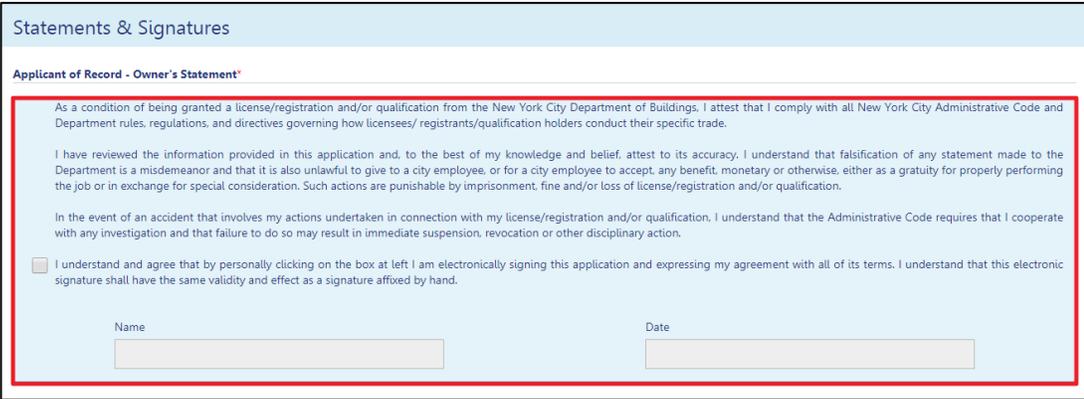
Step	Action
4.	<p>Click Choose File to upload the Document Type selected.</p> 
5.	<p>The Document pop-up window displays. Select the Document and click Open.</p> 
6.	<p>The Document displays next to Choose File. Click Upload.</p> 

Step	Action
7.	<p>A Notification pop-up window displays with the message:</p> <p>Document has been uploaded.</p> <p>Click OK to continue.</p> 
Note:	<p>The Document uploaded displays within the Document table.</p> <p>Click the edit () icon to update the Document information.</p> <p>Click the trash can () icon to delete the Document.</p> <p>Click the upload () icon to replace the Document previously uploaded.</p> 
8.	<p>At the top-left of the screen, click Save.</p> 

Step	Action
9.	<p><i>A Notification pop-up window displays with the message:</i></p> <p><i>Job filing has been saved.</i></p> <p><i>Click OK to continue.</i></p> 
<p><i>You have completed the Upload Documents.</i></p> <p><i>Continue to the next section.</i></p>	

Complete Statements & Signatures

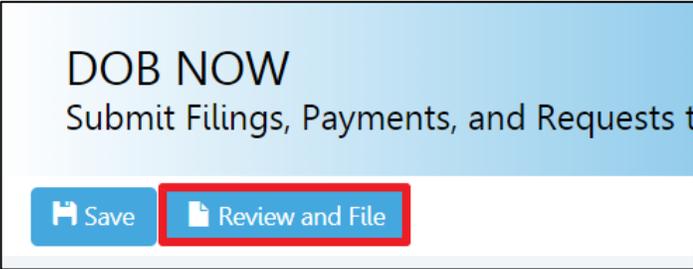
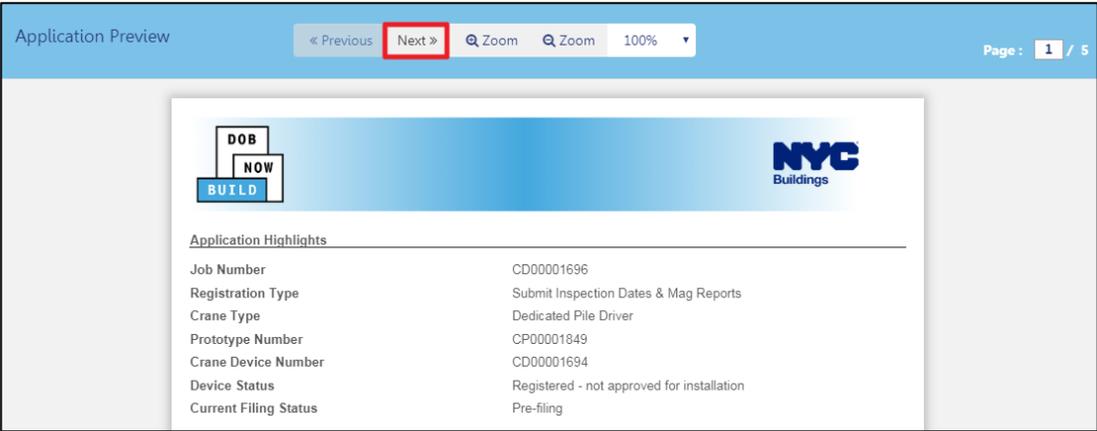
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

Step	Action
1.	<p>Click Statements & Signatures to display the Statements & Signatures section.</p> 
Note:	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p> 

Step	Action
APPLICANT OF RECORD: OWNER	
2.	<p>Click the Applicant’s Statement checkbox to electronically attest. The Name and Date field’s auto-populate by the system.</p> <div data-bbox="315 495 1422 890" style="border: 1px solid black; padding: 10px;"> <p>Statements & Signatures</p> <p>Applicant of Record - Owner’s Statement*</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.</p> <p>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.</p> <p>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><input checked="" type="checkbox"/> 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" value="ADAM JOE1"/> (Electronically Signed) Date: <input type="text" value="02/04/2020"/></p> </div>
3.	<p>At the top-left of the screen, click Save.</p> <div data-bbox="315 978 948 1314" style="border: 1px solid black; padding: 10px;"> <p><input checked="" type="button" value="Save"/> <input type="button" value="Review and File"/></p> <p>CD00001696 Statements & Signatures</p> <p>General Information Applicant of Record - Owner’s Statement*</p> <p>Equipment Information As a condition of being granted a lic</p> <p>Documents Department rules, regulations, and di</p> <p>Statements & Signatures I have reviewed the information pro</p> <p>Department is a misdemeanor and th</p> <p>the job or in exchange for special con</p> </div>
4.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> <div data-bbox="315 1507 984 1717" style="border: 1px solid black; padding: 10px;"> <p>Notification ×</p> <p>Job filing has been saved.</p> <p style="text-align: center;"><input checked="" type="button" value="OK"/></p> </div>
<p>You have completed the Statement & Signatures section. Continue to the next section.</p>	

Complete Review and File

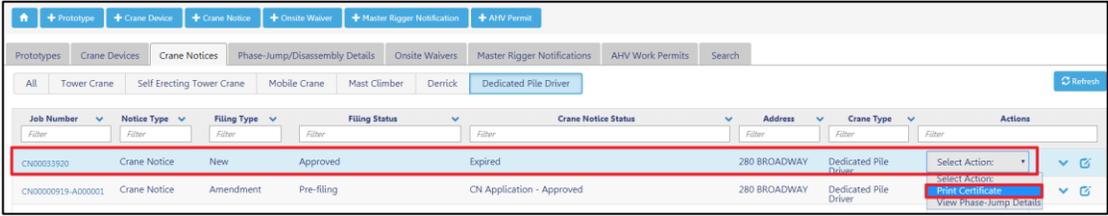
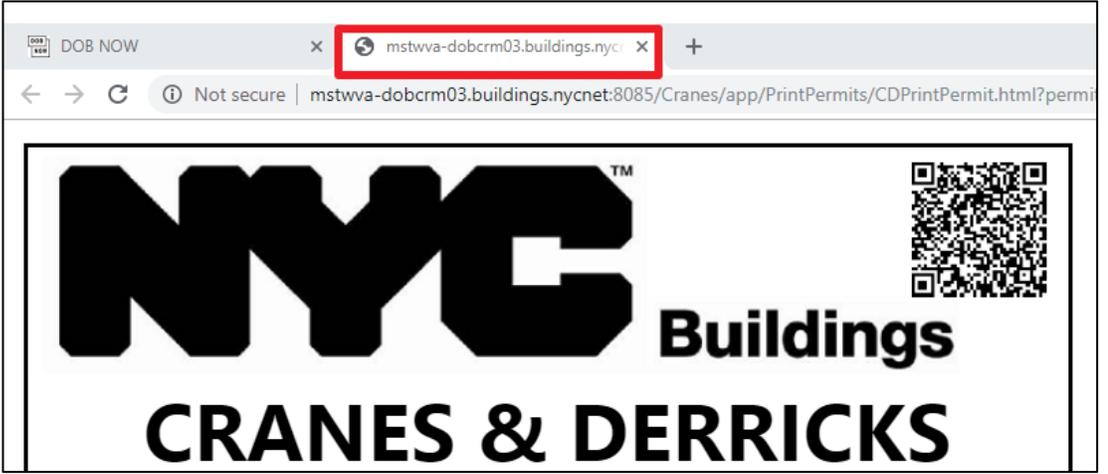
Complete the following steps to review and submit the application to the NYC Department of Buildings.

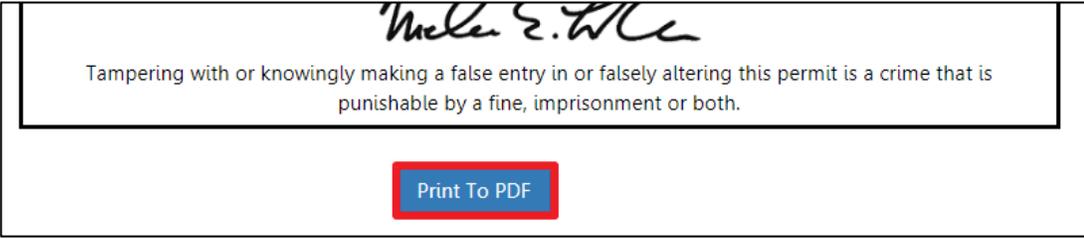
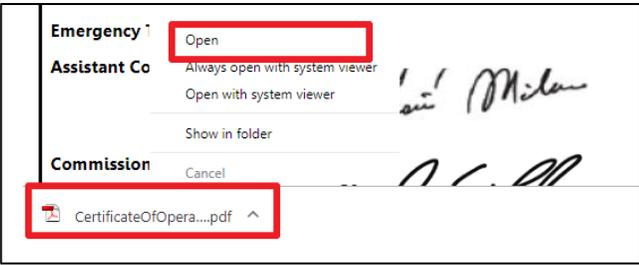
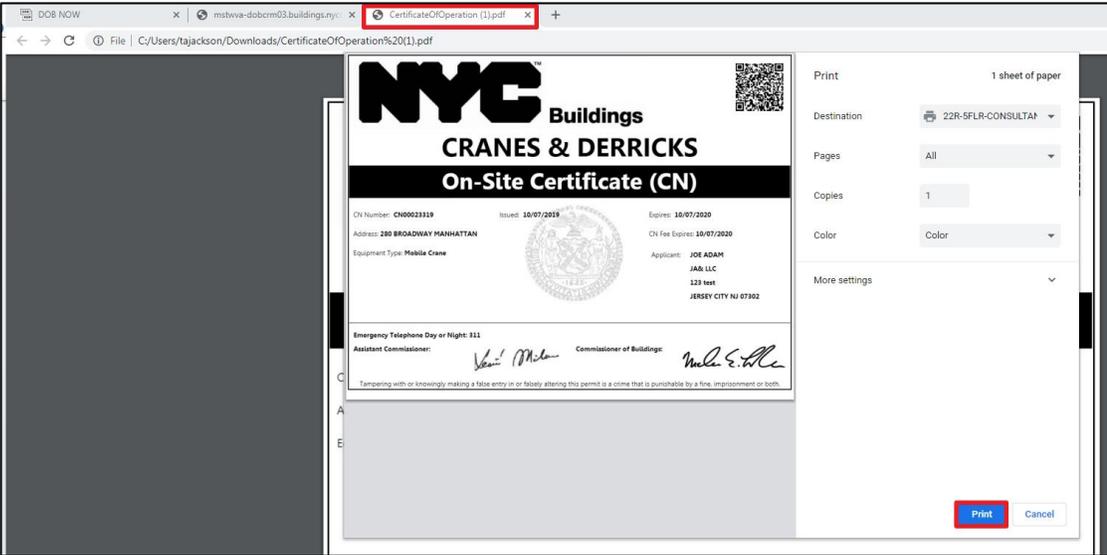
Step	Action																
1.	<p>At the top-left of the screen, click Review and File.</p> 																
2.	<p>The Application Preview displays.</p> <p>Click Next to read and progress through the Application Preview to the final page.</p>  <table border="1"> <thead> <tr> <th colspan="2">Application Highlights</th> </tr> </thead> <tbody> <tr> <td>Job Number</td> <td>CD00001696</td> </tr> <tr> <td>Registration Type</td> <td>Submit Inspection Dates & Mag Reports</td> </tr> <tr> <td>Crane Type</td> <td>Dedicated Pile Driver</td> </tr> <tr> <td>Prototype Number</td> <td>CP00001849</td> </tr> <tr> <td>Crane Device Number</td> <td>CD00001694</td> </tr> <tr> <td>Device Status</td> <td>Registered - not approved for installation</td> </tr> <tr> <td>Current Filing Status</td> <td>Pre-filing</td> </tr> </tbody> </table>	Application Highlights		Job Number	CD00001696	Registration Type	Submit Inspection Dates & Mag Reports	Crane Type	Dedicated Pile Driver	Prototype Number	CP00001849	Crane Device Number	CD00001694	Device Status	Registered - not approved for installation	Current Filing Status	Pre-filing
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Crane Device Number	CD00001694																
Device Status	Registered - not approved for installation																
Current Filing Status	Pre-filing																
Note:	<p>If errors are discovered when Review and File is selected, click Return to Filing View, correct the errors, re-attest, and Review and File again.</p> 																

Step	Action
3.	<p>On the final page, click the checkbox to attest reviewing the application.</p>
4.	<p>The Name and the Date field's auto-populate after the check-box is clicked. Click File, to proceed.</p>
5.	<p>A Notification pop-up windows displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review. Click OK to close the Confirm pop-up window.</p>
Note:	<p>The Status Bar updates to the next stage in the job filing process (e.g., Pending QA Assignment).</p>
<p>You have completed the Dedicated Pile Driver Submit Inspection Dates & Mag Report Step-by-Step Guide.</p>	

Print On-Site Certificate: From the Dashboard

Complete the following steps to print the On-Site Certificate from the dashboard:

Step	Action
1.	<p>From the Dashboard, select the Crane Notices tab.</p> 
2.	<p>Locate the Crane Notice application.</p> <p>Under the Actions column drop-down list, click the Print Certificate on the application.</p> 
3.	<p>Ensure that your pop-up blocker is turned-off.</p> <p>The Cranes & Derricks Certificate of Operation opens in a second tab.</p> 

Step	Action
4.	<p>From the bottom of the page click Print to PDF.</p>  <p>Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.</p> <p>Print To PDF</p>
5.	<p>The internet browser downloads the certificate.</p> <p>Click the file arrow and select Open.</p>  <p>Emergency Assistant Co Commission</p> <p>Open</p> <p>Always open with system viewer</p> <p>Open with system viewer</p> <p>Show in folder</p> <p>Cancel</p> <p>CertificateOfOpera...pdf</p>
6.	<p>A third tab opens with the print options.</p> <p>Click Print.</p>  <p>DOB NOW</p> <p>msbwa-dobcm03.buildings.nyc</p> <p>CertificateOfOperation (1).pdf</p> <p>File C:/Users/tajackson/Downloads/CertificateOfOperation%20(1).pdf</p> <p>NYC Buildings</p> <p>CRANES & DERRICKS</p> <p>On-Site Certificate (CN)</p> <p>CN Number: CN00023318 Issues: 10/07/2019 Expires: 10/07/2020</p> <p>Address: 280 BROADWAY MANHATTAN</p> <p>Equipment Type: Mobile Crane</p> <p>Applicant: JOE ADAM</p> <p>JAB, LLC</p> <p>128 feet</p> <p>JERSEY CITY NJ 07302</p> <p>Emergency Telephone Day or Night: 311</p> <p>Assistant Commissioner: [Signature]</p> <p>Commissioner of Buildings: [Signature]</p> <p>Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.</p> <p>Print 1 sheet of paper</p> <p>Destination: 22R-SFLR-CONSULTA</p> <p>Pages: All</p> <p>Copies: 1</p> <p>Color: Color</p> <p>More settings</p> <p>Print Cancel</p>
<p>You have completed the On-Site Certificate: From the Dashboard Step-by-Step Guide.</p>	

