

CRANES & DERRICKS

INDUSTRY PORTAL STEP-BY-STEP GUIDE

PROTOTYPE APPLICATIONS FOR ALL CRANE TYPES

The following Step-by-Step Guide will outline the steps applicable to ALL Crane Types within DOB NOW - *Build*:

- Mast Climber
- Dedicated Pile Driver
- Self-Erecting Crane
- Mobile Crane
- Tower Crane
- Derrick

The examples shown and used in this Step-by-Step Guide are specific to Mobile Cranes.

HELPFUL LINKS

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



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



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



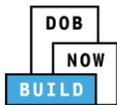
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[Facebook.com/NYCBuildings](https://www.facebook.com/NYCBuildings)



Guidelines

PROTOTYPE NUMBER

1. The Prototype Number will be issued upon the approval of application.
2. There will not be a Prototype Number if the application is denied.
3. The Prototype Number will not change if it is revised or re-submitted.
4. Prototype Fees cannot be waived.
5. Manufacturer's Amendments consists of: A + 6 digits + Prototype number e.g., CP0000345-A000001
Owner's Amendments consists of: OA + 6 digits + Prototype number e.g., CP0000345-OA000001

ROLES & RESPONSIBILITIES

1. The Applicant of Record can be either the Manufacturer or the Device Owner; if the Manufacturer is the Applicant of Record, the Device Owner section will not be available.
2. The Manufacturer and the Owner cannot be the same person.
3. When an application is returned with objections to the Applicant of Record, the Applicant of Record can modify Filing Representative Information before resubmitting.

For FILING REPRESENTATIVES only

1. The Filing Representative Contact persons must be different from the Applicant of Record, Engineer and Manufacturer.
2. Two Filing Representatives are allowed for each Applicant of Record: Manufacturer Filing Representative or Owner Filing Representative.
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.
3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.

Filing Representative Information

+ Add Representative

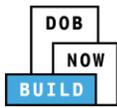
First Name	Last Name	Email	Business Name	Business Telephone	Action
ADAM	JOE2	AJOETEST2@GMAIL.COM	AJ2	(201) 222-3333	

Total Items: 1

1 / 1 Items Per Page 5 1 - 1 of 1 items

ADDITIONAL HELP & INFORMATION

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

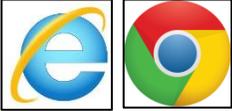
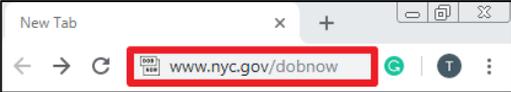


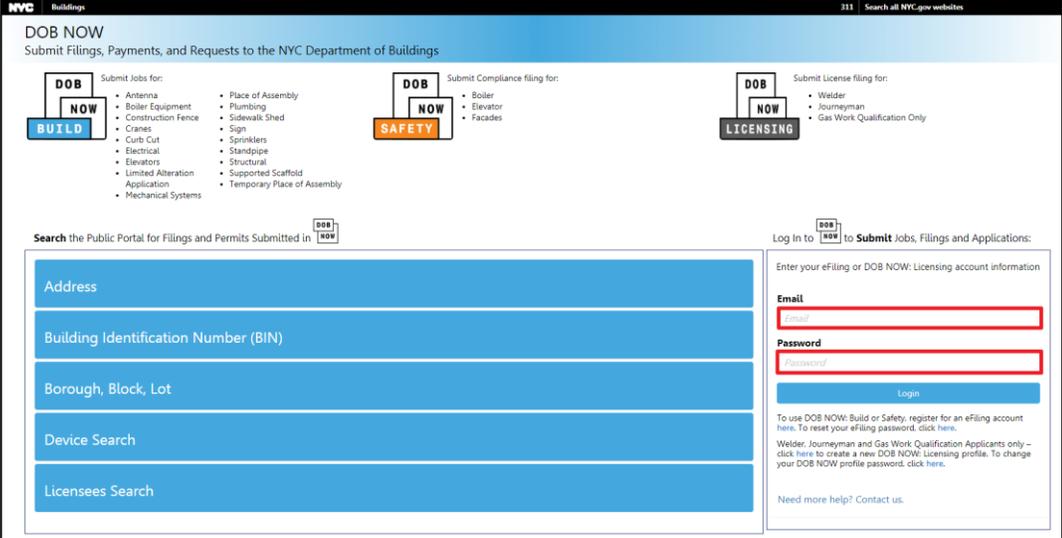
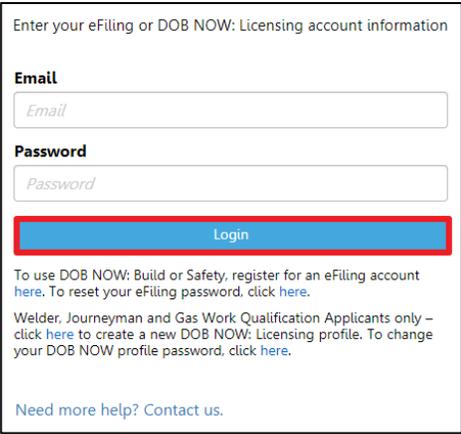
In these Step-by-Step Guides, you will learn how to:

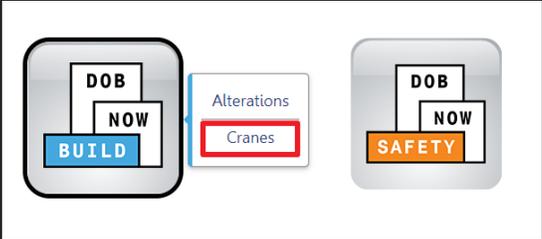
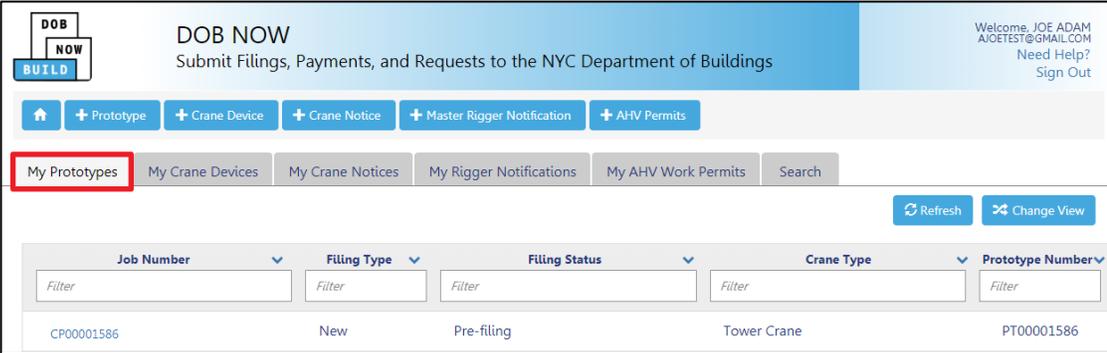
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Log into DOB NOW

Complete the following steps to log into DOB NOW:

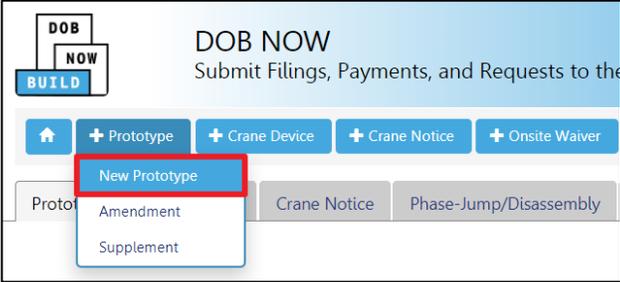
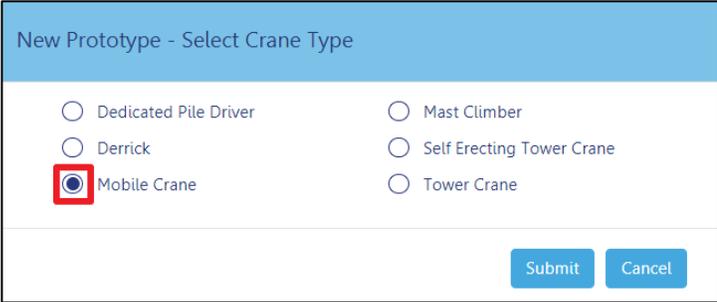
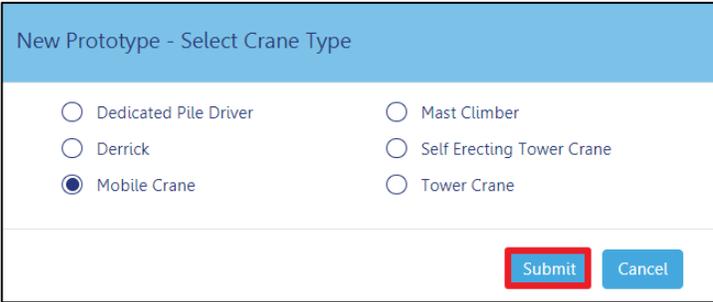
Step	Action
Note:	<p><i>In order to log into DOB NOW, the user must be registered for eFiling.</i></p> <p><i>Additionally, DOB recommends turning off pop-up blockers to successfully navigate within DOB NOW.</i></p> <p><i>For Step-by-Step instructions, please submit a question to www.nyc.gov/dobnowhelp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

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

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

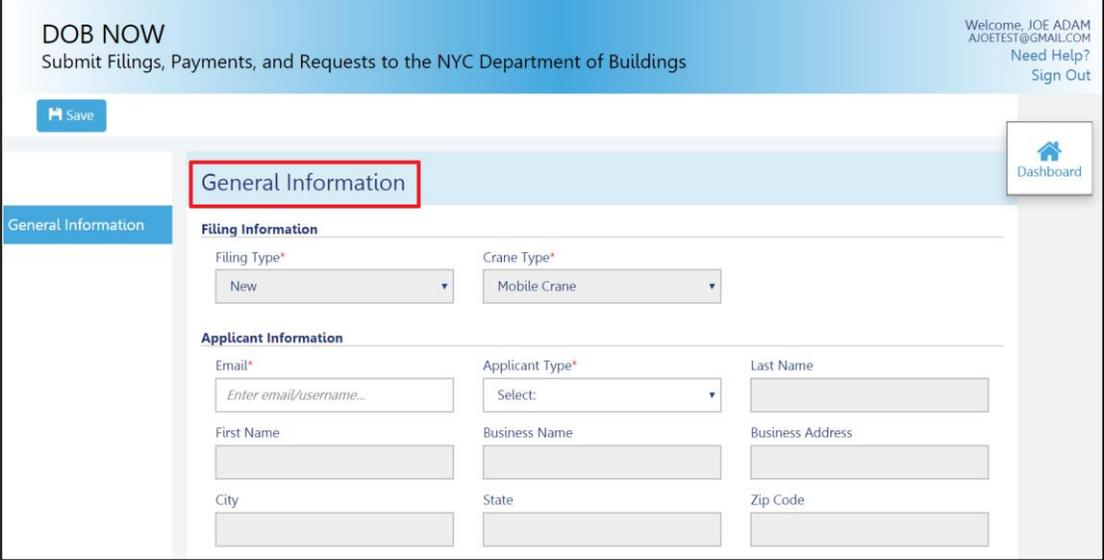
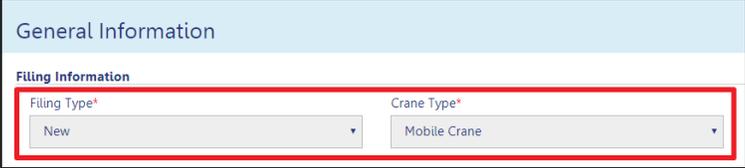
Initial Prototype Certificate of Approval: Initiate a New Prototype Application

Complete the following steps to initiate a New Prototype Application:

Step	Action
1.	<p>Hover the cursor over + Prototype and select New Prototype from the drop-down list.</p> 
2.	<p>The New Prototype – Select Crane Type pop-up window displays.</p> <p>Select the Crane Type (e.g., Mobile Crane) from the New Prototype - Select Crane Type pop-up window.</p> 
3.	<p>Click Submit.</p> 
<p>You have submitted the Crane Type for your new prototype. Continue to the Complete General Information tab section.</p>	

Complete General Information Tab

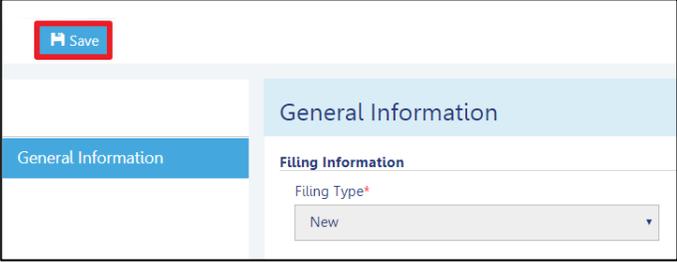
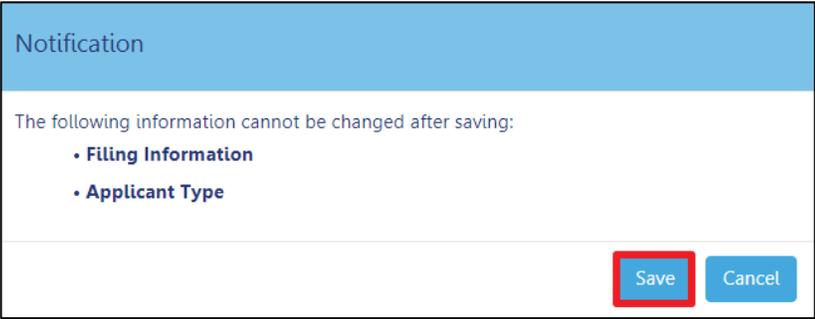
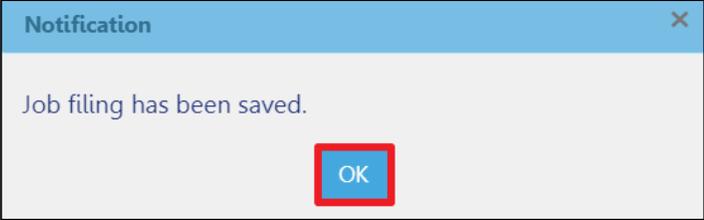
Complete the following steps to complete the **General Information** tab to associate all Stakeholders (e.g. Filing Representatives, Manufacturers etc.) to the application:

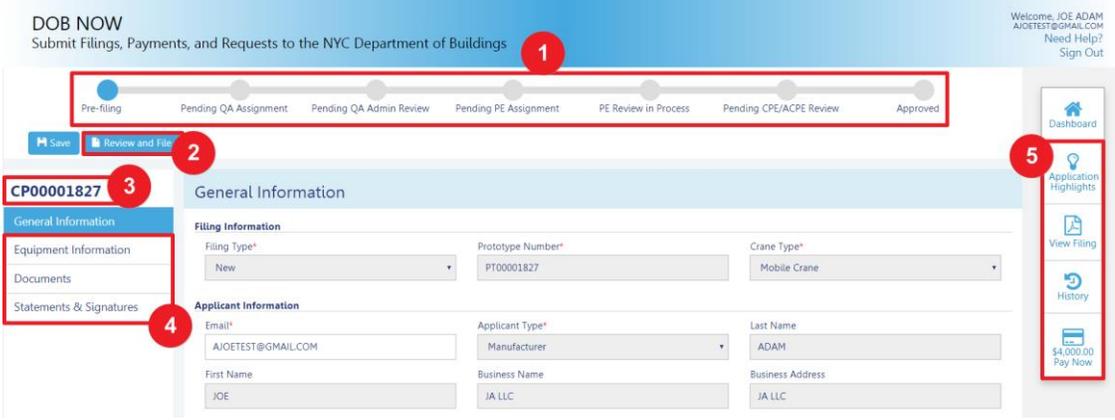
Step	Action
1.	<p>The General Information section displays.</p> 
Note:	<p><i>The Filing Information fields: Filing Type and Crane Type are greyed-out and cannot be edited.</i></p> <p><i>To choose another Filing Type or Crane Type, return to the Dashboard and repeat Steps 1 to 4 in this section.</i></p> 

Step	Action
2.	<p>Enter the Applicant Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Email and then select the Email Address from the blue-drop down <input type="checkbox"/> Select the Applicant Type (e.g., Manufacturer) from the Applicant Type drop-down list <div data-bbox="315 470 1424 957" style="border: 1px solid black; padding: 10px;"> <p>General Information</p> <p>Filing Information</p> <p>Filing Type* Crane Type*</p> <p>New Mobile Crane</p> <hr/> <p>Applicant Information</p> <p>Email* Applicant Type*</p> <p>AJOETEST@GMAIL.COM Select:</p> <p>AJOETEST@GMAIL.COM Select:</p> <p style="text-align: right;">Manufacturer</p> <p style="text-align: right;">Owner</p> </div>
Note:	<p><i>If the Applicant of Record is the Manufacturer, then Owner Information is not applicable and is not displayed.</i></p> <p><i>If the Applicant of Record is the Owner, then the Manufacturer Information section is displayed but is optional for the Applicant of Record to complete.</i></p> <div data-bbox="315 1199 1424 1507" style="border: 1px solid black; padding: 10px;"> <p>Manufacturer Information</p> <p>Email Last Name First Name</p> <p><input type="text" value="Enter email/username..."/> <input type="text"/> <input type="text"/></p> <p>Business Name Business Address City</p> <p><input type="text"/> <input type="text"/> <input type="text"/></p> <p>State Zip Code Business Telephone</p> <p><input type="text"/> <input type="text"/> <input type="text"/></p> <p>Mobile Telephone Country</p> <p><input type="text"/> Select:</p> </div>

Step	Action																														
3.	<p>Enter the Engineer Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Email and then select the Email Address from the bluedrop-down <input type="checkbox"/> Select the On Behalf Of (e.g., Manufacturer) <input type="checkbox"/> Select the License Type (e.g., Professional Engineer) from the License Type drop-down list <i>Please Note: The License Type for the Engineer is “Professional Engineer”</i> <input type="checkbox"/> Select the Business Name from the drop-down list <div data-bbox="313 594 1406 957" style="border: 1px solid black; padding: 5px;"> <p>Engineer Information</p> <table border="0"> <tr> <td>Email*</td> <td>Last Name</td> <td>First Name</td> </tr> <tr> <td><input type="text" value="AJOETEST2@GMAIL.COM"/></td> <td><input type="text" value="JOE2"/></td> <td><input type="text" value="ADAM"/></td> </tr> <tr> <td>On Behalf Of*</td> <td>License Type*</td> <td>License Number</td> </tr> <tr> <td><input type="text" value="Owner"/></td> <td><input type="text" value="Professional Engineer"/></td> <td><input type="text" value="515151"/></td> </tr> <tr> <td>Business Name*</td> <td>Business Address</td> <td>City</td> </tr> <tr> <td><input type="text" value="AJ2"/></td> <td><input type="text" value="280 Murray St"/></td> <td><input type="text" value="NYC"/></td> </tr> <tr> <td>State</td> <td>Zip Code</td> <td>Business Telephone</td> </tr> <tr> <td><input type="text" value="NY"/></td> <td><input type="text" value="10000"/></td> <td><input type="text" value="(201) 222-3333"/></td> </tr> <tr> <td>Mobile Telephone</td> <td>Country</td> <td></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text" value="United States"/></td> <td></td> </tr> </table> </div>	Email*	Last Name	First Name	<input type="text" value="AJOETEST2@GMAIL.COM"/>	<input type="text" value="JOE2"/>	<input type="text" value="ADAM"/>	On Behalf Of*	License Type*	License Number	<input type="text" value="Owner"/>	<input type="text" value="Professional Engineer"/>	<input type="text" value="515151"/>	Business Name*	Business Address	City	<input type="text" value="AJ2"/>	<input type="text" value="280 Murray St"/>	<input type="text" value="NYC"/>	State	Zip Code	Business Telephone	<input type="text" value="NY"/>	<input type="text" value="10000"/>	<input type="text" value="(201) 222-3333"/>	Mobile Telephone	Country		<input type="text"/>	<input type="text" value="United States"/>	
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4.	<p>If applicable, enter the Manufacturer Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Email and then select the Email Address from the blue drop-down <input type="checkbox"/> Select the Country (e.g., United States) from the drop-down list <div data-bbox="313 1157 1451 1478" style="border: 1px solid black; padding: 5px;"> <p>Manufacturer Information</p> <table border="0"> <tr> <td>Email</td> <td>Last Name</td> <td>First Name</td> </tr> <tr> <td><input type="text" value="APPLEROME16@GMAIL.COM"/></td> <td><input type="text" value="ROME"/></td> <td><input type="text" value="APPLE"/></td> </tr> <tr> <td><input type="text" value="APPLEROME16@GMAIL.COM"/></td> <td>Business Address</td> <td>City</td> </tr> <tr> <td></td> <td><input type="text" value="ROME LLC"/></td> <td><input type="text" value="NYC"/></td> </tr> <tr> <td>State</td> <td>Zip Code</td> <td>Business Telephone</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text" value="10001"/></td> <td><input type="text" value="(458) 466-4485"/></td> </tr> <tr> <td>Mobile Telephone</td> <td>Country*</td> <td></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text" value="United States"/></td> <td></td> </tr> </table> </div>	Email	Last Name	First Name	<input type="text" value="APPLEROME16@GMAIL.COM"/>	<input type="text" value="ROME"/>	<input type="text" value="APPLE"/>	<input type="text" value="APPLEROME16@GMAIL.COM"/>	Business Address	City		<input type="text" value="ROME LLC"/>	<input type="text" value="NYC"/>	State	Zip Code	Business Telephone	<input type="text"/>	<input type="text" value="10001"/>	<input type="text" value="(458) 466-4485"/>	Mobile Telephone	Country*		<input type="text"/>	<input type="text" value="United States"/>							
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Mobile Telephone	Country*																														
<input type="text"/>	<input type="text" value="United States"/>																														
5.	<p>If applicable, click + Add Representative.</p> <div data-bbox="313 1581 1175 1770" style="border: 1px solid black; padding: 5px;"> <p>Filing Representative Information</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></td> <td></td> <td></td> </tr> </tbody> </table> </div>	First Name	Last Name	Email																											
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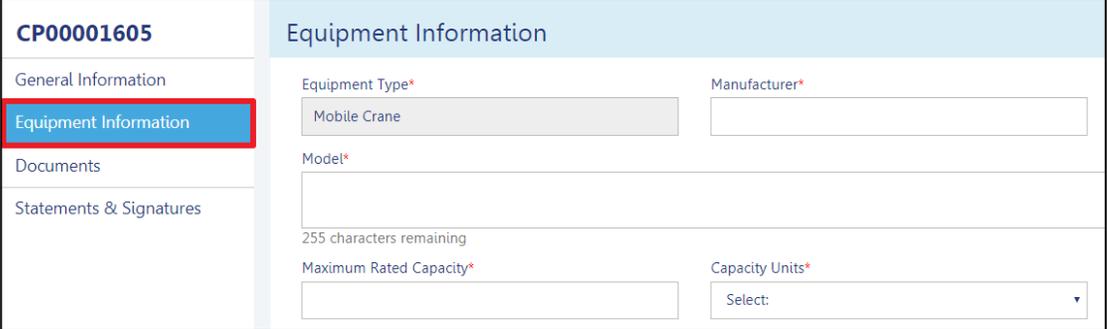
Step	Action
6.	<p>The Filing Representative Details pop-up window displays.</p> <p>Type the Email and then select the Email Address from the bluedrop-down.</p>
7.	<p>Click Save.</p>
Note:	<p><i>The Filing Representative added displays within the Filing Resprentative information table.</i></p> <p><i>Click the edit () icon to update the information.</i></p> <p><i>Click the trashcan () icon to delete the Filing Representative.</i></p>

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

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

Complete Equipment Information Tab

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

Step	Action
1.	<p>Click Equipment Information to display the Equipment Information section.</p> 
Note:	<p><i>The Equipment Information field: Equipment Type is greyed-out and cannot be edited. To choose another Equipment Type, return to the Dashboard and repeat Steps 1 to 4 in the Initial Prototype Certificate of Approval: Initiate a New Prototype Application section.</i></p> 

Step	Action
2.	<p>Enter the Equipment Information:</p> <div style="display: flex; flex-wrap: wrap; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Manufacturer</div> <div style="width: 45%;"> <input type="checkbox"/> Total</div> <div style="width: 45%;"> <input type="checkbox"/> Model (Month/Year)</div> <div style="width: 45%;"> <input type="checkbox"/> Counterweight Configuration</div> <div style="width: 45%;"> <input type="checkbox"/> Model</div> <div style="width: 45%;"> <input type="checkbox"/> Transmission Type (e.g., Mechanical)</div> <div style="width: 45%;"> <input type="checkbox"/> Maximum Rated Capacity</div> <div style="width: 45%;"> <input type="checkbox"/> Power (e.g., Gas)</div> <div style="width: 45%;"> <input type="checkbox"/> Capacity Units (e.g., Tons)</div> <div style="width: 45%;"> <input type="checkbox"/> Carrier Type (e.g., All Terrain)</div> <div style="width: 45%;"> <input type="checkbox"/> Maximum Boom</div> <div style="width: 45%;"> <input type="checkbox"/> Overall Carrier Length</div> <div style="width: 45%;"> <input type="checkbox"/> Maximum Jib</div> <div style="width: 45%;"> <input type="checkbox"/> Overall Carrier Width</div> <div style="width: 45%;"> <input type="checkbox"/> Maximum Other Attachments</div> <div style="width: 45%;"> <input type="checkbox"/> Width with Outriggers Extended</div> <div style="width: 45%;"> <input type="checkbox"/> Overall Carrier Tailswing</div> </div>
3.	<p>Select the applicable Boom Type Information checkbox(s) (e.g., Articulating).</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Boom Type Information*</p> <p> <input checked="" type="checkbox"/> Articulating <input type="checkbox"/> Lattice <input type="checkbox"/> Luffing <input type="checkbox"/> Telescoping <input type="checkbox"/> Other </p> </div>

Equipment Information

Equipment Type*
Mobile Crane

Manufacturer*

Model (Month/Year)*

Model*

255 characters remaining

Maximum Rated Capacity*

Capacity Units*
Select: Select

Maximum Boom*
 Feet

Maximum Jib
 Feet

Maximum Other Attachments
 Feet

Total
 Feet

Counterweight Configuration*
Min.(lbs) Max.(lbs)

Transmission Type*
Select: Select

Power*
Select: Select

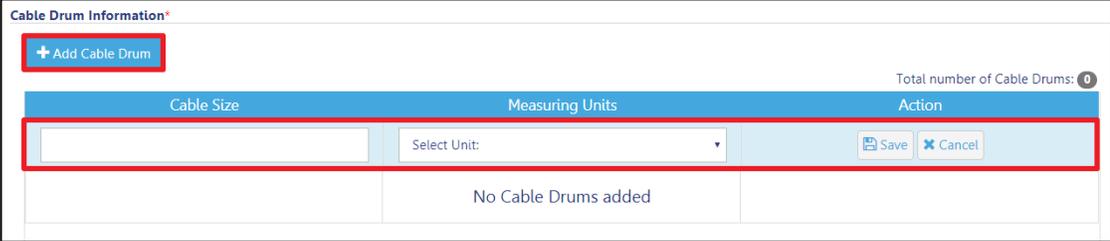
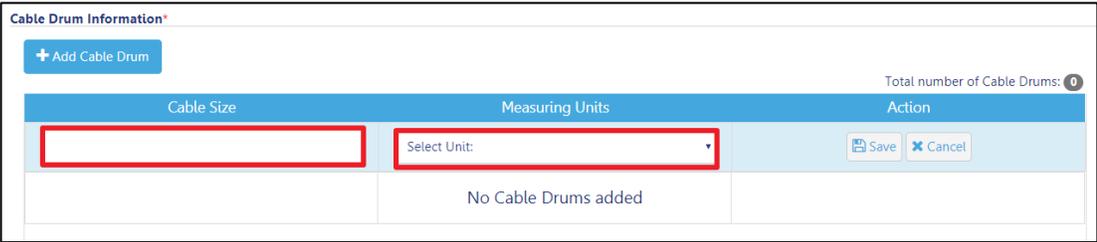
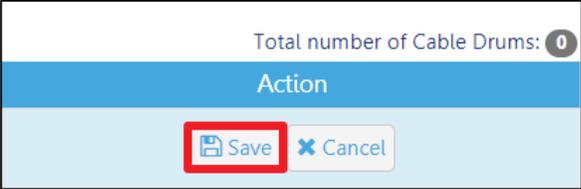
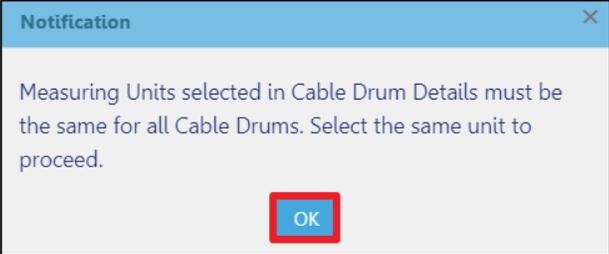
Carrier Type*
Select: Select

Overall Carrier Length*
 Feet

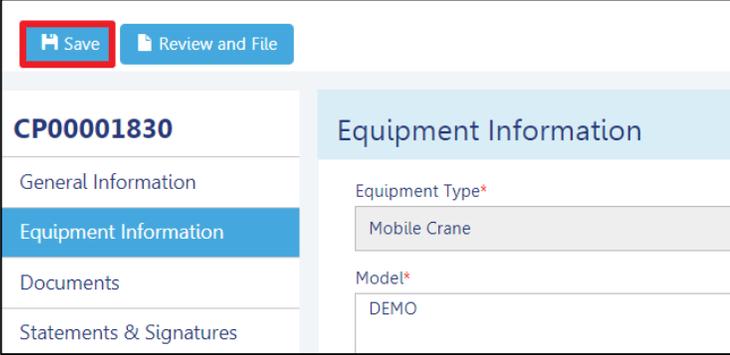
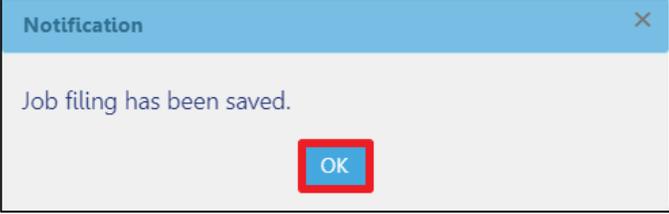
Overall Carrier Width*
 Feet

Width with Outriggers Extended*
 Feet

Overall Carrier Tailswing*
 Feet

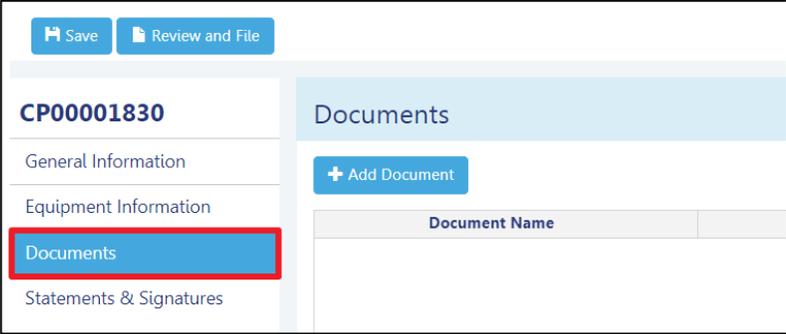
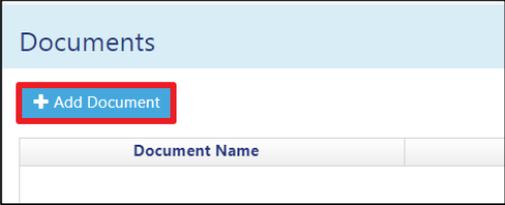
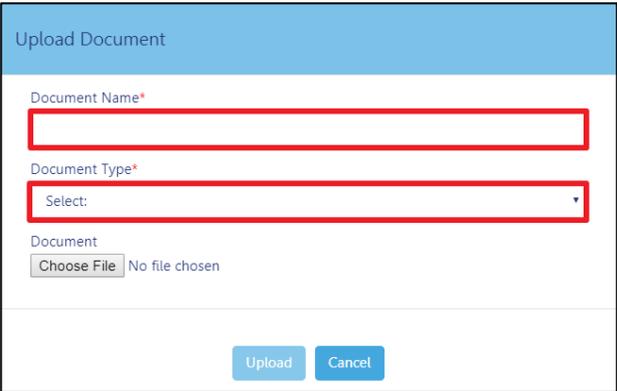
Step	Action
4.	<p>Click + Add Cable Drum to display the Cable Size, Measuring Units and Action fields.</p> 
5.	<p>To add the Cable Drum:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Cable Size <input type="checkbox"/> Select the Measuring Unit from the Select Unit (e.g., Inches) drop-down list. 
6.	<p>Under the Action column, click Save.</p> 
7.	<p>A Notification pop-up windows displays with a message:</p> <p>Measuring Units selected in Cable Drum Details must be the same for all Cable Drums. Select the same unit to proceed.</p> <p>Click OK to close the notification.</p> 

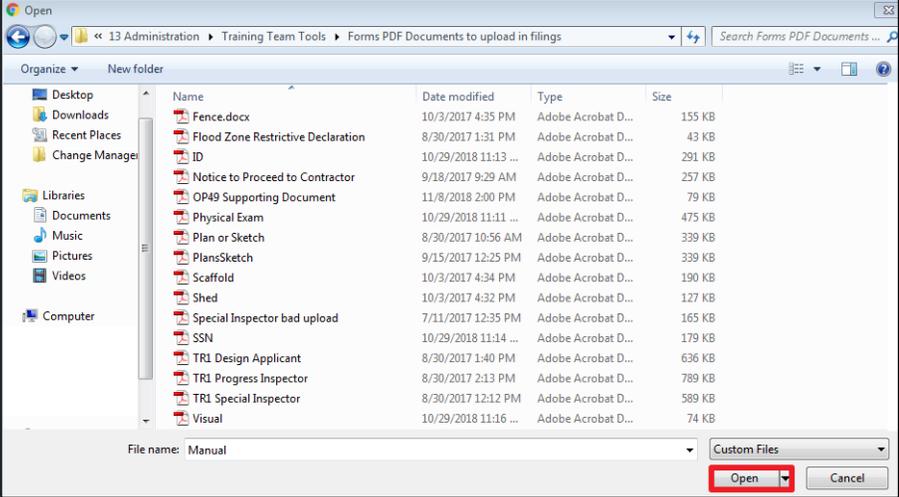
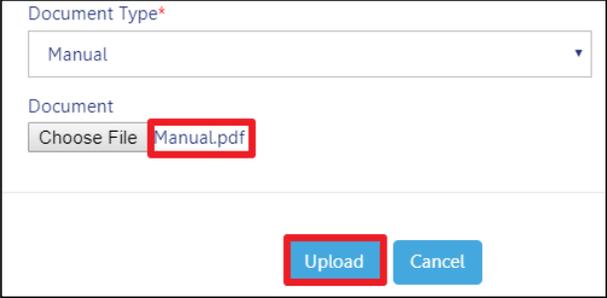
Step	Action												
<p>Note:</p>	<p>The Total number of Cable Drums updates. The Cable Drum added displays within the Cable Drum table. Click the edit (✎) icon to update the Cable Drum information. Click the trashcan (🗑) icon to delete the Cable Drum.</p> <div data-bbox="310 449 1370 627" style="border: 1px solid black; padding: 5px;"> <p>Cable Drum Information*</p> <p>+ Add Cable Drum</p> <p style="text-align: right;">Total number of Cable Drums: 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Cable Size</th> <th style="width: 30%;">Measuring Units</th> <th style="width: 30%;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5000</td> <td style="text-align: center;">Inches</td> <td style="text-align: center;">✎ 🗑</td> </tr> </tbody> </table> </div>	Cable Size	Measuring Units	Action	5000	Inches	✎ 🗑						
Cable Size	Measuring Units	Action											
5000	Inches	✎ 🗑											
<p>8.</p>	<p>Select the applicable Prototype Test Information checkbox(s).</p> <div data-bbox="310 756 964 951" style="border: 1px solid black; padding: 5px;"> <p>Prototype Test Information*</p> <p>The prototype test was conducted in accordance with (choose all that apply)</p> <p> <input type="checkbox"/> SAE J1063-1993 <input type="checkbox"/> SAE J987-2003 <input type="checkbox"/> EN 13000-2004 <input type="checkbox"/> EN 13000: 2010 <input type="checkbox"/> EN 13000: 2014 <input checked="" type="checkbox"/> Not Applicable </p> </div>												
<p>Note:</p>	<p>If SAE J1063-1993 or SAE J987-2003 is selected, the Prototype Test Witness Information is required.</p> <div data-bbox="310 1087 1382 1381" style="border: 1px solid black; padding: 5px;"> <p>Prototype Test Witness Information</p> <table style="width: 100%;"> <tr> <td style="width: 33%;"> <p>Email*</p> <input style="border: 1px solid red;" type="text" value="Enter email/username..."/> </td> <td style="width: 33%;"> <p>Last Name</p> <input type="text"/> </td> <td style="width: 33%;"> <p>First Name</p> <input type="text"/> </td> </tr> <tr> <td> <p>License Type*</p> <input style="border: 1px solid red;" type="text" value="Select:"/> </td> <td> <p>License Number</p> <input type="text"/> </td> <td> <p>Business Name*</p> <input style="border: 1px solid red;" type="text" value="Select:"/> </td> </tr> <tr> <td> <p>Business Address</p> <input type="text"/> </td> <td> <p>City</p> <input type="text"/> </td> <td> <p>State</p> <input type="text"/> </td> </tr> <tr> <td> <p>Zip Code</p> <input type="text"/> </td> <td> <p>Business Telephone</p> <input type="text"/> </td> <td> <p>Mobile Telephone</p> <input type="text"/> </td> </tr> </table> </div>	<p>Email*</p> <input style="border: 1px solid red;" type="text" value="Enter email/username..."/>	<p>Last Name</p> <input type="text"/>	<p>First Name</p> <input type="text"/>	<p>License Type*</p> <input style="border: 1px solid red;" type="text" value="Select:"/>	<p>License Number</p> <input type="text"/>	<p>Business Name*</p> <input style="border: 1px solid red;" type="text" value="Select:"/>	<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 style="border: 1px solid red;" type="text" value="Enter email/username..."/>	<p>Last Name</p> <input type="text"/>	<p>First Name</p> <input type="text"/>											
<p>License Type*</p> <input style="border: 1px solid red;" type="text" value="Select:"/>	<p>License Number</p> <input type="text"/>	<p>Business Name*</p> <input style="border: 1px solid red;" type="text" value="Select:"/>											
<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>9.</p>	<p>Select the Standard Type (e.g., ASME B30.22.2005) from the drop-down list.</p> <div data-bbox="310 1482 1403 1652" style="border: 1px solid black; padding: 5px;"> <p>Standard Type*</p> <p>The device is designed and constructed to, and the supplied manuals and load rating charts are in accordance with:*</p> <p><input style="width: 100%;" type="text" value="Select:"/></p> </div>												

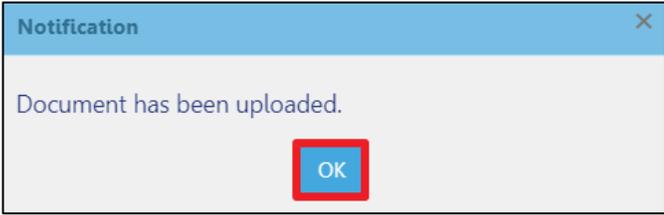
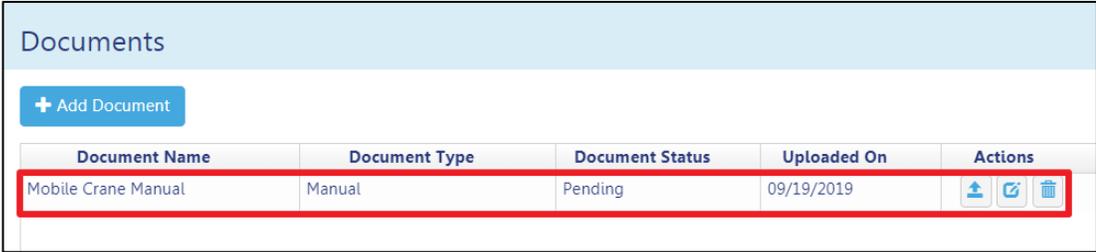
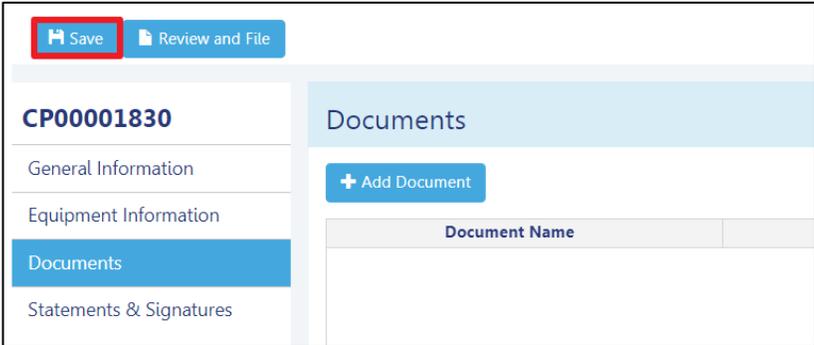
Step	Action
10.	<p>At the top-left of the screen, click Save.</p> 
11.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
<p>You have completed the Complete Equipment Information tab. Continue to the next section.</p>	

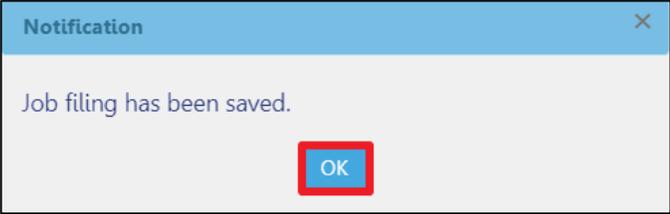
Upload Documents

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

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

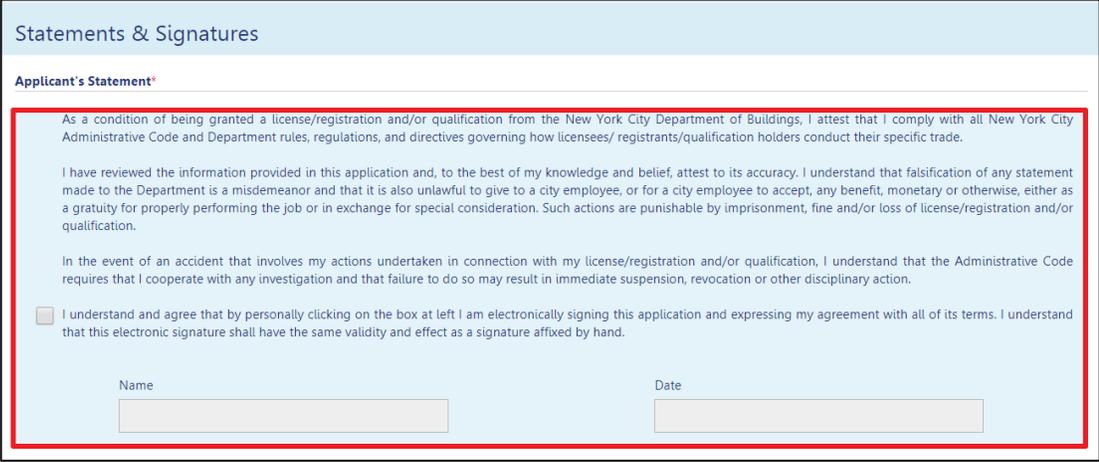
Step	Action
4.	<p>Click Choose File to upload the Document Type selected.</p> 
5.	<p>The Document pop-up window displays. Select the Document and click Open.</p> 
6.	<p>The Document displays next to Choose File. Click Upload.</p> 

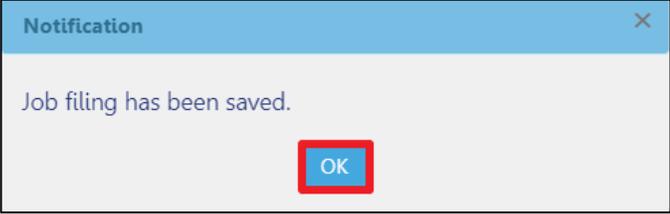
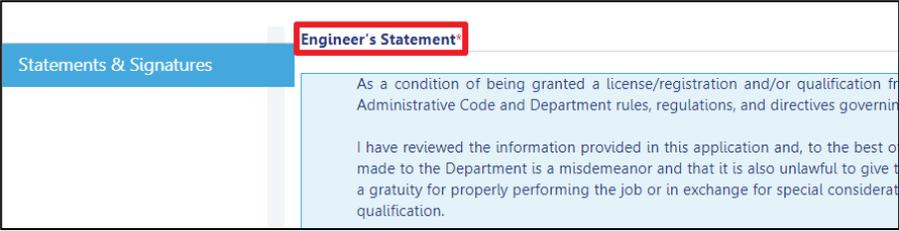
Step	Action
7.	<p>A Notification pop-up window displays with the message: Document has been uploaded. Click OK to continue.</p> 
Note:	<p><i>The Document uploaded displays within the Document table. Click the edit (✎) icon to update the Document information. Click the trashcan (🗑) icon to delete the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

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

Complete Statements & Signatures

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

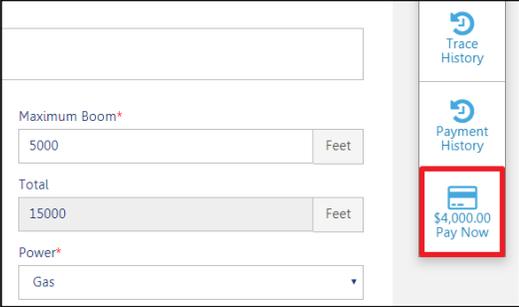
Step	Action
1.	<p>Click Statements & Signatures to display the Statements & Signatures section.</p> 
<p>Note:</p>	<p><i>The statement applicable to the stakeholder that's logged in highlights in blue.</i></p> 
<p>APPLICANT OF RECORD</p>	
2.	<p>Click the Applicant's Statement checkbox to electronically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

Step	Action
3.	<p>At the top-left of the screen, click Save.</p> 
4.	<p>A Notification pop-up window displays with the message: Job filing has been saved.</p> <p>Click OK to continue.</p> 
<p>ENGINEER</p>	
5.	<p>On the Statements & Signatures tab scroll down to the Engineer's Statement.</p> 

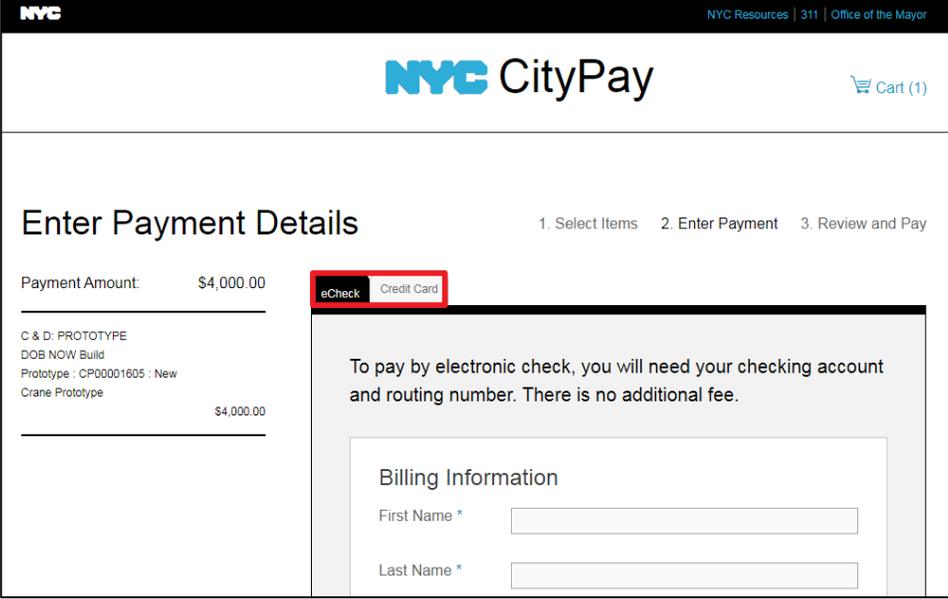
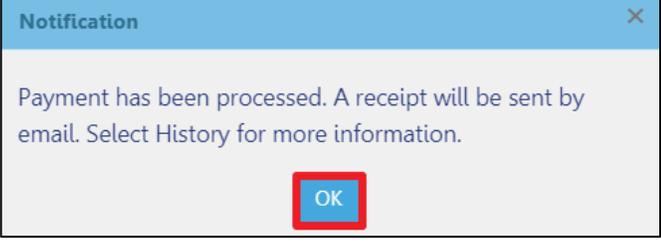
Step	Action
6.	<p>Click the Engineer’s Statement checkbox to electronically attest. The Name and Date fields auto-populate by the system.</p> <div data-bbox="315 390 1414 562" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="checkbox"/> I understand and agree that by personally 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>Name: <input type="text" value="ADAM JOE2"/> (Electronically Signed) Date: <input type="text" value="09/19/2019"/></p> </div>
7.	<p>At the top-left of the screen, click Save.</p> <div data-bbox="315 659 1107 1026" style="border: 1px solid black; padding: 5px;"> </div>
8.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> <div data-bbox="315 1241 987 1451" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #4a90e2; color: white; padding: 2px 5px;">Notification ✕</div> <p style="text-align: center;">Job filing has been saved.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>
<p>You have completed the Statement & Signatures section. Continue to the next section.</p>	

Pay Fees

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

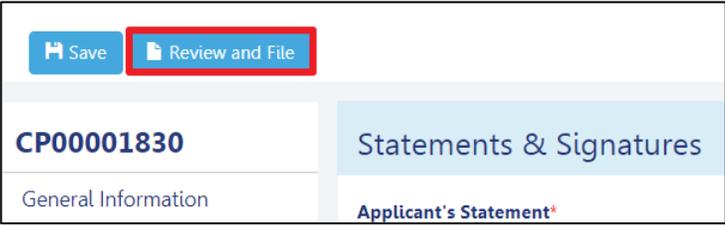
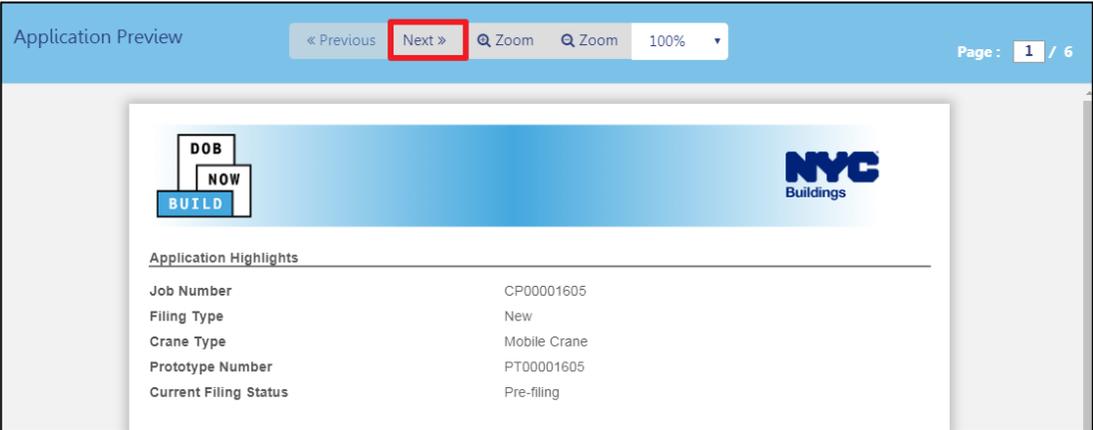
Step	Action
Note:	<i>The job filing's fees must be paid before continuing to Review and File.</i>
1.	<p>At the bottom-right of the screen, click Pay Now.</p> 

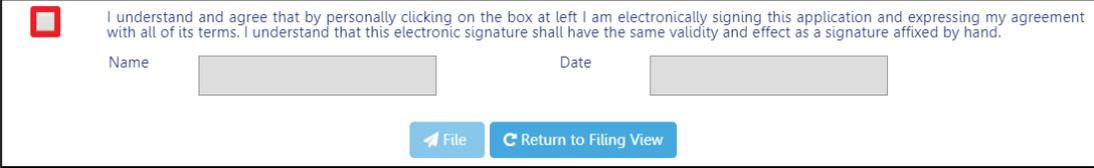
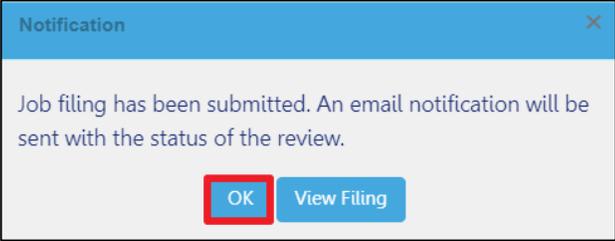
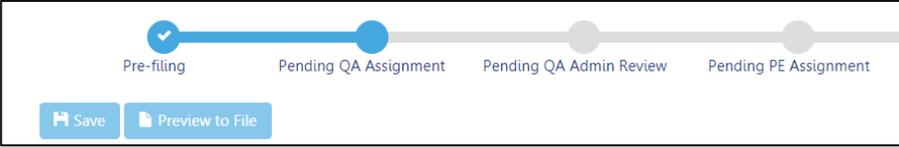
Step	Action
2.	<p>The Payment Confirmation pop-up window displays with the message:</p> <p><i>Please note that the following data cannot be changed after the payment has been made on this filing:</i></p> <p><i>Prototype Test Information: Not Applicable</i></p> <p><i>Are you sure you want to make a payment now for \$4,000.00?</i></p> <p><i>Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.</i></p> <p><i>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</i></p> <p>Click Yes, to proceed.</p> <div data-bbox="315 716 1183 1234" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Payment Confirmation</p> <p>Please note that the following data cannot be changed after the payment has been made on this filing:</p> <ul style="list-style-type: none"> • Prototype Test Information: Not Applicable <p>Are you sure you want to make a payment now for \$4,000.00?</p> <p>Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.</p> <p>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</p> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </div> </div>

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

Complete Review and File

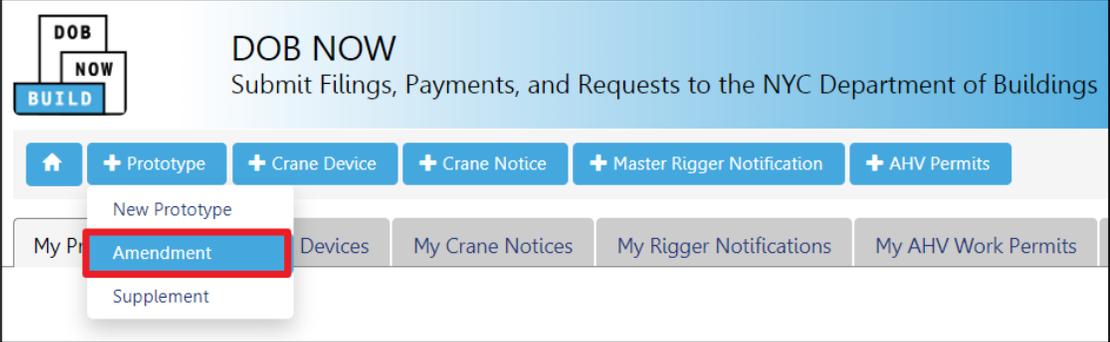
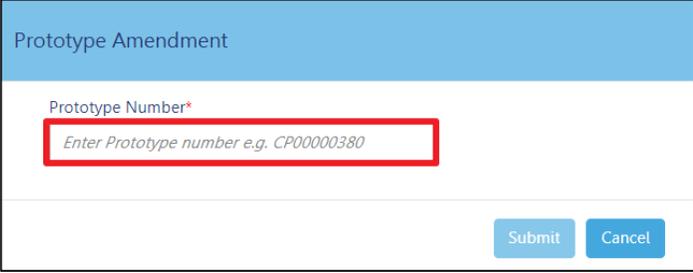
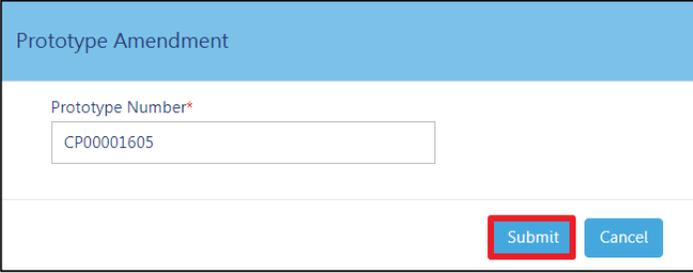
Complete the following steps to submit the application to the NYC Department of Buildings.

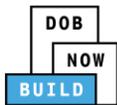
Step	Action												
APPLICANT OF RECORD													
1.	<p>At the top-left of the screen, click Review and File.</p>  <p>The screenshot shows a form with a 'Save' button and a 'Review and File' button. The 'Review and File' button is highlighted with a red box. Below the buttons, the job number 'CP00001830' is visible, along with tabs for 'General Information' and 'Statements & Signatures'. Under 'Statements & Signatures', there is a sub-tab for 'Applicant's Statement*'. The 'Review and File' button is located at the top left of the form area.</p>												
2.	<p>The Application Preview displays.</p> <p>Click Next to read and progress through the Application Preview to the final page.</p>  <p>The screenshot shows the 'Application Preview' page. At the top, there are navigation buttons: '<< Previous', 'Next >>', 'Zoom', and '100%'. The 'Next >>' button is highlighted with a red box. Below the navigation bar, there is a header with the 'DOB NOW BUILD' logo and the 'NYC Buildings' logo. Underneath, there is a section titled 'Application Highlights' with a table of application details.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Application Highlights</th> </tr> </thead> <tbody> <tr> <td>Job Number</td> <td>CP00001605</td> </tr> <tr> <td>Filing Type</td> <td>New</td> </tr> <tr> <td>Crane Type</td> <td>Mobile Crane</td> </tr> <tr> <td>Prototype Number</td> <td>PT00001605</td> </tr> <tr> <td>Current Filing Status</td> <td>Pre-filing</td> </tr> </tbody> </table>	Application Highlights		Job Number	CP00001605	Filing Type	New	Crane Type	Mobile Crane	Prototype Number	PT00001605	Current Filing Status	Pre-filing
Application Highlights													
Job Number	CP00001605												
Filing Type	New												
Crane Type	Mobile Crane												
Prototype Number	PT00001605												
Current Filing Status	Pre-filing												
Note:	<p><i>If errors are discovered when Review and File is selected, click Return to Filing View, correct the errors, re-attest, and Review and File again.</i></p>  <p>The screenshot shows two buttons: 'File' and 'Return to Filing View'. The 'Return to Filing View' button is highlighted with a red box.</p>												

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

Prototype Certificate of Approval Amendment: Initiate an Owner’s Amendment

Complete the following steps to initiate an Owner’s Amendment:

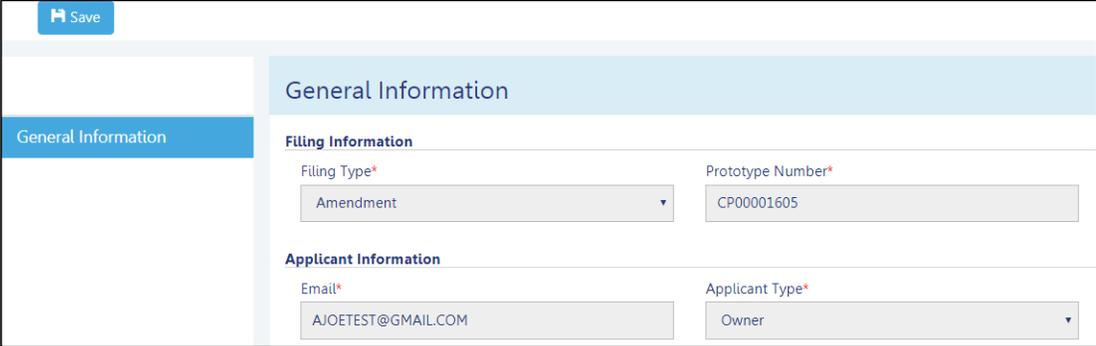
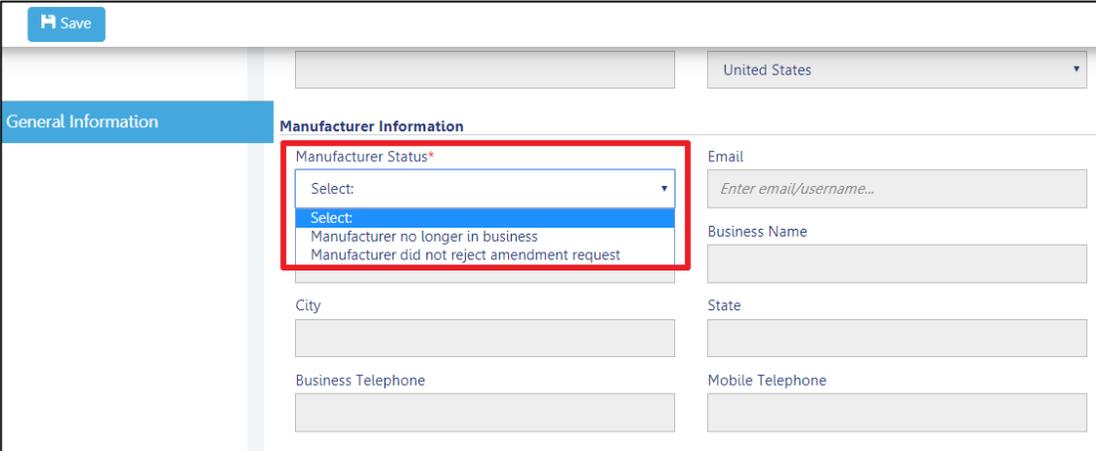
Step	Action
APPLICANT OF RECORD: OWNER	
1.	<p>Hover the cursor over + Prototype and select Amendment from the drop-down list.</p> 
2.	<p>The Prototype Amendment pop-up window displays. Enter the Prototype number in the Prototype Number field.</p> 
Note:	<p><i>The Prototype Number entered must be approved.</i></p>
3.	<p>Click Submit.</p> 



Step	Action
<p>You initiated an Owner's Amendment. Continue to the next section to complete the General Information section.</p>	

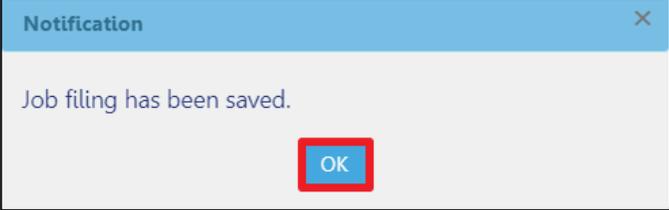
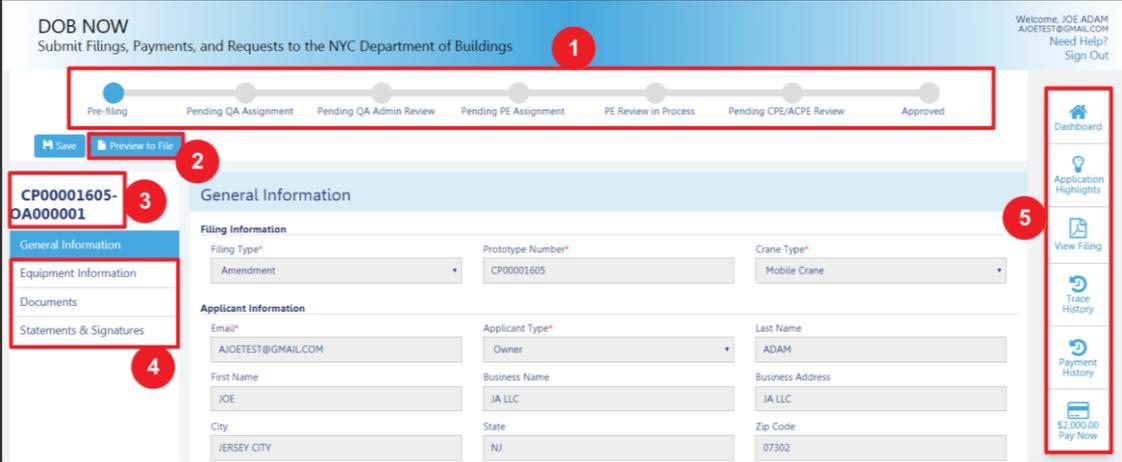
Complete General Information

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

Step	Action
1.	<p>The General Information page displays.</p> <p>The Filing Information, Applicant Information and Engineer Information fields are greyed-out and Read-Only.</p>  <p>The screenshot shows a 'Save' button at the top left. Below it is a navigation bar with 'General Information' selected. The main content area is divided into two sections: 'Filing Information' and 'Applicant Information'. In 'Filing Information', 'Filing Type*' is a dropdown menu with 'Amendment' selected, and 'Prototype Number*' is a text input field with 'CP00001605'. In 'Applicant Information', 'Email*' is a text input field with 'AJOETEST@GMAIL.COM', and 'Applicant Type*' is a dropdown menu with 'Owner' selected.</p>
Note:	<p><i>If the Professional Engineer on the initial filing was on behalf of the Owner, the Engineer cannot be changed.</i></p> <p><i>If the Professional Engineer was on behalf of the Manufacturer, then as part of the amendment, the Engineer can be change.</i></p>
2.	<p>Scroll down to the Manufacturer Information section.</p> <p>Select the applicable Manufacturer Status (e.g., Manufacturer no longer in business) from the Manufacturer Status drop-down list.</p>  <p>The screenshot shows the 'Save' button at the top left. Below it is a navigation bar with 'General Information' selected. The main content area is divided into two sections: 'General Information' and 'Manufacturer Information'. In 'Manufacturer Information', the 'Manufacturer Status*' dropdown menu is open, showing three options: 'Select:', 'Manufacturer no longer in business', and 'Manufacturer did not reject amendment request'. The 'Manufacturer no longer in business' option is highlighted. Other fields in this section include 'Email' (text input with placeholder 'Enter email/username...'), 'Business Name' (text input), 'City' (text input), 'State' (text input), 'Business Telephone' (text input), and 'Mobile Telephone' (text input).</p>

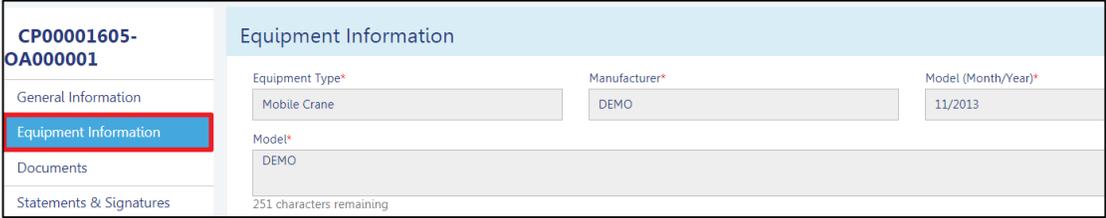
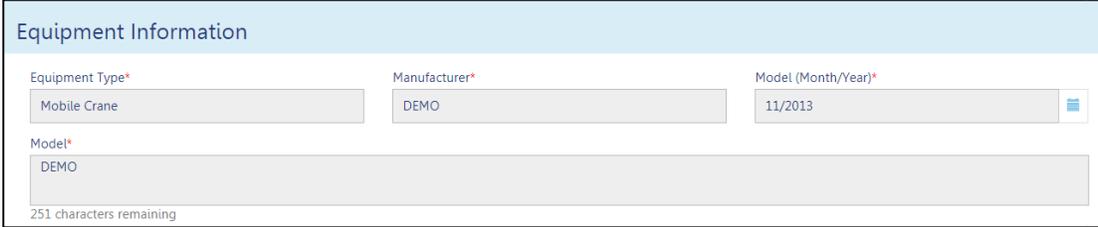
Step	Action						
3.	<p>If applicable, click + Add Representative.</p> <div data-bbox="315 338 1175 527"> <p>Filing Representative Information</p> <p>+ Add Representative</p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	First Name	Last Name	Email			
First Name	Last Name	Email					
4.	<p>The Filing Representative Details pop-up window displays.</p> <p>Type the Email and then select the Email Address from the blue drop-down.</p> <div data-bbox="315 680 1395 1159"> <p>Filing Representative Details</p> <p>Email* <input type="text" value="APPLEROME16@GMAIL.COM"/> APPLEROME16@GMAIL.COM</p> <p>Last Name <input type="text"/></p> <p>First Name <input type="text"/></p> <p>Business Address <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>Zip Code <input type="text"/></p> <p>Country <input type="text" value="Select:"/></p> <p>Business Telephone <input type="text"/></p> <p>Mobile Telephone <input type="text"/></p> <p>Save Cancel</p> </div>						
5.	<p>Click Save.</p> <div data-bbox="315 1262 750 1476"> <p>Business Telephone</p> <p><input type="text" value="(458) 466-4485"/></p> <p>Save Cancel</p> </div>						

Step	Action												
Note:	<p>The Filing Representative added displays within the Filing Representative information table.</p> <p>Click the edit (✎) icon to update the information.</p> <p>Click the trashcan (🗑) icon to delete the Filing Representative.</p> <div data-bbox="313 489 1419 684" style="border: 1px solid black; padding: 5px;"> <p>Filing Representative Information</p> <p>+ Add Representative</p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email</th> <th>Business Name</th> <th>Business Telephone</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>APPLE</td> <td>ROME</td> <td>APPLEROME16@GMAIL.COM</td> <td>ROME LLC</td> <td>(458) 466-4485</td> <td>✎ 🗑</td> </tr> </tbody> </table> </div>	First Name	Last Name	Email	Business Name	Business Telephone	Action	APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	✎ 🗑
First Name	Last Name	Email	Business Name	Business Telephone	Action								
APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	✎ 🗑								
6.	<p>At the top-left of the screen, click Save.</p> <div data-bbox="313 787 1045 1064" style="border: 1px solid black; padding: 5px;"> </div>												
7.	<p>A Notification pop-up window displays with the message:</p> <p>Are you sure you want to continue with amendment on following prototype number. Please verify before saving:</p> <ul style="list-style-type: none"> • XY00001234 (e.g., CP00001605) <p>Click Save to continue.</p> <div data-bbox="313 1356 1162 1652" style="border: 1px solid black; padding: 5px;"> <p>Notification</p> <p>Are you sure you want to continue with amendment on following prototype number. Please verify before saving:</p> <ul style="list-style-type: none"> • CP00001605 <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div>												

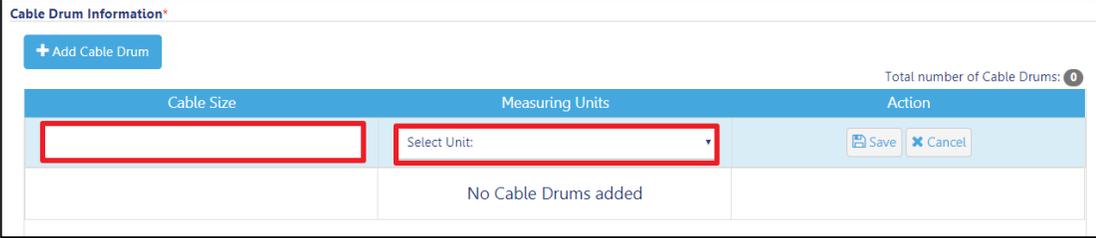
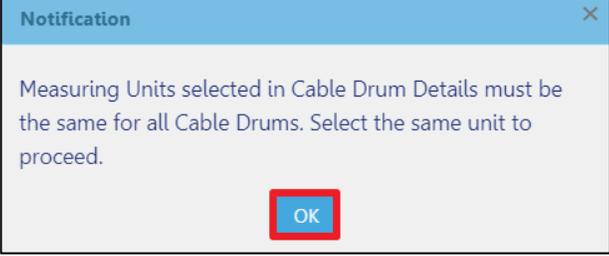
Step	Action
8.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
<p>Note:</p>	<p><i>The page refreshes and displays the additional items:</i></p> <ol style="list-style-type: none"> 1. <i>Status Bar</i> 2. <i>Review and File</i> 3. <i>Prototype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

Complete Equipment Information Tab

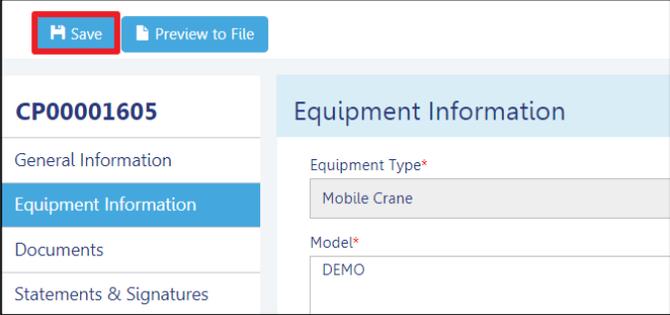
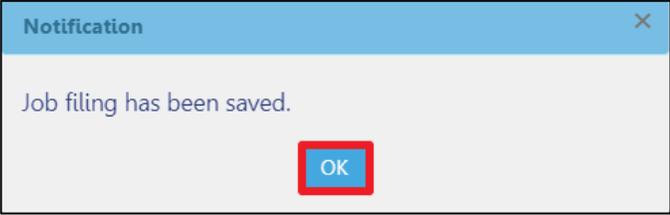
Complete the following steps to complete the **Equipment Information** tab to associate all Stakeholders (e.g. Filing Representatives, Manufacturers etc.) to the application:

Step	Action
1.	<p>Click Equipment Information to display the Equipment Information section.</p> <p>The Equipment Information displays.</p> 
Note:	<p><i>The Equipment Information fields: Equipment Type, Manufacturer, Model (Month/Year) and Model are greyed-out and cannot be edited.</i></p> 

Step	Action															
2.	<p>If applicable, edit or complete the Equipment Information fields:</p> <div style="display: flex; flex-wrap: wrap; gap: 10px;"> <div style="width: 50%;"><input type="checkbox"/> Maximum Rated Capacity</div> <div style="width: 50%;"><input type="checkbox"/> Transmission Type (e.g., Mechanical)</div> <div style="width: 50%;"><input type="checkbox"/> Capacity Units (e.g., Tons)</div> <div style="width: 50%;"><input type="checkbox"/> Power (e.g., Gas)</div> <div style="width: 50%;"><input type="checkbox"/> Maximum Boom</div> <div style="width: 50%;"><input type="checkbox"/> Carrier Type (e.g., All Terrain)</div> <div style="width: 50%;"><input type="checkbox"/> Maximum Jib</div> <div style="width: 50%;"><input type="checkbox"/> Overall Carrier Length</div> <div style="width: 50%;"><input type="checkbox"/> Maximum Other Attachments</div> <div style="width: 50%;"><input type="checkbox"/> Overall Carrier Width</div> <div style="width: 50%;"><input type="checkbox"/> Total</div> <div style="width: 50%;"><input type="checkbox"/> Width with Outriggers Extended</div> <div style="width: 50%;"><input type="checkbox"/> Counterweight Configuration</div> <div style="width: 50%;"><input type="checkbox"/> Overall Carrier Tailswing</div> </div> <div style="border: 1px solid red; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"> Maximum Rated Capacity* <input type="text" value="10000"/> </td> <td style="width: 33%;"> Capacity Units* <input type="text" value="Kips"/> </td> <td style="width: 33%;"> Maximum Boom* <input type="text" value="5000"/> <small>Feet</small> </td> </tr> <tr> <td> Maximum Jib <input type="text" value="10000"/> <small>Feet</small> </td> <td> Maximum Other Attachments <input type="text" value="0"/> <small>Feet</small> </td> <td> Total <input type="text" value="15000"/> <small>Feet</small> </td> </tr> <tr> <td> Counterweight Configuration* <input type="text" value="5000"/> <small>Min.(lbs)</small> <input type="text" value="10000"/> <small>Max.(lbs)</small> </td> <td> Transmission Type* <input type="text" value="Mechanical"/> </td> <td> Power* <input type="text" value="Gas"/> </td> </tr> <tr> <td> Overall Carrier Width* <input type="text" value="10000"/> <small>Feet</small> </td> <td> Carrier Type* <input type="text" value="All Terrain"/> </td> <td> Overall Carrier Length* <input type="text" value="10000"/> <small>Feet</small> </td> </tr> <tr> <td></td> <td> Width with Outriggers Extended* <input type="text" value="10000"/> <small>Feet</small> </td> <td> Overall Carrier Tailswing* <input type="text" value="10000"/> <small>Feet</small> </td> </tr> </table> </div>	Maximum Rated Capacity* <input type="text" value="10000"/>	Capacity Units* <input type="text" value="Kips"/>	Maximum Boom* <input type="text" value="5000"/> <small>Feet</small>	Maximum Jib <input type="text" value="10000"/> <small>Feet</small>	Maximum Other Attachments <input type="text" value="0"/> <small>Feet</small>	Total <input type="text" value="15000"/> <small>Feet</small>	Counterweight Configuration* <input type="text" value="5000"/> <small>Min.(lbs)</small> <input type="text" value="10000"/> <small>Max.(lbs)</small>	Transmission Type* <input type="text" value="Mechanical"/>	Power* <input type="text" value="Gas"/>	Overall Carrier Width* <input type="text" value="10000"/> <small>Feet</small>	Carrier Type* <input type="text" value="All Terrain"/>	Overall Carrier Length* <input type="text" value="10000"/> <small>Feet</small>		Width with Outriggers Extended* <input type="text" value="10000"/> <small>Feet</small>	Overall Carrier Tailswing* <input type="text" value="10000"/> <small>Feet</small>
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	Width with Outriggers Extended* <input type="text" value="10000"/> <small>Feet</small>	Overall Carrier Tailswing* <input type="text" value="10000"/> <small>Feet</small>														
3.	<p>Select the applicable Boom Type Information checkbox(s) (e.g., Articulating).</p> <div style="border: 1px solid black; padding: 5px;"> <p>Boom Type Information*</p> <p> <input checked="" type="checkbox"/> Articulating <input type="checkbox"/> Lattice <input type="checkbox"/> Luffing <input type="checkbox"/> Telescoping <input type="checkbox"/> Other </p> </div>															
4.	<p>Click + Add Cable Drum to display the Cable Size, Measuring Units and Action fields.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Cable Drum Information*</p> <p>+ Add Cable Drum</p> <p style="text-align: right;">Total number of Cable Drums: 0</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a90e2; color: white;"> <th style="width: 33%;">Cable Size</th> <th style="width: 33%;">Measuring Units</th> <th style="width: 33%;">Action</th> </tr> </thead> <tbody> <tr style="border: 1px solid red;"> <td><input type="text"/></td> <td>Select Unit: <input type="text"/></td> <td> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </td> </tr> <tr> <td colspan="3" style="text-align: center;">No Cable Drums added</td> </tr> </tbody> </table> </div>	Cable Size	Measuring Units	Action	<input type="text"/>	Select Unit: <input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>	No Cable Drums added								
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<input type="text"/>	Select Unit: <input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>														
No Cable Drums added																

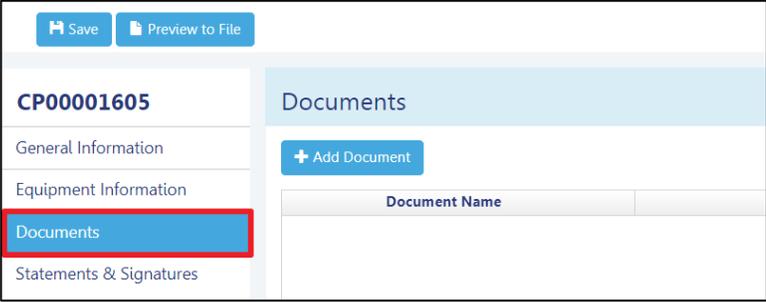
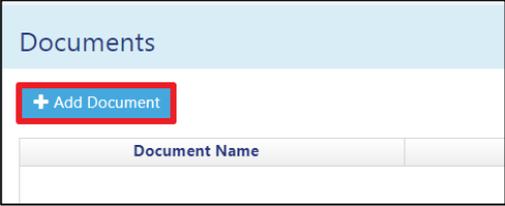
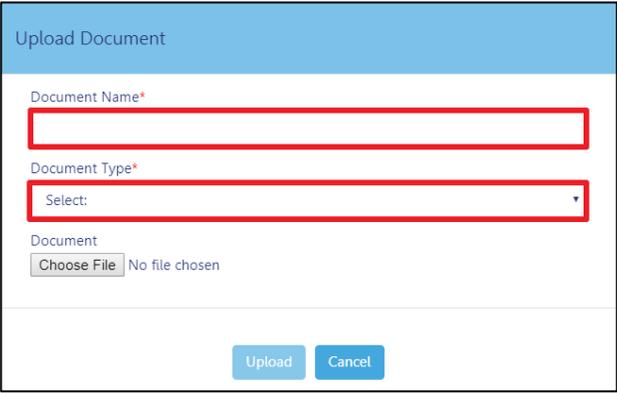
Step	Action
5.	<p>To add the Cable Drum:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Cable Size <input type="checkbox"/> Select the Measuring Unit from the Select Unit (e.g., Inches) drop-down list. 
6.	<p>Under the Action column, click Save.</p> 
7.	<p>A Notification pop-up windows displays with a message:</p> <p>Measuring Units selected in Cable Drum Details must be the same for all Cable Drums. Select the same unit to proceed.</p> <p>Click OK to close the notification.</p> 

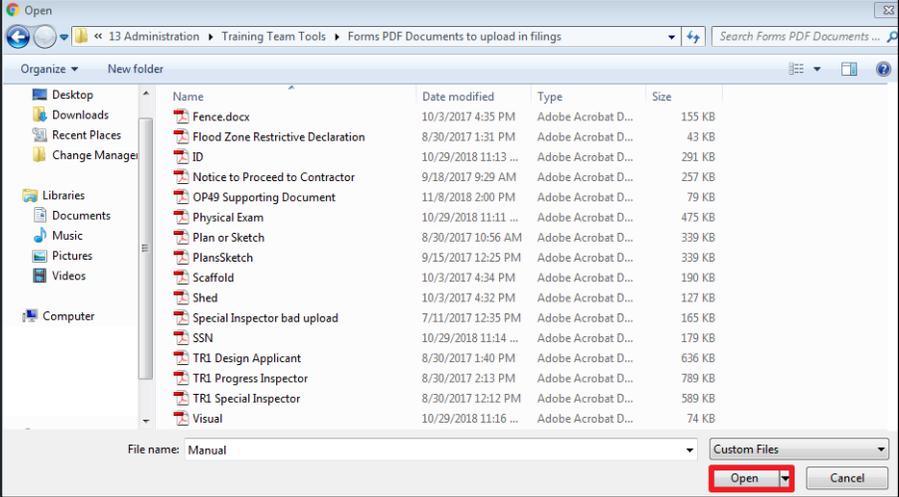
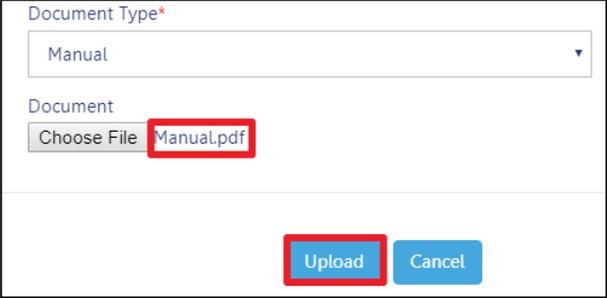
Step	Action												
<p>Note:</p>	<p>The Total number of Cable Drums updates. The Cable Drum added displays within the Cable Drum table. Click the edit (✎) icon to update the Cable Drum information. Click the trashcan (🗑) icon to delete the Cable Drum.</p> <div data-bbox="310 449 1370 627" style="border: 1px solid black; padding: 5px;"> <p>Cable Drum Information*</p> <p>+ Add Cable Drum</p> <p style="text-align: right;">Total number of Cable Drums: 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Cable Size</th> <th style="width: 30%;">Measuring Units</th> <th style="width: 40%;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5000</td> <td style="text-align: center;">Inches</td> <td style="text-align: center;">✎ 🗑</td> </tr> </tbody> </table> </div>	Cable Size	Measuring Units	Action	5000	Inches	✎ 🗑						
Cable Size	Measuring Units	Action											
5000	Inches	✎ 🗑											
<p>8.</p>	<p>Select the applicable Prototype Test Information checkbox(s).</p> <div data-bbox="310 756 964 951" style="border: 1px solid black; padding: 5px;"> <p>Prototype Test Information*</p> <p>The prototype test was conducted in accordance with (choose all that apply)</p> <p> <input type="checkbox"/> SAE J1063-1993 <input type="checkbox"/> SAE J987-2003 <input type="checkbox"/> EN 13000-2004 <input type="checkbox"/> EN 13000: 2010 <input type="checkbox"/> EN 13000: 2014 <input checked="" type="checkbox"/> Not Applicable </p> </div>												
<p>Note:</p>	<p>If SAE J1063-1993 or SAE J987-2003 is selected, the Prototype Test Witness Information is required.</p> <div data-bbox="310 1087 1382 1381" style="border: 1px solid black; padding: 5px;"> <p>Prototype Test Witness Information</p> <table style="width: 100%;"> <tr> <td style="width: 33%;"> <p>Email*</p> <input type="text" value="Enter email/username..."/> </td> <td style="width: 33%;"> <p>Last Name</p> <input type="text"/> </td> <td style="width: 33%;"> <p>First Name</p> <input type="text"/> </td> </tr> <tr> <td> <p>License Type*</p> <input type="text" value="Select:"/> </td> <td> <p>License Number</p> <input type="text"/> </td> <td> <p>Business Name*</p> <input type="text" value="Select:"/> </td> </tr> <tr> <td> <p>Business Address</p> <input type="text"/> </td> <td> <p>City</p> <input type="text"/> </td> <td> <p>State</p> <input type="text"/> </td> </tr> <tr> <td> <p>Zip Code</p> <input type="text"/> </td> <td> <p>Business Telephone</p> <input type="text"/> </td> <td> <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> <input type="text" value="Select:"/>	<p>License Number</p> <input type="text"/>	<p>Business Name*</p> <input type="text" value="Select:"/>	<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"/>
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<p>License Type*</p> <input type="text" value="Select:"/>	<p>License Number</p> <input type="text"/>	<p>Business Name*</p> <input type="text" value="Select:"/>											
<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>9.</p>	<p>Select the Standard Type (e.g., ASME B30.22.2005) from the drop-down list.</p> <div data-bbox="310 1480 1403 1654" style="border: 1px solid black; padding: 5px;"> <p>Standard Type*</p> <p>The device is designed and constructed to, and the supplied manuals and load rating charts are in accordance with:*</p> <p><input type="text" value="Select:"/></p> </div>												

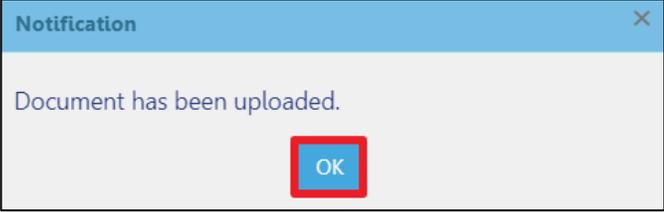
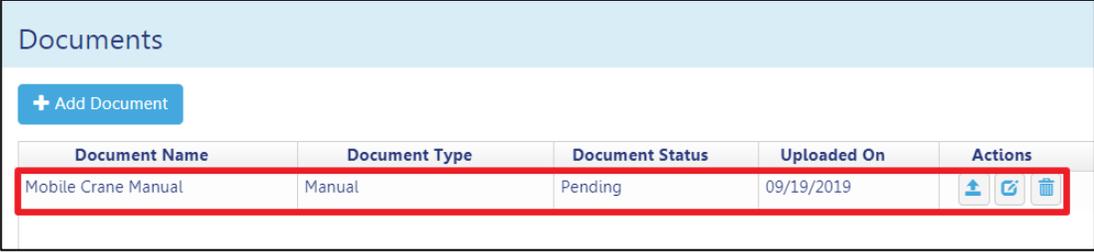
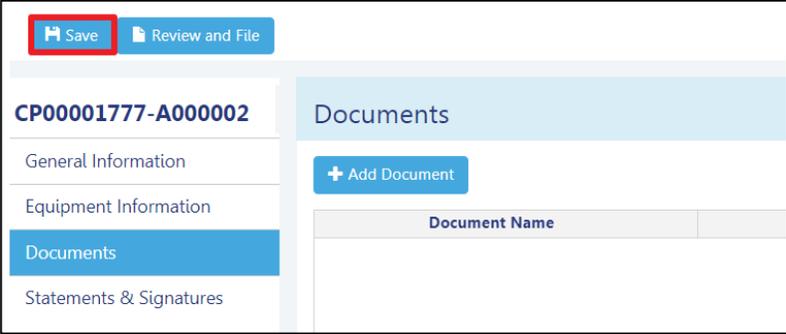
Step	Action
10.	<p>At the top-left of the screen, click Save.</p> 
11.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
<p>You have completed the Complete Equipment Information tab. Continue to the next section.</p>	

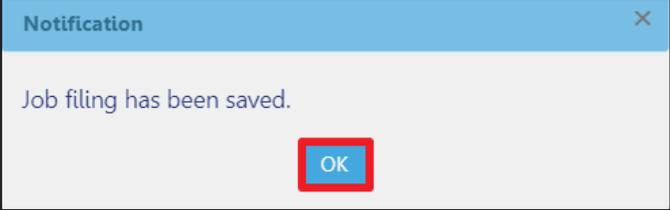
Upload Documents

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

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

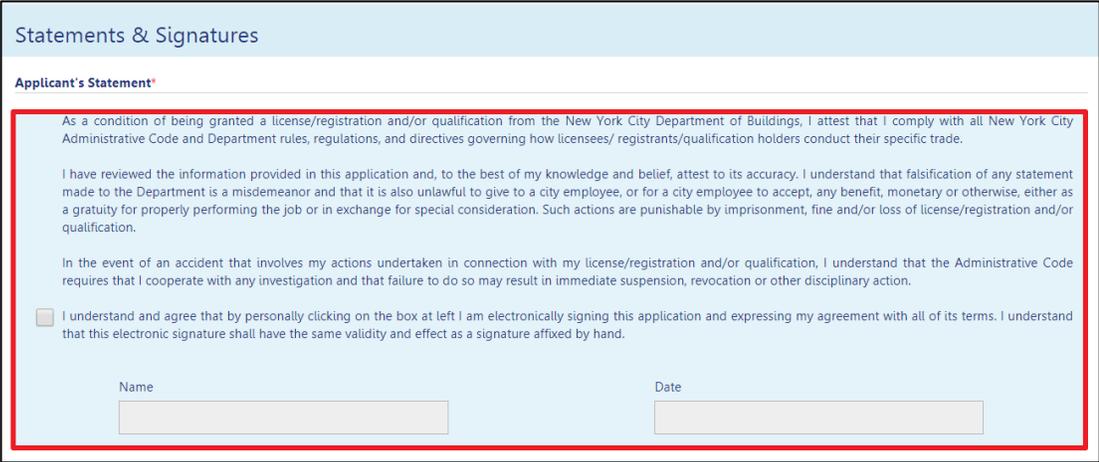
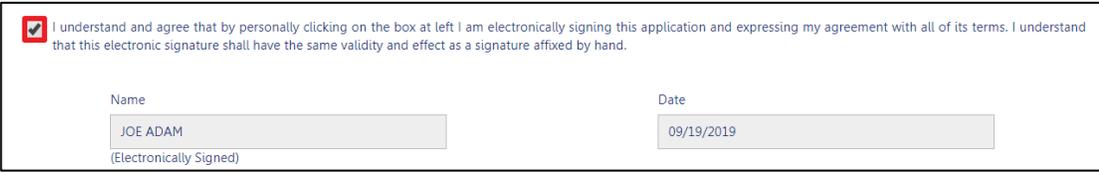
Step	Action
4.	<p>Click Choose File to upload the Document Type selected.</p> 
5.	<p>The Document pop-up window displays. Select the Document and click Open.</p> 
6.	<p>The Document displays next to the Choose File button. Click Upload.</p> 

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

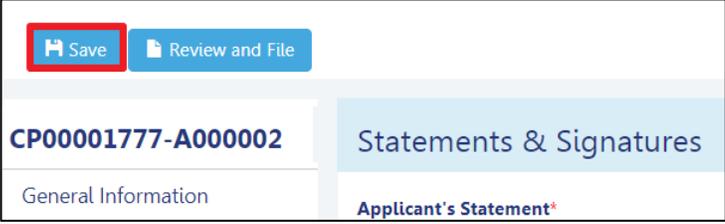
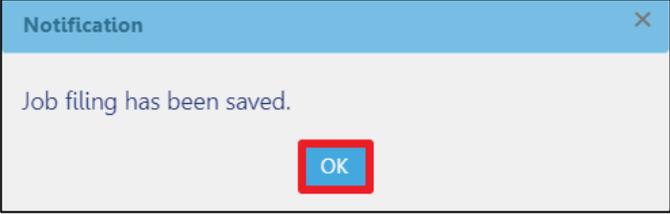
Step	Action
9.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
<p>You have completed the Upload Documents. Continue to the next section.</p>	

Complete Statements & Signatures

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

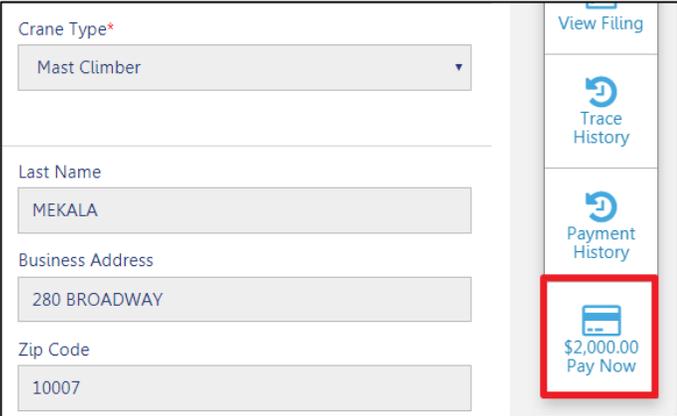
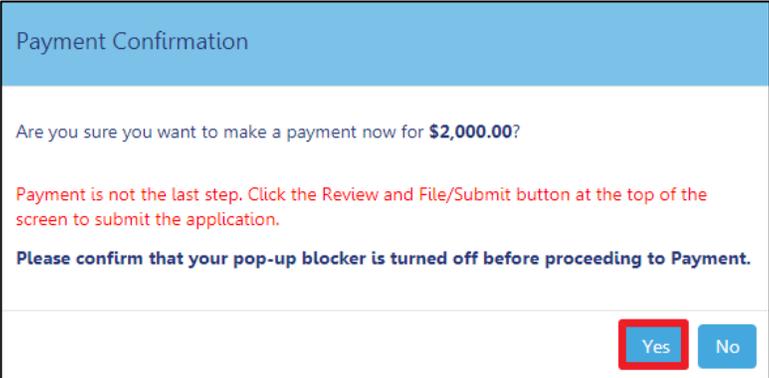
Step	Action
1.	<p>Click Statements & Signatures to display the Statements & Signatures section.</p> 
Note:	<p><i>The statement applicable to the stakeholder that's logged in highlights in blue.</i></p> 
APPLICANT OF RECORD	
2.	<p>Click the Applicant's Statement checkbox to electronically attest.</p>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

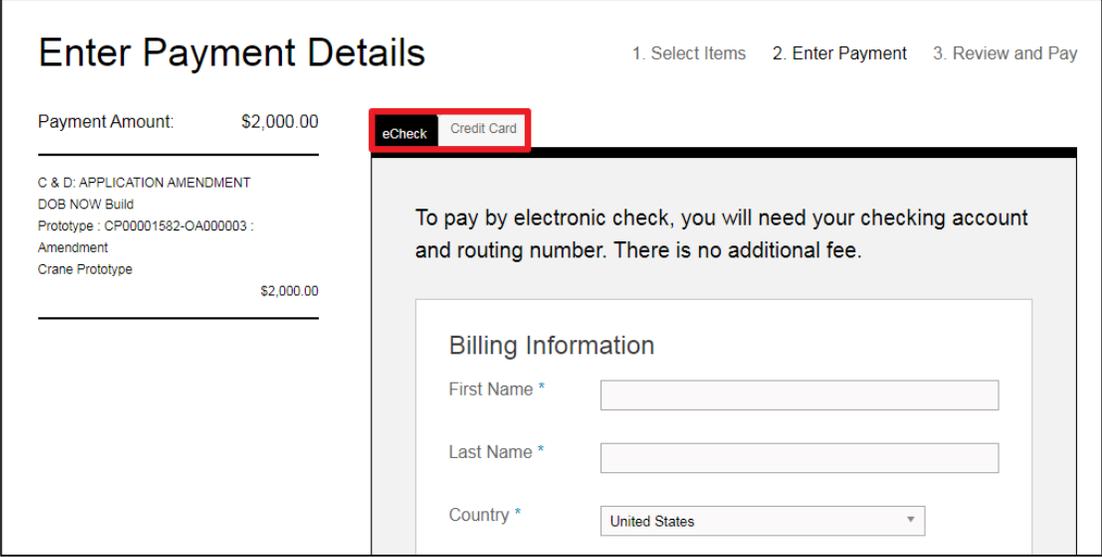
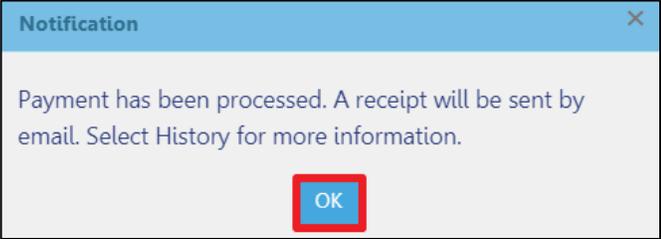
Step	Action
3.	<p>At the top-left of the screen, click Save.</p>
4.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p>
ENGINEER	
5.	<p>On the Statements & Signatures tab scroll down to the Engineer's Statement.</p>
6.	<p>Click the Engineer's Statement checkbox to electronically attest. The Name and Date fields auto-populate by the system.</p>

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

Pay Fees

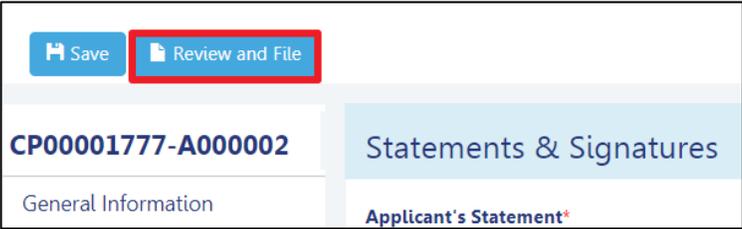
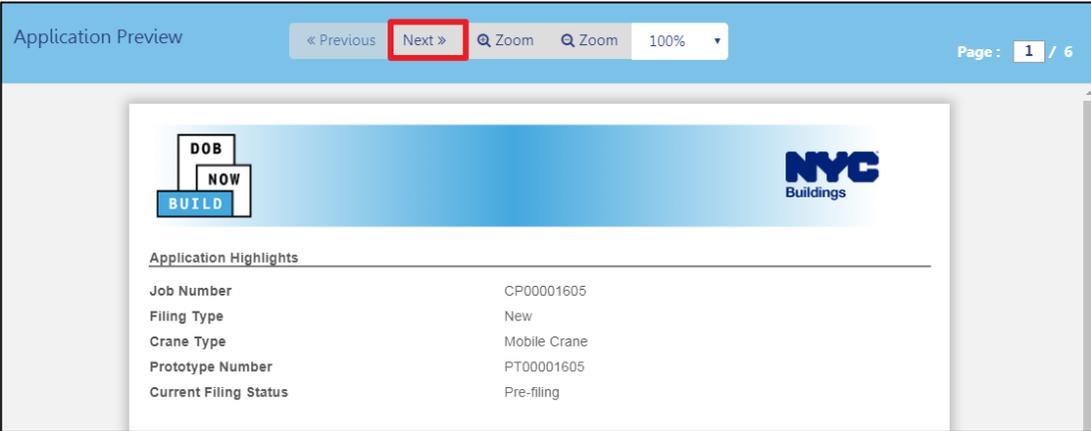
Complete the following steps to submit a payment application to the NYC Department of Buildings.

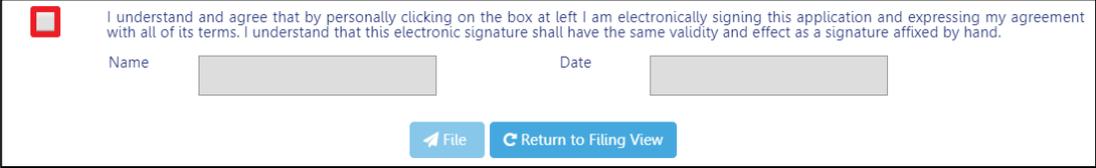
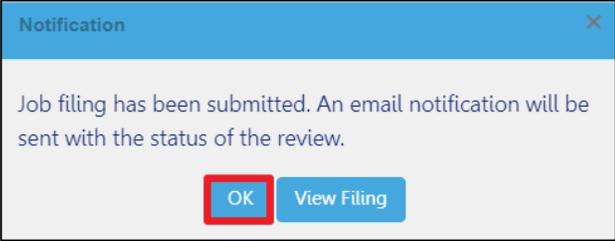
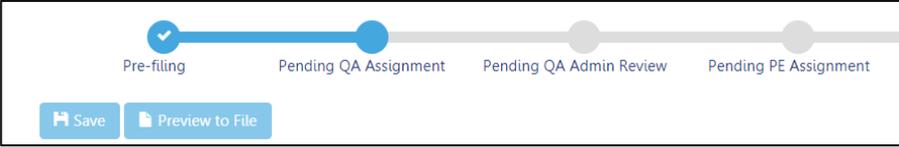
Step	Action
Note::	<i>The job filing’s fees must be paid before continuing to Preview to File.</i>
1.	<p>At the bottom-right of the screen, click Pay Now.</p> 
2.	<p>The Payment Confirmation pop-up window displays with the message:</p> <p><i>Are you sure you want to make a payment now for \$2,000.00?</i></p> <p><i>Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.</i></p> <p><i>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</i></p> <p>Click Yes, to proceed.</p> 

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

Complete Review and File

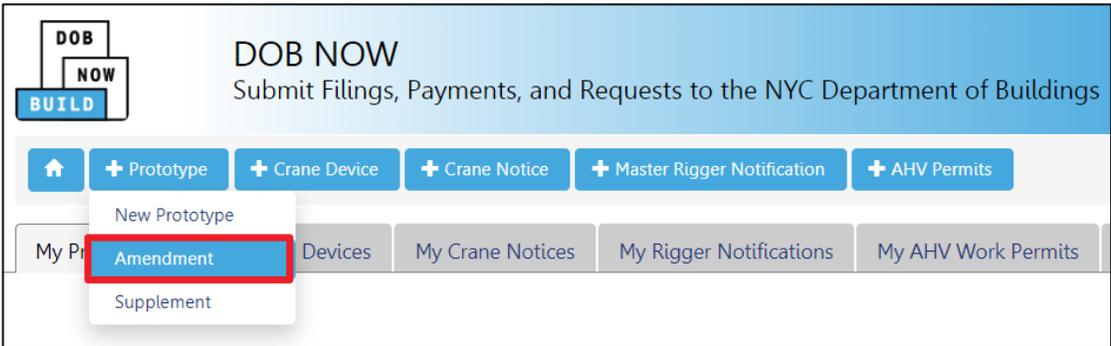
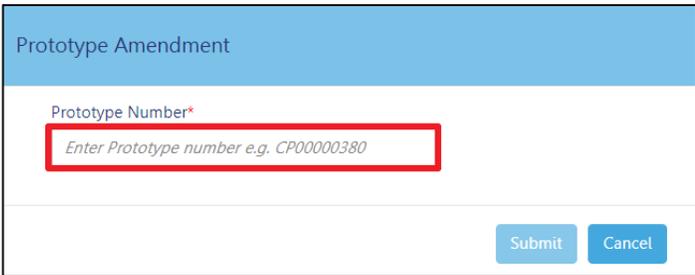
Complete the following steps to submit the application to the NYC Department of Buildings.

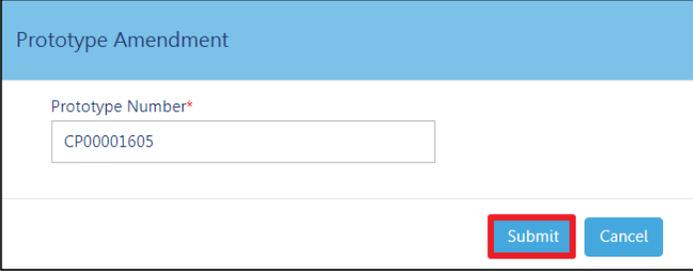
Step	Action
APPLICANT OF RECORD	
1.	<p>At the top-left of the screen, click Review and File.</p> 
2.	<p>The Application Preview displays.</p> <p>Click Next to read and progress through the Application Preview to the final page.</p> 
Note:	<p><i>If errors are discovered when Review and File is selected,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

Step	Action
3.	<p>On the final page, click the checkbox to attest reviewing the application.</p> 
4.	<p>The Name and the Date fields auto-populate after the checkbox is clicked. Click File, to proceed.</p> 
5.	<p>A Notification pop-up windows displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review. Click OK to close the Confirm pop-up window.</p> 
Note:	<p><i>The Status Bar updates to the next stage in the job filing process (e.g., Pending QA Assignment).</i></p> 
<p>You have completed the Complete & Submit a Prototype Certificate of Approval: Owner’s Amendment Application Step-by-Step Guide.</p>	

Prototype Certificate of Approval Amendment: Initiate a Manufacturer’s Amendment

Complete the following steps to initiate a Manufacturer’s Amendment:

Step	Action
APPLICANT OF RECORD: MANUFACTURER	
1.	<p>Hover the cursor over + Prototype and select Amendment from the drop-down list.</p> 
2.	<p>The Prototype Amendment pop-up window displays.</p> <p>Enter the Prototype number in the Prototype Number field.</p> 
Note:	<i>The Prototype Number entered must be approved.</i>

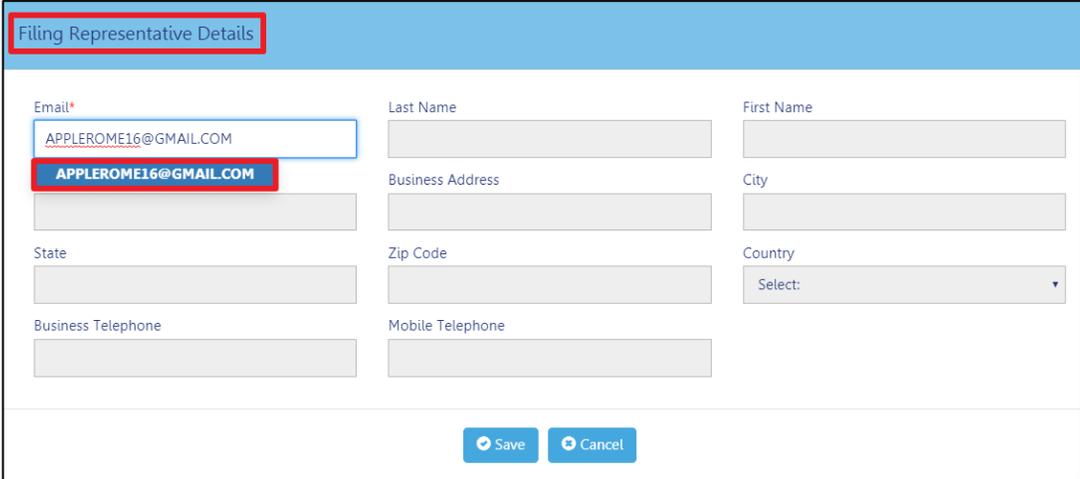
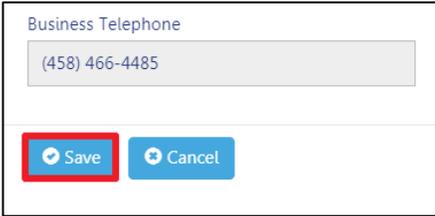
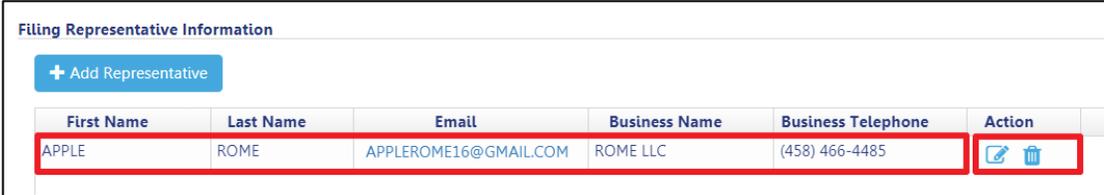
Step	Action
3.	<p>Click Submit.</p> 
<p style="text-align: center;">You initiated a Manufacturer’s Amendment. Continue to the next section to complete the General Information section.</p>	

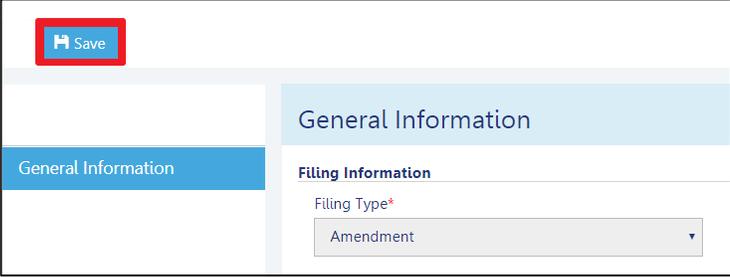
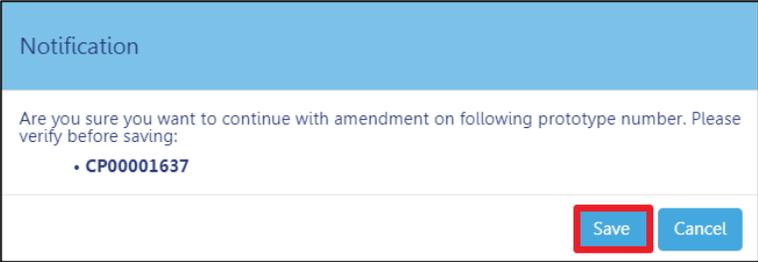
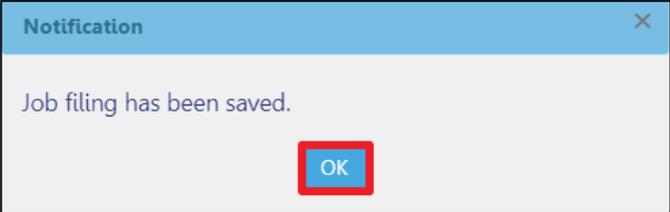
Complete General Information

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

Step	Action
1.	<p>The General Information page displays.</p> <p>The Filing Information and Applicant Information fields are greyed-out and read-only.</p> <div data-bbox="313 617 1406 984" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows a web form titled "General Information". On the left is a navigation menu with "General Information" selected. The main content area is divided into two sections: "Filing Information" and "Applicant Information".</p> <p>Filing Information:</p> <ul style="list-style-type: none"> Filing Type*: A dropdown menu with "Amendment" selected. Prototype Number*: A text input field containing "CP00001637". <p>Applicant Information:</p> <ul style="list-style-type: none"> Email*: A text input field containing "AJOETEST@GMAIL.COM". Applicant Type*: A dropdown menu with "Manufacturer" selected. First Name: A text input field containing "JOE". Business Name: A text input field containing "JA LLC". </div>
Note:	<p><i>If the Professional Engineer on the initial filing was on behalf of the Owner, the Engineer cannot be changed.</i></p> <p><i>If Professional Engineer was on behalf of the Manufacturer, then as part of the amendment, the Engineer can change.</i></p>

Step	Action																														
2.	<p>If applicable, edit or enter the Engineer Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Email and then select the Email Address from the blue-drop down <input type="checkbox"/> Select the License Type (e.g., Professional Engineer) from the License Type drop-down list <i>Please Note: The License Type for the Engineer is “Professional Engineer”</i> <input type="checkbox"/> Select the Business Name from the drop-down list <div data-bbox="315 548 1425 909" style="border: 1px solid black; padding: 5px;"> <p>Engineer Information</p> <table border="0"> <tr> <td>Email*</td> <td>Last Name</td> <td>First Name</td> </tr> <tr> <td><input type="text" value="AJOETEST2@GMAIL.CO"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text" value="AJOETEST2@GMAIL.COM"/></td> <td>License Type*</td> <td>License Number</td> </tr> <tr> <td><input type="text" value="Manufacturer"/></td> <td><input type="text" value="Select:"/></td> <td><input type="text"/></td> </tr> <tr> <td>Business Name*</td> <td>Business Address</td> <td>City</td> </tr> <tr> <td><input type="text" value="Select:"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>State</td> <td>Zip Code</td> <td>Business Telephone</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Mobile Telephone</td> <td>Country</td> <td></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text" value="Select:"/></td> <td></td> </tr> </table> </div>	Email*	Last Name	First Name	<input type="text" value="AJOETEST2@GMAIL.CO"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="AJOETEST2@GMAIL.COM"/>	License Type*	License Number	<input type="text" value="Manufacturer"/>	<input type="text" value="Select:"/>	<input type="text"/>	Business Name*	Business Address	City	<input type="text" value="Select:"/>	<input type="text"/>	<input type="text"/>	State	Zip Code	Business Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	Mobile Telephone	Country		<input type="text"/>	<input type="text" value="Select:"/>	
Email*	Last Name	First Name																													
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Mobile Telephone	Country																														
<input type="text"/>	<input type="text" value="Select:"/>																														
3.	<p>If applicable, click + Add Representative.</p> <div data-bbox="315 1062 1175 1251" style="border: 1px solid black; padding: 5px;"> <p>Filing Representative Information</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> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	First Name	Last Name	Email																											
First Name	Last Name	Email																													

Step	Action
4.	<p>The Filing Representative Details pop-up window displays.</p> <p>Type the Email and then select the Email Address from the blue-drop down.</p> 
5.	<p>Click Save.</p> 
Note:	<p><i>The Filing Representative added displays within the Filing Resprentative information table.</i></p> <p><i>Click the edit () icon to update the information.</i></p> <p><i>Click the trashcan () icon to delete the Filing Representative.</i></p> 

Step	Action
6.	<p>At the top-left of the screen, click Save.</p> 
7.	<p>A Notification pop-up window displays with the message: Are you sure you want to continue with amendment on following prototype number. Please verify before saving:</p> <ul style="list-style-type: none"> • CP00001234 (e.g., CP00001637) <p>Click Save to continue.</p> 
8.	<p>A Notification pop-up window displays with the message: Job filing has been saved.</p> <p>Click OK to continue.</p> 

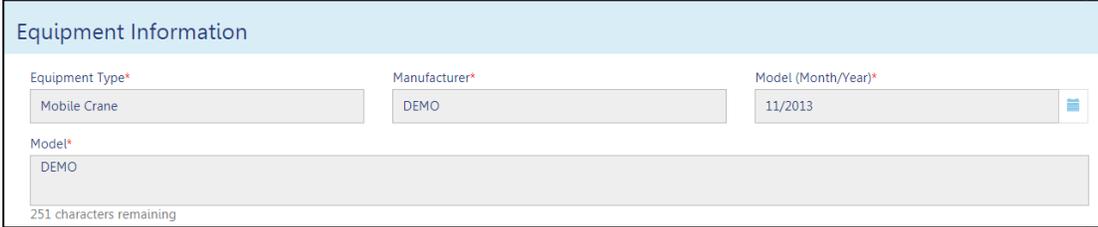
Step	Action
<p>Note:</p>	<p><i>The page refreshes and displays the additional items:</i></p> <ol style="list-style-type: none"> 1. <i>Status Bar</i> 2. <i>Preview to File</i> 3. <i>Prototype Amendment Filing Number</i> 4. Additional Tabs: <i>Equipment Information, Document and Statements & Signatures</i> 5. Application Information: <i>Application Highlights, View Filing, Trace & Payment History and Fee</i> <div data-bbox="313 709 1425 1176" style="border: 1px solid black; padding: 10px; margin-top: 20px;"> </div>

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

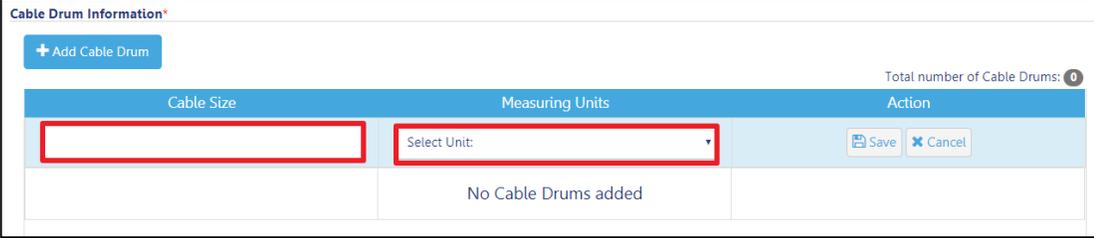
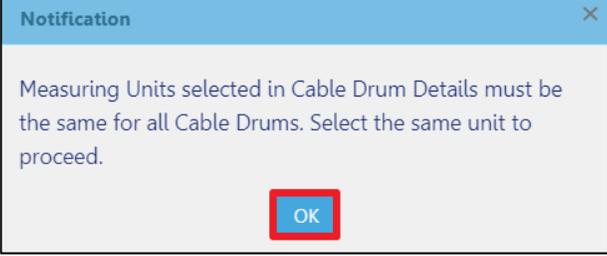
Continue to the next section.

Complete Equipment Information Tab

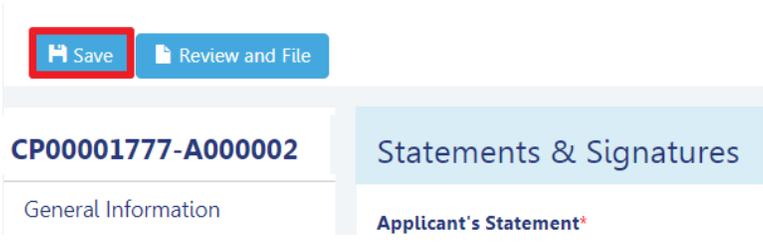
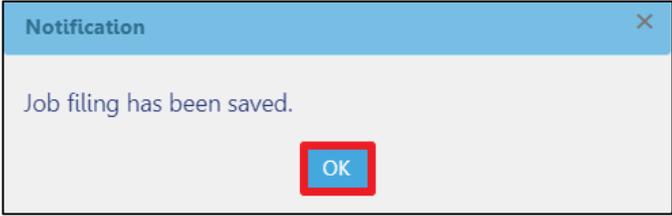
Complete the following steps to complete the **Equipment Information** tab to associate all Stakeholders (e.g. Filing Representatives, Manufacturers etc.) to the application:

Step	Action
1.	<p>Click Equipment Information to display the Equipment Information section.</p> <p>The Equipment Information displays.</p> 
Note:	<p><i>The Equipment Information fields: Equipment Type, Manufacturer, Model (Month/Year) and Model are greyed-out and cannot be edited.</i></p> 

Step	Action															
2.	<p>If applicable, edit or complete the Equipment Information fields:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maximum Rated Capacity <input type="checkbox"/> Capacity Units (e.g., Tons) <input type="checkbox"/> Maximum Boom <input type="checkbox"/> Maximum Jib <input type="checkbox"/> Maximum Other Attachments <input type="checkbox"/> Total <input type="checkbox"/> Counterweight Configuration <input type="checkbox"/> Transmission Type (e.g., Mechanical) <input type="checkbox"/> Power (e.g., Gas) <input type="checkbox"/> Carrier Type (e.g., All Terrain) <input type="checkbox"/> Overall Carrier Length <input type="checkbox"/> Overall Carrier Width <input type="checkbox"/> Width with Outriggers Extended <input type="checkbox"/> Overall Carrier Tailswing <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"> Maximum Rated Capacity* <input type="text" value="10000"/> </td> <td style="width: 33%;"> Capacity Units* <input type="text" value="Kips"/> </td> <td style="width: 33%;"> Maximum Boom* <input type="text" value="5000"/> <input type="text" value="Feet"/> </td> </tr> <tr> <td> Maximum Jib <input type="text" value="10000"/> <input type="text" value="Feet"/> </td> <td> Maximum Other Attachments <input type="text" value="0"/> <input type="text" value="Feet"/> </td> <td> Total <input type="text" value="15000"/> <input type="text" value="Feet"/> </td> </tr> <tr> <td> Counterweight Configuration* <input type="text" value="5000"/> <input type="text" value="Min.(lbs)"/> <input type="text" value="10000"/> <input type="text" value="Max.(lbs)"/> </td> <td> Transmission Type* <input type="text" value="Mechanical"/> </td> <td> Power* <input type="text" value="Gas"/> </td> </tr> <tr> <td> Overall Carrier Width* <input type="text" value="10000"/> <input type="text" value="Feet"/> </td> <td> Carrier Type* <input type="text" value="All Terrain"/> </td> <td> Overall Carrier Length* <input type="text" value="10000"/> <input type="text" value="Feet"/> </td> </tr> <tr> <td></td> <td> Width with Outriggers Extended* <input type="text" value="10000"/> <input type="text" value="Feet"/> </td> <td> Overall Carrier Tailswing* <input type="text" value="10000"/> <input type="text" value="Feet"/> </td> </tr> </table> </div>	Maximum Rated Capacity* <input type="text" value="10000"/>	Capacity Units* <input type="text" value="Kips"/>	Maximum Boom* <input type="text" value="5000"/> <input type="text" value="Feet"/>	Maximum Jib <input type="text" value="10000"/> <input type="text" value="Feet"/>	Maximum Other Attachments <input type="text" value="0"/> <input type="text" value="Feet"/>	Total <input type="text" value="15000"/> <input type="text" value="Feet"/>	Counterweight Configuration* <input type="text" value="5000"/> <input type="text" value="Min.(lbs)"/> <input type="text" value="10000"/> <input type="text" value="Max.(lbs)"/>	Transmission Type* <input type="text" value="Mechanical"/>	Power* <input type="text" value="Gas"/>	Overall Carrier Width* <input type="text" value="10000"/> <input type="text" value="Feet"/>	Carrier Type* <input type="text" value="All Terrain"/>	Overall Carrier Length* <input type="text" value="10000"/> <input type="text" value="Feet"/>		Width with Outriggers Extended* <input type="text" value="10000"/> <input type="text" value="Feet"/>	Overall Carrier Tailswing* <input type="text" value="10000"/> <input type="text" value="Feet"/>
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3.	<p>Select the applicable Boom Type Information checkbox(s) (e.g., Articulating).</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Boom Type Information*</p> <p> <input checked="" type="checkbox"/> Articulating <input type="checkbox"/> Lattice <input type="checkbox"/> Luffing <input type="checkbox"/> Telescoping <input type="checkbox"/> Other </p> </div>															
4.	<p>Click + Add Cable Drum to display the Cable Size, Measuring Units and Action fields.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Cable Drum Information*</p> <p>+ Add Cable Drum</p> <p style="text-align: right;">Total number of Cable Drums: 0</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a90e2; color: white;"> <th style="width: 33%;">Cable Size</th> <th style="width: 33%;">Measuring Units</th> <th style="width: 33%;">Action</th> </tr> </thead> <tbody> <tr style="border: 1px solid red;"> <td><input type="text"/></td> <td>Select Unit: <input type="text"/></td> <td style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </td> </tr> <tr> <td colspan="3" style="text-align: center;">No Cable Drums added</td> </tr> </tbody> </table> </div>	Cable Size	Measuring Units	Action	<input type="text"/>	Select Unit: <input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>	No Cable Drums added								
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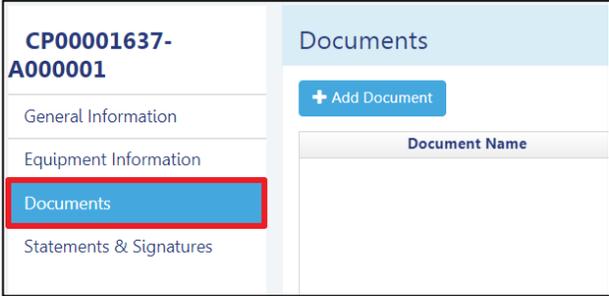
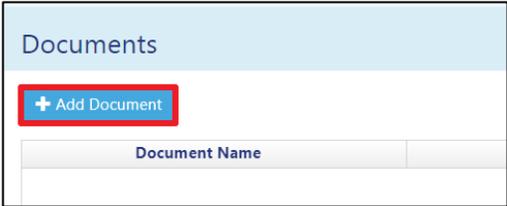
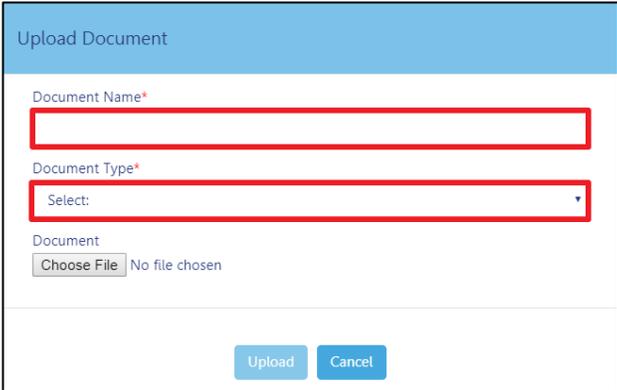
Step	Action
5.	<p>To add the Cable Drum:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Cable Size <input type="checkbox"/> Select the Measuring Unit from the Select Unit (e.g., Inches) drop-down list. 
6.	<p>Under the Action column, click Save.</p> 
7.	<p>A Notification pop-up windows displays with a message:</p> <p>Measuring Units selected in Cable Drum Details must be the same for all Cable Drums. Select the same unit to proceed.</p> <p>Click OK to close the notification.</p> 

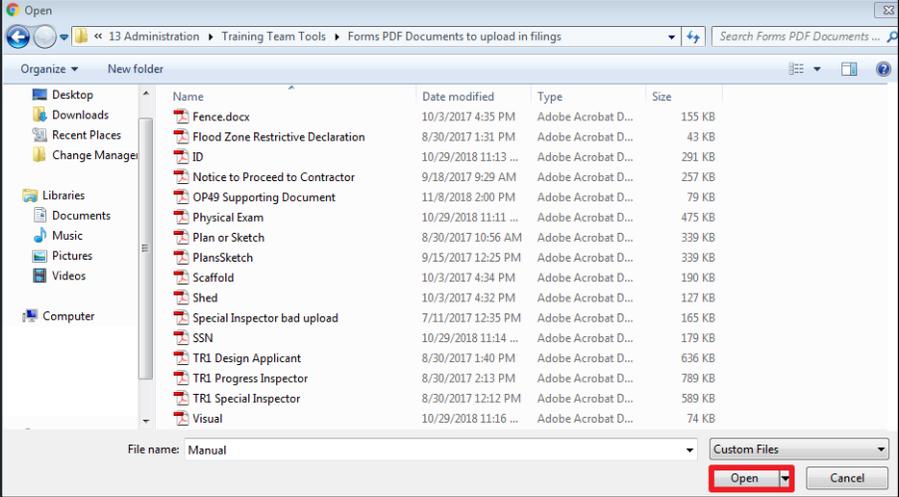
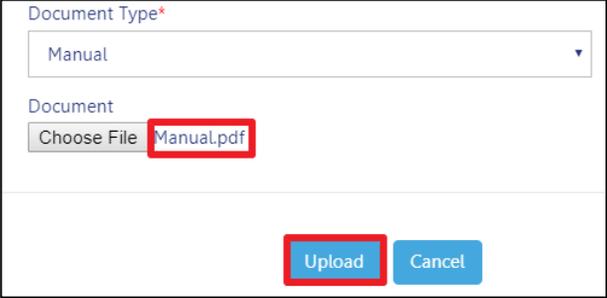
Step	Action												
<p>Note:</p>	<p>The Total number of Cable Drums updates. The Cable Drum added displays within the Cable Drum table. Click the edit (✎) icon to update the Cable Drum information. Click the trashcan (🗑) icon to delete the Cable Drum.</p> <div data-bbox="310 449 1370 627" style="border: 1px solid black; padding: 5px;"> <p>Cable Drum Information*</p> <p>+ Add Cable Drum</p> <p style="text-align: right;">Total number of Cable Drums: 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Cable Size</th> <th style="width: 30%;">Measuring Units</th> <th style="width: 40%;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5000</td> <td style="text-align: center;">Inches</td> <td style="text-align: center;">✎ 🗑</td> </tr> </tbody> </table> </div>	Cable Size	Measuring Units	Action	5000	Inches	✎ 🗑						
Cable Size	Measuring Units	Action											
5000	Inches	✎ 🗑											
<p>8.</p>	<p>Select the applicable Prototype Test Information checkbox(s).</p> <div data-bbox="310 758 964 951" style="border: 1px solid black; padding: 5px;"> <p>Prototype Test Information*</p> <p>The prototype test was conducted in accordance with (choose all that apply)</p> <p> <input type="checkbox"/> SAE J1063-1993 <input type="checkbox"/> SAE J987-2003 <input type="checkbox"/> EN 13000-2004 <input type="checkbox"/> EN 13000: 2010 <input type="checkbox"/> EN 13000: 2014 <input checked="" type="checkbox"/> Not Applicable </p> </div>												
<p>Note:</p>	<p>If SAE J1063-1993 or SAE J987-2003 is selected, the Prototype Test Witness Information is required.</p> <div data-bbox="310 1087 1382 1381" style="border: 1px solid black; padding: 5px;"> <p>Prototype Test Witness Information</p> <table style="width: 100%;"> <tr> <td style="width: 33%;"> <p>Email*</p> <input style="border: 1px solid red;" type="text" value="Enter email/username..."/> </td> <td style="width: 33%;"> <p>Last Name</p> <input type="text"/> </td> <td style="width: 33%;"> <p>First Name</p> <input type="text"/> </td> </tr> <tr> <td> <p>License Type*</p> <input style="border: 1px solid red;" type="text" value="Select:"/> </td> <td> <p>License Number</p> <input type="text"/> </td> <td> <p>Business Name*</p> <input style="border: 1px solid red;" type="text" value="Select:"/> </td> </tr> <tr> <td> <p>Business Address</p> <input type="text"/> </td> <td> <p>City</p> <input type="text"/> </td> <td> <p>State</p> <input type="text"/> </td> </tr> <tr> <td> <p>Zip Code</p> <input type="text"/> </td> <td> <p>Business Telephone</p> <input type="text"/> </td> <td> <p>Mobile Telephone</p> <input type="text"/> </td> </tr> </table> </div>	<p>Email*</p> <input style="border: 1px solid red;" type="text" value="Enter email/username..."/>	<p>Last Name</p> <input type="text"/>	<p>First Name</p> <input type="text"/>	<p>License Type*</p> <input style="border: 1px solid red;" type="text" value="Select:"/>	<p>License Number</p> <input type="text"/>	<p>Business Name*</p> <input style="border: 1px solid red;" type="text" value="Select:"/>	<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"/>
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<p>Zip Code</p> <input type="text"/>	<p>Business Telephone</p> <input type="text"/>	<p>Mobile Telephone</p> <input type="text"/>											
<p>9.</p>	<p>Select the Standard Type (e.g., ASME B30.22.2005) from the drop-down list.</p> <div data-bbox="310 1482 1403 1654" style="border: 1px solid black; padding: 5px;"> <p>Standard Type*</p> <p>The device is designed and constructed to, and the supplied manuals and load rating charts are in accordance with:*</p> <p><input type="text" value="Select:"/> ▼</p> </div>												

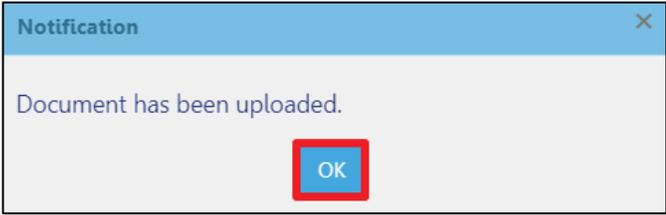
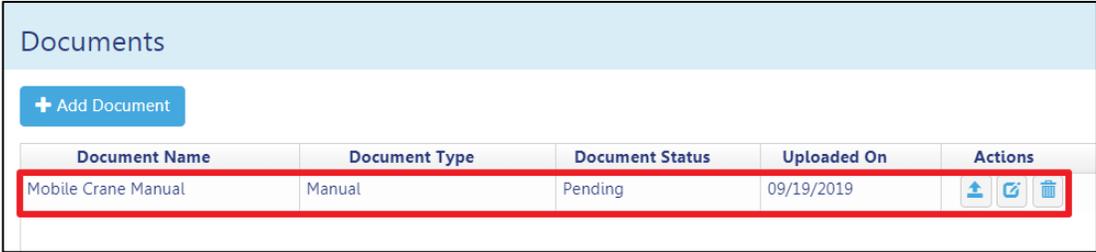
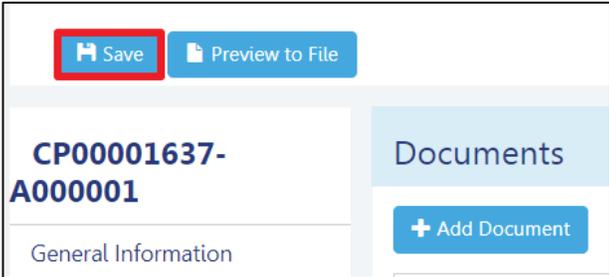
Step	Action
10.	<p>At the top-left of the screen, click Save.</p> 
11.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
<p>You have completed the Complete Equipment Information tab. Continue to the next section.</p>	

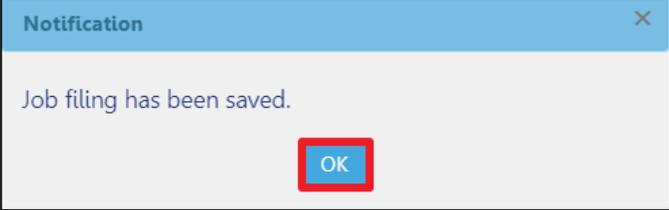
Upload Documents

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

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

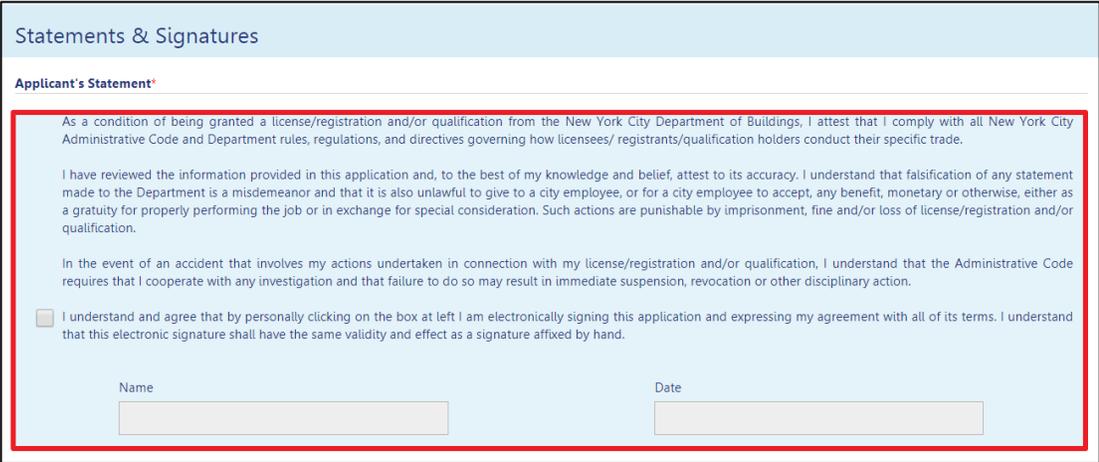
Step	Action
4.	<p>Click Choose File to upload the Document Type selected.</p> 
5.	<p>The Document pop-up window displays. Select the Document and click Open.</p> 
6.	<p>The Document displays next to Choose File. Click Upload.</p> 

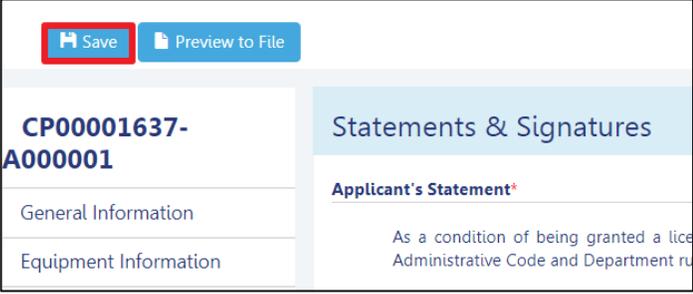
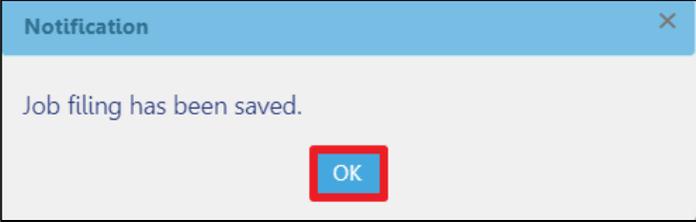
Step	Action										
7.	<p>A Notification pop-up window displays with the message: Document has been uploaded. Click OK to continue.</p> 										
Note:	<p><i>The Document uploaded displays within the Document table. Click the edit (✎) icon to update the Document information. Click the trashcan (🗑) icon to delete the Document. Click the upload (📄) icon to replace the Document previously uploaded.</i></p>  <table border="1"> <thead> <tr> <th>Document Name</th> <th>Document Type</th> <th>Document Status</th> <th>Uploaded On</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Mobile Crane Manual</td> <td>Manual</td> <td>Pending</td> <td>09/19/2019</td> <td> </td> </tr> </tbody> </table>	Document Name	Document Type	Document Status	Uploaded On	Actions	Mobile Crane Manual	Manual	Pending	09/19/2019	
Document Name	Document Type	Document Status	Uploaded On	Actions							
Mobile Crane Manual	Manual	Pending	09/19/2019								
8.	<p>At the top-left of the screen, click Save.</p> 										

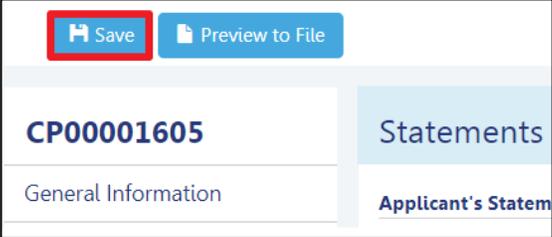
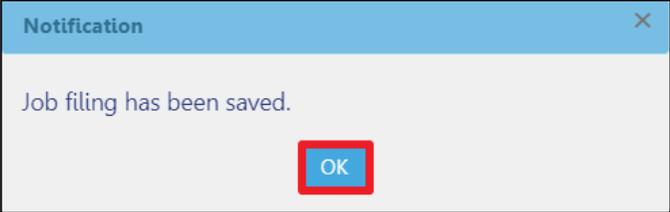
Step	Action
9.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
<p>You have completed the Upload Documents. Continue to the next section.</p>	

Complete Statements & Signatures

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

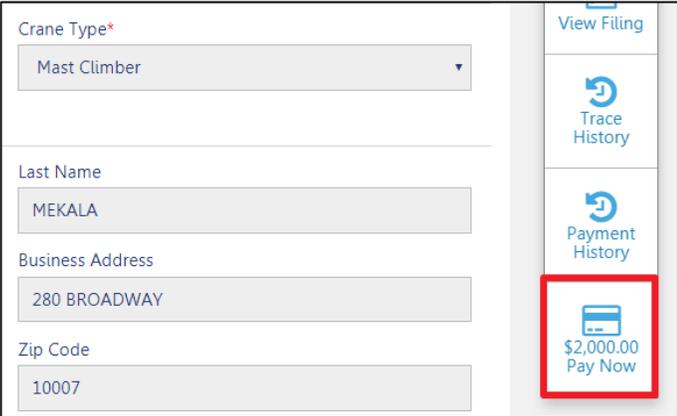
Step	Action
1.	<p>Click Statements & Signatures to display the Statements & Signatures section.</p> 
Note:	<p><i>The statement applicable to the stakeholder that's logged in highlights in blue.</i></p> 
<p>APPLICANT OF RECORD</p>	
2.	<p>Click the Applicant's Statement checkbox to electronically attest.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

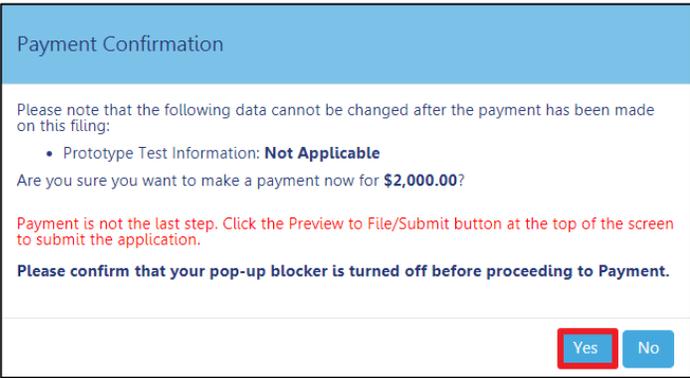
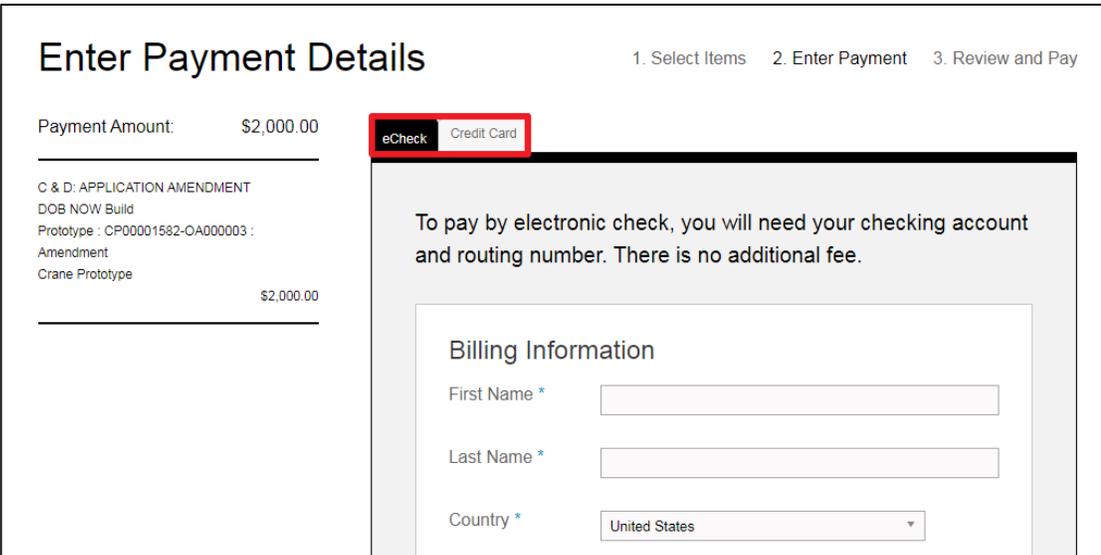
Step	Action
3.	<p>At the top-left of the screen, click Save.</p> 
4.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
ENGINEER	
5.	<p>On the Statements & Signatures tab scroll down to the Engineer's Statement.</p> 
6.	<p>Click the Engineer's Statement checkbox to electronically attest. The Name and Date fields auto-populate by the system.</p> 

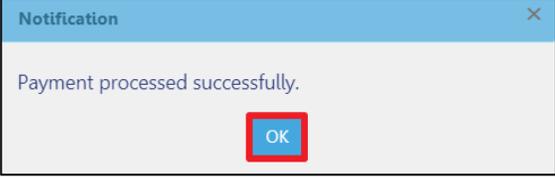
Step	Action
7.	<p>At the top-left of the screen, click Save.</p> 
8.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
<p style="text-align: center;">You have completed the Statement & Signatures section. Continue to the next section.</p>	

Pay Fees

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

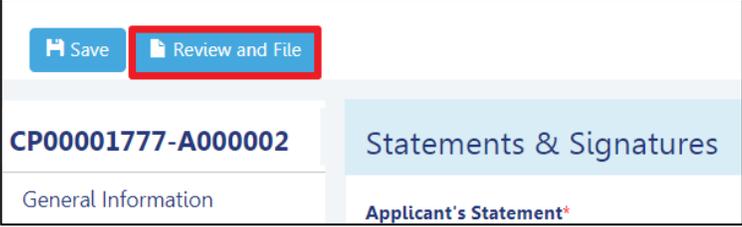
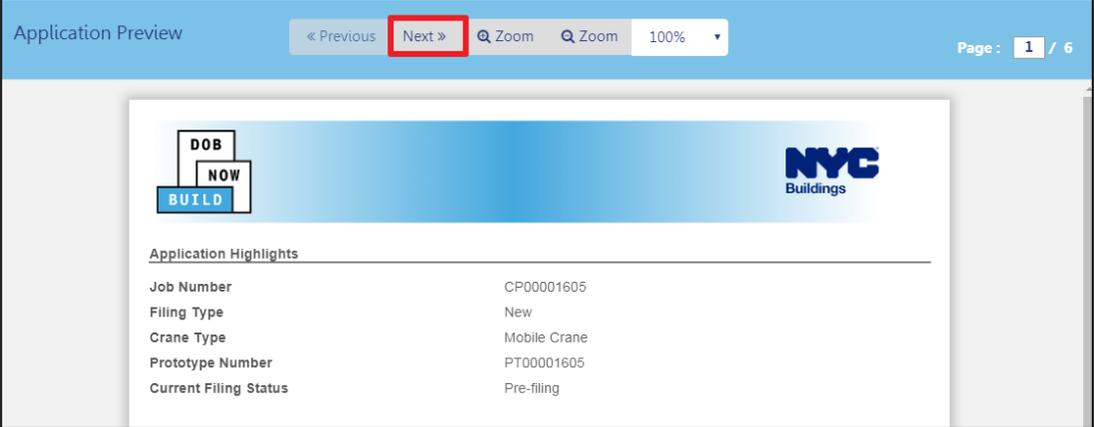
Step	Action
Note::	<i>The job filing's fees must be paid before continuing to Preview to File.</i>
1.	<p>At the bottom-right of the screen, click Pay Now.</p> 

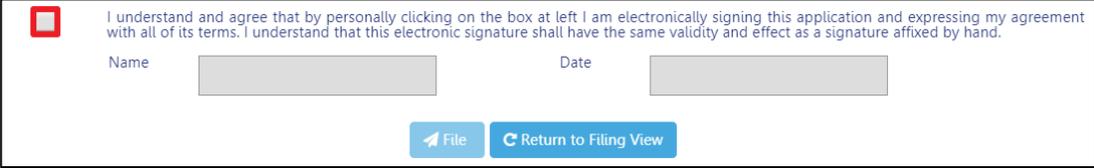
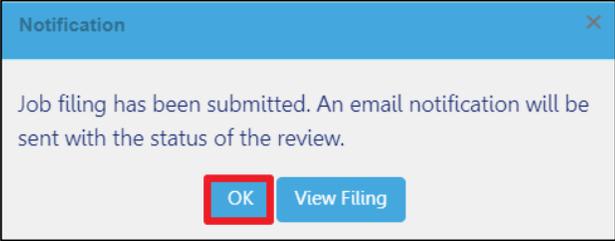
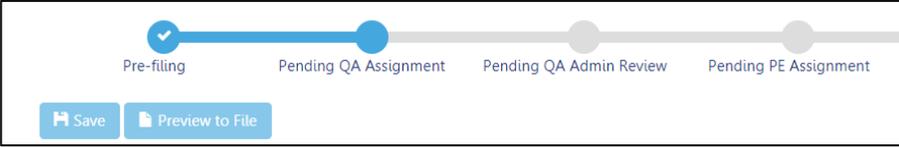
Step	Action
2.	<p>The Payment Confirmation pop-up window displays with the message:</p> <p><i>Please note that the following data cannot be changed after the payment has been made on this filing:</i></p> <p><i>Prototype Test Information: Not Applicable</i></p> <p><i>Are you sure you want to make a payment now for \$2,000.00?</i></p> <p><i>Payment is not the last step. Click the Preview to File/Submit button at the top of the screen to submit the application.</i></p> <p><i>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</i></p> <p>Click Yes, to proceed.</p> 
3.	<p>The page is redirected to NYC City Pay.</p> <p>Pay the application fees via eCheck or Credit Card by selecting the applicable tab.</p> 

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

Complete Review and File

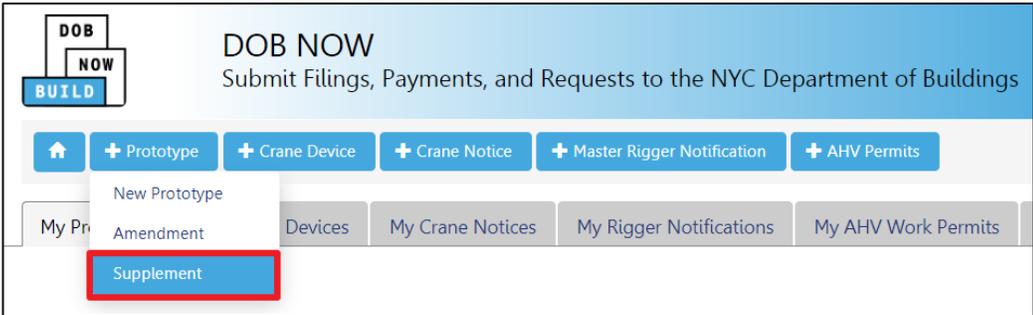
Complete the following steps to submit the application to the NYC Department of Buildings.

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

Step	Action
7.	<p>On the final page, click the checkbox to attest reviewing the application.</p> 
8.	<p>The Name and the Date fields auto-populate after the checkbox is clicked. Click File, to proceed.</p> 
9.	<p>A Notification pop-up windows displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review. Click OK to close the Confirm pop-up window.</p> 
Note:	<p><i>The Status Bar updates to the next stage in the job filing process (e.g., Pending QA Assignment).</i></p> 
<p>You have completed the Complete & Submit a Prototype Certificate Application: Manufacturers Amendment Step-by-Step Guide.</p>	

Prototype Certificate of Approval Supplement: Initiate a Supplement

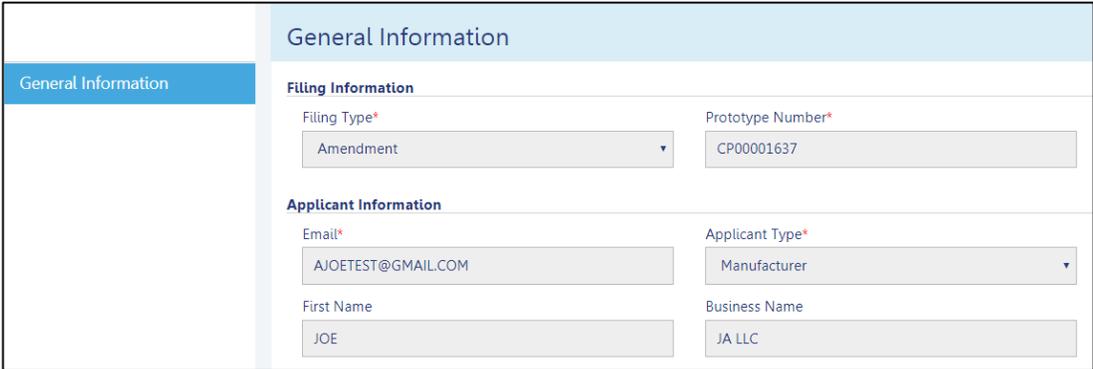
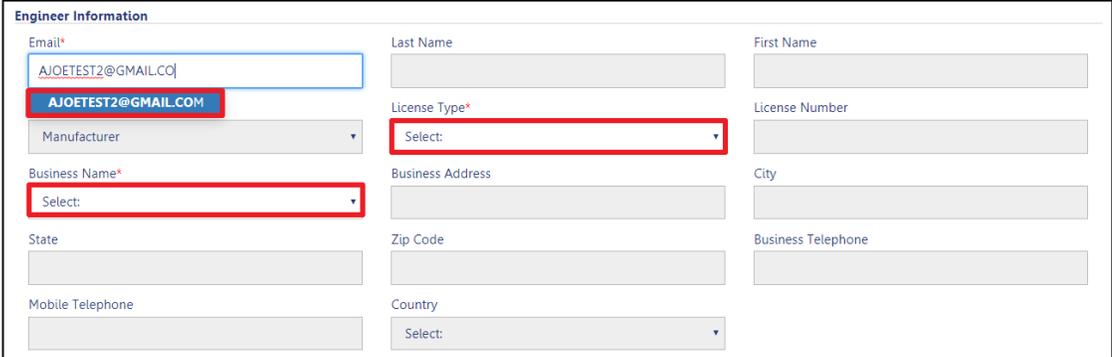
Complete the following steps to initiate a Supplement Application:

Step	Action
APPLICANT OF RECORD: MANUFACTURER	
Note:	<i>A Manufacturer can file a Supplement application once the Initial Prototype Application is approved by DOB, if the Manufacturer was the Applicant of Record on the Initial Application or was specified on the Initial Application by the owner Applicant Of Record.</i>
1.	<p>Hover the cursor over + Prototype and select Supplement from the drop-down list.</p> 
2.	<p>The Prototype Supplement pop-up window displays.</p> <p>Enter the Prototype number in the Prototype Number field.</p> 
Note:	<i>The Prototype Number entered must be approved.</i>

Step	Action
3.	<p>Click Submit.</p> 
<p style="text-align: center;">You initiated a Supplement Application. Continue to the next section to complete the General Information section.</p>	

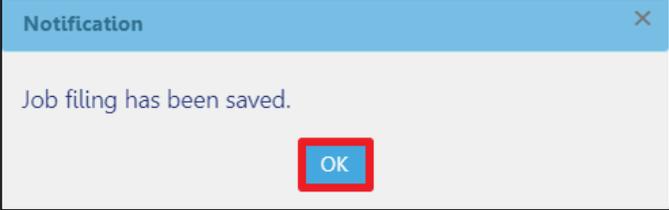
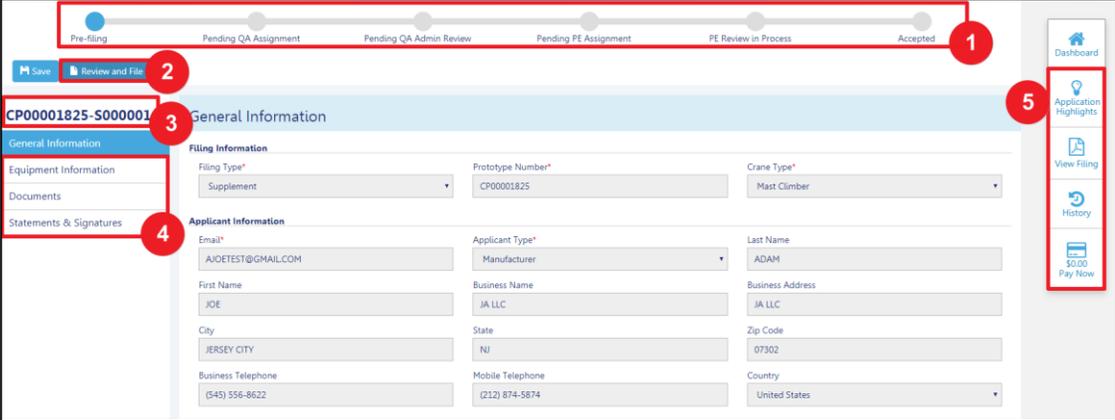
Complete General Information

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

Step	Action
1.	<p>The General Information page displays.</p> <p>The Filing Information and Applicant Information fields are greyed-out and Read-Only.</p> 
Note:	<p><i>Contact details (except for owner details if they exist) can be edited on the supplement form. If a new contact is added, replacing the original contact, the new contact must attest. The manufacturer must upload all appropriate supplement-related documents.</i></p>
2.	<p>If applicable, edit or enter the Engineer Information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Email and then select the Email Address from the blue-drop down <input type="checkbox"/> Select the License Type (e.g., Professional Engineer) from the License Type drop-down list <i>Please Note: The License Type for the Engineer is “Professional Engineer”</i> <input type="checkbox"/> Select the Business Name from the drop-down list 

Step	Action									
3.	<p>If applicable, click + Add Representative.</p> <div data-bbox="315 338 1175 527" style="border: 1px solid black; padding: 5px;"> <p>Filing Representative Information</p> <p>+ Add Representative</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">First Name</th> <th style="width: 33%;">Last Name</th> <th style="width: 33%;">Email</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	First Name	Last Name	Email						
First Name	Last Name	Email								
4.	<p>The Filing Representative Details pop-up window displays.</p> <p>Type the Email and then select the Email Address from the blue drop-down.</p> <div data-bbox="315 680 1395 1159" style="border: 1px solid black; padding: 5px;"> <p>Filing Representative Details</p> <table style="width: 100%;"> <tr> <td style="width: 33%;"> Email* <input type="text" value="APPLEROME16@GMAIL.COM"/> APPLEROME16@GMAIL.COM </td> <td style="width: 33%;"> Last Name <input type="text"/> </td> <td style="width: 33%;"> First Name <input type="text"/> </td> </tr> <tr> <td> State <input type="text"/> </td> <td> Business Address <input type="text"/> </td> <td> City <input type="text"/> </td> </tr> <tr> <td> Business Telephone <input type="text"/> </td> <td> Zip Code <input type="text"/> </td> <td> Country Select: <input type="text"/> </td> </tr> </table> <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div>	Email* <input type="text" value="APPLEROME16@GMAIL.COM"/> APPLEROME16@GMAIL.COM	Last Name <input type="text"/>	First Name <input type="text"/>	State <input type="text"/>	Business Address <input type="text"/>	City <input type="text"/>	Business Telephone <input type="text"/>	Zip Code <input type="text"/>	Country Select: <input type="text"/>
Email* <input type="text" value="APPLEROME16@GMAIL.COM"/> APPLEROME16@GMAIL.COM	Last Name <input type="text"/>	First Name <input type="text"/>								
State <input type="text"/>	Business Address <input type="text"/>	City <input type="text"/>								
Business Telephone <input type="text"/>	Zip Code <input type="text"/>	Country Select: <input type="text"/>								
5.	<p>Click Save.</p> <div data-bbox="315 1262 750 1476" style="border: 1px solid black; padding: 5px;"> <p>Business Telephone</p> <p><input type="text" value="(458) 466-4485"/></p> <p> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div>									

Step	Action												
<p>Note:</p>	<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 trashcan () icon to delete the Filing Representative.</p> <div data-bbox="315 489 1419 684" style="border: 1px solid black; padding: 5px;"> <p>Filing Representative Information</p> <p>+ Add Representative</p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email</th> <th>Business Name</th> <th>Business Telephone</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>APPLE</td> <td>ROME</td> <td>APPLEROME16@GMAIL.COM</td> <td>ROME LLC</td> <td>(458) 466-4485</td> <td> </td> </tr> </tbody> </table> </div>	First Name	Last Name	Email	Business Name	Business Telephone	Action	APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	 
First Name	Last Name	Email	Business Name	Business Telephone	Action								
APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	 								
<p>6.</p>	<p>At the top-left of the screen, click Save.</p> <div data-bbox="315 789 1045 1066" style="border: 1px solid black; padding: 5px;">  <p>General Information</p> <p>Filing Information</p> <p>Filing Type*</p> <p>Amendment</p> </div>												
<p>7.</p>	<p>A Notification pop-up window displays with the message:</p> <p>Are you sure you want to continue with suppliment on following prototype number. Please verify before saving:</p> <ul style="list-style-type: none"> • CP00001234 (e.g., CP00001637) <p>Click Save to continue.</p> <div data-bbox="315 1356 1049 1612" style="border: 1px solid black; padding: 5px;"> <p>Notification</p> <p>Are you sure you want to continue with suppliment on following prototype number. Please verify before saving:</p> <ul style="list-style-type: none"> • CP00001637 <p> </p> </div>												

Step	Action
8.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
<p>Note:</p>	<p><i>The page refreshes and displays the additional items:</i></p> <ol style="list-style-type: none"> <i>Status Bar</i> <i>Preview to File</i> <i>Prototype Supplement Filing Number</i> Additional Tabs: <i>Equipment Information, Document and Statements & Signatures</i> Application Information: <i>Application Highlights, View Filing, Trace & Payment History and Fee</i> 
<p style="text-align: center;">You have completed the Complete General Information tab.</p> <p style="text-align: center;">Continue to the next section.</p>	

Complete Equipment Information Tab

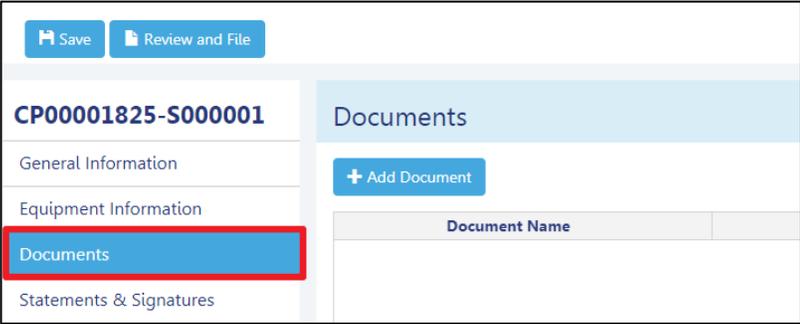
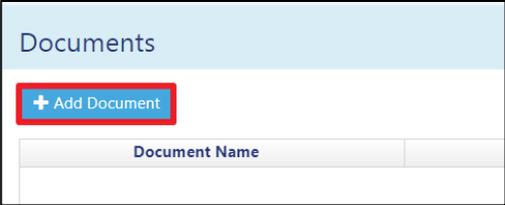
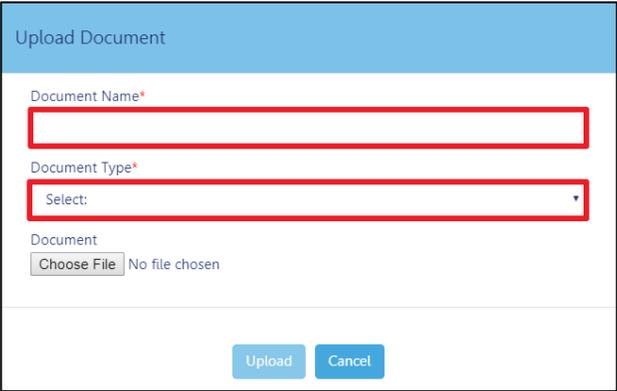
Complete the following steps to complete the **Equipment Information** tab:

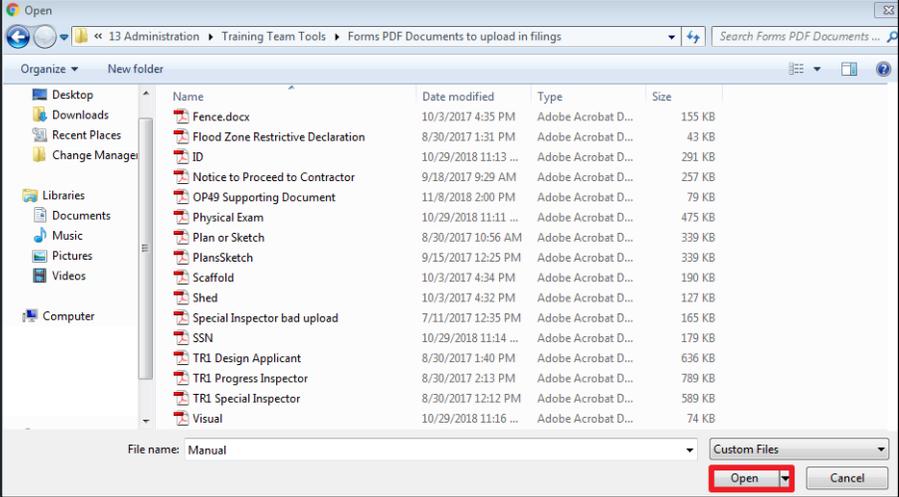
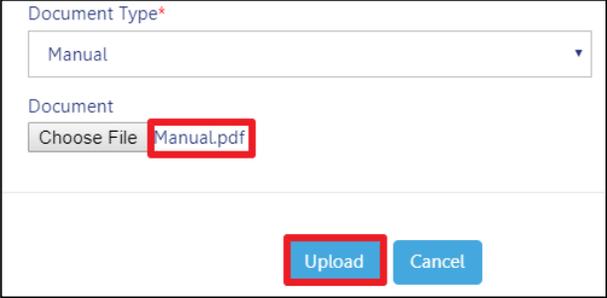
Step	Action
1.	<p>Click Equipment Information to display the Equipment Information section.</p> <p>The Equipment Information displays.</p> <div data-bbox="313 562 1417 747" style="border: 1px solid black; padding: 5px;"> </div>
Note:	<p><i>The following fields are greyed-out and cannot be edited:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Equipment Information <input type="checkbox"/> Boom Type Information <input type="checkbox"/> Cable Drum Information <div data-bbox="313 999 1417 1304" style="border: 1px solid black; padding: 5px;"> </div>
2.	<p>Select the applicable Prototype Test Information checkbox(s).</p> <div data-bbox="313 1404 963 1598" style="border: 1px solid black; padding: 5px;"> <p>Prototype Test Information*</p> <p>The prototype test was conducted in accordance with (choose all that apply)</p> <p> <input type="checkbox"/> SAE J1063-1993 <input type="checkbox"/> SAE J987-2003 <input type="checkbox"/> EN 13000-2004 <input type="checkbox"/> EN 13000: 2010 <input type="checkbox"/> EN 13000: 2014 <input checked="" type="checkbox"/> Not Applicable </p> </div>

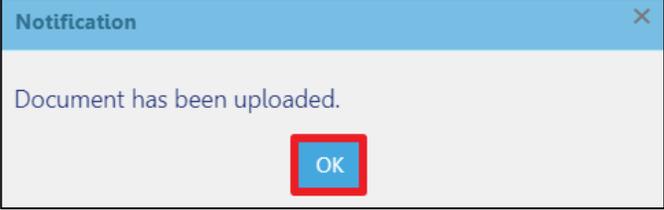
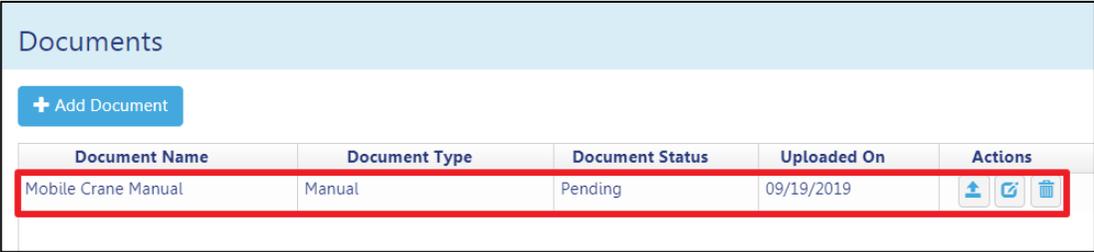
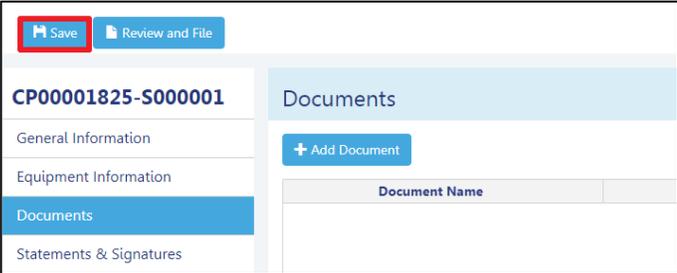
Step	Action
<p>Note:</p>	<p>If SAE J1063-1993 or SAE J987-2003 is selected, the Prototype Test Witness Information is required.</p> <div data-bbox="315 373 1380 667" style="border: 1px solid black; padding: 5px;"> <p>Prototype Test Witness Information</p> <p>Email* <input type="text" value="Enter email/username..."/></p> <p>License Type* <input type="text" value="Select:"/></p> <p>Business Address <input type="text"/></p> <p>Zip Code <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>License Number <input type="text"/></p> <p>City <input type="text"/></p> <p>Business Telephone <input type="text"/></p> <p>First Name <input type="text"/></p> <p>Business Name* <input type="text" value="Select:"/></p> <p>State <input type="text"/></p> <p>Mobile Telephone <input type="text"/></p> </div>
<p>3.</p>	<p>Select the Standard Type (e.g., ASME B30.22.2005) from the drop-down list.</p> <div data-bbox="315 766 1403 936" style="border: 1px solid black; padding: 5px;"> <p>Standard Type*</p> <p>The device is designed and constructed to, and the supplied manuals and load rating charts are in accordance with:*</p> <p><input type="text" value="Select:"/></p> </div>
<p>4.</p>	<p>At the top-left of the screen, click Save.</p> <div data-bbox="321 1037 995 1178" style="border: 1px solid black; padding: 5px;"> <p><input type="button" value="Save"/> <input type="button" value="Review and File"/></p> <p>CP00001825-S000001 Equipment Information</p> </div>
<p>5.</p>	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> <div data-bbox="315 1377 984 1593" style="border: 1px solid black; padding: 5px;"> <p>Notification ✕</p> <p>Job filing has been saved.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>
<p>You have completed the Complete Equipment Information tab.</p> <p>Continue to the next section.</p>	

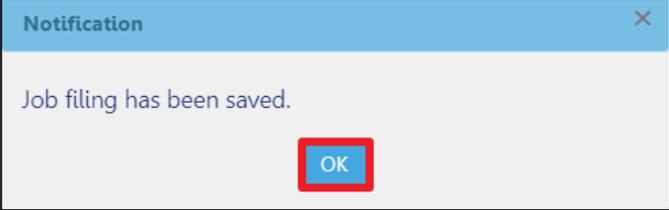
Upload Documents

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

Step	Action
Note:	<i>If a new contact is added, replacing the original contact, the new contact must attest. The Manufacturer must upload all appropriate supplement-related documents.</i>
1.	<p>Click Document to display the Documents section.</p> 
2.	<p>Click + Add Document.</p> 
3.	<p>The Upload Document pop-up window displays.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type the Document Name. <input type="checkbox"/> Select the Document Type (e.g., Manual) from the Document Type drop-down list. 

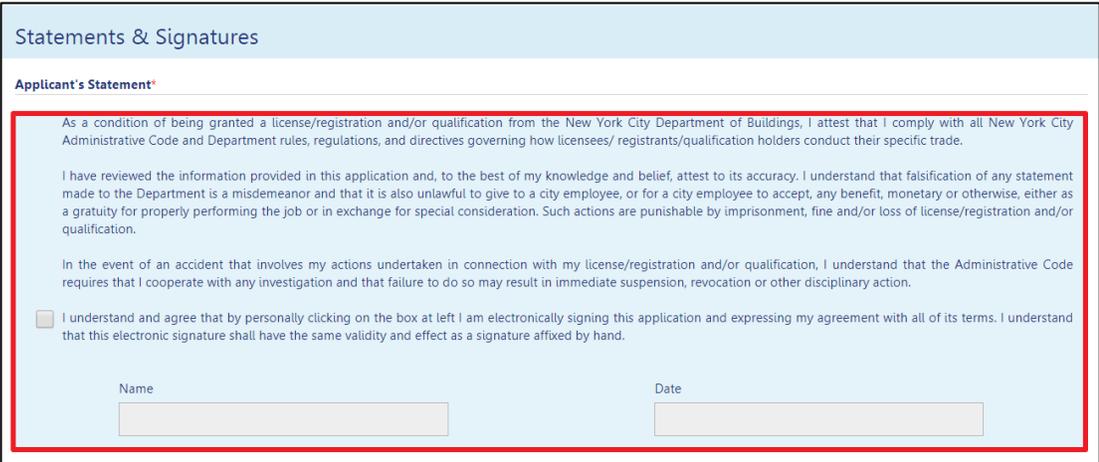
Step	Action
4.	<p>Click Choose File to upload the Document Type selected.</p> 
5.	<p>The Document pop-up window displays. Select the Document and click Open.</p> 
6.	<p>The Document displays next to Choose File. Click Upload.</p> 

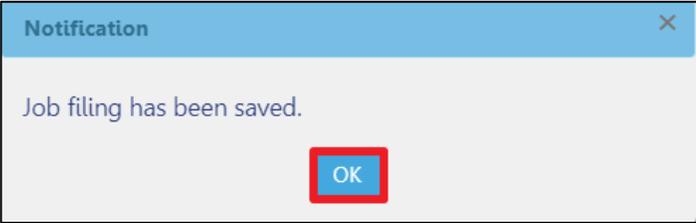
Step	Action
7.	<p>A Notification pop-up window displays with the message: Document has been uploaded. Click OK to continue.</p> 
Note:	<p><i>The Document uploaded displays within the Document table. Click the edit (✎) icon to update the Document information. Click the trashcan (🗑) icon to delete the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

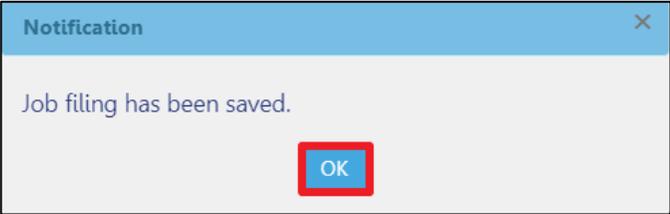
Step	Action
9.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
<p>You have completed the Upload Documents. Continue to the next section.</p>	

Complete Statements & Signatures

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

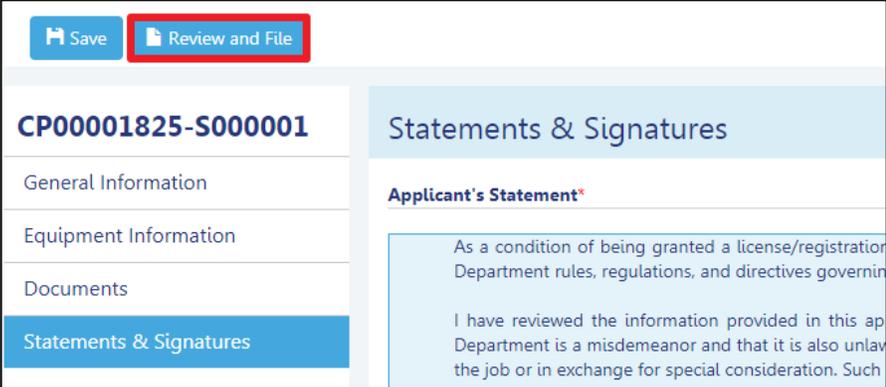
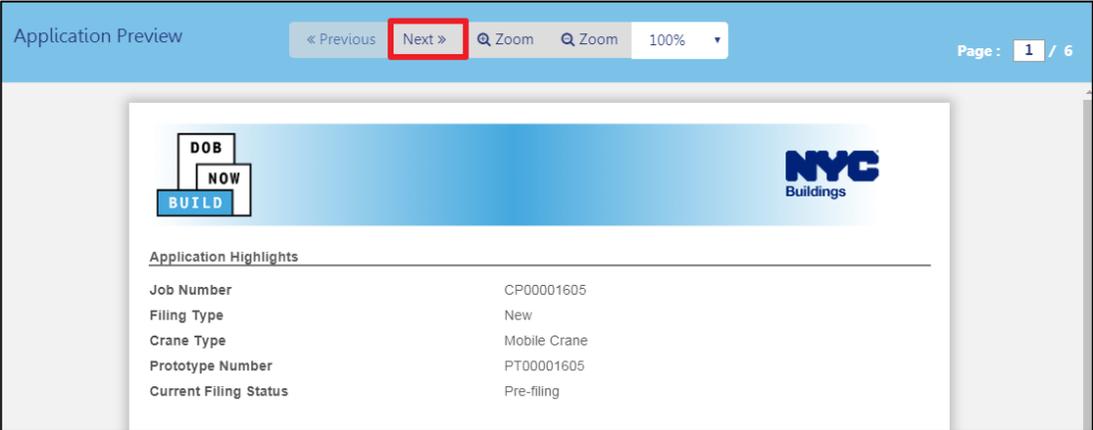
Step	Action
1.	<p>Click Statements & Signatures tab to display the Statements & Signatures section.</p> 
Note:	<p><i>The statement applicable to the stakeholder that's logged in highlights in blue.</i></p> 
<p>APPLICANT OF RECORD</p>	
2.	<p>Click the Applicant's Statement checkbox to electronically attest.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

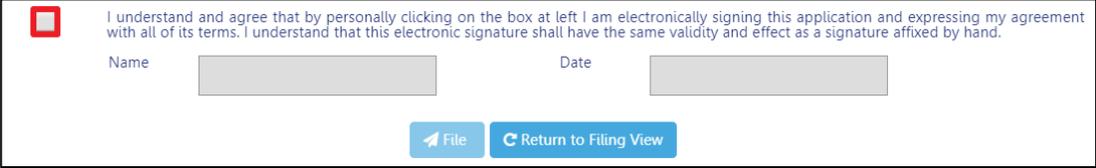
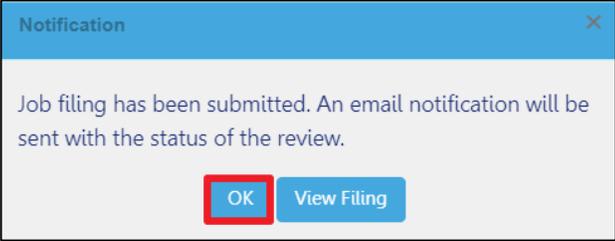
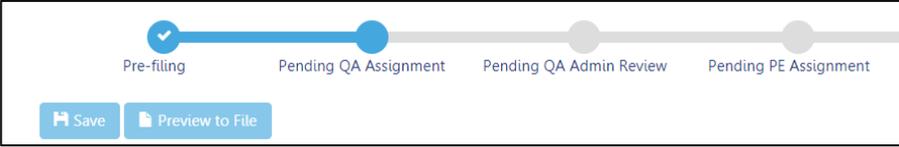
Step	Action
3.	<p>At the top-left of the screen, click Save.</p> 
4.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
ENGINEER	
5.	<p>On the Statements & Signatures tab scroll down to the Engineer's Statement.</p> 
6.	<p>Click the Engineer's Statement checkbox to electronically attest. The Name and Date fields auto-populate by the system.</p> 

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

Complete Review and File

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 Review and File.</p>  <p>The screenshot shows a web interface with a top navigation bar containing 'Save' and 'Review and File' buttons. Below the navigation bar, the application ID 'CP00001825-S000001' is displayed. A sidebar on the left lists 'General Information', 'Equipment Information', 'Documents', and 'Statements & Signatures'. The main content area is titled 'Statements & Signatures' and contains an 'Applicant's Statement*' section with a text area for input.</p>										
2.	<p>The Application Preview displays.</p> <p>Click Next to read and progress through the Application Preview to the final page.</p>  <p>The screenshot shows the 'Application Preview' page. At the top, there are navigation buttons: '<< Previous', 'Next >>', 'Zoom', and '100%'. Below the navigation bar, the 'DOB NOW BUILD' logo and 'NYC Buildings' logo are visible. The main content area is titled 'Application Highlights' and contains a table with the following information:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Job Number</td> <td>CP00001605</td> </tr> <tr> <td>Filing Type</td> <td>New</td> </tr> <tr> <td>Crane Type</td> <td>Mobile Crane</td> </tr> <tr> <td>Prototype Number</td> <td>PT00001605</td> </tr> <tr> <td>Current Filing Status</td> <td>Pre-filing</td> </tr> </table>	Job Number	CP00001605	Filing Type	New	Crane Type	Mobile Crane	Prototype Number	PT00001605	Current Filing Status	Pre-filing
Job Number	CP00001605										
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Note:	<p>If errors are discovered when Review and File is selected, click Return to Filing View, correct the errors, re-attest, and Review and File again.</p>  <p>The screenshot shows two buttons: 'File' and 'Return to Filing View'. The 'Return to Filing View' button is highlighted with a red border.</p>										

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