

## **DOB NOW: *Build***

# **CRANES & DERRICKS**

# **STEP-BY-STEP GUIDE:**

## **CD APPLICATIONS**

### **F O R D E R R I C K C R A N E S**

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

#### 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)

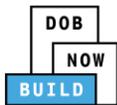


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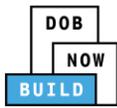
## Guidelines

### 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.
4. Derrick Cranes do not distinguish between Fixed and Interchangeable components; rather, all components are categorized as “registered components” 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**

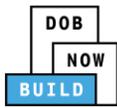
1. The Filing Representative Contact persons must be different from the Applicant of Record, Engineer and Manufacturer.
2. Two Filing Representatives are allowed for each application.
3. A Filing Representative can add another Filing Representative in an application.
4. Filing Representatives cannot 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](http://nyc.gov/dobnowinfo)

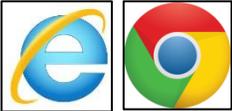
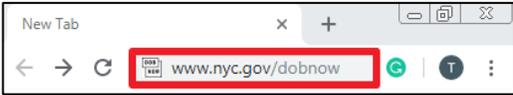


In these Step-by-Step Guides, you will learn how to:

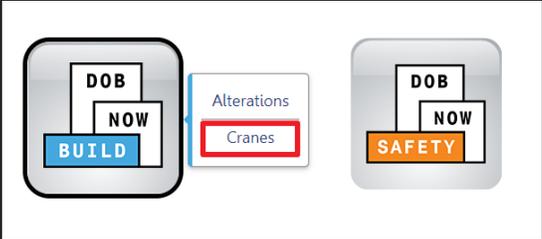
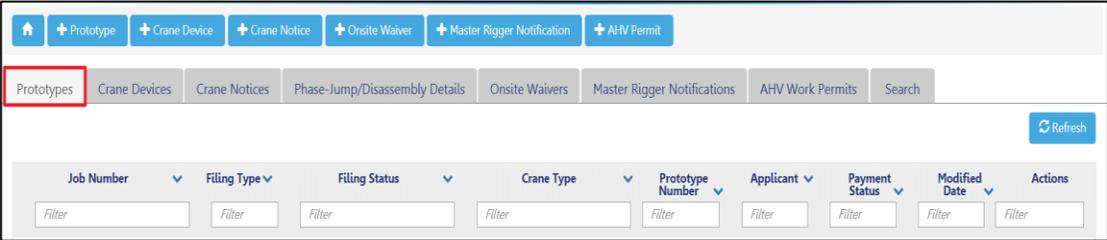
<b>Log into DOB NOW</b>	<b>4</b>
<b>Derrick Crane CD Number: Register a Crane Device</b>	<b>7</b>
Complete General Information Tab	8
Complete Equipment Information Tab	15
Upload Documents	22
Complete Statements & Signatures	26
Pay Fees	28
Complete Review and File	31
Print Certificate Complete: From the Dashboard	33
Print Certificate Complete: From within the Application	35
<b>Derrick Crane CD Number: Amendment: Change Ownership</b>	<b>38</b>
Complete General Information	40
Complete Equipment Information Tab	44
Upload Documents	46
Complete Statements & Signatures	49
Complete Review and File	51
<b>Derrick Crane CD Number: Amendment: Device Amendment</b>	<b>53</b>
Complete General Information	55
Complete Equipment Information Tab	62
Upload Documents	66
Complete Statements & Signatures	70
Complete Review and File	71
<b>Derrick Crane CD Number: Renewal</b>	<b>73</b>
Complete Equipment Information Tab	77
Upload Documents	78
Complete Statements & Signatures	82
Pay Fees	84
Complete Review and File	87

## Log into DOB NOW

Complete the following steps to log into DOB NOW:

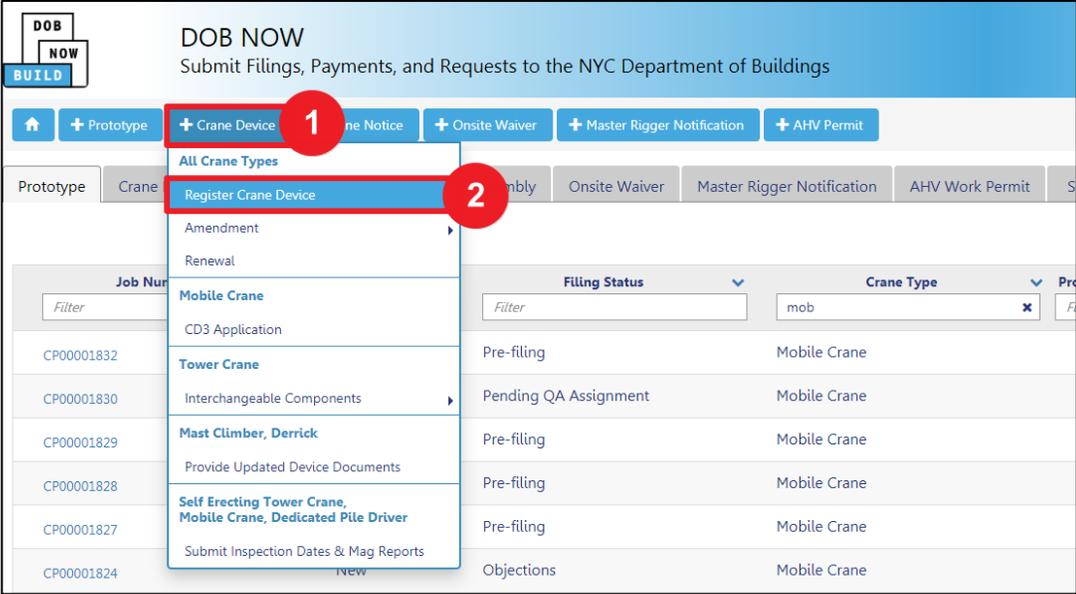
Step	Action
<b>Note:</b>	<p>In order to log into DOB NOW, the user must be registered for eFiling.</p> <p>Additionally, DOB recommends turning off pop-up blockers to successfully navigate within DOB NOW.</p> <p>For Step-by-Step instructions, please submit a question to <a href="http://www.nyc.gov/dobnowhelp">www.nyc.gov/dobnowhelp</a> or refer to the following links:</p> <p>How to Register for eFiling:  <a href="https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf">https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf</a></p> <p>How to Turn Off Pop-up Blockers:  <a href="https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf">https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf</a></p>
1.	<p>Access the <b>Internet</b>.</p> 
2.	<p>Enter <a href="http://www.nyc.gov/dobnow">www.nyc.gov/dobnow</a> in the <b>URL</b> field at the top of the browser window.</p> 
3.	<p>Press <b>Enter</b> on the keyboard.</p>

Step	Action
4.	<p>The DOB Login page displays.</p> <p>Enter <b>Email</b> and <b>Password</b> (as registered in eFiling).</p>
5.	<p>Click <b>Login</b>.</p>

Step	Action
6.	<p>The DOB NOW Welcome page displays.</p> <p>Hover the cursor over <b>DOB NOW: <i>Build</i></b>.</p> 
7.	<p>Select <b>Cranes</b> from the drop-down list.</p> 
8.	<p>The DOB NOW Dashboard displays.</p> <p>The <b>Prototypes</b> tab displays by default and displays all Prototype Certificate of Approval Applications associated with an eFiling account.</p> 
<p style="text-align: center;">You are now logged into <b>DOB NOW: <i>Build</i></b>. Continue to the next section.</p>	

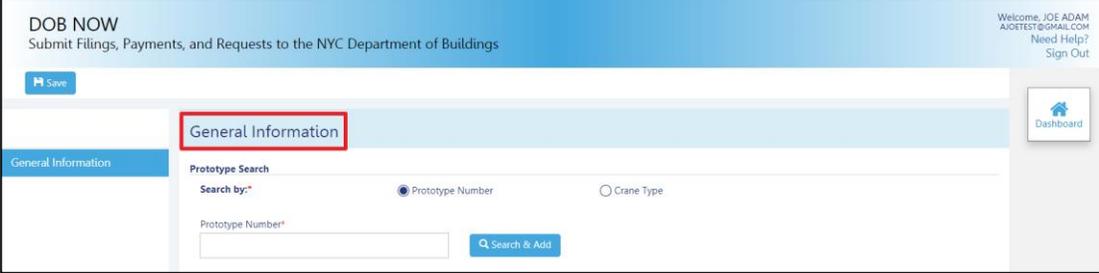
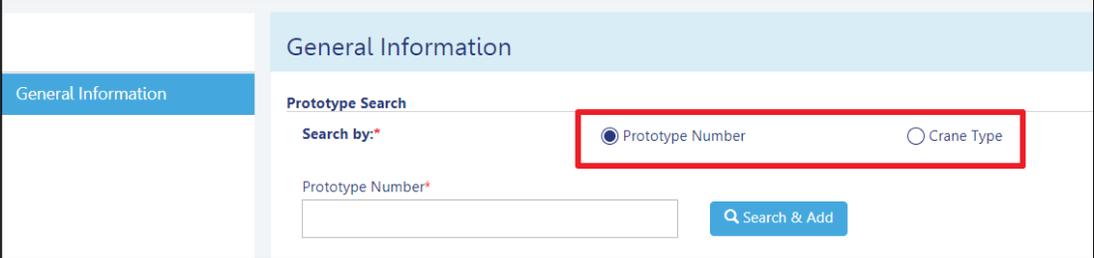
## Derrick Crane CD Number: Register a Crane Device

Complete the following steps to register a Crane Device:

Step	Action
1.	<p>Hover the cursor over <b>+Crane Device</b> and select <b>Register Crane Device</b> from the drop-down list.</p> 
2.	<p>A <b>Confirm</b> pop-up window displays with the message:            Confirm you want to register a new Crane Device.            Click <b>Yes</b> to proceed.</p> 
<p>You have begun the registration process for a Crane Device.            Continue to the <b>Complete General Information</b> 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 <b>General Information</b> section displays.</p> 
2.	<p>Select the applicable <b>Search by</b> (e.g. <b>Prototype Number</b>) radio button in Prototype Search.</p> 

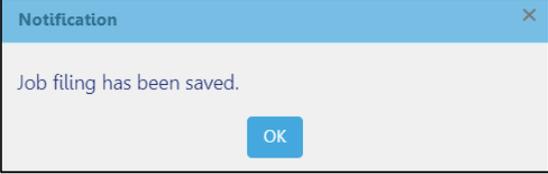
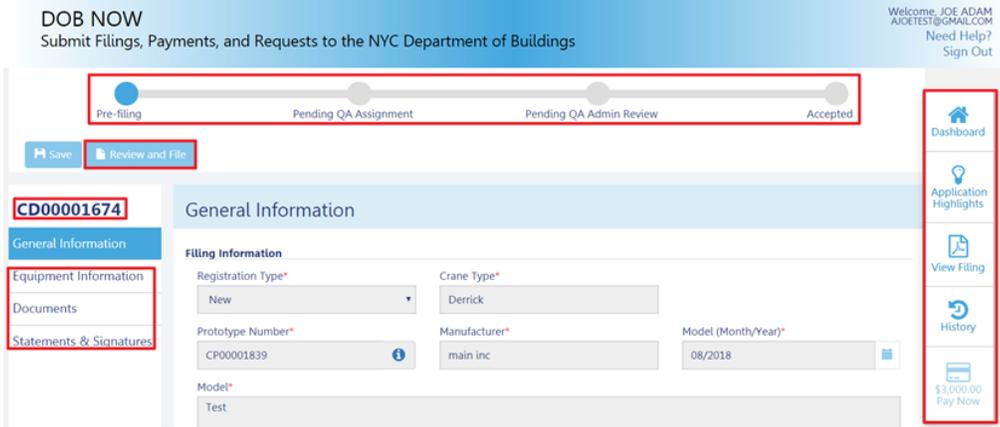
Step	Action
<p><b>Note:</b></p>	<p>To search by Prototype Number: Enter the <b>Prototype Number</b> in the <b>Prototype Number</b> field.</p> <div data-bbox="313 388 1188 588"> <p><b>Prototype Search</b></p> <p>Search by:* <input checked="" type="radio"/> Prototype Number <input type="radio"/> Crane Type</p> <p>Prototype Number*</p> <input type="text"/> <input type="button" value="Search &amp; Add"/></div> <p>To search by Crane Type: Select the <b>Crane Type</b> from the <b>Crane Type</b> drop-down list.</p> <div data-bbox="313 714 1196 1117"> <p><b>Prototype Search</b></p> <p>Search by:* <input type="radio"/> Prototype Number <input checked="" type="radio"/> Crane Type</p> <p>Crane Type*</p> <div style="border: 1px solid #ccc; padding: 2px;">             Select Crane Type: ▾              Select Crane Type:              Tower Crane              Self Erecting Tower Crane              Mobile Crane              Dedicated Pile Driver  <span style="background-color: #007bff; color: white; padding: 2px;">Derrick</span>              Mast Climber           </div> <input type="button" value="Search &amp; Add"/> <p>Crane Type*</p> <input type="text"/> <p>Manufacturer*</p> <input type="text"/></div>
<p>3.</p>	<p>Click <b>Search &amp; Add</b> to proceed.</p> <div data-bbox="313 1218 1221 1543"> <p><b>General Information</b></p> <p><b>Prototype Search</b></p> <p>Search by:* <input checked="" type="radio"/> Prototype Number <input type="radio"/> Crane Type</p> <p>Prototype Number*</p> <input type="text" value="CP00001839"/> <input style="border: 2px solid #007bff;" type="button" value="Search &amp; Add"/></div>

Step	Action																																				
4.	<p>The Search Results pop-up window displays.</p> <p>If applicable, select the applicable Prototype Number.</p> <p>Click <b>+Add</b> to proceed.</p> <div data-bbox="313 457 1354 1087" style="border: 1px solid black; padding: 5px;"> <p><b>Search Results</b></p> <table border="1"> <tr> <td>Prototype Number CP00001839</td> <td>Crane Type Derrick</td> <td>Approved On 01/23/2020</td> </tr> <tr> <th>Prototype Details</th> <th>Crane Devices</th> <th>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) 08/2018</td> <td>Manufacturer main inc</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 1211 Metric Tons</td> <td>Maximum Boom 1211 Feet</td> <td>Maximum Jib 1111 Feet</td> </tr> <tr> <td>Maximum Freestanding Height 1111 Feet</td> <td>Total 3433 Feet</td> <td>Maximum Other Attachments 1111 Feet</td> </tr> <tr> <td>Counterweight Configuration (Min) Not Applicable</td> <td>Counterweight Configuration (Max) Not Applicable</td> <td>Carrier Type Not Applicable</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 Not Applicable</td> <td>Overall Carrier Length Not Applicable</td> <td>Overall Carrier Width Not Applicable</td> </tr> <tr> <td>Overall Carrier Tailswing Not Applicable</td> <td></td> <td></td> </tr> </table> <p style="text-align: right;"> <input type="button" value="+ Add"/> <input type="button" value="Cancel"/> </p> </div>	Prototype Number CP00001839	Crane Type Derrick	Approved On 01/23/2020	Prototype Details	Crane Devices	Revoke History	Prototype Status Full Approval	Applicant JOE ADAM	Applicant Type Manufacturer	Model (Month/Year) 08/2018	Manufacturer main inc		Model Test			Equipment Information			Maximum Rated Capacity 1211 Metric Tons	Maximum Boom 1211 Feet	Maximum Jib 1111 Feet	Maximum Freestanding Height 1111 Feet	Total 3433 Feet	Maximum Other Attachments 1111 Feet	Counterweight Configuration (Min) Not Applicable	Counterweight Configuration (Max) Not Applicable	Carrier Type Not Applicable	Transmission Type Mechanical	Power Gas	Climbing Type Not Applicable	Width with Outriggers Extended Not Applicable	Overall Carrier Length Not Applicable	Overall Carrier Width Not Applicable	Overall Carrier Tailswing Not Applicable		
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<b>Note:</b>	<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="313 1276 1399 1633" style="border: 1px solid black; padding: 5px;"> <p><b>Filing Information</b></p> <table border="1"> <tr> <td>Registration Type* New</td> <td>Crane Type* Derrick</td> <td></td> </tr> <tr> <td>Prototype Number* CP00001839</td> <td>Manufacturer* main inc</td> <td>Model (Month/Year)* 08/2018</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* Derrick		Prototype Number* CP00001839	Manufacturer* main inc	Model (Month/Year)* 08/2018	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> <p>Device Serial Number</p> <p>Select the Device Manufactured Date (Date/year) from the calendar</p> <div data-bbox="313 432 1321 762"> <p><b>Filing Information</b></p> <p>Registration Type* <input type="text" value="New"/> Crane Type* <input type="text" value="Derrick"/></p> <p>Prototype Number* <input type="text" value="CP00001839"/> Manufacturer* <input type="text" value="main inc"/> Model (Month/Year)* <input type="text" value="08/2018"/></p> <p>Model* <input type="text" value="Test"/></p> <p>Crane Device Number <input type="text" value="Not Yet Issued"/> Device Serial Number* <input type="text" value="9659345"/> Device Manufactured Date (Month/Year)* <input type="text" value="11/2018"/></p> </div>
6.	<p>Enter the Applicant Information:</p> <p>Type the <b>Email</b> and then select the Email Address from the blue drop-down</p> <p>Select the <b>License Type</b> (e.g., <b>Individual</b>) from the License Type drop-down list</p> <p>Select the <b>Business Name</b> from the Business Name drop-down list</p> <div data-bbox="313 999 1424 1308"> <p><b>Applicant Information</b></p> <p>Email* <input type="text" value="Enter email/username..."/> Last Name <input type="text"/> First Name <input type="text"/></p> <p>License Type* <input type="text" value="Select:"/> License Number <input type="text"/> Business Name* <input type="text" value="Select:"/></p> <p>Business Address <input type="text"/> City <input type="text"/> State <input type="text"/></p> <p>Zip Code <input type="text"/> Business Telephone <input type="text"/> Mobile Telephone <input type="text"/></p> </div>
<b>Note:</b>	<p>Select <b>+ Add New</b> if the Business Name is not listed.</p> <div data-bbox="313 1394 886 1581"> <p>Business Name*</p> <p>Select: <input type="text"/></p> <p>Select: JA LLC</p> <p><b>+ Add New</b></p> </div>

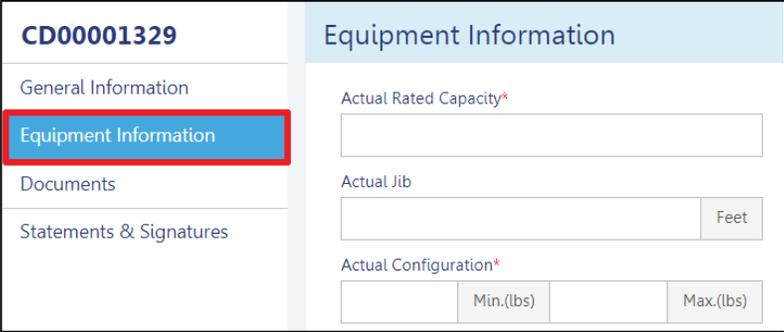
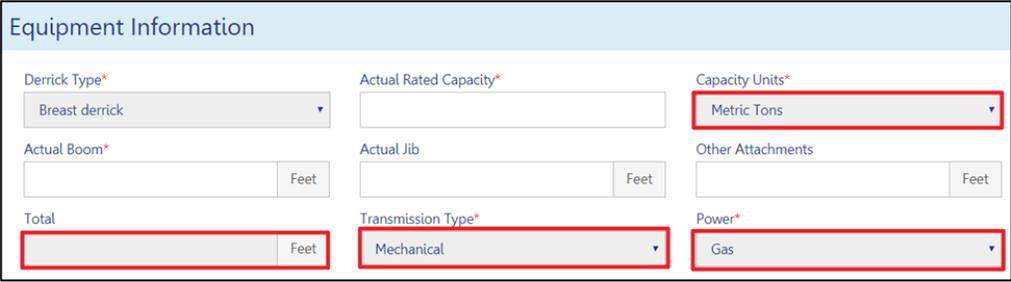
Step	Action																								
7.	<p>If applicable, click <b>+Add Representative</b>.</p> <div data-bbox="315 352 1175 541"> <p><b>Filing Representative Information</b></p> <p><b>+ Add Representative</b></p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	First Name	Last Name	Email																					
First Name	Last Name	Email																							
8.	<p>The Filing Representative Details pop-up window displays.</p> <p>Type the <b>Email</b> and then select the Email Address from the blue drop-down.</p> <div data-bbox="315 695 1395 1178"> <p><b>Filing Representative Details</b></p> <table border="1"> <tr> <td>Email*</td> <td>Last Name</td> <td>First Name</td> </tr> <tr> <td>APPLEROME16@GMAIL.COM</td> <td></td> <td></td> </tr> <tr> <td><b>APPLEROME16@GMAIL.COM</b></td> <td>Business Address</td> <td>City</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>State</td> <td>Zip Code</td> <td>Country</td> </tr> <tr> <td></td> <td></td> <td>Select: ▾</td> </tr> <tr> <td>Business Telephone</td> <td>Mobile Telephone</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> <p><b>Save</b> <b>Cancel</b></p> </div>	Email*	Last Name	First Name	APPLEROME16@GMAIL.COM			<b>APPLEROME16@GMAIL.COM</b>	Business Address	City				State	Zip Code	Country			Select: ▾	Business Telephone	Mobile Telephone				
Email*	Last Name	First Name																							
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State	Zip Code	Country																							
		Select: ▾																							
Business Telephone	Mobile Telephone																								
9.	<p>Click <b>Save</b>.</p> <div data-bbox="315 1276 750 1493"> <p>Business Telephone</p> <p>(458) 466-4485</p> <p><b>Save</b> <b>Cancel</b></p> </div>																								

Step	Action												
<b>Note:</b>	<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> <div data-bbox="313 569 1417 768" style="border: 1px solid black; padding: 5px;"> <p>Filing Representative Information</p> <p><a href="#">+ Add Representative</a></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	 								
10.	<p>At the top-left of the screen, click <b>Save</b>.</p> <div data-bbox="313 869 971 1127" style="border: 1px solid black; padding: 5px;">  <p>General Information</p> <p>Prototype Search</p> <p>Search by:*</p> </div>												
11.	<p>A <b>Notification</b> pop-up window displays with the message:</p> <p>The following information cannot be changed after saving:</p> <ul style="list-style-type: none"> <li>• Prototype Information</li> </ul> <p>Click <b>Save</b>, to continue.</p> <div data-bbox="313 1381 1073 1646" 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"> <li>• Prototype Information</li> </ul> <p><a href="#">Save</a> <a href="#">Cancel</a></p> </div>												

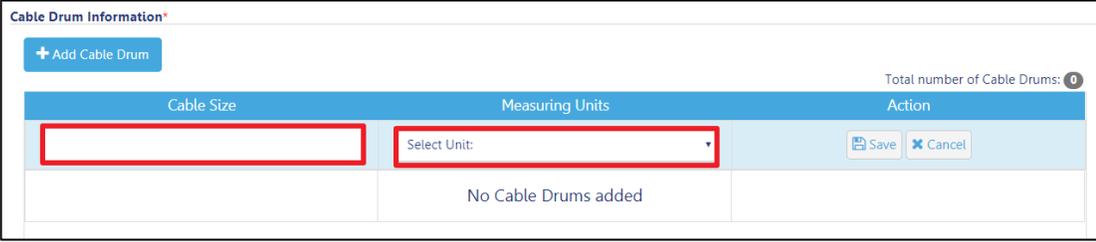
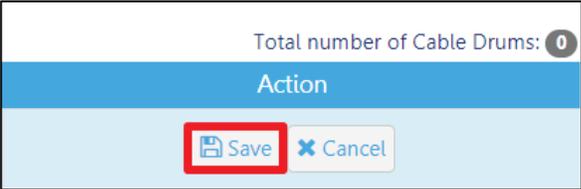
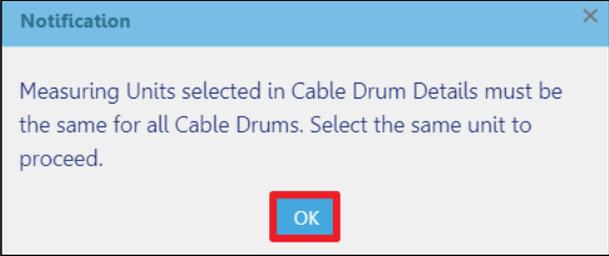
Step	Action
12.	<p>A <b>Notification</b> pop-up window displays with the message: Job filing has been saved. Click <b>OK</b> to continue.</p> 
<b>Note:</b>	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> <li>1. Status Bar</li> <li>2. Review and File (Grayed out until Job Filing fields are complete)</li> <li>3. Crane Device Filing Number</li> <li>4. <b>Additional Tabs:</b> Equipment Information, Documents and Statements &amp; Signatures</li> <li>5. <b>Application Information:</b> Application Highlights, View Filing, Trace &amp; Payment History and Fee</li> </ol> 
<p>You have completed the <b>Complete General Information</b> tab. Continue to the next section.</p>	

## Complete Equipment Information Tab

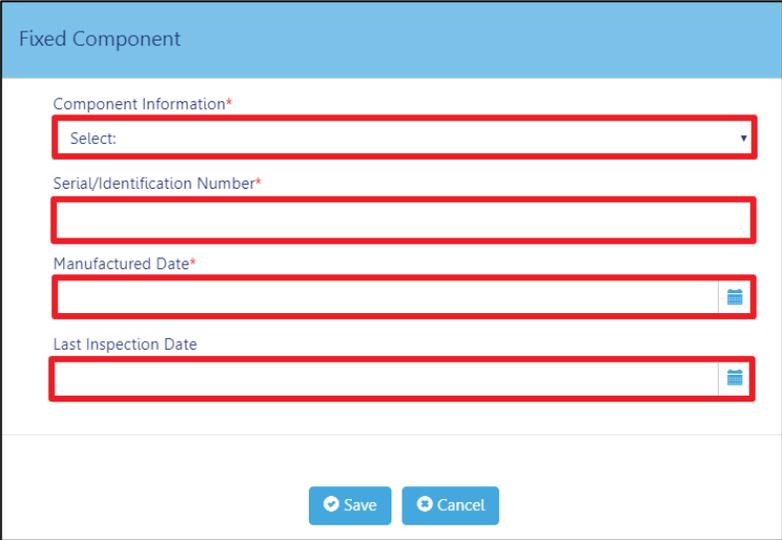
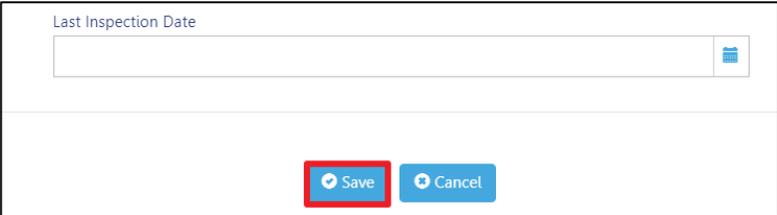
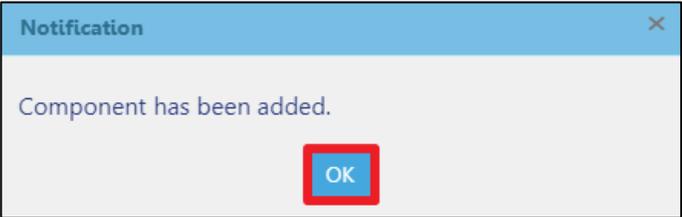
Complete the following steps to complete the Equipment Information tab:

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

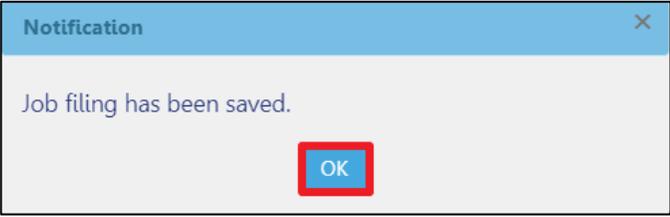
Step	Action									
2.	<p>Enter the Equipment Information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Actual Rated Capacity</li> <li><input type="checkbox"/> Actual Boom</li> <li><input type="checkbox"/> Actual Jib</li> <li><input type="checkbox"/> Other Attachments</li> </ul> <div data-bbox="311 564 1386 856" style="border: 1px solid black; padding: 5px;"> <p><b>Equipment Information</b></p> <table border="0"> <tr> <td>Derrick Type* Breast derrick</td> <td>Actual Rated Capacity* <input style="border: 2px solid red;" type="text"/></td> <td>Capacity Units* Metric Tons</td> </tr> <tr> <td>Actual Boom* <input style="border: 2px solid red;" type="text"/> Feet</td> <td>Actual Jib <input style="border: 2px solid red;" type="text"/> Feet</td> <td>Other Attachments <input style="border: 2px solid red;" type="text"/> Feet</td> </tr> <tr> <td>Total <input type="text"/> Feet</td> <td>Transmission Type* Mechanical</td> <td>Power* Gas</td> </tr> </table> </div>	Derrick Type* Breast derrick	Actual Rated Capacity* <input style="border: 2px solid red;" type="text"/>	Capacity Units* Metric Tons	Actual Boom* <input style="border: 2px solid red;" type="text"/> Feet	Actual Jib <input style="border: 2px solid red;" type="text"/> Feet	Other Attachments <input style="border: 2px solid red;" type="text"/> Feet	Total <input type="text"/> Feet	Transmission Type* Mechanical	Power* Gas
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Total <input type="text"/> Feet	Transmission Type* Mechanical	Power* Gas								
3.	<p>Select the applicable Boom <b>Type Information</b> checkbox(s) (e.g., <b>Articulating</b>).</p> <div data-bbox="311 940 1414 1039" style="border: 1px solid black; padding: 5px;"> <p><b>Boom Type Information*</b></p> <p> <input checked="" type="checkbox"/> Articulating            <input type="checkbox"/> Lattice            <input type="checkbox"/> Luffing            <input type="checkbox"/> Telescoping            <input type="checkbox"/> Other       </p> </div>									
Note:	<p>Only the checkboxes applicable to the transaction will be enabled.</p>									
4.	<p>Click + Add Cable Drum to display the Cable Size, Measuring Units and Action fields.</p> <div data-bbox="311 1236 1425 1480" style="border: 1px solid black; padding: 5px;"> <p><b>Cable Drum Information*</b></p> <p><span style="border: 2px solid red; padding: 2px;">+ Add Cable Drum</span></p> <p style="text-align: right;">Total number of Cable Drums: 0</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;"><input style="border: 2px solid red;" type="text"/></td> <td style="width: 33%;">Select Unit: <span style="border: 2px solid red; padding: 2px;">▼</span></td> <td style="width: 33%; text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </td> </tr> </table> <p style="text-align: center;">No Cable Drums added</p> </div>	<input style="border: 2px solid red;" type="text"/>	Select Unit: <span style="border: 2px solid red; padding: 2px;">▼</span>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>						
<input style="border: 2px solid red;" type="text"/>	Select Unit: <span style="border: 2px solid red; padding: 2px;">▼</span>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>								

Step	Action
5.	<p>To add the Cable Drum:</p> <p>Type the Cable Size</p> <p>Select the Measuring Unit from the <b>Select Unit</b> drop-down list (e.g., <b>Inches</b>).</p> 
6.	<p>Under the Action column, click <b>Save</b>.</p> 
7.	<p>A <b>Notification</b> pop-up windows displays with a message:</p> <p>Measuring Units selected in Cable Drum Details must be the same for all Cable Drums. Select the same unit to proceed.</p> <p>Click <b>OK</b> to close the notification.</p> 

Step	Action						
<p>Note:</p>	<p><i>The Total number of Cable Drums updates.</i></p> <p><i>The Cable Drum added displays within the Cable Drum table.</i></p> <p><i>Click the edit (  ) icon to update the Cable Drum information.</i></p> <p><i>Click the trash can (  ) icon to delete the Cable Drum.</i></p> <div data-bbox="313 516 1333 684" style="border: 1px solid black; padding: 5px;"> <p>Cable Drum Information*</p> <p><a href="#">+ Add Cable Drum</a> <span style="float: right;">Total number of Cable Drums: <b>1</b></span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0070C0; color: white;"> <th style="width: 40%;">Cable Size</th> <th style="width: 30%;">Measuring Units</th> <th style="width: 30%;">Action</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td style="text-align: center;">5000</td> <td style="text-align: center;">Inches</td> <td style="text-align: center;">   </td> </tr> </tbody> </table> </div>	Cable Size	Measuring Units	Action	5000	Inches	 
Cable Size	Measuring Units	Action					
5000	Inches	 					
<p>8.</p>	<p>Click <b>+Add Component</b> to display the Fixed Component pop-up window.</p> <div data-bbox="313 831 1076 1079" style="border: 1px solid black; padding: 5px;"> <p>Fixed Components</p> <p><a href="#">+ Add Component</a></p> <table style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Component Type <span style="float: right;">▼</span></td> <td style="width: 50%; text-align: center;">Serial/Identification Number <span style="float: right;">▼</span></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table> </div>	Component Type <span style="float: right;">▼</span>	Serial/Identification Number <span style="float: right;">▼</span>				
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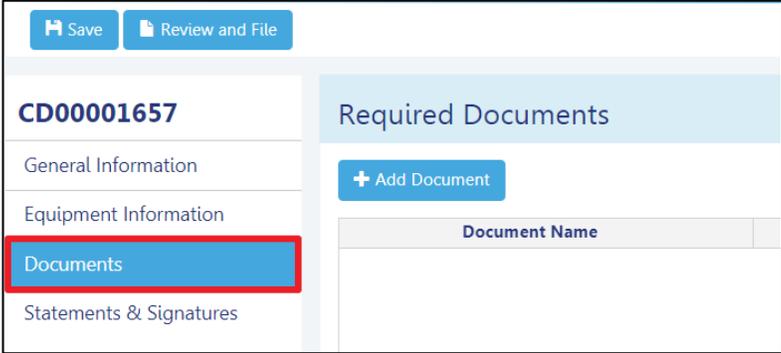
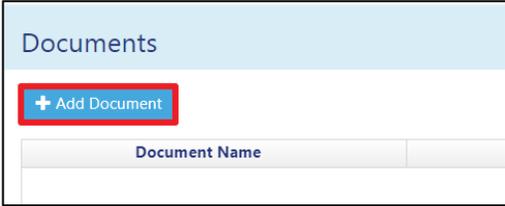
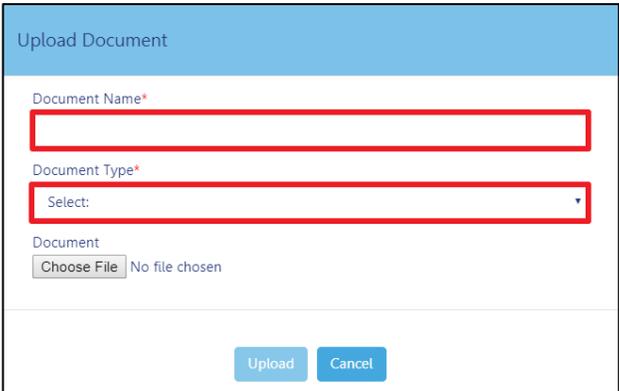
Step	Action
9.	<p>To add each Fixed Component:</p> <p>Select the <b>Component Information</b> (e.g., <i>Live Mast Information</i>) from the Component Information drop-down list</p> <p>Enter the Serial/Identification Number</p> <p>Select the Manufactured Date</p> <p>Select the Last Inspection Date</p> 
10.	<p>At the bottom of the pop-up window, click <b>Save</b>.</p> 
11.	<p>A <b>Notification</b> pop-up windows displays with a message:</p> <p>Component has been added.</p> <p>Click <b>OK</b> to close the notification.</p> 

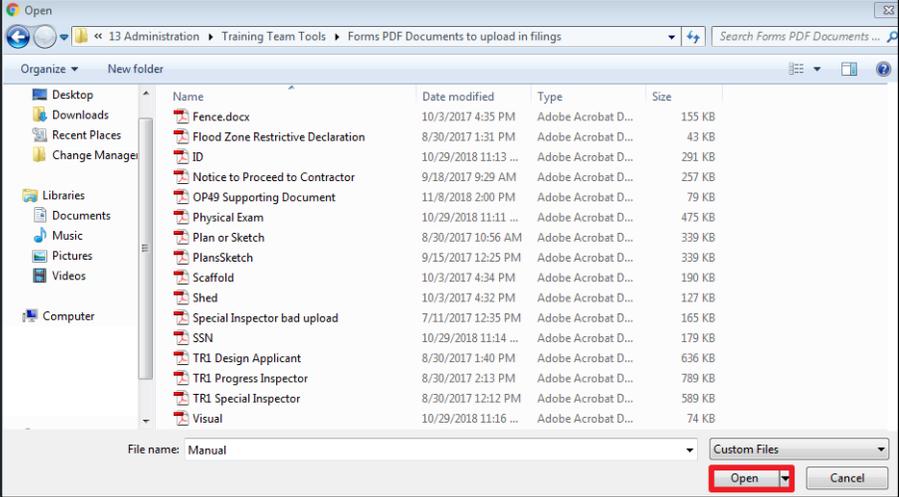
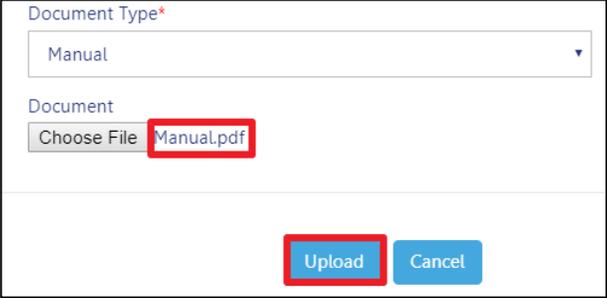
Step	Action																																							
<p><b>Note:</b></p>	<p>Repeat Steps 8 to 10 to add additional Fixed Components.</p> <p>The Fixed Component added displays within the Fixed Component table.</p> <p>Click the edit (  ) icon to update the Fixed Component information.</p> <p>Click the trash can (  ) icon to delete the Fixed Component.</p> <p>The Total number of Fixed Component updates below the table.</p> <div data-bbox="313 596 1382 1146" style="border: 1px solid black; padding: 10px;"> <p><b>Components</b></p> <p><a href="#">+ Add Component</a></p> <table border="1"> <thead> <tr> <th>Component Type</th> <th>Serial/Identification Number</th> <th>Manufactured Date</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Base/Turntable Information</td> <td>23123</td> <td>09/2019</td> <td>Pending Re-submission</td> <td> </td> </tr> <tr> <td>Boom Information</td> <td>23232</td> <td>12/2014</td> <td>Pending Re-submission</td> <td> </td> </tr> <tr> <td>Other Component Information</td> <td>23323</td> <td>09/2019</td> <td>Pending Re-submission</td> <td> </td> </tr> <tr> <td>Sill Information</td> <td>322323</td> <td>09/2014</td> <td>Pending Re-submission</td> <td> </td> </tr> <tr> <td>Stiff Leg Information</td> <td>3233</td> <td>09/2019</td> <td>Pending Re-submission</td> <td> </td> </tr> </tbody> </table>   <div style="border: 1px solid black; padding: 5px;"> <table border="0"> <tr> <td style="border: 1px solid black; padding: 5px;"> <p><a href="#">Base/Turntable Information</a></p> <p>Total Number of components (Max 1) - </p> </td> <td style="border: 1px solid black; padding: 5px;"> <p><a href="#">Other Component Information</a></p> <p>Total Number of components (Max 1) - </p> </td> <td style="border: 1px solid black; padding: 5px;"> <p><a href="#">Sill Information</a></p> <p>Total Number of components (Max 10) - </p> </td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;"> <p><a href="#">Stiff Leg Information</a></p> <p>Total Number of components (Max 1) - </p> </td> <td style="border: 1px solid black; padding: 5px;"> <p><a href="#">Winch Pack Information</a></p> <p>Total Number of components (Max 1) - </p> </td> <td></td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;"> <p><a href="#">Boom Information</a></p> <p>Total Number of components Number of Articulating (Max 10) - </p> </td> <td></td> <td></td> </tr> </table> </div> </div>	Component Type	Serial/Identification Number	Manufactured Date	Status	Action	Base/Turntable Information	23123	09/2019	Pending Re-submission	 	Boom Information	23232	12/2014	Pending Re-submission	 	Other Component Information	23323	09/2019	Pending Re-submission	 	Sill Information	322323	09/2014	Pending Re-submission	 	Stiff Leg Information	3233	09/2019	Pending Re-submission	 	<p><a href="#">Base/Turntable Information</a></p> <p>Total Number of components (Max 1) - </p>	<p><a href="#">Other Component Information</a></p> <p>Total Number of components (Max 1) - </p>	<p><a href="#">Sill Information</a></p> <p>Total Number of components (Max 10) - </p>	<p><a href="#">Stiff Leg Information</a></p> <p>Total Number of components (Max 1) - </p>	<p><a href="#">Winch Pack Information</a></p> <p>Total Number of components (Max 1) - </p>		<p><a href="#">Boom Information</a></p> <p>Total Number of components Number of Articulating (Max 10) - </p>		
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<p><b>Note:</b></p>	<p>Click the <b>Fixed Component</b> to view the Fixed Component Information (e.g., <b>Status</b>).</p> <div data-bbox="313 1268 1422 1530" style="border: 1px solid black; padding: 10px;"> <p><b>Live Mast Information</b></p> <table border="1"> <thead> <tr> <th>Serial/Identification Number</th> <th>Manufactured Date</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>10121988</td> <td>11/2013</td> <td>Pre-filing</td> <td> </td> </tr> </tbody> </table> </div>	Serial/Identification Number	Manufactured Date	Status	Action	10121988	11/2013	Pre-filing	 																															
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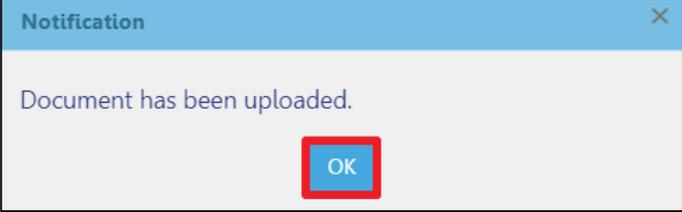
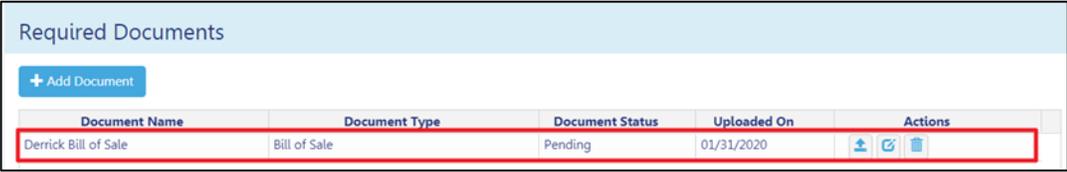
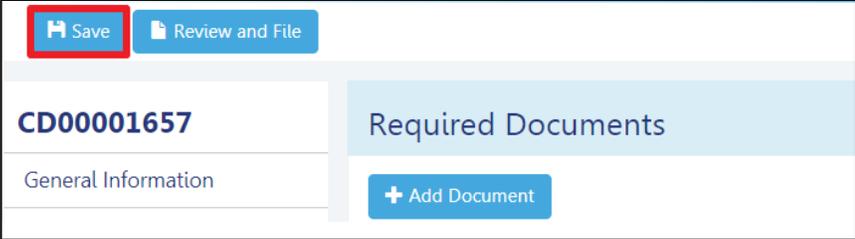
Step	Action
12.	<p>At the top-left of the screen, click <b>Save</b>.</p> 
13.	<p>A <b>Notification</b> pop-up window displays with the message: Job filing has been saved. Click <b>OK</b> to continue.</p> 
<p>You have completed the <b>Complete Equipment Information</b> tab. Continue to the next section.</p>	

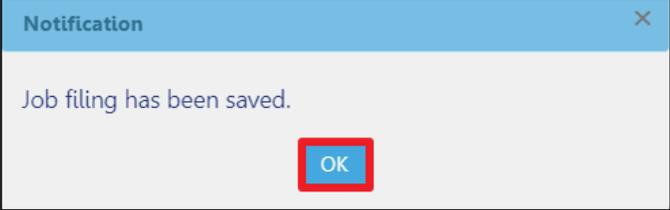
## Upload Documents

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

Step	Action
1.	<p>Click <b>Documents</b> to display the Documents section.</p> 
2.	<p>Click <b>+Add Document</b>.</p> 
3.	<p>The <b>Upload Document</b> pop-up window displays.</p> <p>Type the Document Name.</p> <p>Select the <b>Document Type</b> (e.g., <i>Manual</i>) from the Document Type drop-down list.</p> 

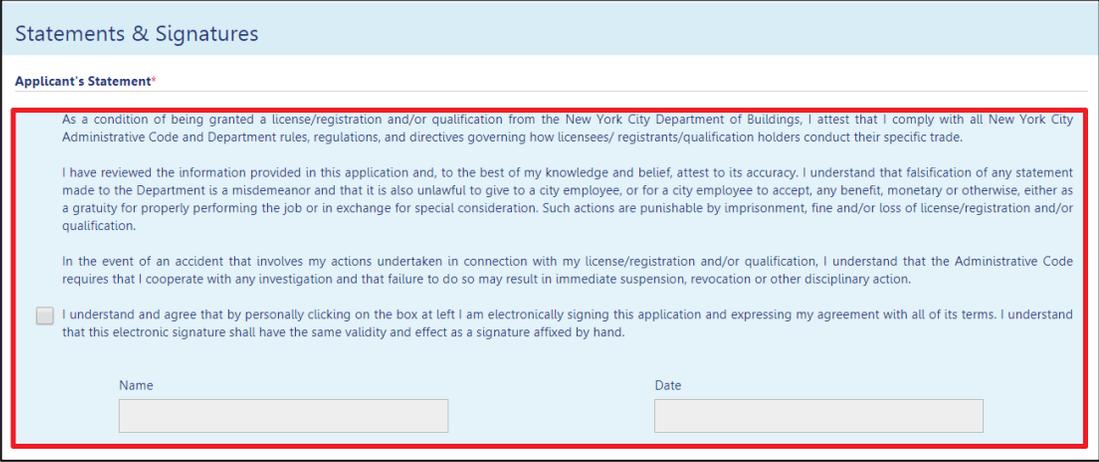
Step	Action
4.	<p>Click <b>Choose File</b> to upload the Document Type selected.</p> 
5.	<p>The Document pop-up window displays. Select the Document and click <b>Open</b>.</p> 
6.	<p>The Document displays next to Choose File. Click <b>Upload</b>.</p> 

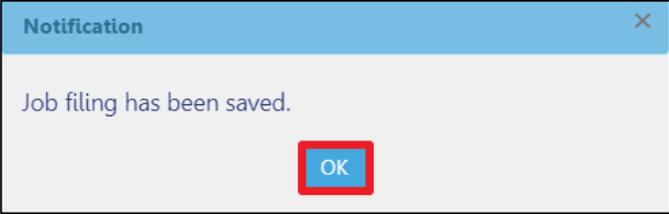
Step	Action										
7.	<p>A <b>Notification</b> pop-up window displays with the message: Document has been uploaded. Click <b>OK</b> to continue.</p> 										
Note:	<p><i>The Document uploaded displays within the Document table.</i> Click the edit (✎) icon to update the Document information. Click the trash can (🗑) icon to delete the Document. Click the upload (📄) icon to replace the Document previously uploaded.</p>  <table border="1" data-bbox="315 953 1382 1125"> <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>Derrick Bill of Sale</td> <td>Bill of Sale</td> <td>Pending</td> <td>01/31/2020</td> <td>📄 ✎ 🗑</td> </tr> </tbody> </table>	Document Name	Document Type	Document Status	Uploaded On	Actions	Derrick Bill of Sale	Bill of Sale	Pending	01/31/2020	📄 ✎ 🗑
Document Name	Document Type	Document Status	Uploaded On	Actions							
Derrick Bill of Sale	Bill of Sale	Pending	01/31/2020	📄 ✎ 🗑							
8.	<p>At the top-left of the screen, click <b>Save</b>.</p> 										

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

## Complete Statements & Signatures

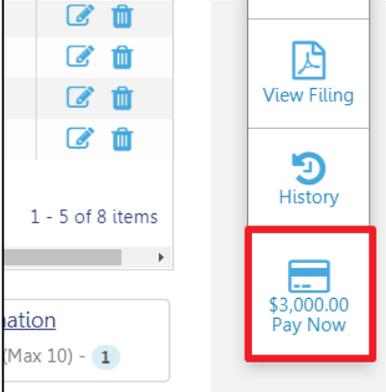
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

Step	Action
1.	<p>Click <b>Statements &amp; Signatures</b> to display the Statements &amp; Signatures section.</p> 
<b>Note:</b>	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p> 
<p>APPLICANT OF RECORD</p>	
2.	<p>Click the <b>Applicant's Statement</b> checkbox to electronically attest.</p> <p>The <b>Name</b> and <b>Date</b> field's auto-populate by the system.</p> 

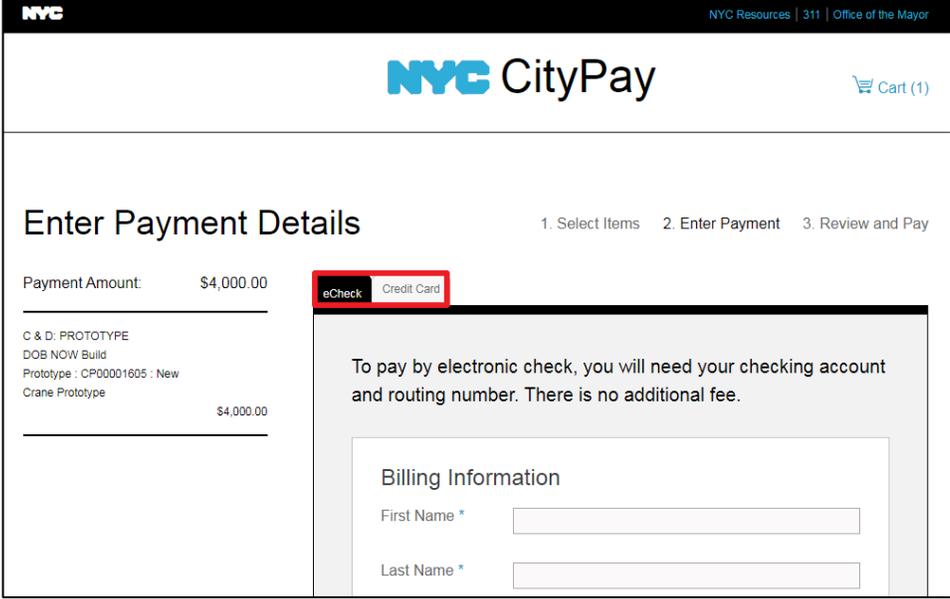
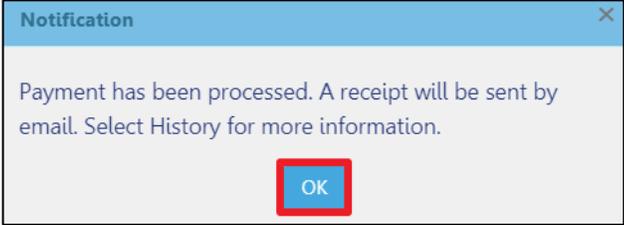
Step	Action
3.	<p>At the top-left of the screen, click <b>Save</b>.</p> 
4.	<p>A <b>Notification</b> pop-up window displays with the message:            Job filing has been saved.            Click <b>OK</b> to continue.</p> 
<p style="text-align: center;">You have completed the <b>Statement &amp; Signatures</b> section.            Continue to the next section.</p>	

## Pay Fees

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

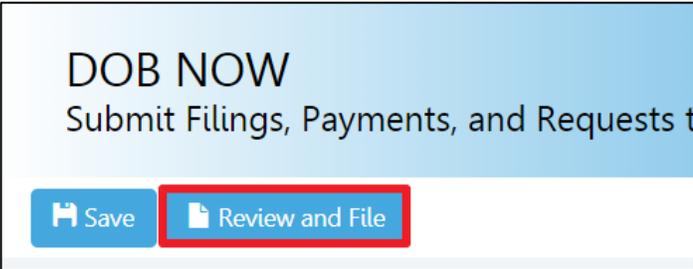
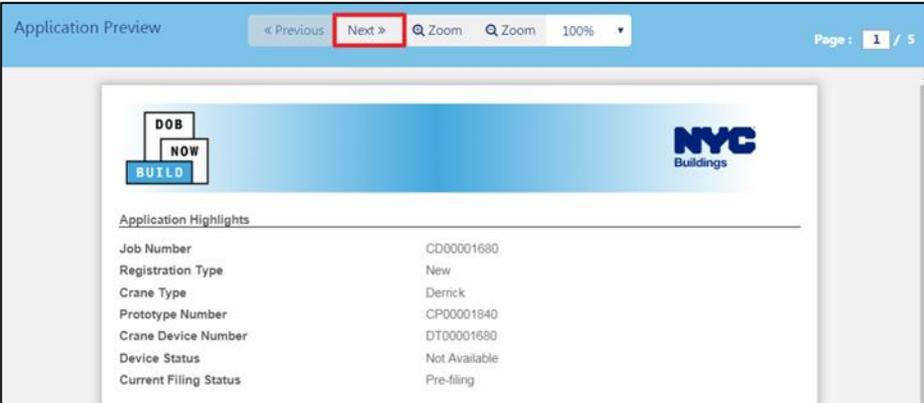
Step	Action
<b>Note:</b>	The fees must be paid before continuing to Review and File.
1.	<p>At the bottom-right of the screen, click <b>Pay Now</b>.</p> 

Step	Action
2.	<p>The <b>Payment Confirmation</b> pop-up window displays with the message:</p> <p>Please note that the following data cannot be changed after the payment has been made on this filing:</p> <p>Owner Type: <b>Individual</b></p> <p>Are you sure you want to make a payment now for \$3000.00?</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><b>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</b></p> <p>Click <b>Yes</b>, to proceed.</p> <div data-bbox="315 716 1105 1201" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>Payment Confirmation</b></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"> <li>• Owner Type: <b>Individual</b></li> </ul> <p>Are you sure you want to make a payment now for <b>\$3,000.00</b>?</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><b>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</b></p> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </div> </div>

Step	Action
3.	<p>The page is redirected to <b>NYC City Pay</b>.</p> <p>Pay the application fees via <b>eCheck</b> or <b>Credit Card</b> by selecting the applicable tab.</p> 
4.	<p>The <b>Notification</b> 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.</p> <p>Click <b>OK</b> to proceed.</p> 
<p>You have completed the <b>Pay Fees</b> section.</p> <p>Continue to the next section.</p>	

## Complete Review and File

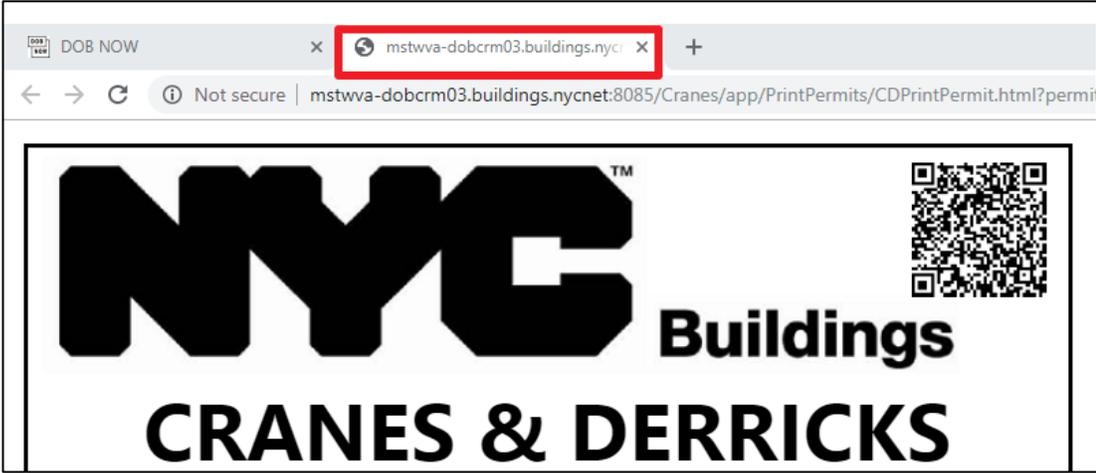
Complete the following steps to review and submit the application to the NYC Department of Buildings.

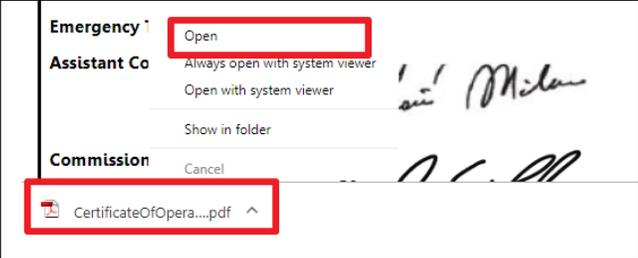
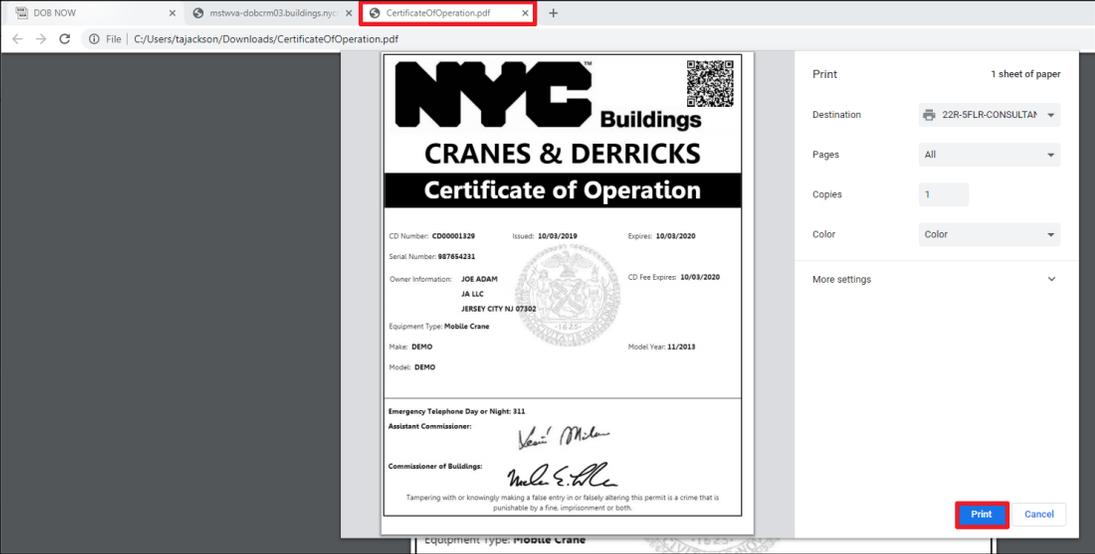
Step	Action
<b>APPLICANT OF RECORD</b>	
1.	<p>At the top-left of the screen, click <b>Review and File</b>.</p> 
2.	<p>The <b>Application Preview</b> displays.</p> <p>Click <b>Next</b> to read and progress through the Application Preview to the final page.</p> 
<b>Note:</b>	<p><i>If errors are discovered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

Step	Action
3.	<p>On the final page, click the checkbox to attest reviewing the application.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <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: right;"> <span style="border: 1px solid blue; padding: 2px 5px;">↗ File</span> <span style="border: 1px solid blue; padding: 2px 5px;">↻ Return to Filing View</span> </div> </div>
4.	<p>The <b>Name</b> and the <b>Date</b> field’s auto-populate after the check-box is clicked. Click <b>File</b>, to proceed.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> Name <input type="text" value="JOE ADAM"/> Date <input type="text" value="09/20/2019"/>  <small>(Electronically Signed)</small>  <div style="text-align: right;"> <span style="border: 2px solid red; padding: 2px 5px;">↗ File</span> <span style="border: 1px solid blue; padding: 2px 5px;">↻ Return to Filing View</span> </div> </div>
5.	<p>A <b>Notification</b> 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 <b>OK</b> to close the Confirm pop-up window.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="background-color: #0070c0; color: white; padding: 5px;">Notification <span style="float: right; font-size: 0.8em;">✕</span></div> <p style="text-align: center; margin: 10px 0;">Job filing has been submitted. An email notification will be sent with the status of the review.</p> <div style="text-align: right; margin-top: 10px;"> <span style="border: 2px solid red; padding: 2px 5px;">OK</span> <span style="border: 1px solid blue; padding: 2px 5px; margin-left: 10px;">View Filing</span> </div> </div>
Note:	<p><i>The Status Bar updates to the next stage in the job filing process (e.g., <b>Pending QA Assignment</b>).</i></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="text-align: center; margin-bottom: 5px;"> <span style="color: blue; font-size: 1.5em;">✓</span> ————— ● ————— ● ————— ● </div> <div style="display: flex; justify-content: space-around; font-size: 0.9em;"> <span>Pre-filing</span> <span>Pending QA Assignment</span> <span>Pending QA Admin Review</span> <span>Accepted (QA)</span> </div> </div>
<p>You have completed the <b>Derrick Crane CD Number: Register a Crane Device</b> Step-by-Step Guide.</p>	

## Print Certificate Complete: From the Dashboard

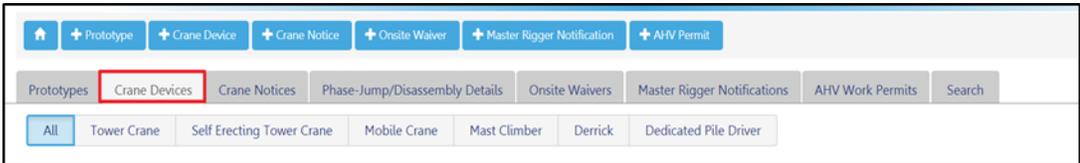
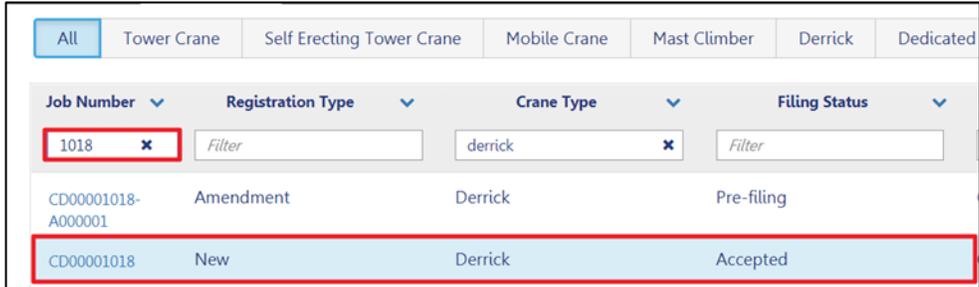
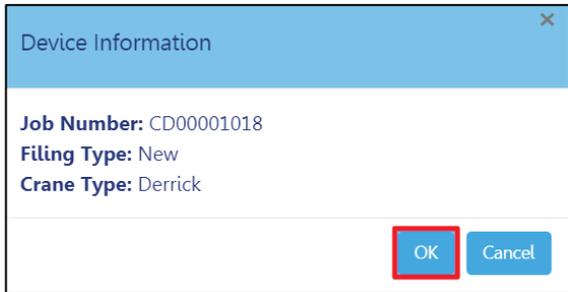
Complete the following steps to print the CD Certificate from the dashboard:

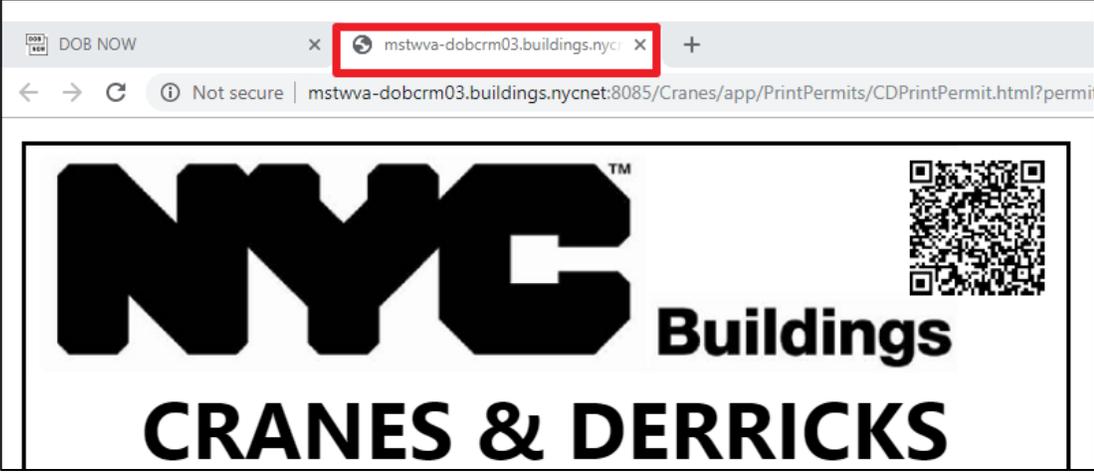
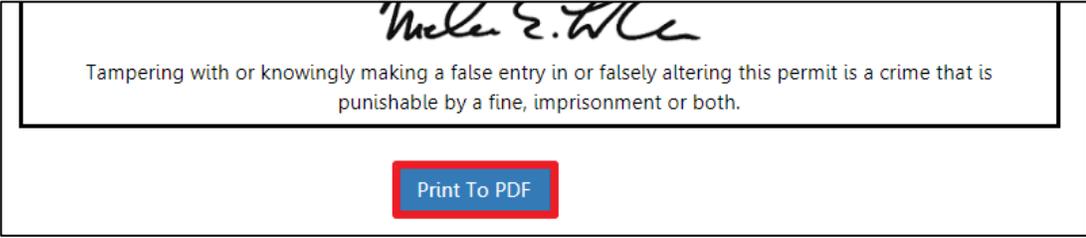
Step	Action
1.	<p>From the Dashboard, select the <b>Crane Devices</b> tab.</p> 
2.	<p>Locate the Crane Device application.</p> <p>Under the <b>Actions</b> column, click the <b>Print</b> (🖨️) icon on the application.</p> 
3.	<p>Ensure that your pop-up blocker is turned-off.</p> <p>The Cranes &amp; Derricks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

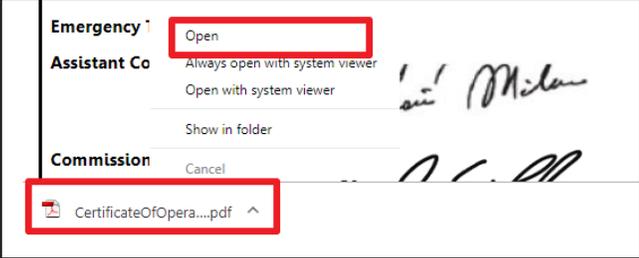
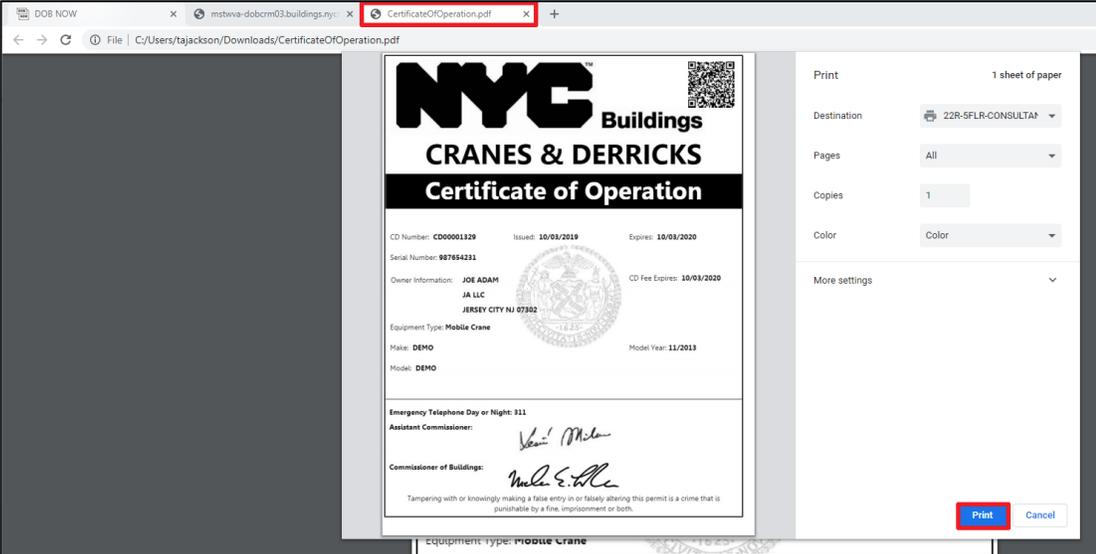
Step	Action
4.	<p>From the bottom of the page click <b>Print to PDF</b>.</p>  <p>The image shows a signature at the top. Below it is a warning: "Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both." At the bottom is a blue button labeled "Print To PDF" with a red border.</p>
5.	<p>The internet browser downloads the certificate. Click the file arrow and select <b>Open</b>.</p>  <p>The image shows a context menu for a downloaded file named "CertificateOfOpera...pdf". The "Open" option is highlighted with a red box. Other options include "Always open with system viewer", "Open with system viewer", "Show in folder", and "Cancel".</p>
6.	<p>A third tab opens with the print options. Click <b>Print</b>.</p>  <p>The image shows a browser window with three tabs. The active tab is "CertificateOfOperation.pdf". The print dialog is open, showing a preview of the "NYC Buildings CRANES &amp; DERRICKS Certificate of Operation". The print settings on the right include: Destination: 22R-SFLR-CONSULTAN, Pages: All, Copies: 1, Color: Color. A red "Print" button is visible at the bottom right of the dialog.</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 <b>Crane Devices</b> tab.</p> 
2.	<p>Locate the Crane Device application. Double-click the application.</p> 
3.	<p>The <b>Device Information</b> pop-up window displays with the message:</p> <p><b>Job Number:</b> CD00001018</p> <p>Filing Type: New</p> <p><b>Crane Type:</b> Derrick Crane</p> <p>Click <b>OK</b> to proceed.</p> 

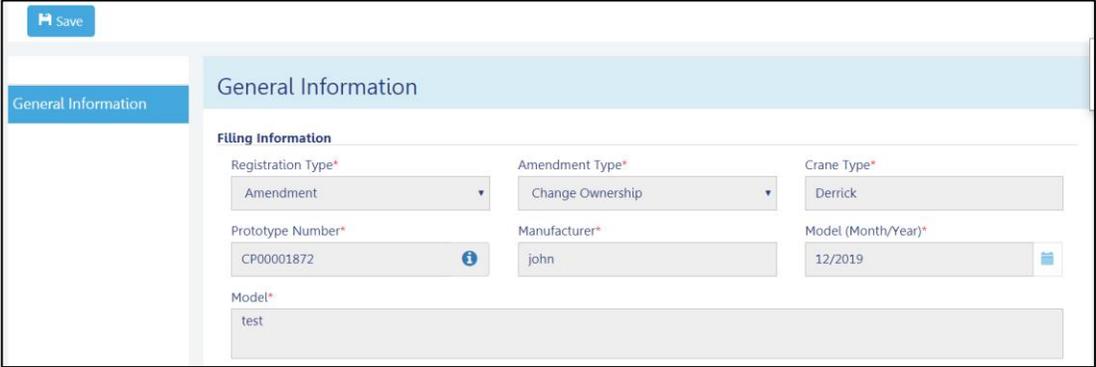
Step	Action
4.	<p>The Crane Device application displays.</p> <p>On the bottom-right, click <b>Print Certificate</b>.</p> 
5.	<p>Ensure that your pop-up blocker is turned-off.</p> <p>The Cranes &amp; Derricks Certificate of Operation opens in a second tab.</p> 
6.	<p>From the bottom of the page click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

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

# Derrick Crane CD Number: Amendment: Change Ownership

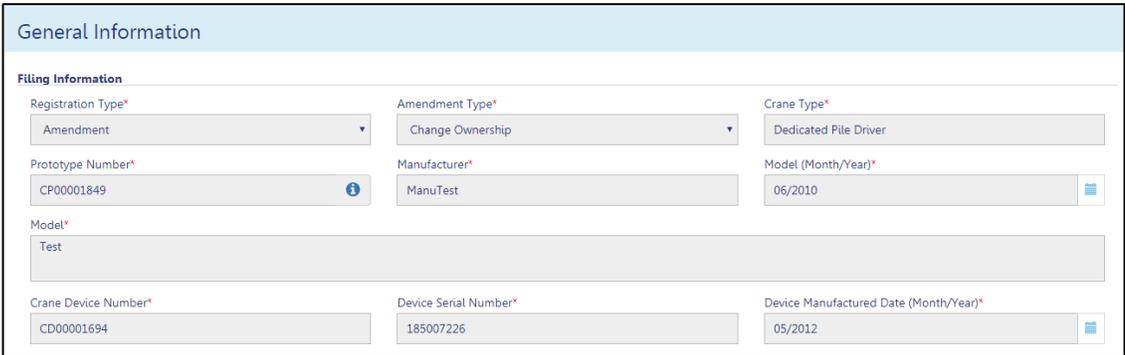
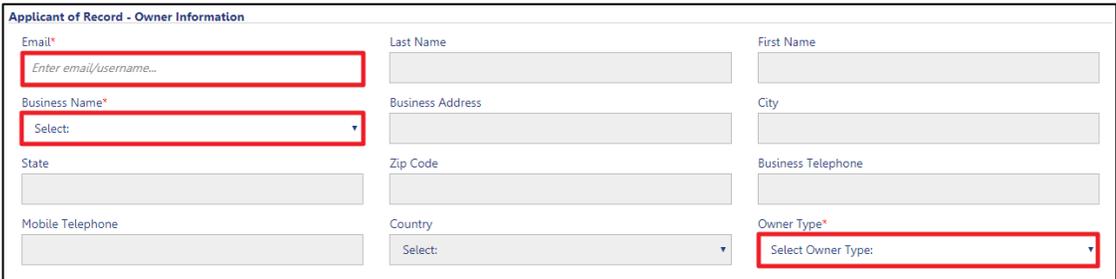
Complete the following steps to register a Crane Device:

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

Step	Action
3.	<p><b><i>The page refreshes and displays the General Information tab.</i></b></p> 
<p><b><i>You have begun the Change Ownership Amendment process for a Crane Device. Continue to the Complete General Information tab section.</i></b></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
4.	<p><b>The General Information section displays.</b></p> 
5.	<p><b>The Filing Information fields: Crane Notice Type, Filing Type and Crane Type are greyed-out and cannot be edited.</b></p> 
	<p><b>Enter the Applicant Information:</b></p> <ul style="list-style-type: none"> <li>Type the <b>Email</b> and then select the Email Address from the blue drop-down</li> <li>Select the <b>License Type</b> (e.g., <i>Individual</i>) from the License Type drop-down list</li> <li>Select the <b>Business Name</b> from the Business Name drop-down list</li> </ul> <p><b>The Last Name, First Name, Business Address, City, State, Zip Code, Business Telephone, Mobile Telephone, and Country are greyed-out and Read-Only.</b></p> 

Step	Action												
<p><b>Note:</b></p>	<p>The Existing Owner Information is displayed.</p> <div data-bbox="315 390 1438 625" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Existing Owner Information</b></p> <table border="0"> <tr> <td><b>Email</b> AJOETEST1@GMAIL.COM</td> <td><b>Last Name</b> JOE1</td> <td><b>First Name</b> ADAM</td> </tr> <tr> <td><b>Business Name</b> AJ 1</td> <td><b>Business Address</b> 280 Broadway</td> <td><b>City</b> NYC</td> </tr> <tr> <td><b>State</b> NY</td> <td><b>Zip Code</b> 10000</td> <td><b>Business Telephone</b> (201) 333-2222</td> </tr> <tr> <td><b>Mobile Telephone</b> Not Available</td> <td><b>Country</b> United States</td> <td><b>Owner Type</b> NYCHA</td> </tr> </table> </div>	<b>Email</b> AJOETEST1@GMAIL.COM	<b>Last Name</b> JOE1	<b>First Name</b> ADAM	<b>Business Name</b> AJ 1	<b>Business Address</b> 280 Broadway	<b>City</b> NYC	<b>State</b> NY	<b>Zip Code</b> 10000	<b>Business Telephone</b> (201) 333-2222	<b>Mobile Telephone</b> Not Available	<b>Country</b> United States	<b>Owner Type</b> NYCHA
<b>Email</b> AJOETEST1@GMAIL.COM	<b>Last Name</b> JOE1	<b>First Name</b> ADAM											
<b>Business Name</b> AJ 1	<b>Business Address</b> 280 Broadway	<b>City</b> NYC											
<b>State</b> NY	<b>Zip Code</b> 10000	<b>Business Telephone</b> (201) 333-2222											
<b>Mobile Telephone</b> Not Available	<b>Country</b> United States	<b>Owner Type</b> NYCHA											
<p>6.</p>	<p><b>If applicable, click + Add Representative to add Filing Representative.</b></p> <div data-bbox="315 743 1175 932" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Filing Representative Information</b></p> <p style="text-align: center;"><span style="border: 2px solid red; padding: 2px;">+ Add Representative</span></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>7.</p>	<p><b>The Filing Representative Details pop-up window displays.</b> <b>Type the Email and then select the Email Address from the blue drop-down.</b></p> <div data-bbox="315 1073 1395 1551" style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #4a90e2; color: white; padding: 5px; border: 1px solid red;"><b>Filing Representative Details</b></div> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;"> <b>Email*</b>  <input type="text" value="APPLEROME16@GMAIL.COM"/>  <span style="border: 2px solid red; padding: 2px;">APPLEROME16@GMAIL.COM</span> </td> <td style="width: 33%;"> <b>Last Name</b>  <input type="text"/> </td> <td style="width: 33%;"> <b>First Name</b>  <input type="text"/> </td> </tr> <tr> <td> <b>Business Address</b>  <input type="text"/> </td> <td> <b>Business Address</b>  <input type="text"/> </td> <td> <b>City</b>  <input type="text"/> </td> </tr> <tr> <td> <b>State</b>  <input type="text"/> </td> <td> <b>Zip Code</b>  <input type="text"/> </td> <td> <b>Country</b>  <input type="text" value="Select:"/> </td> </tr> <tr> <td> <b>Business Telephone</b>  <input type="text"/> </td> <td> <b>Mobile Telephone</b>  <input type="text"/> </td> <td> </td> </tr> </table> <p style="text-align: right;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">Save</span> <span style="border: 1px solid #ccc; padding: 2px 10px; margin-left: 10px;">Cancel</span> </p> </div>	<b>Email*</b> <input type="text" value="APPLEROME16@GMAIL.COM"/> <span style="border: 2px solid red; padding: 2px;">APPLEROME16@GMAIL.COM</span>	<b>Last Name</b> <input type="text"/>	<b>First Name</b> <input type="text"/>	<b>Business Address</b> <input type="text"/>	<b>Business Address</b> <input type="text"/>	<b>City</b> <input type="text"/>	<b>State</b> <input type="text"/>	<b>Zip Code</b> <input type="text"/>	<b>Country</b> <input type="text" value="Select:"/>	<b>Business Telephone</b> <input type="text"/>	<b>Mobile Telephone</b> <input type="text"/>	
<b>Email*</b> <input type="text" value="APPLEROME16@GMAIL.COM"/> <span style="border: 2px solid red; padding: 2px;">APPLEROME16@GMAIL.COM</span>	<b>Last Name</b> <input type="text"/>	<b>First Name</b> <input type="text"/>											
<b>Business Address</b> <input type="text"/>	<b>Business Address</b> <input type="text"/>	<b>City</b> <input type="text"/>											
<b>State</b> <input type="text"/>	<b>Zip Code</b> <input type="text"/>	<b>Country</b> <input type="text" value="Select:"/>											
<b>Business Telephone</b> <input type="text"/>	<b>Mobile Telephone</b> <input type="text"/>												
<p>8.</p>	<p><b>Click Save.</b></p> <div data-bbox="315 1640 750 1850" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Business Telephone</b></p> <p><input type="text" value="(458) 466-4485"/></p> <p style="text-align: right;"> <span style="border: 2px solid red; padding: 2px 10px;">Save</span> <span style="border: 1px solid #ccc; padding: 2px 10px; margin-left: 10px;">Cancel</span> </p> </div>												

Step	Action												
<p><b>Note:</b></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><b>Filing Representative Information</b></p> <p><a href="#">+ Add Representative</a></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>9.</p>	<p><b>At the top-left of the screen, click Save.</b></p> <div data-bbox="315 842 972 1087" style="border: 1px solid black; padding: 5px;">  <p>General Information</p> <p>Filing Information</p> <p>Crane Notice Type*</p> <p>Crane Notice</p> </div>												
<p>10.</p>	<p><b>Click Save.</b></p> <div data-bbox="315 1171 951 1388" 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"> <li>• CD00001733</li> </ul> <p style="text-align: right;">   </p> </div>												
<p>11.</p>	<p><b>A Notification pop-up window displays with the message:</b></p> <p><b>Job filing has been saved.</b></p> <p><b>Click OK to continue.</b></p> <div data-bbox="315 1570 984 1787" style="border: 1px solid black; padding: 5px;"> <p>Notification <span style="float: right;">✕</span></p> <p>Job filing has been saved.</p> <p style="text-align: center;"></p> </div>												

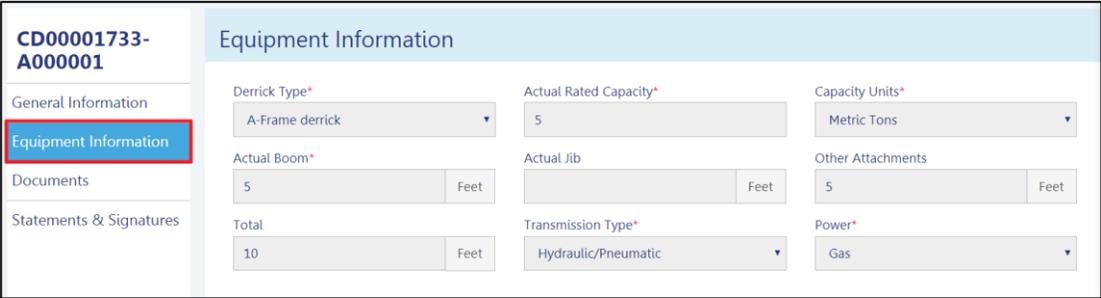
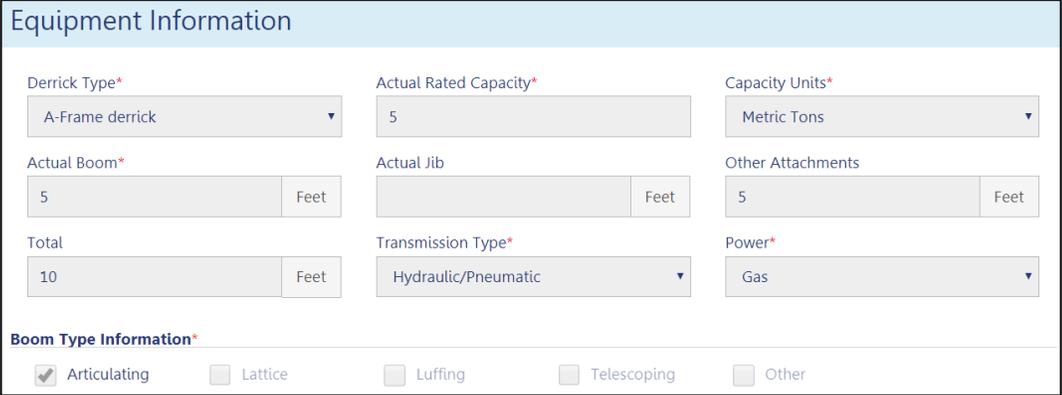
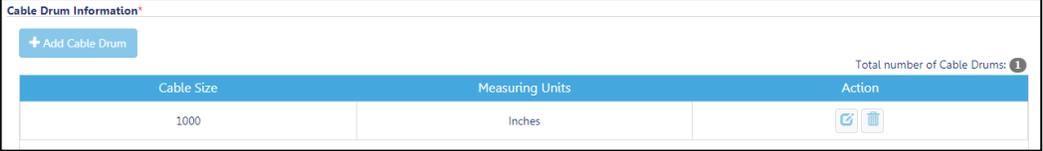
Step	Action
<b>Note:</b>	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> <li>1. Status Bar</li> <li>2. Review and File</li> <li>3. Crane Notice Filing Number</li> <li>4. Additional Tabs: Prototype &amp; Phase Information, Document and Statements &amp; Signatures</li> <li>5. Application Information: Application Highlights, View Filing, History and Fee</li> </ol>

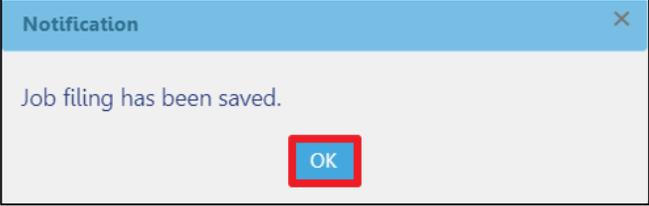
**You have completed the Complete General Information tab.**

**Continue to the next section.**

## Complete Equipment Information Tab

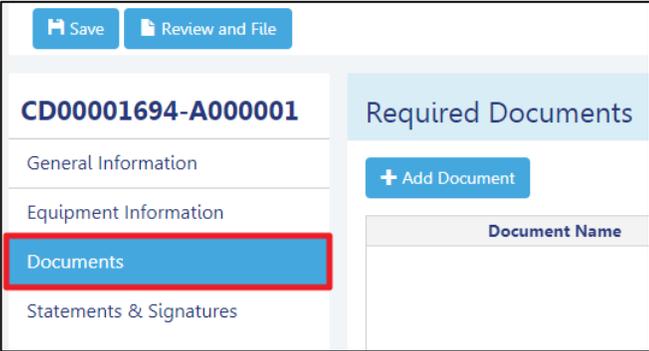
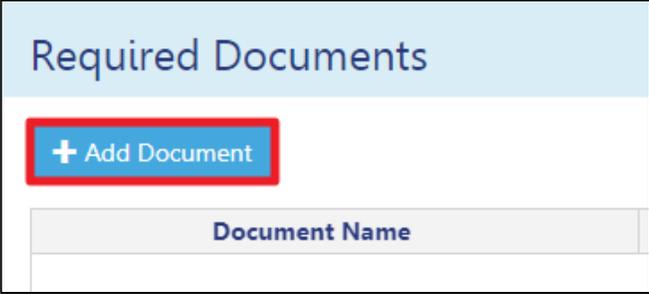
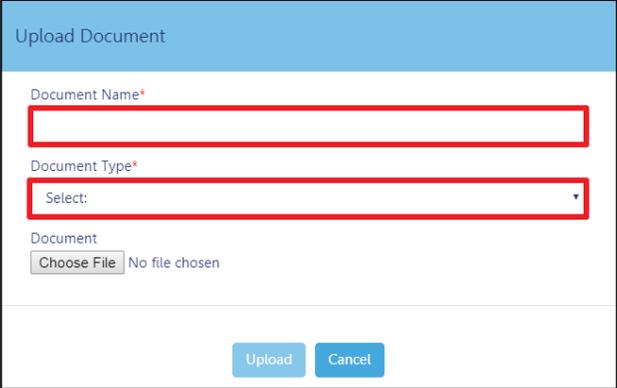
Complete the following steps to complete the Equipment Information tab:

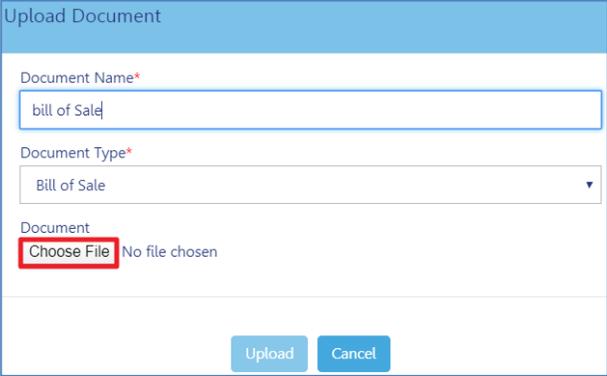
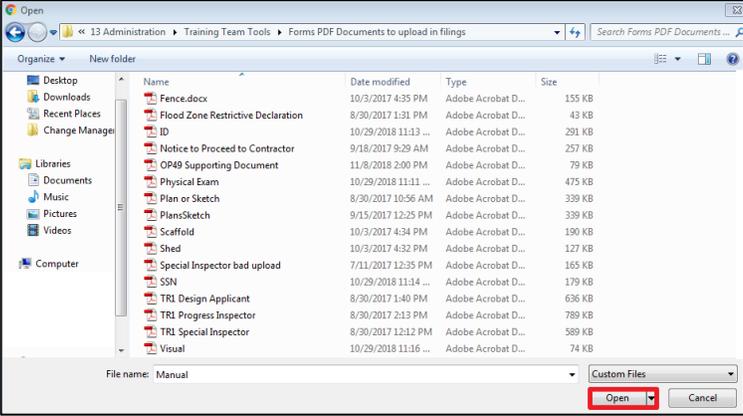
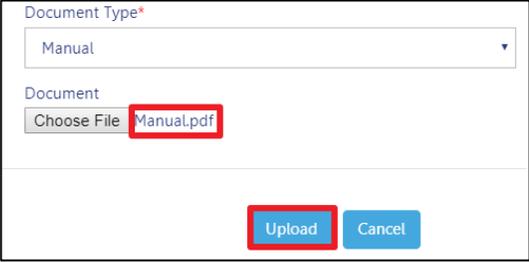
Step	Action
12.	<p><b>Click Equipment Information to display the Equipment Information section.</b></p> 
<b>Note:</b>	<p>The Equipment Information and Boom Type Information fields are greyed-out and cannot be edited.</p> 
<b>Note:</b>	<p>The Cable Drum Information field is greyed-out and cannot be edited.</p> 
•	<p><b>At the top-left of the screen, click Save.</b></p> 

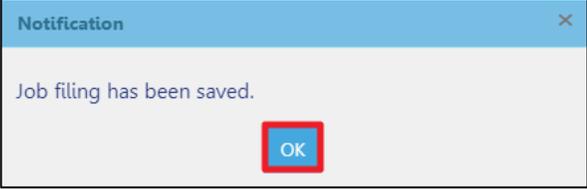
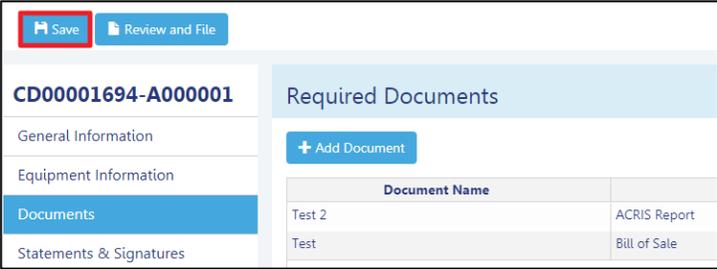
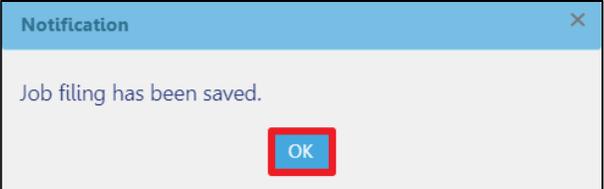
Step	Action
	<ul style="list-style-type: none"> <li> <p><b><i>A Notification pop-up window displays with the message:</i></b></p> <p><b><i>Job filing has been saved.</i></b></p> <p><b><i>Click OK to continue.</i></b></p>  </li> </ul>
	<p><b><i>You have completed the Complete Equipment Information tab.</i></b></p> <p><b><i>Continue to the next section.</i></b></p>

## Upload Documents

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

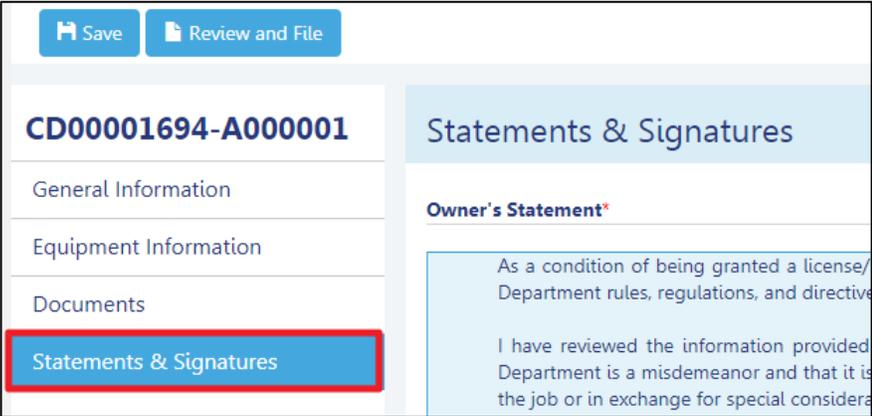
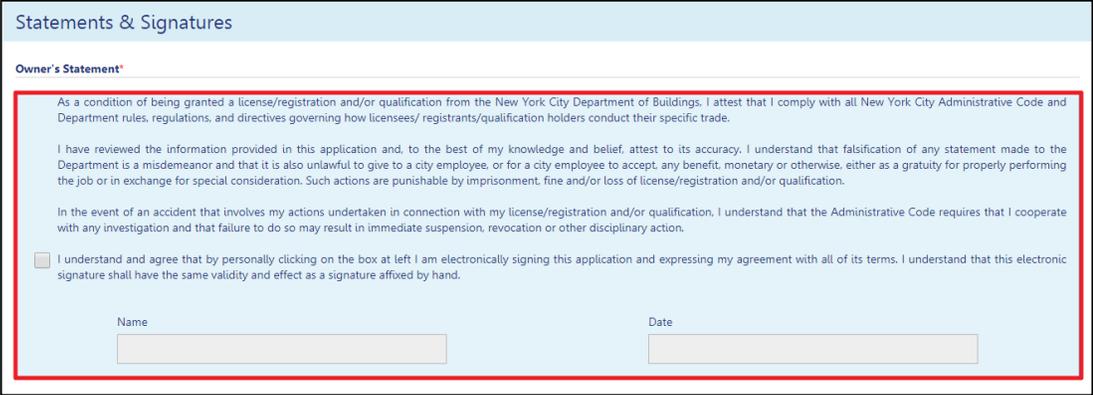
Step	Action
13.	<p><b>Click Documents to display the Documents section.</b></p> 
	<ul style="list-style-type: none"> <li><b>Click +Add Document.</b></li> </ul> 
	<ul style="list-style-type: none"> <li><b>The Upload Document pop-up window displays.</b></li> </ul> <p>Type the Document Name.           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

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

Step	Action															
	<p><b>A Notification pop-up window displays with the message:</b></p> <p><b>Document has been uploaded.</b></p> <p><b>Click OK to continue.</b></p> 															
<b>Note:</b>	<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	  												
	<p><b>At the top-left of the screen, click Save.</b></p> 															
	<p><b>A Notification pop-up window displays with the message:</b></p> <p><b>Job filing has been saved.</b></p> <p><b>Click OK to continue.</b></p> 															
<p><b>You have completed the Upload Documents. Continue to the next section.</b></p>																

## Complete Statements & Signatures

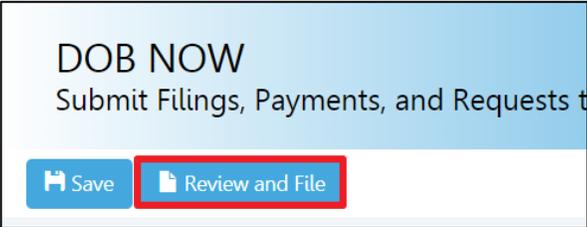
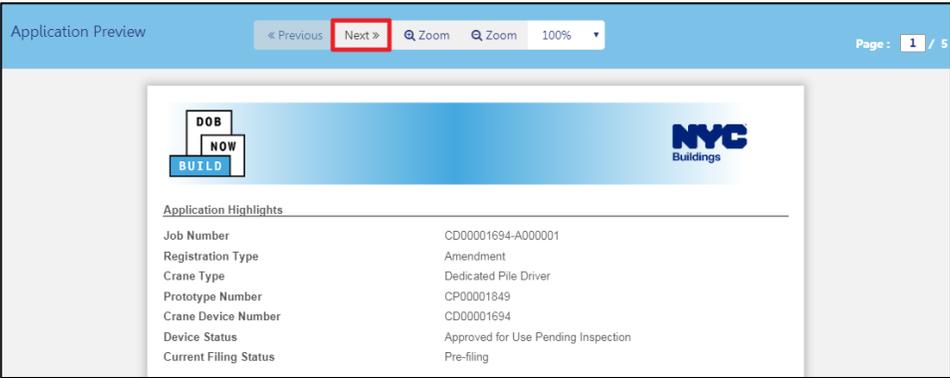
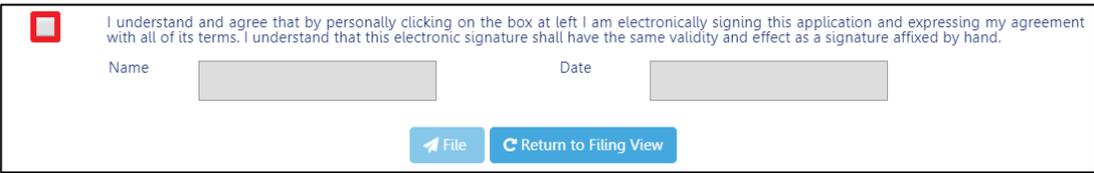
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

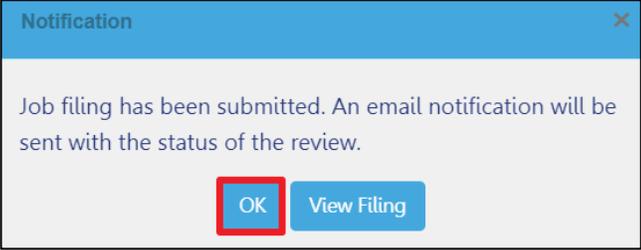
Step	Action
14.	<p><b>Click <i>Statements &amp; Signatures</i> to display the <i>Statements &amp; Signatures</i> section.</b></p> 
<b>Note:</b>	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p> 

Step	Action
<b>OWNER</b>	
15.	<p><b>Click the Owner's Statement checkbox to electronically attest.</b></p> <p><b>The Name and Date field's auto-populate by the system.</b></p> <div data-bbox="315 464 1430 873" style="border: 1px solid black; padding: 5px;"> <p>Statements &amp; Signatures</p> <p><b>Owner's Statement*</b></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;"> <span style="margin-right: 200px;">Name</span> <span>Date</span> </p> <p style="text-align: center;"> <span style="margin-right: 200px;">ADAM JOE1 (Electronically Signed)</span> <span>02/04/2020</span> </p> </div>
	<p><b>At the top-left of the screen, click Save.</b></p> <div data-bbox="315 957 951 1283" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"> <span style="border: 2px solid red; padding: 2px;">Save</span> <span style="margin-left: 20px;">Review and File</span> </p> <hr/> <p><b>CD00001694-A000001</b>      Statements &amp; Signatures</p> <p>General Information</p> <p>Equipment Information</p> <p>Documents</p> <p style="background-color: #0070C0; color: white; padding: 2px;">Statements &amp; Signatures</p> <p><b>Owner's Statement*</b></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>
	<p><b>A Notification pop-up window displays with the message:</b></p> <p><b>Job filing has been saved.</b></p> <p><b>Click OK to continue.</b></p> <div data-bbox="315 1472 985 1686" style="border: 1px solid black; padding: 5px;"> <p style="background-color: #0070C0; color: white; padding: 2px;">Notification <span style="float: right;">✕</span></p> <p style="text-align: center;">Job filing has been saved.</p> <p style="text-align: center; margin-top: 10px;"> <span style="border: 2px solid red; padding: 5px;">OK</span> </p> </div>
<p><b>You have completed the Statement &amp; Signatures section.</b></p> <p><b>Continue to the next section.</b></p>	

## Complete Review and File

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

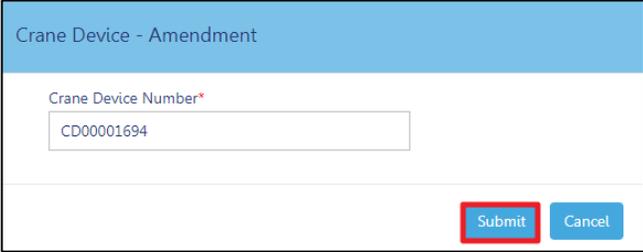
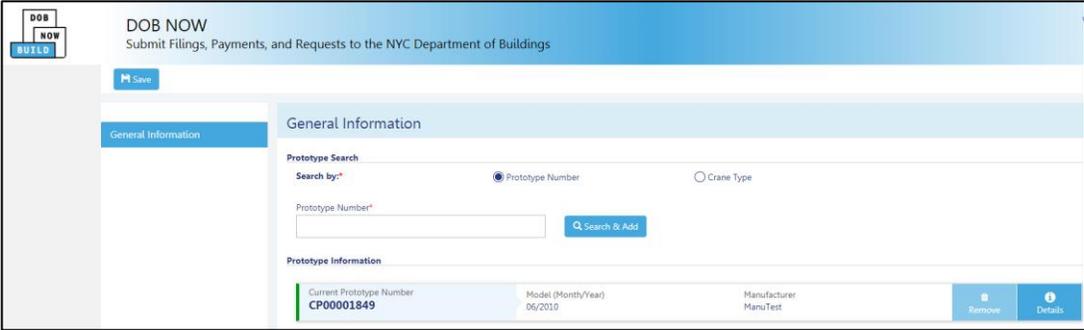
Step	Action																
16.	<p><b>At the top-left of the screen, click Review and File.</b></p> 																
17.	<p><b>The Application Preview displays.</b></p> <p><b>Click Next to read and progress through the Application Preview to the final page.</b></p>  <table border="1"> <thead> <tr> <th 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
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Current Filing Status	Pre-filing																
<b>Note:</b>	<p><b>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.</b></p> 																
18.	<p><b>On the final page, click the checkbox to attest reviewing the application.</b></p> 																

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

# Derrick Crane CD Number: Amendment: Device Amendment

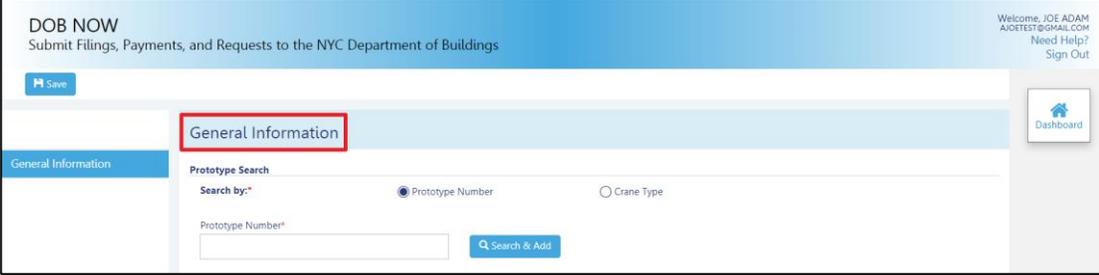
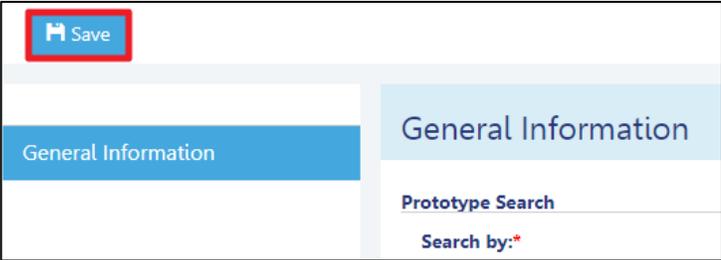
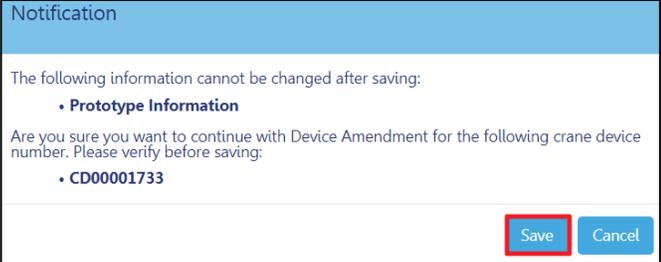
Complete the following steps to register a Crane Device:

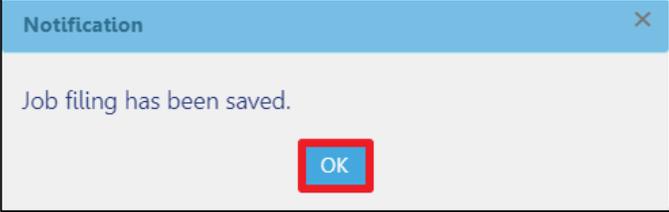
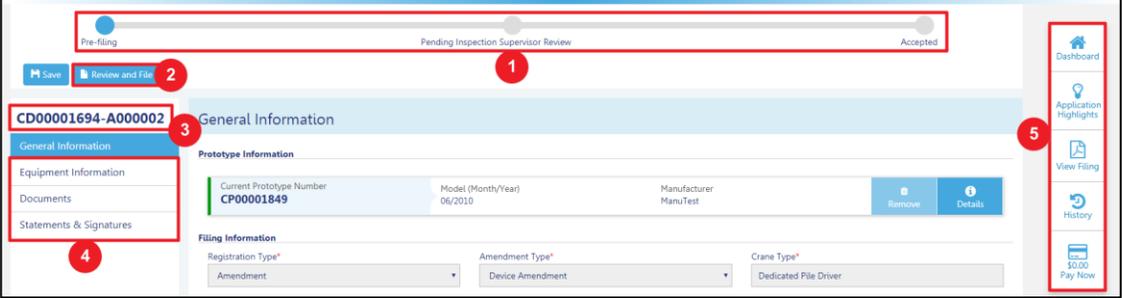
Step	Action
1.	<p><b>Hover the cursor over +Crane Device, then hover the cursor over +Amendment and then select Device Amendment from the drop-down list.</b></p>
2.	<p><b>Enter the Crane Device Number.</b></p>

Step	Action						
	<p><b>Click Submit.</b></p> 						
	 <table border="1" data-bbox="584 913 1250 982"> <thead> <tr> <th>Current Prototype Number</th> <th>Model (Month/Year)</th> <th>Manufacturer</th> </tr> </thead> <tbody> <tr> <td>CP00001849</td> <td>06/2010</td> <td>ManuTest</td> </tr> </tbody> </table>	Current Prototype Number	Model (Month/Year)	Manufacturer	CP00001849	06/2010	ManuTest
Current Prototype Number	Model (Month/Year)	Manufacturer					
CP00001849	06/2010	ManuTest					
<p><b>You have begun the Device Amendment process for a Crane Device. Continue to the Complete General Information tab section.</b></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
3.	<p><b>The General Information section displays.</b></p>  <p>The screenshot shows the DOB NOW application interface. The 'General Information' tab is selected and highlighted with a red box. The interface includes a 'Save' button, a 'Prototype Search' section with a search input and radio buttons for 'Prototype Number' and 'Crane Type', and a 'Search &amp; Add' button. A user profile is visible in the top right corner.</p>
4.	<p><b>At the top-left of the screen, click Save.</b></p>  <p>The screenshot is a close-up of the top-left corner of the application. The 'Save' button is highlighted with a red box. Below it, the 'General Information' tab and the 'Prototype Search' section are visible.</p>
5.	<p><b>A Notification pop-up windows displays with the message:</b></p> <p><b>The following information cannot be changed after saving:</b></p> <ul style="list-style-type: none"> <li>• <b>Prototype Information</b></li> </ul> <p><b>Are you sure you want to continue with Device Amendment for the following crane device number. Please verify before saving:</b></p> <ul style="list-style-type: none"> <li>• <b>CD00001733</b></li> </ul> <p><b>Click OK to close the Notification pop-up window.</b></p>  <p>The screenshot shows a notification pop-up window. The message inside the window matches the text above. At the bottom right of the window, the 'Save' button is highlighted with a red box, and the 'Cancel' button is also visible.</p>

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

Step	Action
<p><b>Note:</b></p>	<p>To search by Prototype Number: Enter the <b>Prototype Number</b> in the <b>Prototype Number</b> field.</p> <hr/> <div data-bbox="315 443 1190 642" style="border: 1px solid black; padding: 5px;"> <p><b>Prototype Search</b></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 &amp; Add"/></p> </div> <hr/> <p>To search by Crane Type: Select the <b>Crane Type</b> radio-button and the Crane Type will auto-populate.</p> <hr/> <div data-bbox="315 821 1216 1031" style="border: 1px solid black; padding: 5px;"> <p><b>Prototype Search</b></p> <p>Search by:* <input type="radio"/> Prototype Number <input checked="" type="radio"/> Crane Type</p> <p>Crane Type* <input type="text" value="Derrick"/> <input type="button" value="Search &amp; Add"/></p> </div>

Step	Action																																	
7.	<p><b>The Search Results pop-up window displays.</b>  <b>If applicable, select the applicable Prototype Number.</b>  <b>Click <b>+Add</b> to proceed.</b></p> <div data-bbox="315 438 954 1108" 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%;">Prototype Number CP00001872</td> <td style="width: 33%;">Crane Type Derrick</td> <td style="width: 33%;">Approved On 02/13/2020</td> </tr> <tr> <th style="background-color: #0070C0; color: white;">Prototype Details</th> <th style="background-color: #0070C0; color: white;">Crane Devices</th> <th style="background-color: #0070C0; color: white;">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) 12/2019</td> <td>Manufacturer john</td> <td></td> </tr> <tr> <td>Model test</td> <td></td> <td></td> </tr> <tr> <th colspan="3" style="background-color: #0070C0; color: white;">Equipment Information</th> </tr> <tr> <td>Maximum Rated Capacity 5 Metric Tons</td> <td>Maximum Boom 5 Feet</td> <td>Maximum Jib 5 Feet</td> </tr> <tr> <td>Maximum Freestanding Height 5 Feet</td> <td>Total 15 Feet</td> <td>Maximum Other Attachments 5 Feet</td> </tr> <tr> <td>Counterweight Configuration (Min) Not Applicable</td> <td>Counterweight Configuration (Max) Not Applicable</td> <td>Carrier Type Not Applicable</td> </tr> <tr> <td>Transmission Type Hydraulic/Pneumatic</td> <td>Power Gas</td> <td>Climbing Type Not Applicable</td> </tr> <tr> <td>Width with Outriggers Extended Not Applicable</td> <td>Overall Carrier Length Not Applicable</td> <td>Overall Carrier Width Not Applicable</td> </tr> </table> </div>	Prototype Number CP00001872	Crane Type Derrick	Approved On 02/13/2020	Prototype Details	Crane Devices	Revoke History	Prototype Status Full Approval	Applicant JOE ADAM	Applicant Type Manufacturer	Model (Month/Year) 12/2019	Manufacturer john		Model test			Equipment Information			Maximum Rated Capacity 5 Metric Tons	Maximum Boom 5 Feet	Maximum Jib 5 Feet	Maximum Freestanding Height 5 Feet	Total 15 Feet	Maximum Other Attachments 5 Feet	Counterweight Configuration (Min) Not Applicable	Counterweight Configuration (Max) Not Applicable	Carrier Type Not Applicable	Transmission Type Hydraulic/Pneumatic	Power Gas	Climbing Type Not Applicable	Width with Outriggers Extended Not Applicable	Overall Carrier Length Not Applicable	Overall Carrier Width Not Applicable
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8.	<p><b>The Prototype Information field will populate with the Current Prototype Number.</b>  <b>Click Details to view the Current Prototype Number.</b></p> <div data-bbox="315 1247 1422 1352" 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 <b>CP00001849</b></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;">Remove</td> <td style="width: 10%; text-align: center; border: 2px solid red;">Details</td> </tr> </table> </div>	Current Prototype Number <b>CP00001849</b>	Model (Month/Year) 06/2010	Manufacturer ManuTest	Remove	Details																												
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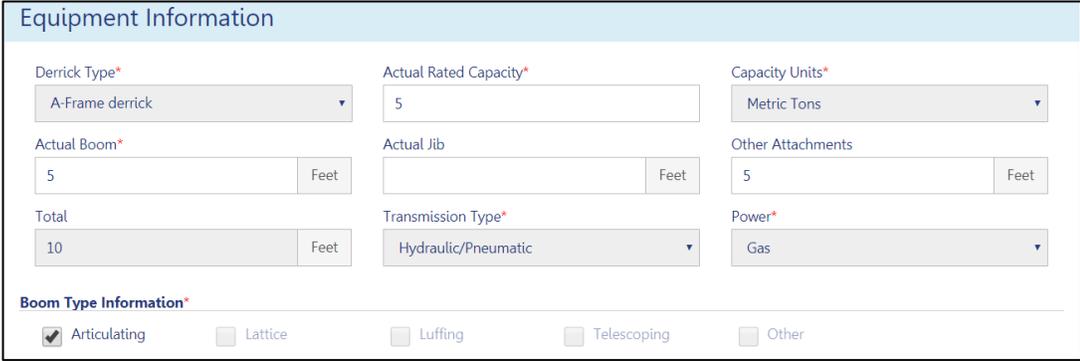
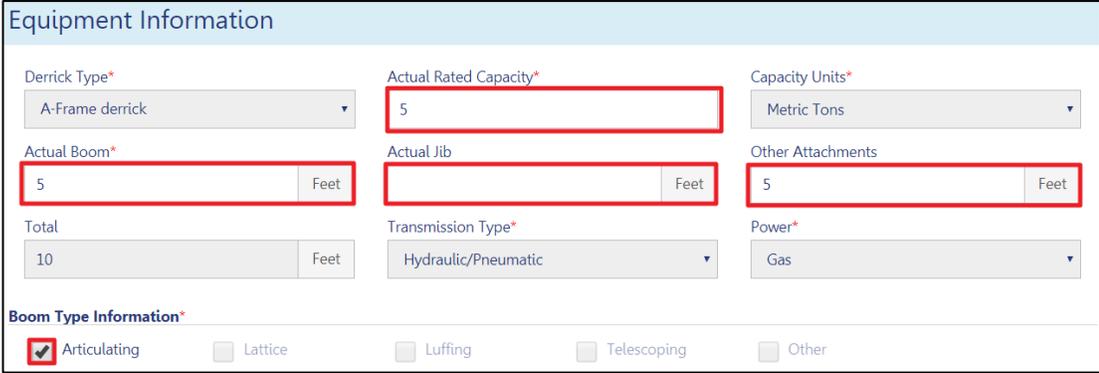
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9.	<p>Click <b>Close</b>.</p> <div data-bbox="313 388 1198 882" style="border: 1px solid black; padding: 5px;"> <table border="1"> <thead> <tr> <th>Prototype Details</th> <th>Crane Devices</th> <th>Revoke History</th> </tr> </thead> <tbody> <tr> <td>Prototype 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"><b>Equipment Information</b></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> </tbody> </table> <p style="text-align: center;"><span style="border: 1px solid red; padding: 2px;">Close</span></p> </div>	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			<b>Equipment Information</b>			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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10.	<p><b>Enter the Applicant Information:</b></p> <p>Type the Device Serial Number. Select the Device Manufactured Date (Month/Year)</p> <p><b>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.</b></p> <div data-bbox="313 1213 1386 1465" style="border: 1px solid black; padding: 5px;"> <p><b>Filing Information</b></p> <table> <tr> <td>Registration Type* Amendment</td> <td>Amendment Type* Device Amendment</td> <td>Crane Type* Derrick</td> </tr> <tr> <td>Manufacturer* john</td> <td>Model (Month/Year)* 12/2019</td> <td>Crane Device Number* CD00001733</td> </tr> <tr> <td>Device Serial Number* 678788</td> <td>Device Manufactured Date (Month/Year)* 12/2019</td> <td></td> </tr> </table> </div>	Registration Type* Amendment	Amendment Type* Device Amendment	Crane Type* Derrick	Manufacturer* john	Model (Month/Year)* 12/2019	Crane Device Number* CD00001733	Device Serial Number* 678788	Device Manufactured Date (Month/Year)* 12/2019																
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11.	<p><b>The Applicant of Record – Owner Information is greyed-out and cannot be edited.</b></p> <div data-bbox="313 1549 1425 1816" style="border: 1px solid black; padding: 5px;"> <p><b>Applicant of Record - Owner Information</b></p> <table> <tr> <td>Email* APPLEROME18@GMAIL.COM</td> <td>Last Name ROME18</td> <td>First Name APPLE</td> </tr> <tr> <td>Business Name* ZXCVBNMASD ZXCVBNMASD ZXCVBNMASD ZX</td> <td>Business Address AR18</td> <td>City NYC</td> </tr> <tr> <td>State NY</td> <td>Zip Code 10000</td> <td>Business Telephone (201) 333-1111</td> </tr> <tr> <td>Mobile Telephone</td> <td>Country United States</td> <td>Owner Type* NYCHA</td> </tr> </table> </div>	Email* APPLEROME18@GMAIL.COM	Last Name ROME18	First Name APPLE	Business Name* ZXCVBNMASD ZXCVBNMASD ZXCVBNMASD ZX	Business Address AR18	City NYC	State NY	Zip Code 10000	Business Telephone (201) 333-1111	Mobile Telephone	Country United States	Owner Type* NYCHA												
Email* APPLEROME18@GMAIL.COM	Last Name ROME18	First Name APPLE																							
Business Name* ZXCVBNMASD ZXCVBNMASD ZXCVBNMASD ZX	Business Address AR18	City NYC																							
State NY	Zip Code 10000	Business Telephone (201) 333-1111																							
Mobile Telephone	Country United States	Owner Type* NYCHA																							

Step	Action						
12.	<p><b><i>If applicable, click + Add Representative to add Filing Representative.</i></b></p> <div data-bbox="315 321 1175 508"> <p>Filing Representative Information</p> <p><b>+ Add Representative</b></p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	First Name	Last Name	Email			
First Name	Last Name	Email					
13.	<p><b><i>The Filing Representative Details pop-up window displays.</i></b></p> <p><b><i>Type the Email and then select the Email Address from the blue drop-down.</i></b></p> <div data-bbox="315 646 1395 1127"> <p>Filing Representative Details</p> <p>Email* <input type="text" value="APPLEROME16@GMAIL.COM"/>  <input type="button" value="APPLEROME16@GMAIL.COM"/></p> <p>Last Name <input type="text"/></p> <p>First Name <input type="text"/></p> <p>Business Address <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>Zip Code <input type="text"/></p> <p>Country <input type="text" value="Select:"/></p> <p>Business Telephone <input type="text"/></p> <p>Mobile Telephone <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>						
14.	<p><b><i>Click Save.</i></b></p> <div data-bbox="315 1211 750 1428"> <p>Business Telephone</p> <p><input type="text" value="(458) 466-4485"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>						

Step	Action												
<p><b>Note:</b></p>	<p>The Filing Representative added displays within the Filing Representative information table.</p> <p>Click the edit (  ) to update the information.</p> <p>Click the trash can (  ) to delete the Filing Representative.</p> <hr/> <div data-bbox="315 558 1419 753" style="border: 1px solid black; padding: 5px;"> <p><b>Filing Representative Information</b></p> <p><a href="#">+ Add Representative</a></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>15.</p>	<p><b>Click <a href="#">+Add Cable Drum</a> to display the Cable Size action field.</b></p> <div data-bbox="315 856 1271 1121" style="border: 1px solid black; padding: 5px;"> <p><b>Cable Drum Information*</b></p> <p><a href="#">+ Add Cable Drum</a></p> <p style="text-align: right;">Total number of Cable Drums: <b>1</b></p> <table border="1"> <thead> <tr> <th>Cable Size</th> <th>Measuring Units</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1000</td> <td>Inches</td> <td>   </td> </tr> </tbody> </table> </div>	Cable Size	Measuring Units	Action	1000	Inches	 						
Cable Size	Measuring Units	Action											
1000	Inches	 											

## Complete Equipment Information Tab

Complete the following steps to complete the Equipment Information tab:

Step	Action
16.	<p><b>Click Equipment Information to display the Equipment Information and Boom Type Information sections.</b></p> 
17.	<p><b>Enter the Filing Information:</b></p> <ul style="list-style-type: none"> <li>Enter the Actual Rated Capacity</li> <li>Enter Actual Boom</li> <li>Enter Other Attachments</li> <li>Enter Actual Jib</li> </ul> <p><b>The Boom Type Information can only be deselected</b></p> 

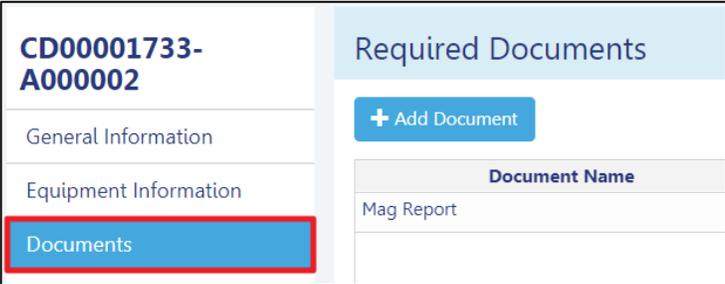
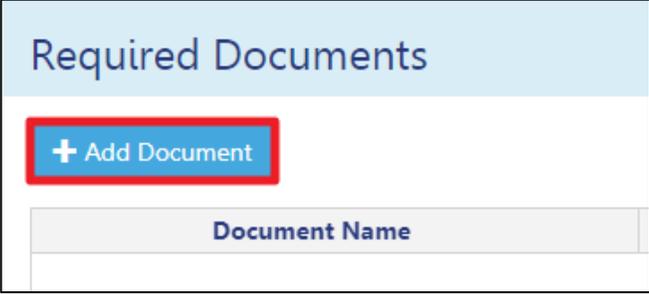
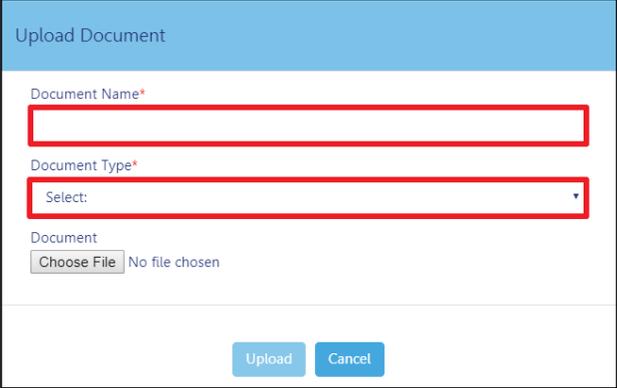
Step	Action																		
<p><b>Note:</b></p>	<p>The Equipment Information fields: Derrick Type, Total, Transmission Type, Power, and are greyed-out and cannot be edited.</p> <div data-bbox="360 359 1403 632" style="border: 1px solid black; padding: 5px;"> <p>Equipment Information</p> <table border="1"> <tr> <td>Derrick Type*</td> <td>Actual Rated Capacity*</td> <td>Capacity Units*</td> </tr> <tr> <td>A-Frame derrick</td> <td>5</td> <td>Metric Tons</td> </tr> <tr> <td>Actual Boom*</td> <td>Actual Jib</td> <td>Other Attachments</td> </tr> <tr> <td>5 Feet</td> <td>Feet</td> <td>5 Feet</td> </tr> <tr> <td>Total</td> <td>Transmission Type*</td> <td>Power*</td> </tr> <tr> <td>10 Feet</td> <td>Hydraulic/Pneumatic</td> <td>Gas</td> </tr> </table> </div>	Derrick Type*	Actual Rated Capacity*	Capacity Units*	A-Frame derrick	5	Metric Tons	Actual Boom*	Actual Jib	Other Attachments	5 Feet	Feet	5 Feet	Total	Transmission Type*	Power*	10 Feet	Hydraulic/Pneumatic	Gas
Derrick Type*	Actual Rated Capacity*	Capacity Units*																	
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Total	Transmission Type*	Power*																	
10 Feet	Hydraulic/Pneumatic	Gas																	
<ul style="list-style-type: none"> <li> <p><b>Click +Add Cable Drum to display the Cable Size action field.</b></p> </li> </ul>	<div data-bbox="315 726 1430 905" style="border: 1px solid black; padding: 5px;"> <p>Cable Drum Information*</p> <p>+ Add Cable Drum</p> <p>Total number of Cable Drums: 1</p> <table border="1"> <thead> <tr> <th>Cable Size</th> <th>Measuring Units</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1000</td> <td>Inches</td> <td> </td> </tr> </tbody> </table> </div>	Cable Size	Measuring Units	Action	1000	Inches													
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1000	Inches																		
<p><b>Note:</b></p>	<p><b>A Notification pop-up windows displays with the message:</b></p> <p><b>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.</b></p> <p><b>Click OK to close the Notification pop-up window.</b></p> <div data-bbox="315 1163 924 1425" style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p><b>Notification</b> <span style="float: right;">✕</span></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 style="text-align: center;"><b>OK</b></p> </div>																		
<ul style="list-style-type: none"> <li> <p><b>To add the Cable Size:</b></p> <p>Type the Cable Size</p> </li> </ul>	<div data-bbox="315 1587 1424 1808" style="border: 1px solid black; padding: 5px;"> <p>Cable Drum Information*</p> <p>+ Add Cable Drum</p> <p>Total number of Cable Drums: 0</p> <table border="1"> <thead> <tr> <th>Cable Size</th> <th>Measuring Units</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><input style="border: 2px solid red;" type="text"/></td> <td>Inches</td> <td> </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 style="border: 2px solid red;" type="text"/>	Inches		No Cable Drums added											
Cable Size	Measuring Units	Action																	
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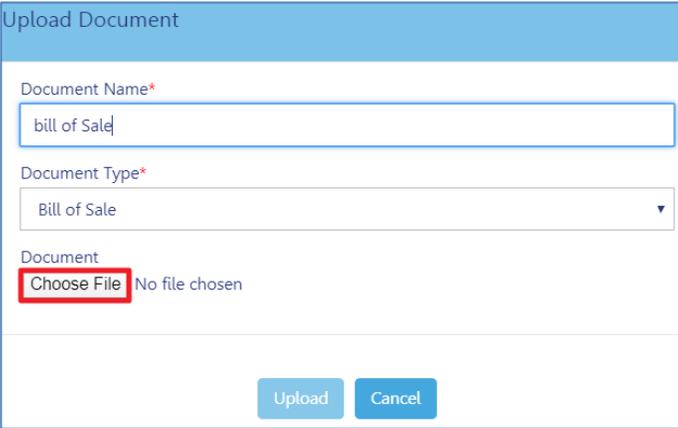
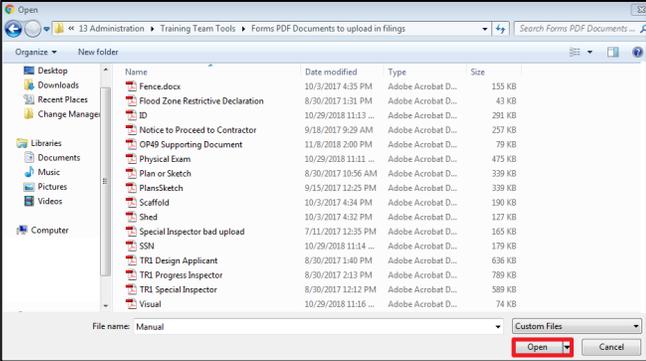
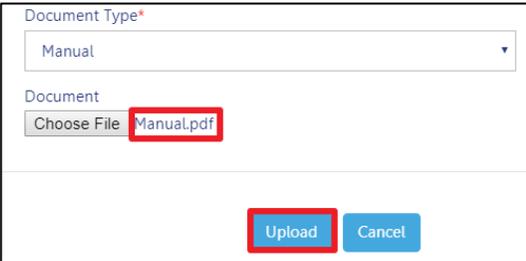
Step	Action																																			
	<ul style="list-style-type: none"> <li>Under the Action column, click Save.           <div data-bbox="315 321 896 510" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: right;">Total number of Cable Drums: 0</p> <p style="text-align: center; background-color: #0070C0; color: white; padding: 2px;">Action</p> <div style="display: flex; justify-content: center; gap: 10px;"> <span style="border: 2px solid red; padding: 2px;"></span> <span></span> </div> </div> </li> </ul>																																			
	<ul style="list-style-type: none"> <li>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.           <div data-bbox="315 743 1422 928" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Cable Drum Information*</b></p> <p style="text-align: right;">Total number of Cable Drums: 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0070C0; color: white;"> <th>Cable Size</th> <th>Measuring Units</th> <th>Action</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td style="text-align: center;">5000</td> <td style="text-align: center;">Inches</td> <td style="text-align: center;"> </td> </tr> </tbody> </table> </div> </li> </ul>	Cable Size	Measuring Units	Action	5000	Inches																														
Cable Size	Measuring Units	Action																																		
5000	Inches																																			
	<ul style="list-style-type: none"> <li>The Component Last Inspection Date can be updated.           <div data-bbox="363 1016 1302 1318" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Components</b></p> <p style="text-align: left; margin-bottom: 5px;"><span style="background-color: #0070C0; color: white; padding: 2px 5px;">+ Add Component</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Component Type</th> <th style="width: 20%;">Serial/Identification Number</th> <th style="width: 20%;">Manufactured Date</th> <th style="width: 20%;">Last Inspection Date</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>67879900</td> <td>11/2019</td> <td>02/14/2020</td> <td>Accepted</td> <td style="text-align: center;"><span style="border: 2px solid red; padding: 2px;"></span> </td> </tr> <tr> <td>78900</td> <td>12/2019</td> <td>02/07/2020</td> <td>Accepted</td> <td style="text-align: center;"> </td> </tr> <tr> <td>987665</td> <td>12/2019</td> <td>02/07/2020</td> <td>Accepted</td> <td style="text-align: center;"> </td> </tr> <tr> <td>56678</td> <td>11/2019</td> <td>02/07/2020</td> <td>Accepted</td> <td style="text-align: center;"> </td> </tr> <tr> <td>965433</td> <td>11/2019</td> <td>02/07/2020</td> <td>Accepted</td> <td style="text-align: center;"> </td> </tr> </tbody> </table> </div> </li> </ul>	Component Type	Serial/Identification Number	Manufactured Date	Last Inspection Date							67879900	11/2019	02/14/2020	Accepted	<span style="border: 2px solid red; padding: 2px;"></span>	78900	12/2019	02/07/2020	Accepted		987665	12/2019	02/07/2020	Accepted		56678	11/2019	02/07/2020	Accepted		965433	11/2019	02/07/2020	Accepted	
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	<ul style="list-style-type: none"> <li>At the top-left of the screen, click Save.           <div data-bbox="363 1394 1084 1617" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <span style="border: 2px solid red; padding: 2px;"></span> <span></span> </div> <div style="display: flex;"> <div style="flex: 1;"> <p style="font-weight: bold; margin-bottom: 5px;">CD00001694-A000002</p> <p>General Information</p> <p style="background-color: #0070C0; color: white; padding: 2px;">Equipment Information</p> </div> <div style="flex: 1; padding-left: 10px;"> <p style="font-weight: bold; margin-bottom: 5px;">Equipment Information</p> <p>Actual Rated Capacity*</p> <input style="width: 100%;" type="text" value="1000"/> </div> </div> </div> </li> </ul>																																			

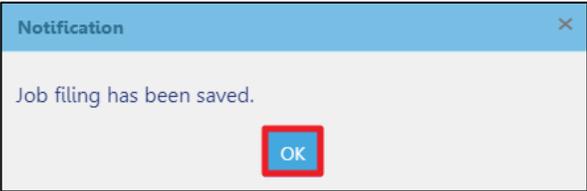
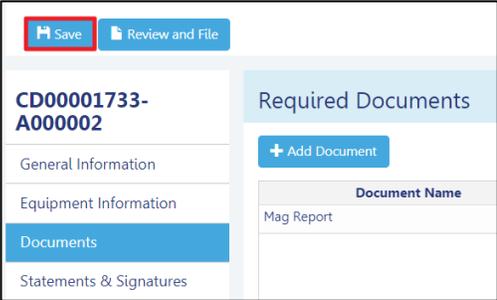
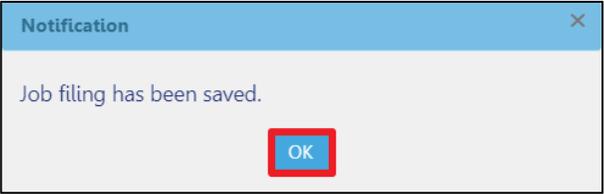
Step	Action
	<p><b>A Notification pop-up window displays with the message:</b></p> <ul style="list-style-type: none"> <li><b>Job filing has been saved.</b></li> </ul> <p><b>Click OK to continue.</b></p> 
	<p><b>You have completed the Complete Equipment Information tab.</b></p> <p><b>Continue to the next section.</b></p>

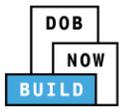
## Upload Documents

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

Step	Action
1.	<p><b>Click Documents to display the Documents section.</b></p> 
2.	<p><b>Click +Add Document.</b></p> 
3.	<p><b>The Upload Document pop-up window displays.</b></p> <p>Type the Document Name.            Select the <b>Document Type</b> (e.g., <i>Manual</i>) from the Document Type drop-down list.</p> 

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

Step	Action															
7.	<p><b>A Notification pop-up window displays with the message:</b>  <b>Document has been uploaded.</b>  <b>Click OK to continue.</b></p> 															
<b>Note:</b>	<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><b>At the top-left of the screen, click Save.</b></p> 															
9.	<p><b>A Notification pop-up window displays with the message:</b>  <b>Job filing has been saved.</b>  <b>Click OK to continue.</b></p> 															



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

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Step	Action
<i>You have completed the Upload Documents. Continue to the next section.</i>	

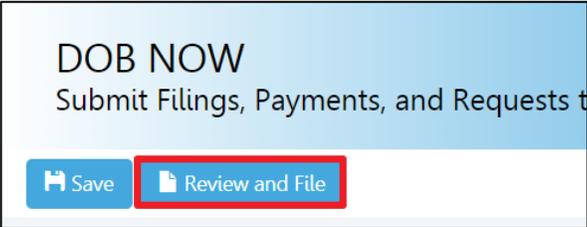
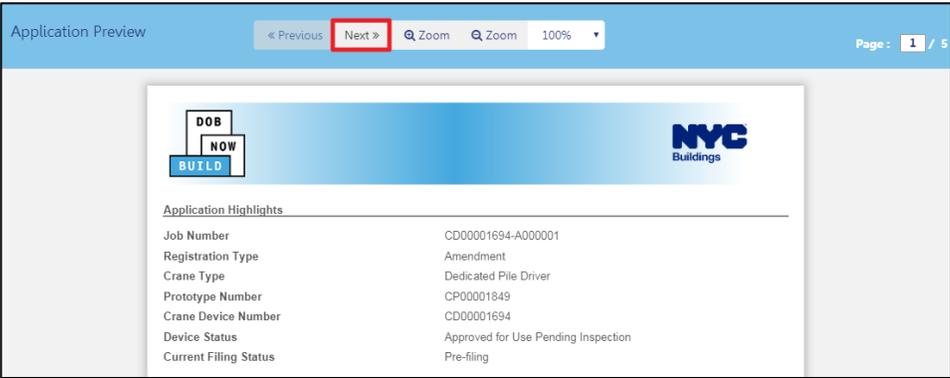
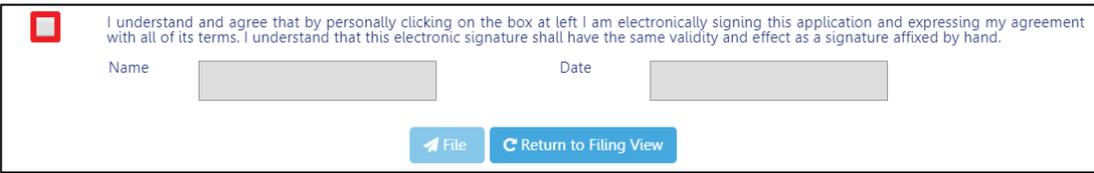
## Complete Statements & Signatures

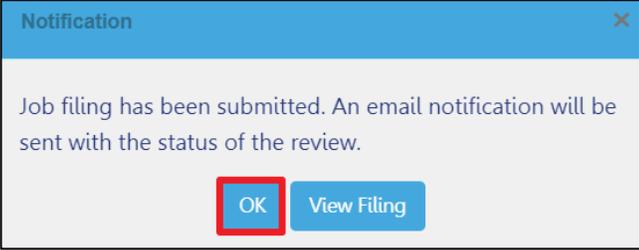
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

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

## Complete Review and File

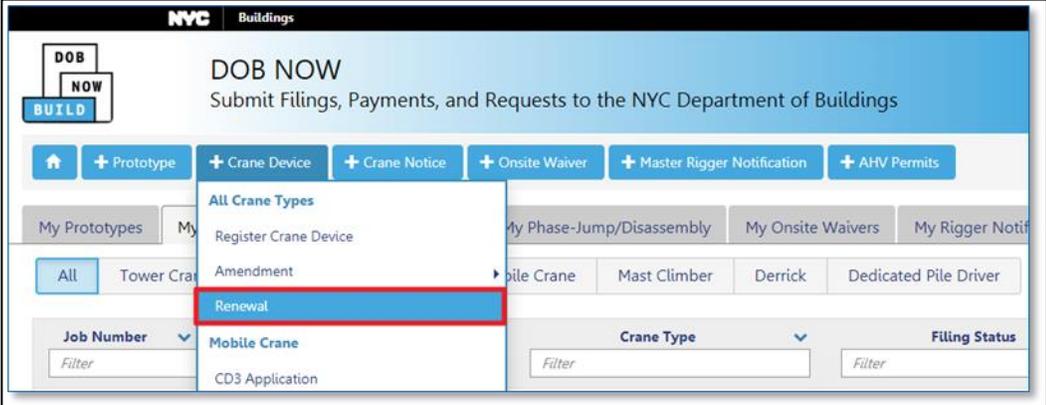
Complete the following steps to review and submit the application to the NYC Department of Buildings.

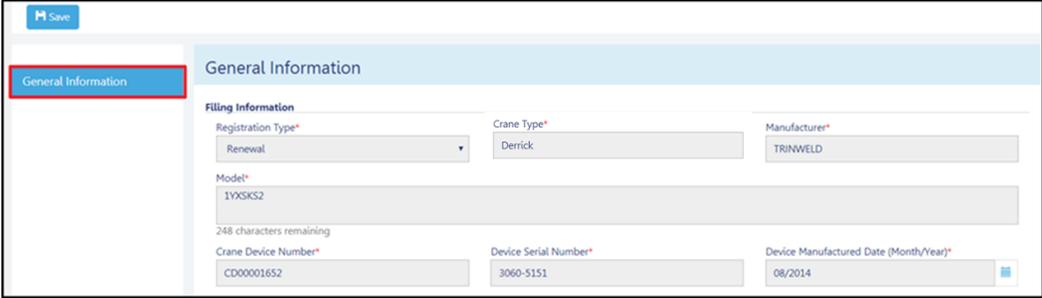
Step	Action																
1.	<p><b>At the top-left of the screen, click Review and File.</b></p> 																
2.	<p><b>The Application Preview displays.</b></p> <p><b>Click Next to read and progress through the Application Preview to the final page.</b></p>  <table border="1"> <thead> <tr> <th 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																	
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Device Status	Approved for Use Pending Inspection																
Current Filing Status	Pre-filing																
<b>Note:</b>	<p><b>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.</b></p> 																
3.	<p><b>On the final page, click the checkbox to attest reviewing the application.</b></p> 																

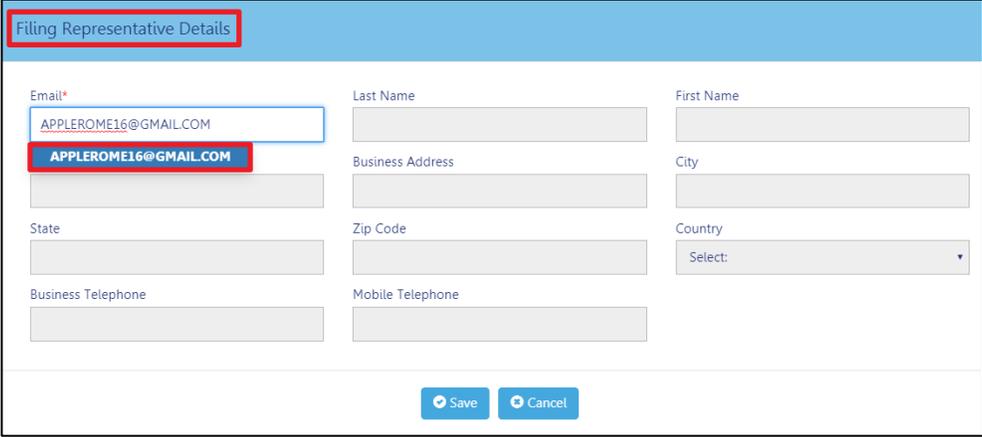
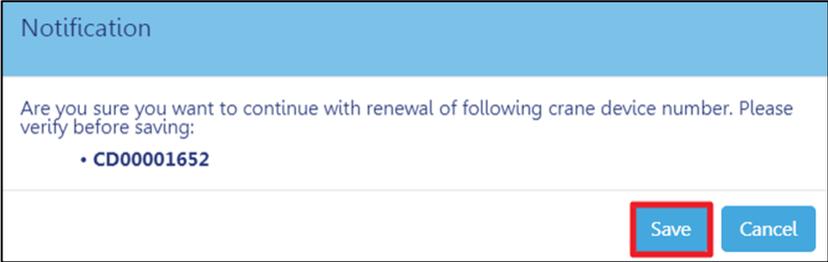
Step	Action
4.	<p><b><i>The Name and the Date field's auto-populate after the check-box is clicked.</i></b>  <b><i>Click File, to proceed.</i></b></p> 
5.	<p><b><i>A Notification pop-up windows displays with the message:</i></b>  <b><i>Job filing has been submitted. An email notification will be sent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

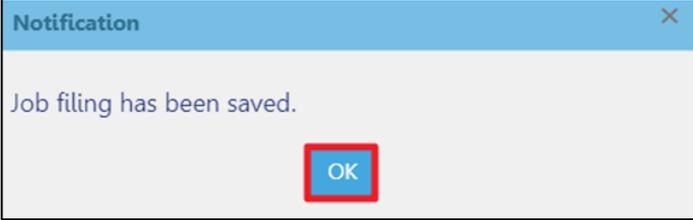
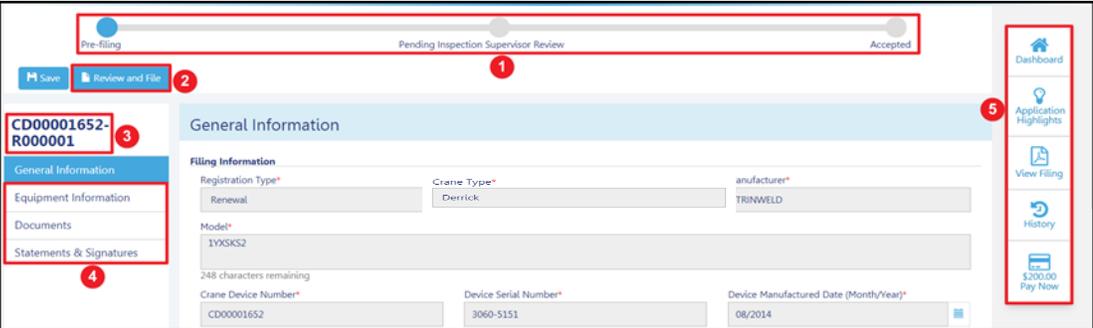
## Derrick Crane CD Number: Renewal

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

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

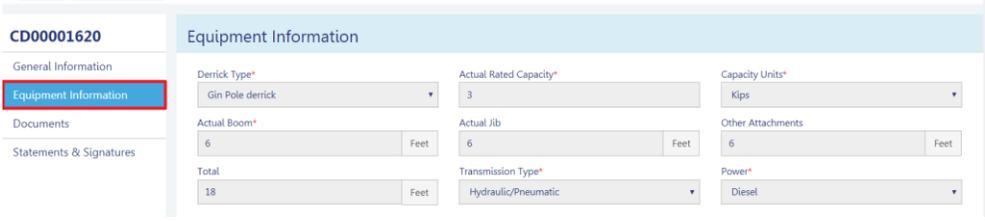
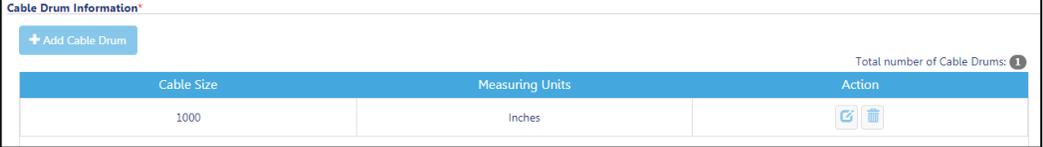
Step	Action
9.	<p>The <b>General Information</b> section is displayed, all sections are greyed-out.</p> 
10.	<p><b>The Applicant of Record - Owner Information section is displayed. All section are greyed out.</b></p> 
11.	<p><b>If applicable, click + Add Representative to add Filing Representative.</b>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

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

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

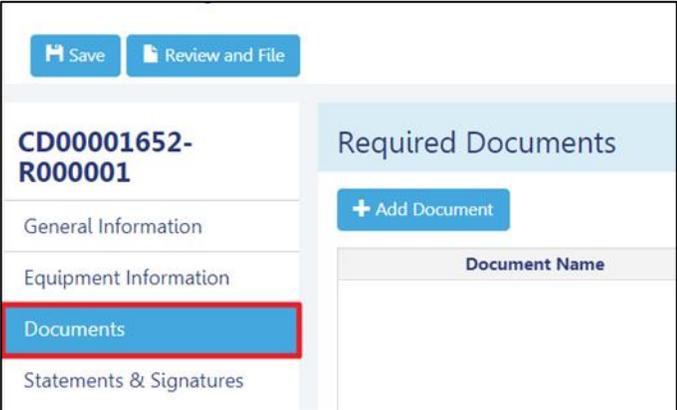
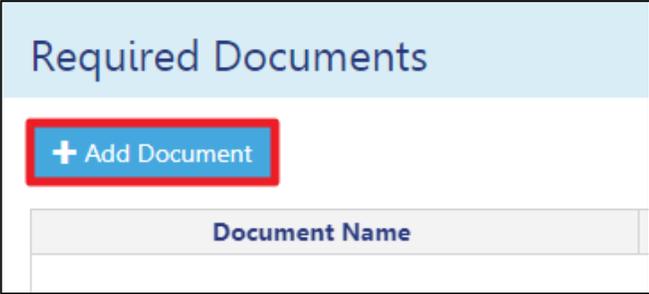
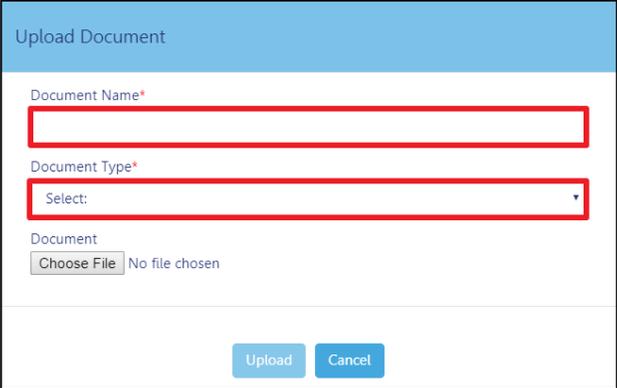
## Complete Equipment Information Tab

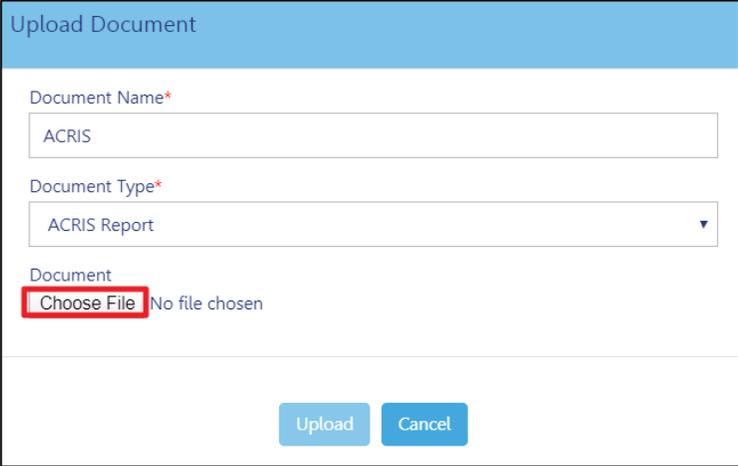
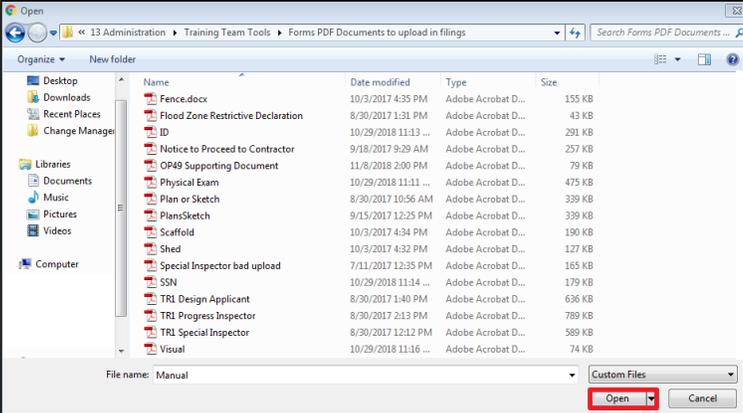
Complete the following steps to complete the Equipment Information tab:

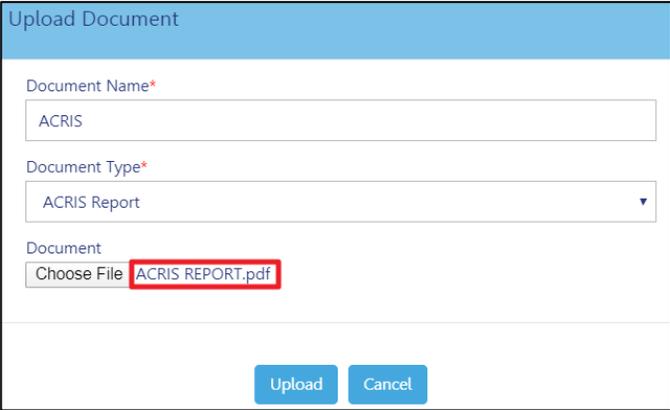
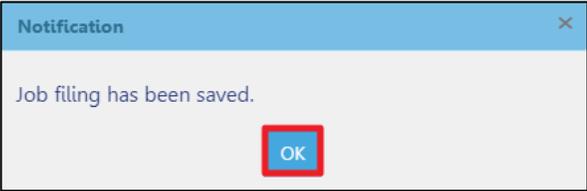
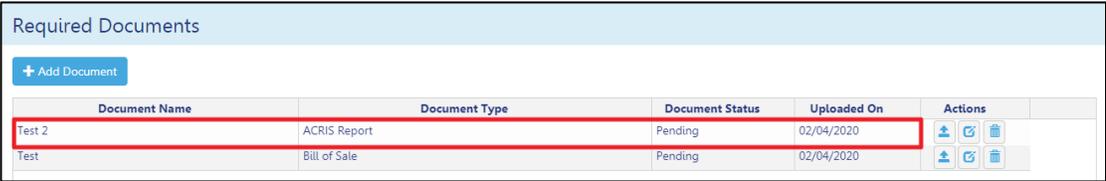
Step	Action
16.	<p><b>Click Equipment Information to display the Equipment Information section.</b></p> 
<b>Note:</b>	<p>The Cable Drum Information field is greyed-out and cannot be edited.</p> 
<p><b>You have completed the Complete Equipment Information tab. Continue to the next section.</b></p>	

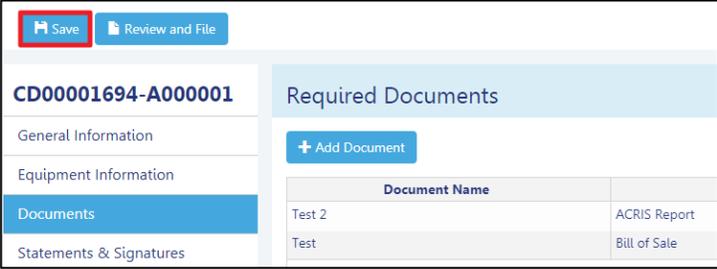
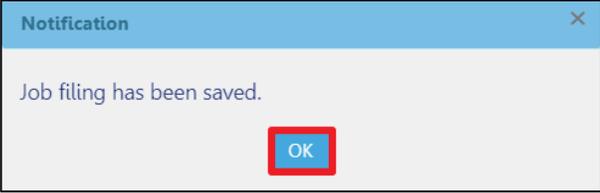
## Upload Documents

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

Step	Action
17.	<p><b>Click Documents to display the Documents section.</b></p> 
18.	<p><b>Click +Add Document.</b></p> 
19.	<p><b>The Upload Document pop-up window displays.</b></p> <p>Type the Document Name.            Select the <b>Document Type</b> (e.g., <i>Manual</i>) from the Document Type drop-down list.</p> 

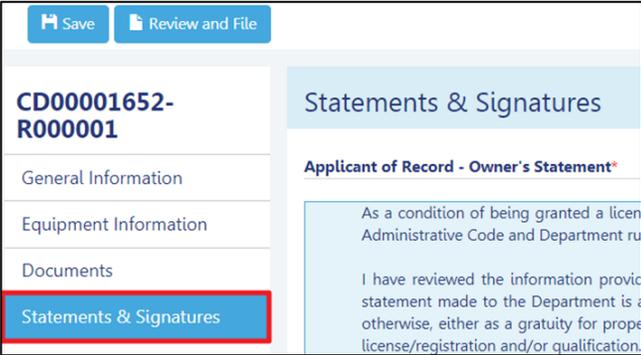
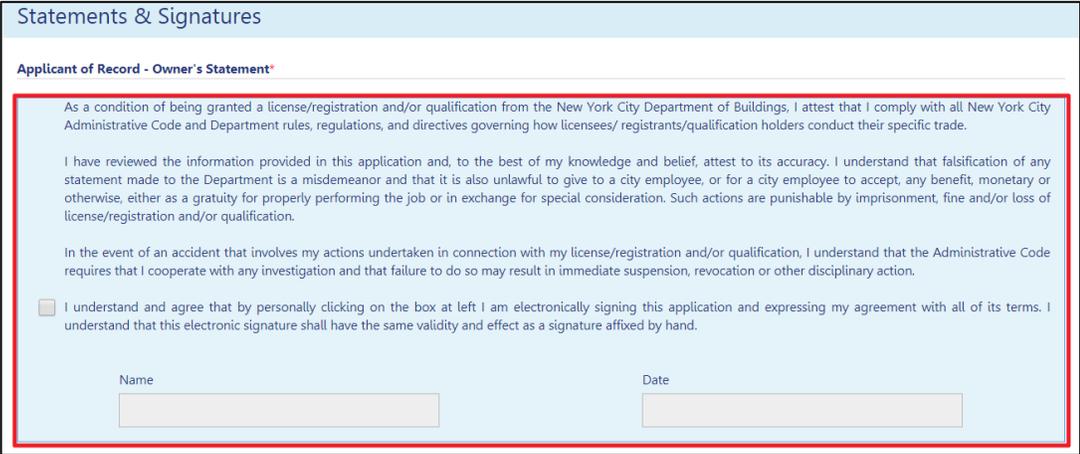
Step	Action
20.	<p><b>Click Choose File to upload the Document Type selected.</b></p> 
21.	<p><b>The Document pop-up window displays.</b></p> <p><b>Select the Document and click Open.</b></p> 

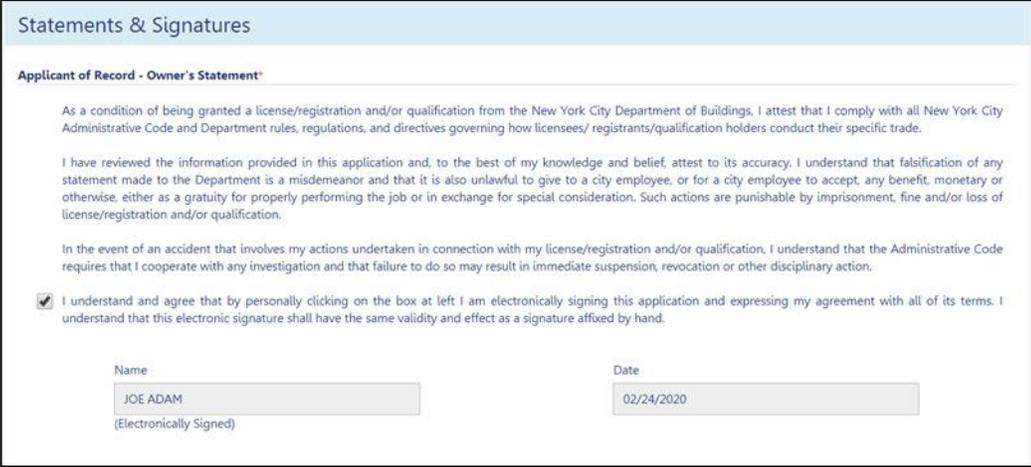
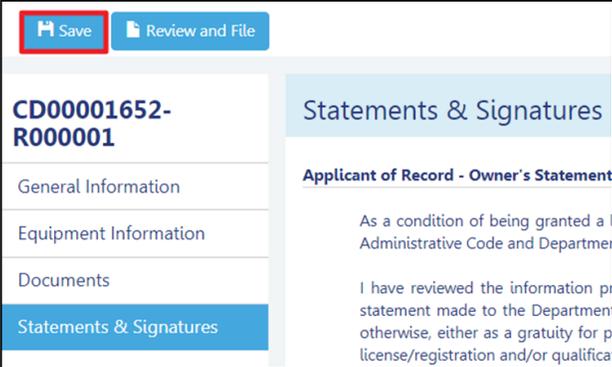
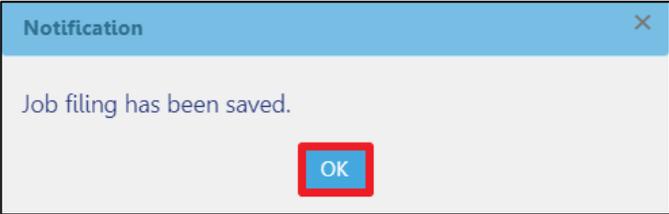
Step	Action															
22.	<p><b>The Document displays next to Choose File.</b></p> <p><b>Click Upload.</b></p> 															
23.	<p><b>A Notification pop-up window displays with the message: Document has been uploaded.</b></p> <p><b>Click OK to continue.</b></p> 															
<b>Note:</b>	<p>The 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"> <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	  												

Step	Action
24.	<p><b><i>At the top-left of the screen, click Save.</i></b></p> 
25.	<p><b><i>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</i></b></p> 
<p><b><i>You have completed the Upload Documents. Continue to the next section.</i></b></p>	

## Complete Statements & Signatures

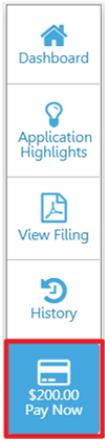
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

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

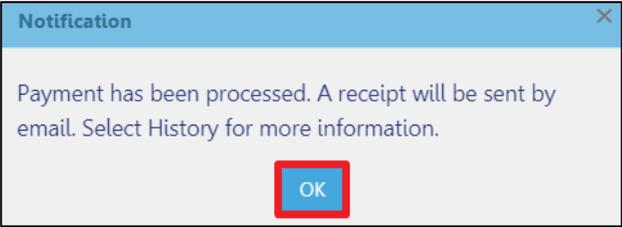
Step	Action
27.	<p><b>Click the Applicant of Record - Owner's Statement checkbox to electronically attest. The Name and Date field's auto-populate by the system.</b></p> 
28.	<p><b>At the top-left of the screen, click Save.</b></p> 
29.	<p><b>A Notification pop-up window displays with the message: Job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

## Pay Fees

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

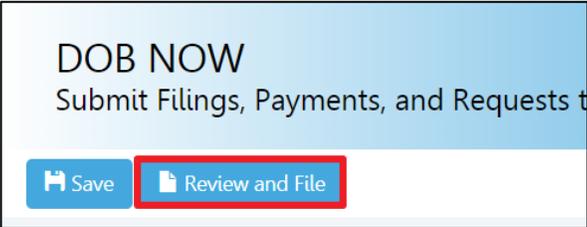
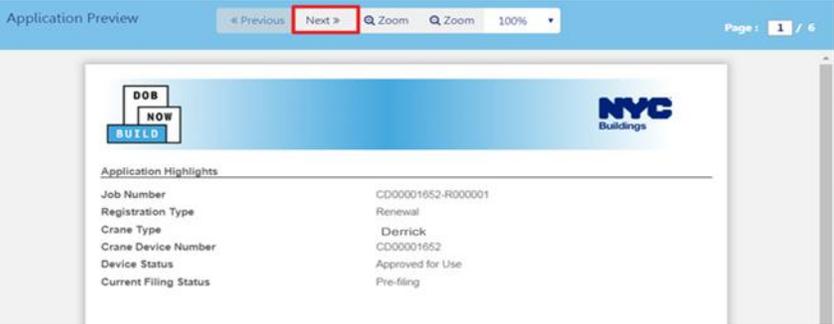
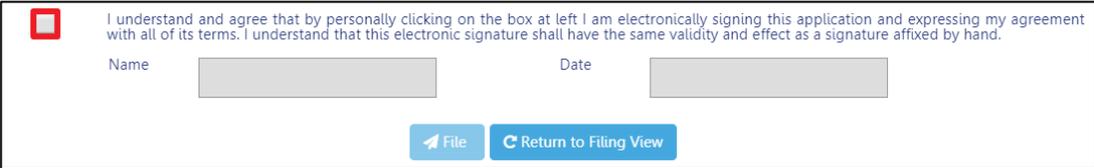
Step	Action
Note:	The job filing’s fees must be paid before continuing to Preview to File.
30.	<p>At the bottom-right of the screen, click <b>Pay Now</b>.</p> 

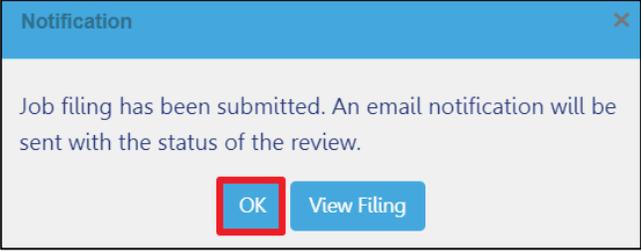
Step	Action						
31.	<p>The <b>Payment Confirmation</b> pop-up window displays with the message:</p> <p>Please note that the following data cannot be changed after the payment has been made on this filing:</p> <p>Are you sure you want to make a payment now for <b>\$200.00</b>?</p> <p>Payment is not 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 <b>Yes</b>, to proceed.</p> <div style="background-color: #4F81BD; color: white; padding: 5px; margin: 10px 0;">Payment Confirmation</div> <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 <b>\$200.00</b>?</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><b>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</b></p> <div style="text-align: right; margin-top: 20px;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </div>						
32.	<p>The page is redirected to <b>NYC City Pay</b>.</p> <p>Pay the application fees via <b>eCheck</b> or <b>Credit Card</b> by selecting the applicable tab.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Enter Payment Details</b> <span style="float: right;">1. Select Items 2. Enter Payment 3. Review and Pay</span></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Item Total:</td> <td style="text-align: right;">\$200.00</td> </tr> <tr> <td>Service Fee:</td> <td style="text-align: right;">\$4.00</td> </tr> <tr> <td>Payment Amount:</td> <td style="text-align: right;">\$204.00</td> </tr> </table> <div style="margin-top: 10px;"> <span style="border: 1px solid black; padding: 2px;">eCheck</span> <span style="border: 1px solid black; padding: 2px; margin-left: 10px;">Credit Card</span> </div> <div style="margin-top: 10px; border: 1px solid black; padding: 5px;"> <p>Credit and debit card payments are charged a service fee of 2.00% of the payment amount. This fee is nonrefundable.</p> <p><b>Billing Information</b></p> <p>If you are paying with a credit or debit card, please make sure you enter the name and address associated with this card.</p> <p>First Name * <input style="width: 100%;" type="text"/></p> <p>Last Name * <input style="width: 100%;" type="text"/></p> <p>Country * <input style="width: 100%;" type="text" value="United States"/></p> </div> </div>	Item Total:	\$200.00	Service Fee:	\$4.00	Payment Amount:	\$204.00
Item Total:	\$200.00						
Service Fee:	\$4.00						
Payment Amount:	\$204.00						

Step	Action
33.	<p>The <b>Notification</b> 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.</p> <p>Click <b>OK</b> to proceed.</p> 
<p>You have completed the <b>Pay Fees</b> 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
34.	<p><b>At the top-left of the screen, click Review and File.</b></p> 
35.	<p><b>The Application Preview displays.</b></p> <p><b>Click Next to read and progress through the Application Preview to the final page.</b></p> 
<b>Note:</b>	<p><b>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.</b></p> 
36.	<p><b>On the final page, click the checkbox to attest reviewing the application.</b></p> 

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

