

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

# **CRANES & DERRICKS**

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

## **CN APPLICATIONS**

### **FOR DERRICK CRANES**

- 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.

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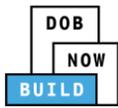


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## Guidelines

### Crane Notice Number (CN NUMBER)

When a specific job requires the use of a crane, a Crane Notice Number (CN NUMBER) must be obtained ( Except for certain Criteria where an Onsite waiver can be applied depending upon job type) by the job’s Professional Engineer in order for the crane to be put into use at the site. Only the PE can file for a CN Number. The system will issue a CN Number upon save of an application. The CN and Status is displayed on the portal’s Application Highlights.

Only if certain parameters of these devices fall within a certain range then CN numbers are not required

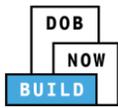
A CN number is unique to a location. A single CD number can have one or many associated CN numbers, but a CN number can only be associated with a single CD number (except for Dual Mast Climbers).

- These CN applications can be reviewed and approved by DOB, resulting in multiple approved CN applications on the same location.
- This business rule shall apply to all device types mentioned in this document.

The Professional Engineer may need to come back to the CN step of ‘Assign CD Number to the CN’ at any point in the CN process, to accommodate unique scenarios; for example: the crane at the site breaks or the contract for one crane expires and a new crane must be brought in. For phase 1, this will be handled by IT via the backend. The C&D Unit will coordinate with IT to accommodate this.

A CN fee must be paid annually (every 12 months) for as long as the CN is active.

- If 12 months elapses without the fee being paid, the status of the CN will change from ‘Active’ to ‘Inactive’. It will remain in this status of ‘Inactive’ for a period of 30 days during which time the fee can be paid to renew the CN.
- If the fee is not paid after the 30-day period, the status of the CN will change to expired.
- A CN can be renewed any time during the status of Active or Inactive. The updated expiration date will be based on the Anniversary Date.
- If the applicant pays by e-check, then a No-Good Check Verification is performed. If the e-check bounces, a bounced check fee is applied, and the full fee must be paid in order to move forward. The anniversary date is still the original file date.



After the CN application is reviewed and approved by DOB, the Professional Engineer can then assign the CD (i.e. the actual device) to the CN (the physical location). For a CD to be assigned to a CN, the CD must be active (and accepted/approved). For Tower Cranes the system must only allow a CD to be assigned to one CN at a time. However, for other crane types such as Mobile Cranes, Dedicated Pile Drivers and Self Erecting Tower cranes, a CD can be assigned to multiple CN's.

**Initial CN:** The numbering format for initial Crane Notice will start with "CN" + 8 digits (where the ending two digits are the year that the CN is initially filed in and the digits immediately before that are the next sequentially available number). At the start of each new year, the numbering scheme resets at 1 (e.g. the very first CN that is filed in the year 2021 will have several: CN00000121). **Example CN:** CN00103619

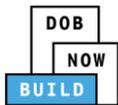
**CN Amendment:** The numbering format for CN Amendment will start with "-A"+ 6 digits to the CN number, starting at "000001" for each CN number and increasing sequentially for each subsequent Amendment on the given CN. **Example:** CN00103519-A000001

**CN Renewal:** The numbering format for CN renewal will start with "-R"+ 6 digits to the CN number, starting at "000001" for each CN number and increasing sequentially for each subsequent Renewal on the given CN. **Example:** CN00103519-R000001

For Mobile cranes, Self- Erecting tower cranes, Dedicated Pile Driver and Derricks if user answer “No” to Assembly/Disassembly required for Initial Phase. Then system will not allow the user to identify A/D Director. If answer to the above question “Yes” then this is required step.

### **ROLES & RESPONSIBILITIES**

1. Only the Professional Engineer (PE) can file for a Crane Notice (CN) Number.
2. The system will issue a CN Number upon submission of an application.
3. The CN and Status is displayed on the portals Application Highlights.
4. Only if certain parameters of these devices fall within a certain range then CN numbers are not required.
5. A CN number is unique to a location.
6. A single CD number can have one or many associated CN numbers, but a CN number can only be associated with a single CD number.
7. Only one Device Installer and one Lift Director can be assigned to a CN at a time.



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8. Up to 10 Hoist Machine Operator's (HMO) can be assigned at one time. In order for an HMO to be added to a CN, the system their license must be Active.

### **For FILING REPRESENTATIVES only**

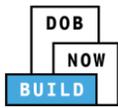
1. The Filing Representative Contact persons must be different from the Applicant of Record, Engineer and Manufacturer.
2. Two Filing Representatives are allowed for each application.
3. A Filing Representative can add another Filing Representative in an application.
4. Filing Representatives cannot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

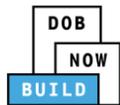
### **ADDITIONAL HELP & INFORMATION**

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:**

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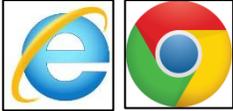
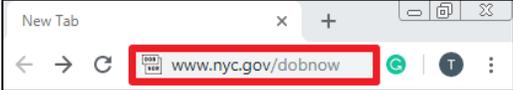
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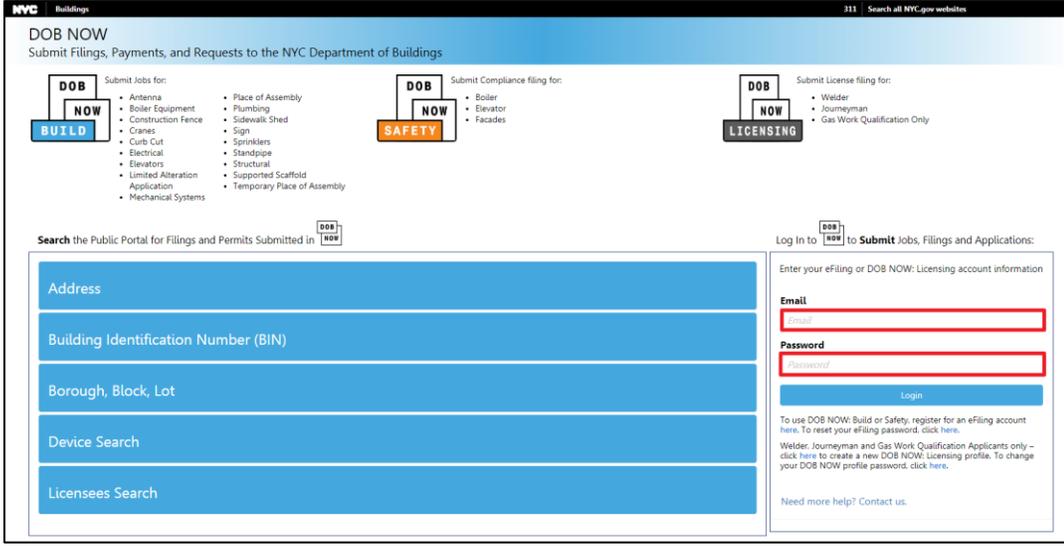
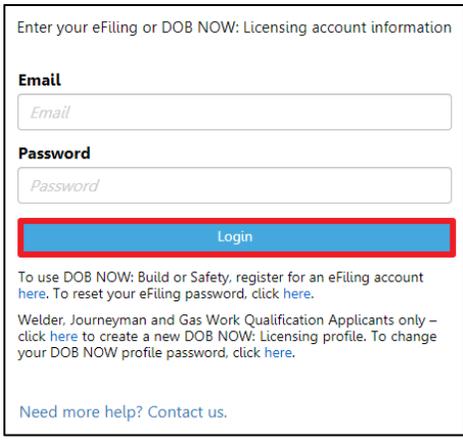
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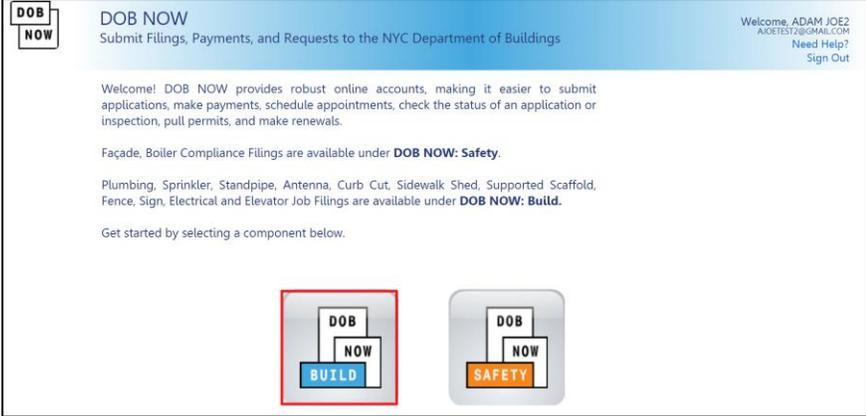
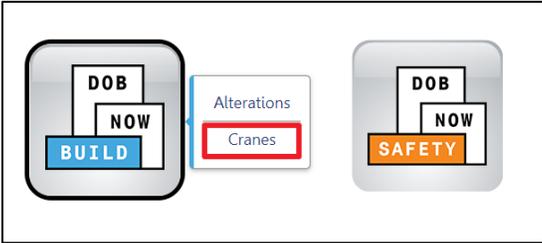
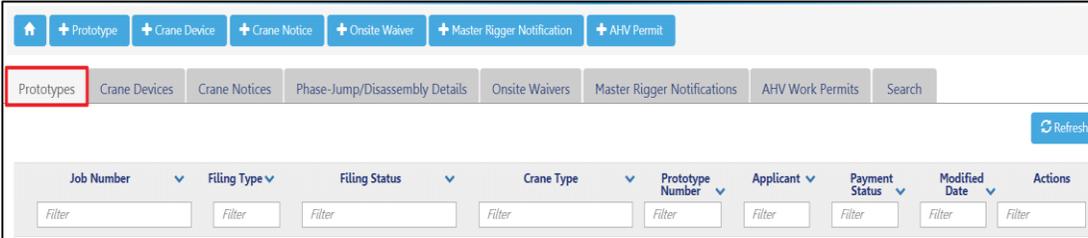
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## Log into DOB NOW

**Complete the following steps to log into DOB NOW:**

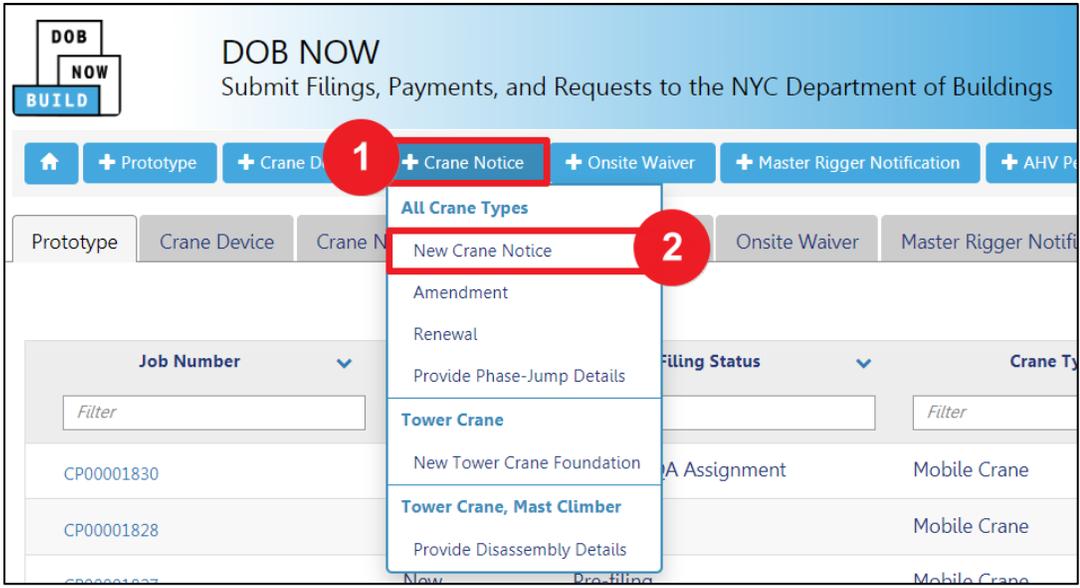
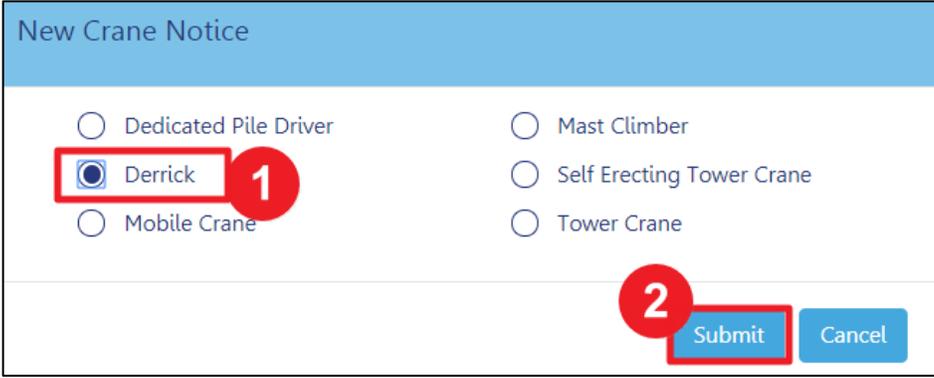
Step	Action
<b>Note:</b>	<p>In order to log into DOB NOW, the user must be registered for eFiling.</p> <p>Additionally, DOB recommends turning off pop-up blockers to successfully navigate within DOB NOW.</p> <p>For Step-by-Step instructions, please submit a question to <a href="http://www.nyc.gov/dobnowhelp">www.nyc.gov/dobnowhelp</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>

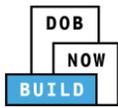
Step	Action
4.	<p>The DOB Login page displays.</p> <p>Enter <b>Email</b> and <b>Password</b> (as registered in eFiling).</p> 
5.	<p>Click <b>Login</b>.</p> 

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>You are now logged into <b>DOB NOW: <i>Build</i></b>.</p> <p>Continue to the next section.</p>	

# Derrick Crane CN: Initiate a Crane Notice Application

Complete the following steps to initiate Crane Notice Application:

Step	Action
<b>APPLICANT OF RECORD: OWNER</b>	
1.	<p>Hover the cursor over <b>+Crane Notice</b> and select <b>New Crane Notice</b> from the drop-down list.</p> 
2.	<p>A <b>New Crane Notice</b> pop-up window displays with Crane Device options: Select the applicable <b>Crane Device</b> (e.g., <b>Derrick Crane</b>) and click <b>Submit</b> to proceed.</p> 



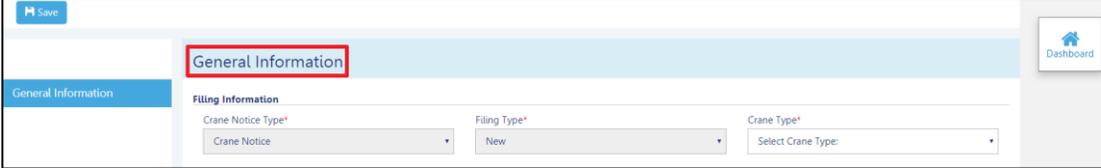
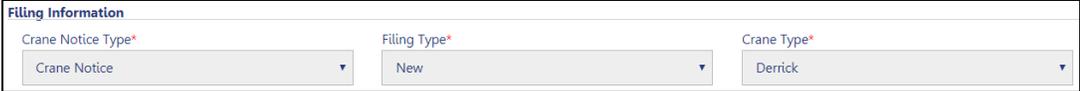
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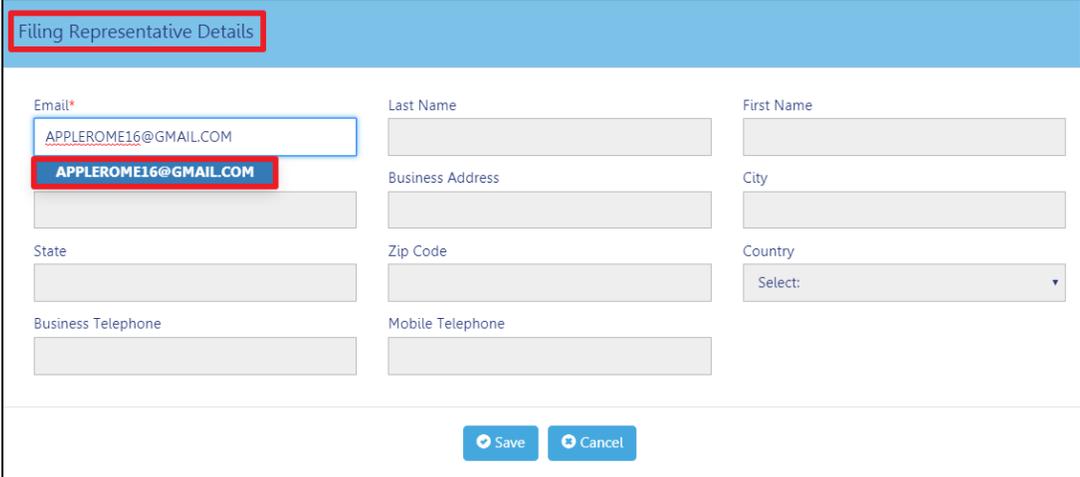
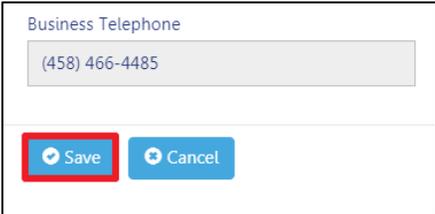
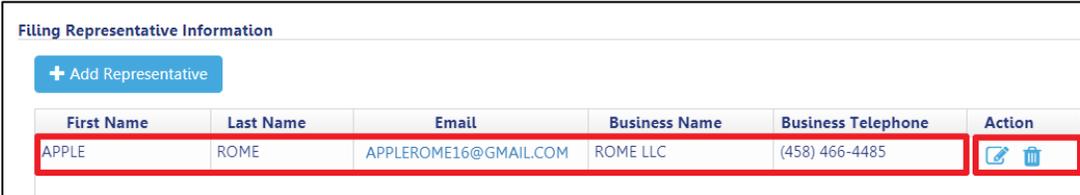
Step	Action
	<p>You have begun the process for a Crane Notice.</p> <p>Continue to the <b>Complete General Information</b> tab section.</p>

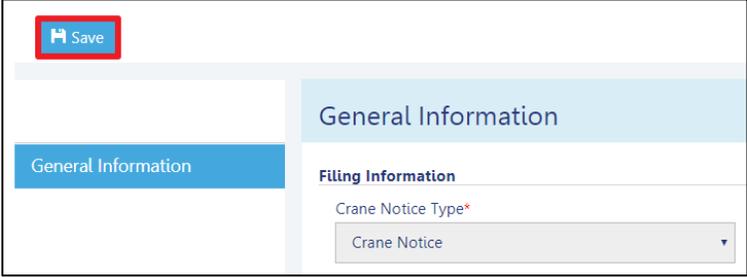
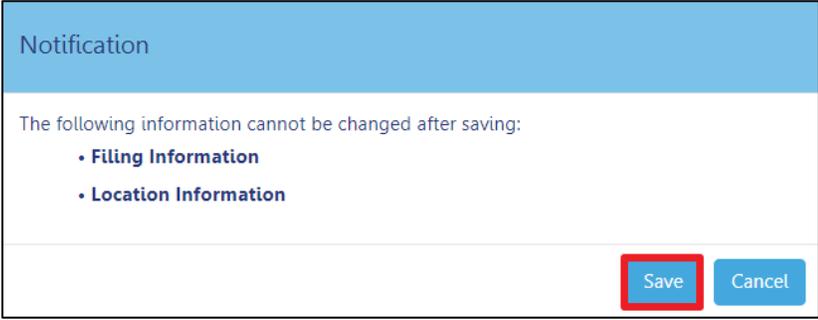
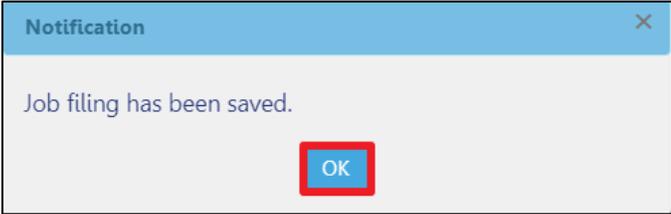
## Complete General Information

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

Step	Action
1.	<p>The <b>General Information</b> section displays.</p> 
2.	<p>The <b>Filing Information</b> fields: <b>Crane Notice Type</b>, <b>Filing Type</b> and <b>Crane Type</b> are greyed-out and cannot be edited.</p> 
3.	<p>Enter the Location Information:</p> <p>House Number</p> <p>Street Name</p> <p>Select the <b>Borough</b> from the Borough drop-down list (e.g., <b>Staten Island</b>)</p> <p>Block</p> <p>Lot</p> <p>Select the <b>Owner Type</b> (e.g., <b>Individual</b>) from the <b>Owner Type</b> drop-down list.</p> <p>Associated BIS/DOB NOW Job Number (Max 5)</p> <p>The <b>BIN</b> field is greyed-out and Read-Only.</p> 

Step	Action																								
4.	<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., <i>Individual</i>) 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="326 478 1425 783"> <p><b>Applicant Information</b></p> <table border="1"> <tr> <td>Email*</td> <td>Last Name</td> <td>First Name</td> </tr> <tr> <td><input type="text" value="Enter email/username..."/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>License Type*</td> <td>License Number</td> <td>Business Name*</td> </tr> <tr> <td><input type="text" value="Select:"/></td> <td><input type="text"/></td> <td><input type="text" value="Select:"/></td> </tr> <tr> <td>Business Address</td> <td>City</td> <td>State</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Zip Code</td> <td>Business Telephone</td> <td>Mobile Telephone</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </div>	Email*	Last Name	First Name	<input type="text" value="Enter email/username..."/>	<input type="text"/>	<input type="text"/>	License Type*	License Number	Business Name*	<input type="text" value="Select:"/>	<input type="text"/>	<input type="text" value="Select:"/>	Business Address	City	State	<input type="text"/>	<input type="text"/>	<input type="text"/>	Zip Code	Business Telephone	Mobile Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>
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5.	<p>Enter the Equipment User’s 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., <i>Individual</i>) from the License Type drop-down list</p> <p>Select the <b>Business Name</b> from the Business Name drop-down list (click + <b>Add New</b> if the Business Name is not listed)</p> <div data-bbox="326 1066 1425 1371"> <p><b>Equipment User’s Information</b></p> <table border="1"> <tr> <td>Email*</td> <td>Last Name</td> <td>First Name</td> </tr> <tr> <td><input type="text" value="Enter email/username..."/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>License Type*</td> <td>License Number</td> <td>Business Name*</td> </tr> <tr> <td><input type="text" value="Select:"/></td> <td><input type="text"/></td> <td><input type="text" value="Select:"/></td> </tr> <tr> <td>Business Address</td> <td>City</td> <td>State</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Zip Code</td> <td>Business Telephone</td> <td>Mobile Telephone</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </div>	Email*	Last Name	First Name	<input type="text" value="Enter email/username..."/>	<input type="text"/>	<input type="text"/>	License Type*	License Number	Business Name*	<input type="text" value="Select:"/>	<input type="text"/>	<input type="text" value="Select:"/>	Business Address	City	State	<input type="text"/>	<input type="text"/>	<input type="text"/>	Zip Code	Business Telephone	Mobile Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>
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6.	<p>If applicable, click + <b>Add Representative</b> to add Filing Representative.</p> <div data-bbox="326 1493 1187 1675"> <p><b>Filing Representative Information</b></p> <p><input type="button" value="+ Add Representative"/></p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> </div>	First Name	Last Name	Email	<input type="text"/>	<input type="text"/>	<input type="text"/>																		
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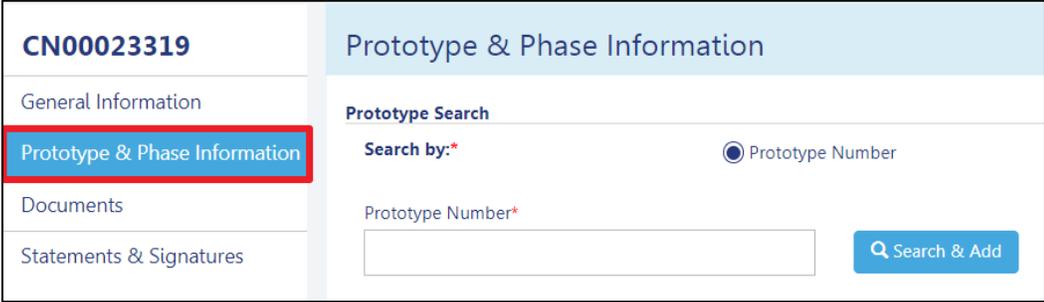
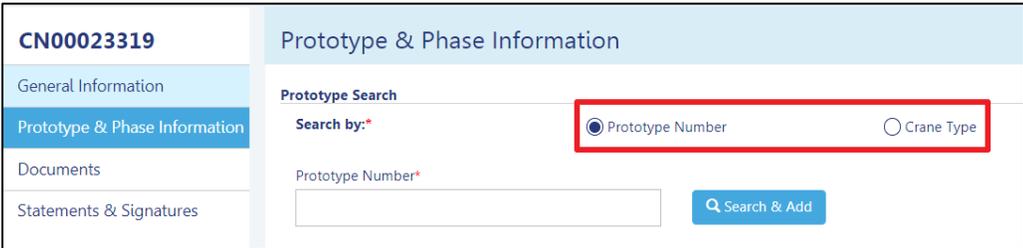
Step	Action
7.	<p>The Filing Representative Details pop-up window displays.</p> <p>Type the <b>Email</b> and then select the Email Address from the blue drop-down.</p> 
8.	<p>Click <b>Save</b>.</p> 
<b>Note:</b>	<p>The Filing Representative added displays within the Filing Resprentative information table.</p> <p>Click the edit (  ) icon to update the information.</p> <p>Click the trash can (  ) icon to delete the Filing Representative.</p> 

Step	Action
9.	<p>At the top-left of the screen, click <b>Save</b>.</p> 
10.	<p>A <b>Notification</b> pop-up window displays with the message: The following information cannot be changed after saving:</p> <ul style="list-style-type: none"> <li>• Filing Information</li> <li>• Location Information.</li> </ul> <p>Click <b>Save</b> to continue.</p> 
11.	<p>A <b>Notification</b> pop-up window displays with the message: Job filing has been saved.</p> <p>Click <b>OK</b> to continue.</p> 

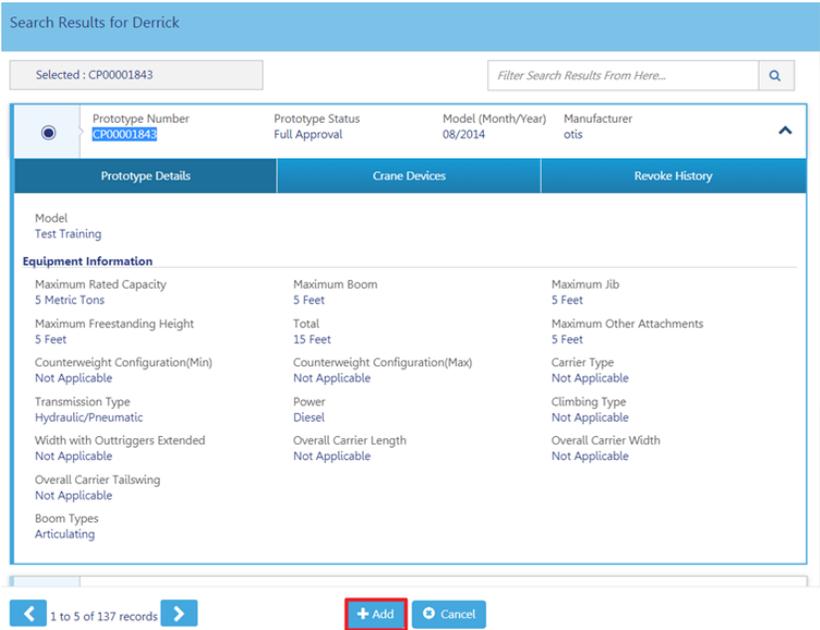
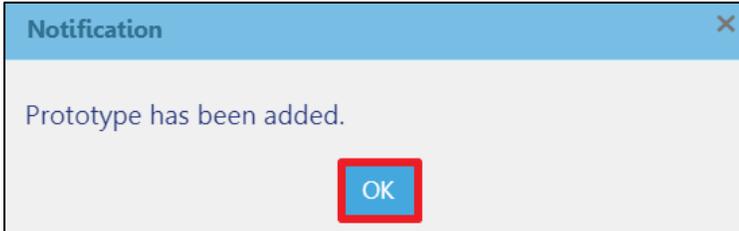
Step	Action														
<p><b>Note:</b></p>	<p>The General Information section displays an additional field, Additional Contact Information.</p> <p>If applicable, click the <b>+Add Additional Contact</b> to add an additional contact.</p> <div data-bbox="326 457 1427 615" style="border: 1px solid black; padding: 5px;"> <p><b>Additional Contact Information</b></p> <p style="text-align: center;"><span style="border: 2px solid red; padding: 2px;">+ Add Additional Contact</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Contact Type</th> <th>First Name</th> <th>Last Name</th> <th>Email</th> <th>Business Name</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td> </td> </tr> </tbody> </table> </div>	Contact Type	First Name	Last Name	Email	Business Name	Edit	Delete							
Contact Type	First Name	Last Name	Email	Business Name	Edit	Delete									
<p><b>Note:</b></p>	<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. <b>Additional Tabs:</b> Prototype &amp; Phase Information, Document and Statements &amp; Signatures</li> <li>5. <b>Application Information:</b> Application Highlights, View Filing, History and Fee</li> </ol> <div data-bbox="326 1104 1398 1451" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows a progress bar at the top with steps: Pre-filing, Pending QA Assignment, Pending QA Admin Review, Pending PE Assignment, PE Review in Process, and Approved. A red box highlights the 'Approved' step. Below the progress bar is a 'Save' button and a 'Review and File' button with a red circle '2'. The filing number 'CN00033220' is highlighted with a red circle '3'. On the left, there are tabs for 'General Information', 'Prototype &amp; Phase Information', 'Documents', and 'Statements &amp; Signatures'. On the right, there are icons for 'Dashboard', 'Application Highlights', 'View Filing', 'History', and 'Pay Now' with a '\$250.00' fee. The main form area contains 'Filing Information' (Crane Notice Type, Filing Type, Crane Type) and 'Location Information' (House Number, Street Name, Borough, Block, Lot, BIN).</p> </div>														
<p>You have completed the <b>Complete General Information</b> tab.</p> <p>Continue to the next section.</p>															

## Complete Prototype & Phase Tab

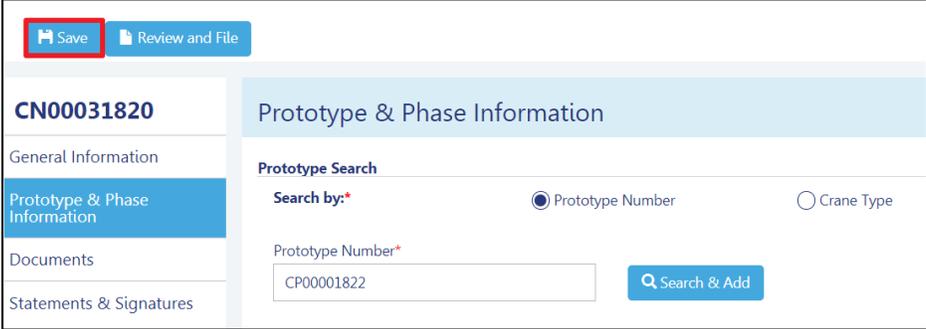
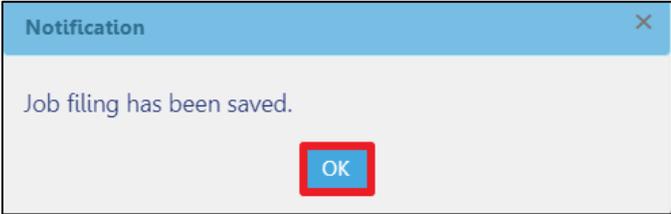
**Complete the following steps to complete the Prototype & Phase Information tab for the application:**

Step	Action
1.	<p>Click <b>Prototype &amp; Phase Information</b> to display the Prototype &amp; Phase Information section.</p> 
2.	<p>Select the applicable <b>Search by</b> (e.g. <b>Prototype Number</b>) radio-button in Prototype Search. A maximum of 2 Prototypes can be added per application.</p> 

Step	Action
<p><b>Note:</b></p>	<p>To search by <b>Prototype Number</b>:</p> <p>Enter the Prototype Number in the Prototype Number field.</p> <div data-bbox="326 390 1203 590"> </div> <p>To search by <b>Crane Type</b>:</p> <p>Select the Crane Type from the Crane Type drop-down list.</p> <div data-bbox="326 716 1206 1087"> </div>
<p>3.</p>	<p>Click <b>Search &amp; Add</b> to proceed.</p> <div data-bbox="326 1188 1187 1461"> </div>

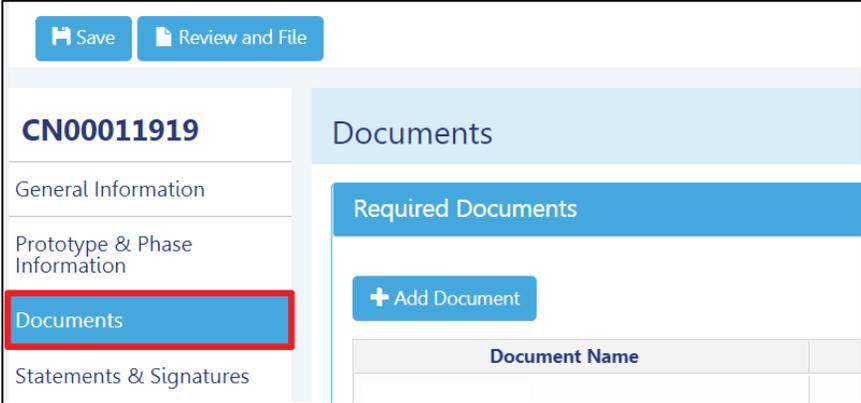
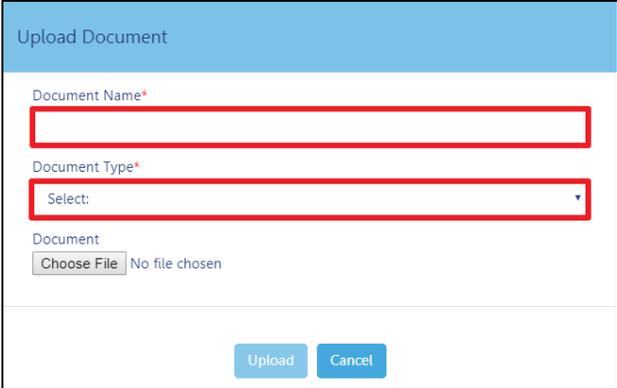
Step	Action
4.	<p>The <b>Search Results</b> pop-up window displays.</p> <p>If applicable, select the applicable Prototype Number.</p> <p>Click <b>+Add</b> to proceed.</p> 
5.	<p>A <b>Notification</b> pop-up window displays with the message:</p> <p>Prototype has been added.</p> <p>Click <b>OK</b> to proceed.</p> 

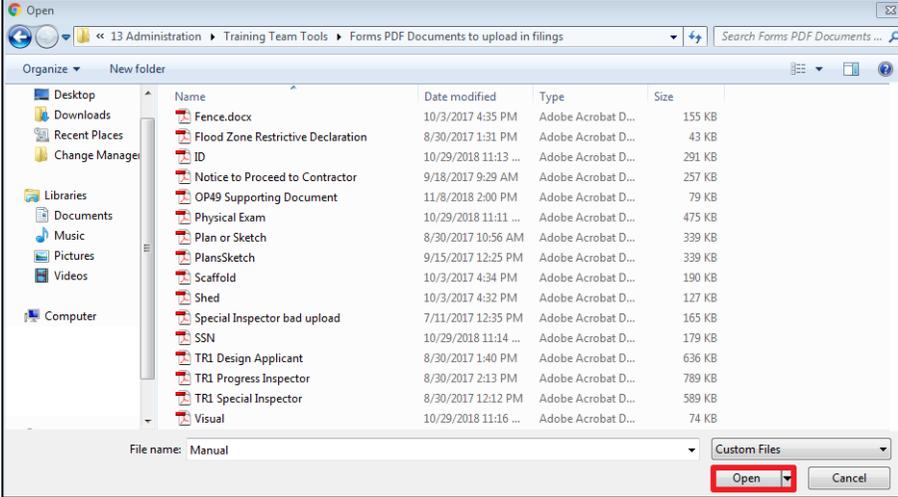
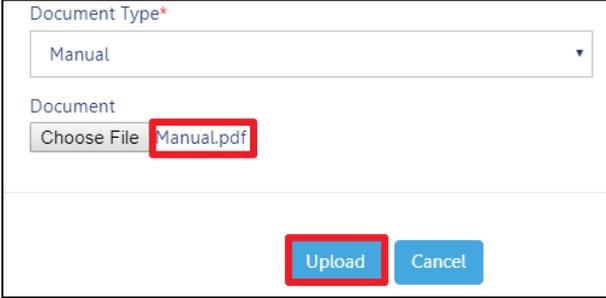
Step	Action																
<p><b>Note:</b></p>	<p>The Prototype added, displays within the Prototype Information.</p> <p>Click the details (  ) icon to view the Prototype Information.</p> <p>Click the trash can (  ) icon to delete the Prototype Number.</p> <div data-bbox="326 478 1330 793" style="border: 1px solid black; padding: 5px;"> <p>Prototype &amp; Phase Information</p> <p>Prototype Search</p> <p>Search by: <input checked="" type="radio"/> Prototype Number <input type="radio"/> Crane Type</p> <p>Prototype Number* <input type="text"/> <input type="button" value="Search &amp; Add"/></p> <p>Prototype Information (Max 2)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Prototype Number</th> <th>Crane Type</th> <th>Review Status</th> <th>Maximum Boom</th> <th>Maximum Jib</th> <th>Total</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>CP00001739</td> <td>Derrick</td> <td>Pre-filing</td> <td>1 Feet</td> <td>5 Feet</td> <td>7 Feet</td> <td><input type="button" value="Delete"/></td> <td><input type="button" value="Details"/></td> </tr> </tbody> </table> </div>	Prototype Number	Crane Type	Review Status	Maximum Boom	Maximum Jib	Total			CP00001739	Derrick	Pre-filing	1 Feet	5 Feet	7 Feet	<input type="button" value="Delete"/>	<input type="button" value="Details"/>
Prototype Number	Crane Type	Review Status	Maximum Boom	Maximum Jib	Total												
CP00001739	Derrick	Pre-filing	1 Feet	5 Feet	7 Feet	<input type="button" value="Delete"/>	<input type="button" value="Details"/>										
<p>6.</p>	<p>Select the number of phases from the drop-down list labeled <b>“How many phases are you planning for this job?”</b></p> <div data-bbox="326 932 1010 1083" style="border: 1px solid black; padding: 5px;"> <p>Phases Information</p> <p>How many phases are you planning for this job?*</p> <p><input type="text"/></p> </div>																
<p>7.</p>	<p>Complete the <b>Initial Phase and Initial Jump Information:</b></p> <p>Enter the Proposed Height</p> <p>Select the applicable radio-button for “Is assembly/disassembly required after the Initial Phase?”</p> <p>Select the applicable radio-button for <b>“After Hours Variance Required?”</b></p> <div data-bbox="326 1360 1117 1640" style="border: 1px solid black; padding: 5px;"> <p>Initial Phase and Initial Jump Information</p> <p>Proposed Height* <input type="text"/> Feet</p> <p>Is assembly/disassembly required after the Initial Phase?* <input type="radio"/> Yes <input type="radio"/> No</p> <p>After Hours Variance Required?* <input type="radio"/> Yes <input type="radio"/> No</p> </div>																

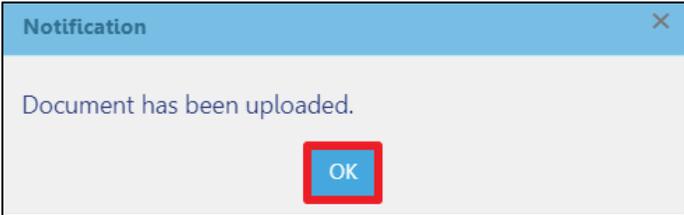
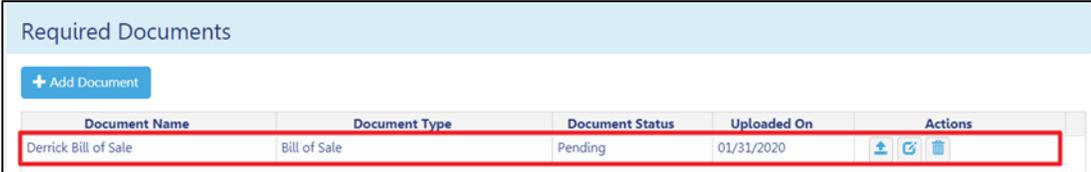
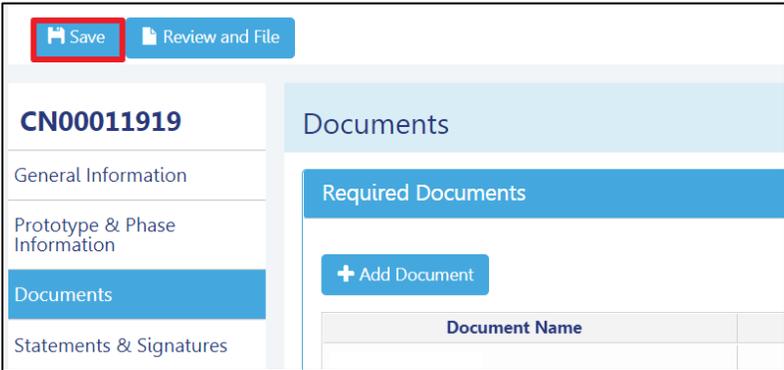
Step	Action
8.	<p>At the top-left of the screen, click <b>Save</b>.</p> 
9.	<p>A <b>Notification</b> pop-up window displays with the message: Job filing has been saved. Click <b>OK</b> to continue.</p> 
<p style="text-align: center;">You have completed the <b>Prototype &amp; Phase Tab</b>. Continue to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

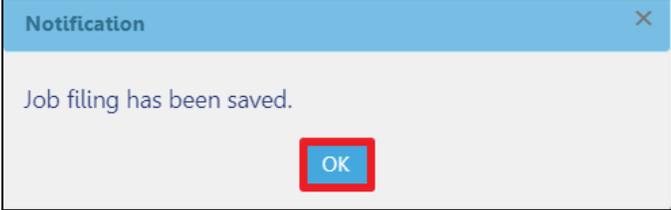
## Upload Documents

**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> 

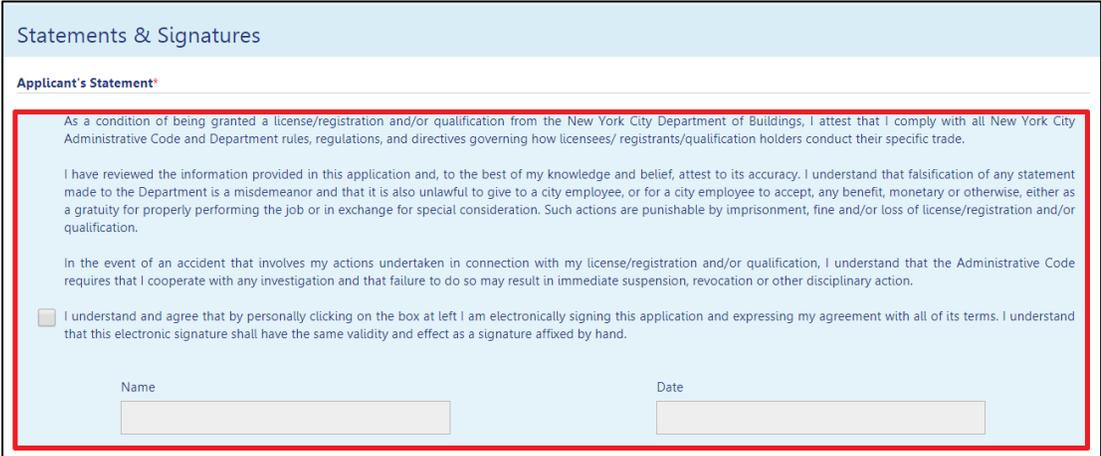
Step	Action
4.	<p>Click <b>Choose File</b> to upload the Document Type selected.</p> 
5.	<p>The Document pop-up window displays. Select the Document and click <b>Open</b>.</p> 
6.	<p>The Document displays next to Choose File. Click <b>Upload</b>.</p> 

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> 
<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> 
8.	<p>At the top-left of the screen, click <b>Save</b>.</p> 

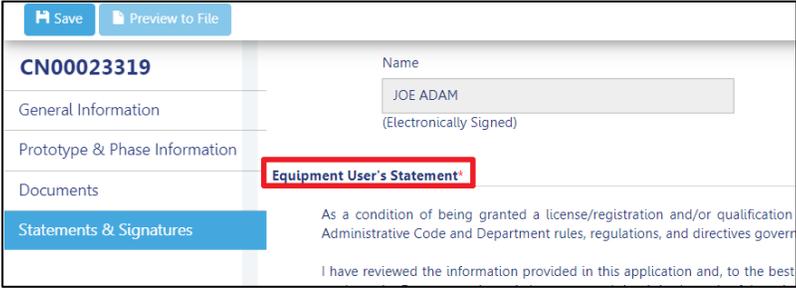
Step	Action
9.	<p>A <b>Notification</b> pop-up window displays with the message:            Job filing has been saved.            Click <b>OK</b> to continue.</p> 
<p>You have completed the <b>Upload Documents</b>.            Continue to the next section.</p>	

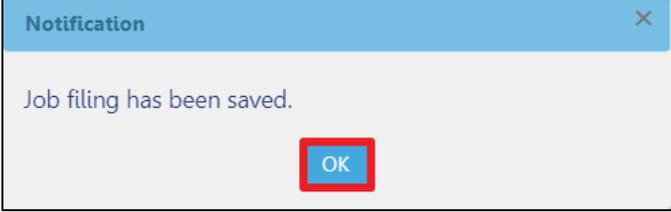
## Complete Statements & Signatures

**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> 

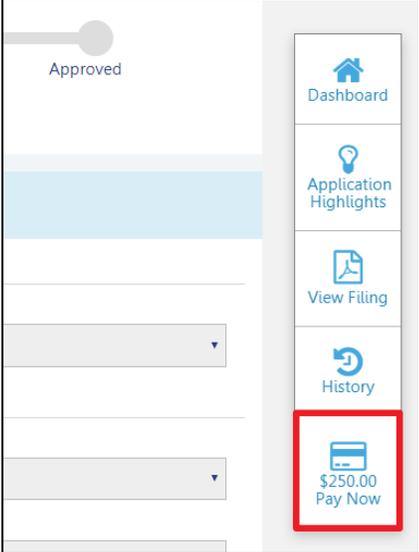
Step	Action
<b>APPLICANT OF RECORD</b>	
<p>2.</p>	<p>Click the <b>Applicant’s Statement</b> checkbox to electronically attest.</p> <p>The <b>Name</b> and <b>Date</b> field’s auto-populate by the system.</p> <div data-bbox="326 478 1414 646" style="border: 1px solid black; padding: 5px;"> <p><input checked="" 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: 100px;">Name</span> <span>Date</span> </p> <p style="text-align: center;"> <span style="margin-right: 100px;">JOE ADAM</span> <span>09/19/2019</span> </p> <p style="text-align: center;"> <span style="margin-right: 100px;">(Electronically Signed)</span> </p> </div>
<p>3.</p>	<p>At the top-left of the screen, click <b>Save</b>.</p> <div data-bbox="326 747 1211 1136" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <span> Save</span> <span> Review and File</span> </div> <div style="display: flex;"> <div style="width: 25%; border-right: 1px solid #ccc; padding-right: 5px;"> <p style="font-weight: bold; margin-bottom: 5px;">CN00011919</p> <p>General Information</p> <p>Prototype &amp; Phase Information</p> <p>Documents</p> <p style="background-color: #0070c0; color: white; padding: 2px;">Statements &amp; Signatures</p> </div> <div style="width: 75%; padding-left: 5px;"> <p style="font-weight: bold; margin-bottom: 5px;">Statements &amp; Signatures</p> <p style="font-weight: bold; margin-bottom: 5px;">Applicant’s Statement*</p> <p>As a condition of being granted a license/registration and/or qualification under the New York City Administrative Code and Department rules, regulations and rules of their specific trade.</p> <p>I have reviewed the information provided in this application and certify that the falsification of any statement made to the Department is a misdemeanor. I accept, any benefit, monetary or otherwise, either as a gratuity for public service or otherwise.</p> </div> </div> </div>
<p>4.</p>	<p>A <b>Notification</b> pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click <b>OK</b> to continue.</p> <div data-bbox="326 1341 997 1556" style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <div style="background-color: #0070c0; color: white; padding: 2px; display: flex; justify-content: space-between;"> <span>Notification</span> <span>×</span> </div> <p style="margin-top: 10px;">Job filing has been saved.</p> <p style="text-align: center; margin-top: 10px;"><span style="border: 1px solid red; padding: 2px 5px;">OK</span></p> </div>

Step	Action
<b>EQUIPMENT USER'S STATEMENT</b>	
5.	<p>On the Statements &amp; Signatures tab scroll-down to the <b>Equipment User's Statement</b>.</p> 
6.	<p>Click the <b>Equipment User's Statement</b> checkbox to electronically attest. The <b>Name</b> and <b>Date</b> field's auto-populate by the system.</p> 
7.	<p>At the top-left of the screen, click <b>Save</b>.</p> 

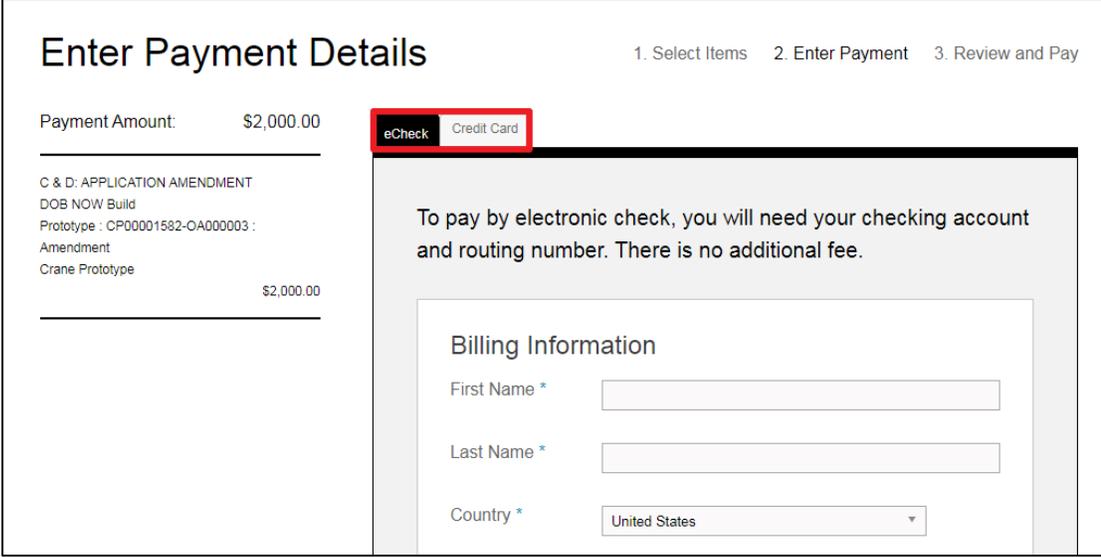
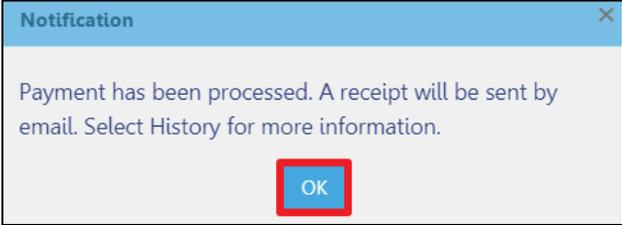
Step	Action
8.	<p>A <b>Notification</b> pop-up window displays with the message:            Job filing has been saved.            Click <b>OK</b> to continue.</p> 
<p>You have completed the <b>Statement &amp; Signatures</b> section.            Continue to the next section.</p>	

## Pay Fees

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

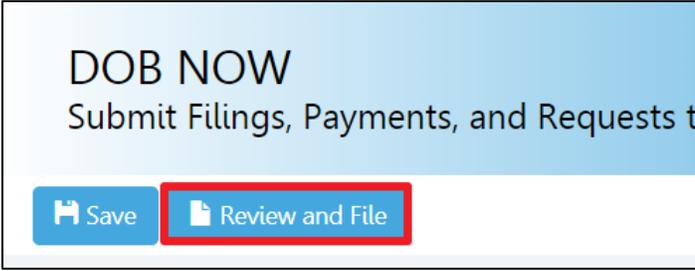
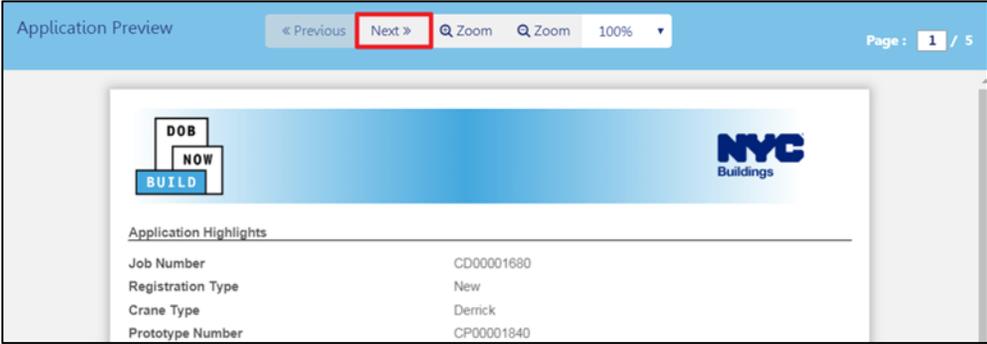
Step	Action
Note:	The job filing's fees must be paid before continuing to Preview to File.
1.	<p>At the bottom-right of the screen, click <b>Pay Now</b>.</p> 

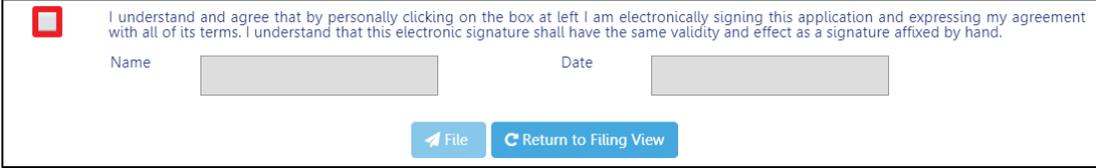
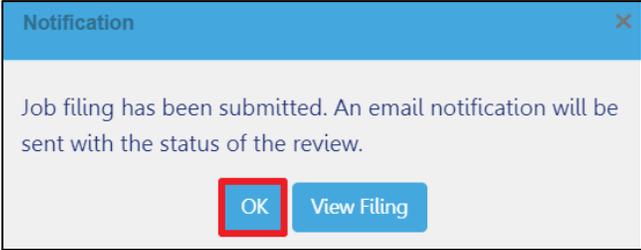
Step	Action
2.	<p>The <b>Payment Confirmation</b> pop-up window displays with the message:</p> <p>Please note that the following data cannot be changed after the payment has been made on this filing:</p> <p>Owner Type: <b>Individual</b></p> <p>Are you sure you want to make a payment now for <b>\$250.00</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 data-bbox="326 716 1157 1224" style="border: 1px solid black; padding: 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>\$250.00</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> <p style="text-align: right;"> <input data-bbox="998 1161 1068 1213" type="button" value="Yes"/> <input data-bbox="1076 1161 1141 1213" type="button" value="No"/> </p> </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>	

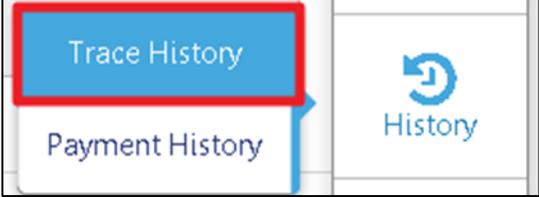
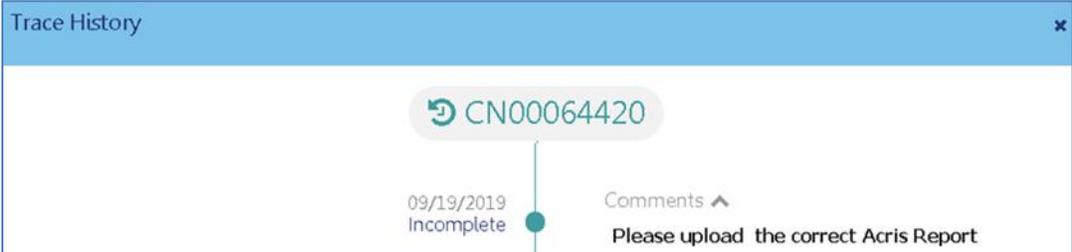
## Complete Review and File

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

Step	Action										
APPLICANT OF RECORD											
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>  <table border="1" data-bbox="451 1304 1177 1421"> <thead> <tr> <th colspan="2">Application Highlights</th> </tr> </thead> <tbody> <tr> <td>Job Number</td> <td>CD00001680</td> </tr> <tr> <td>Registration Type</td> <td>New</td> </tr> <tr> <td>Crane Type</td> <td>Derrick</td> </tr> <tr> <td>Prototype Number</td> <td>CP00001840</td> </tr> </tbody> </table>	Application Highlights		Job Number	CD00001680	Registration Type	New	Crane Type	Derrick	Prototype Number	CP00001840
Application Highlights											
Job Number	CD00001680										
Registration Type	New										
Crane Type	Derrick										
Prototype Number	CP00001840										
<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> 
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> 
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> 
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> 
<p>You have completed the <b>Initiate a Crane Notice Application Step-by-Step Guide</b>.</p>	

## Job Filing Statuses

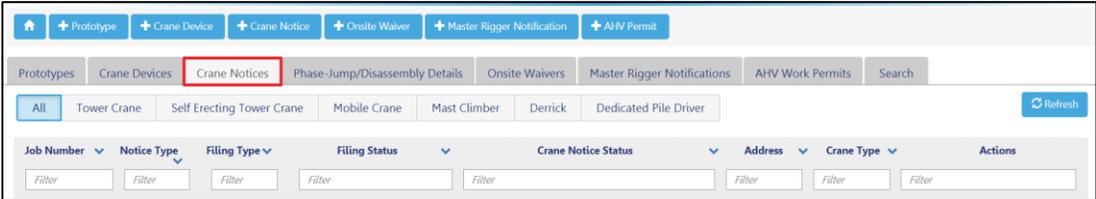
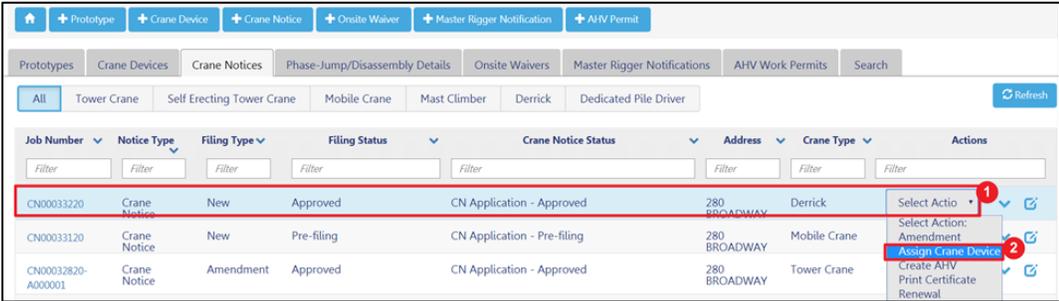
Step	Action
<b>Job Filing Status Incomplete</b>	
<b>Note</b>	<p>When a Job Filing receives and <b>Incomplete, Approval, Temporary Approval, Approved, and Disapproved</b> the applicant is informed of the return via email.</p> <p>The Process is the same for Prototype Amendment and Supplement</p>
1.	<p><b>Incomplete</b></p> <p>When the Job Filing receives an incomplete disposition, documents will have a status of rejected when uploaded documents are missing information or incorrect.</p> 
2.	<p>Hoover over the History square then click on Trace History.</p> 
3.	<p>The History displays with the comment for the incomplete item.</p> 

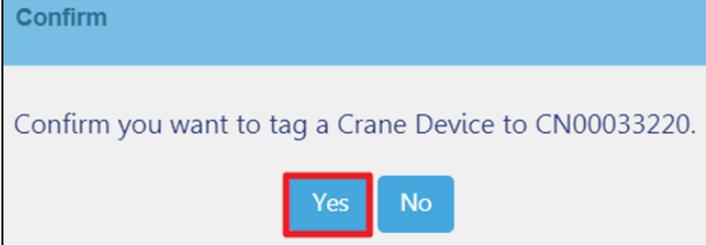
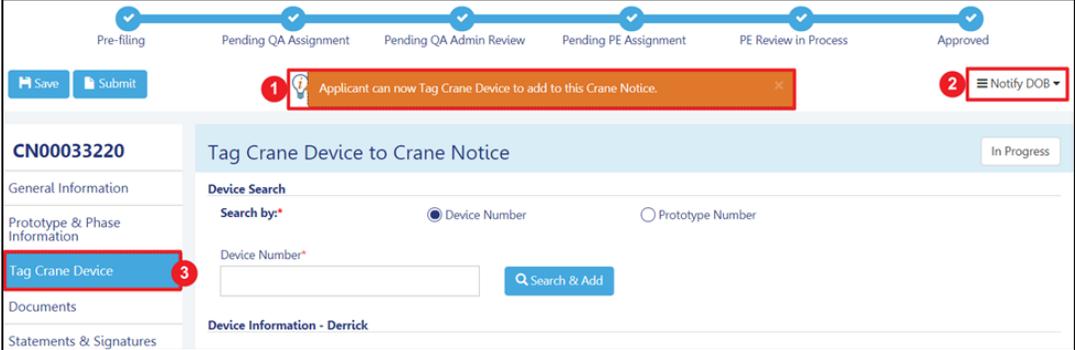
Step	Action
4.	<p><i>Click Save then Resubmit.</i></p> <p><i>The applicant can resolve the issues and resubmit the application, which is returned to the same QA Admin who issued the incomplete disposition.</i></p> 
5.	<p><b>Issue Objections</b></p> <ul style="list-style-type: none"> <li>▪ <i>The Plan Examiner selects an objection from a dropdown list of objections.</i></li> <li>▪ <i>The PE also specifies whether a meeting with the applicant to discuss the objections is allowed: if a meeting is allowed, the applicant can schedule a meeting through the system.</i></li> <li>▪ <i>if a meeting is not allowed, the applicant will not have the opportunity to schedule a meeting.</i></li> <li>▪ <i>The application is returned to the applicant for resolution. When the applicant resolves the objections and resubmits their application, it's returned to the same PE who issued the objections.</i></li> </ul> <p><i>( Please refer to the <b>Objections and Appointment Step by Step</b>)</i></p> 
6.	<p><b>Full Approval</b></p> <p><i>Full Approvals have no expiration date. A formal full approval letter is in the document section of the Job Filing.</i></p> 

Step	Action
	<p><b>Disapproved</b></p> <p><i>The applicant is notified request is denied.</i></p> 
	<p><i>In the Job Filing hoover over the History square then click on Trace History.</i></p>  <p><i>The History displays with the status of Disapproved.</i></p> 

# Derrick Crane CN: Tag Crane Device

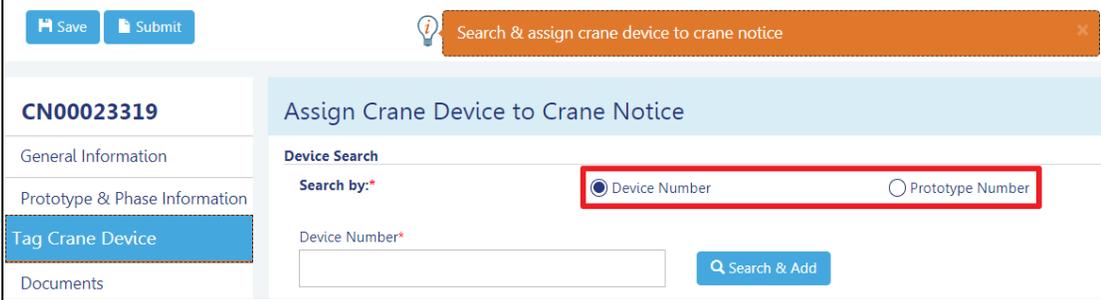
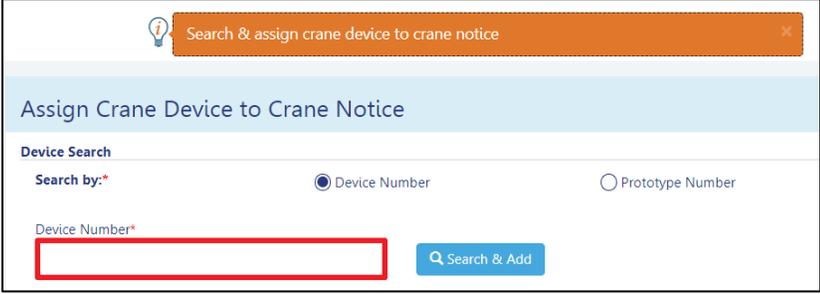
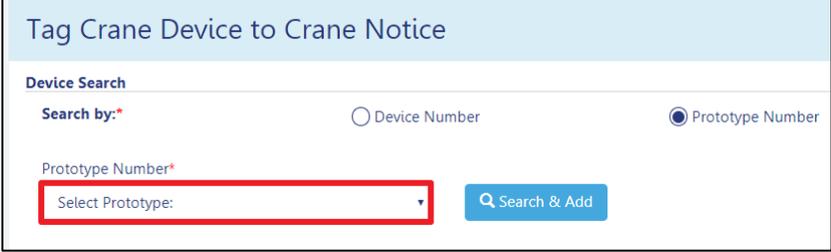
Complete the following steps to assign the CD to CN within the application:

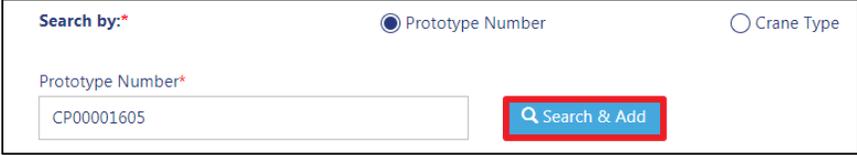
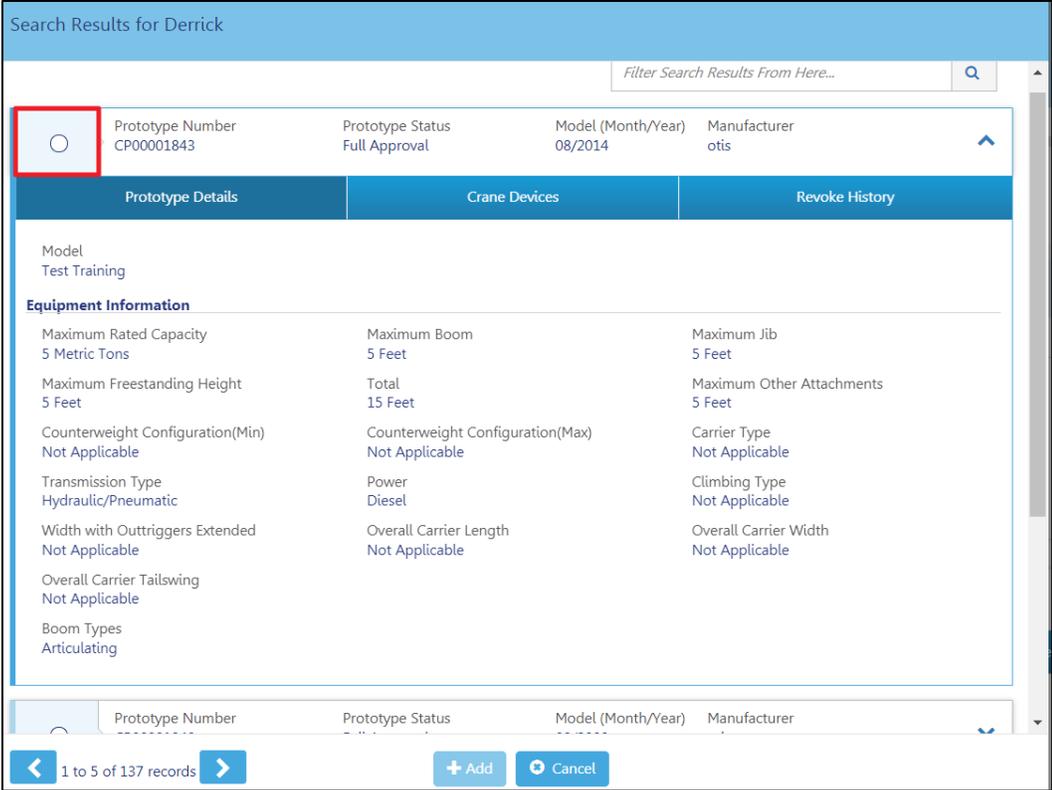
Step	Action
<b>APPLICANT OF RECORD</b>	
<b>Note:</b>	<p>The initial CN Application must be approved before assigning a Crane Device to a Crane Notice.</p> <p>Only the PE can file for a CN Number.</p> <p>A single CD number can have one or many associated CN numbers but a CN number can only be associated with a single CD number.</p>
1.	<p>From the Dashboard, select the <b>Crane Notices</b> tab.</p> 
2.	<p>Locate the Crane Notice application.</p> <p>Under the <b>ACTIONS</b> column, select <b>Assign Crane Device</b>.</p> 
<b>Note:</b>	<p>To filter the Crane Notices by Crane type select the respective tab (e.g., Derrick Crane).</p> 

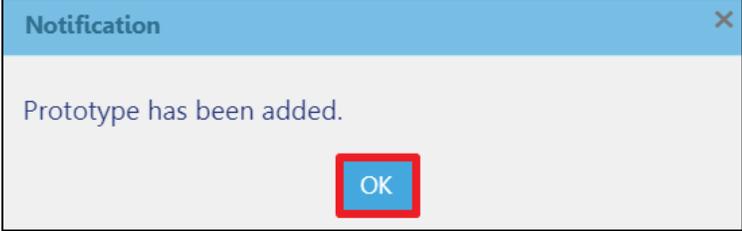
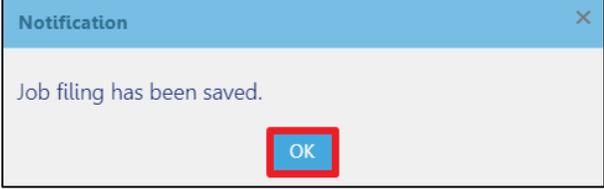
Step	Action
3.	<p>A <b>Confirm</b> pop-up window displays with the message (sample):            Confirm you want to tag a Crane Device to CN00033220.            Click <b>Yes</b> to proceed.</p> 
<b>Note:</b>	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> <li><b>Notification</b> to Search &amp; assign Crane Device to Notice</li> <li><b>Notify DOB</b> drop-down list</li> <li><b>Additional Tab: Tag Crane Device</b></li> </ol> 
<p style="text-align: center;">You have begun the process for <b>Tag Crane Device</b>.</p> <p style="text-align: center;">Continue to the Complete Assign Crane Device to Crane Notice section.</p>	

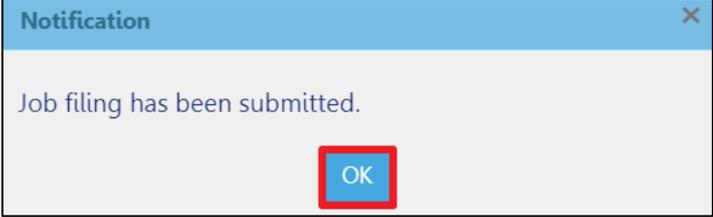
## Complete Assign Crane Device to Tag Crane Device Tab

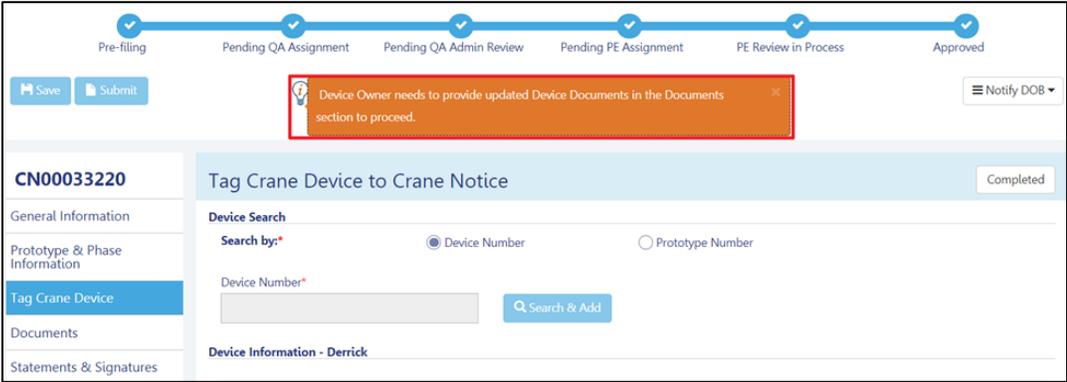
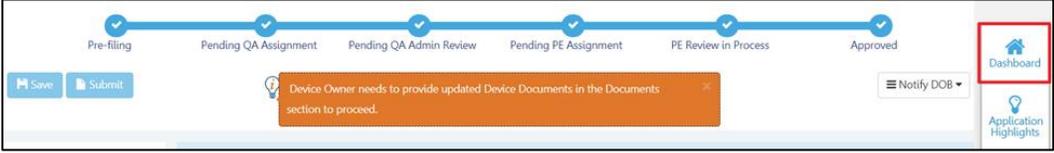
Complete the following steps to complete the Assign Crane Device to Crane Notice Tab for the application:

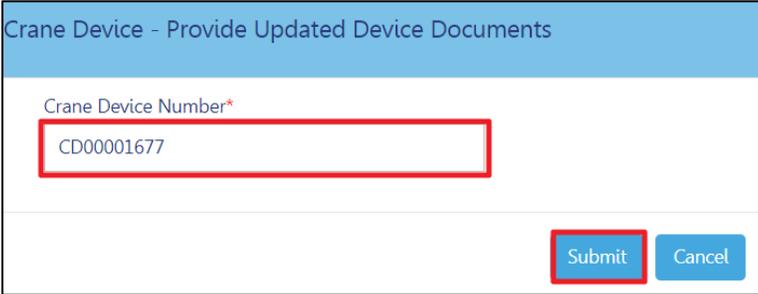
Step	Action
APPLICANT OF RECORD	
1.	<p>Within the <b>Tag Crane Device</b> tab, select the applicable <b>Search by</b> (e.g. <b>Prototype Number</b>) radio button in Device Search.</p> 
<b>Note:</b>	<p>To search by Device Number: Enter the Device Number in the Device Number field.</p>  <p>To search by Prototype Number: Select the <b>Prototype Number</b> from the <b>Prototype Number</b> drop-down list.</p> 

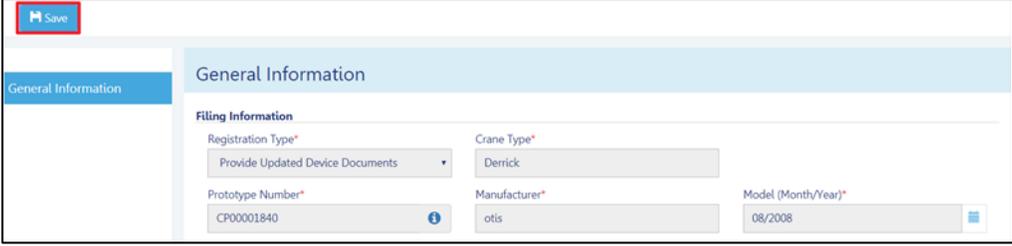
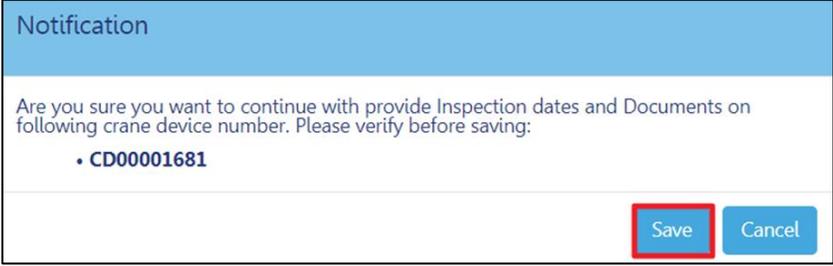
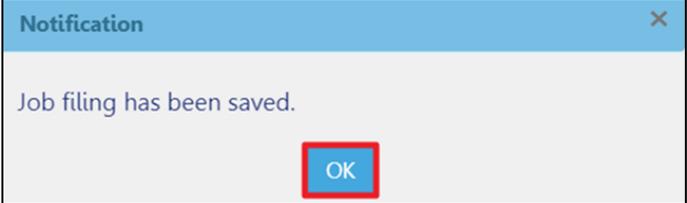
Step	Action
2.	<p>Click <b>Search &amp; Add</b> to proceed.</p> 
3.	<p>The <b>Search Results</b> pop-up window displays. If applicable, select the applicable Prototype Number. Click <b>+Add</b> to proceed.</p> 

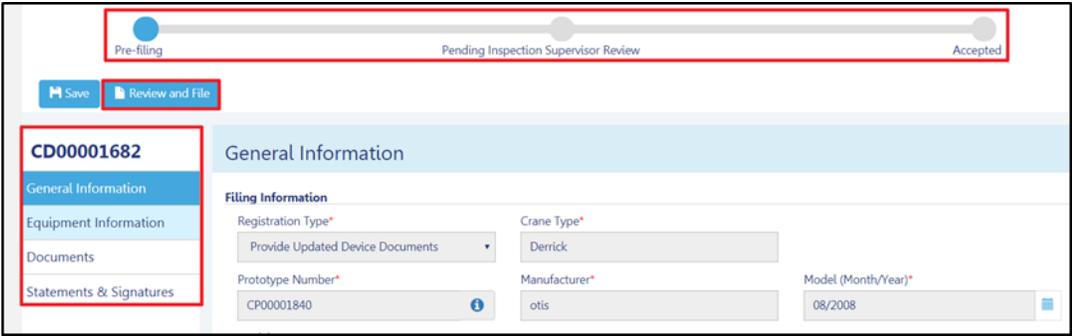
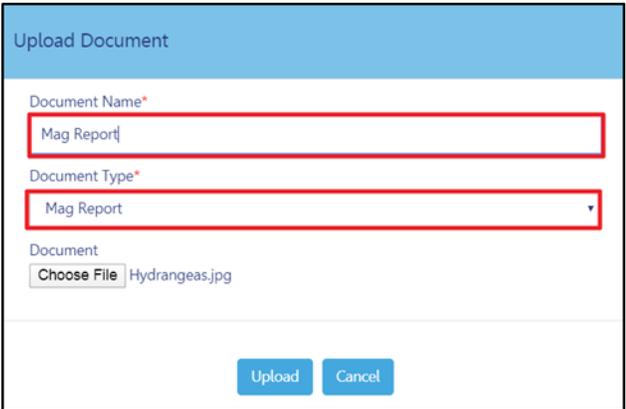
Step	Action
4.	<p>A <b>Notification</b> pop-up window displays with the message:            Prototype has been added.            Click <b>OK</b> to proceed.</p> 
<b>Note:</b>	<p>The Device Number added, displays within the Device Information – Derrick Crane.</p> <p>Click the details (  ) icon to view the Device Number information.</p> <p>Click the trash can (  ) icon to delete the Device Number.</p> 
5.	<p>At the top-left of the screen, click <b>Save</b>.</p> 
6.	<p>A <b>Notification</b> pop-up window displays with the message:            Job filing has been saved.            Click <b>OK</b> to proceed.</p> 

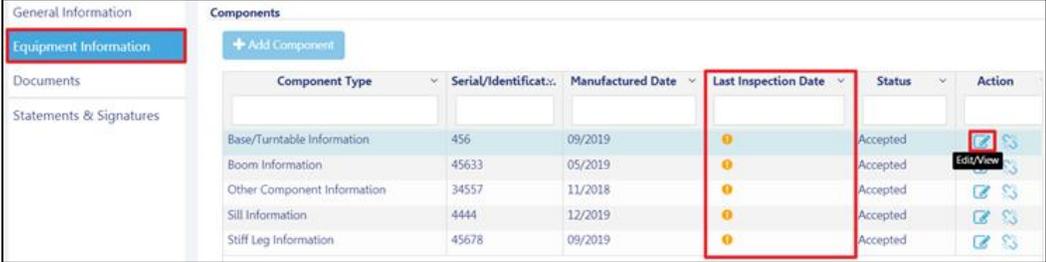
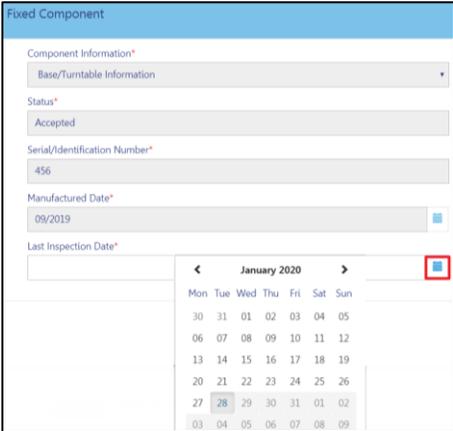
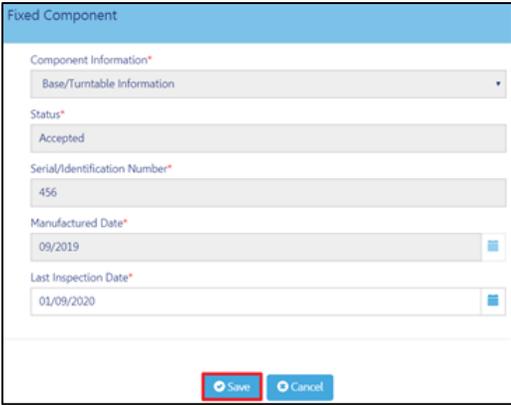
Step	Action
7.	<p>At the top-left of the screen, click <b>Submit</b>.</p> 
8.	<p>A <b>Confirm</b> pop-up window displays with the message: Confirm you want to submit. Click <b>Yes</b> to proceed.</p> 
9.	<p>A <b>Notification</b> pop-up window displays with the message: Job filing has been submitted. Click <b>OK</b> to proceed.</p> 

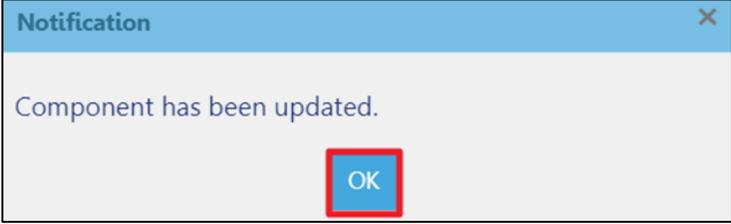
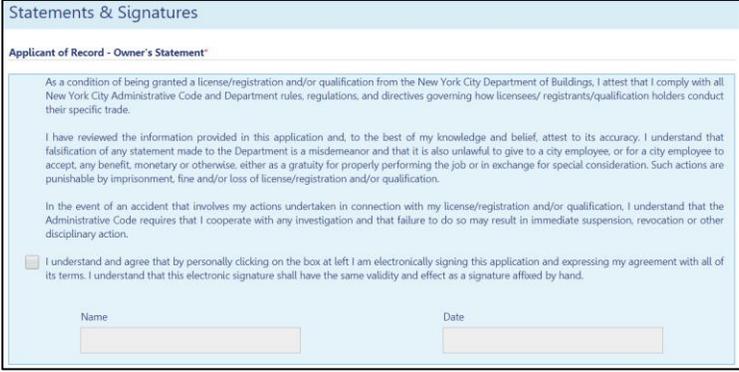
Step	Action
10.	<p>The Job Filing is Tag. A Notification pop-up window displays with the message:            Device Owner needs to provide updated Device Documents in the Documents section to proceed.</p> <p>The Industry User must go back to the main dashboard.</p> 
11.	<p>To go back to the Main Dashboard from a Job Filing, Click <b>Dashboard</b>.</p> 

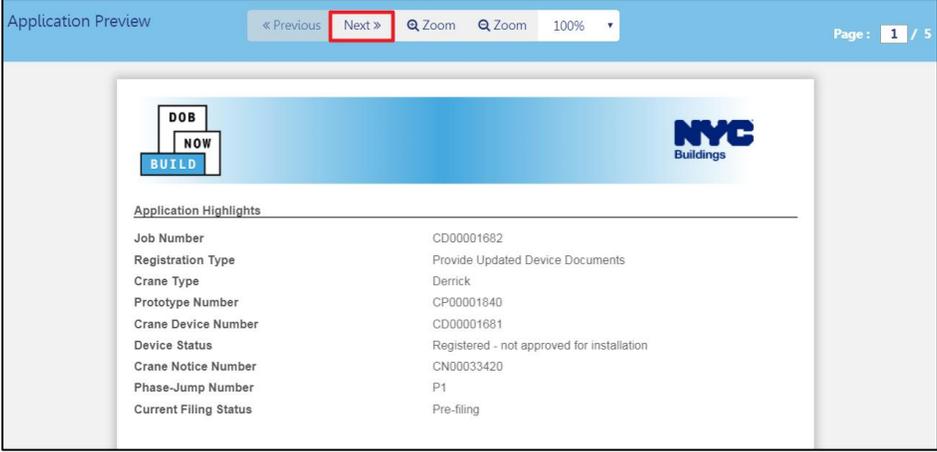
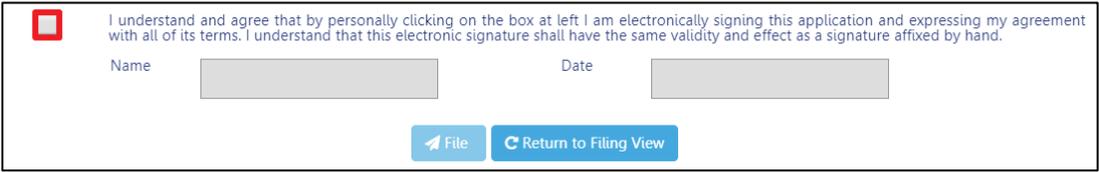
Step	Action
12.	<p>On the main dashboard :</p> <ol style="list-style-type: none"> <li>1. Click the Crane Device tab.</li> <li>2. A dropdown displays. Click the box Mast Climber, Derrick to update Device Documents.</li> </ol> 
13.	<p>A Window displays: A Crane Device – Provide Updated Device Documents.</p> <p>Type in the Crane Device Number in the field.</p> <p>Click <b>Submit</b>.</p> 

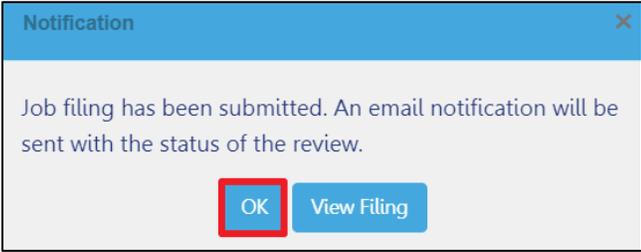
Step	Action
14.	<p>The Crane Device Number Job Filing opens with the General Information Tab open. Click <b>Save</b>.</p> 
15.	<p>A Notification displays: <b>Are you sure you want to continue with provide Inspection dates and Documents on following crane device number. Please verify before saving:</b></p> <ul style="list-style-type: none"> <li>• <b>CD00001681</b></li> </ul> <p>Click <b>Save</b>.</p> 
16.	<p>A Notification displays: <b>The Job filing has been saved.</b> Click <b>OK</b>.</p> 

Step	Action
17.	<p>The CD Number which was <b>CD00001681</b> is now <b>CD00001682</b> The Status bar, The Review and File and additional Sections are displayed:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Equipment Information</li> <li><input type="checkbox"/> Documents</li> <li><input type="checkbox"/> Statements &amp; Signatures</li> </ul>  <p>The screenshot shows a progress bar at the top with three stages: Pre-filing (active), Pending Inspection Supervisor Review, and Accepted. Below the bar are 'Save' and 'Review and File' buttons. A sidebar on the left contains tabs for 'General Information', 'Equipment Information', 'Documents', and 'Statements &amp; Signatures'. The main content area is titled 'General Information' and includes 'Filing Information' with fields for Registration Type (Provide Updated Device Documents), Crane Type (Derrick), Prototype Number (CP00001840), Manufacturer (otis), and Model (Month/Year) (08/2008).</p>
18.	<p>Click the Documents tab to upload the MAG Report.</p>  <p>The screenshot shows the sidebar with the 'Documents' tab highlighted in red.</p>
19.	<p>Upload Document window displays.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Click the Document Type</li> <li><input type="checkbox"/> Click Choose File to upload Document</li> </ul>  <p>The screenshot shows the 'Upload Document' window with the following fields: Document Name* (Mag Report), Document Type* (Mag Report), and a 'Choose File' button next to 'Hydrangeas.jpg'. 'Upload' and 'Cancel' buttons are at the bottom.</p>

Step	Action
20.	<p>To update the Inspection dates on the for the Components:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Click the Equipment Information section</li> <li><input type="checkbox"/> Click the each edit pencil to open and update the Inspection date.</li> </ul>  <p>The screenshot shows a 'Components' table with columns: Component Type, Serial/Identificat..., Manufactured Date, Last Inspection Date, Status, and Action. The 'Equipment Information' section is highlighted in red on the left. In the table, the 'Last Inspection Date' column for the first row is highlighted in red, and the 'Edit View' icon in the 'Action' column is also highlighted in red.</p>
21.	<p>The Fixed Component window is displayed. Click the Calendar in the <b>Last Inspection Date</b> field.</p>  <p>The screenshot shows the 'Fixed Component' window. The 'Last Inspection Date*' field is highlighted, and a calendar icon is visible next to it, which is also highlighted with a red box.</p>
22.	<p>When the Last Inspection Date is chosen, Click <b>Save</b>.</p>  <p>The screenshot shows the 'Fixed Component' window with the 'Last Inspection Date*' field now containing the date '01/09/2020'. The 'Save' button at the bottom is highlighted with a red box.</p>

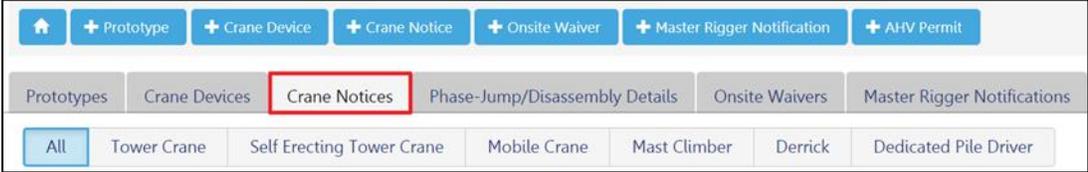
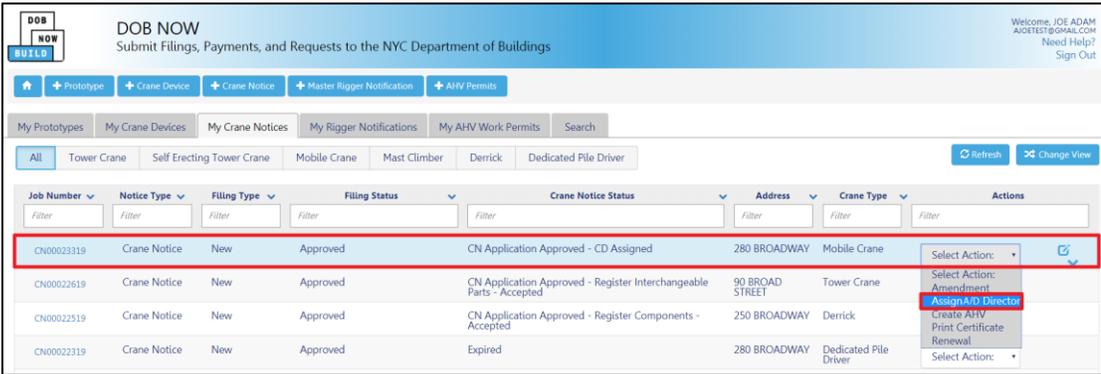
Step	Action
23.	<p>A Notification displays: <b>Component has been updated.</b> Click <b>OK</b></p> 
Note	<p><i>Repeat Steps 20-23 for each Component.</i></p>
	<p>When all Components have been updated Click <b>Save</b>.</p>  <p>A Notification displays: <b>Job filing has been saved.</b> Click <b>OK</b>.</p> 
24.	<p><b>Statements &amp; Signatures</b> must be signed.</p> 
25.	<p>Click <b>Review and File</b>.</p> 

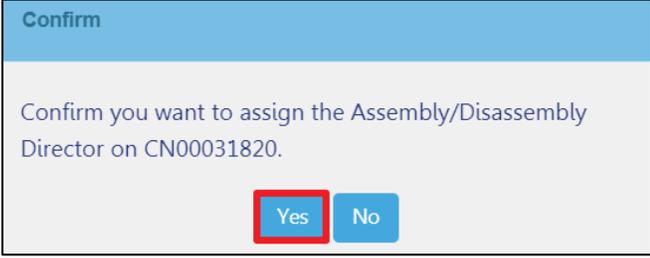
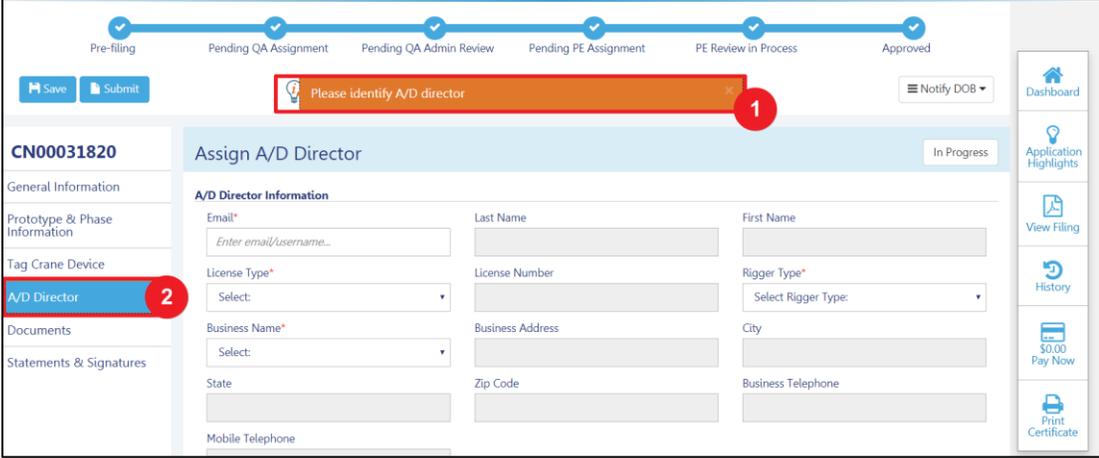
Step	Action
26.	<p>The <b>Application Preview</b> displays.</p> <p>Click <b>Next</b> to read and progress through the Application Preview to the final page.</p> 
<b>Note:</b>	<p><i>If errors are discovered when Review and File is selected, click <b>Return to Filing View</b>, correct the errors, re-attest, and Review and File again.</i></p> 
27.	<p>On the final page, click the checkbox to attest reviewing the application.</p> 
28.	<p>The <b>Name</b> and the <b>Date</b> field's auto-populate after the check-box is clicked.</p> <p>Click <b>File</b>, to proceed.</p> 

Step	Action
29.	<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> 
Note:	<p><i>The Status Bar updates to the next stage in the job filing process (e.g., <b>Pending Inspection Supervisor Review</b>).</i></p> 
<p>You have completed the <b>Complete Assign Crane Device to Crane Notice</b> Step-by-Step Guide.</p>	

# Derrick Crane CN: Assign A/D Director

Complete the following steps to assign the A/D Director within the application:

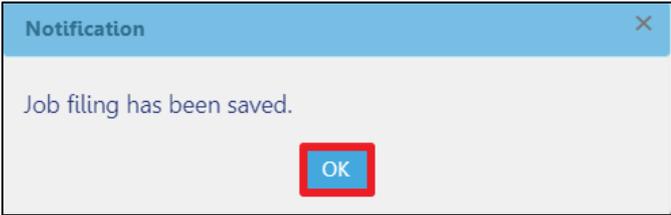
Step	Action
<b>EQUIPMENT USER</b>	
<b>Note:</b>	This section displays if assembly/disassembly is required after the Initial Phase.  The A/D Director does not have to be licensed.
<b>Note:</b>	The Job Filing displays a message: Applicant can now identify the A/D Director.  
1.	<p>From the Dashboard, select the <b>Crane Notices</b> tab.</p> 
2.	<p>Locate the Crane Notice application.</p> <p>Under the <b>Actions</b> column, select <b>Assign A/D Director</b>.</p> 

Step	Action
<p>Note:</p>	<p>To filter the Crane Notices by Crane Type select the respective tab (e.g., <b>Derrick Crane</b>).</p> 
<p>3.</p>	<p>A <b>Confirm</b> pop-up window displays with the message (sample):          Confirm you want to assign the Assembly/Disassembly Director on CN00031820.          Click <b>Yes</b> to proceed.</p> 
<p><b>Note:</b></p>	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> <li>1. Notification to Assign a A/D Director</li> <li>2. Additional Tab: A/D Director</li> </ol> 
<p style="text-align: center;">You have begun the process for <b>Assign an A/D Director</b>.          Continue to the <b>Complete A/D Director</b> tab section.</p>	

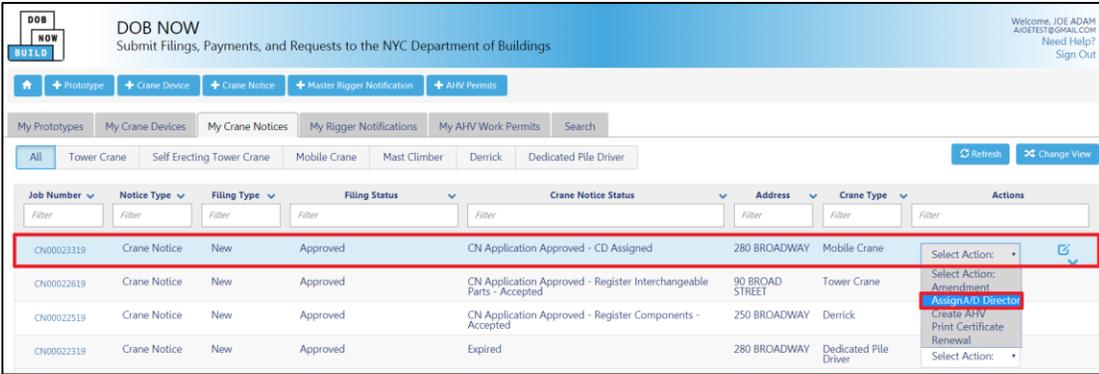
## Complete A/D Director Tab

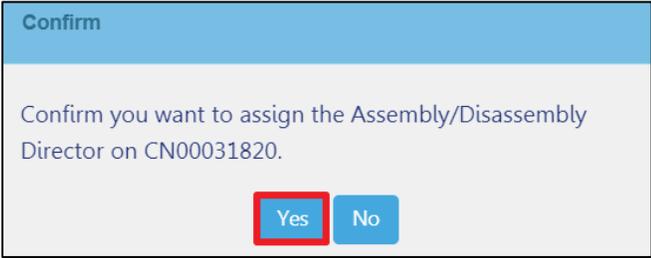
**Complete the following steps to complete the A/D Director tab for the application:**

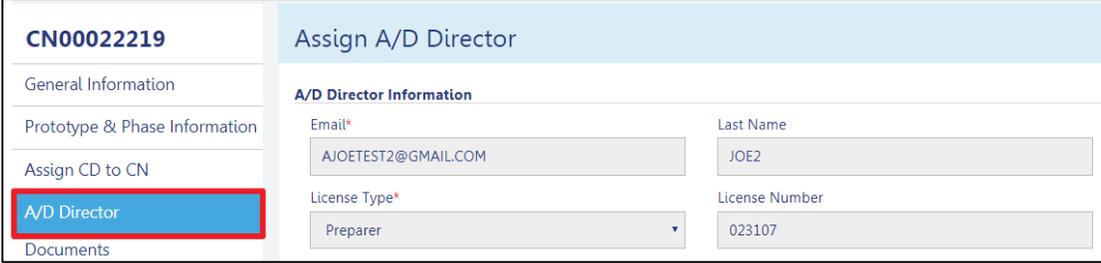
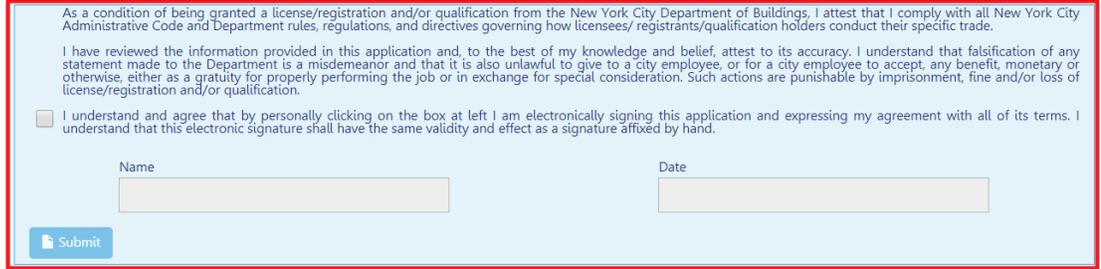
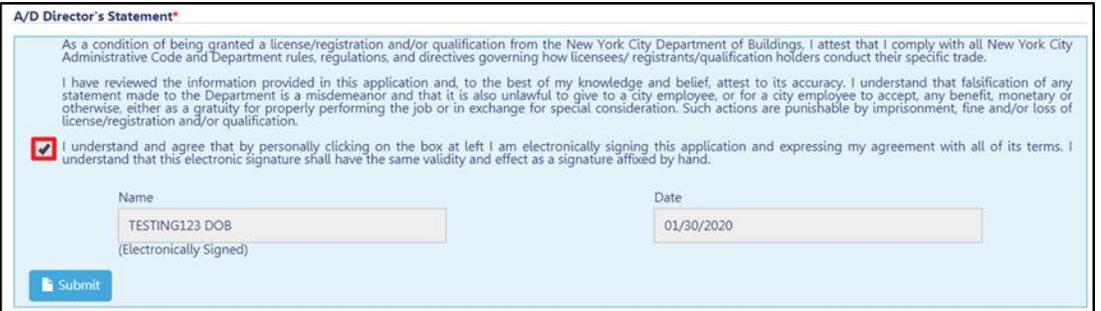
Step	Action
<b>EQUIPMENT USER</b>	
<p>1.</p>	<p>Within the A/D Director tab, enter the A/D Director Information:</p> <p>Type the <b>Email</b> and then select the Email Address from the blue-drop down</p> <p>Select the <b>License Type</b> (e.g., <b>Individual</b>) from the License Type drop-down list</p> <p>Select the <b>Rigger Type</b> (e.g., <b>Master Rigger</b>) from the Rigger Type drop-down list</p> <p>Select the <b>Business Name</b> from the <b>Business Name</b> drop-down list</p> <div data-bbox="326 785 1354 1108" style="border: 1px solid black; padding: 5px;"> </div>
<p><b>Note:</b></p>	<p>The A/D Director Information fields: Last Name, First Name, Business Address, City, State, Zip Code, Business Telephone, Derrick Telephone are greyed-out and cannot be edited.</p> <div data-bbox="326 1268 1362 1602" style="border: 1px solid black; padding: 5px;"> </div>
<p>2.</p>	<p>At the top-left of the screen, click <b>Save</b>.</p> <div data-bbox="326 1703 985 1862" style="border: 1px solid black; padding: 5px;"> </div>

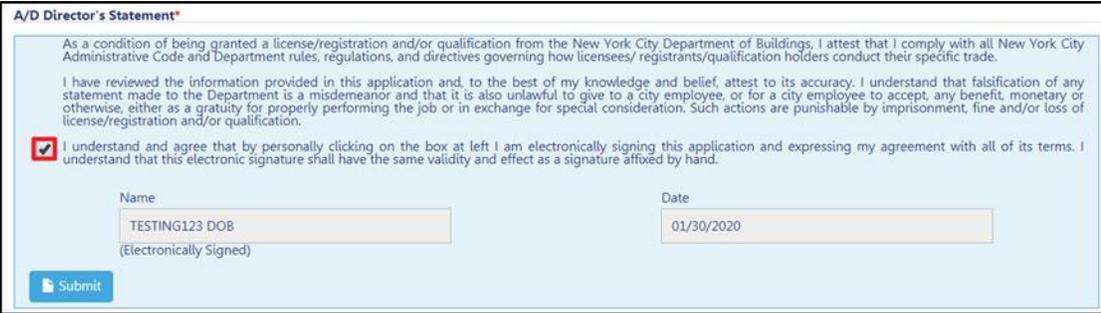
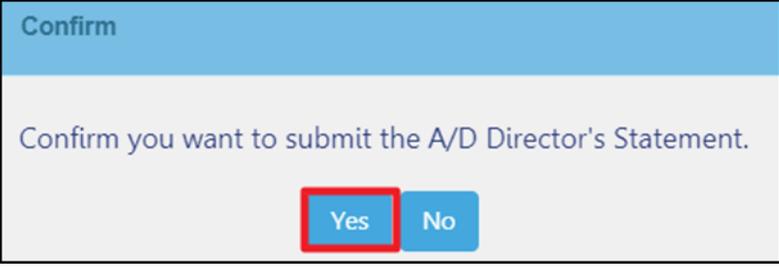
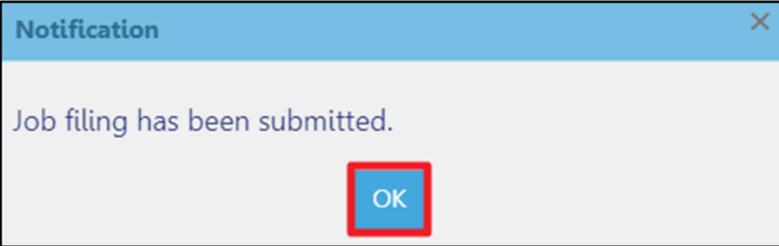
Step	Action
3.	<p>A <b>Notification</b> pop-up window displays with the message: Job filing has been saved. Click <b>OK</b> to continue.</p> 

**A/D DIRECTOR**

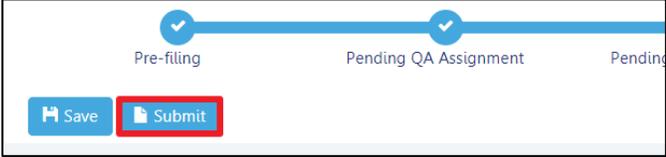
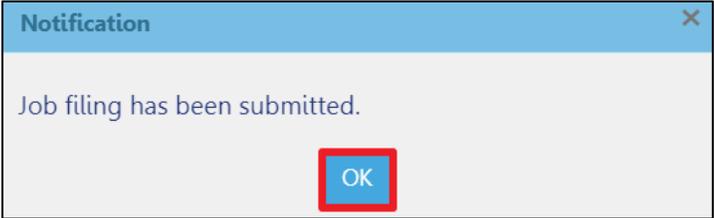
4.	<p>Locate the Crane Notice application. Under the <b>Actions</b> column, select <b>Assign A/D Director</b>.</p> 
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5.	<p>A <b>Confirm</b> pop-up window displays with the message (sample): Confirm you want to assign the Assembly/Disassembly Director on CN00031820. Click <b>Yes</b> to proceed.</p> 
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Step	Action
6.	<p>The page refreshes and displays the Crane Notice application.</p> <p>Select the <b>A/D Director</b> tab.</p> 
<b>Note:</b>	<p>The statement applicable to the Stakeholder that’s logged in highlights in blue.</p> 
7.	<p>Click the <b>A/D Director’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> 

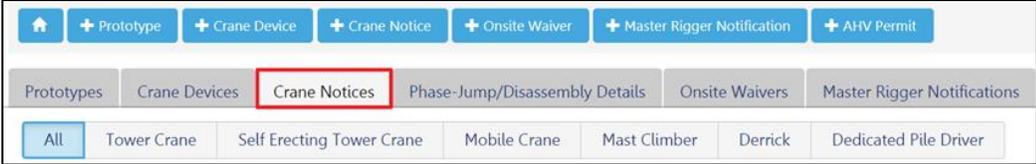
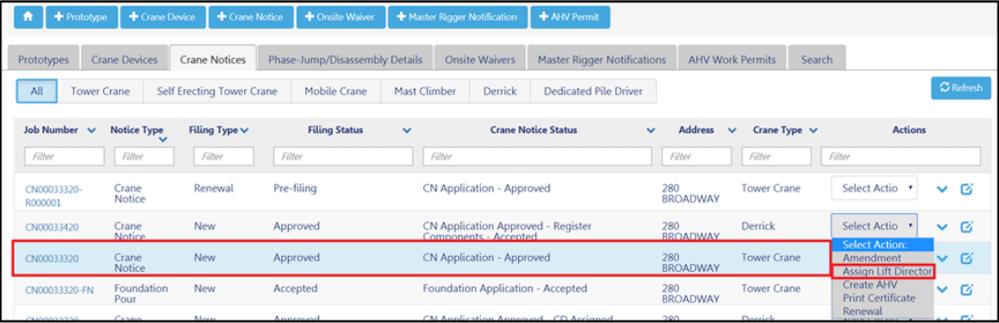
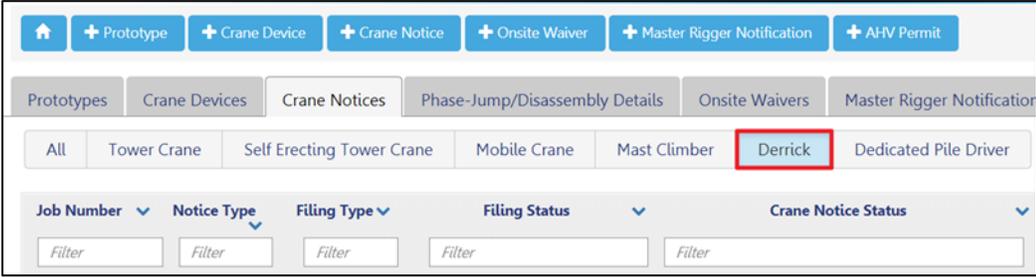
Step	Action
8.	<p>Below the <b>Name</b> and <b>Date</b> fields, click <b>Submit</b>.</p> 
9.	<p>A <b>Notification</b> pop-up window displays with the message: Confirm you want to submit the A/D Director's Statement. Click <b>Yes</b> to continue.</p> 
10.	<p>A <b>Notification</b> pop-up window displays with the message: Job filing has been submitted. Click <b>OK</b> to continue.</p> 

Step	Action
<b>EQUIPMENT USER</b>	
<p><b>Note:</b></p>	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Equipment User'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><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.</p> <p style="text-align: center;">Name <span style="margin-left: 200px;">Date</span></p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input style="width: 150px; height: 20px;" type="text"/> <input style="width: 150px; height: 20px;" type="text"/> </div> </div>
<p>11.</p>	<p>Click the <b>Equipment User'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> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Equipment User'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><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <p style="text-align: center;">Name <span style="margin-left: 200px;">Date</span></p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input style="width: 150px; height: 20px; border: 1px solid gray;" type="text" value="ADAM JOE2"/> <input style="width: 150px; height: 20px; border: 1px solid gray;" type="text" value="10/08/2019"/> </div> <p style="font-size: small; margin-top: 2px;">(Electronically Signed)</p> </div>
<p>12.</p>	<p>At the top-left of the screen, click <b>Save</b>.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px; text-align: center;"> </div>
<p>13.</p>	<p>A <b>Notification</b> pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click <b>OK</b> to continue.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px; text-align: center;"> <div style="background-color: #4a86e8; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span><b>Notification</b></span> <span>✕</span> </div> <p style="color: #4a86e8; font-weight: bold; margin-top: 10px;">Job filing has been saved.</p> <div style="margin-top: 20px;"> <input checked="" type="button" value="OK"/> </div> </div>

Step	Action
14.	<p>At the top-left of the screen, click <b>Submit</b>.</p> 
15.	<p>A <b>Confirm</b> pop-up window displays with the message: Confirm you want to submit. Click <b>Yes</b> to proceed.</p> 
16.	<p>A <b>Notification</b> pop-up window displays with the message: Job filing has been submitted. Click <b>OK</b> to proceed.</p> 
<p style="text-align: center;">You have completed the <b>Assign A/D Director</b> Step-by-Step Guide. Continue to the next section.</p>	

# Derrick Crane CN: Assign Lift Director

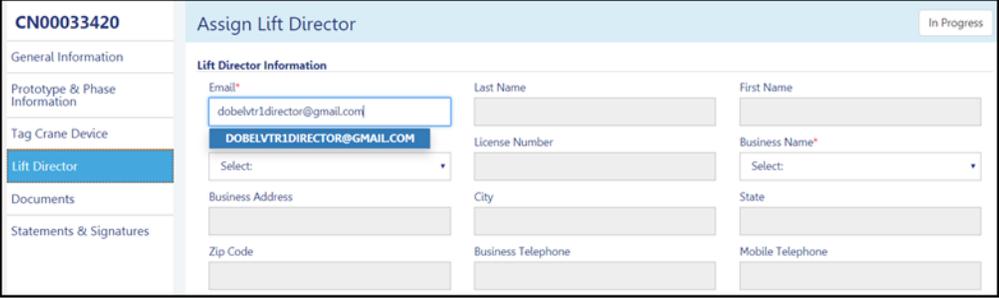
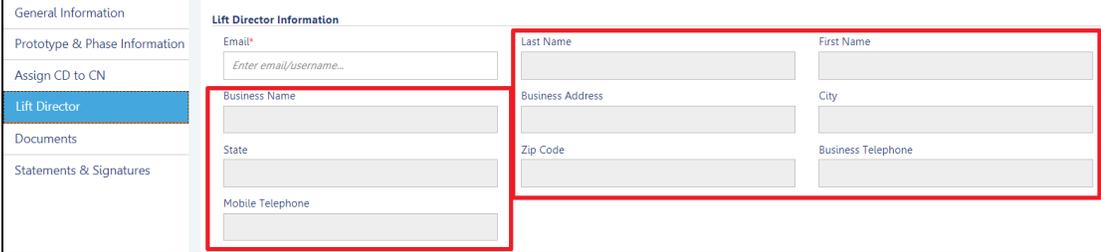
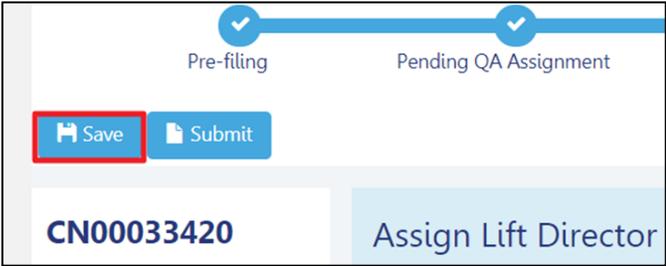
Complete the following steps to assign the Lift Director within the application:

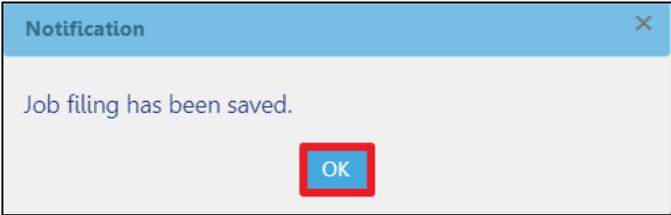
Step	Action
<b>EQUIPMENT USER</b>	
<b>Note:</b>	Only one Device Installer and one Lift Director can be assigned to a CN at a time.
1.	<p>From the Dashboard, select the <b>Crane Notices</b> tab.</p> 
2.	<p>Locate the Crane Notice application.</p> <p>Under the <b>Actions</b> column, select <b>Assign Lift Director</b>.</p> 
<b>Note:</b>	<p>To filter the Crane Notices by Crane Type select the respective tab (e.g., <b>Derrick Crane</b>).</p> 

Step	Action
3.	<p>A <b>Confirm</b> pop-up window displays with the message (sample):            Confirm you want to assign the Lift Director on CN00033420.            Click <b>Yes</b> to proceed.</p> <div data-bbox="326 443 1070 747" style="border: 1px solid black; padding: 10px;"> <p><b>Confirm</b></p> <p>Confirm you want to assign the Lift Director on CN00033420.</p> <p style="text-align: center;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </p> </div>
<b>Note:</b>	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> <li>1. <b>Notification</b> to Assign a Lift Director</li> <li>2. Additional Tab: Lift Director</li> </ol> <div data-bbox="326 999 1377 1451" style="border: 1px solid black; padding: 10px;"> <p>The screenshot shows the DOB NOW interface with a progress bar at the top. A red notification box states 'Equipment User can now assign the Lift Director.' The 'Assign Lift Director' form is visible, with the 'Lift Director' tab highlighted in red. The form includes fields for Email, Last Name, First Name, License Type, License Number, Business Name, Business Address, City, and State.</p> </div>
<p>You have begun the process for <b>Assign a Lift Director</b>.</p> <p>Continue to the <b>Assign Lift Director</b> tab section.</p>	

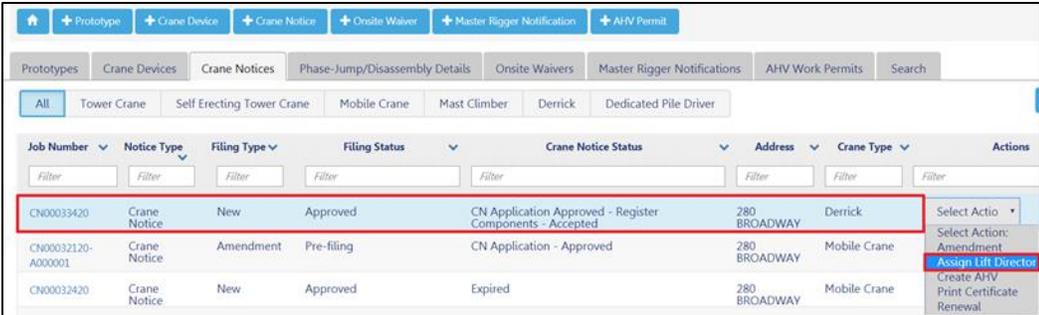
## Complete Assign Lift Director Tab

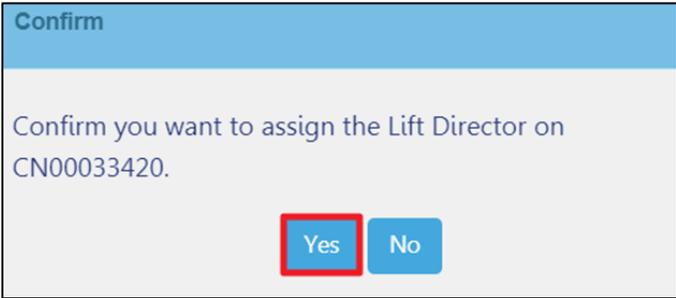
**Complete the following steps to complete the Assign Lift Director tab for the application:**

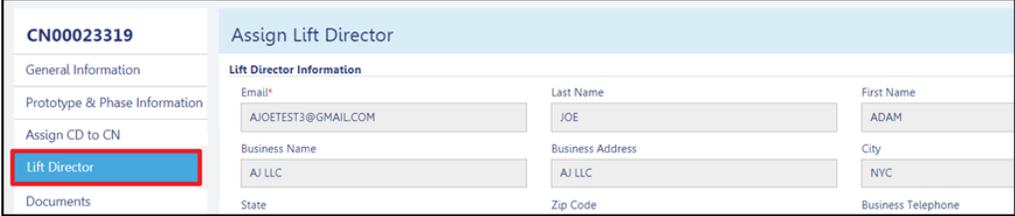
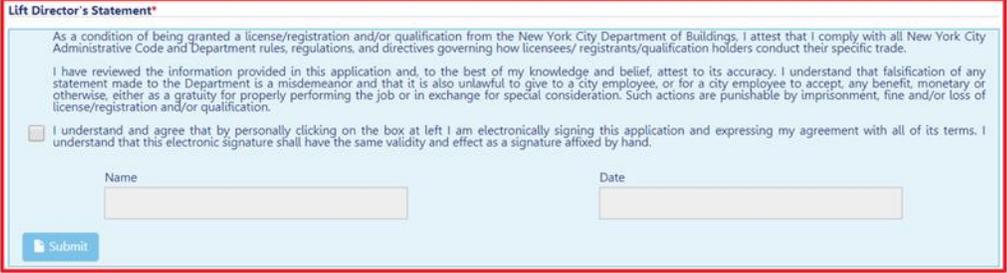
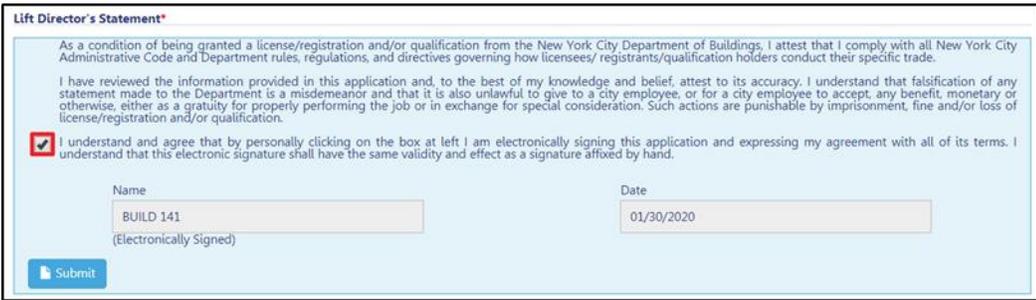
Step	Action
<b>EQUIPMENT USER</b>	
1.	<p>Within the Assign Lift Director tab, enter the <b>Lift Director Information</b>: Type the <b>Email</b> and then select the Email Address from the blue-drop down</p> 
<b>Note:</b>	<p>The Lift Director Information fields: Last Name, First Name, Business Name, Business Address, City, State, Zip Code, Business Telephone, Derrick Telephone are greyed-out and cannot be edited.</p> 
2.	<p>At the top-left of the screen, click <b>Save</b>.</p> 

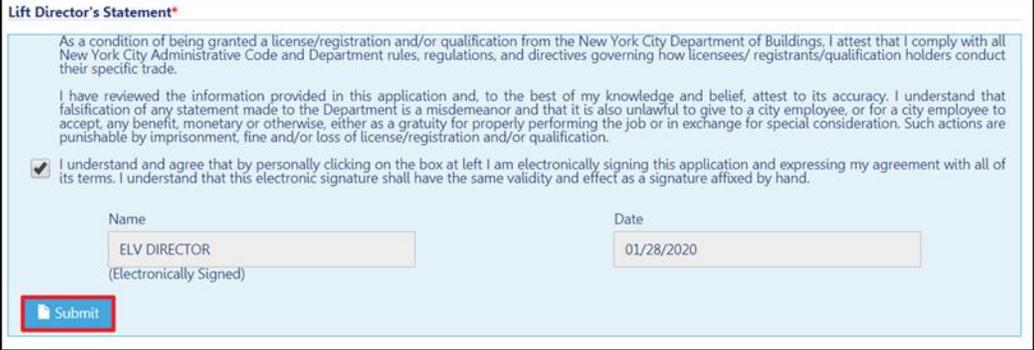
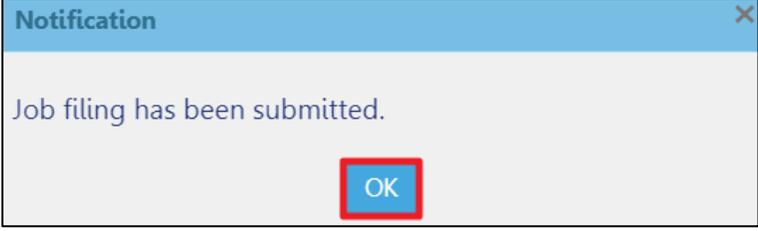
Step	Action
3.	<p>A <b>Notification</b> pop-up window displays with the message: Job filing has been saved. Click <b>OK</b> to continue.</p> 

**LIFT DIRECTOR**

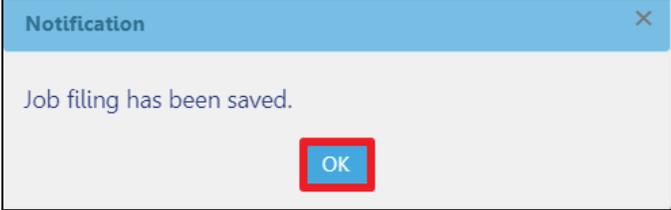
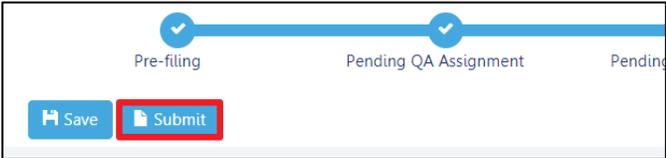
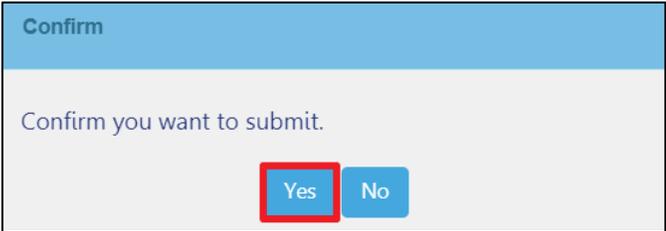
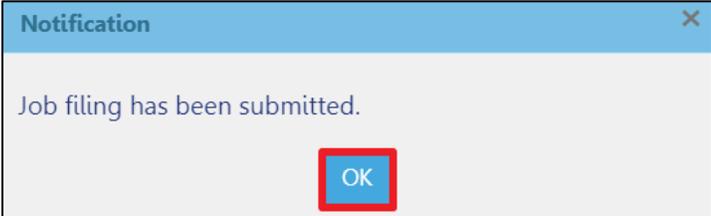
4.	<p>Locate the Crane Notice application. Under the <b>Actions</b> column, select <b>Assign Lift Director</b>.</p> 
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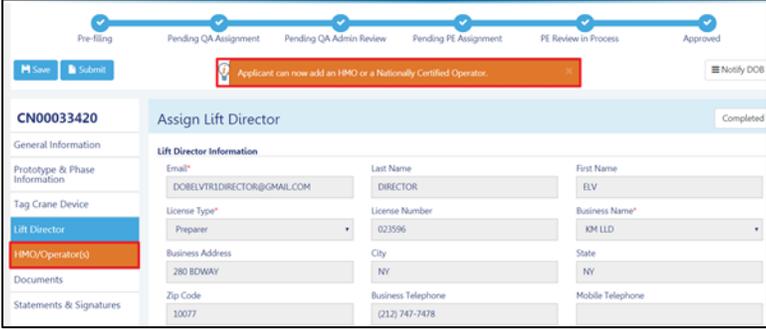
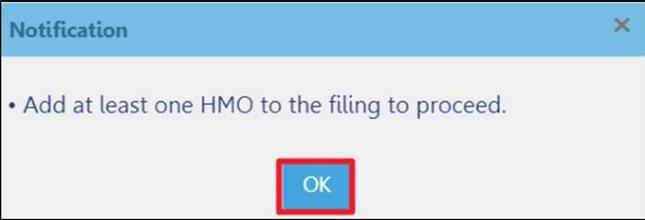
5.	<p>A <b>Confirm</b> pop-up window displays with the message (sample): Confirm you want to assign the Lift Director on CN00033420. Click <b>Yes</b> to proceed.</p> 
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Step	Action
6.	<p>The page refreshes and displays the Crane Notice application.</p> <p>Select the <b>Lift Director</b> tab.</p> 
<b>Note:</b>	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p> 
7.	<p>Click the <b>Lift Director'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
8.	<p>Below the <b>Name</b> and <b>Date</b> fields, click <b>Submit</b>.</p> 
9.	<p>A <b>Notification</b> pop-up window displays with the message:            Confirm you want to submit the Lift Director's Statement.            Click <b>Yes</b> to continue.</p> 
10.	<p>A Notification pop-up window displays with the message:            Job filing has been submitted.            Click <b>OK</b> to continue.</p> 

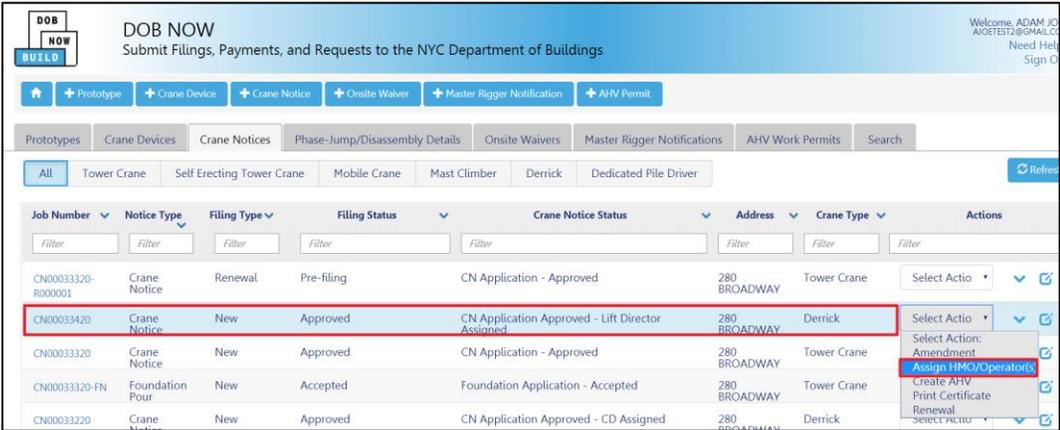
Step	Action
<b>EQUIPMENT USER</b>	
<b>Note:</b>	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Equipment User's Statement*</b></p> <p>As a condition of being granted a license/registration 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><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.</p> <p style="text-align: center;">Name <span style="margin-left: 200px;">Date</span></p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div> <div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div> </div> </div>
11.	<p>Click the <b>Equipment User'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> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Equipment User'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><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <p style="text-align: center;">Name <span style="margin-left: 200px;">Date</span></p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px;">ADAM JOE2 <small>(Electronically Signed)</small></div> <div style="border: 1px solid #ccc; padding: 2px;">10/08/2019</div> </div> </div>
12.	<p>At the top-left of the screen, click <b>Save</b>.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="text-align: center; margin-bottom: 10px;"> <span>Pre-filing</span>    <span>Pending QA Assignment</span>    <span>Pending QA Admin Review</span> </div> <div style="display: flex; justify-content: center; gap: 10px; margin-bottom: 10px;"> <div style="border: 2px solid red; padding: 2px 5px; background-color: #0070c0; color: white;">Save</div> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #0070c0; color: white;">Submit</div> </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">CN00033420</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #0070c0; color: white;">Assign Lift Director</div> </div> </div>

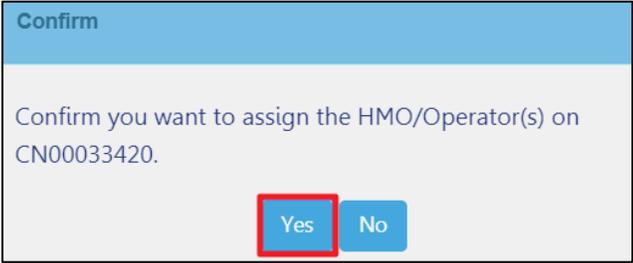
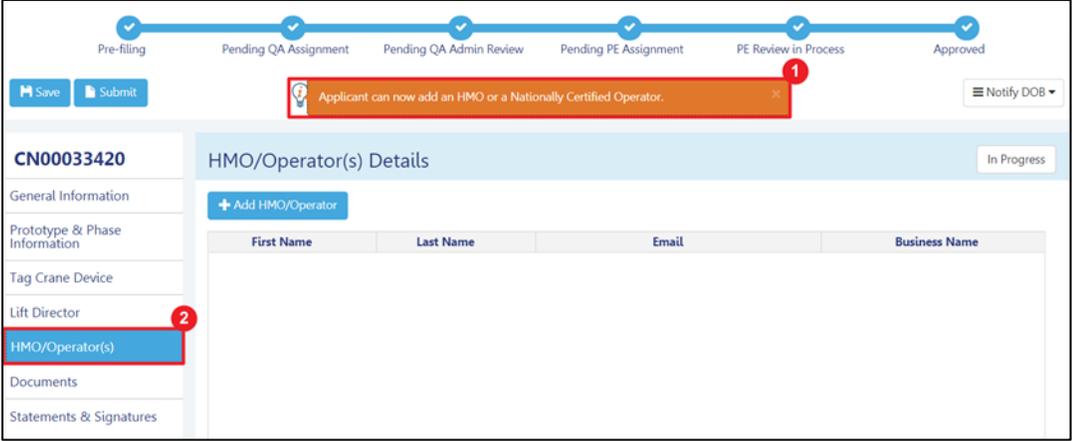
Step	Action
13.	<p>A <b>Notification</b> pop-up window displays with the message: Job filing has been saved. Click <b>OK</b> to continue.</p> 
14.	<p>At the top-left of the screen, click <b>Submit</b>.</p> 
15.	<p>A <b>Confirm</b> pop-up window displays with the message: Confirm you want to submit. Click <b>Yes</b> to proceed.</p> 
16.	<p>A <b>Notification</b> pop-up window displays with the message: Job filing has been submitted. Click <b>OK</b> to proceed.</p> 

Step	Action
17.	<p>The Applicant is required to add an HMO or a Nationally Certified Operator.</p> 
18.	<p>When Submit is click a Notification is displayed: Add at least one HMO to the filing to proceed. Click <b>OK</b></p> 
<p>You have completed the <b>Assign Lift Director Tab</b> Step-by-Step Guide. Continue to the next section.</p>	

# Derrick Crane CN: Assign Hoist Machine Operator (HMO)

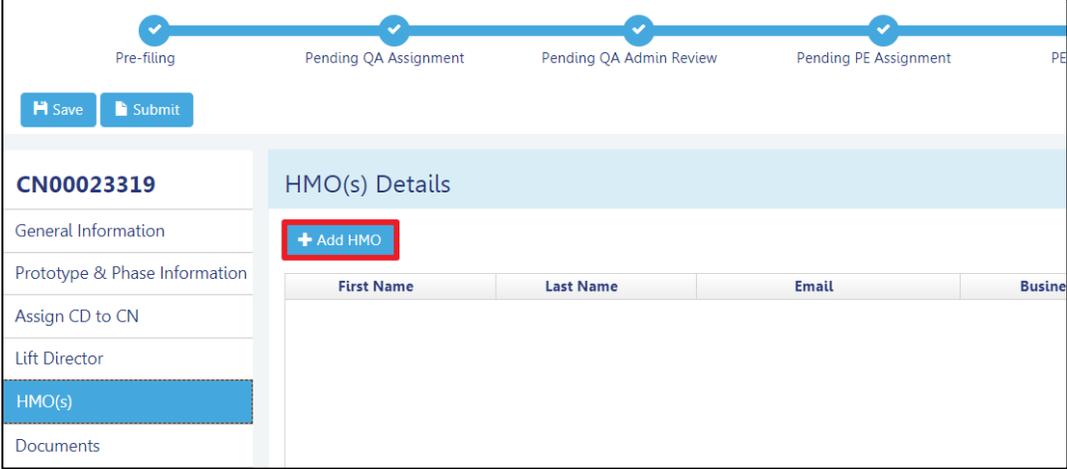
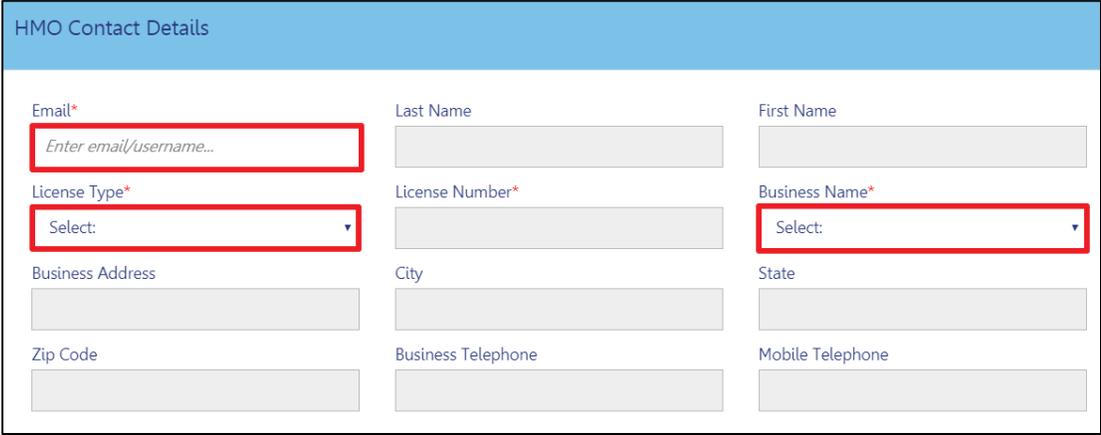
Complete the following steps to assign the Hoist Machine Operator (HMO) within the application:

Step	Action
<b>EQUIPMENT USER</b>	
<b>Note:</b>	<p>The Equipment User assigns the HMO and attest the form. The HMO must then login to the system to accept their assignment and provide their attestation.</p> <p>Changing the HMO(s) is not viewed as a PAA and does not have an accompanying fee. If an HMO is no longer associated with a CN, the Equipment User can remove them from the CN as well, with no fee.</p> <p>The system does not restrict the number of CN’s to which an HMO is assigned, they can be assigned to multiple CNs at one time.</p> <p>Once the first HMO is assigned to the CN, the system allows the list of assigned HMO’s to be edited at any time, until the device is removed from the CN.</p>
1.	<p>From the Dashboard, select the <b>Crane Notices</b> tab.</p> 
2.	<p>Locate the Crane Notice application.</p> <p>Under the <b>Actions</b> column, select <b>Assign HMO(s)</b>.</p> 

Step	Action
<p><b>Note:</b></p>	<p>To filter the Crane Notices by Crane Type select the respective tab (e.g., <b>Derrick Crane</b>).</p> 
<p>3.</p>	<p>A <b>Confirm</b> pop-up window displays with the message (sample):          Confirm you want to assign the HMO(s) on CN00031820.          Click <b>Yes</b> to proceed.</p> 
<p><b>Note:</b></p>	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> <li><b>Notification</b> to Assign HMO(s)</li> <li>Additional Tab: HMO(s)</li> </ol> 
<p>You have begun the process for <b>Assign HMO(s)</b>.          Continue to the <b>Complete HMO(s) Tab</b> section.</p>	

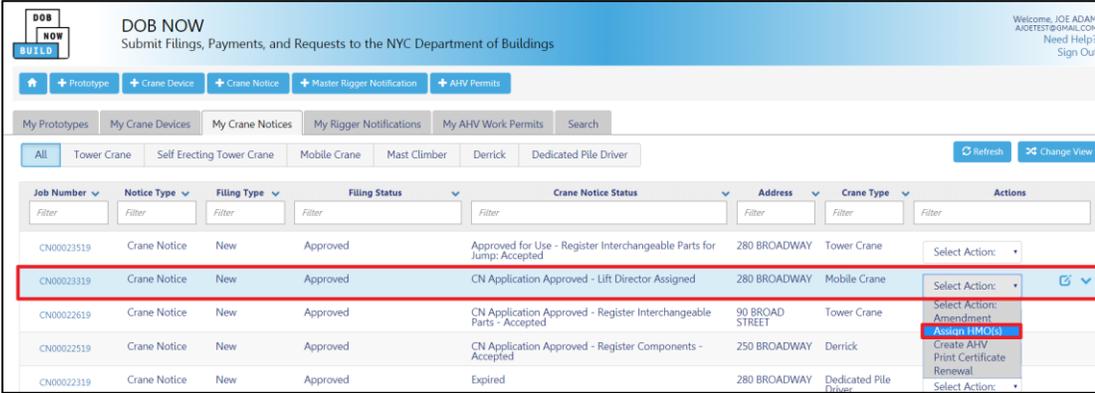
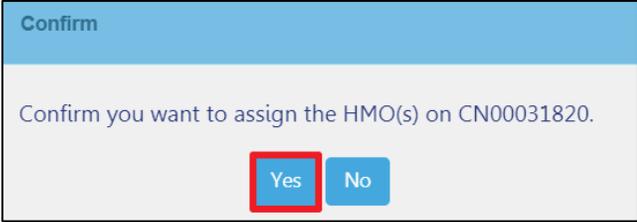
## Complete HMO(s) Tab

Complete the following steps to complete the HMO(s) tab for the application:

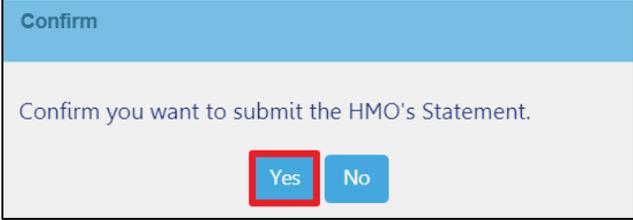
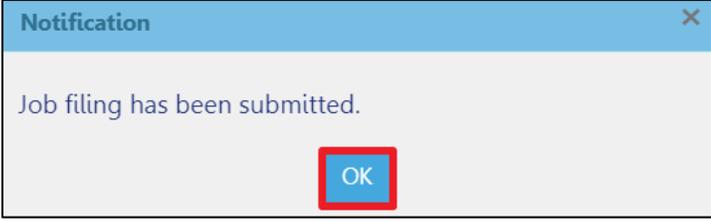
Step	Action
<b>EQUIPMENT USER</b>	
1.	<p>Within the HMO(s) tab, click <b>+ Add HMO</b>.</p> 
2.	<p>The <b>HMO Contact Details</b> pop-up window displays.</p> <p>Type the <b>Email</b> and then select the <b>Email Address</b> from the blue drop-down.</p> <p>Select the <b>License Type</b> (e.g., <b>Hoist Machine Operator</b>) from the drop-down list.</p> <p>Select the <b>Business Name</b> from the Business Name drop-down list.</p> 

Step	Action												
<p><b>Note:</b></p>	<p>The HMO Contact Details fields: Last Name, First Name, Business Address, City, State, Zip Code, Business Telephone, Derrick Telephone are greyed-out and cannot be edited.</p> <div data-bbox="326 390 1427 821" style="border: 1px solid #ccc; padding: 10px;"> <p>HMO Contact Details</p> <table border="0"> <tr> <td style="width: 33%;"> <p>Email*</p> <input type="text" value="Enter email/username..."/></td> <td style="width: 33%; border: 2px solid red;"> <p>Last Name</p> <input type="text"/></td> <td style="width: 33%; border: 2px solid red;"> <p>First Name</p> <input type="text"/></td> </tr> <tr> <td> <p>License Type*</p> <p>Select: ▾</p></td> <td style="border: 2px solid red;"> <p>License Number*</p> <input type="text"/></td> <td> <p>Business Name*</p> <p>Select: ▾</p></td> </tr> <tr> <td style="border: 2px solid red;"> <p>Business Address</p> <input type="text"/></td> <td style="border: 2px solid red;"> <p>City</p> <input type="text"/></td> <td style="border: 2px solid red;"> <p>State</p> <input type="text"/></td> </tr> <tr> <td style="border: 2px solid red;"> <p>Zip Code</p> <input type="text"/></td> <td style="border: 2px solid red;"> <p>Business Telephone</p> <input type="text"/></td> <td style="border: 2px solid red;"> <p>Mobile Telephone</p> <input type="text"/></td> </tr> </table> </div>	<p>Email*</p> <input type="text" value="Enter email/username..."/>	<p>Last Name</p> <input type="text"/>	<p>First Name</p> <input type="text"/>	<p>License Type*</p> <p>Select: ▾</p>	<p>License Number*</p> <input type="text"/>	<p>Business Name*</p> <p>Select: ▾</p>	<p>Business Address</p> <input type="text"/>	<p>City</p> <input type="text"/>	<p>State</p> <input type="text"/>	<p>Zip Code</p> <input type="text"/>	<p>Business Telephone</p> <input type="text"/>	<p>Mobile Telephone</p> <input type="text"/>
<p>Email*</p> <input type="text" value="Enter email/username..."/>	<p>Last Name</p> <input type="text"/>	<p>First Name</p> <input type="text"/>											
<p>License Type*</p> <p>Select: ▾</p>	<p>License Number*</p> <input type="text"/>	<p>Business Name*</p> <p>Select: ▾</p>											
<p>Business Address</p> <input type="text"/>	<p>City</p> <input type="text"/>	<p>State</p> <input type="text"/>											
<p>Zip Code</p> <input type="text"/>	<p>Business Telephone</p> <input type="text"/>	<p>Mobile Telephone</p> <input type="text"/>											
<p><b>Note:</b></p>	<p>The statement applicable to the Stakeholder that's logged in highlights in blue.</p> <div data-bbox="337 940 1427 1262" style="border: 1px solid #ccc; padding: 10px; background-color: #e6f2ff;"> <p><b>Equipment User'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><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.</p> <p style="text-align: center;"> <span>Name</span> <input type="text"/></p> <p style="text-align: center;"> <span>Date</span> <input type="text"/></p> </div>												
<p>3.</p>	<p>Click the <b>Equipment User'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> <div data-bbox="326 1430 1427 1759" style="border: 1px solid #ccc; padding: 10px; background-color: #e6f2ff;"> <p><b>Equipment User'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><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>Name</span> <input type="text" value="ADAM JOE2"/>  <small>(Electronically Signed)</small></p> <p style="text-align: center;"> <span>Date</span> <input type="text" value="10/08/2019"/></p> </div>												

Step	Action
4.	<p>Below the <b>Name</b> and <b>Date</b> fields, click <b>Save</b>.</p> <div data-bbox="326 338 1421 604"> <p><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <p>Name: <input type="text" value="JOE ADAM"/> (Electronically Signed)      Date: <input type="text" value="01/10/2020"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>

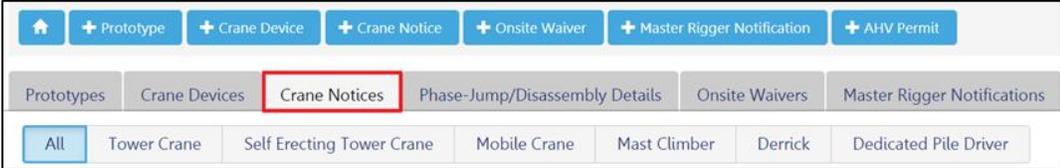
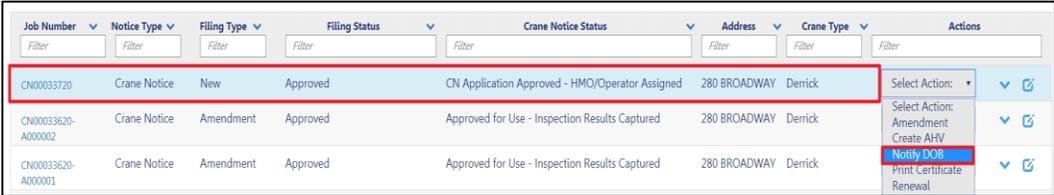
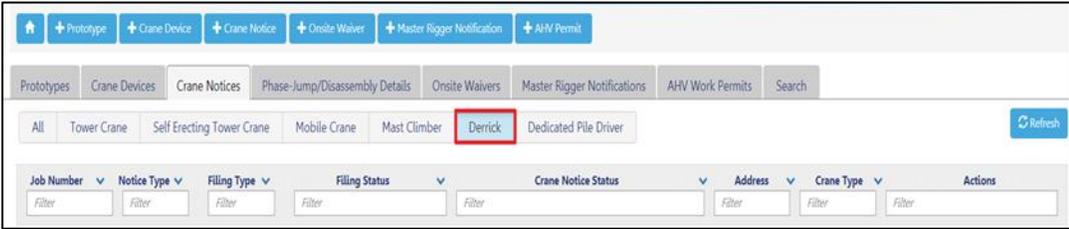
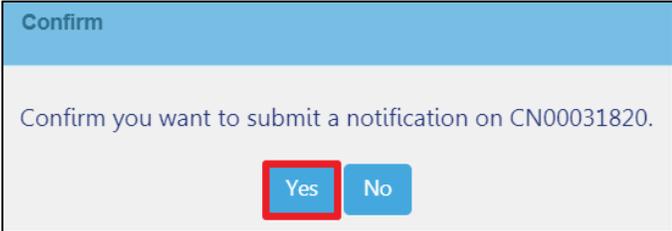
Step	Action
<b>HOIST MACHINE OPERATOR (HMO)</b>	
<p>6.</p>	<p>Locate the Crane Notice application.</p> <p>Under the <b>Actions</b> column, select <b>Assign HMO(s)</b>.</p> 
<p>7.</p>	<p>A <b>Confirm</b> pop-up window displays with the message (sample):</p> <p>Confirm you want to assign the HMO(s) on CN00031820.</p> <p>Click <b>Yes</b> to proceed.</p> 
<p>8.</p>	<p>The page refreshes and displays the Crane Notice application.</p> <p>Select the <b>HMO(s)</b> tab.</p> 

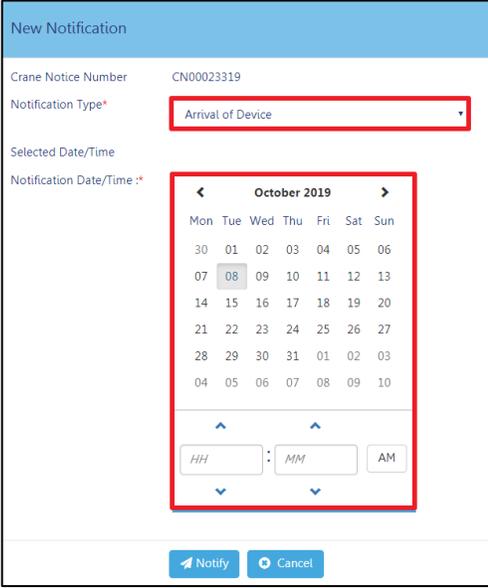
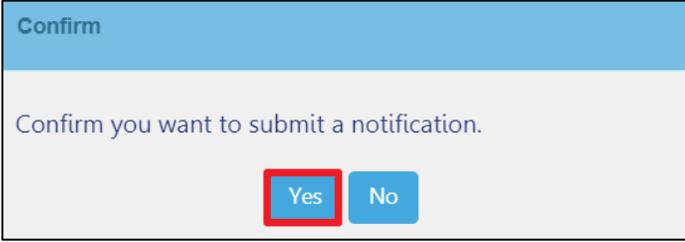
Step	Action																												
9.	<p>Select the edit (  ) icon applicable to the HMO Details from the list.</p> <div data-bbox="326 338 1421 527" style="border: 1px solid black; padding: 5px;"> <p>HMO(s) Details <span style="float: right;">In Progress</span></p> <p><a href="#">+ Add HMO</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email</th> <th>Business Name</th> <th>Identified</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>TESTING123</td> <td>DOB</td> <td>DOBT TESTING123@GMAIL.COM</td> <td>T123 LLC</td> <td>No</td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> </tbody> </table> </div>	First Name	Last Name	Email	Business Name	Identified	Edit	Delete	TESTING123	DOB	DOBT TESTING123@GMAIL.COM	T123 LLC	No																
First Name	Last Name	Email	Business Name	Identified	Edit	Delete																							
TESTING123	DOB	DOBT TESTING123@GMAIL.COM	T123 LLC	No																									
10.	<p>The <b>HMO Contact Details</b> pop-up window displays.</p> <p>The statement applicable to the stakeholder that’s logged in highlights in blue.</p> <p>Click the <b>Equipment User’s Statement</b> check-box to electronically attest.</p> <p>The <b>Name</b> and <b>Date</b> field’s auto-populate by the system.</p> <div data-bbox="326 783 1421 1570" style="border: 1px solid black; padding: 5px;"> <p>HMO Contact Details</p> <table style="width: 100%;"> <tr> <td>Email*</td> <td>Last Name</td> <td>First Name</td> </tr> <tr> <td><input type="text" value="BUILD172@BUILDINGS.NYC.GOV"/></td> <td><input type="text" value="172"/></td> <td><input type="text" value="BUILD"/></td> </tr> <tr> <td>License Type*</td> <td>License Number*</td> <td>Business Name*</td> </tr> <tr> <td><input type="text" value="Hoist Machine Operator"/></td> <td><input type="text" value="007667"/></td> <td><input type="text" value="FUSTON CRANE SERVICE"/></td> </tr> <tr> <td>Business Address</td> <td>City</td> <td>State</td> </tr> <tr> <td><input type="text" value="31-31 123RD STREET"/></td> <td><input type="text" value="FLUSHING"/></td> <td><input type="text" value="NY"/></td> </tr> <tr> <td>Zip Code</td> <td>Business Telephone</td> <td>Mobile Telephone</td> </tr> <tr> <td><input type="text" value="11354"/></td> <td><input type="text" value="(718) 886-2222"/></td> <td><input type="text"/></td> </tr> </table> <p><b>HMO’s Statement*</b></p> <p style="font-size: small;">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 style="font-size: small;">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><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> <table style="width: 100%;"> <tr> <td>Name</td> <td>Date</td> </tr> <tr> <td><input type="text" value="BUILD 172"/> <small>(Electronically Signed)</small></td> <td><input type="text" value="01/10/2020"/></td> </tr> </table> </div>	Email*	Last Name	First Name	<input type="text" value="BUILD172@BUILDINGS.NYC.GOV"/>	<input type="text" value="172"/>	<input type="text" value="BUILD"/>	License Type*	License Number*	Business Name*	<input type="text" value="Hoist Machine Operator"/>	<input type="text" value="007667"/>	<input type="text" value="FUSTON CRANE SERVICE"/>	Business Address	City	State	<input type="text" value="31-31 123RD STREET"/>	<input type="text" value="FLUSHING"/>	<input type="text" value="NY"/>	Zip Code	Business Telephone	Mobile Telephone	<input type="text" value="11354"/>	<input type="text" value="(718) 886-2222"/>	<input type="text"/>	Name	Date	<input type="text" value="BUILD 172"/> <small>(Electronically Signed)</small>	<input type="text" value="01/10/2020"/>
Email*	Last Name	First Name																											
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<input type="text" value="BUILD 172"/> <small>(Electronically Signed)</small>	<input type="text" value="01/10/2020"/>																												

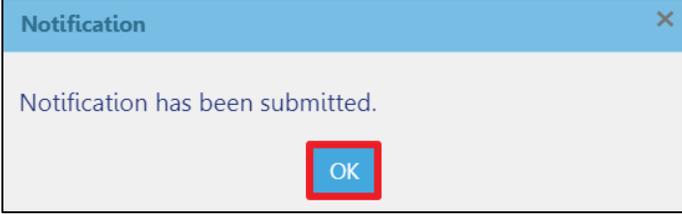
Step	Action
11.	<p>Below the <b>Name</b> and <b>Date</b> fields, click <b>Save</b>.</p> 
12.	<p>A <b>Notification</b> pop-up window displays with the message:            Confirm you want to submit the HMO's Statement.            Click <b>OK</b> to proceed.</p> 
13.	<p>A <b>Notification</b> pop-up window displays with the message:            Job filing has been submitted.            Click <b>OK</b> to proceed.</p> 
<p style="text-align: center;">You have completed the <b>HMO(s) Tab</b> Step-by-Step Guide.            Continue to the next section.</p>	

# Derrick Crane CN: Notify DOB – Arrival of Device

Complete the following steps to notify DOB on the arrival of Crane Notice:

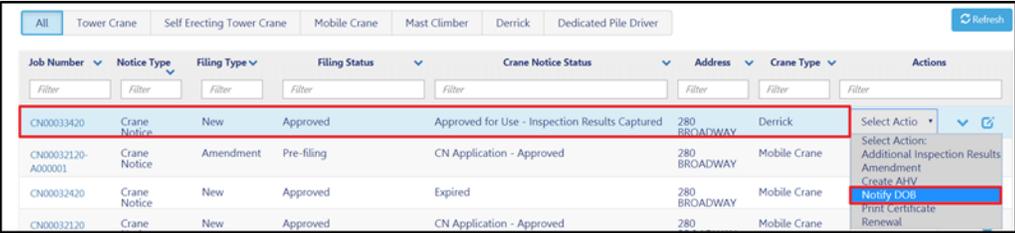
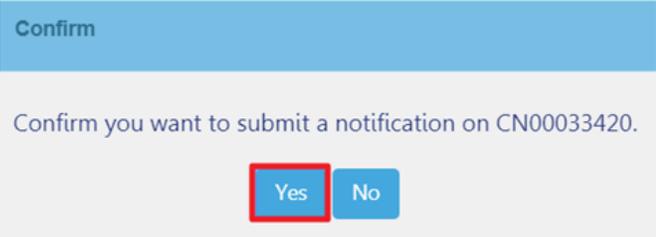
Step	Action
<b>EQUIPMENT USER</b>	
1.	<p>From the Dashboard, select the <b>Crane Notices</b> tab.</p> 
2.	<p>Locate the Crane Notice application. Under the <b>Actions</b> column, select <b>Notify DOB</b>.</p> 
<b>Note:</b>	<p>To filter the Crane Notices by Crane Type select the respective tab (e.g., <b>Derrick Crane</b>).</p> 
3.	<p>A <b>Confirm</b> pop-up window displays with the message (sample): Confirm you want to submit a notification on CN00031820. Click <b>Yes</b> to proceed.</p> 

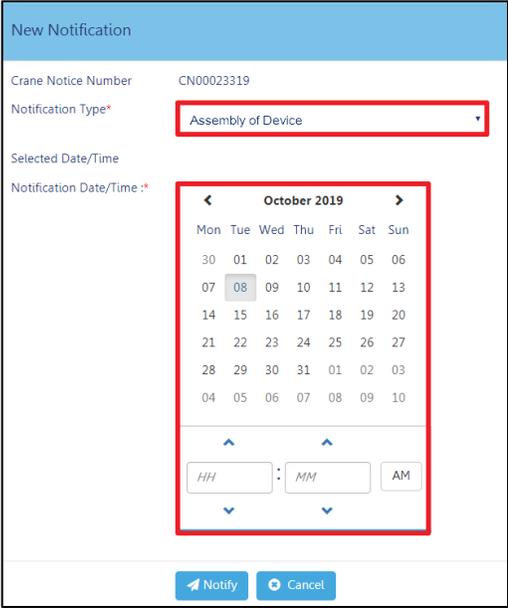
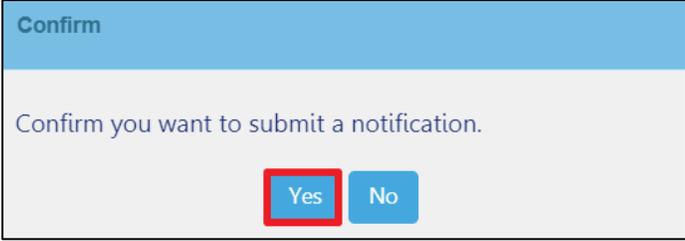
Step	Action
4.	<p>A <b>New Notification</b> pop-up window displays with the Crane Notice Number</p> <p>Complete the Notification:</p> <p>Select the Notification Type (e.g., Arrival of Device)</p> <p>Select the Notification Date/Time</p> <p>The selected Date/Time displays above the calendar.</p> 
5.	<p>Below the calendar, click <b>Notify</b>.</p> 
6.	<p>A <b>Confirm</b> pop-up window displays with the message:</p> <p>Confirm you want to submit a notification.</p> <p>Click <b>Yes</b> to proceed.</p> 

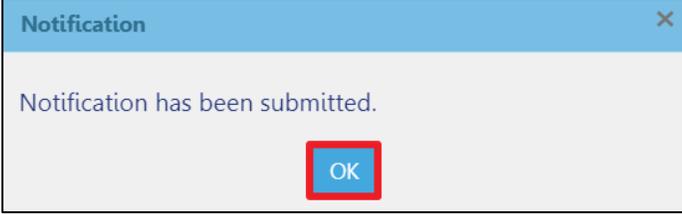
Step	Action
7.	<p>A <b>Notification</b> pop-up window displays with the message:            Notification has been submitted.            Click <b>OK</b> to proceed.</p> 
<p>You have completed the <b>Notify DOB – Arrival of Device</b> Step-by-Step Guide.</p>	

# Derrick Crane CN: Notify DOB – Assembly of Device

Complete the following steps to notify DOB on the arrival of Crane Notice:

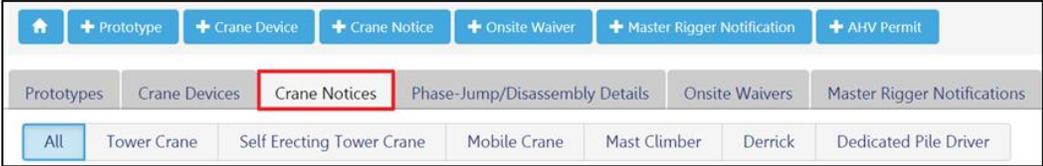
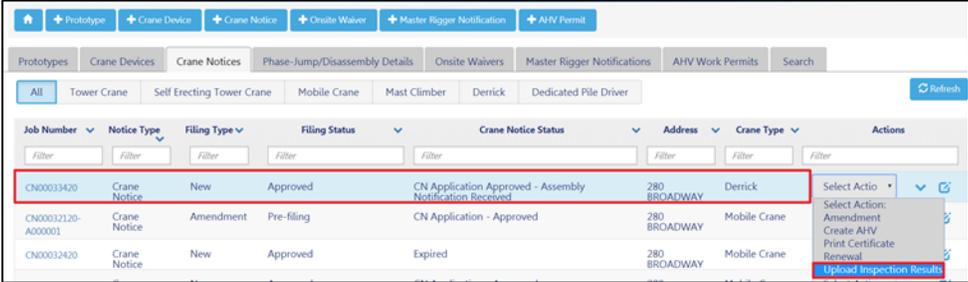
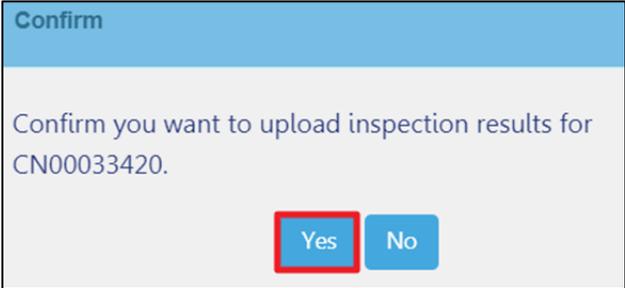
Step	Action
<b>EQUIPMENT USER</b>	
1.	<p>From the Dashboard, select the <b>Crane Notices</b> tab.</p> 
2.	<p>Locate the Crane Notice application.</p> <p>Under the <b>Actions</b> column, select <b>Notify DOB</b>.</p> 
<b>Note:</b>	<p>To filter the Crane Notices by Crane Type select the respective tab (e.g., <b>Derrick Crane</b>).</p> 
3.	<p>A <b>Confirm</b> pop-up window displays with the message (sample):</p> <p>Confirm you want to submit a notification on CN00031820.</p> <p>Click <b>Yes</b> to proceed.</p> 

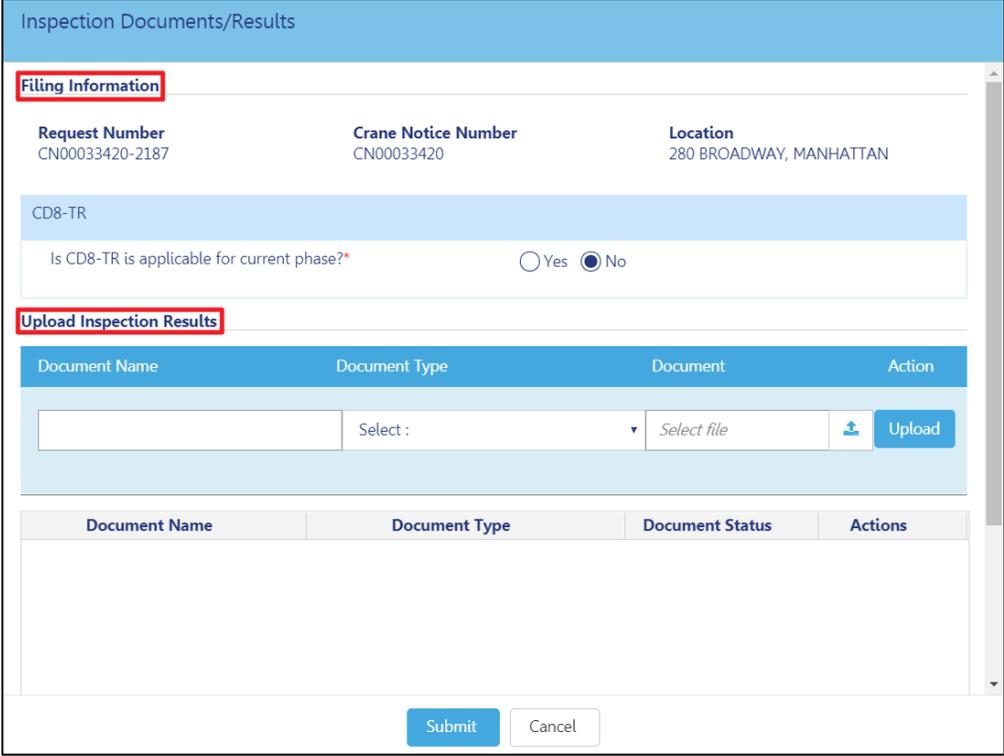
Step	Action
4.	<p>A <b>New Notification</b> pop-up window displays with the Crane Notice Number</p> <p>Complete the Notification:</p> <p>Select the <b>Notification Type</b> (e.g., Assembly of Device)</p> <p>Select the Notification Date/Time</p> <p>The selected Date/Time displays above the calendar.</p> 
5.	<p>Below the calendar, click <b>Notify</b>.</p> 
6.	<p>A <b>Confirm</b> pop-up window displays with the message:</p> <p>Confirm you want to submit a notification.</p> <p>Click <b>Yes</b> to proceed.</p> 

Step	Action
7.	<p>A <b>Notification</b> pop-up window displays with the message:            Notification has been submitted.            Click <b>OK</b> to proceed.</p> 
<p>You have completed the <b>Notify DOB – Assembly of Device</b> Step-by-Step Guide.            Continue to the next section.</p>	

# Derrick Crane CN: Provide Inspection Results

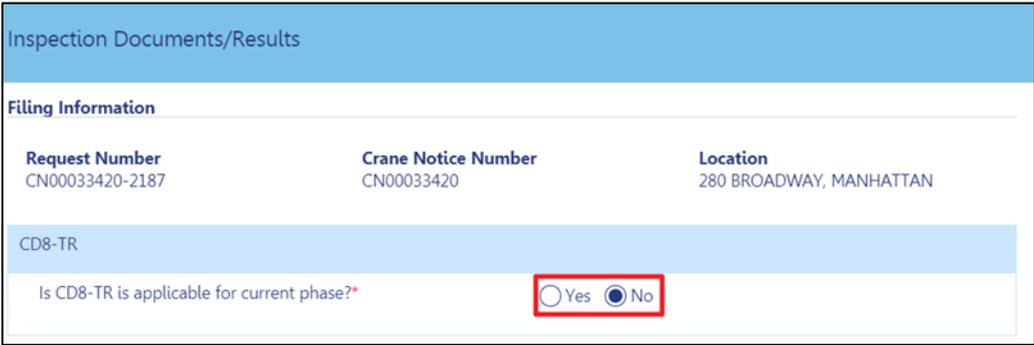
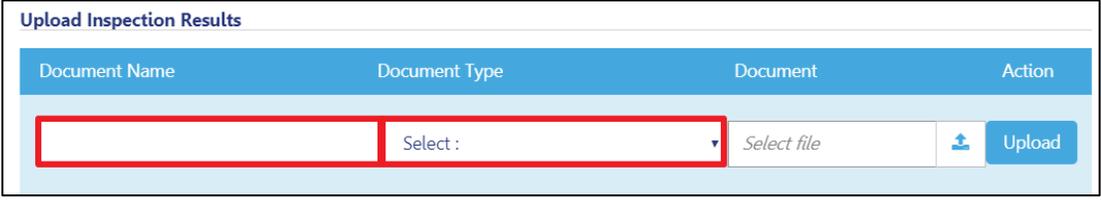
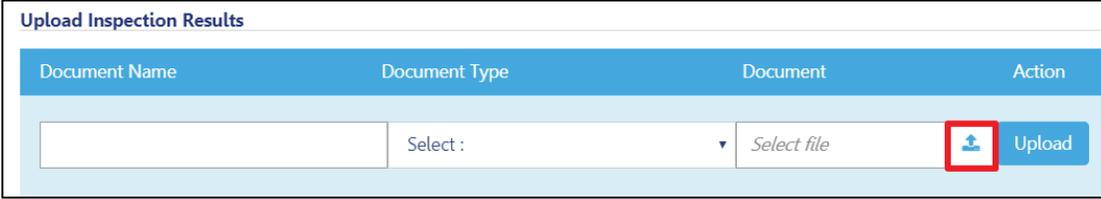
**Complete the following steps to upload the Inspections Results:**

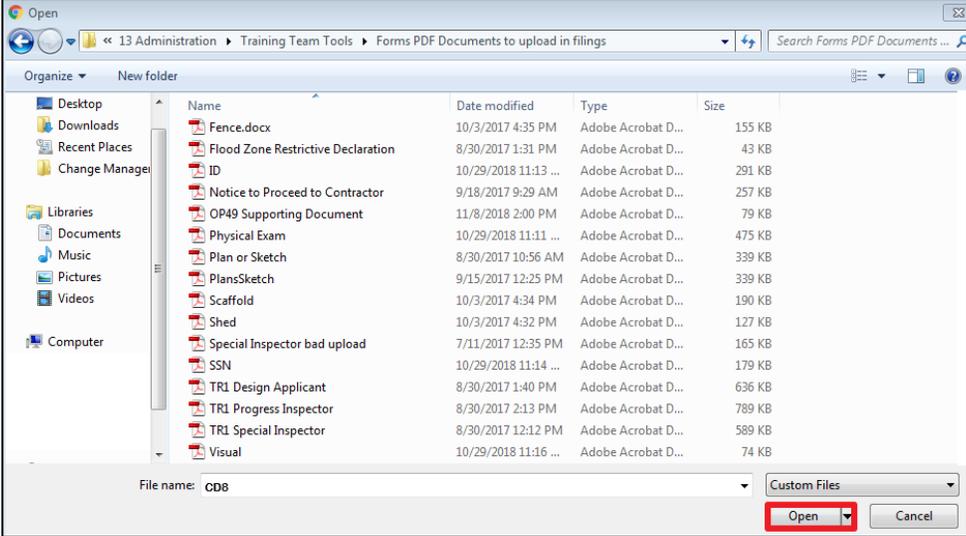
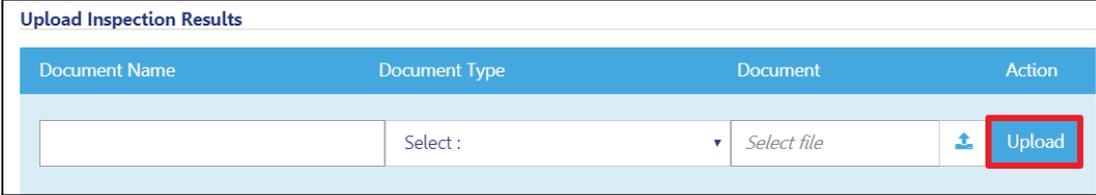
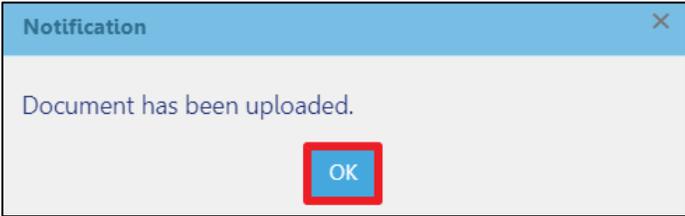
Step	Action
1.	<p>From the Dashboard, select the <b>Crane Notices</b> tab.</p> 
2.	<p>Locate the Crane Notice application.</p> <p>Under the Actions column, select Upload Inspection Results.</p> 
<b>Note:</b>	<p>To filter the Crane Notices by Crane Type select the respective tab (e.g., <b>Derrick Crane</b>).</p> 
3.	<p>A <b>Confirm</b> pop-up window displays with the message:</p> <p>Confirm you want to upload inspection results for CN00031820.</p> <p>Click <b>Yes</b> to proceed.</p> 

Step	Action
<p><b>Note:</b></p>	<p>The page refreshes and displays the Inspection Documents/Results pop-up window.</p> <ol style="list-style-type: none"> <li>Filing Information</li> <li>Upload Inspection Results</li> </ol> 
	<p style="text-align: center;">You have begun the process to <b>Upload Inspection Results</b>. Continue to the next section.</p>

## Upload Inspection Results

Complete the following steps to upload the inspection results in the Documents tab to support the application:

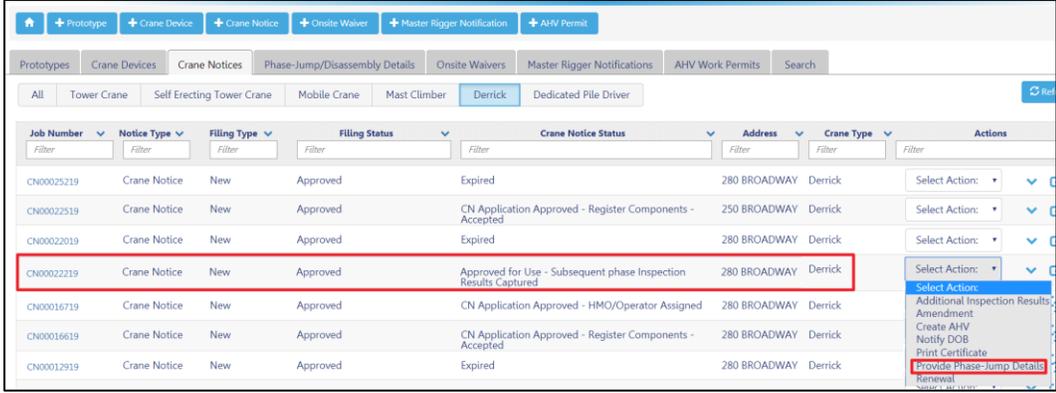
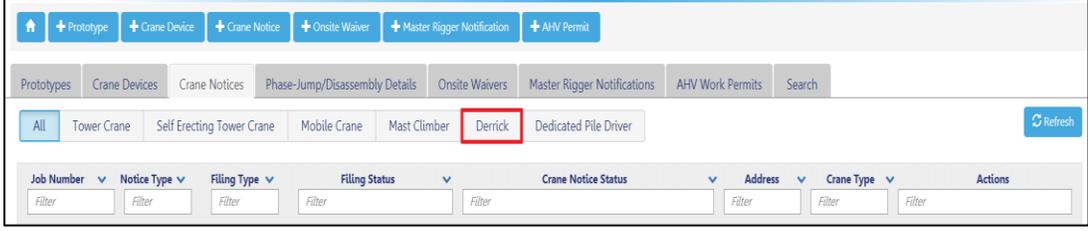
Step	Action
<b>Note:</b>	<p>1 Year CN Annual Inspection Countdown Starts when the Inspection Results are submitted:</p> <p>CD8            CD8-TR (if applicable)            CD 8 A/D (if applicable)</p>
1.	<p>Select the applicable radio button for <b>Is CD8-TR is applicable for current phase?</b></p> 
2.	<p>In the <b>Upload Inspection Results</b> section:</p> <p>Type the Document Name.</p> <p>Select the <b>Document Type</b> (e.g., <b>CD8</b>) from the Document Type drop-down list.</p> 
3.	<p>Click <b>Upload icon</b> (  ) to upload the Document Type selected.</p> 

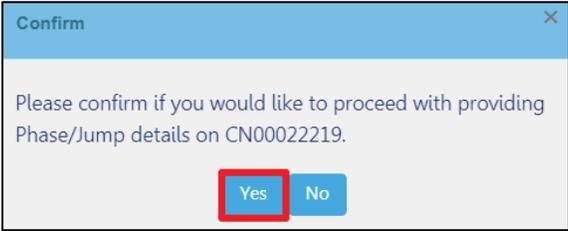
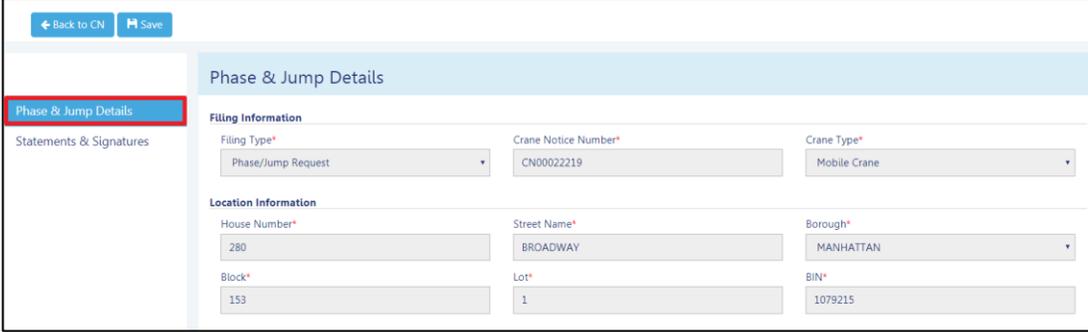
Step	Action
4.	<p>The Document pop-up window displays.</p> <p>Select the Document and click <b>Open</b>.</p> 
5.	<p>The Document displays next to the upload icon (  ).</p> <p>Click <b>Upload</b>.</p> 
6.	<p>A <b>Notification</b> pop-up window displays with the message: Document has been uploaded.</p>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

Step	Action
Note:	<p>The Document uploaded displays within the Document table.</p> <p>Click the edit (✎) icon to update the Document information.</p> <p>Click the trash can (🗑) icon to delete the Document.</p> <div data-bbox="324 472 1372 793" data-label="Image"> </div>
7.	<p>At the top-left of the screen, click <b>Submit</b>.</p> <div data-bbox="324 892 1388 1081" data-label="Image"> </div>
8.	<p>A Notification pop-up window displays with the message: Job filing has been submitted.</p> <p>Click <b>OK</b> to continue.</p> <div data-bbox="324 1281 1079 1522" data-label="Image"> </div>
<p>You have completed the <b>Upload Inspection Results</b> Step-by-Step Guide.</p> <p>Continue to the next section.</p>	

# Derrick Crane CN: Provide Crane Phase Details

**Complete the following steps to provide the Crane Phase Details:**

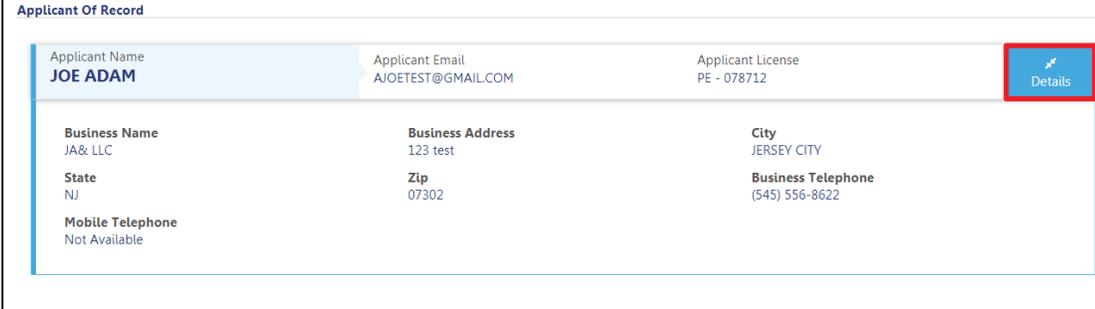
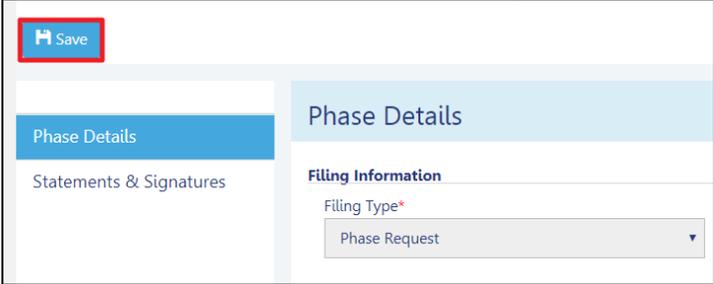
Step	Action
Note:	This section is only applicable if there is more than 1 Phase specified.
1.	<p>From the Dashboard, select the <b>Crane Notices</b> tab.</p> 
2.	<p>Locate the Crane Notice application.</p> <p>Under the Actions column, select Provide Phase/Jump Details.</p> 
Note:	<p>To filter the Crane Notices by Crane Type select the respective tab (e.g., <b>Derrick Crane</b>).</p> 

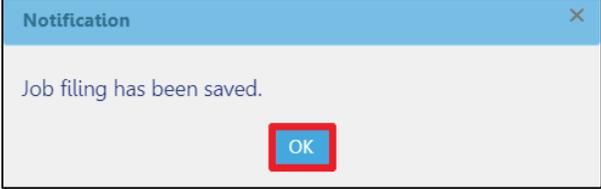
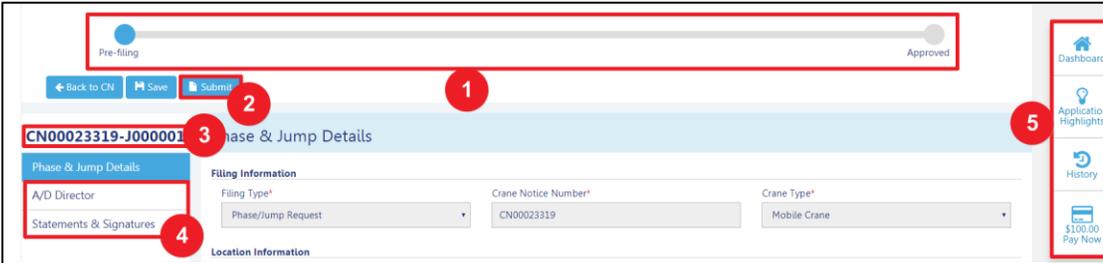
Step	Action
3.	<p>A <b>Confirm</b> pop-up window displays with the message: Please confirm if you would like to proceed with providing Phase/Jump details on CN00022219. Click <b>Yes</b> to proceed.</p> 
Note:	<p>The page refreshes and displays the Phase &amp; Jump Details Page.</p> 
<p style="text-align: center;">You have begun the process to <b>Provide Crane Phase Details</b>. Continue to the <b>Phase &amp; Jump Details</b> section.</p>	

## Complete Phase & Jump Details

**Complete the following steps to provide the Phase & Jump Details to support the application:**

Step	Action
Note:	The <b>Filing Information</b> and <b>Location Information</b> sections are greyed-out and cannot be edited.
1.	<p>Complete the following Phase and Jump Information:</p> <p>Enter the Phase Number</p> <p>Enter the Initial Height</p> <p>Enter the Proposed Height</p> <p>Select the applicable radio-button for <b>After Hours Variance Required?</b></p> <p>Select the applicable radio-button for Is assembly/disassembly required after the Initial Phase?</p> <div data-bbox="326 890 1427 1073" style="border: 1px solid black; padding: 5px;"> <p><b>Phase and Jump Information</b></p> <p>Phase Number* <input type="text" value="3"/> Initial Height* <input type="text" value="600"/> Feet Proposed Height* <input type="text" value="600"/> Feet</p> <p>After Hours Variance Required?* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Is assembly/disassembly required after the Initial Phase?* <input type="radio"/> Yes <input type="radio"/> No</p> </div>
2.	<p>If Yes is selected for “Is assembly/disassembly required after the Initial Phase?” the field “Is Final Disassembly?” displays.</p> <div data-bbox="326 1209 1427 1451" style="border: 1px solid black; padding: 5px;"> <p>After Hours Variance Required?* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Is assembly/disassembly required after the Initial Phase?* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Is Final Disassembly?* <input type="radio"/> Yes <input type="radio"/> No</p> <p><b>Applicant Of Record</b></p> <p>Applicant Name: <b>JOE ADAM</b> Applicant Email: AJOETEST@GMAIL.COM Applicant License: PE - 078712 <a href="#">Details</a></p> </div>
Note:	<p>To provide the Notification for Final Disassembly, select Yes.</p> <div data-bbox="326 1551 1261 1801" style="border: 1px solid black; padding: 5px;"> <p><b>Phase and Jump Information</b></p> <p>Phase Number* <input type="text" value="3"/> Initial Height* <input type="text" value="600"/> Feet</p> <p>After Hours Variance Required?* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Is assembly/disassembly required after the Initial Phase?* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Is Final Disassembly?* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> </div> <p>If the Phase is Final Disassembly, Inspection Results is not required to be captured.</p>

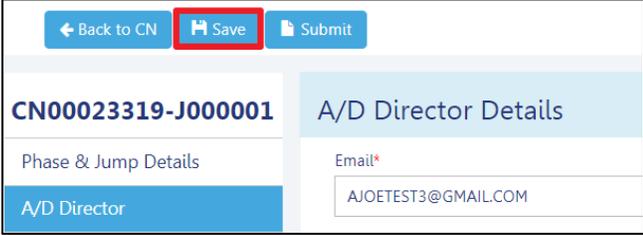
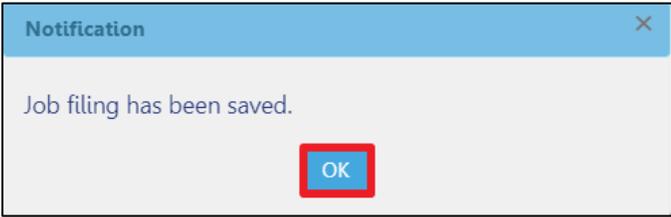
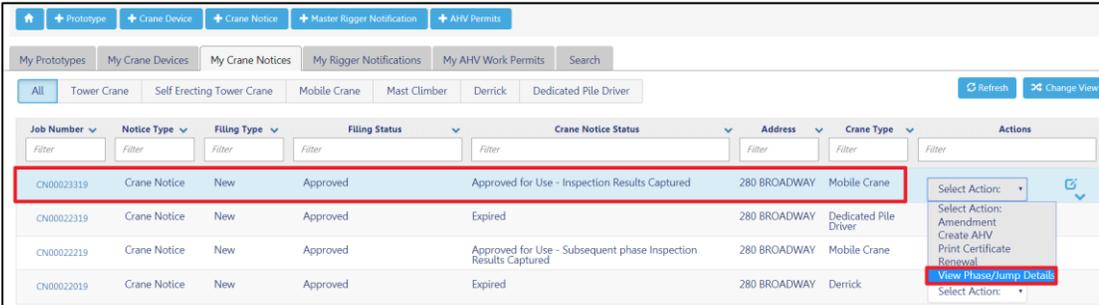
Step	Action
3.	<p>The <b>Applicant of Record</b> displays at the bottom of the Phase &amp; Jump Details page. If applicable, click <b>Details</b> to view the Applicant of Record information.</p> 
4.	<p>At the top-left of the screen, click <b>Save</b>.</p> 
5.	<p>A <b>Notification</b> pop-up window displays with the message: Please note that you would not able to provide Jump details on Previous phases from selected Phase number for crane notice number CN00022219. The following information cannot be changed after saving :</p> <ul style="list-style-type: none"> <li>• Phase Number</li> </ul> <p>Click <b>Save</b> to continue.</p> 

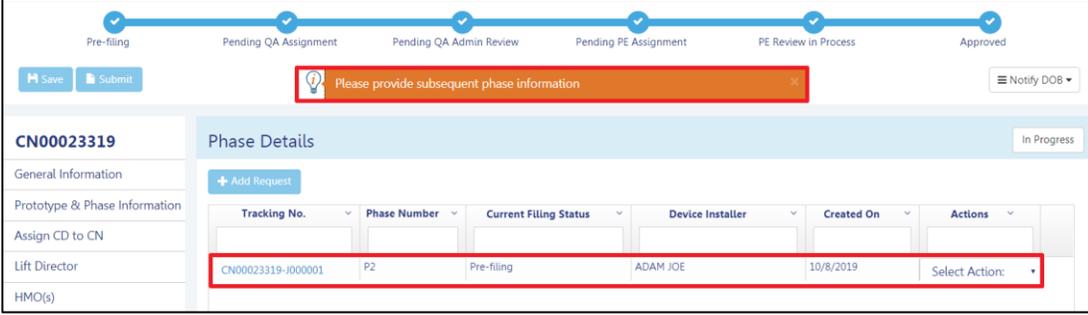
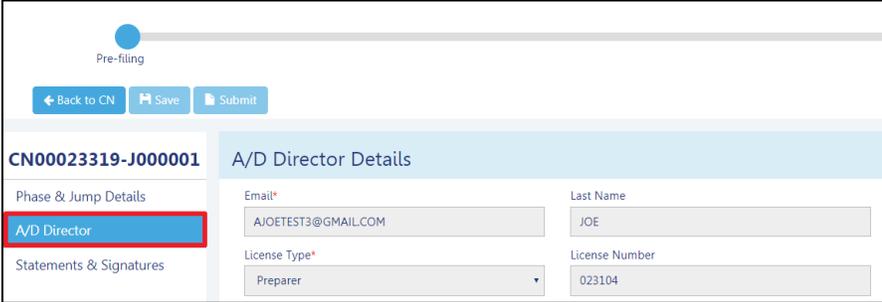
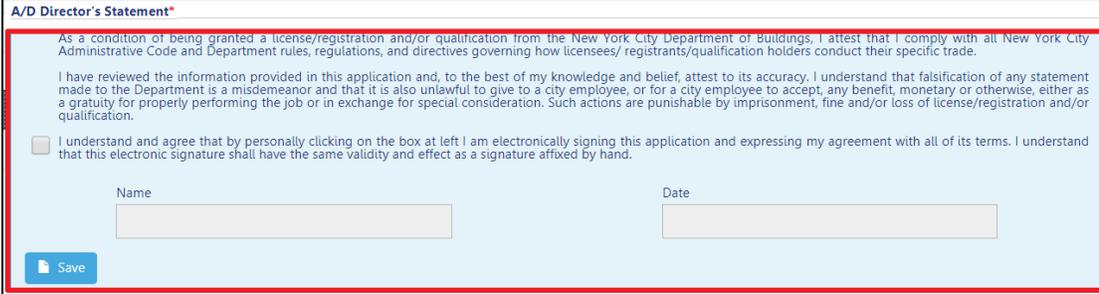
Step	Action
6.	<p>A <b>Notification</b> pop-up window displays with the message: Job filing has been saved. <b>OK</b> to continue.</p> 
Note:	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> <li>1. Status Bar</li> <li>2. Submit</li> <li>3. CN Filing &amp; Jump Number</li> <li>4. <b>Additional Tabs:</b> A/D Director Statements &amp; Signatures</li> <li>5. <b>Application Information:</b> Application Highlights, History and Fee</li> </ol> 
<p>You have completed the <b>Phase &amp; Jump Details</b> tab. Continue to the next section.</p>	

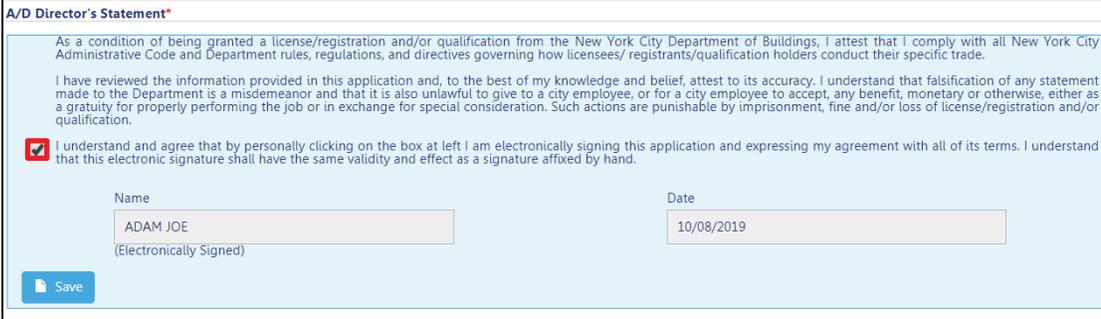
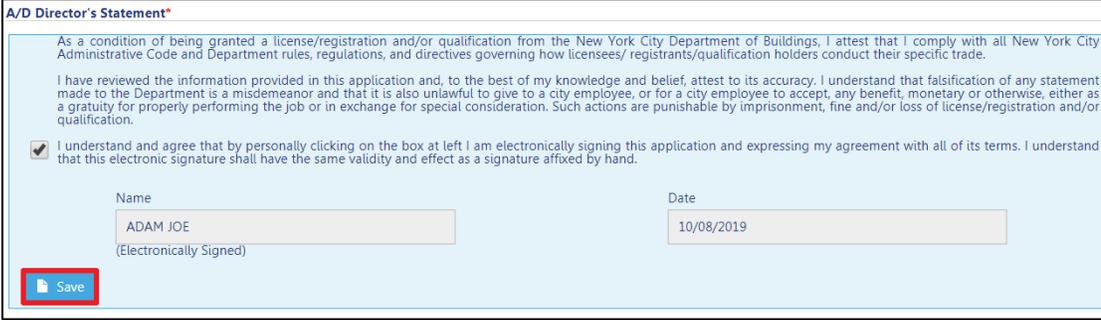
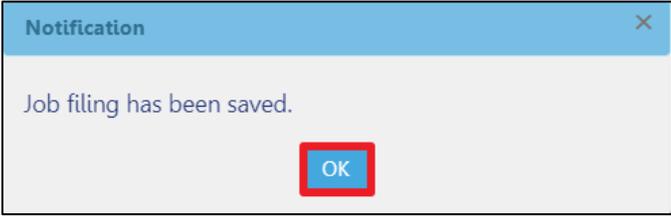
## Complete A/D Director Details

**Complete the following steps to add the A/D Director to support the application:**

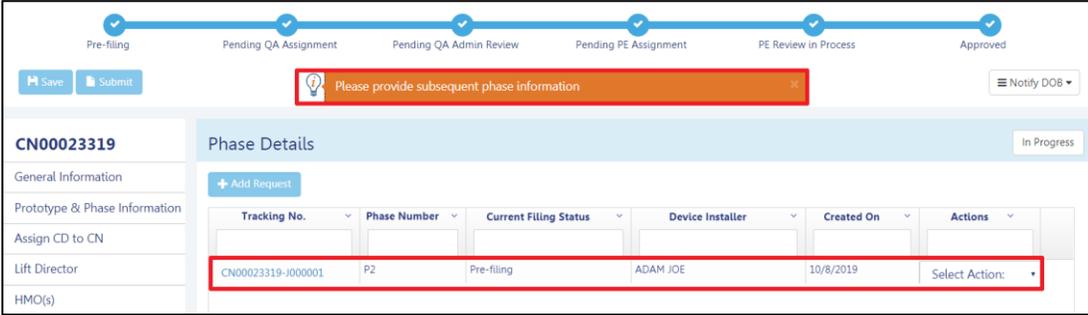
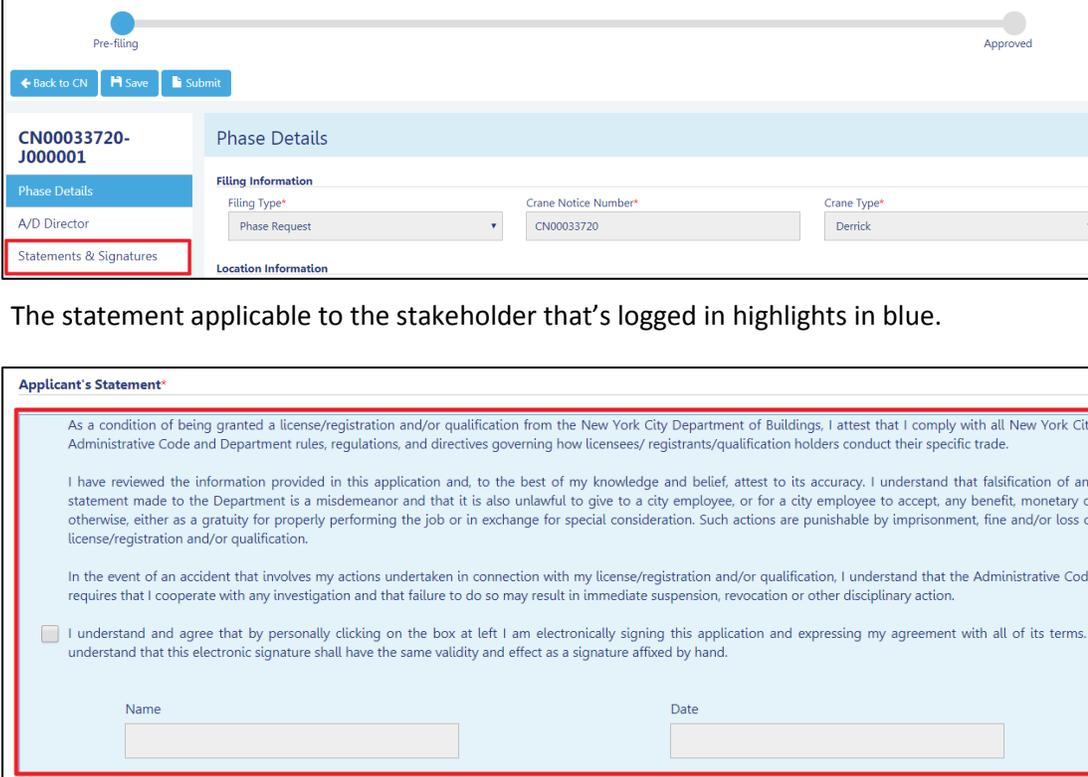
Step	Action
EQUIPMENT USER	
1.	<p>Within the <b>A/D Director Details</b> tab, enter the A/D Director information:</p> <p>Type the <b>Email</b> and then select the Email Address from the blue-drop down</p> <p>Select the <b>License Type</b> (e.g., <b>Preparer</b>) from the License Type drop-down list</p> <p>Select the <b>Rigger Type</b> (e.g., <b>Master Rigger</b>) from the Rigger Type drop-down list</p> <p>Select the <b>Business Name</b> from the Business Name drop-down list</p> <div data-bbox="326 785 1427 1104" style="border: 1px solid black; padding: 5px;"> </div>
Note:	<p>The A/D Director Information fields: Last Name, First Name, Business Address, City, State, Zip Code, Business Telephone, Derrick Telephone are greyed-out and cannot be edited.</p> <div data-bbox="326 1247 1427 1600" style="border: 1px solid black; padding: 5px;"> </div>

Step	Action
2.	<p>At the top-left of the screen, click <b>Save</b>.</p> 
3.	<p>A <b>Notification</b> pop-up window displays with the message: Job filing has been saved. Click <b>OK</b> to continue.</p> 
<h2>A/D DIRECTOR</h2>	
Note:	<p>The A/D Director must attest before the Equipment User.</p>
4.	<p>Locate the Crane Notice application. Under the Actions column, select View Phase/Jump Details.</p> 

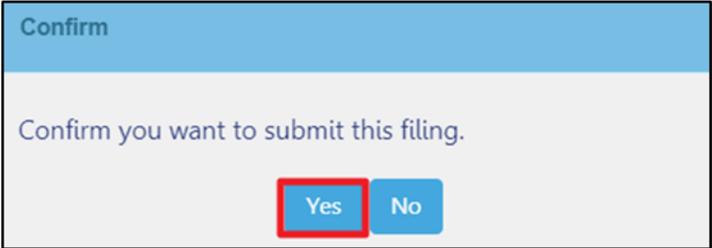
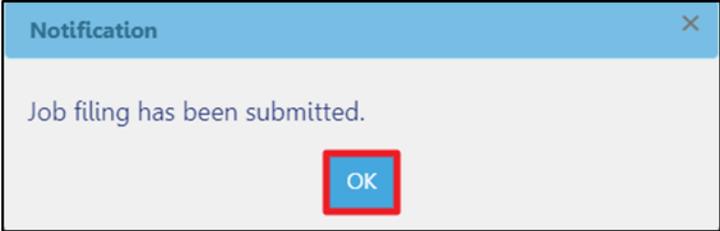
Step	Action
5.	<p>The page refreshes and displays the Crane Notice application with the notification <b>“Please provide subsequent phase information.”</b></p> <p>Double-click the <b>Phase</b> to display the Phase Details.</p> 
6.	<p>The Phase &amp; Jump Details display.</p> <p>Select the <b>A/D Director</b> tab.</p> 
Note:	<p>The statement applicable to the stakeholder that’s logged in highlights in blue.</p> 

Step	Action
7.	<p>Click the <b>A/D Director’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> 
8.	<p>Below the <b>Name</b> and <b>Date</b> fields, click <b>Save</b>.</p> 
9.	<p>A <b>Notification</b> pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click <b>OK</b> to continue.</p> 

Step	Action
<b>EQUIPMENT USER</b>	
<p><b>Note:</b></p>	<p>The statement applicable to the stakeholder that’s logged in highlights in blue.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Equipment User’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><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.</p> <p style="text-align: center;">Name <span style="margin-left: 200px;">Date</span></p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div> <div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div> </div> </div>
<p>10.</p>	<p>Click the <b>Equipment User’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> <div style="border: 1px solid black; padding: 5px;"> <p><b>Equipment User’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><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <p style="text-align: center;">Name <span style="margin-left: 200px;">Date</span></p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #ccc; padding: 2px;">ADAM JOE2 <small>(Electronically Signed)</small></div> <div style="border: 1px solid #ccc; padding: 2px;">10/08/2019</div> </div> </div>
<p>11.</p>	<p>At the top-left of the screen, click <b>Save</b>.</p> <div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <span>← Back to CN</span> <span style="border: 2px solid red; padding: 2px;">Save</span> <span>Submit</span> </div> <div style="display: flex; justify-content: space-between;"> <span><b>CN00023319-J000001</b></span> <span>A/D Director Details</span> </div> </div>
<p>12.</p>	<p>A <b>Notification</b> pop-up window displays with the message: Job filing has been saved.</p> <p>Click <b>OK</b> to continue.</p> <div style="border: 1px solid black; padding: 10px; width: fit-content;"> <div style="background-color: #4a86e8; color: white; padding: 5px; display: flex; justify-content: space-between;"> <span><b>Notification</b></span> <span>×</span> </div> <p style="color: #4a86e8; margin-top: 10px;">Job filing has been saved.</p> <div style="text-align: center; margin-top: 10px;"> <span style="border: 2px solid red; padding: 5px 15px; background-color: #4a86e8; color: white; border-radius: 5px;">OK</span> </div> </div>

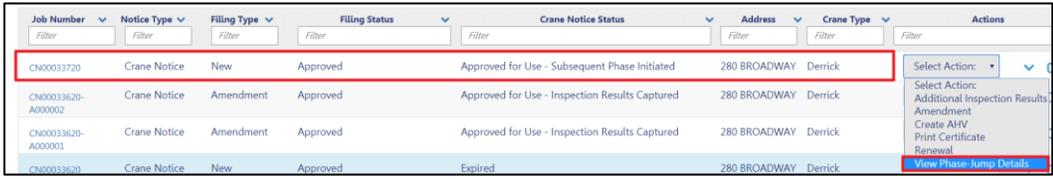
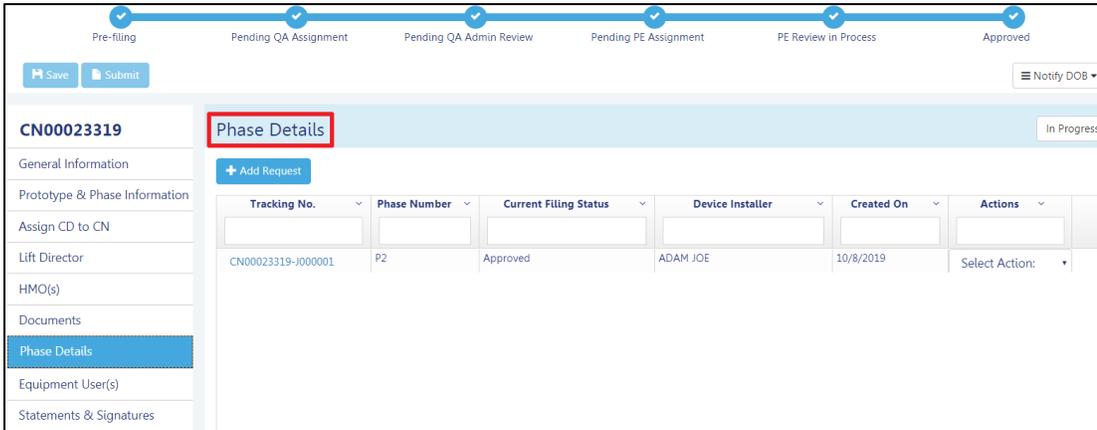
Step	Action												
APPLICANT OF RECORD													
13.	<p>A notification displays: <b>“Please provide subsequent phase information.”</b></p> <p>Under Phase Details double-click the hyperlink (e.g. to display the Phase Details).</p>  <table border="1" data-bbox="532 688 1365 772"> <thead> <tr> <th>Tracking No.</th> <th>Phase Number</th> <th>Current Filing Status</th> <th>Device Installer</th> <th>Created On</th> <th>Actions</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>CN00023319-J000001</td> <td>P2</td> <td>Pre-filing</td> <td>ADAM JOE</td> <td>10/8/2019</td> <td>Select Action: ▾</td> </tr> </tbody> </table>	Tracking No.	Phase Number	Current Filing Status	Device Installer	Created On	Actions	CN00023319-J000001	P2	Pre-filing	ADAM JOE	10/8/2019	Select Action: ▾
Tracking No.	Phase Number	Current Filing Status	Device Installer	Created On	Actions								
CN00023319-J000001	P2	Pre-filing	ADAM JOE	10/8/2019	Select Action: ▾								
14.	<p>The Phase &amp; Jump Details display.</p> <p>Select the <b>Statement and Signatures</b> tab.</p>  <p>The statement applicable to the stakeholder that’s logged in highlights in blue.</p> <p><b>Applicant’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 type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <p>Name <input type="text"/> Date <input type="text"/></p>												

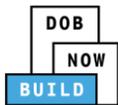
Step	Action
15.	<p>Click the <b>Applicants Statement</b> checkbox to electronically attest.</p> <p>The <b>Name</b> and <b>Date</b> field's auto-populate by the system.</p> <div data-bbox="323 388 1414 861" style="border: 1px solid black; padding: 5px;"> <p>Statements &amp; Signatures</p> <p><b>Applicant's 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>Name: <input type="text" value="JOE ADAM"/> (Electronically Signed)      Date: <input type="text" value="01/31/2020"/></p> </div>
16.	<p>Click <b>Save</b>.</p> <div data-bbox="326 961 846 1052" style="border: 1px solid black; padding: 5px;"> <p> <input type="button" value="← Back to CN"/> <input checked="" type="button" value="Save"/> <input type="button" value="Submit"/> </p> </div>
17.	<p>A <b>Notification</b> pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click <b>OK</b> to continue.</p> <div data-bbox="323 1253 995 1470" 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;"><input checked="" type="button" value="OK"/></p> </div>

Step	Action
18.	<p>A <b>Notification</b> pop-up window displays with the message: Confirm you want to submit this filing. Click <b>Yes</b> to continue.</p> 
19.	<p>A <b>Notification</b> pop-up window displays with the message: Job filing has been submitted. Click <b>OK</b> to continue.</p> 
20.	<p>A Notification pop-up window displays with the message: Equipment User can now Notify DOB of Assembly/Disassembly.</p> 
<p>You have completed the <b>A/D Director Details Step by Step</b>. Continue with Notify DOB.</p>	

# Derrick Crane CN: Notify DOB of Assembly/Disassembly

Complete the following steps to provide the Crane Phase Details:

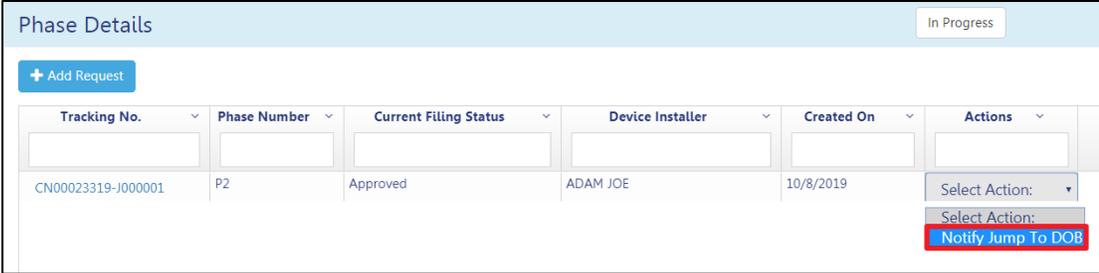
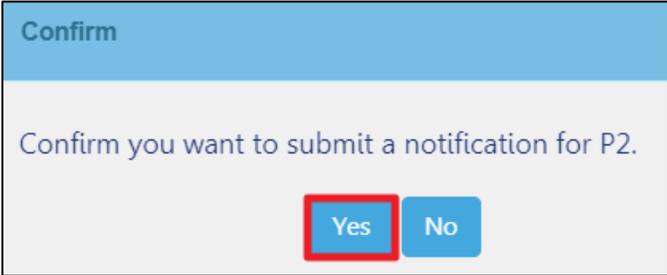
Step	Action
Note: 0	<p>The following steps must be repeated for each Phrase (e.g. P2, P3...etc.):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Notify Jump DOB</li> <li><input type="checkbox"/> Complete Notify Section to DOB</li> <li><input type="checkbox"/> Submit Phase Details</li> <li><input type="checkbox"/> Inspection Documents</li> </ul>
21.	<p>Locate the Crane Notice application.</p> <p>Under the Actions column, select View Phase/Jump Details.</p> 
Note:	<p>To filter the Crane Notices by Crane Type select the respective tab (e.g., <b>Derrick Crane</b>).</p> 
Note:	<p>The page refreshes and displays the Crane Notice Application: Phase Details tab.</p> 



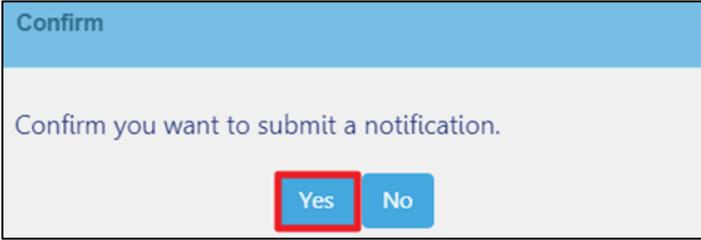
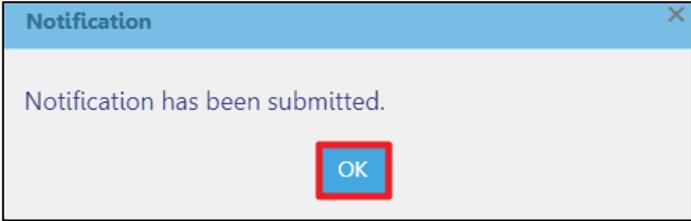
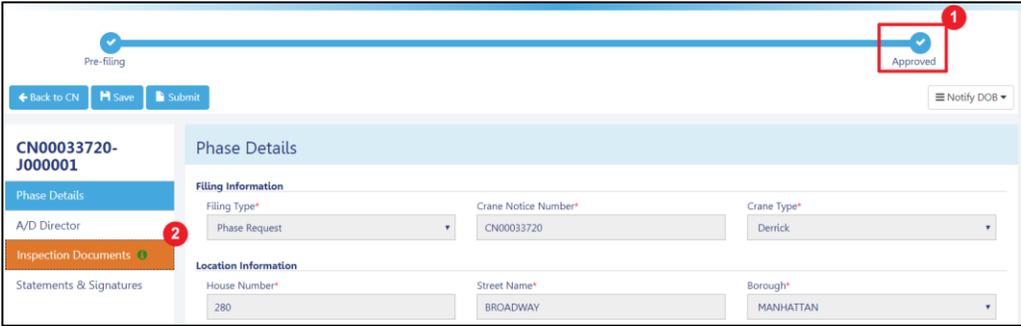
Step	Action
	<p>You have begun the process for Notifying DOB of Assembly/Disassembly. Continue to the Complete Notify Jump to DOB section.</p>

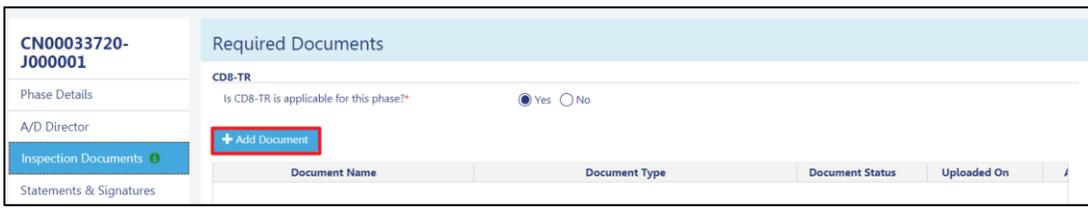
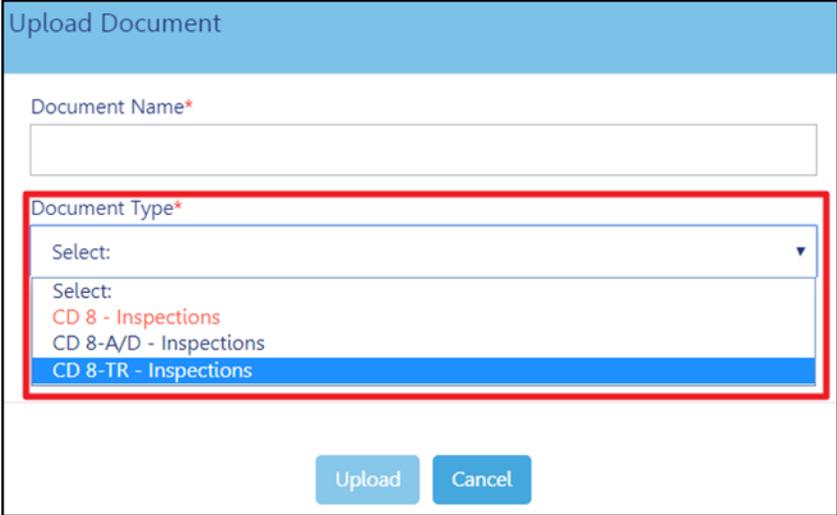
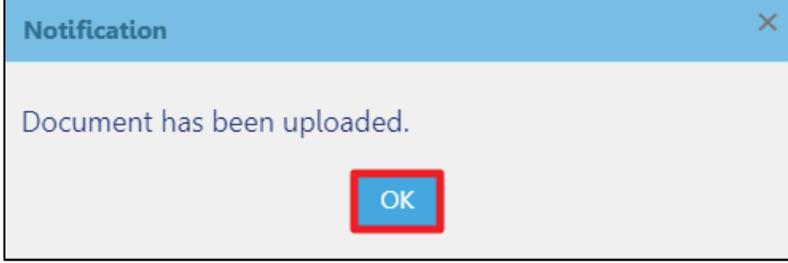
## Complete Notify Jump to DOB section

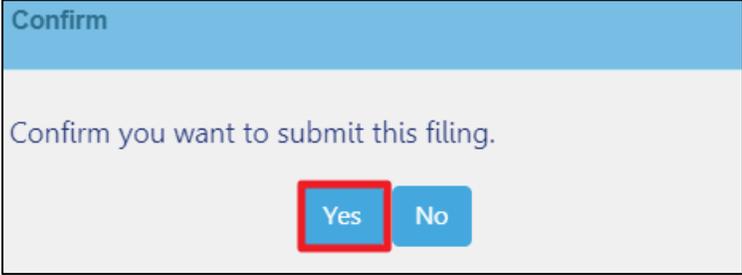
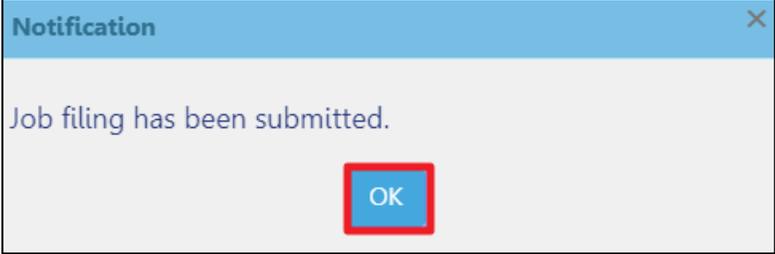
Complete the following steps to notify DOB of the Jump Details:

Step	Action
1.	<p>Locate the applicable phase and select <b>Notify Jump to DOB</b> from the <b>Action</b> drop-down list.</p>  <p>The screenshot shows a 'Phase Details' window with a table of phases. The 'Actions' column for the selected phase (P2) has a dropdown menu open, with 'Notify Jump To DOB' highlighted in red.</p>
2.	<p>A <b>Confirm</b> pop-up window displays with the message:  <b>Confirm you want to submit a notification for P2.</b>  Click <b>Yes</b>, to proceed.</p>  <p>The screenshot shows a 'Confirm' dialog box with the text 'Confirm you want to submit a notification for P2.' and two buttons: 'Yes' (highlighted with a red box) and 'No'.</p>

<p>3.</p>	<p>A <b>New Notification</b> pop-up window displays with the Crane Notice Number</p> <p>Complete the Notification:</p> <p>Select the Notification Type (e.g., Assembly of Device)</p> <p>Select the Notification Date/Time</p> <p>The selected Date/Time displays above the calendar.</p>	
<p>Note:</p>	<p>For Final Disassembly of Device, select <b>Disassembly of Device</b>.</p>	
<p>4.</p>	<p>Below the calendar, click <b>Notify</b>.</p>	

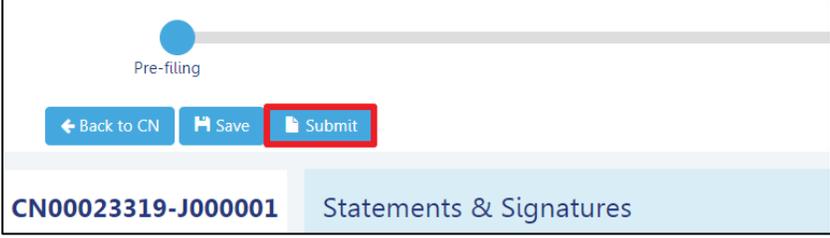
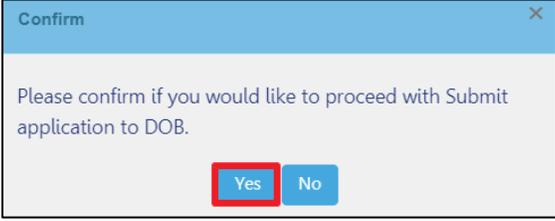
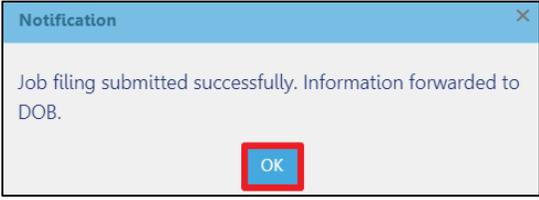
<p>5.</p>	<p>A <b>Confirm</b> pop-up window displays with the message: Confirm you want to submit a notification. Click <b>Yes</b> to proceed.</p>  <p>The image shows a 'Confirm' dialog box with a blue header. The main text reads 'Confirm you want to submit a notification.' At the bottom, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.</p>
<p>6.</p>	<p>A <b>Notification</b> pop-up window displays with the message: You have sent notification successfully. Click <b>OK</b> to proceed.</p>  <p>The image shows a 'Notification' dialog box with a blue header and a close button (X) in the top right. The main text reads 'Notification has been submitted.' At the bottom, there is an 'OK' button (highlighted with a red box).</p>
<p>Note:</p>	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> <li><i>The Status Bar moves to Approved</i></li> <li><i>The Inspection Documents tab displays</i></li> </ol> <p>Click Inspection Documents.</p>  <p>The image shows a screenshot of the application interface. At the top, a progress bar shows 'Pre-filing' with a checkmark and 'Approved' with a checkmark and a red circle containing the number '1'. Below the progress bar are buttons for 'Back to CN', 'Save', and 'Submit', and a 'Notify DOB' dropdown menu. The main content area is titled 'Phase Details' and includes 'Filing Information' and 'Location Information' sections. The 'Inspection Documents' tab is highlighted with a red circle containing the number '2'.</p>

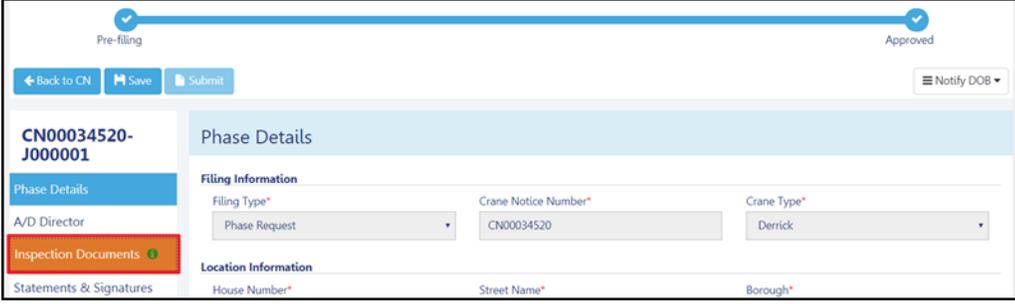
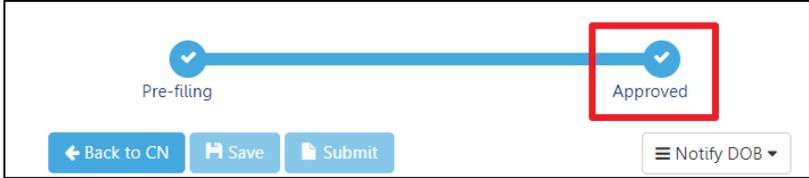
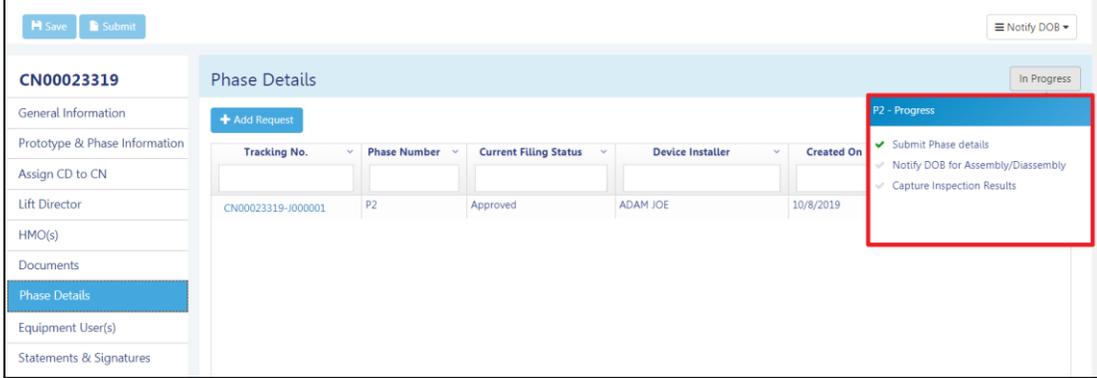
<p>7.</p>	<p>In the Inspection Documents tab, click <b>+Add Document</b>.</p> 
<p>8.</p>	<p>The <b>Upload Document</b> pop-up window is displayed. Upload the required documents.</p> 
<p>9.</p>	<p>A <b>Notification</b> pop-up window displays with the message: Document has been uploaded. Click <b>OK</b> to proceed.</p> 
	<p>Click <b>Save</b></p> 

	<p>A <b>Notification</b> pop-up window displays with the message:  <b>Job Filing</b> has been saved.          Click <b>OK</b> to proceed.</p> 
	<p>Click <b>Submit</b></p> 
	<p>A Confirmation pop-up window displays with the message:  <b>Confirm you want to submit this filing.</b>          Click <b>Yes</b> to proceed.</p> 
	<p>A Notification pop-up window displays with the message:          Job Filing has been submitted.          Click <b>OK</b> to proceed.</p> 
<p>You have completed the <b>Notify DOB – Assembly/Disassembly</b> Step-by-Step Guide.          Continue to the next section.</p>	

## Submit Phase Details

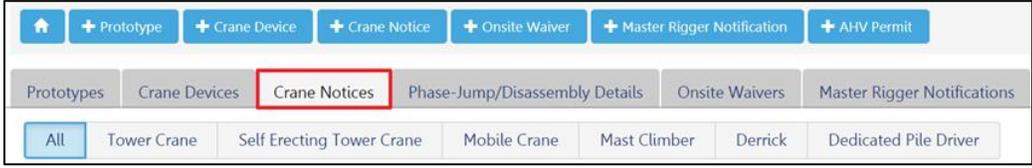
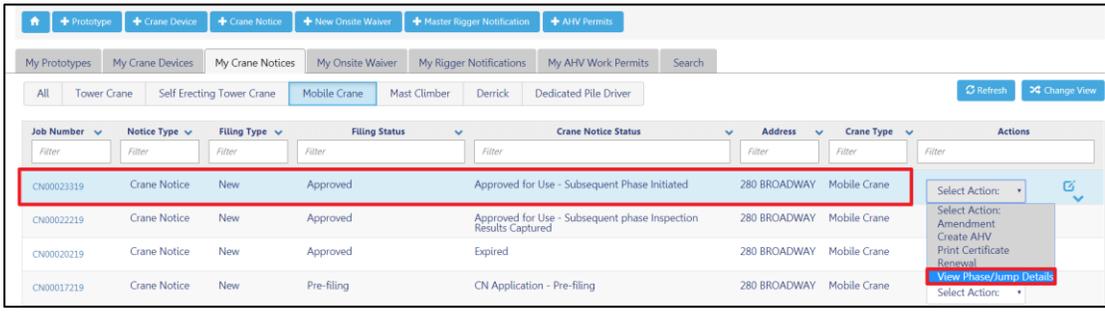
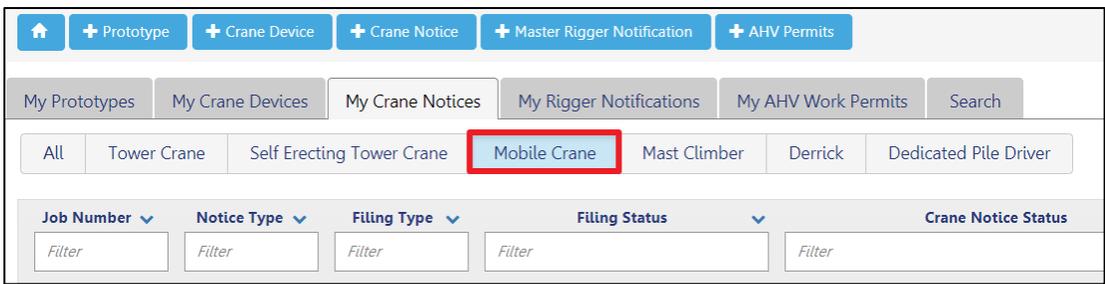
**Complete the following steps to submit the application to the NYC Department of Buildings.**

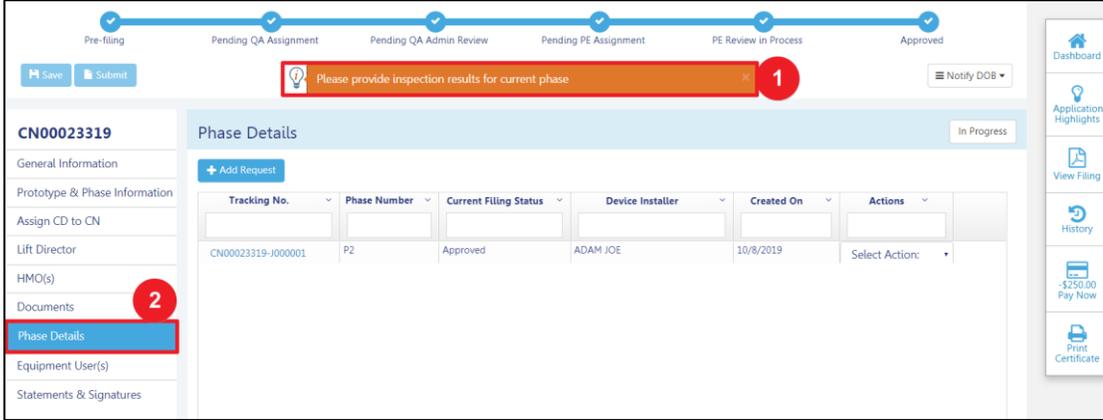
Step	Action
<b>APPLICANT OF RECORD</b>	
1.	<p>At the top-left of the screen, click <b>Submit</b>.</p> 
2.	<p>A <b>Confirm</b> pop-up window displays with the message: Please confirm if you would like to proceed with Submit application to DOB. Click <b>Yes</b> to proceed.</p> 
3.	<p>A <b>Notification</b> pop-up window displays with the message: Job filing submitted successfully. Information forwarded to DOB. Click <b>OK</b> to proceed.</p> 

Step	Action
4.	<p>In the Phase tab <b>Inspection Documents</b> is displayed.</p> 
5.	<p>The Status Bar updates to Approved.</p> 
Note:	<p>On the top-right, hover the mouse over <b>In Progress</b> to view the upcoming Phase task(s). A green tick (✓) symbolizes that the task is completed.</p> 
<p>You have completed the Submit Phase Details Step-by-Step Guide. Continue to the next section.</p>	

# Derrick Crane CN: Provide Inspection Results

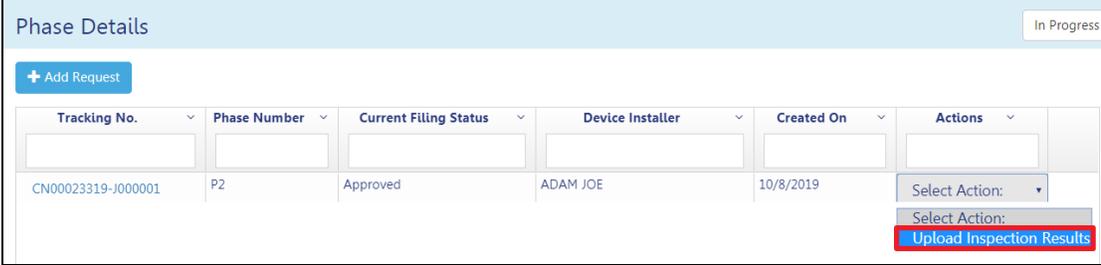
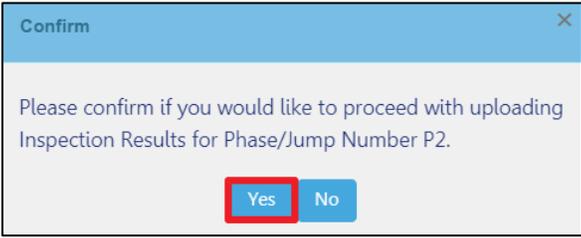
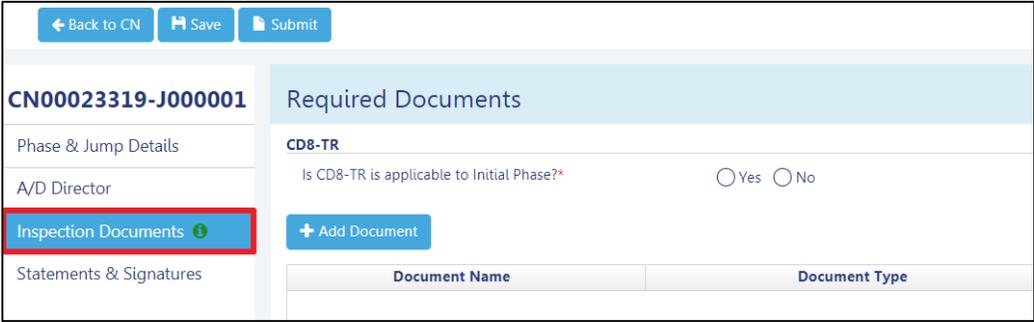
**Complete the following steps to provide the Phase Details – Inspections Results:**

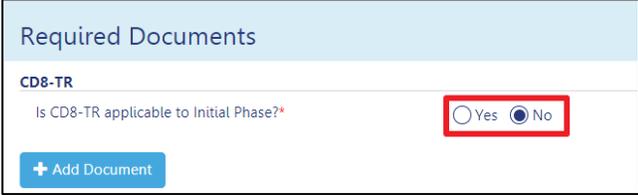
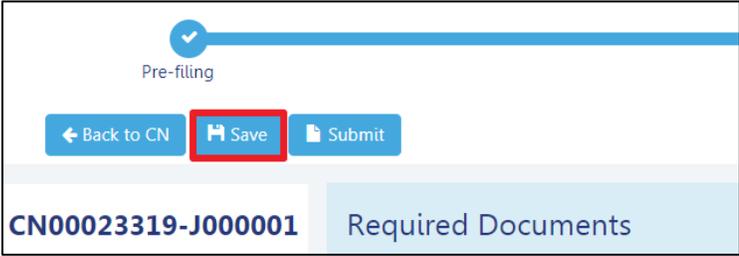
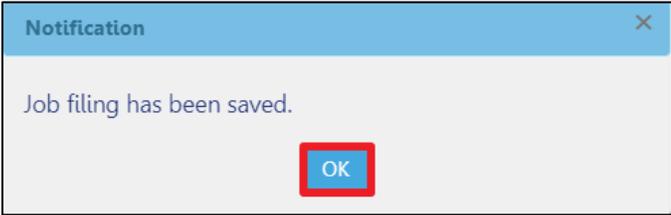
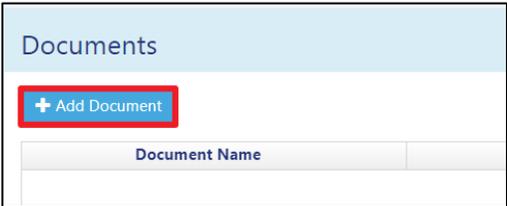
Step	Action
1.	<p>From the Dashboard, select the <b>Crane Notices</b> tab.</p> 
2.	<p>Locate the Crane Notice application.</p> <p>Under the Actions column, select View Phase/Jump Details.</p> 
Note:	<p>To filter the Crane Notices by Crane Type select the respective tab (e.g., <b>Derrick Crane</b>).</p> 

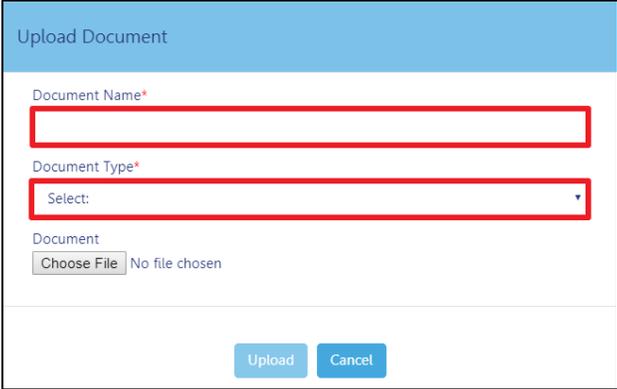
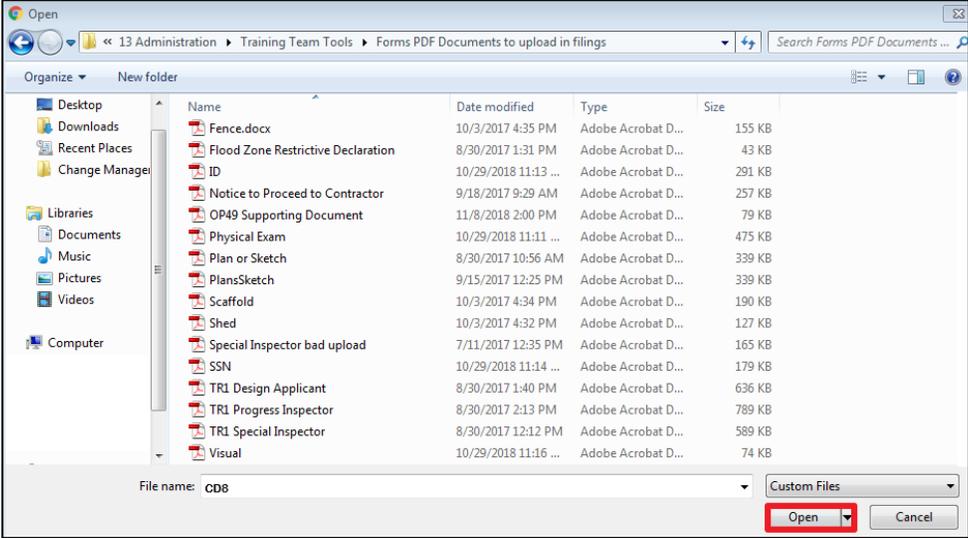
Step	Action
<p>Note:</p>	<p>The page refreshes and displays the Crane Notice Application: Phase Details tab:</p> <ol style="list-style-type: none"> <li><b>Notification</b> to provide inspection results</li> <li>Phase Details</li> </ol> 
<p style="text-align: center;">You have begun the process to <b>Provide Inspection Results</b>. Continue to the next section.</p>	

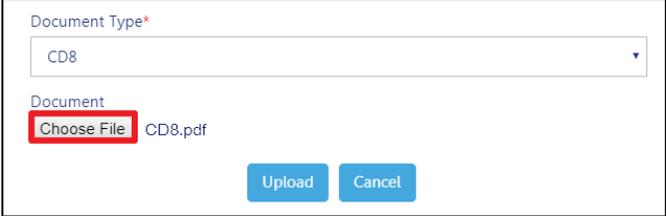
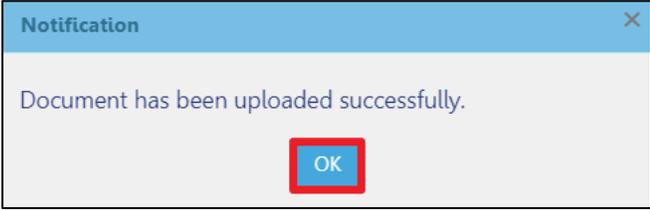
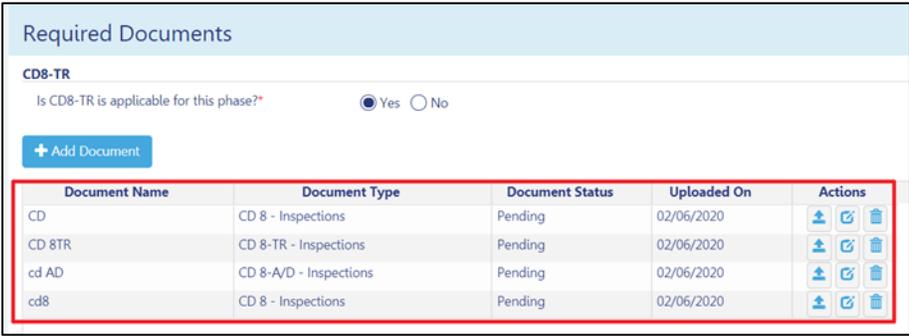
## Upload Inspection Results

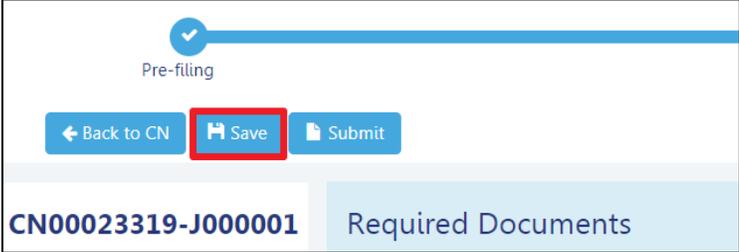
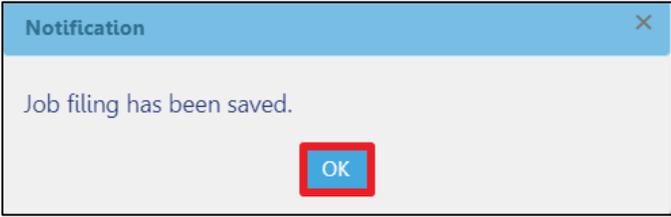
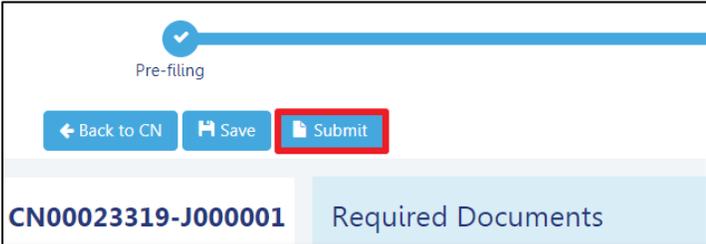
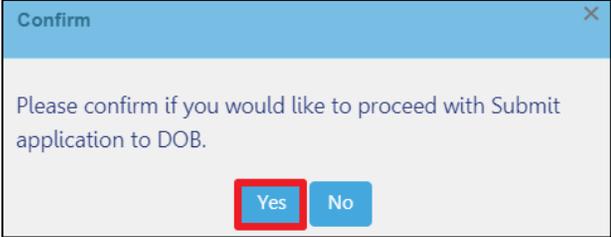
Complete the following steps to upload the inspection results in the Documents Tab to support the application:

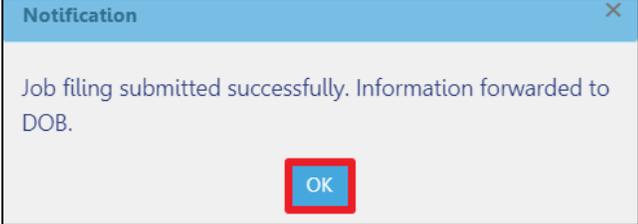
Step	Action
1.	<p>Locate the applicable phase and select <b>Upload Inspection Results</b> from the <b>Action</b> drop-down list.</p>  <p>The screenshot shows a 'Phase Details' section with a table. The table has columns for Tracking No., Phase Number, Current Filing Status, Device Installer, Created On, and Actions. The first row contains the values: CN00023319-J000001, P2, Approved, ADAM JOE, and 10/8/2019. The Actions column has a dropdown menu with 'Upload Inspection Results' highlighted in red.</p>
2.	<p>A <b>Confirm</b> pop-up window displays with the message: Please confirm if you would like to proceed with uploading Inspection Results for Phase/Jump Number P2. Click <b>Yes</b> to proceed.</p>  <p>The screenshot shows a 'Confirm' dialog box with the text: 'Please confirm if you would like to proceed with uploading Inspection Results for Phase/Jump Number P2.' At the bottom, there are two buttons: 'Yes' (highlighted in red) and 'No'.</p>
Note:	<p>The page refreshes and displays the <b>Inspection Documents</b> tab.</p>  <p>The screenshot shows the 'Inspection Documents' tab. On the left, there is a sidebar menu with 'Inspection Documents' highlighted in red. The main content area shows 'Required Documents' for 'CD8-TR' with a question 'Is CD8-TR is applicable to Initial Phase?*' and radio buttons for 'Yes' and 'No'. There is also an '+ Add Document' button and a table with columns 'Document Name' and 'Document Type'.</p>

Step	Action
1.	<p>Select the applicable radio-button for <b>Is CD8-TR applicable to Initial Phase?</b>.</p>  <p>The screenshot shows a 'Required Documents' section with a sub-section for 'CD8-TR'. It asks 'Is CD8-TR applicable to Initial Phase?*' with two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected and highlighted with a red box. There is also a '+ Add Document' button below.</p>
Note:	<p>1 Year CN Annual Inspection Countdown Starts when the Inspection Results are submitted:            CD8            CD8-TR (if applicable)            CD 8 A/D (if applicable)</p>
2.	<p>At the top-left of the screen, click <b>Save</b>.</p>  <p>The screenshot shows a 'Pre-filing' screen with a progress bar at the top. Below the progress bar are three buttons: '← Back to CN', 'Save', and 'Submit'. The 'Save' button is highlighted with a red box. At the bottom, there is a header with 'CN00023319-J000001' and 'Required Documents'.</p>
3.	<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>The screenshot shows a 'Notification' pop-up window with a blue header and a close button (X). The message inside says 'Job filing has been saved.' and there is an 'OK' button at the bottom, which is highlighted with a red box.</p>
4.	<p>Click <b>+Add Document</b>.</p>  <p>The screenshot shows a 'Documents' section with a '+ Add Document' button highlighted with a red box. Below the button is a table with a header 'Document Name' and one empty row.</p>

Step	Action
5.	<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., <b>CD8</b>) from the Document Type drop-down list.</p> 
6.	<p>Click <b>Choose File</b> to upload the Document Type selected.</p> 
7.	<p>The Document pop-up window displays.</p> <p>Select the Document and click <b>Open</b>.</p> 

Step	Action																									
8.	<p>The Document displays next to Choose File.</p> <p>Click <b>Upload</b>.</p>  <p>The screenshot shows a form with a 'Document Type*' dropdown menu set to 'CD8'. Below it is a 'Document' section with a 'Choose File' button highlighted in red, followed by 'CD8.pdf'. At the bottom are 'Upload' and 'Cancel' buttons.</p>																									
9.	<p>A <b>Notification</b> pop-up window displays with the message: Document has been uploaded successfully.</p> <p>Click <b>OK</b> to continue.</p>  <p>The screenshot shows a 'Notification' window with a blue header and a close button. The message reads 'Document has been uploaded successfully.' and an 'OK' button is highlighted in red at the bottom.</p>																									
Note:	<p><i>The Document uploaded displays within the Document table.</i></p> <p><i>Click the edit (  ) icon to update the Document information.</i></p> <p><i>Click the trash can (  ) icon to delete the Document.</i></p> <p><i>Click the upload (  ) icon to replace the Document previously uploaded.</i></p>  <p>The screenshot shows a 'Required Documents' section with a form for 'CD8-TR' and a table of documents. The table has columns for Document Name, Document Type, Document Status, Uploaded On, and Actions. The 'cd8' row is highlighted with a red border.</p> <table border="1" data-bbox="337 1497 1224 1644"> <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>CD</td> <td>CD 8 - Inspections</td> <td>Pending</td> <td>02/06/2020</td> <td> </td> </tr> <tr> <td>CD 8TR</td> <td>CD 8-TR - Inspections</td> <td>Pending</td> <td>02/06/2020</td> <td> </td> </tr> <tr> <td>cd AD</td> <td>CD 8-A/D - Inspections</td> <td>Pending</td> <td>02/06/2020</td> <td> </td> </tr> <tr> <td>cd8</td> <td>CD 8 - Inspections</td> <td>Pending</td> <td>02/06/2020</td> <td> </td> </tr> </tbody> </table>	Document Name	Document Type	Document Status	Uploaded On	Actions	CD	CD 8 - Inspections	Pending	02/06/2020		CD 8TR	CD 8-TR - Inspections	Pending	02/06/2020		cd AD	CD 8-A/D - Inspections	Pending	02/06/2020		cd8	CD 8 - Inspections	Pending	02/06/2020	
Document Name	Document Type	Document Status	Uploaded On	Actions																						
CD	CD 8 - Inspections	Pending	02/06/2020																							
CD 8TR	CD 8-TR - Inspections	Pending	02/06/2020																							
cd AD	CD 8-A/D - Inspections	Pending	02/06/2020																							
cd8	CD 8 - Inspections	Pending	02/06/2020																							

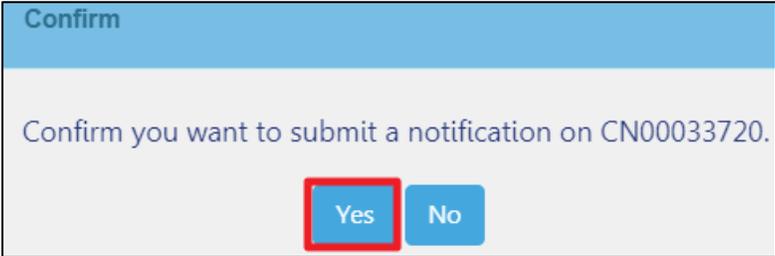
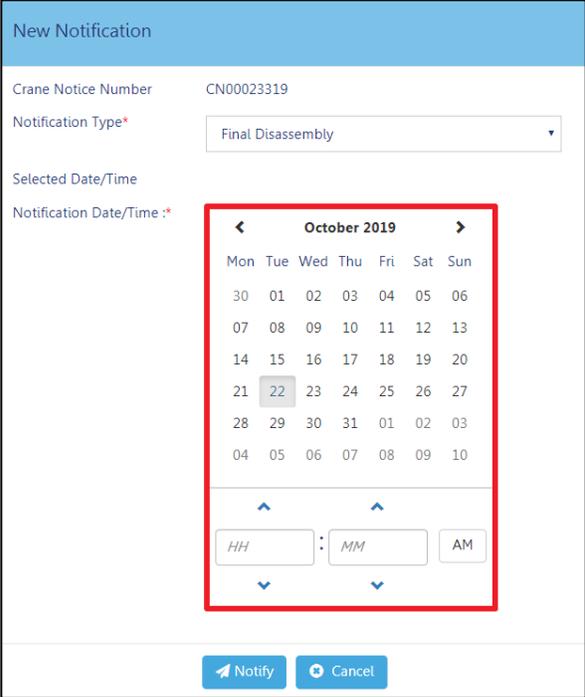
Step	Action
10.	<p>At the top-left of the screen, click <b>Save</b>.</p>  <p>The screenshot shows a progress bar at the top with a checkmark and the text 'Pre-filing'. Below the bar are three buttons: 'Back to CN', 'Save', and 'Submit'. The 'Save' button is highlighted with a red box. At the bottom of the screen, the job ID 'CN00023319-J000001' and the text 'Required Documents' are visible.</p>
11.	<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>The screenshot shows a 'Notification' window with a close button (X) in the top right corner. The message inside reads 'Job filing has been saved.' At the bottom center, there is an 'OK' button highlighted with a red box.</p>
12.	<p>At the top-left of the screen, click <b>Submit</b>.</p>  <p>The screenshot is identical to the one in step 10, showing the 'Pre-filing' screen with the 'Save' and 'Submit' buttons. In this step, the 'Submit' button is highlighted with a red box.</p>
13.	<p>A <b>Confirm</b> pop-up window displays with the message: Please confirm if you would like to proceed with Submit application to DOB. Click <b>Yes</b> to proceed.</p>  <p>The screenshot shows a 'Confirm' window with a close button (X) in the top right corner. The message inside reads 'Please confirm if you would like to proceed with Submit application to DOB.' At the bottom center, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box.</p>

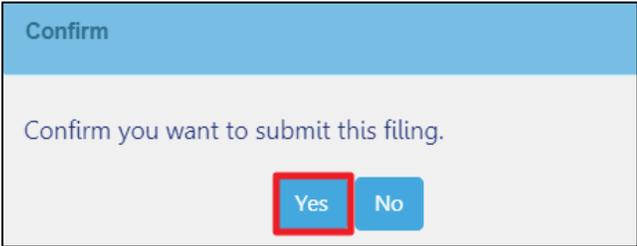
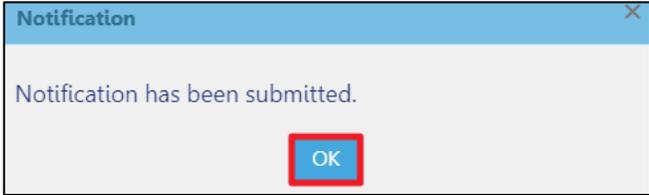
Step	Action
14.	<p>A <b>Notification</b> pop-up window displays with the message:            Job filing submitted successfully. Information forwarded to DOB.            Click <b>OK</b> to proceed.</p> 
<p style="text-align: center;">You have completed the <b>Upload Documents</b>.            Continue to the next section.</p>	

# Derrick Crane CN: Notify DOB - Final Disassembly Notification

Complete the following steps to provide the Crane Phase Details:

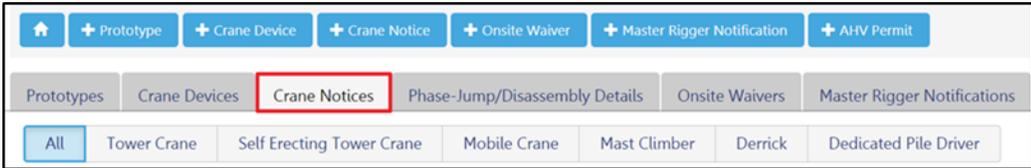
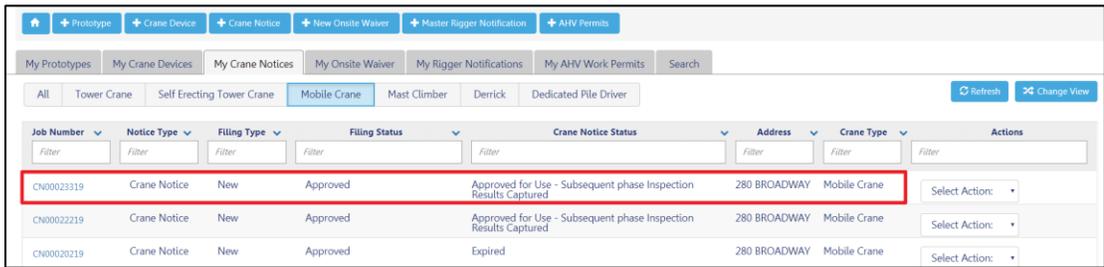
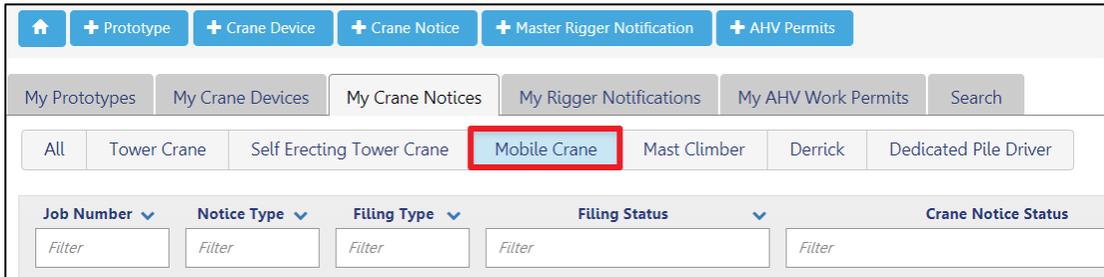
Step	Action
1.	<p>From the Dashboard, select the <b>Crane Notices</b> tab.</p> 
2.	<p>Locate the Crane Notice application.</p> <p>Under the <b>Actions</b> column, select <b>Notify DOB</b>.</p> <p>If the option does not display, review the Phase Details steps for <a href="#">Derrick Crane CN: Notify DOB of Assembly/Disassembly section</a>.</p> 
Note:	<p>To filter the Crane Notices by Crane Type select the respective tab (e.g., <b>Derrick Crane</b>).</p> 

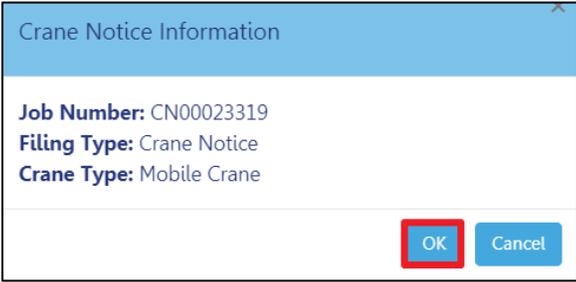
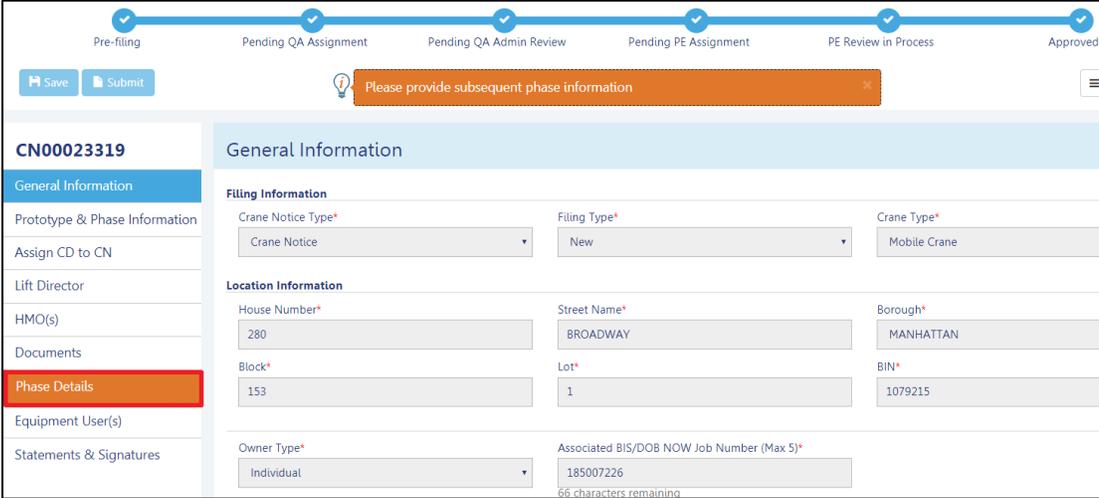
Step	Action
3.	<p>A <b>Confirm</b> pop-up window displays with the message: Please confirm if you would like to proceed with assign Crane Device on Crane Notice.CN00033720. Click <b>Yes</b> to proceed.</p> 
4.	<p>A <b>New Notification</b> pop-up window displays with the Crane Notice Number and Notification Type. Complete the Notification: Select the Notification Date/Time The selected Date/Time displays above the calendar.</p> 
5.	<p>Below the calendar, click <b>Notify</b>.</p> 

Step	Action
6.	<p>A Confirm pop-up window displays with the message: Confirm you want to submit a notification. Click <b>Yes</b> to proceed.</p> 
7.	<p>A <b>Notification</b> pop-up window displays with the message: Notification has been submitted. Click <b>OK</b> to proceed.</p> 
Note	<p>The Crane Status Notice is <b>Expired</b>.</p> 
<p>You have completed the <b>Derrick Crane CN: Final Disassembly Notification</b> Step-by-Step Guide.</p>	

# OPTIONAL: Derrick Crane CN: Request New Equipment User(s)

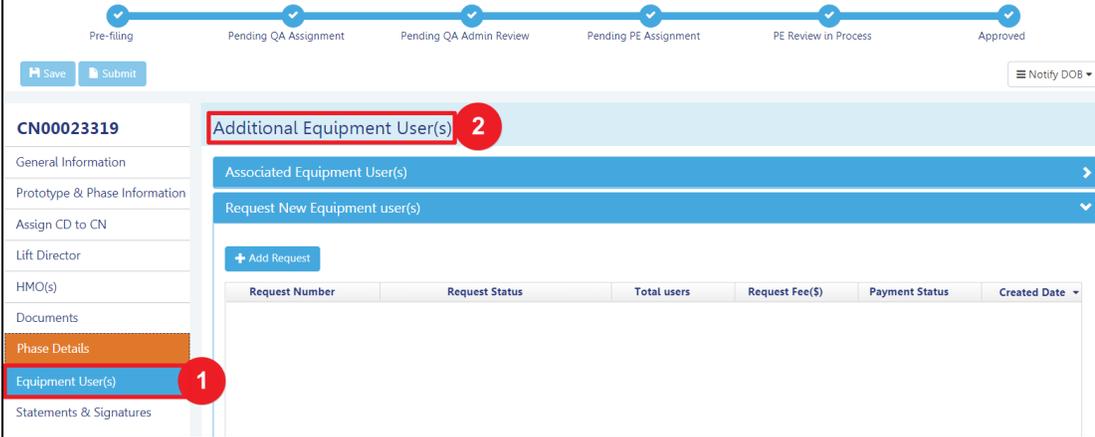
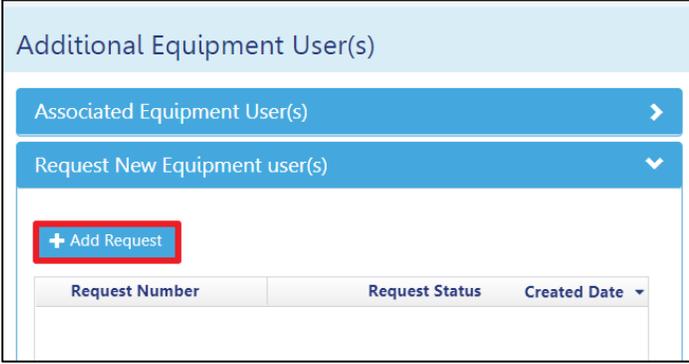
Complete the following steps if applicable to request additional Equipment Users:

Step	Action																																
Note:	The newly added Equipment User must assign their Lift Directors. All stakeholders must complete attestations.																																
1.	<p>From the Dashboard, select the <b>Crane Notices</b> tab.</p> 																																
2.	<p>Locate the Crane Notice application. <b>Double-click</b> to view the details.</p>  <table border="1"> <thead> <tr> <th>Job Number</th> <th>Notice Type</th> <th>Filing Type</th> <th>Filing Status</th> <th>Crane Notice Status</th> <th>Address</th> <th>Crane Type</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>CN00023319</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>Approved for Use - Subsequent phase Inspection Results Captured</td> <td>280 BROADWAY</td> <td>Mobile Crane</td> <td>Select Action: ▾</td> </tr> <tr> <td>CN00022219</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>Approved for Use - Subsequent phase Inspection Results Captured</td> <td>280 BROADWAY</td> <td>Mobile Crane</td> <td>Select Action: ▾</td> </tr> <tr> <td>CN00020219</td> <td>Crane Notice</td> <td>New</td> <td>Approved</td> <td>Expired</td> <td>280 BROADWAY</td> <td>Mobile Crane</td> <td>Select Action: ▾</td> </tr> </tbody> </table>	Job Number	Notice Type	Filing Type	Filing Status	Crane Notice Status	Address	Crane Type	Actions	CN00023319	Crane Notice	New	Approved	Approved for Use - Subsequent phase Inspection Results Captured	280 BROADWAY	Mobile Crane	Select Action: ▾	CN00022219	Crane Notice	New	Approved	Approved for Use - Subsequent phase Inspection Results Captured	280 BROADWAY	Mobile Crane	Select Action: ▾	CN00020219	Crane Notice	New	Approved	Expired	280 BROADWAY	Mobile Crane	Select Action: ▾
Job Number	Notice Type	Filing Type	Filing Status	Crane Notice Status	Address	Crane Type	Actions																										
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CN00020219	Crane Notice	New	Approved	Expired	280 BROADWAY	Mobile Crane	Select Action: ▾																										
Note:	<p>To filter the Crane Notices by Crane Type select the respective tab (e.g., <b>Derrick Crane</b>).</p> 																																

Step	Action
3.	<p>A <b>Crane Notice Information</b> pop-up window displays with the message:</p> <p><b>Job Number:</b> CN00023319</p> <p><b>Filing Type:</b> Crane Notice</p> <p><b>Crane Type:</b> Derrick Crane</p> <p>Click <b>OK</b> to proceed.</p> 
Note:	<p>The page refreshes and displays the Crane Notice Application and the current task tab is highlighted (e.g., Phase Details)</p> 
<p style="text-align: center;">You have begun the process to <b>Request New Equipment User(s)</b>.</p> <p style="text-align: center;">Continue to the next section.</p>	

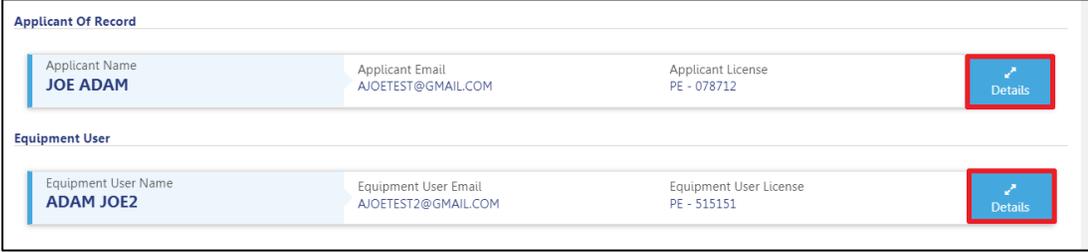
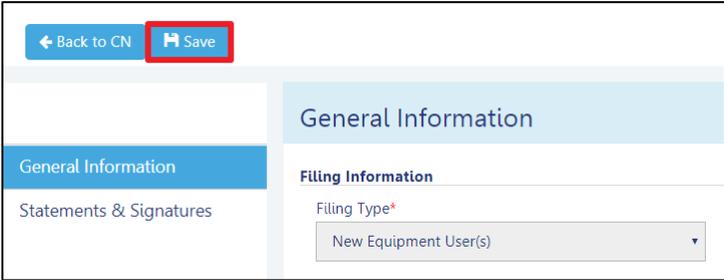
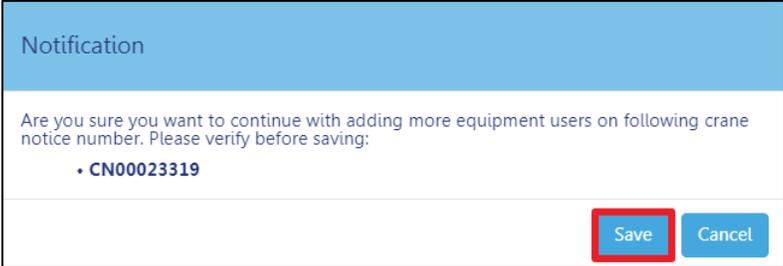
# Add Request

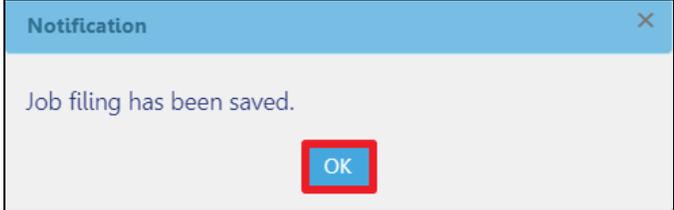
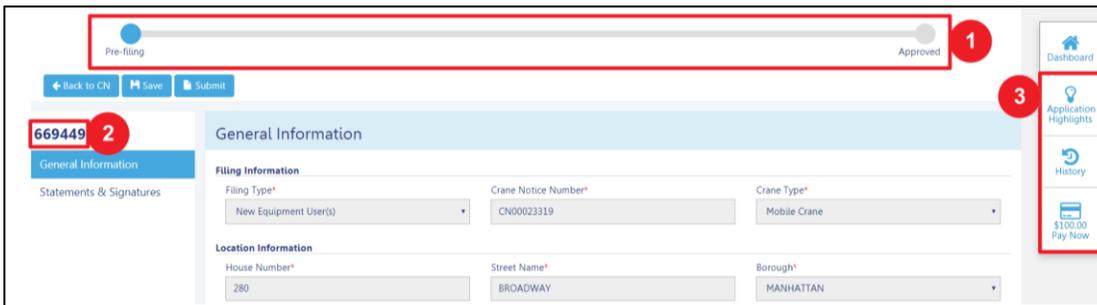
Complete the following steps to upload the inspection results in the Documents Tab to support the application:

Step	Action
1.	<p>Select the <b>Equipment User(s)</b> tab to display the Additional Equipment User(s) section.</p> 
2.	<p>Select the <b>+Add Request</b> button</p> 
Note:	<p>The page refreshes and displays the Equipment User: <b>General Information</b> tab.</p> 

Step	Action
<p>Note:</p>	<p>The Filing Information and Location Information sections are greyed-out and cannot be edited.</p> <div data-bbox="326 373 1425 718" style="border: 1px solid black; padding: 5px;"> <p><b>General Information</b></p> <p><b>Filing Information</b></p> <p>Filing Type* <input type="text" value="New Equipment User(s)"/> Crane Notice Number* <input type="text" value="CN00023319"/> Crane Type* <input type="text" value="Mobile Crane"/></p> <p><b>Location Information</b></p> <p>House Number* <input type="text" value="280"/> Street Name* <input type="text" value="BROADWAY"/> Borough* <input type="text" value="MANHATTAN"/></p> <p>Block* <input type="text" value="153"/> Lot* <input type="text" value="1"/> BIN* <input type="text" value="1079215"/></p> </div>

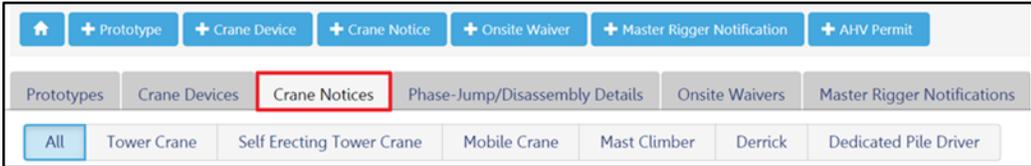
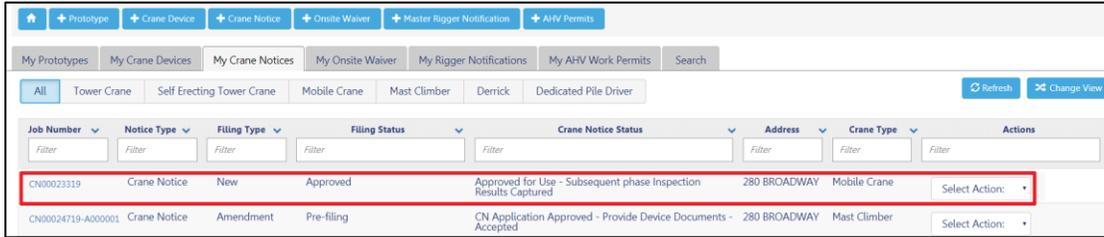
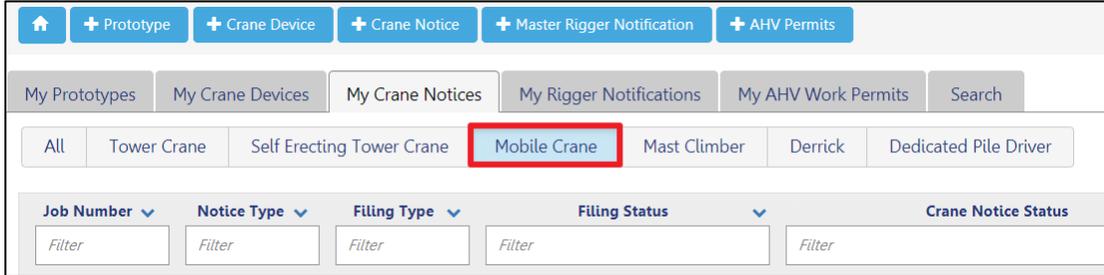
Step	Action														
4.	<p>The <b>Equipment User Details</b> pop-up window displays.</p> <p>Type the <b>Email</b> and then select the Email Address from the blue-drop down.</p> <p>Select the License Type (e.g. Professional Engineer)</p> <p>Select the Business Name</p> <div data-bbox="326 474 1419 953" style="border: 1px solid black; padding: 5px;"> <p><b>Equipment User Details</b></p> <p>Email* <input type="text" value="DOBT TESTING456@GMAIL.COM"/>   <span style="border: 1px solid blue; padding: 2px;">DOBT TESTING456@GMAIL.COM</span></p> <p>Select: <span style="border: 1px solid red; padding: 2px;">▼</span></p> <p>License Number* <input type="text"/></p> <p>Business Name* <span style="border: 1px solid red; padding: 2px;">Select: ▼</span></p> <p>Last Name <input type="text"/></p> <p>First Name <input type="text"/></p> <p>Business 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>Business Telephone <input type="text"/></p> <p>Mobile Telephone <input type="text"/></p> </div>														
5.	<p>Click <b>Save</b>.</p> <div data-bbox="326 1056 1412 1293" style="border: 1px solid black; padding: 5px;"> <p><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.</p> <p>Name <input type="text"/></p> <p>Date <input type="text"/></p> <p style="text-align: center;"> <span style="border: 1px solid red; padding: 2px;">Save</span> <span style="padding: 2px;">Cancel</span> </p> </div>														
Note:	<p>The Equipment User added displays within the Equipment User(s) information table.</p> <p>Click the edit (  ) icon to update the information.</p> <p>Click the trash can (  ) icon to delete the Equipment User.</p> <div data-bbox="326 1514 1425 1671" style="border: 1px solid black; padding: 5px;"> <p><b>Equipment User(s) Information</b></p> <p><span style="border: 1px solid blue; padding: 2px;">+ Add Equipment User</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email</th> <th>Business Name</th> <th>Identified</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>TESTING</td> <td>DOB</td> <td>DOBT TESTING456@GMAIL.CO...</td> <td>TESTING LLC</td> <td>No</td> <td style="border: 1px solid red;"></td> <td style="border: 1px solid red;"></td> </tr> </tbody> </table> </div>	First Name	Last Name	Email	Business Name	Identified	Edit	Delete	TESTING	DOB	DOBT TESTING456@GMAIL.CO...	TESTING LLC	No		
First Name	Last Name	Email	Business Name	Identified	Edit	Delete									
TESTING	DOB	DOBT TESTING456@GMAIL.CO...	TESTING LLC	No											

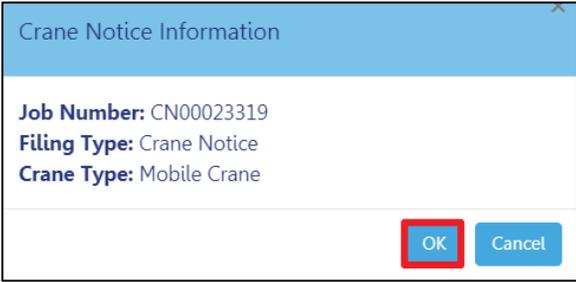
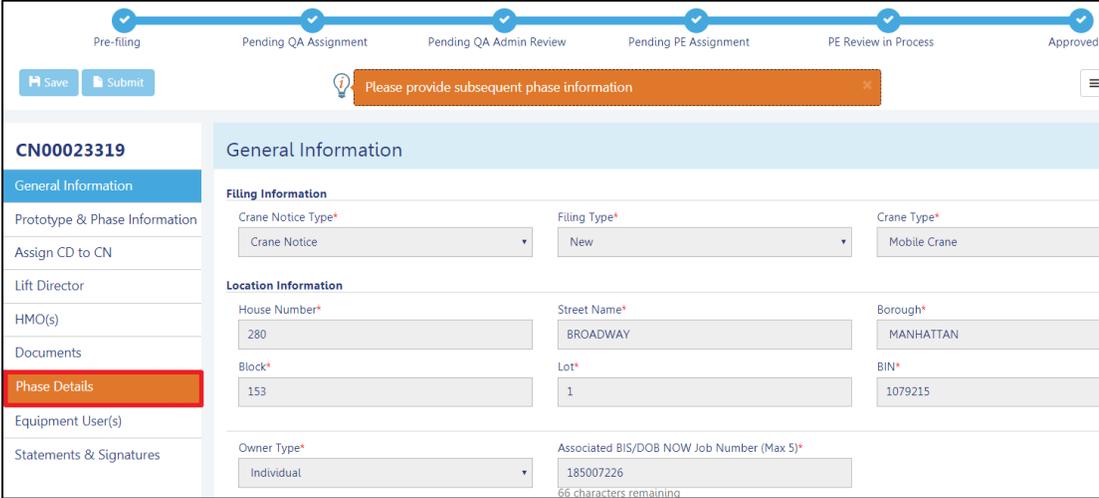
Step	Action
Note:	<p>Click the <b>Details</b> button to display the Applicant of Record or Equipment User details.</p> 
6.	<p>At the top-left of the screen, click <b>Save</b>.</p> 
7.	<p>A <b>Notification</b> pop-up window displays with the message:</p> <p>Are you sure you want to continue with adding more equipment users on following crane notice number. Please verify before saving:</p> <ul style="list-style-type: none"> <li>• (e.g., CN00023319)</li> </ul> <p>Click <b>Save</b> to continue.</p> 

Step	Action
8.	<p>A <b>Notification</b> pop-up window displays with the message: Job filing has been saved. Click <b>OK</b> to continue.</p> 
9.	<p>The page refreshes and displays the additional items: Status Bar Crane Notice Filing Number <b>Additional Tabs:</b> Prototype &amp; Phase Information, Document and Statements &amp; Signatures <b>Application Information:</b> Application Highlights, View Filing, History and Fee</p> 
<p>You have completed the <b>Add Request</b> tab. Continue to the next section.</p>	

## Completes Statements & Signatures: Equipment User

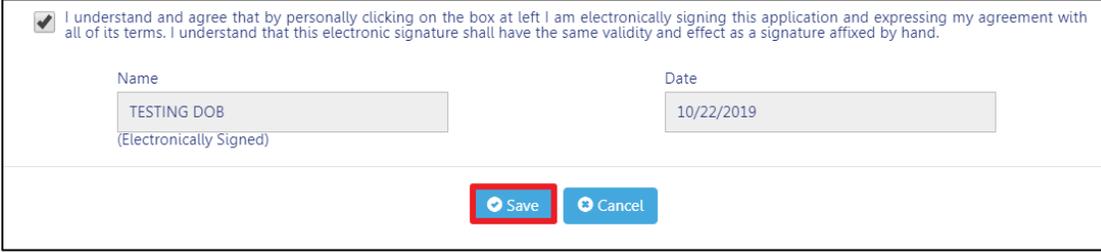
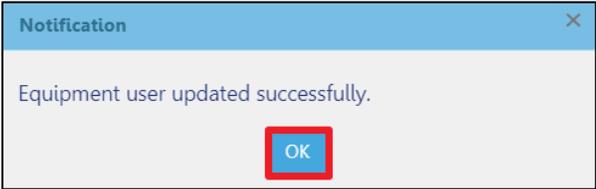
**Complete the following steps to complete the attestations in the Statement & Signatures tab:**

Step	Action
<b>EQUIPMENT USER'S STATEMENT</b>	
1.	<p>From the Dashboard, select the <b>Crane Notices</b> tab.</p> 
2.	<p>Locate the Crane Notice application.</p> <p><b>Double-click</b> to view the details.</p> 
Note:	<p>To filter the Crane Notices by Crane Type select the respective tab (e.g., Derrick Crane).</p> 

Step	Action
3.	<p>A <b>Crane Notice Information</b> pop-up window displays with the message:</p> <p>Job Number: CN00023319</p> <p>Filing Type: Crane Notice</p> <p>Crane Type: Derrick Crane</p> <p>Click <b>OK</b> to proceed.</p> 
Note:	<p>The page refreshes and displays the Crane Notice Application and the current task tab is highlighted (e.g., Phase Details)</p> 

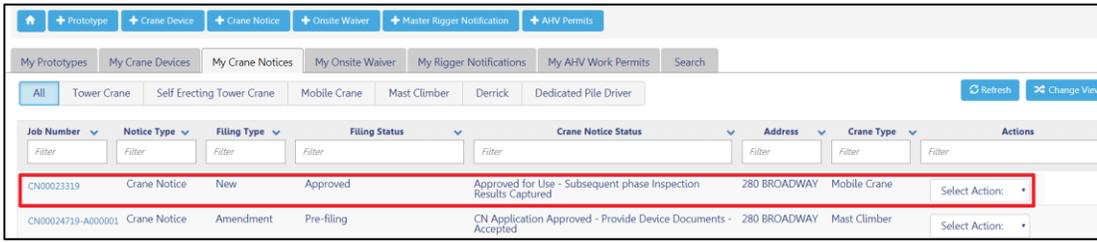
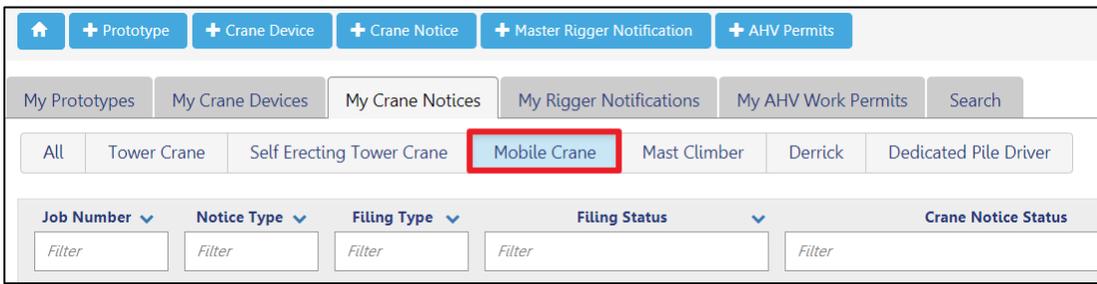
Step	Action
4.	<p>Select the Equipment User(s) tab.</p>
5.	<p>Double-click the <b>Request Number</b> to display the Equipment User information.</p>
6.	<p>The page refreshes and displays the Request.</p> <p>Click the edit (  ) icon to display the <b>Equipment User Information</b> Details to complete the attestation.</p>

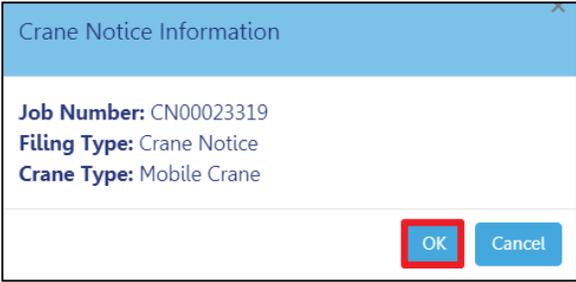
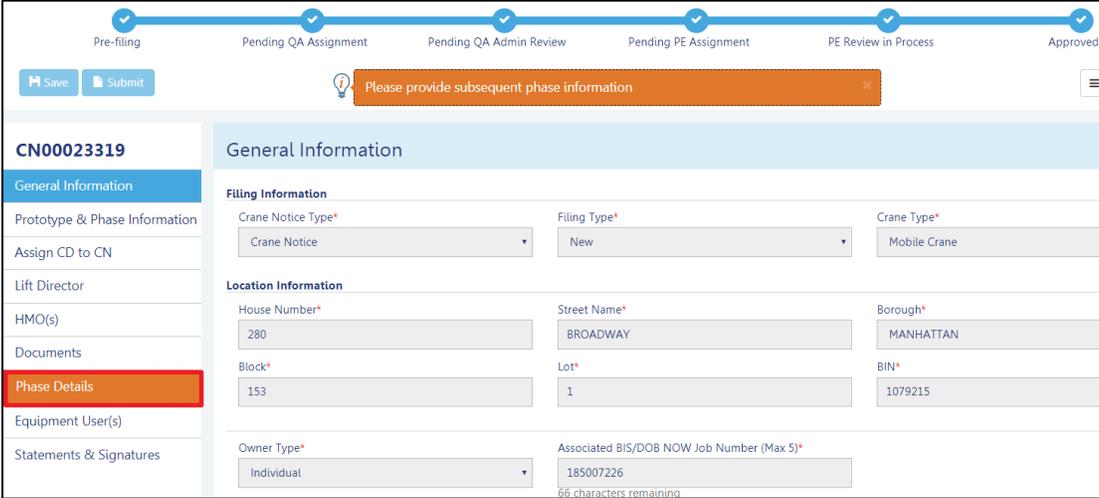
Step	Action																															
7.	<p>The <b>Equipment User Details</b> pop-up window displays.</p> <p>Select the Equipment User’s Statement check box to electronically attest.</p> <p>The <b>Name</b> and <b>Date</b> fields auto-populate by the system.</p> <div data-bbox="326 441 1427 1354" style="border: 1px solid black; padding: 10px;"> <p><b>Equipment User Details</b></p> <table border="0"> <tr> <td>Email*</td> <td>Last Name</td> <td>First Name</td> </tr> <tr> <td>DOBTESTING456@GMAIL.COM</td> <td>DOB</td> <td>TESTING</td> </tr> <tr> <td>License Type*</td> <td>License Number*</td> <td>Business Name*</td> </tr> <tr> <td>Professional Engineer</td> <td>084735</td> <td>TESTING LLC</td> </tr> <tr> <td>Business Name</td> <td>Business Address</td> <td>City</td> </tr> <tr> <td>TESTING LLC</td> <td>TESTING LLC</td> <td>NYC</td> </tr> <tr> <td>State</td> <td>Zip Code</td> <td>Business Telephone</td> </tr> <tr> <td>NY</td> <td>10007</td> <td>(201) 365-5885</td> </tr> <tr> <td>Mobile Telephone</td> <td></td> <td></td> </tr> </table> <p><b>Equipment’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><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> <table border="0"> <tr> <td>Name</td> <td>Date</td> </tr> <tr> <td>TESTING DOB (Electronically Signed)</td> <td>10/21/2019</td> </tr> </table> <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div>	Email*	Last Name	First Name	DOBTESTING456@GMAIL.COM	DOB	TESTING	License Type*	License Number*	Business Name*	Professional Engineer	084735	TESTING LLC	Business Name	Business Address	City	TESTING LLC	TESTING LLC	NYC	State	Zip Code	Business Telephone	NY	10007	(201) 365-5885	Mobile Telephone			Name	Date	TESTING DOB (Electronically Signed)	10/21/2019
Email*	Last Name	First Name																														
DOBTESTING456@GMAIL.COM	DOB	TESTING																														
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Business Name	Business Address	City																														
TESTING LLC	TESTING LLC	NYC																														
State	Zip Code	Business Telephone																														
NY	10007	(201) 365-5885																														
Mobile Telephone																																
Name	Date																															
TESTING DOB (Electronically Signed)	10/21/2019																															
Note:	<p>The statement applicable to the Stakeholder that’s logged in highlights in blue.</p> <div data-bbox="326 1455 1427 1879" style="border: 1px solid black; padding: 10px;"> <p><b>Equipment’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><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.</p> <table border="0"> <tr> <td>Name</td> <td>Date</td> </tr> <tr> <td></td> <td></td> </tr> </table> <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div>	Name	Date																													
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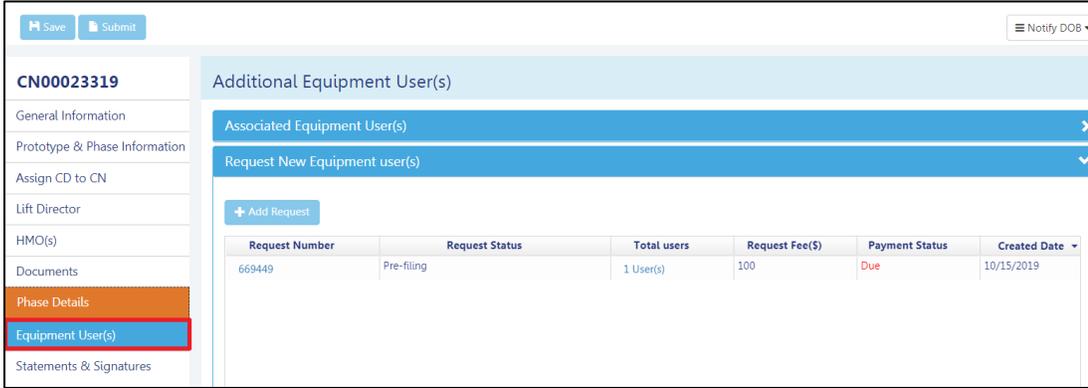
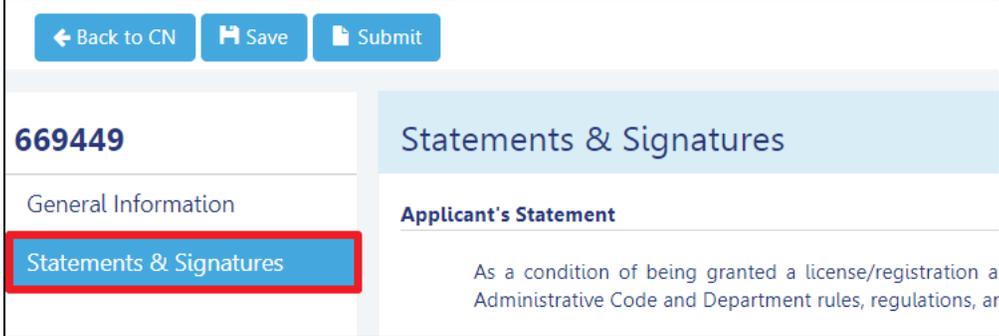
Step	Action
8.	<p>Below the <b>Name</b> and <b>Date</b> fields, click <b>Save</b>.</p> 
9.	<p>A <b>Notification</b> pop-up window displays with the message: Equipment user updated successfully. Click <b>OK</b> to continue.</p> 
<p>You have completed the <b>Complete Statements and Signatures: Equipment User</b> section. Continue to the next section.</p>	

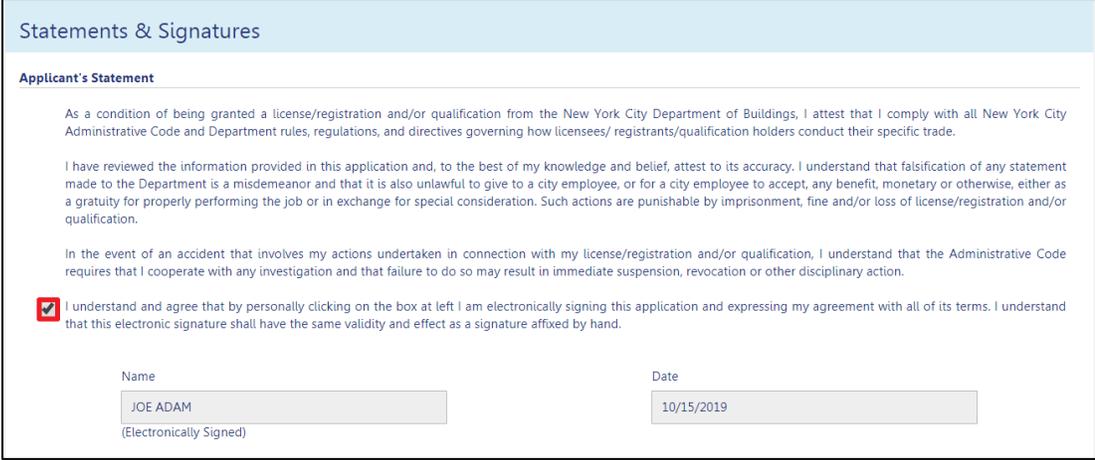
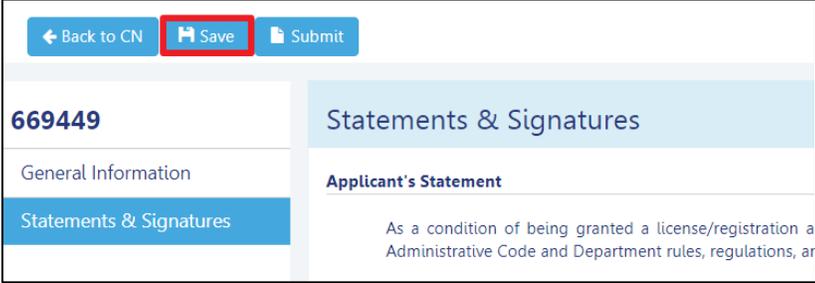
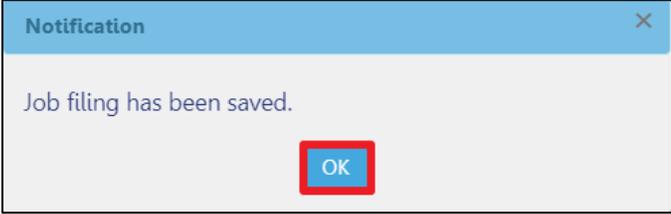
## Complete Statements & Signatures: Applicant of Record

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

Step	Action
APPLICANT OF RECORD	
1.	<p>From the Dashboard, select the <b>Crane Notices</b> tab.</p> 
2.	<p>Locate the Crane Notice application. <b>Double-click</b> to view the details.</p> 
Note:	<p>To filter the Crane Notices by Crane Type select the respective tab (e.g., <b>Derrick Crane</b>).</p> 

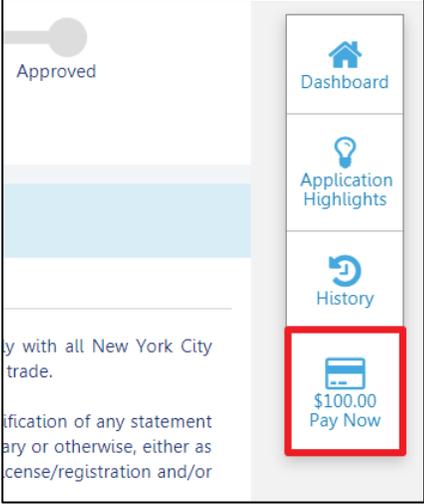
Step	Action
3.	<p>A <b>Crane Notice Information</b> pop-up window displays with the message:            Job Number: CN00023319  <b>Filing Type:</b> Crane Notice  <b>Crane Type:</b> Derrick Crane            Click <b>OK</b> to proceed.</p> 
Note:	<p>The page refreshes and displays the Crane Notice Application and the current task tab is highlighted (e.g., Phase Details).</p> 

Step	Action												
4.	<p>Select the Equipment User(s) tab.</p>  <table border="1" data-bbox="544 567 1404 630"> <thead> <tr> <th>Request Number</th> <th>Request Status</th> <th>Total users</th> <th>Request Fee(\$)</th> <th>Payment Status</th> <th>Created Date</th> </tr> </thead> <tbody> <tr> <td>669449</td> <td>Pre-filing</td> <td>1 User(s)</td> <td>100</td> <td>Due</td> <td>10/15/2019</td> </tr> </tbody> </table>	Request Number	Request Status	Total users	Request Fee(\$)	Payment Status	Created Date	669449	Pre-filing	1 User(s)	100	Due	10/15/2019
Request Number	Request Status	Total users	Request Fee(\$)	Payment Status	Created Date								
669449	Pre-filing	1 User(s)	100	Due	10/15/2019								
5.	<p>Double-click the <b>Request Number</b> to display the Equipment User information.</p>  <table border="1" data-bbox="544 1008 1404 1060"> <thead> <tr> <th>Request Number</th> <th>Request Status</th> <th>Total users</th> <th>Request Fee(\$)</th> <th>Payment Status</th> <th>Created Date</th> </tr> </thead> <tbody> <tr> <td>669449</td> <td>Pre-filing</td> <td>1 User(s)</td> <td>100</td> <td>Due</td> <td>10/15/2019</td> </tr> </tbody> </table>	Request Number	Request Status	Total users	Request Fee(\$)	Payment Status	Created Date	669449	Pre-filing	1 User(s)	100	Due	10/15/2019
Request Number	Request Status	Total users	Request Fee(\$)	Payment Status	Created Date								
669449	Pre-filing	1 User(s)	100	Due	10/15/2019								
6.	<p>The Request Details display. Select the Statement &amp; Signatures tab.</p>  <p><b>669449</b></p> <p>General Information</p> <p><b>Statements &amp; Signatures</b></p> <p><b>Applicant's Statement</b></p> <p>As a condition of being granted a license/registration a Administrative Code and Department rules, regulations, ar</p>												

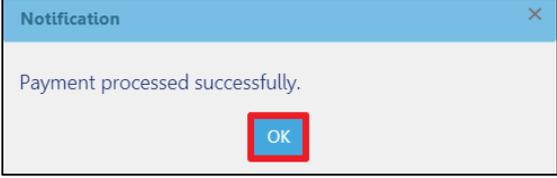
Step	Action
7.	<p>Click the <b>Applicant’s Statement</b> check-box to electronically attest.</p> <p>The <b>Name</b> and <b>Date</b> fields auto-populate by the system.</p> 
8.	<p>At the top-left of the screen, click <b>Save</b>.</p> 
9.	<p>A <b>Notification</b> pop-up window displays with the message:  <b>Job filing has been saved.</b></p> <p>Click <b>OK</b> to continue.</p> 
<p>You have completed the Statements &amp; Signatures: Applicant of Record Step-by-Step Guide.            Continue to the next section.</p>	

## Pay Fees

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

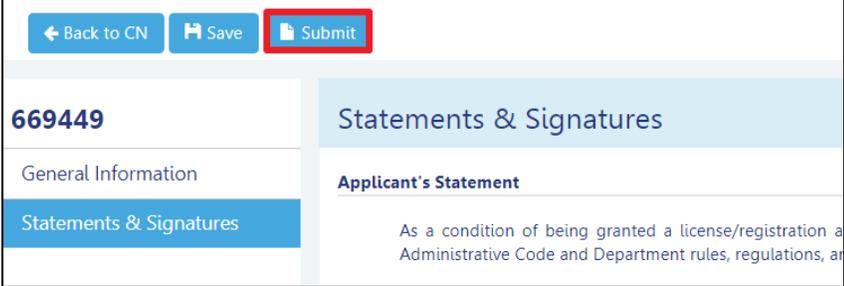
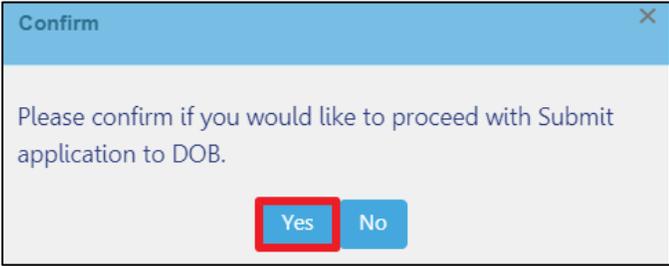
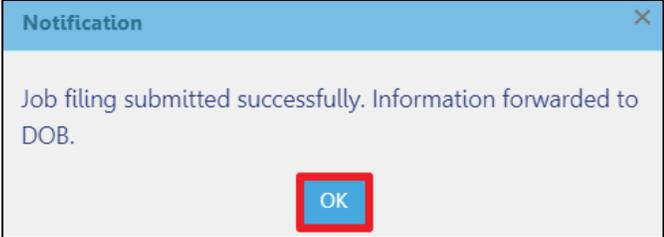
Step	Action
Note:	<i>The job filing's fees must be paid before continuing to Preview to File.</i>
1.	<p>At the bottom-right of the screen, click <b>Pay Now</b>.</p>  <p>The screenshot shows a sidebar menu on the right side of the screen. The menu items are: Dashboard (home icon), Application Highlights (lightbulb icon), History (refresh icon), and Pay Now (credit card icon with '\$100.00'). The 'Pay Now' button is highlighted with a red rectangular box.</p>

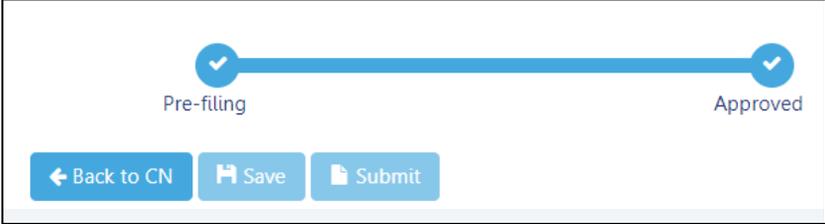
Step	Action
2.	<p>The <b>Payment Confirmation</b> pop-up window displays with the message:</p> <p>Are you sure you want to make a payment now for <b>\$100.00</b>?</p> <p>Payment is not the last step. Click the Preview to File/Submit button at the top of the screen to submit the application.</p> <p>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</p> <p>Click <b>Yes</b>, to proceed.</p> <div data-bbox="326 579 1195 1104" style="border: 1px solid black; padding: 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>• Add/delete Equipment User(s) Information</li> </ul> <p>Are you sure you want to make a payment now for <b>\$100.00</b>?</p> <p>Payment is not the last step. Click the Preview to 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 style="text-align: right;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </p> </div>
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> <div data-bbox="326 1255 1406 1812" style="border: 1px solid black; padding: 10px;"> <p><b>Enter Payment Details</b> <span style="float: right;">1. Select Items   2. Enter Payment   3. Review and Pay</span></p> <p>Payment Amount:      \$2,000.00</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">eCheck</div> <div style="border: 1px solid black; padding: 2px;">Credit Card</div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>To pay by electronic check, you will need your checking account and routing number. There is no additional fee.</p> <p><b>Billing Information</b></p> <p>First Name *      <input type="text"/></p> <p>Last Name *      <input type="text"/></p> <p>Country *      <input type="text" value="United States"/></p> </div> </div>

Step	Action
4.	<p>The <b>Notification</b> pop-up window displays on the DOB NOW page with the message: Payment processed successfully. Click <b>OK</b> to proceed.</p> 
<p style="text-align: center;">You have completed the <b>Pay Fees</b> section. Continue to the next section.</p>	

## Submit Request

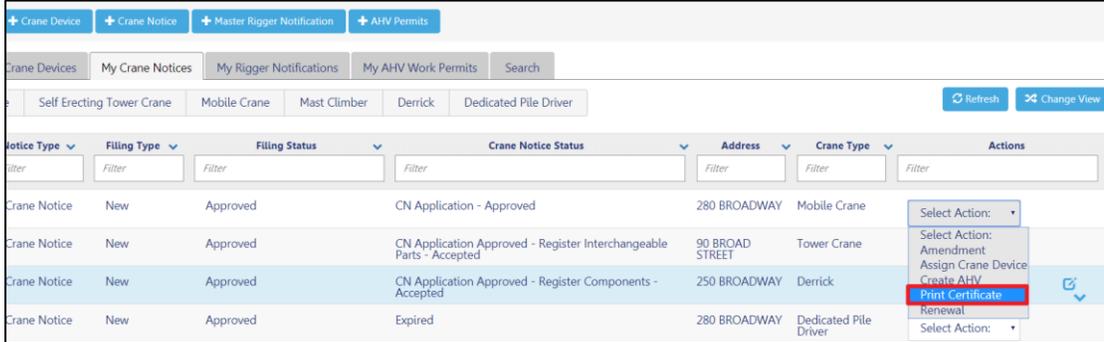
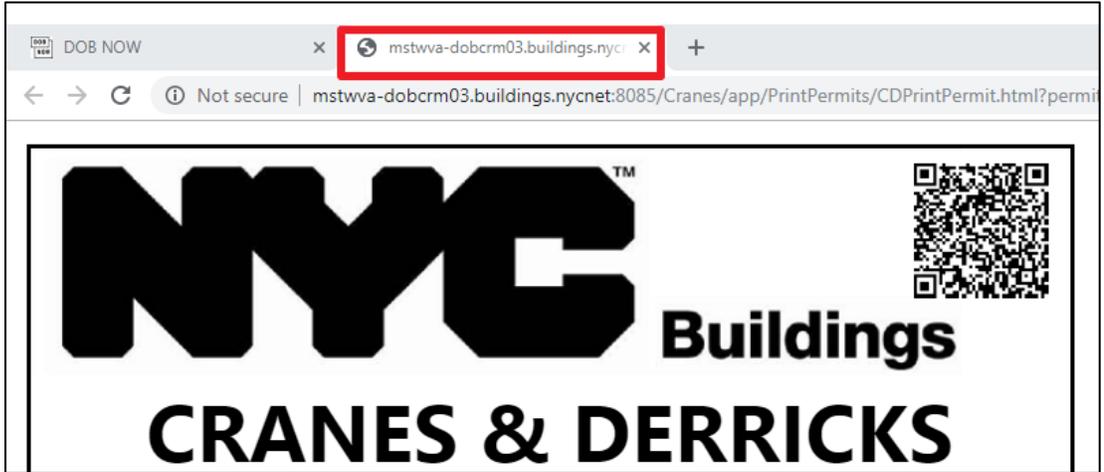
Complete the following steps to submit the application to the NYC Department of Buildings.

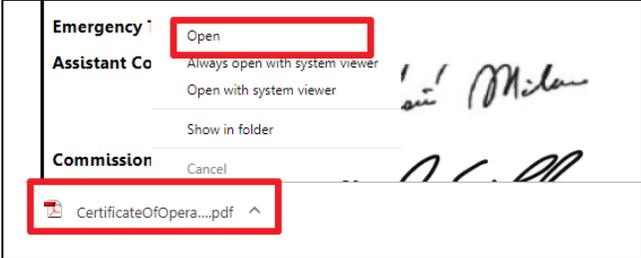
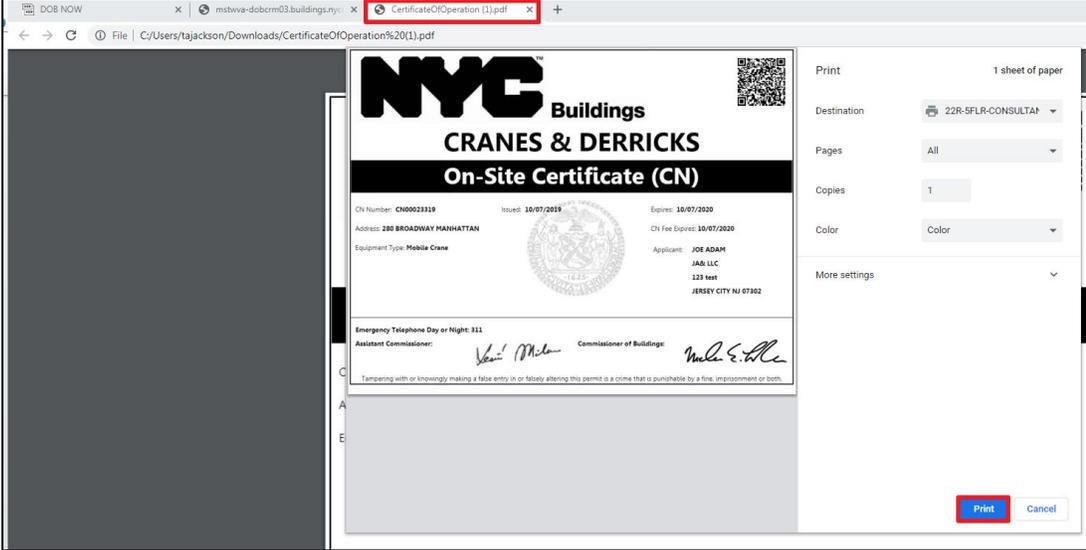
Step	Action
APPLICANT OF RECORD	
1.	<p>At the top-left of the screen, click <b>Submit</b>.</p>  <p>The screenshot shows a web interface with three buttons at the top: 'Back to CN', 'Save', and 'Submit'. The 'Submit' button is highlighted with a red box. Below the buttons, there is a sidebar with '669449' and 'General Information'. The main content area is titled 'Statements &amp; Signatures' and contains an 'Applicant's Statement' section with the text: 'As a condition of being granted a license/registration a Administrative Code and Department rules, regulations, ar'.</p>
2.	<p>A <b>Confirm</b> pop-up window displays with the message: Please confirm if you would like to proceed with Submit application to DOB. Click <b>Yes</b> to proceed.</p>  <p>The screenshot shows a 'Confirm' dialog box with a blue header and a close button (X). The message inside reads: 'Please confirm if you would like to proceed with Submit application to DOB.' At the bottom, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.</p>
3.	<p>A <b>Notification</b> pop-up windows displays with the message: Job filing submitted successfully. Information forwarded to DOB for review. Click <b>OK</b> to close the notification pop-up window.</p>  <p>The screenshot shows a 'Notification' dialog box with a blue header and a close button (X). The message inside reads: 'Job filing submitted successfully. Information forwarded to DOB.' At the bottom, there is a single button labeled 'OK' (highlighted with a red box).</p>

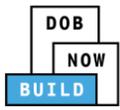
Step	Action
Note:	<p>The Status Bar updates to the next stage in the job filing process (e.g., <b>Approved</b>).</p> 
<p>You have completed the <b>Submit Request Step-by-Step Guide</b>.</p>	

## Print On-Site Certificate: From the Dashboard

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

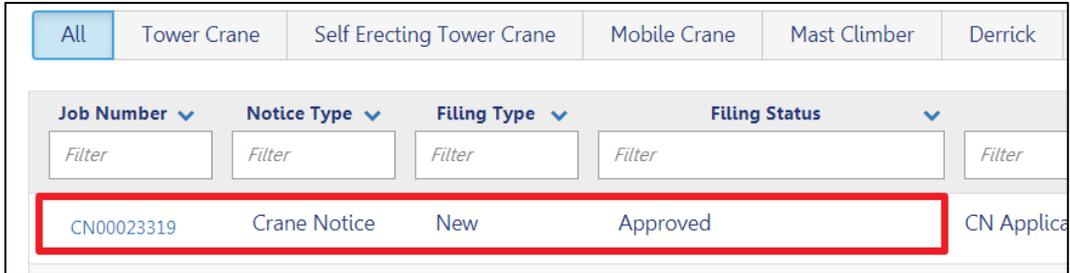
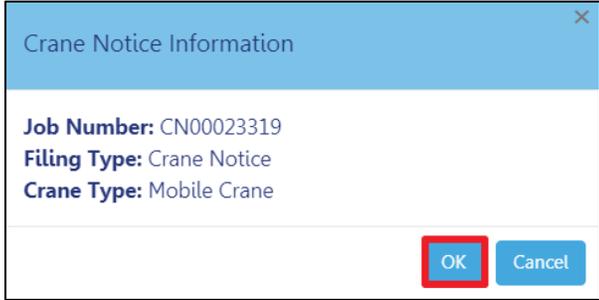
Step	Action
1.	<p>From the Dashboard, select the <b>Crane Notices</b> tab.</p> 
2.	<p>Locate the Crane Notice application.</p> <p>Under the <b>Actions</b> column drop-down list, click the <b>Print Certificate</b> on the application.</p> 
3.	<p>Ensure that your pop-up blocker is turned-off.</p> <p>The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

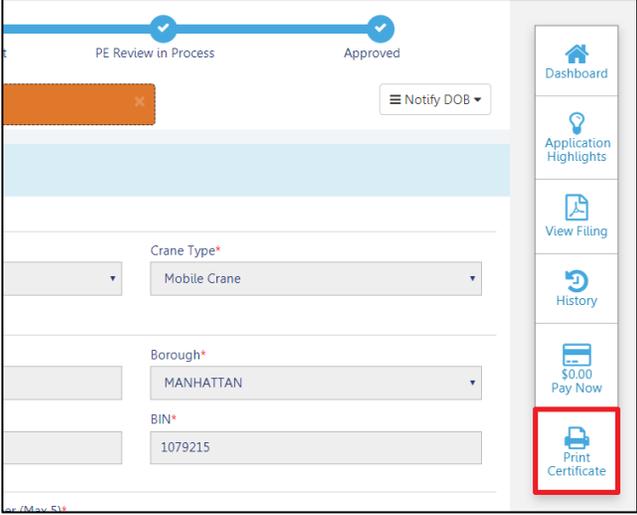
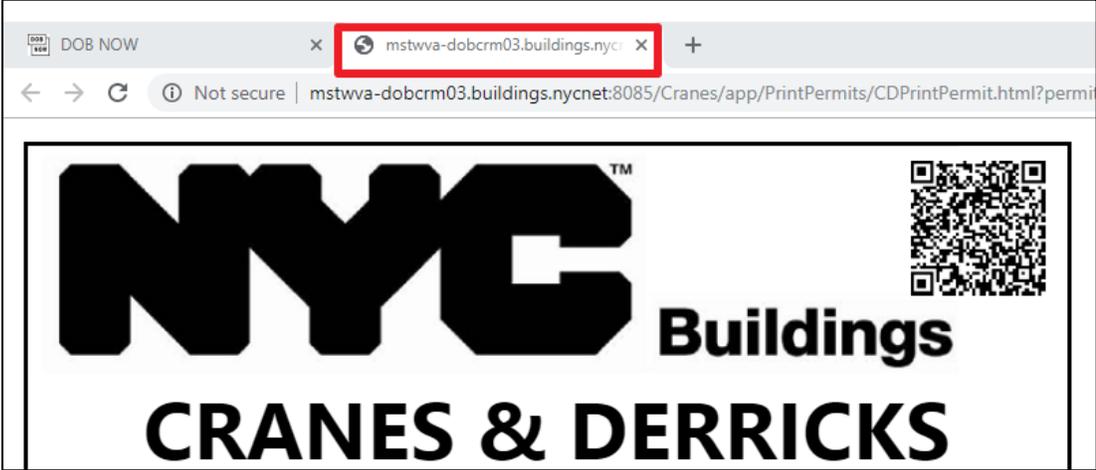
Step	Action
4.	<p>From the bottom of the page click <b>Print to PDF</b>.</p> 
5.	<p>The internet browser downloads the certificate. Click the file arrow and select <b>Open</b>.</p> 
6.	<p>A third tab opens with the print options. Click <b>Print</b>.</p> 
<p>You have completed the <b>On-Site Certificate: From the Dashboard</b> Step-by-Step Guide.</p>	

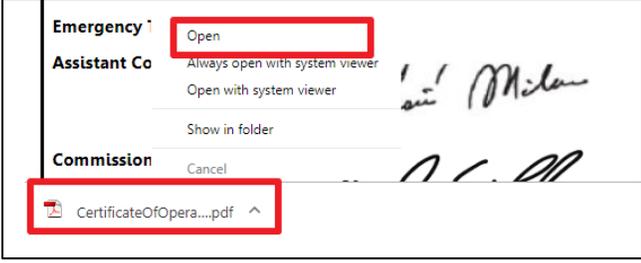
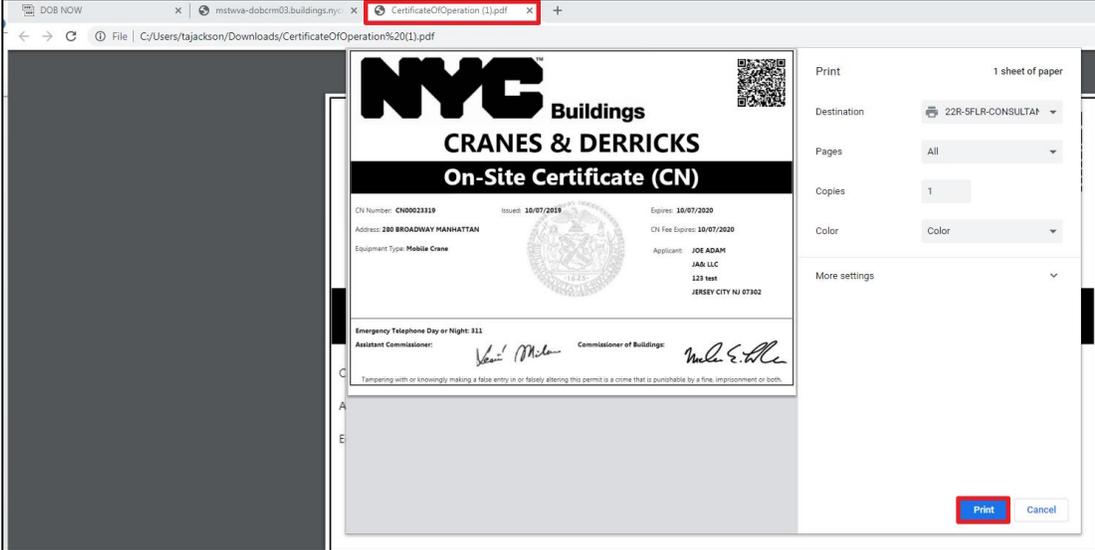


# Print On-Site Certificate: From within the Application

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

Step	Action
1.	<p>From the Dashboard, select the <b>Crane Notices</b> tab.</p> 
2.	<p>Locate the Crane Device application. Double-click the application.</p> 
3.	<p>The <b>Crane Notice Information</b> pop-up window displays with the message:  <b>Job Number:</b> CN00023319  <b>Filing Type:</b> Crane Notice  <b>Crane Type:</b> Derrick Crane  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 <b>On-Site Certificate</b> 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. Click the file arrow and select <b>Open</b>.</p> 
8.	<p>A third tab opens with the print options. Click <b>Print</b>.</p> 
<p>You have completed the <b>On-Site Certificate: From within the Application Step-by-Step Guide</b>.</p>	