

DOB NOW: *Build*

CRANES & DERRICKS

STEP-BY-STEP GUIDE:

CD APPLICATIONS

FOR SELF ERECTING

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

HELPFUL LINKS

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



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



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

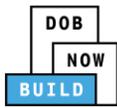


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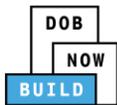
Guidelines

CRANE DEVICE NUMBER

1. A prototype can have one or many Crane Device (CD) Numbers associated to it (many devices can be bought based on the same prototype), but a CD Number only is associated to a single prototype.
2. A CD NUMBER is generated when the initial CD application is approved, which means the CD is registered but not approved for installation status.
3. The current Owner of the CD can be changed by doing an Amendment. The new Owner must be specified and the Bill of Sale must be uploaded to prove the ownership of the device.
4. Self-Erecting Tower Cranes do not distinguish between Fixed and Interchangeable components; rather, all components are categorized as “registered components” of the device.

DOB NOW: *Build* - NUMBERING FORMAT

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



ROLES & RESPONSIBILITIES

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

For FILING REPRESENTATIVES only

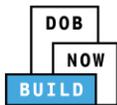
1. The Filing Representative Contact persons must be different from the Applicant of Record, Engineer and Manufacturer.
2. Two Filing Representatives are allowed for each application.
3. A Filing Representative can add another Filing Representative in an application.
4. Filing Representatives cannot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

SYSTEM GUIDELINES

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

ADDITIONAL HELP & INFORMATION

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

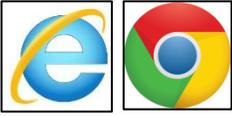
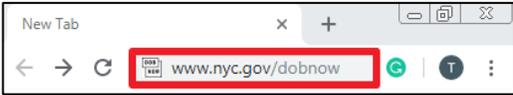


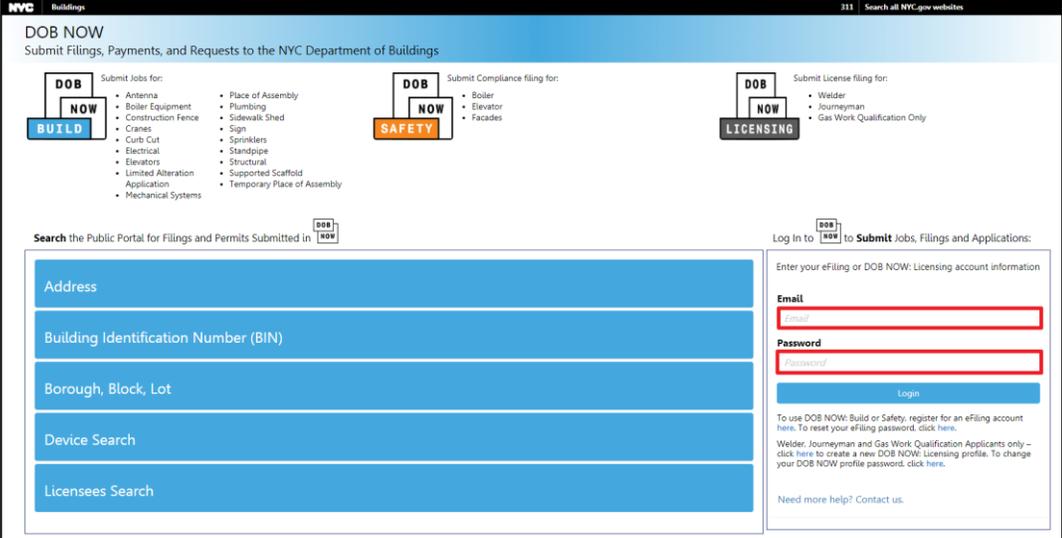
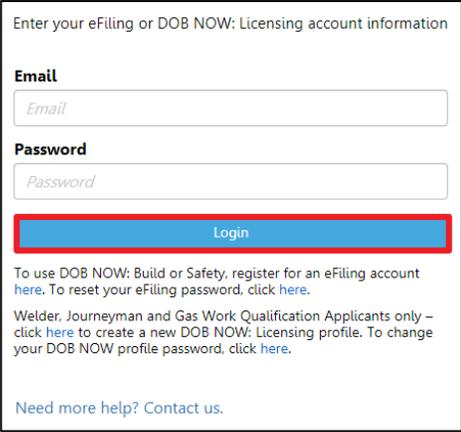
In these Step-by-Step Guides, you will learn how to:

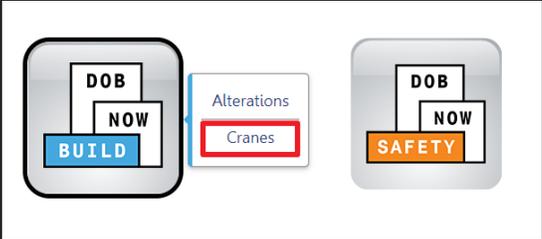
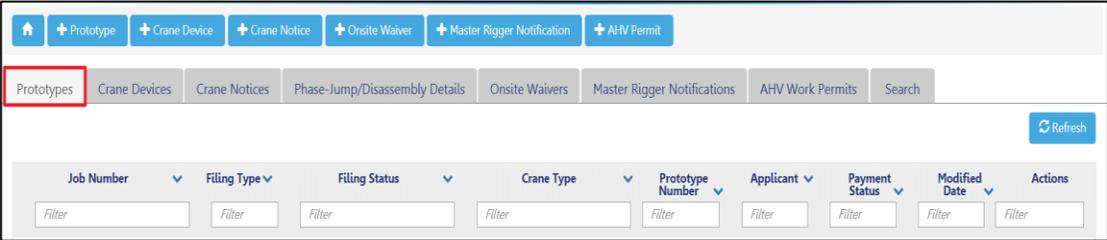
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Log into DOB NOW

Complete the following steps to log into DOB NOW:

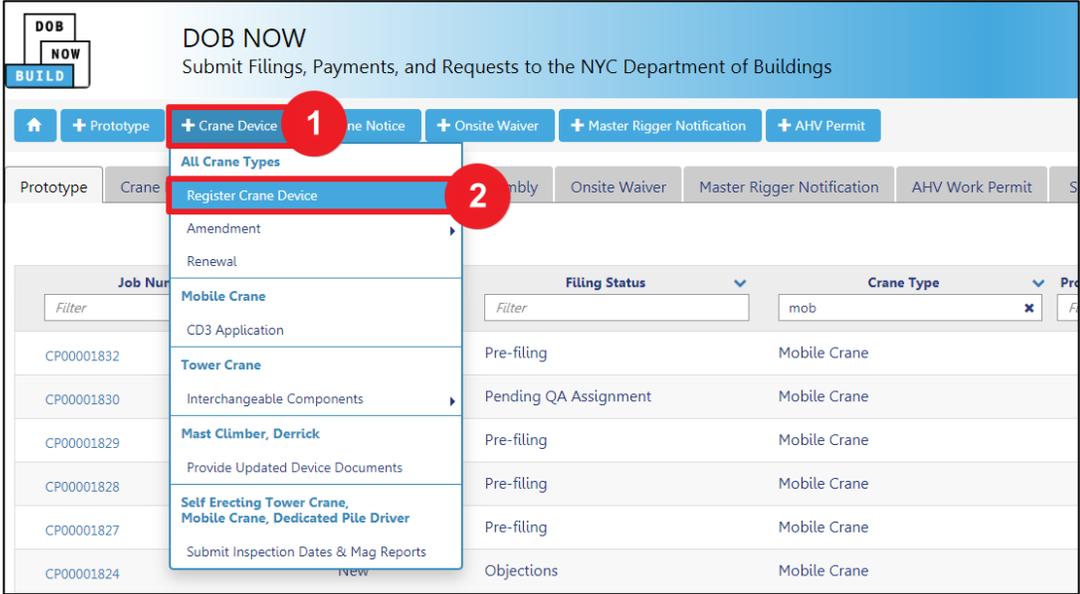
Step	Action
Note:	<p><i>In order to log into DOB NOW, the user must be registered for eFiling.</i></p> <p><i>Additionally, DOB recommends turning off pop-up blockers to successfully navigate within DOB NOW.</i></p> <p><i>For Step-by-Step instructions, please submit a question to www.nyc.gov/dobnowhelp or refer to the following links:</i></p> <p><i>How to Register for eFiling:</i> https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf</p> <p><i>How to Turn Off Pop-up Blockers:</i> https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf</p>
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 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>	

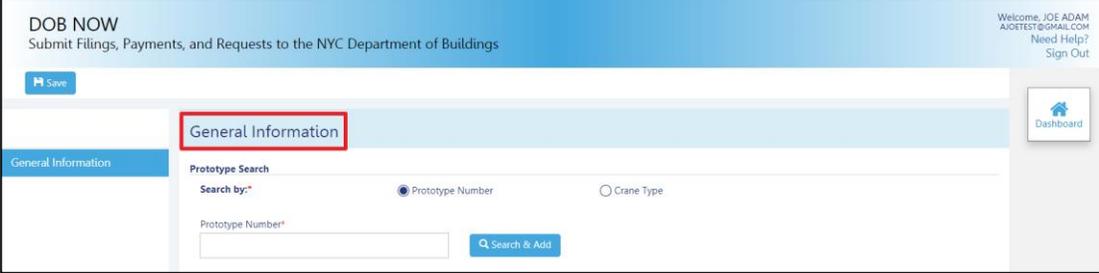
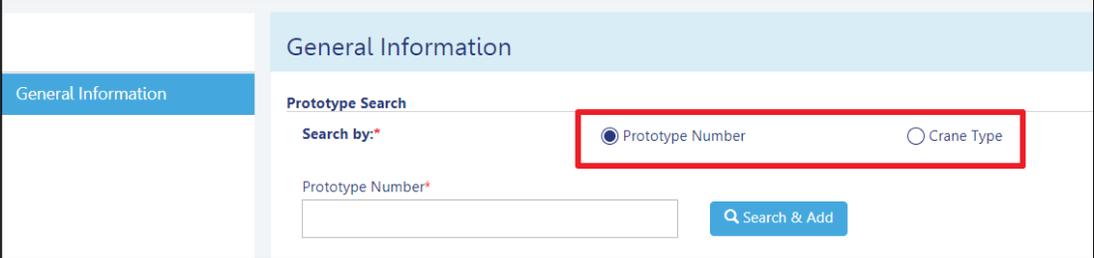
Self-Erecting Tower Crane CD Number: Register a Crane Device

Complete the following steps to register a Crane Device:

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

Complete General Information Tab

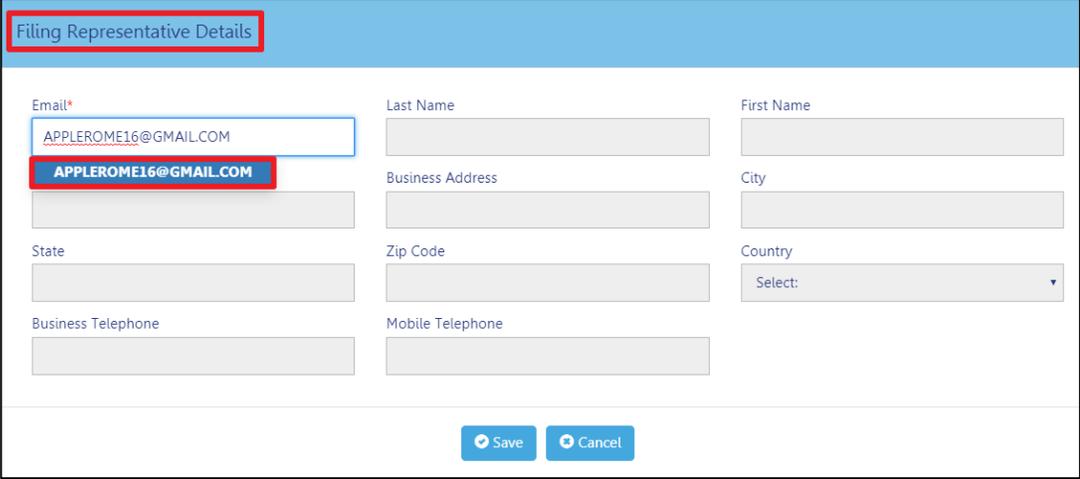
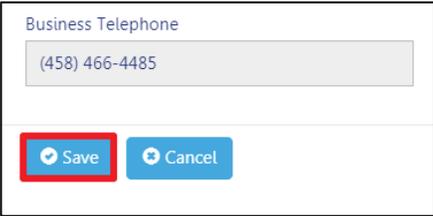
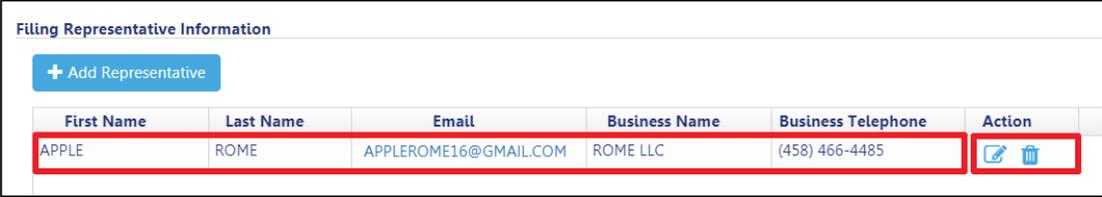
Complete the following steps to complete the **General Information** Tab to associate all Stakeholders (e.g. Filing Representatives, Manufacturers etc.) to the application:

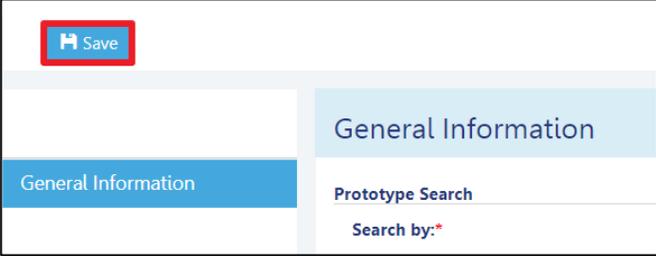
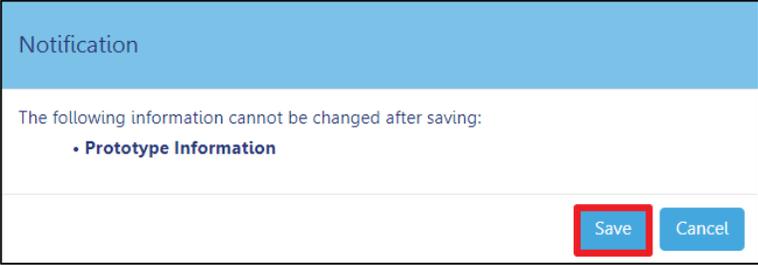
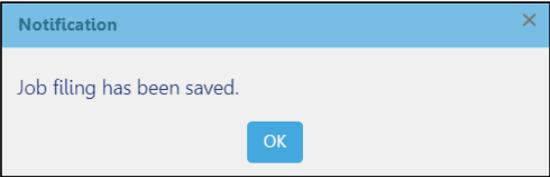
Step	Action
1.	<p>The General Information section displays.</p> 
2.	<p>Select the applicable Search by (e.g. Prototype Number) radio button in Prototype Search.</p> 

Step	Action
<p>Note:</p>	<p><i>To search by Prototype Number: Enter the Prototype Number in the Prototype Number field.</i></p> <div data-bbox="313 390 1190 590"> <p>Prototype Search</p> <p>Search by:* <input checked="" type="radio"/> Prototype Number <input type="radio"/> Crane Type</p> <p>Prototype Number*</p> <input style="border: 2px solid red;" type="text"/> <input type="button" value="Search & Add"/></div> <p><i>To search by Crane Type: Select the Crane Type from the Crane Type drop-down list.</i></p> <div data-bbox="313 716 1323 1003"> <p>Prototype Search</p> <p>Search by:* <input type="radio"/> Prototype Number <input checked="" type="radio"/> Crane Type</p> <p>Crane Type*</p> <div style="border: 1px solid gray; padding: 2px;"> Self Erecting Tower Crane </div> <p>Select Crane Type: Tower Crane</p> <p>Fi Self Erecting Tower Crane</p> <p>Mobile Crane Dedicated Pile Driver Derrick Mast Climber Prototype Number*</p> <p>Crane Type*</p> <input type="text"/></div>

Step	Action																																				
4.	<p>The Search Results pop-up window displays.</p> <p>If applicable, select the applicable Prototype Number.</p> <p>Click +Add to proceed.</p> <div data-bbox="315 457 1333 1251" style="border: 1px solid black; padding: 10px;"> <p>Search Results</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Prototype Number CP00001605</td> <td style="width: 33%;">Crane Type Mobile Crane</td> <td style="width: 33%;">Approved On 09/24/2019</td> </tr> <tr> <th colspan="2">Prototype Details</th> <th>Crane Devices</th> </tr> <tr> <td>Prototype Status Full Approval</td> <td>Model (Month/Year) 11/2013</td> <td>Manufacturer DEMO</td> </tr> <tr> <td>Applicant</td> <td>Model DEMO</td> <td></td> </tr> <tr> <td colspan="3">Equipment Information</td> </tr> <tr> <td>Maximum Capacity 10000 Kips</td> <td>Maximum Boom 5000 Feet</td> <td>Maximum Jib 10000 Feet</td> </tr> <tr> <td>Maximum Freestanding Height Not Applicable</td> <td>Total Combined Length 15000 Feet</td> <td>Other Attachment Not Applicable</td> </tr> <tr> <td>Counterweight(Min) 5000 Lbs</td> <td>Counterweight(Max) 10000 Lbs</td> <td>Carrier Type All Terrain</td> </tr> <tr> <td>Transmission Type Mechanical</td> <td>Power Gas</td> <td>Climbing Type Not Applicable</td> </tr> <tr> <td>Boom Types Articulating,</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Cable Drum Information</td> </tr> <tr> <td colspan="3" style="text-align: center;">5000 Inches</td> </tr> </table> <p style="text-align: center;"> <input type="button" value="+ Add"/> <input type="button" value="Cancel"/> </p> </div>	Prototype Number CP00001605	Crane Type Mobile Crane	Approved On 09/24/2019	Prototype Details		Crane Devices	Prototype Status Full Approval	Model (Month/Year) 11/2013	Manufacturer DEMO	Applicant	Model DEMO		Equipment Information			Maximum Capacity 10000 Kips	Maximum Boom 5000 Feet	Maximum Jib 10000 Feet	Maximum Freestanding Height Not Applicable	Total Combined Length 15000 Feet	Other Attachment Not Applicable	Counterweight(Min) 5000 Lbs	Counterweight(Max) 10000 Lbs	Carrier Type All Terrain	Transmission Type Mechanical	Power Gas	Climbing Type Not Applicable	Boom Types Articulating,			Cable Drum Information			5000 Inches		
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Note:	<p><i>The Filing Information fields: Registration Type, Crane Type, Prototype Number, Manufacturer, Model (Month/Year), Model and Crane Device Number are greyed-out and cannot be edited.</i></p> <div data-bbox="315 1440 1430 1766" style="border: 1px solid black; padding: 10px;"> <p>Filing Information</p> <table style="width: 100%;"> <tr> <td style="width: 33%;">Registration Type* New</td> <td style="width: 33%;">Crane Type* Mobile Crane</td> <td style="width: 33%;"></td> </tr> <tr> <td>Prototype Number* CP00001605</td> <td>Manufacturer* DEMO</td> <td>Model (Month/Year)* 11/2013</td> </tr> <tr> <td colspan="3">Model* DEMO</td> </tr> <tr> <td>Crane Device Number Not Yet Issued</td> <td>Device Serial Number*</td> <td>Device Manufactured Date (Month/Year)*</td> </tr> </table> </div>	Registration Type* New	Crane Type* Mobile Crane		Prototype Number* CP00001605	Manufacturer* DEMO	Model (Month/Year)* 11/2013	Model* DEMO			Crane Device Number Not Yet Issued	Device Serial Number*	Device Manufactured Date (Month/Year)*																								
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Step	Action						
5.	<p>Enter the Filing Information:</p> <p><i>Device Serial Number</i> <i>Select the Device Manufactured Date (Date/year) from the calendar</i></p> <p>Filing Information</p> <p>Registration Type* <input type="text" value="New"/> Crane Type* <input type="text" value="Self-Erecting Tower Crane"/></p> <p>Prototype Number* <input type="text" value="CP00001850"/> Manufacturer* <input type="text" value="Braun"/> Model (Month/Year)* <input type="text" value="10/2013"/></p> <p>Model* <input type="text" value="James 2"/></p> <p>Crane Device Number <input type="text" value="DT00001695"/> Device Serial Number* <input type="text" value="456789"/> Device Manufactured Date (Month/Year)* <input type="text" value="01/2020"/></p>						
6.	<p>Enter the Applicant Information:</p> <p><i>Type the Email and then select the Email Address from the blue drop-down</i> <i>Select the License Type (e.g., Individual) from the License Type drop-down list</i> <i>Select the Business Name from the Business Name drop-down list</i></p> <p>Applicant Information</p> <p>Email* <input type="text" value="Enter email/username..."/> Last Name <input type="text"/> First Name <input type="text"/></p> <p>License Type* <input type="text" value="Select:"/> License Number <input type="text"/> Business Name* <input type="text" value="Select:"/></p> <p>Business Address <input type="text"/> City <input type="text"/> State <input type="text"/></p> <p>Zip Code <input type="text"/> Business Telephone <input type="text"/> Mobile Telephone <input type="text"/></p>						
Note:	<p><i>Select + Add New if the Business Name is not listed.</i></p> <p>Business Name*</p> <p>Select: <input type="text"/></p> <p>Select: JA LLC</p> <p>+ Add New</p>						
7.	<p>If applicable, click +Add Representative.</p> <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><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	First Name	Last Name	Email	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	Email					
<input type="text"/>	<input type="text"/>	<input type="text"/>					

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

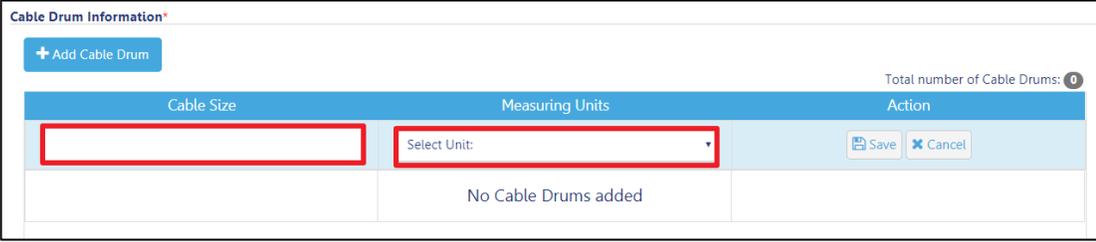
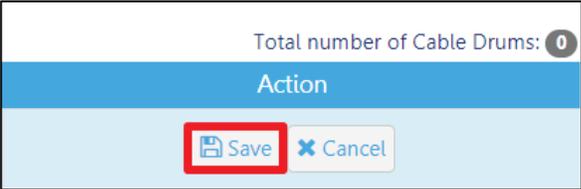
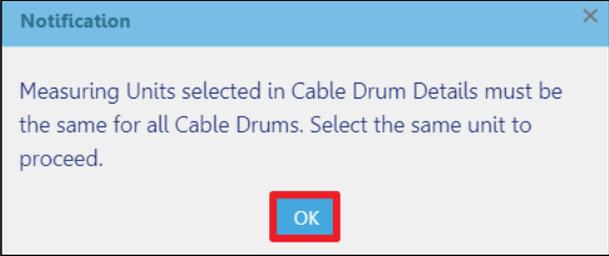
Step	Action
10.	<p>At the top-left of the screen, click Save.</p> 
11.	<p>A Notification pop-up window displays with the message: The following information cannot be changed after saving:</p> <ul style="list-style-type: none"> • Prototype Information <p>Click Save, to continue.</p> 
12.	<p>A Notification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

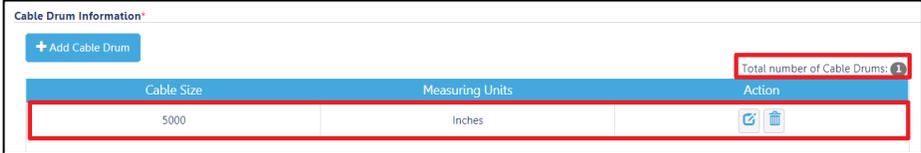
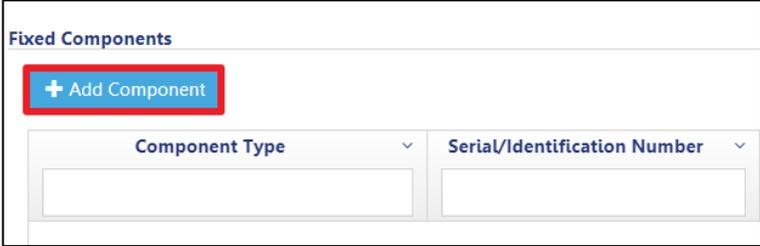
Step	Action
<p>Note:</p>	<p><i>The page refreshes and displays the additional items:</i></p> <ol style="list-style-type: none"> 1. <i>Review and File</i> 2. <i>Crane Device Filing Number</i> 3. Additional Tabs: <i>Equipment Information, Documents and Statements & Signatures</i> 4. Application Information: <i>Application Highlights, View Filing, Trace & Payment History and Fee</i> <div data-bbox="313 657 1409 1050" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>The screenshot shows the DOB NOW web application interface. At the top, it says 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. The user is logged in as ADAM JOE2. The main content area is titled 'General Information' and contains several input fields: 'Registration Type' (New), 'Crane Type' (Self-Erecting Tower Crane), 'Prototype Number' (CP00001850), 'Manufacturer' (Braun), 'Model' (James 2), 'Crane Device Number' (DT00001695), 'Device Serial Number' (456789), and 'Device Manufactured Date' (01/2020). A sidebar on the right contains navigation options: Dashboard, Application Highlights, View Filing, History, and Pay Now (\$3,000.00). Red annotations with numbers 1-4 point to the 'Review and File' button, the filing number, the 'General Information' tab, and the sidebar navigation items respectively.</p> </div>
<p>You have completed the Complete General Information tab.</p> <p>Continue to the next section.</p>	

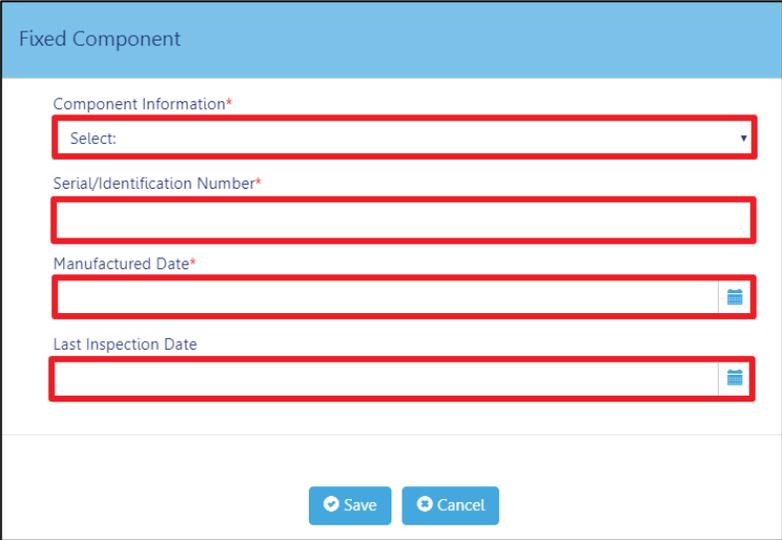
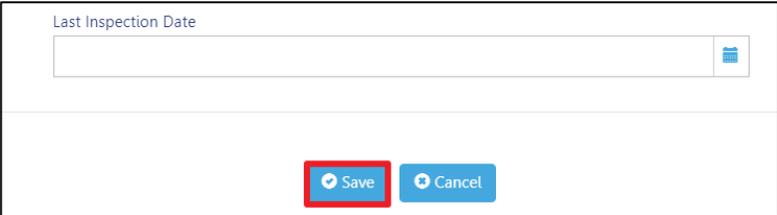
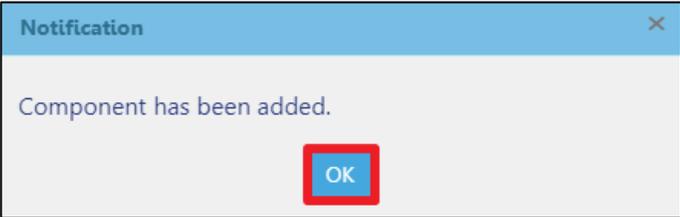
Complete Equipment Information Tab

Complete the following steps to complete the Equipment Information tab:

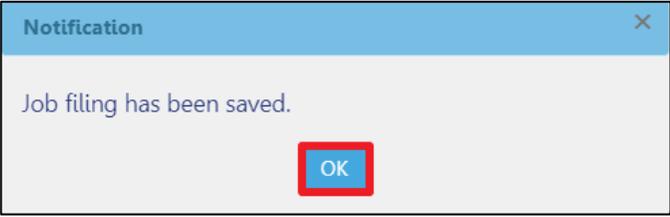
Step	Action
1.	<p>Click Equipment Information to display the Equipment Information section.</p> 
Note:	<p><i>The Equipment Information fields: Capacity Units, Transmission Type, Power and Carrier Type are greyed-out and cannot be edited.</i></p> 

Step	Action
4.	<p>To add the Cable Drum:</p> <p><i>Type the Cable Size</i></p> <p><i>Select the Measuring Unit from the Select Unit drop-down list (e.g., Inches).</i></p> 
5.	<p>Under the Action column, click Save.</p> 
6.	<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: <i>The Total number of Cable Drums updates.</i></p> <p><i>The Cable Drum added displays within the Cable Drum table.</i></p> <p><i>Click the edit () icon to update the Cable Drum information.</i></p> <p><i>Click the trash can () icon to delete the Cable Drum.</i></p> 
7.	<p>Click +Add Component to display the Fixed Component pop-up window.</p> 

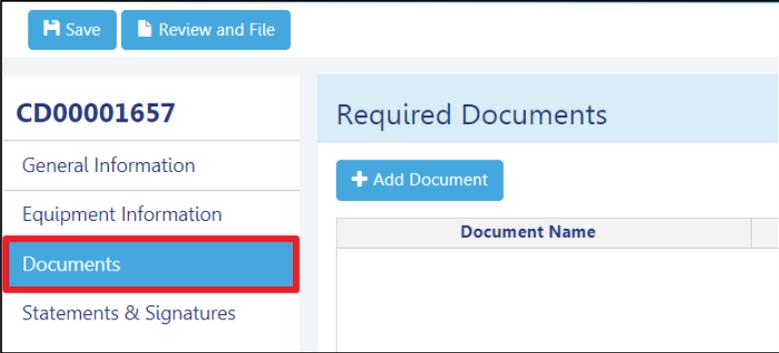
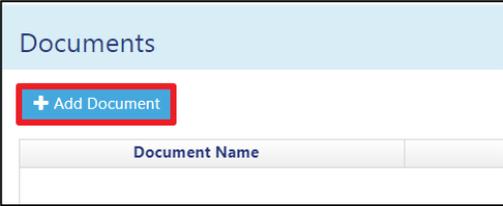
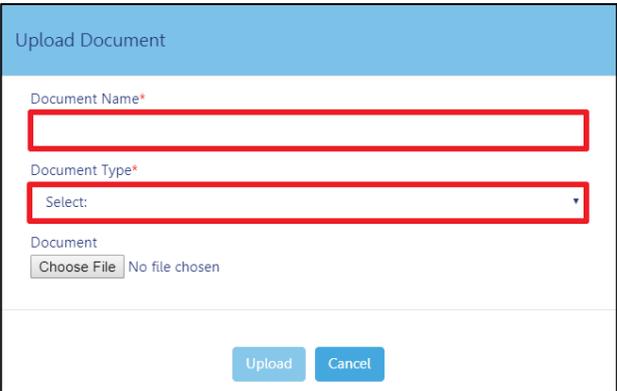
Step	Action
8.	<p>To add each Fixed Component:</p> <p><i>Select the Component Information (e.g., Live Mast Information) from the Component Information drop-down list</i></p> <p><i>Enter the Serial/Identification Number</i></p> <p><i>Select the Manufactured Date</i></p> <p><i>Select the Last Inspection Date</i></p> 
9.	<p>At the bottom of the pop-up window, click Save.</p> 
10.	<p>A Notification pop-up windows displays with a message:</p> <p>Component has been added.</p> <p>Click OK to close the notification.</p> 

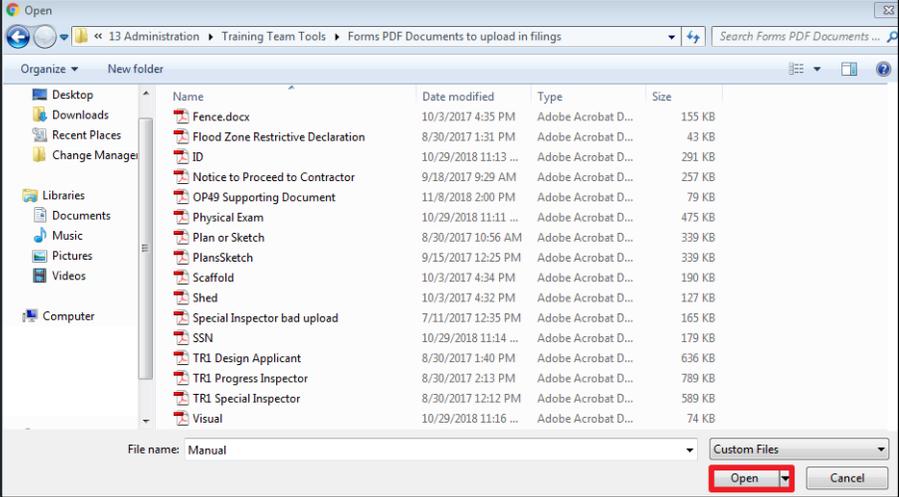
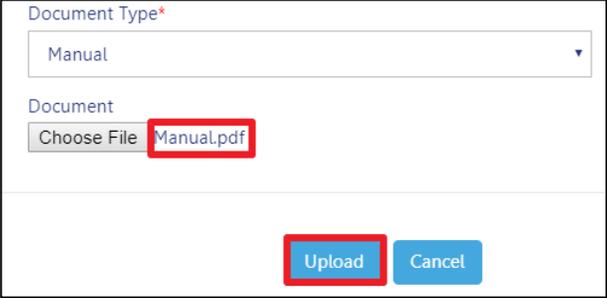
Step	Action																																							
Note:	<p>Repeat Steps 8 to 10 to add additional Fixed Components.</p> <p>The Fixed Component added displays within the Fixed Component table.</p> <p>Click the edit () icon to update the Fixed Component information.</p> <p>Click the trash can () icon to delete the Fixed Component.</p> <p>The Total number of Fixed Component updates below the table.</p> <div data-bbox="311 594 1393 1152" style="border: 1px solid black; padding: 10px;"> <div style="margin-bottom: 10px;"> + Add Component </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Component Type</th> <th style="text-align: left;">Serial/Identification Number</th> <th style="text-align: left;">Manufactured Date</th> <th style="text-align: left;">Last Inspection Date</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td>A-frame Information</td> <td>6879</td> <td>01/2019</td> <td>01/28/2020</td> <td>Pre-filing</td> </tr> <tr> <td>Jib Information</td> <td>4567</td> <td>12/2019</td> <td>01/27/2020</td> <td>Pre-filing</td> </tr> <tr> <td>Machine Deck Information</td> <td>45678</td> <td>12/2019</td> <td>01/27/2020</td> <td>Pre-filing</td> </tr> <tr> <td>Mast Section Information</td> <td>6789</td> <td>08/2019</td> <td>01/30/2020</td> <td>Pre-filing</td> </tr> <tr> <td>Other Component Information</td> <td>5678</td> <td>11/2019</td> <td>01/31/2020</td> <td>Pre-filing</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; color: #0070C0; margin: 0;"><u>A-frame Information</u></p> <p style="text-align: center; margin: 0;">Total Number of components (Max 1) - 1</p> </td> <td style="width: 33%; border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; color: #0070C0; margin: 0;"><u>Jib Information</u></p> <p style="text-align: center; margin: 0;">Total Number of components (Max 20) - 1</p> </td> <td style="width: 33%; border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; color: #0070C0; margin: 0;"><u>Machine Deck Information</u></p> <p style="text-align: center; margin: 0;">Total Number of components (Max 1) - 1</p> </td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; color: #0070C0; margin: 0;"><u>Other Component Information</u></p> <p style="text-align: center; margin: 0;">Total Number of components (Max 5) - 1</p> </td> <td style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; color: #0070C0; margin: 0;"><u>Turntable Information</u></p> <p style="text-align: center; margin: 0;">Total Number of components (Max 1) - 1</p> </td> <td></td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; color: #0070C0; margin: 0;"><u>Mast Section Information</u></p> <p style="text-align: center; margin: 0;">Total Number of components Number of 200203902998708 (Max 20) - 1</p> </td> <td></td> <td></td> </tr> </table> </div> </div>	Component Type	Serial/Identification Number	Manufactured Date	Last Inspection Date	Status	A-frame Information	6879	01/2019	01/28/2020	Pre-filing	Jib Information	4567	12/2019	01/27/2020	Pre-filing	Machine Deck Information	45678	12/2019	01/27/2020	Pre-filing	Mast Section Information	6789	08/2019	01/30/2020	Pre-filing	Other Component Information	5678	11/2019	01/31/2020	Pre-filing	<p style="text-align: center; color: #0070C0; margin: 0;"><u>A-frame Information</u></p> <p style="text-align: center; margin: 0;">Total Number of components (Max 1) - 1</p>	<p style="text-align: center; color: #0070C0; margin: 0;"><u>Jib Information</u></p> <p style="text-align: center; margin: 0;">Total Number of components (Max 20) - 1</p>	<p style="text-align: center; color: #0070C0; margin: 0;"><u>Machine Deck Information</u></p> <p style="text-align: center; margin: 0;">Total Number of components (Max 1) - 1</p>	<p style="text-align: center; color: #0070C0; margin: 0;"><u>Other Component Information</u></p> <p style="text-align: center; margin: 0;">Total Number of components (Max 5) - 1</p>	<p style="text-align: center; color: #0070C0; margin: 0;"><u>Turntable Information</u></p> <p style="text-align: center; margin: 0;">Total Number of components (Max 1) - 1</p>		<p style="text-align: center; color: #0070C0; margin: 0;"><u>Mast Section Information</u></p> <p style="text-align: center; margin: 0;">Total Number of components Number of 200203902998708 (Max 20) - 1</p>		
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Note:	<p>Click the Fixed Component to view the Fixed Component Information (e.g., Status).</p> <div data-bbox="311 1270 1421 1537" style="border: 1px solid black; padding: 10px;"> <div style="background-color: #0070C0; color: white; padding: 5px; margin-bottom: 10px;">Live Mast Information</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Serial/Identification Number</th> <th style="text-align: left;">Manufactured Date</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr> <td>10121988</td> <td>11/2013</td> <td>Pre-filing</td> <td style="text-align: center;">   </td> </tr> </tbody> </table> </div>	Serial/Identification Number	Manufactured Date	Status	Action	10121988	11/2013	Pre-filing	 																															
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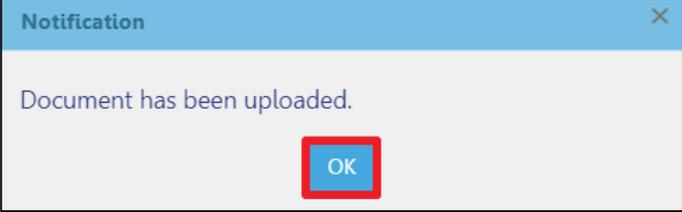
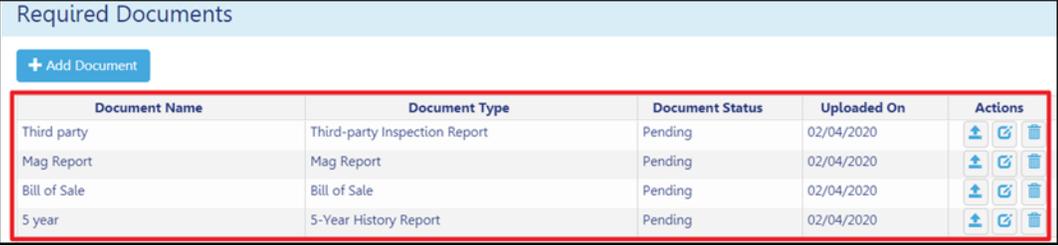
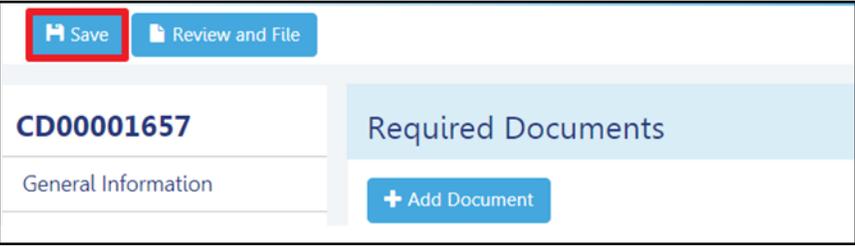
Step	Action
11.	<p>At the top-left of the screen, click Save.</p> 
12.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
<p>You have completed the Complete Equipment Information tab. Continue to the next section.</p>	

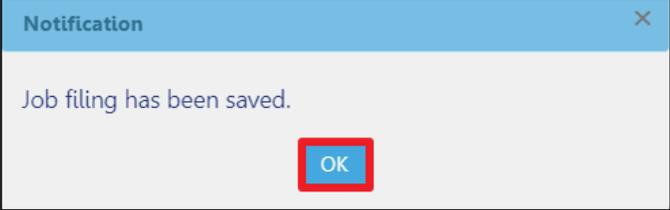
Upload Documents

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

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

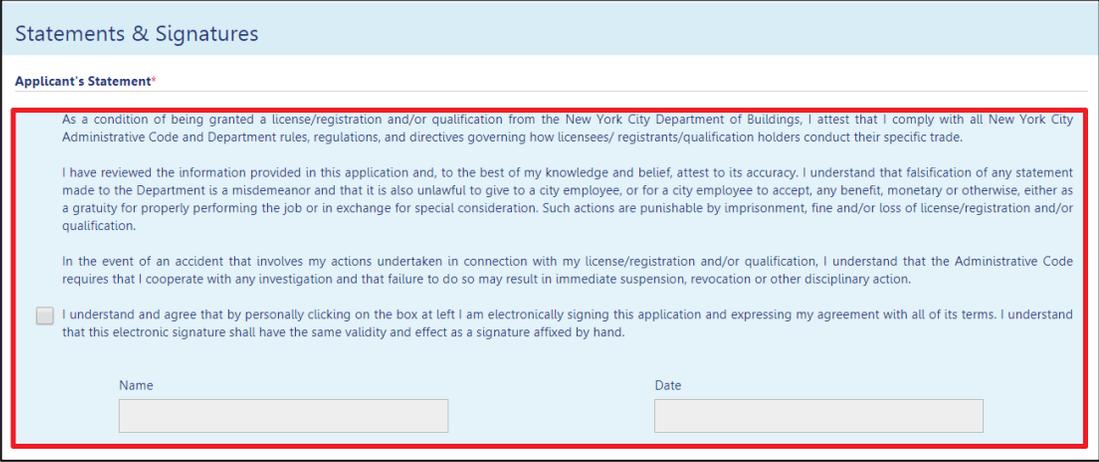
Step	Action
4.	<p>Click Choose File to upload the Document Type selected.</p> 
5.	<p>The Document pop-up window displays. Select the Document and click Open.</p> 
6.	<p>The Document displays next to Choose File. Click Upload.</p> 

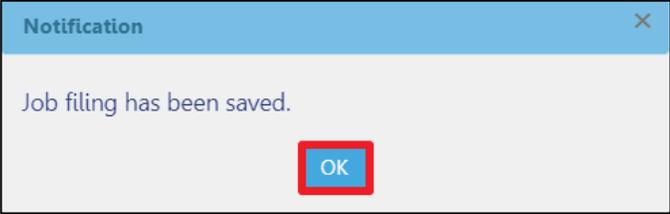
Step	Action																									
7.	<p>A Notification pop-up window displays with the message: Document has been uploaded. Click OK to continue.</p> 																									
Note:	<p><i>The Document uploaded displays within the Document table.</i> Click the edit () icon to update the Document information. Click the trash can () icon to delete the Document. Click the upload () icon to replace the Document previously uploaded.</p>  <table border="1" data-bbox="315 953 1373 1199"> <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>Third party</td> <td>Third-party Inspection Report</td> <td>Pending</td> <td>02/04/2020</td> <td> </td> </tr> <tr> <td>Mag Report</td> <td>Mag Report</td> <td>Pending</td> <td>02/04/2020</td> <td> </td> </tr> <tr> <td>Bill of Sale</td> <td>Bill of Sale</td> <td>Pending</td> <td>02/04/2020</td> <td> </td> </tr> <tr> <td>5 year</td> <td>5-Year History Report</td> <td>Pending</td> <td>02/04/2020</td> <td> </td> </tr> </tbody> </table>	Document Name	Document Type	Document Status	Uploaded On	Actions	Third party	Third-party Inspection Report	Pending	02/04/2020		Mag Report	Mag Report	Pending	02/04/2020		Bill of Sale	Bill of Sale	Pending	02/04/2020		5 year	5-Year History Report	Pending	02/04/2020	
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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 style="text-align: center;">You have completed the Upload Documents. Continue to the next section.</p>	

Complete Statements & Signatures

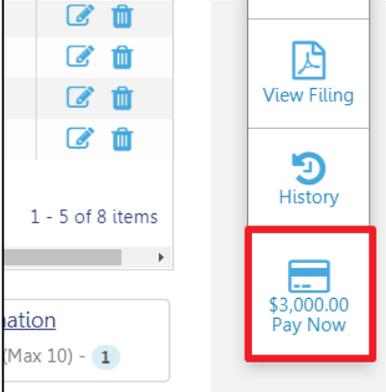
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

Step	Action
1.	<p>Click Statements & Signatures to display the Statements & Signatures section.</p> 
<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.</p> <p>The Name and Date field's auto-populate by the system.</p> 

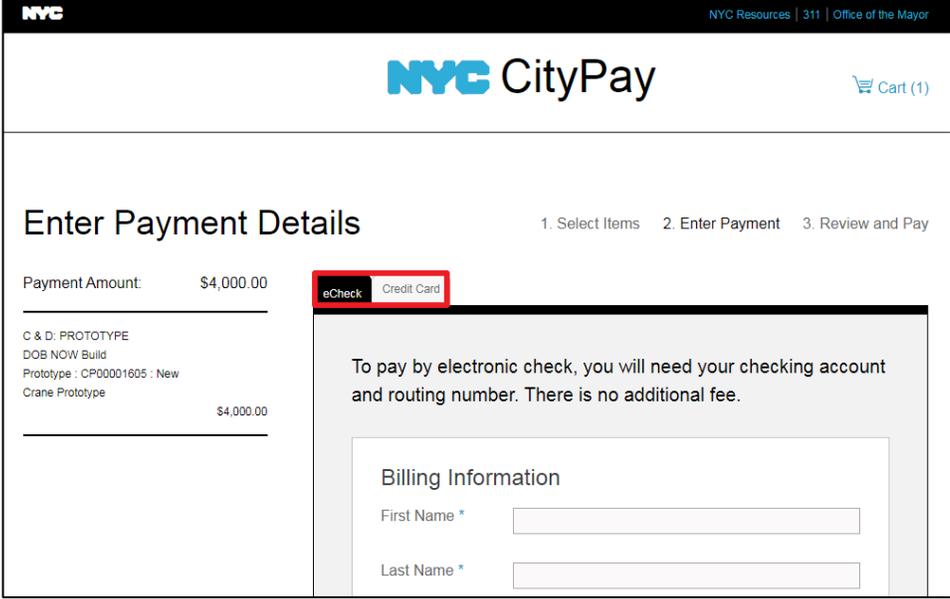
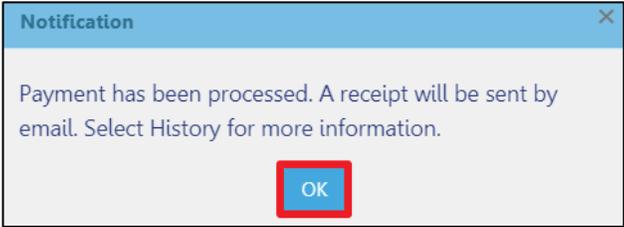
Step	Action
3.	<p>At the top-left of the screen, click Save.</p> 
4.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
<p style="text-align: center;">You have completed the Statement & Signatures section. Continue to the next section.</p>	

Pay Fees

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

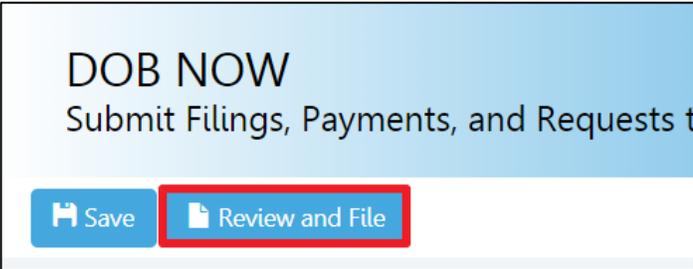
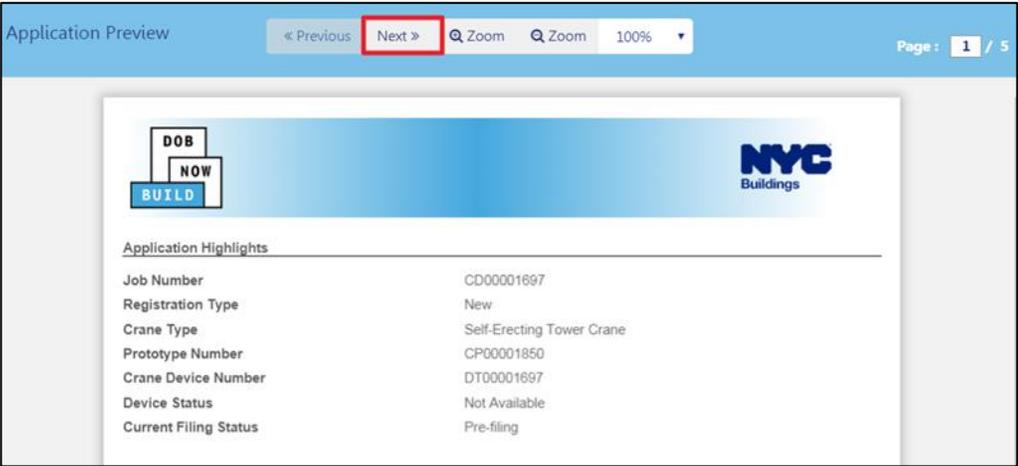
Step	Action
Note:	<i>The fees must be paid before continuing to Review and File.</i>
1.	<p>At the bottom-right of the screen, click Pay Now.</p> 

Step	Action
2.	<p>The Payment Confirmation pop-up window displays with the message:</p> <p>Please note that the following data cannot be changed after the payment has been made on this filing:</p> <p>Owner Type: Individual</p> <p>Actual Boom Length: 12 Feet</p> <p>Are you sure you want to make a payment now for \$300.00?</p> <p>Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.</p> <p>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</p> <p>Click Yes, to proceed.</p> <div data-bbox="313 768 1195 1331" style="border: 1px solid black; padding: 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"> • Owner Type: Individual • Actual Boom Length: 12 Feet <p>Are you sure you want to make a payment now for \$300.00?</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;"> <input data-bbox="1029 1264 1102 1318" type="button" value="Yes"/> <input data-bbox="1114 1264 1179 1318" 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>You have completed the Pay Fees section.</p> <p>Continue to the next section.</p>	

Complete Review and File

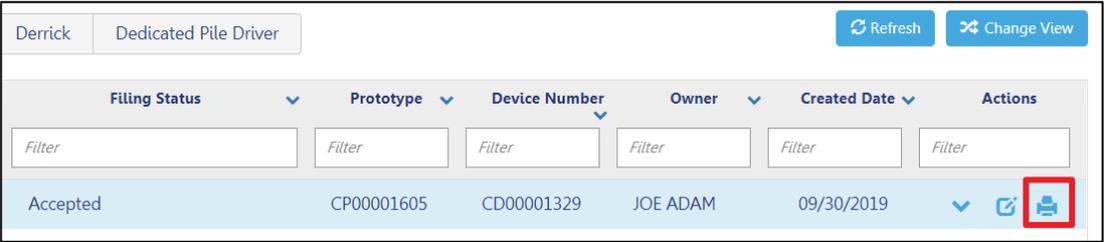
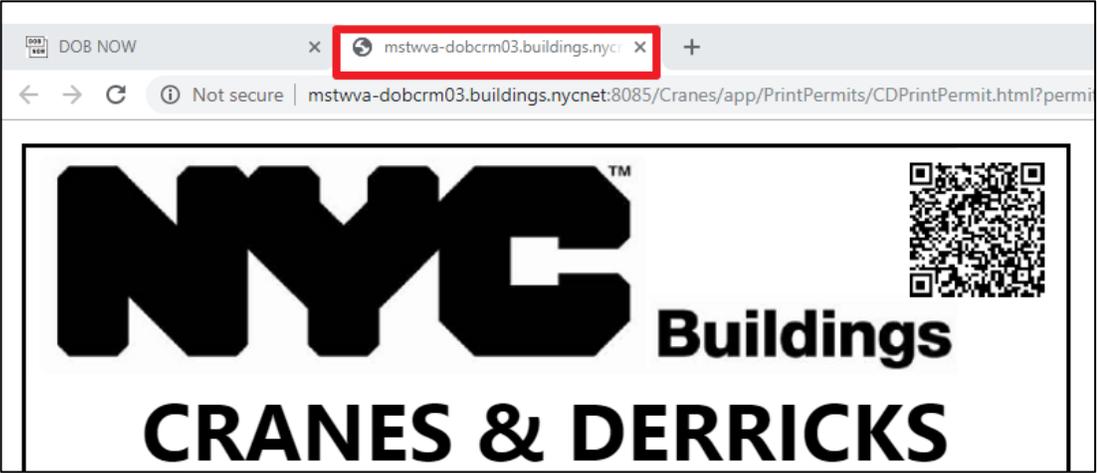
Complete the following steps to review and submit the application to the NYC Department of Buildings.

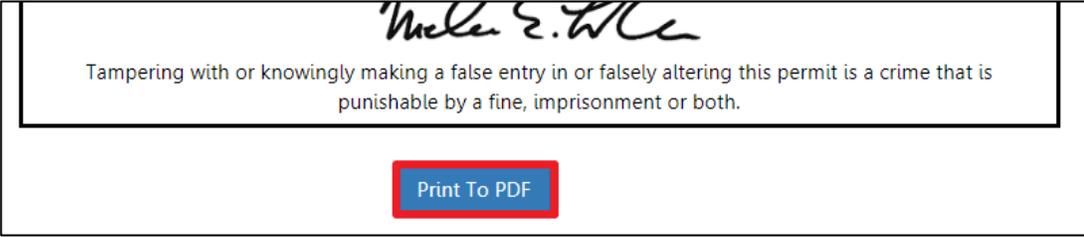
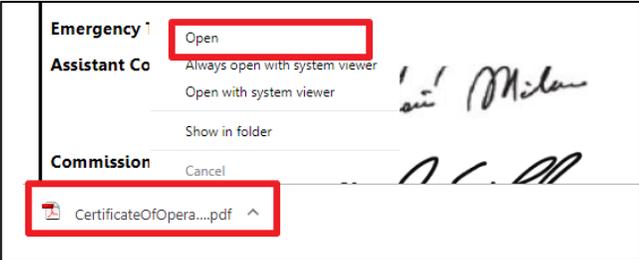
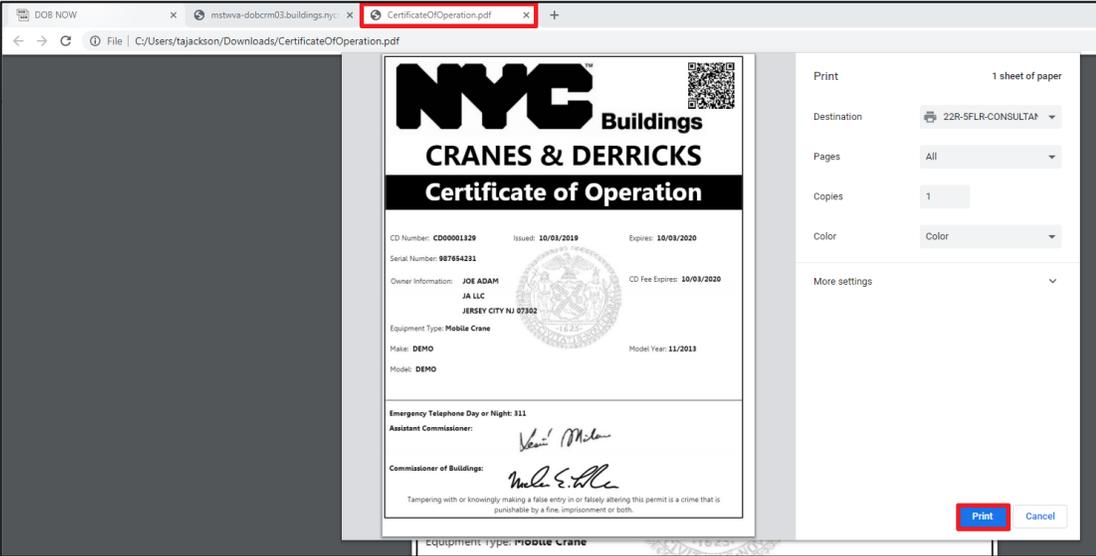
Step	Action
APPLICANT OF RECORD	
1.	<p>At the top-left of the screen, click Review and File.</p> 
2.	<p>The Application Preview displays.</p> <p>Click Next to read and progress through the Application Preview to the final page.</p> 
Note:	<p><i>If errors are discovered when Review and File is selected, 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> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <input type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand. Name <input type="text"/> Date <input type="text"/> <div style="text-align: right;"> ↶ File ↶ Return to Filing View </div> </div>
4.	<p>The Name and the Date field’s auto-populate after the check-box is clicked. Click File, to proceed.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> Name <input type="text" value="JOE ADAM"/> Date <input type="text" value="09/20/2019"/> <small>(Electronically Signed)</small> <div style="text-align: right;"> ↶ File ↶ Return to Filing View </div> </div>
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> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="background-color: #0070c0; color: white; padding: 5px;">Notification ✕</div> <p style="text-align: center; margin: 10px 0;">Job filing has been submitted. An email notification will be sent with the status of the review.</p> <div style="text-align: right; margin-top: 10px;"> OK View Filing </div> </div>
Note:	<p><i>The Status Bar updates to the next stage in the job filing process (e.g., Pending QA Assignment).</i></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="text-align: center; margin-bottom: 5px;"> </div> <div style="display: flex; justify-content: space-around; font-size: 0.9em;"> Pre-filing Pending QA Assignment Pending QA Admin Review Accepted (QA) </div> </div>
<p>You have completed the Self Erecting Tower Crane CD Number: Register a Crane Device Step-by-Step Guide.</p>	

Print Certificate Complete: From the Dashboard

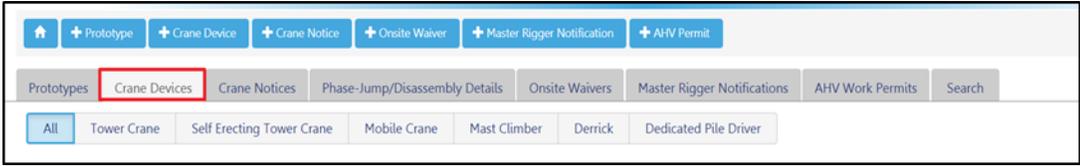
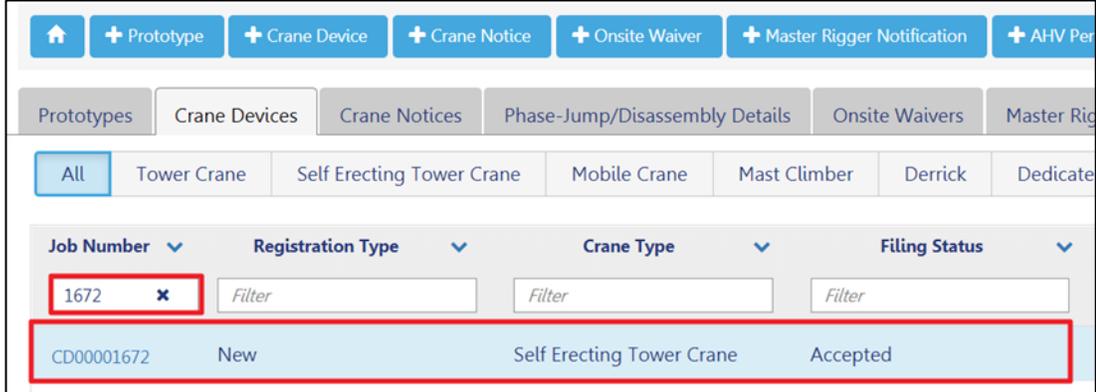
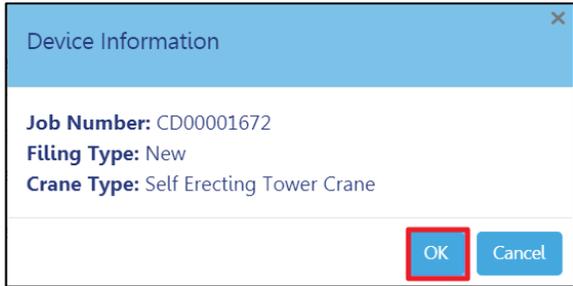
Complete the following steps to print the CD Certificate from the dashboard:

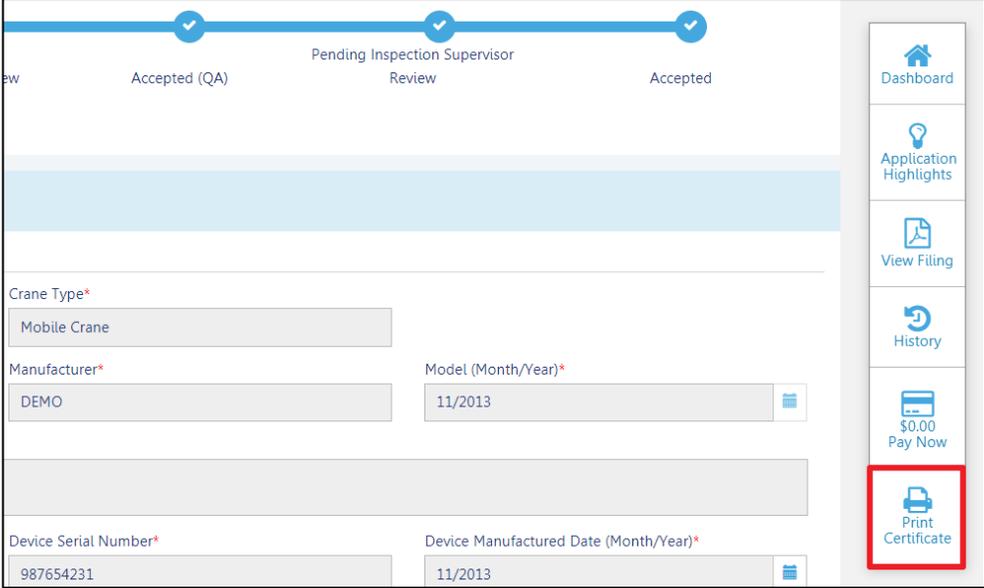
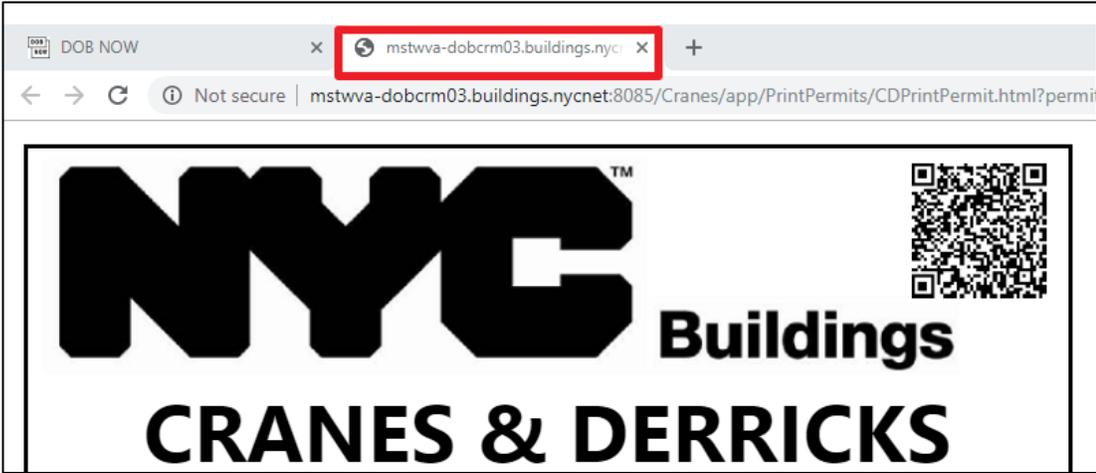
Step	Action
1.	<p>From the Dashboard, select the Crane Devices tab.</p> 
2.	<p>Locate the Crane Device application.</p> <p>Under the Actions column, click the Print (🖨️) icon on the application.</p> 
3.	<p>Ensure that your pop-up blocker is turned-off.</p> <p>The Cranes & Derricks Certificate of Operation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

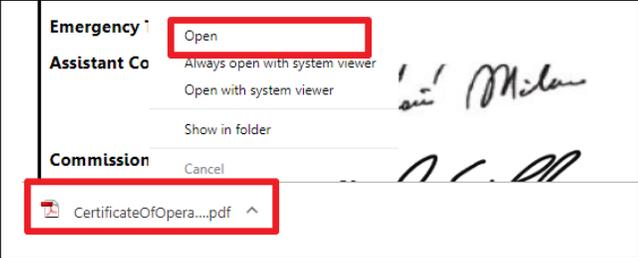
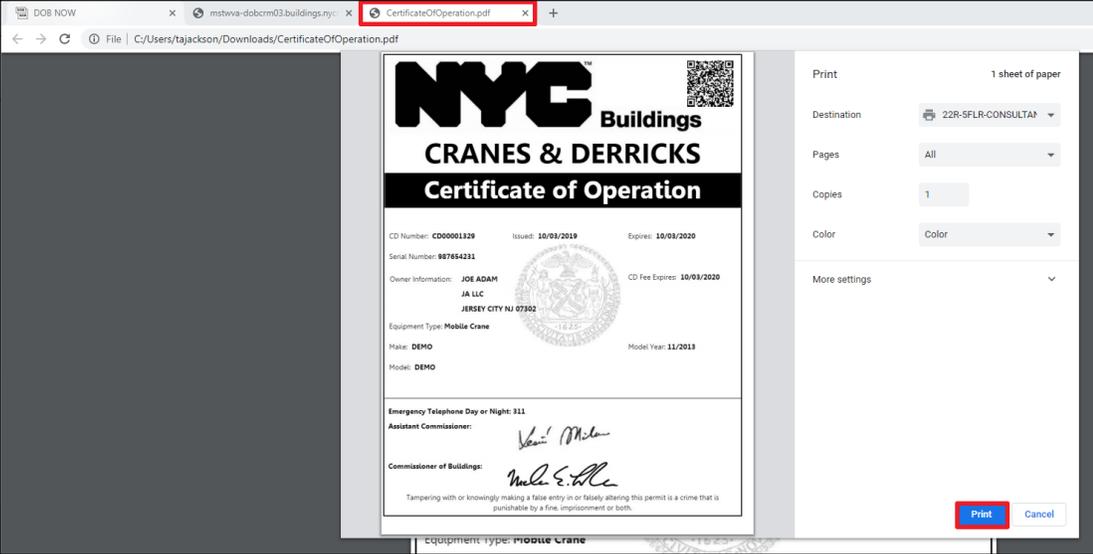
Step	Action
4.	<p>From the bottom of the page click Print to PDF.</p>  <p>The screenshot shows a signature at the top, followed by the text: "Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both." Below this text is a blue button labeled "Print To PDF" with a red border.</p>
5.	<p>The internet browser downloads the certificate. Click the file arrow and select Open.</p>  <p>The screenshot shows a context menu for a downloaded file named "CertificateOfOpera...pdf". The "Open" option is highlighted with a red box. Other options include "Always open with system viewer", "Open with system viewer", "Show in folder", and "Cancel".</p>
6.	<p>A third tab opens with the print options. Click Print.</p>  <p>The screenshot shows a browser window with three tabs. The active tab is titled "CertificateOfOperation.pdf". The print dialog is open, showing a preview of the "NYC Buildings CRANES & DERRICKS Certificate of Operation". The print settings on the right include: Destination: 22R-SFLR-CONSULTAN, Pages: All, Copies: 1, Color: Color. A red "Print" button is visible at the bottom right of the dialog.</p>
<p>You have completed the Print a Certificate: From the Dashboard Step-by-Step Guide.</p>	

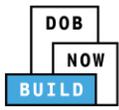
Print Certificate Complete: From within the Application

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

Step	Action
1.	<p>From the Dashboard, select the Crane Devices tab.</p> 
2.	<p>Locate the Crane Device application. Double-click the application.</p> 
3.	<p>The Device Information pop-up window displays with the message:</p> <p>Job Number: CD00001672 Filing Type: New Crane Type: Self Erecting Tower Crane</p> <p>Click OK to proceed.</p> 

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

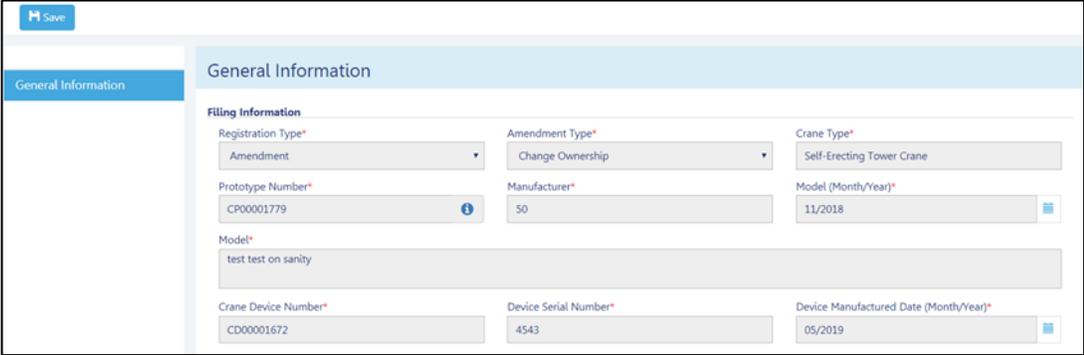
Step	Action
6.	<p>From the bottom of the page click Print to PDF.</p>  <p>Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.</p> <p>Print To PDF</p>
7.	<p>The internet browser downloads the certificate. Click the file arrow and select Open.</p>  <p>Emergency Assistant Co Commission</p> <p>Open Always open with system viewer Open with system viewer Show in folder Cancel</p> <p>CertificateOfOpera...pdf</p>
8.	<p>A third tab opens with the print options. Click Print.</p>  <p>DOB NOW</p> <p>mstbwa-dobcrm03.buildings.ny.gov</p> <p>CertificateOfOperation.pdf</p> <p>Print 1 sheet of paper</p> <p>Destination: 22R-SFLR-CONSULTAN</p> <p>Pages: All</p> <p>Copies: 1</p> <p>Color: Color</p> <p>More settings</p> <p>Print Cancel</p> <p>NYC Buildings CRANES & DERRICKS Certificate of Operation</p> <p>CD Number: CD00001129 Issued: 10/03/2019 Expires: 10/03/2020 Serial Number: 987654321</p> <p>Owner Information: JOE ADAM JA LLC CD Fee Expires: 10/03/2020 JERSEY CITY NJ 07302</p> <p>Equipment Type: Mobile Crane Make: DEMO Model Year: 11/2013 Model: DEMO</p> <p>Emergency Telephone Day or Night: 311 Assistant Commissioner: [Signature] Commissioner of Buildings: [Signature]</p> <p>Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.</p> <p>Equipment type: Mobile Crane</p>
<p>You have completed the Print a Certificate: From within the Application Step-by-Step Guide.</p>	



Self-Erecting Tower CD Number: Amendment: Change Ownership

Complete the following steps to Change Ownership on a Crane Device:

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

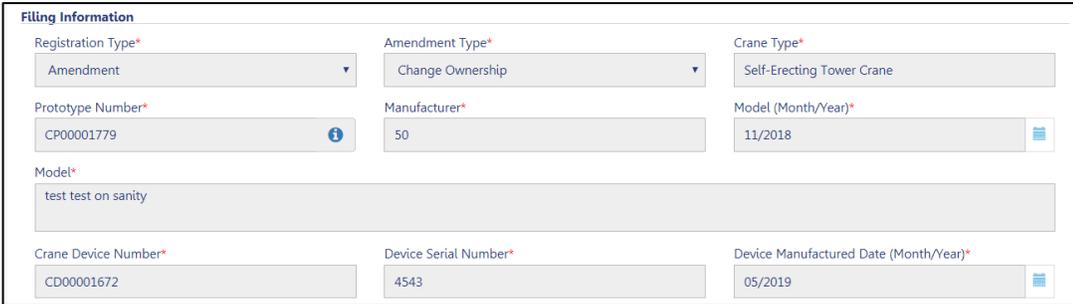
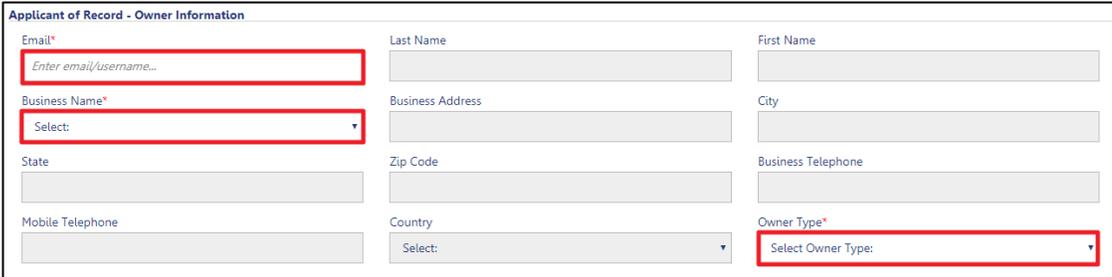
Step	Action
4.	<p>The page refreshes and displays the General Information tab.</p> 

You have begun the Change Ownership Amendment process for a Crane Device.

Continue to the Complete General Information tab section.

Complete General Information

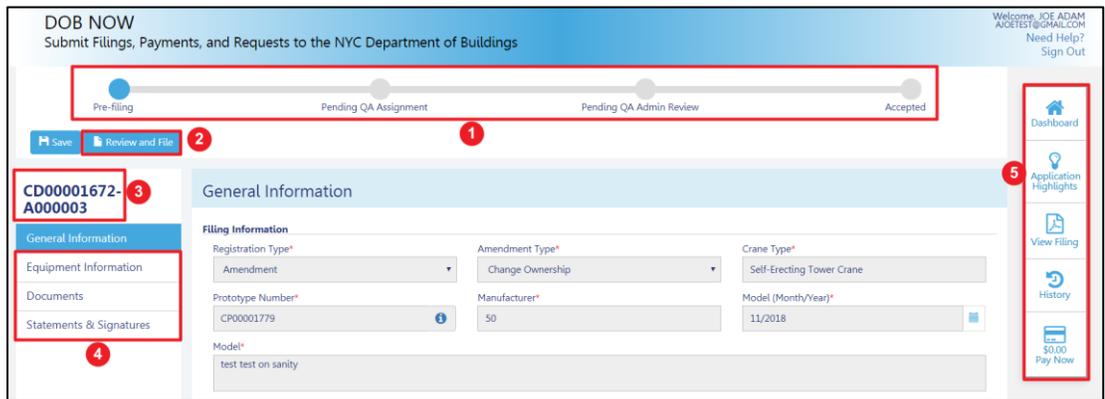
Complete the following steps to complete the **General Information** tab to associate the Stakeholders (e.g. Filing Representatives, Manufacturers etc.) to the application:

Step	Action
1.	<p>The General Information section displays.</p> 
2.	<p>The Filing Information fields: Crane Notice Type, Filing Type and Crane Type are greyed-out and cannot be edited.</p> 
3.	<p>Enter the Applicant Information:</p> <p>Type the Email and then select the Email Address from the blue drop-down Select the License Type (e.g., <i>Individual</i>) from the License Type drop-down list Select the Business Name from the Business Name drop-down list</p> <p>The Last Name, First Name, Business Address, City, State, Zip Code, Business Telephone, Mobile Telephone, and Country are greyed-out and Read-Only.</p> 

Step	Action												
<p>Note:</p>	<p>The Existing Owner Information is displayed.</p> <div data-bbox="315 390 1438 625" style="border: 1px solid #ccc; padding: 10px;"> <p>Existing Owner Information</p> <table border="0"> <tr> <td>Email AJOETEST1@GMAIL.COM</td> <td>Last Name JOE1</td> <td>First Name ADAM</td> </tr> <tr> <td>Business Name AJ 1</td> <td>Business Address 280 Broadway</td> <td>City NYC</td> </tr> <tr> <td>State NY</td> <td>Zip Code 10000</td> <td>Business Telephone (201) 333-2222</td> </tr> <tr> <td>Mobile Telephone Not Available</td> <td>Country United States</td> <td>Owner Type NYCHA</td> </tr> </table> </div>	Email AJOETEST1@GMAIL.COM	Last Name JOE1	First Name ADAM	Business Name AJ 1	Business Address 280 Broadway	City NYC	State NY	Zip Code 10000	Business Telephone (201) 333-2222	Mobile Telephone Not Available	Country United States	Owner Type NYCHA
Email AJOETEST1@GMAIL.COM	Last Name JOE1	First Name ADAM											
Business Name AJ 1	Business Address 280 Broadway	City NYC											
State NY	Zip Code 10000	Business Telephone (201) 333-2222											
Mobile Telephone Not Available	Country United States	Owner Type NYCHA											
<p>4.</p>	<p><i>If applicable, click + Add Representative to add Filing Representative.</i></p> <div data-bbox="315 743 1175 932" style="border: 1px solid #ccc; padding: 10px;"> <p>Filing Representative Information</p> <p style="text-align: center;">+ Add Representative</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">First Name</th> <th style="width: 33%;">Last Name</th> <th style="width: 33%;">Email</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	First Name	Last Name	Email									
First Name	Last Name	Email											
<p>5.</p>	<p><i>The Filing Representative Details pop-up window displays.</i> <i>Type the Email and then select the Email Address from the blue drop-down.</i></p> <div data-bbox="315 1073 1395 1551" style="border: 1px solid #ccc; padding: 10px;"> <p style="background-color: #4f81bd; color: white; padding: 5px;">Filing Representative Details</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;"> Email* <input type="text" value="APPLEROME16@GMAIL.COM"/> APPLEROME16@GMAIL.COM </td> <td style="width: 33%;"> Last Name <input type="text"/> </td> <td style="width: 33%;"> First Name <input type="text"/> </td> </tr> <tr> <td> Business Address <input type="text"/> </td> <td> Business Address <input type="text"/> </td> <td> City <input type="text"/> </td> </tr> <tr> <td> State <input type="text"/> </td> <td> Zip Code <input type="text"/> </td> <td> Country Select: <input type="text"/> </td> </tr> <tr> <td> Business Telephone <input type="text"/> </td> <td> Mobile Telephone <input type="text"/> </td> <td> </td> </tr> </table> <p style="text-align: right;"> <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"/>	Business Address <input type="text"/>	Business Address <input type="text"/>	City <input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>	Country Select: <input type="text"/>	Business Telephone <input type="text"/>	Mobile Telephone <input type="text"/>	
Email* <input type="text" value="APPLEROME16@GMAIL.COM"/> APPLEROME16@GMAIL.COM	Last Name <input type="text"/>	First Name <input type="text"/>											
Business Address <input type="text"/>	Business Address <input type="text"/>	City <input type="text"/>											
State <input type="text"/>	Zip Code <input type="text"/>	Country Select: <input type="text"/>											
Business Telephone <input type="text"/>	Mobile Telephone <input type="text"/>												
<p>6.</p>	<p><i>Click Save.</i></p> <div data-bbox="315 1635 750 1850" style="border: 1px solid #ccc; padding: 10px;"> <p>Business Telephone</p> <p>(458) 466-4485</p> <p style="text-align: right;"> <input style="border: 2px solid red;" type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div>												

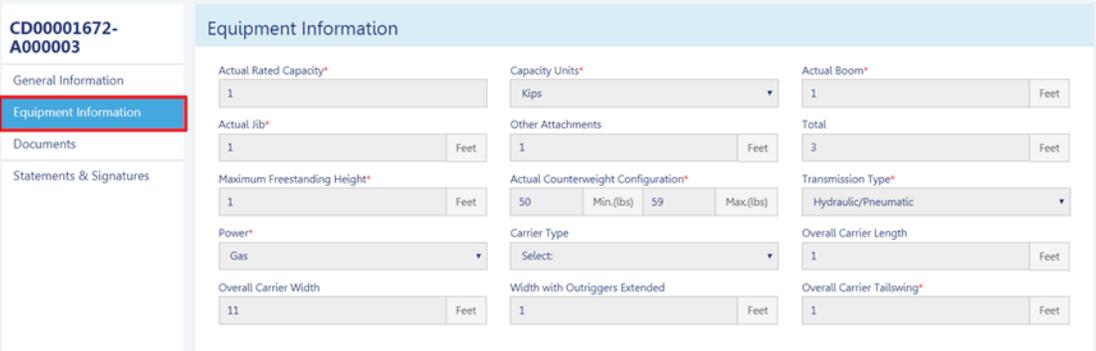
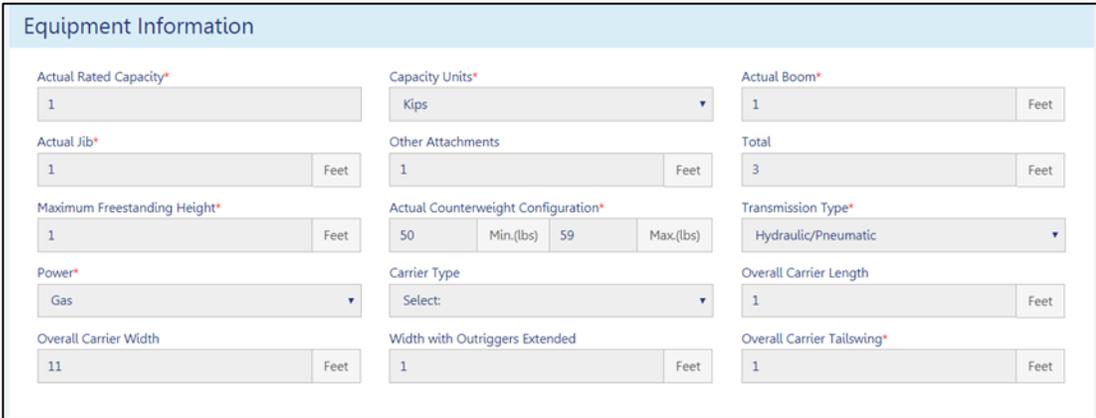
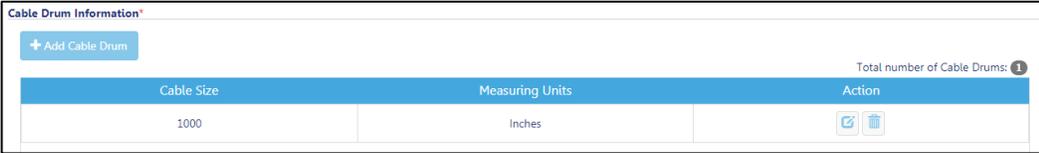
Step	Action												
<p>Note:</p>	<p>The Filing Representative added displays within the Filing Representative information table.</p> <p>Click the edit () icon to update the information.</p> <p>Click the trash can () icon to delete the Filing Representative.</p> <div data-bbox="315 558 1419 753" style="border: 1px solid black; padding: 5px;"> <p>Filing Representative Information</p> <p>+ Add Representative</p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email</th> <th>Business Name</th> <th>Business Telephone</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>APPLE</td> <td>ROME</td> <td>APPLEROME16@GMAIL.COM</td> <td>ROME LLC</td> <td>(458) 466-4485</td> <td> </td> </tr> </tbody> </table> </div>	First Name	Last Name	Email	Business Name	Business Telephone	Action	APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	 
First Name	Last Name	Email	Business Name	Business Telephone	Action								
APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	 								
<p>7.</p>	<p><i>At the top-left of the screen, click Save.</i></p> <div data-bbox="315 842 972 1087" style="border: 1px solid black; padding: 5px;">  <p>General Information</p> <p>Filing Information</p> <p>Crane Notice Type*</p> <p>Crane Notice</p> </div>												
<p>8.</p>	<p><i>Click Save.</i></p> <div data-bbox="315 1171 951 1388" style="border: 1px solid black; padding: 5px;"> <p>Notification</p> <p>Are you sure you want to continue with Change Ownership for the following crane device number. Please verify before saving:</p> <ul style="list-style-type: none"> • CD00001733 <p>Save Cancel</p> </div>												
<p>9.</p>	<p><i>A Notification pop-up window displays with the message:</i></p> <p>Job filing has been saved.</p> <p><i>Click OK to continue.</i></p> <div data-bbox="315 1570 984 1787" style="border: 1px solid black; padding: 5px;"> <p>Notification ✕</p> <p>Job filing has been saved.</p> <p style="text-align: center;">OK</p> </div>												

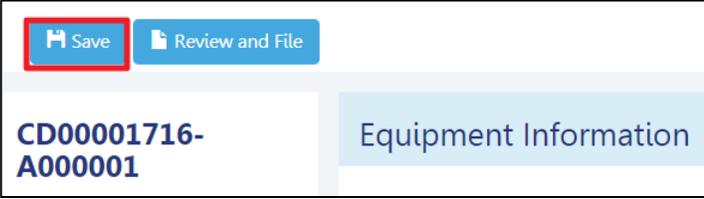
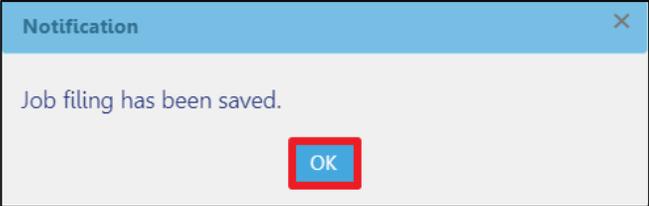
Step	Action
<p>Note:</p>	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> 1. Status Bar 2. Review and File 3. Crane Notice Filing Number 4. Additional Tabs: Prototype & Phase Information, Document and Statements & Signatures 5. Application Information: Application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



Complete Equipment Information Tab

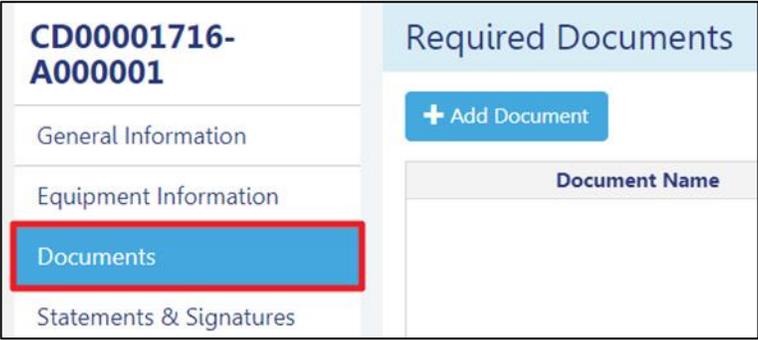
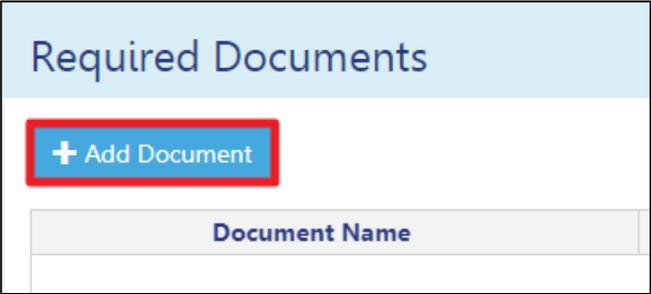
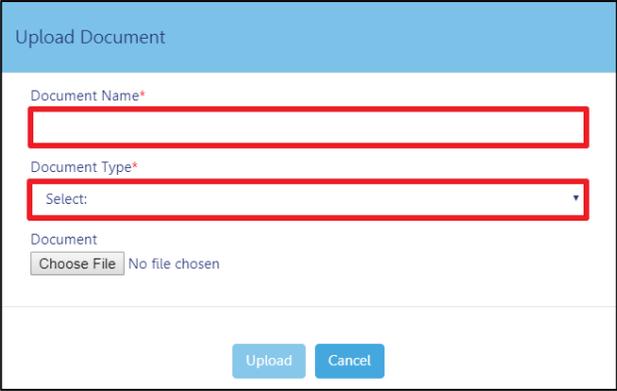
Complete the following steps to complete the Equipment Information tab:

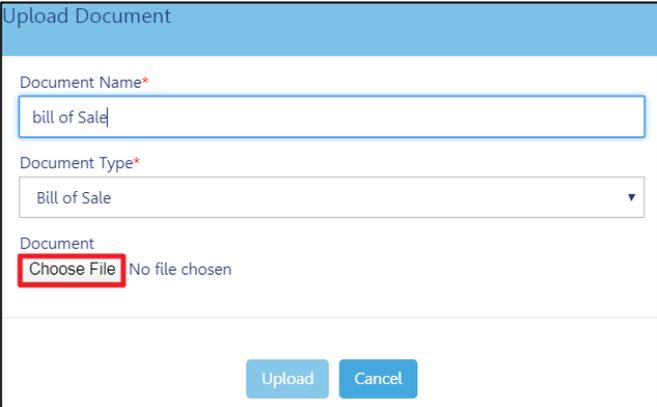
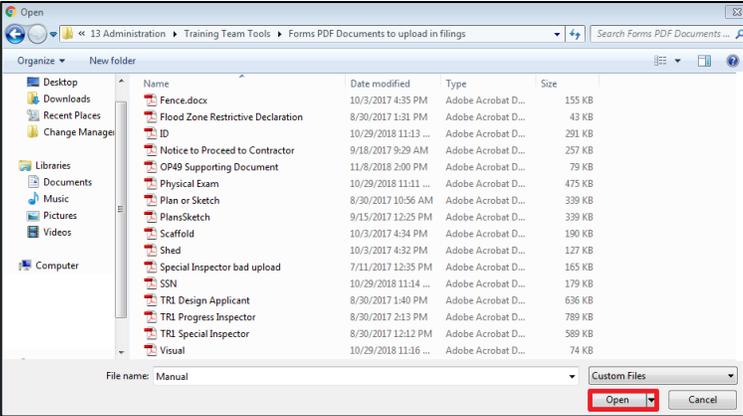
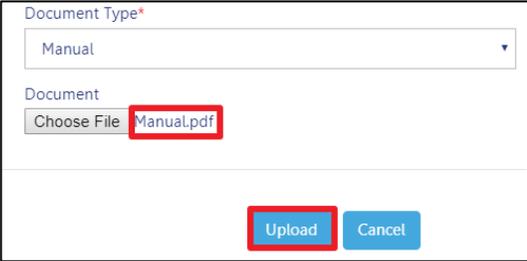
Step	Action
1.	<p>Click <i>Equipment Information</i> to display the <i>Equipment Information</i> section.</p> 
Note:	<p>The <i>Equipment Information</i> and <i>Boom Type Information</i> fields are greyed-out and cannot be edited.</p> 
Note:	<p>The <i>Cable Drum Information</i> field is greyed-out and cannot be edited.</p> 

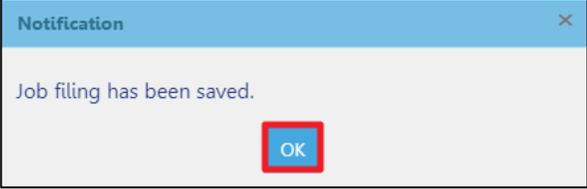
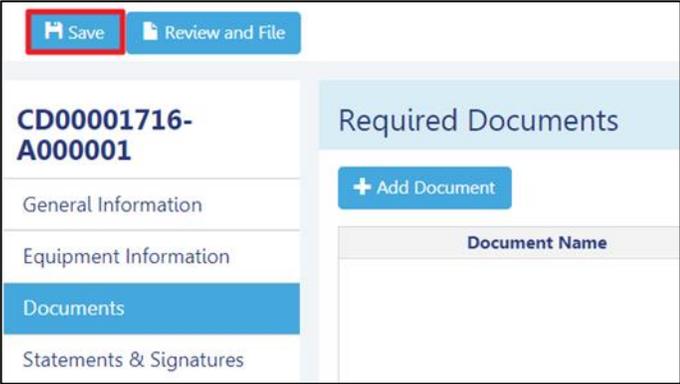
Step	Action
2.	<p>At the top-left of the screen, click Save.</p> 
3.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
<p>You have completed the Complete Equipment Information tab. Continue to the next section.</p>	

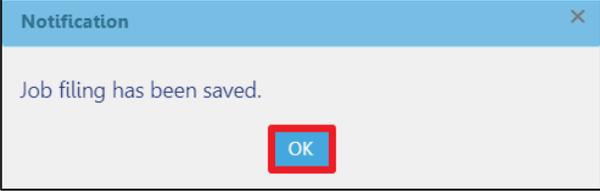
Upload Documents

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

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

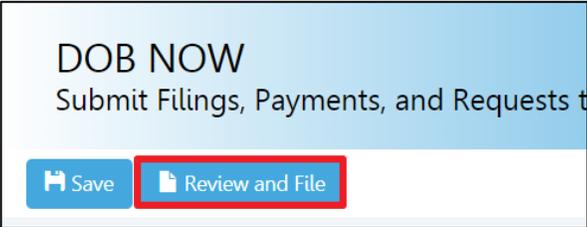
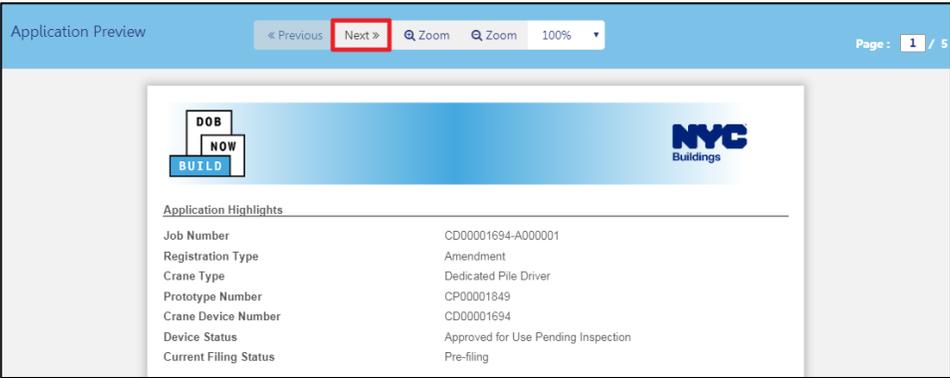
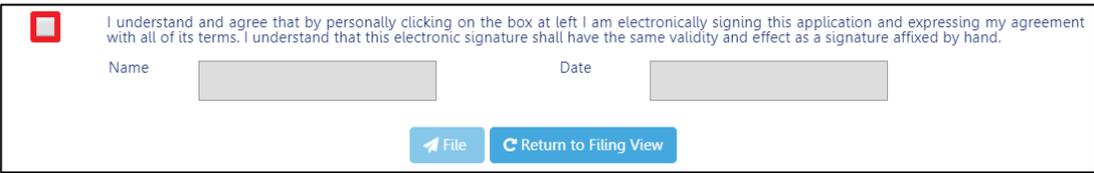
Step	Action
4.	<p>Click Choose File to upload the Document Type selected.</p> 
5.	<p><i>The Document pop-up window displays.</i> <i>Select the Document and click Open.</i></p> 
6.	<p><i>The Document displays next to Choose File.</i> <i>Click Upload.</i></p> 

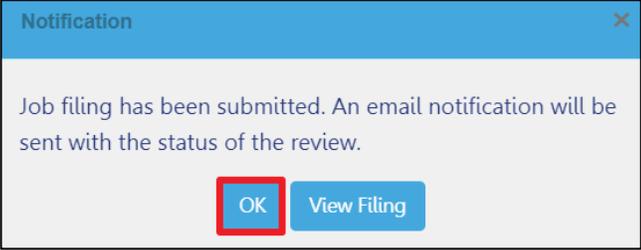
Step	Action															
7.	<p>A Notification pop-up window displays with the message:</p> <p>Document has been uploaded.</p> <p>Click OK to continue.</p> 															
Note:	<p>The Document uploaded displays within the Document table.</p> <p>Click the edit () icon to update the Document information.</p> <p>Click the trash can () icon to delete the Document.</p> <p>Click the upload () icon to replace the Document previously uploaded.</p>  <table border="1" data-bbox="315 856 1421 1035"> <thead> <tr> <th>Document Name</th> <th>Document Type</th> <th>Document Status</th> <th>Uploaded On</th> <th>Actions</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>Test 2</td> <td>ACRIS Report</td> <td>Pending</td> <td>02/04/2020</td> <td>  </td> </tr> <tr> <td>Test</td> <td>Bill of Sale</td> <td>Pending</td> <td>02/04/2020</td> <td>  </td> </tr> </tbody> </table>	Document Name	Document Type	Document Status	Uploaded On	Actions	Test 2	ACRIS Report	Pending	02/04/2020	  	Test	Bill of Sale	Pending	02/04/2020	  
Document Name	Document Type	Document Status	Uploaded On	Actions												
Test 2	ACRIS Report	Pending	02/04/2020	  												
Test	Bill of Sale	Pending	02/04/2020	  												
8.	<p>At the top-left of the screen, click Save.</p> 															

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

Complete Review and File

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

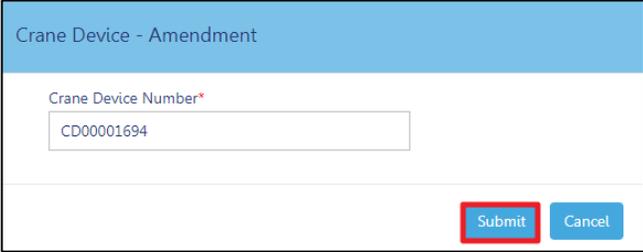
Step	Action																
1.	<p>At the top-left of the screen, click Review and File.</p> 																
2.	<p>The Application Preview displays.</p> <p>Click Next to read and progress through the Application Preview to the final page.</p>  <table border="1"> <thead> <tr> <th colspan="2">Application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

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

Self-Erecting Tower Crane CD Number: Device Amendment

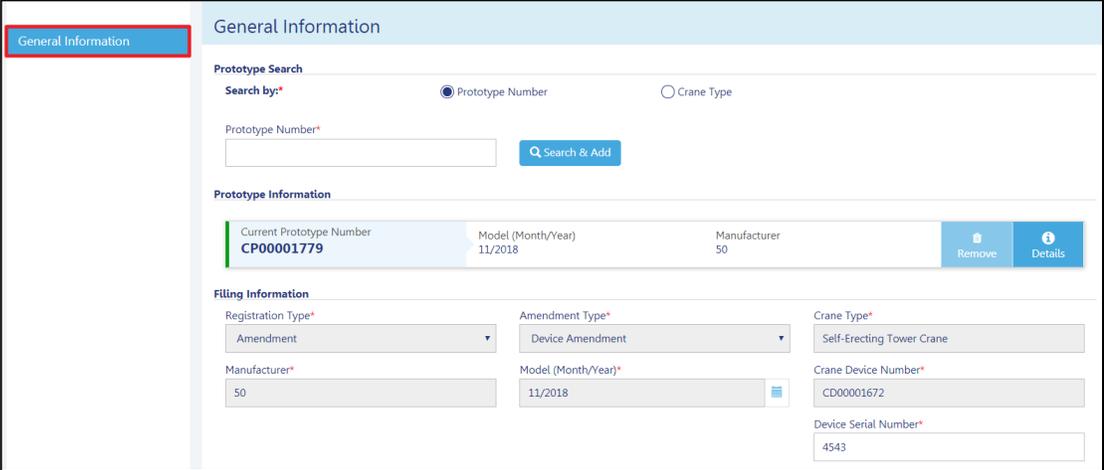
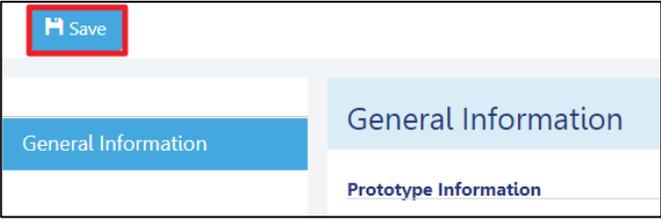
Complete the following steps to register a Crane Device:

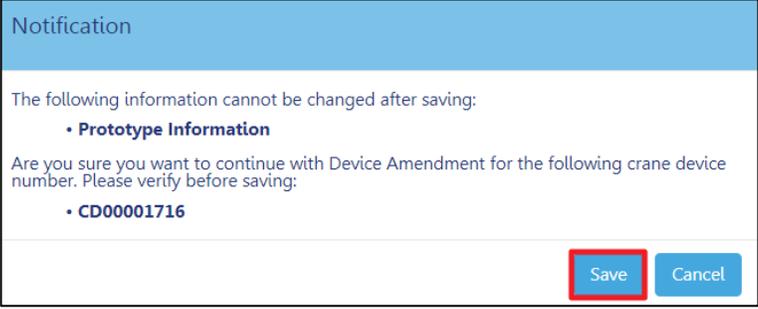
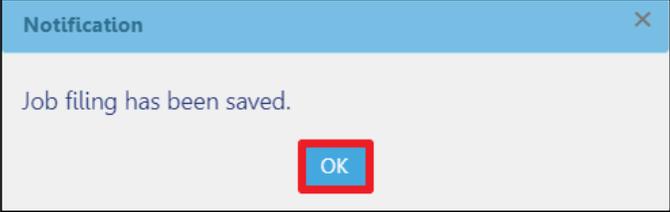
Step	Action
1.	<p>Hover the cursor over +Crane Device, then hover the cursor over +Amendment and then select Device Amendment from the drop-down list.</p>
2.	<p>Enter the Crane Device Number.</p>

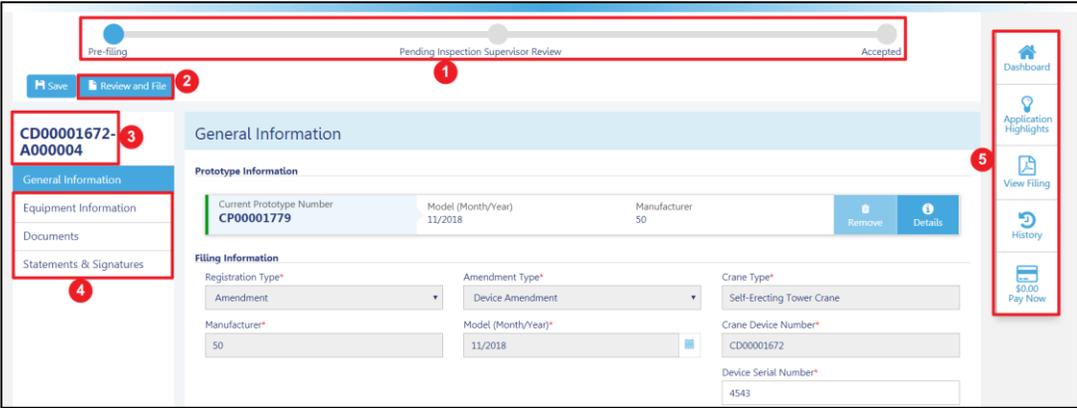
Step	Action
3.	<p><i>Click Submit.</i></p> 
<p><i>You have begun the Device Amendment process for a Crane Device. Continue to the Complete General Information tab section.</i></p>	

Complete General Information

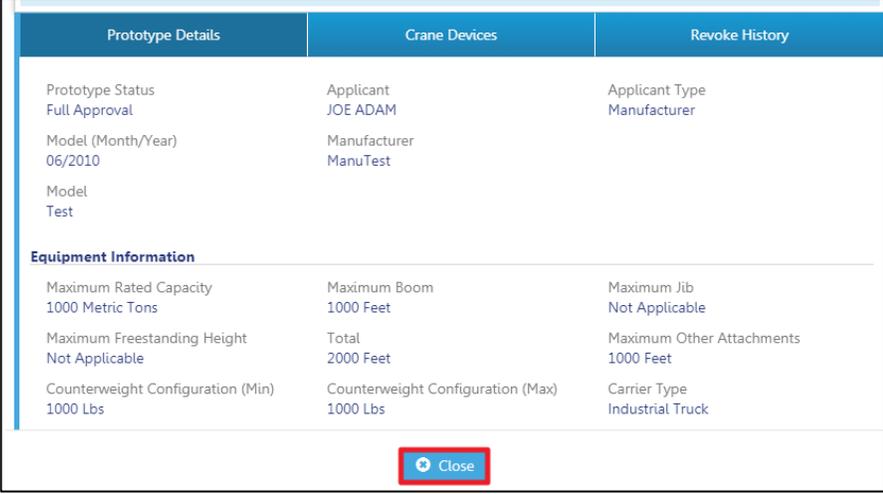
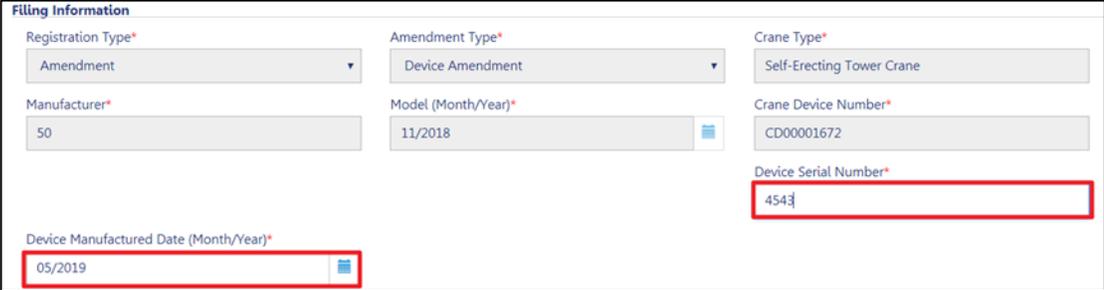
Complete the following steps to complete the **General Information** tab to associate the Stakeholders (e.g. Filing Representatives, Manufacturers etc.) to the application:

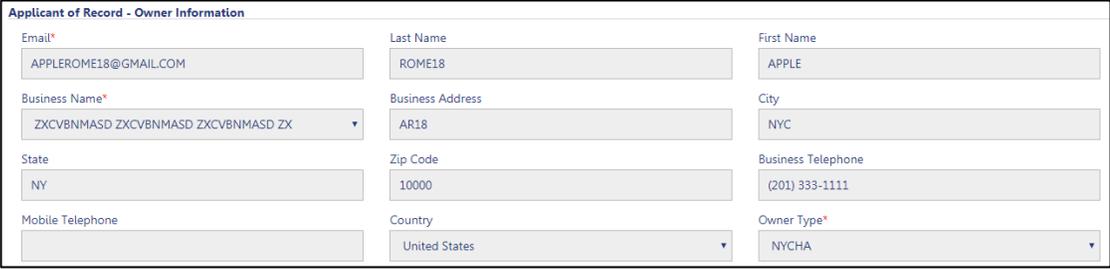
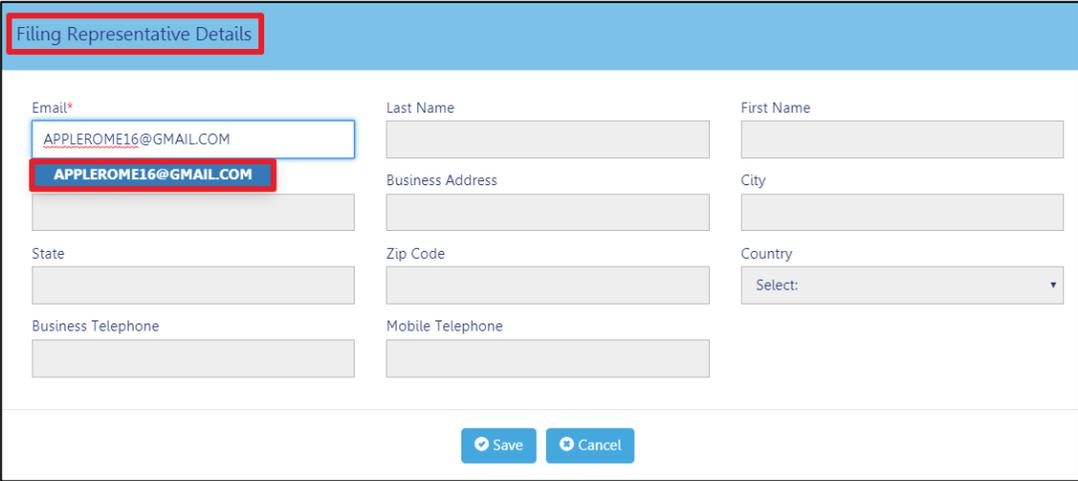
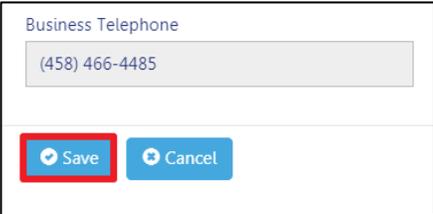
Step	Action
1.	<p><i>The General Information section displays.</i></p> 
2.	<p><i>At the top-left of the screen, click Save.</i></p> 

Step	Action
3.	<p>A Notification pop-up windows displays with the message:</p> <p>The following information cannot be changed after saving:</p> <ul style="list-style-type: none"> • Prototype Information <p>Are you sure you want to continue with Device Amendment for the following crane device number. Please verify before saving:</p> <ul style="list-style-type: none"> • CD00001716 <p>Click OK to close the Notification pop-up window.</p> 
4.	<p>A Notification pop-up window displays with the message:</p> <p>Job filing has been saved.</p> <p>Click OK to continue.</p> 

Step	Action
<p>Note:</p>	<p>The page refreshes and displays the additional items:</p> <ol style="list-style-type: none"> 1. Status Bar 2. Review and File 3. Crane Notice Filing Number 4. Additional Tabs: Prototype & Phase Information, Document and Statements & Signatures 5. Application Information: Application Highlights, View Filing, History and Fee  <p>The screenshot shows a web application interface for crane registration. At the top, a progress bar indicates the current status: Pre-filing, Pending Inspection, Supervisor Review, and Accepted. Below this, there are buttons for 'Save' and 'Review and File'. The main content area is divided into sections: 'General Information' (with a crane notice filing number CD00001672-A000004), 'Prototype Information' (with fields for Current Prototype Number, Model, and Manufacturer), and 'Filing Information' (with dropdowns for Registration Type and Amendment Type, and input fields for Manufacturer, Model, Crane Type, Crane Device Number, and Device Serial Number). A sidebar on the right contains navigation links for Dashboard, Application Highlights, View Filing, History, and a \$0.00 Pay Now button. Red callout boxes with numbers 1 through 5 highlight specific elements: 1 points to the 'Review and File' button, 2 points to the 'Review and File' button, 3 points to the crane notice filing number, 4 points to the 'Statements & Signatures' tab, and 5 points to the 'View Filing' link in the sidebar.</p>

Step	Action																																							
5.	<p><i>The Search Results pop-up window displays.</i></p> <p><i>If applicable, select the applicable Prototype Number.</i></p> <p><i>Click +Add to proceed.</i></p> <div data-bbox="315 443 1000 1142" style="border: 1px solid black; padding: 5px;"> <p>Prototype Information</p> <table border="1"> <tr> <td>Prototype Number CP00001779</td> <td>Crane Type Self-Erecting Tower Crane</td> <td>Approved On 10/18/2019</td> </tr> <tr> <th>Prototype Details</th> <th>Crane Devices</th> <th>Revoke History</th> </tr> <tr> <td>Prototype Status Full Approval</td> <td>Applicant TESTING123 DOB</td> <td>Applicant Type Owner</td> </tr> <tr> <td>Model (Month/Year) 11/2018</td> <td>Manufacturer 50</td> <td></td> </tr> <tr> <td>Model test test on sanity</td> <td></td> <td></td> </tr> <tr> <th colspan="3">Equipment Information</th> </tr> <tr> <td>Maximum Rated Capacity 50 Kips</td> <td>Maximum Boom 55 Feet</td> <td>Maximum Jib 50 Feet</td> </tr> <tr> <td>Maximum Freestanding Height 50 Feet</td> <td>Total 155 Feet</td> <td>Maximum Other Attachments 50 Feet</td> </tr> <tr> <td>Counterweight Configuration (Min) 50 Lbs</td> <td>Counterweight Configuration (Max) 100 Lbs</td> <td>Carrier Type Not Applicable</td> </tr> <tr> <td>Transmission Type Hydraulic/Pneumatic</td> <td>Power Gas</td> <td>Climbing Type Not Applicable</td> </tr> <tr> <td>Width with Outriggers Extended Not Applicable</td> <td>Overall Carrier Length Not Applicable</td> <td>Overall Carrier Width Not Applicable</td> </tr> <tr> <td>Overall Carrier Tailswing 55 Feet</td> <td></td> <td></td> </tr> <tr> <td>Boom Types Not Applicable</td> <td></td> <td></td> </tr> </table> </div>	Prototype Number CP00001779	Crane Type Self-Erecting Tower Crane	Approved On 10/18/2019	Prototype Details	Crane Devices	Revoke History	Prototype Status Full Approval	Applicant TESTING123 DOB	Applicant Type Owner	Model (Month/Year) 11/2018	Manufacturer 50		Model test test on sanity			Equipment Information			Maximum Rated Capacity 50 Kips	Maximum Boom 55 Feet	Maximum Jib 50 Feet	Maximum Freestanding Height 50 Feet	Total 155 Feet	Maximum Other Attachments 50 Feet	Counterweight Configuration (Min) 50 Lbs	Counterweight Configuration (Max) 100 Lbs	Carrier Type Not Applicable	Transmission Type Hydraulic/Pneumatic	Power Gas	Climbing Type Not Applicable	Width with Outriggers Extended Not Applicable	Overall Carrier Length Not Applicable	Overall Carrier Width Not Applicable	Overall Carrier Tailswing 55 Feet			Boom Types Not Applicable		
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6.	<p><i>The Prototype Information field will populate with the Current Prototype Number.</i></p> <p><i>Click Details to view the Current Prototype Number.</i></p> <div data-bbox="315 1276 1422 1381" style="border: 1px solid black; padding: 5px;"> <p>Prototype Information</p> <table border="1"> <tr> <td>Current Prototype Number CP00001849</td> <td>Model (Month/Year) 06/2010</td> <td>Manufacturer ManuTest</td> <td>Remove</td> <td style="border: 2px solid red;">Details</td> </tr> </table> </div>	Current Prototype Number CP00001849	Model (Month/Year) 06/2010	Manufacturer ManuTest	Remove	Details																																		
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Step	Action
7.	<p>Click Close.</p> 
8.	<p>Enter the Applicant Information:</p> <p>Type the Device Serial Number. Select the Device Manufactured Date (Month/Year)</p> <p>The Filing Information fields: Registration Type, Amendment Type, Crane Type, Manufacturer, Model (Month/Year), Model and Crane Device Number are greyed-out and cannot be edited.</p> 

Step	Action
9.	<p>The Applicant of Record – Owner Information is greyed-out and cannot be edited.</p> 
10.	<p>If applicable, click + Add Representative to add Filing Representative.</p> 
11.	<p>The Filing Representative Details pop-up window displays. Type the Email and then select the Email Address from the blue drop-down.</p> 
12.	<p>Click Save.</p> 

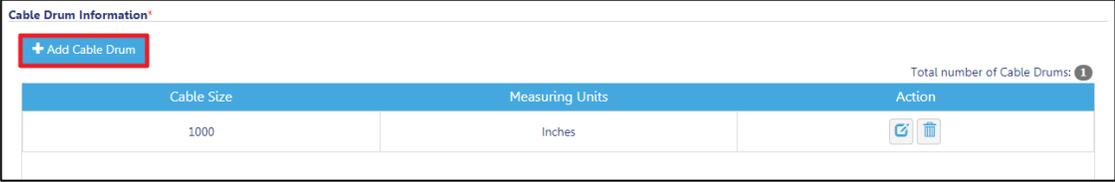
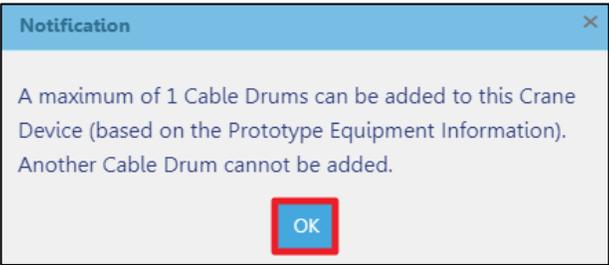
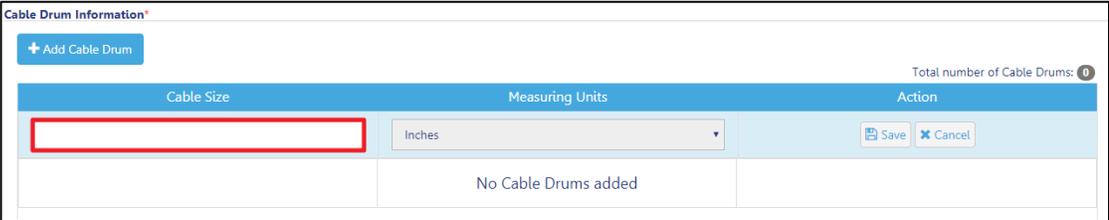
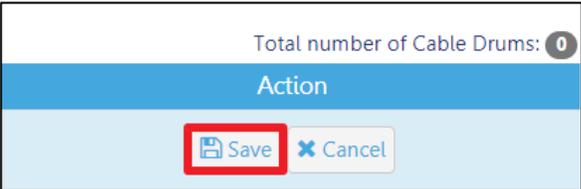
Step	Action												
<p>Note:</p>	<p>The Filing Representative added displays within the Filing Representative information table.</p> <p>Click the edit () to update the information.</p> <p>Click the trash can () icon to delete the Filing Representative.</p> <div data-bbox="315 558 1419 753" style="border: 1px solid black; padding: 5px;"> <p>Filing Representative Information</p> <p>+ Add Representative</p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email</th> <th>Business Name</th> <th>Business Telephone</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>APPLE</td> <td>ROME</td> <td>APPLEROME16@GMAIL.COM</td> <td>ROME LLC</td> <td>(458) 466-4485</td> <td>   </td> </tr> </tbody> </table> </div>	First Name	Last Name	Email	Business Name	Business Telephone	Action	APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	 
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APPLE	ROME	APPLEROME16@GMAIL.COM	ROME LLC	(458) 466-4485	 								
<p>13.</p>	<p>Click +Add Cable Drum to display the Cable Size action field.</p> <div data-bbox="315 856 1271 1121" 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"> <thead> <tr> <th>Cable Size</th> <th>Measuring Units</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1000</td> <td>Inches</td> <td>   </td> </tr> </tbody> </table> </div>	Cable Size	Measuring Units	Action	1000	Inches	 						
Cable Size	Measuring Units	Action											
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Complete Equipment Information Tab

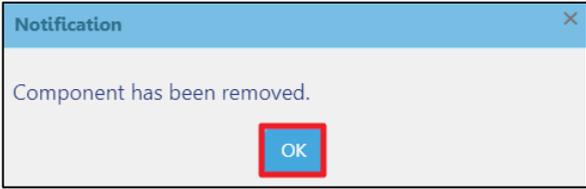
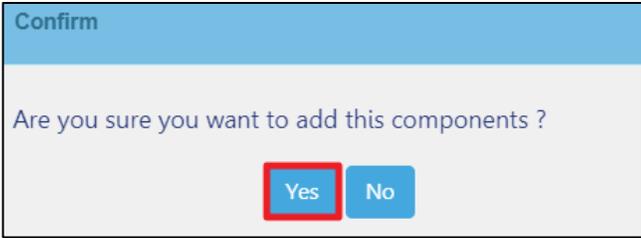
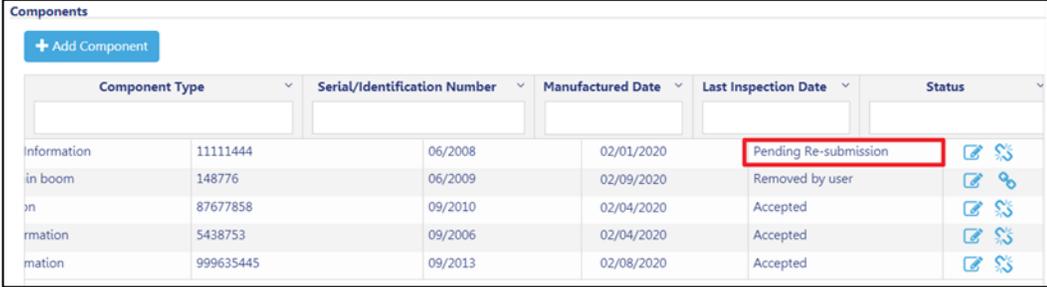
Complete the following steps to complete the Equipment Information tab:

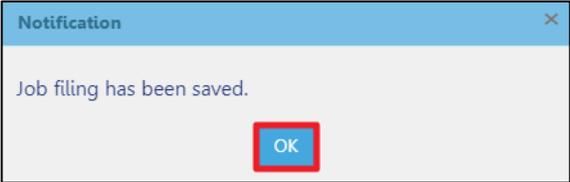
Step	Action												
14.	<p>Click Equipment Information to display the Equipment Information and Boom Type Information sections.</p> <div data-bbox="313 531 1352 911" style="border: 1px solid black; padding: 10px;"> <p>Equipment Information</p> <table border="0"> <tr> <td>Actual Rated Capacity* 12</td> <td>Capacity Units* Metric Tons</td> <td>Actual Boom* 15 Feet</td> </tr> <tr> <td>Actual Jib 10 Feet</td> <td>Other Attachments 10 Feet</td> <td>Total 35 Feet</td> </tr> <tr> <td>Maximum Freestanding Height* 6 Feet</td> <td>Actual Counterweight Configuration* 250 Min.(lbs) 275 Max.(lbs)</td> <td>Transmission Type* Mechanical</td> </tr> <tr> <td>Power* Gas</td> <td>Climbing Type* Internal</td> <td></td> </tr> </table> <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>	Actual Rated Capacity* 12	Capacity Units* Metric Tons	Actual Boom* 15 Feet	Actual Jib 10 Feet	Other Attachments 10 Feet	Total 35 Feet	Maximum Freestanding Height* 6 Feet	Actual Counterweight Configuration* 250 Min.(lbs) 275 Max.(lbs)	Transmission Type* Mechanical	Power* Gas	Climbing Type* Internal	
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15.	<p>Enter the Filing Information:</p> <table border="1"> <tr> <td>Actual Rated Capacity</td> <td>Actual Boom</td> </tr> <tr> <td>Overall Carrier Length</td> <td>Overall Carrier Tailswing</td> </tr> <tr> <td>Actual Jib</td> <td>Other Attachments</td> </tr> <tr> <td>Maximum Freestanding Height</td> <td>Actual Counterweight Configuration</td> </tr> <tr> <td>Overall Carrier Width</td> <td>Width with Outriggers Extended</td> </tr> </table> <div style="border: 1px solid black; padding: 10px;"> <p>Equipment Information</p> <table border="0"> <tr> <td>Actual Rated Capacity* <input type="text" value="1"/></td> <td>Capacity Units* Kips</td> <td>Actual Boom* <input type="text" value="1"/> Feet</td> </tr> <tr> <td>Actual Jib* <input type="text" value="1"/> Feet</td> <td>Other Attachments <input type="text" value="1"/> Feet</td> <td>Total <input type="text" value="3"/> Feet</td> </tr> <tr> <td>Maximum Freestanding Height* <input type="text" value="1"/> Feet</td> <td>Actual Counterweight Configuration* 50 Min.(lbs) 59 Max.(lbs)</td> <td>Transmission Type* Hydraulic/Pneumatic</td> </tr> <tr> <td>Power* Gas</td> <td>Carrier Type Select:</td> <td>Overall Carrier Length <input type="text" value="1"/> Feet</td> </tr> <tr> <td>Overall Carrier Width <input type="text" value="11"/> Feet</td> <td>Width with Outriggers Extended <input type="text" value="1"/> Feet</td> <td>Overall Carrier Tailswing* <input type="text" value="1"/> Feet</td> </tr> </table> </div>	Actual Rated Capacity	Actual Boom	Overall Carrier Length	Overall Carrier Tailswing	Actual Jib	Other Attachments	Maximum Freestanding Height	Actual Counterweight Configuration	Overall Carrier Width	Width with Outriggers Extended	Actual Rated Capacity* <input type="text" value="1"/>	Capacity Units* Kips	Actual Boom* <input type="text" value="1"/> Feet	Actual Jib* <input type="text" value="1"/> Feet	Other Attachments <input type="text" value="1"/> Feet	Total <input type="text" value="3"/> Feet	Maximum Freestanding Height* <input type="text" value="1"/> Feet	Actual Counterweight Configuration* 50 Min.(lbs) 59 Max.(lbs)	Transmission Type* Hydraulic/Pneumatic	Power* Gas	Carrier Type Select:	Overall Carrier Length <input type="text" value="1"/> Feet	Overall Carrier Width <input type="text" value="11"/> Feet	Width with Outriggers Extended <input type="text" value="1"/> Feet	Overall Carrier Tailswing* <input type="text" value="1"/> Feet
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Note:	<p>The Equipment Information fields: Capacity Units, Total, Transmission Type, Power, and Carrier Type, are greyed-out and cannot be edited.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Equipment Information</p> <table border="0"> <tr> <td>Actual Rated Capacity* <input type="text" value="1"/></td> <td>Capacity Units* Kips</td> <td>Actual Boom* <input type="text" value="1"/> Feet</td> </tr> <tr> <td>Actual Jib* <input type="text" value="1"/> Feet</td> <td>Other Attachments <input type="text" value="1"/> Feet</td> <td>Total <input type="text" value="3"/> Feet</td> </tr> <tr> <td>Maximum Freestanding Height* <input type="text" value="1"/> Feet</td> <td>Actual Counterweight Configuration* 50 Min.(lbs) 59 Max.(lbs)</td> <td>Transmission Type* Hydraulic/Pneumatic</td> </tr> <tr> <td>Power* Gas</td> <td>Carrier Type Select:</td> <td>Overall Carrier Length <input type="text" value="1"/> Feet</td> </tr> <tr> <td>Overall Carrier Width <input type="text" value="11"/> Feet</td> <td>Width with Outriggers Extended <input type="text" value="1"/> Feet</td> <td>Overall Carrier Tailswing* <input type="text" value="1"/> Feet</td> </tr> </table> </div>	Actual Rated Capacity* <input type="text" value="1"/>	Capacity Units* Kips	Actual Boom* <input type="text" value="1"/> Feet	Actual Jib* <input type="text" value="1"/> Feet	Other Attachments <input type="text" value="1"/> Feet	Total <input type="text" value="3"/> Feet	Maximum Freestanding Height* <input type="text" value="1"/> Feet	Actual Counterweight Configuration* 50 Min.(lbs) 59 Max.(lbs)	Transmission Type* Hydraulic/Pneumatic	Power* Gas	Carrier Type Select:	Overall Carrier Length <input type="text" value="1"/> Feet	Overall Carrier Width <input type="text" value="11"/> Feet	Width with Outriggers Extended <input type="text" value="1"/> Feet	Overall Carrier Tailswing* <input type="text" value="1"/> Feet										
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Step	Action
16.	<p>Click <i>+Add Cable Drum</i> to display the Cable Size action field.</p> 
Note:	<p>A Notification pop-up windows displays with the message:</p> <p>A maximum of 1 Cable Drums can be added to this Crane Device Based on the Prototype Equipment Information). Another Cable Drum cannot be added.</p> <p>Click OK to close the Notification pop-up window.</p> <hr/> 
17.	<p>To add the Cable Size:</p> <p> Type the Cable Size</p> 
18.	<p>Under the Action column, click Save.</p> 

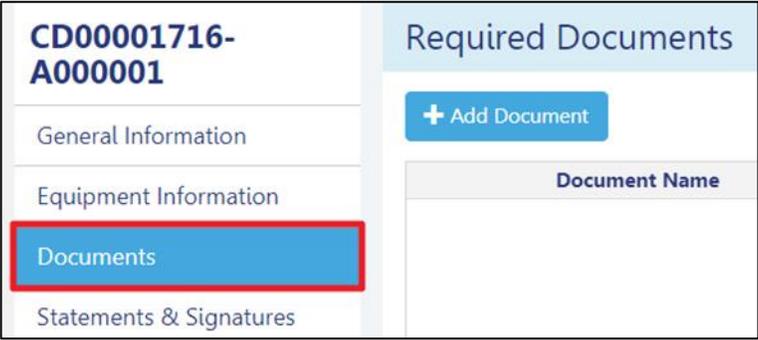
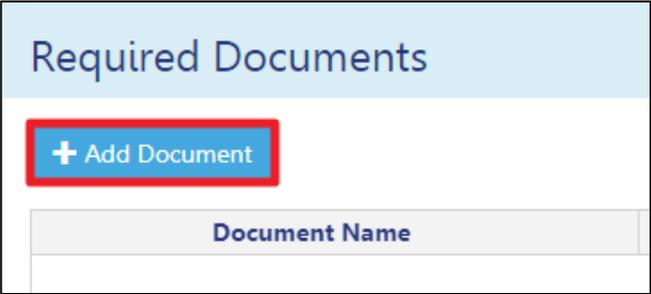
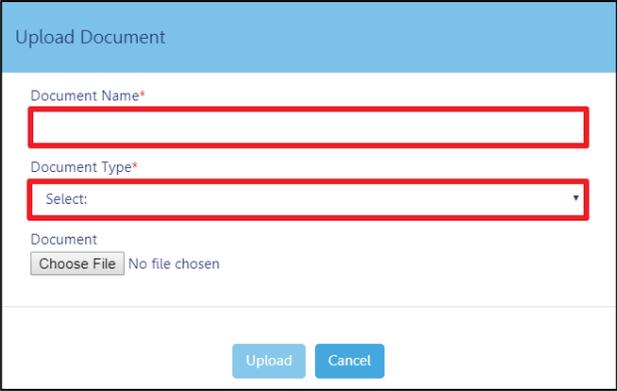
Step	Action																																			
19.	<p>The Total number of Cable Drums updates. The Cable Drum added displays within the Cable Drum table. Click the edit () to update the Cable Drum information. Click the trash can () to delete the Cable Drum.</p> <div data-bbox="311 468 1421 653" style="border: 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 style="background-color: #0070C0; color: white;"> <th>Cable Size</th> <th>Measuring Units</th> <th>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																														
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20.	<p>The Component Last Inspection Date can be updated.</p> <div data-bbox="358 737 1302 1041" style="border: 1px solid black; padding: 5px;"> <p>Components</p> <p>+ Add Component</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Component Type</th> <th>Serial/Identification Number</th> <th>Manufactured Date</th> <th>Last Inspection Date</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>67879900</td> <td>11/2019</td> <td>02/14/2020</td> <td>Accepted</td> <td style="text-align: center;"> </td> </tr> <tr> <td>78900</td> <td>12/2019</td> <td>02/07/2020</td> <td>Accepted</td> <td style="text-align: center;"> </td> </tr> <tr> <td>987665</td> <td>12/2019</td> <td>02/07/2020</td> <td>Accepted</td> <td style="text-align: center;"> </td> </tr> <tr> <td>56678</td> <td>11/2019</td> <td>02/07/2020</td> <td>Accepted</td> <td style="text-align: center;"> </td> </tr> <tr> <td>965433</td> <td>11/2019</td> <td>02/07/2020</td> <td>Accepted</td> <td style="text-align: center;"> </td> </tr> </tbody> </table> </div>	Component Type	Serial/Identification Number	Manufactured Date	Last Inspection Date							67879900	11/2019	02/14/2020	Accepted		78900	12/2019	02/07/2020	Accepted		987665	12/2019	02/07/2020	Accepted		56678	11/2019	02/07/2020	Accepted		965433	11/2019	02/07/2020	Accepted	
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21.	<p>Components can be deleted and new Component can be added.</p> <p>Click the icon for () Delete.</p> <div data-bbox="311 1184 1328 1465" style="border: 1px solid black; padding: 5px;"> <p>Components</p> <p>+ Add Component</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Component Type</th> <th>Serial/Identification Number</th> <th>Manufactured Date</th> <th>Last Inspection Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Information</td> <td>11111444</td> <td>06/2008</td> <td>02/01/2020</td> <td>Accepted</td> </tr> <tr> <td>in boom</td> <td>148776</td> <td>06/2009</td> <td>02/09/2020</td> <td>Accepted</td> </tr> <tr> <td>on</td> <td>87677858</td> <td>09/2010</td> <td>02/04/2020</td> <td>Accepted</td> </tr> <tr> <td>mation</td> <td>5438753</td> <td>09/2006</td> <td>02/04/2020</td> <td>Accepted</td> </tr> <tr> <td>mation</td> <td>999635445</td> <td>09/2013</td> <td>02/08/2020</td> <td>Accepted</td> </tr> </tbody> </table> </div>	Component Type	Serial/Identification Number	Manufactured Date	Last Inspection Date	Status						Information	11111444	06/2008	02/01/2020	Accepted	in boom	148776	06/2009	02/09/2020	Accepted	on	87677858	09/2010	02/04/2020	Accepted	mation	5438753	09/2006	02/04/2020	Accepted	mation	999635445	09/2013	02/08/2020	Accepted
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22.	<p>A Confirmation pop-up windows displays with the message: Are you sure you want to delete this record? Click Yes</p> <div data-bbox="311 1644 881 1843" style="border: 1px solid black; padding: 5px;"> <p style="background-color: #0070C0; color: white; padding: 2px;">Confirm</p> <p>Are you sure you want to delete this record?</p> <p style="text-align: center;"> Yes No </p> </div>																																			

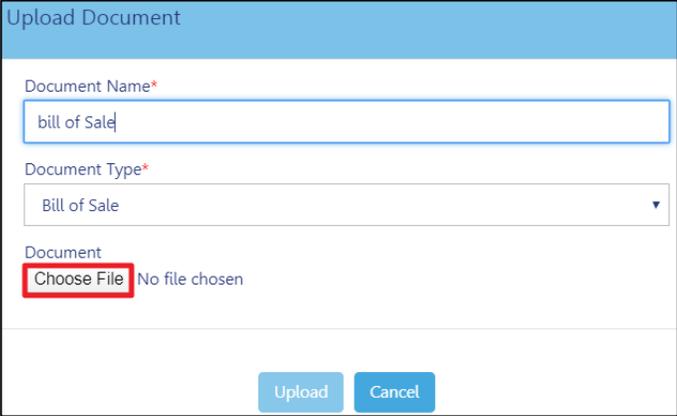
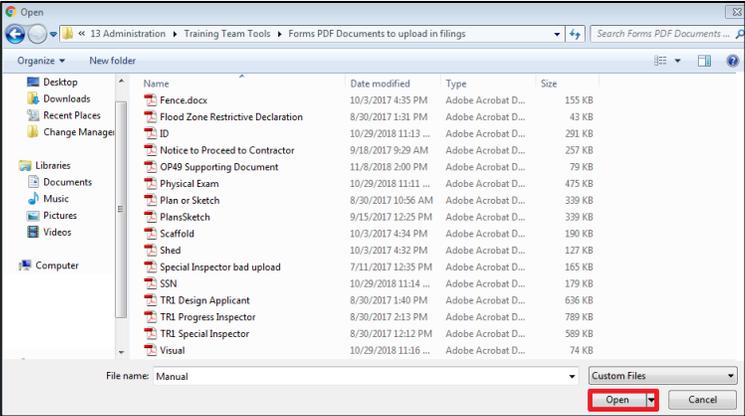
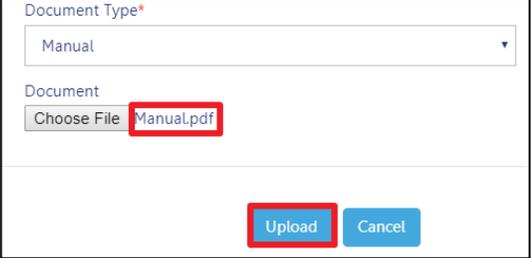
Step	Action																														
23.	<p>A Confirmation pop-up windows displays with the message: <i>Component has been removed.</i></p> <p>Click OK</p> 																														
24.	<p>Click the delete icon again to put the Component back. Click the Delete icon () for Re-submission of the same Component.</p>  <table border="1"> <caption>Components</caption> <thead> <tr> <th>Component Type</th> <th>Serial/Identification Number</th> <th>Manufactured Date</th> <th>Last Inspection Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Information</td> <td>11111444</td> <td>06/2008</td> <td>02/01/2020</td> <td>Accepted</td> </tr> <tr> <td>in boom</td> <td>148776</td> <td>06/2009</td> <td>02/09/2020</td> <td>Accepted</td> </tr> <tr> <td>in</td> <td>87677858</td> <td>09/2010</td> <td>02/04/2020</td> <td>Accepted</td> </tr> <tr> <td>rmation</td> <td>5438753</td> <td>09/2006</td> <td>02/04/2020</td> <td>Accepted</td> </tr> <tr> <td>mation</td> <td>999635445</td> <td>09/2013</td> <td>02/08/2020</td> <td>Accepted</td> </tr> </tbody> </table>	Component Type	Serial/Identification Number	Manufactured Date	Last Inspection Date	Status	Information	11111444	06/2008	02/01/2020	Accepted	in boom	148776	06/2009	02/09/2020	Accepted	in	87677858	09/2010	02/04/2020	Accepted	rmation	5438753	09/2006	02/04/2020	Accepted	mation	999635445	09/2013	02/08/2020	Accepted
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mation	999635445	09/2013	02/08/2020	Accepted																											
25.	<p>A Confirmation pop-up windows displays with the message: Are you sure you want to add this component?</p> <p>Click Yes</p> 																														
26.	<p>The Component display Pending Re-submission.</p>  <table border="1"> <caption>Components</caption> <thead> <tr> <th>Component Type</th> <th>Serial/Identification Number</th> <th>Manufactured Date</th> <th>Last Inspection Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Information</td> <td>11111444</td> <td>06/2008</td> <td>02/01/2020</td> <td>Pending Re-submission</td> </tr> <tr> <td>in boom</td> <td>148776</td> <td>06/2009</td> <td>02/09/2020</td> <td>Removed by user</td> </tr> <tr> <td>in</td> <td>87677858</td> <td>09/2010</td> <td>02/04/2020</td> <td>Accepted</td> </tr> <tr> <td>rmation</td> <td>5438753</td> <td>09/2006</td> <td>02/04/2020</td> <td>Accepted</td> </tr> <tr> <td>mation</td> <td>999635445</td> <td>09/2013</td> <td>02/08/2020</td> <td>Accepted</td> </tr> </tbody> </table>	Component Type	Serial/Identification Number	Manufactured Date	Last Inspection Date	Status	Information	11111444	06/2008	02/01/2020	Pending Re-submission	in boom	148776	06/2009	02/09/2020	Removed by user	in	87677858	09/2010	02/04/2020	Accepted	rmation	5438753	09/2006	02/04/2020	Accepted	mation	999635445	09/2013	02/08/2020	Accepted
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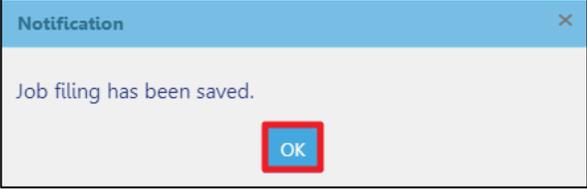
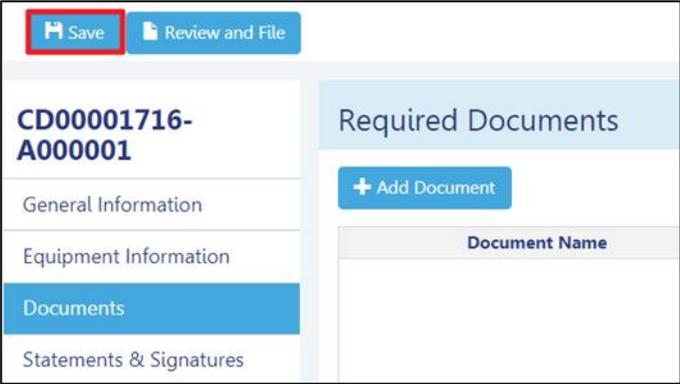
Step	Action
Note:	<p>To add a new Component click +Add Component.</p> 
27.	<p>At the top-left of the screen, click Save.+</p> 
28.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> 
<p>You have completed the Complete Equipment Information tab. Continue to the next section.</p>	

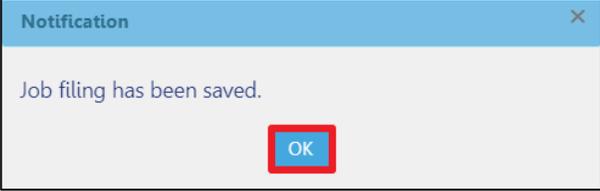
Upload Documents

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

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

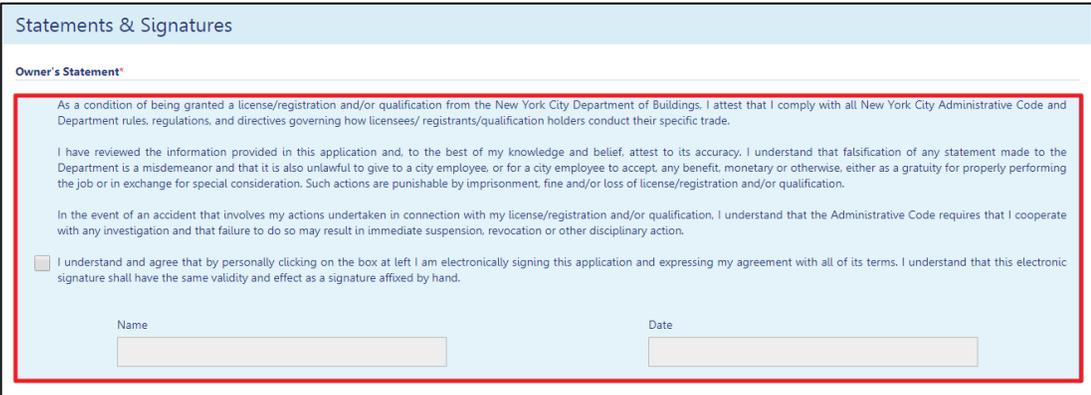
Step	Action
4.	<p>Click Choose File to upload the Document Type selected.</p> 
5.	<p><i>The Document pop-up window displays.</i> <i>Select the Document and click Open.</i></p> 
6.	<p><i>The Document displays next to Choose File.</i> <i>Click Upload.</i></p> 

Step	Action															
7.	<p>A Notification pop-up window displays with the message:</p> <p>Document has been uploaded.</p> <p>Click OK to continue.</p> 															
Note:	<p>The Document uploaded displays within the Document table.</p> <p>Click the edit () icon to update the Document information.</p> <p>Click the trash can () icon to delete the Document.</p> <p>Click the upload () icon to replace the Document previously uploaded.</p>  <table border="1" data-bbox="315 856 1421 1035"> <thead> <tr> <th>Document Name</th> <th>Document Type</th> <th>Document Status</th> <th>Uploaded On</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Test 2</td> <td>ACRIS Report</td> <td>Pending</td> <td>02/04/2020</td> <td>  </td> </tr> <tr> <td>Test</td> <td>Bill of Sale</td> <td>Pending</td> <td>02/04/2020</td> <td>  </td> </tr> </tbody> </table>	Document Name	Document Type	Document Status	Uploaded On	Actions	Test 2	ACRIS Report	Pending	02/04/2020	  	Test	Bill of Sale	Pending	02/04/2020	  
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8.	<p>At the top-left of the screen, click Save.</p> 															

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

Complete Statements & Signatures

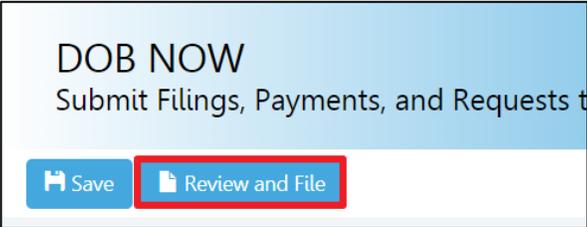
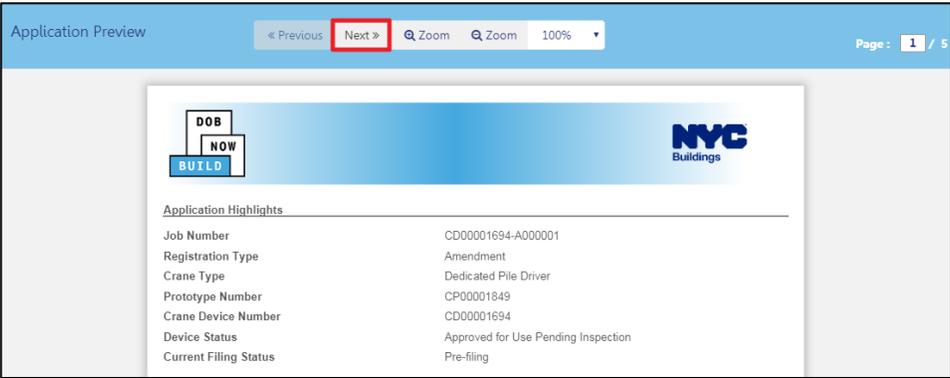
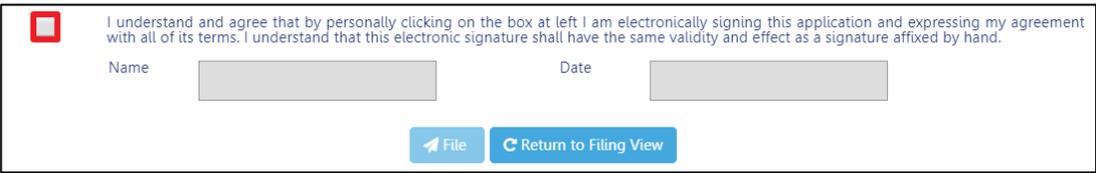
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

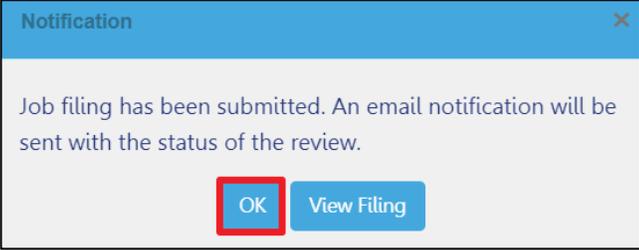
Step	Action
10.	<p>Click <i>Statements & Signatures</i> to display the <i>Statements & Signatures</i> section.</p> 
Note:	<p>The statement applicable to the stakeholder that’s logged in highlights in blue.</p> 

Step	Action
OWNER	
11.	<p>Click the Owner's Statement checkbox to electronically attest. The Name and Date field's auto-populate by the system.</p> <div data-bbox="315 464 1430 873" style="border: 1px solid black; padding: 5px;"> <p>Statements & Signatures</p> <p>Owner's Statement*</p> <p>As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.</p> <p>I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.</p> <p>In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.</p> <p><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.</p> <p style="text-align: center;"> Name Date </p> <p style="text-align: center;"> ADAM JOE1 (Electronically Signed) 02/04/2020 </p> </div>
12.	<p>At the top-left of the screen, click Save.</p> <div data-bbox="315 957 1060 1157" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid red; padding: 2px;">Save</div> <div>Review and File</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="font-weight: bold;">CD00001716- A000001</div> <div style="background-color: #e1eef6; padding: 5px;">Statements & Signatures</div> </div> </div>
13.	<p>A Notification pop-up window displays with the message: Job filing has been saved. Click OK to continue.</p> <div data-bbox="315 1346 985 1560" style="border: 1px solid black; padding: 5px;"> <div style="background-color: #4f81bd; color: white; padding: 2px;">Notification ×</div> <div style="padding: 5px;"> <p>Job filing has been saved.</p> <p style="text-align: center; margin-top: 10px;">OK</p> </div> </div>
<p>You have completed the Statement & Signatures section. Continue to the next section.</p>	

Complete Review and File

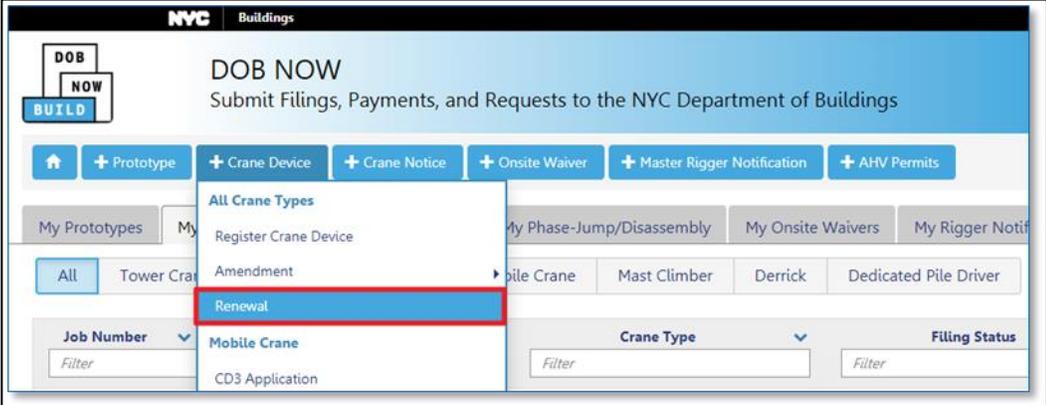
Complete the following steps to review and submit the application to the NYC Department of Buildings.

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

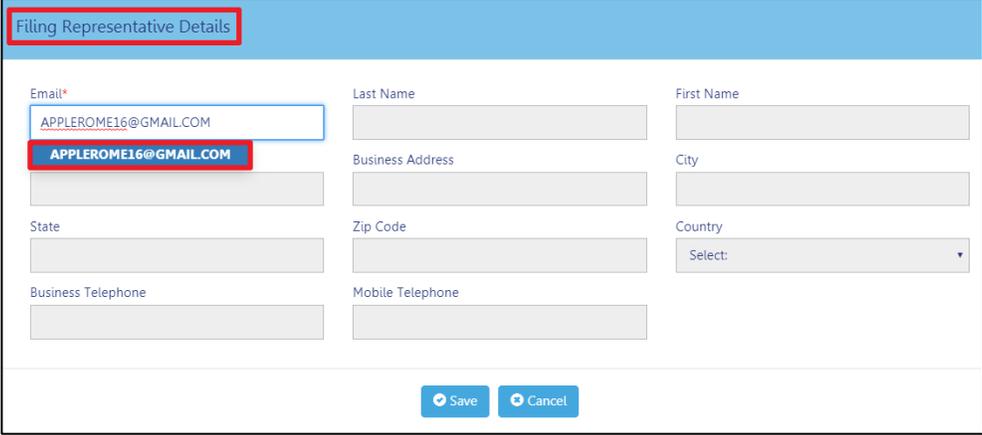
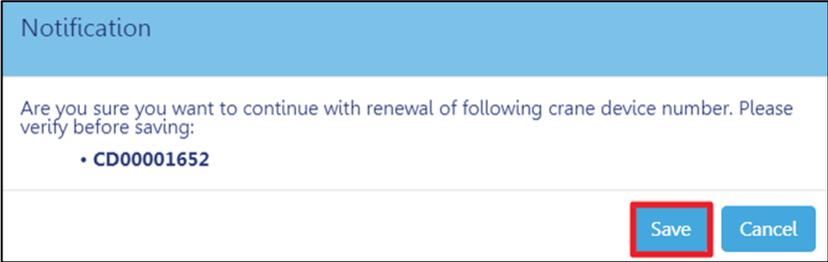
Step	Action
4.	<p><i>The Name and the Date field's auto-populate after the check-box is clicked.</i> <i>Click File, to proceed.</i></p> 
5.	<p><i>A Notification pop-up windows displays with the message:</i> <i>Job filing has been submitted. An email notification will be sent with the status of the review.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

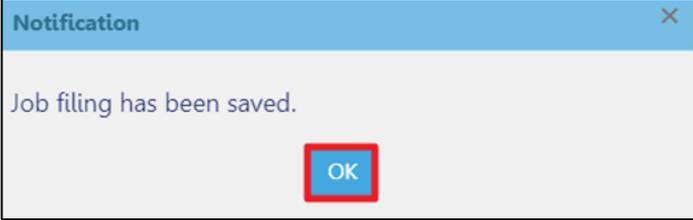
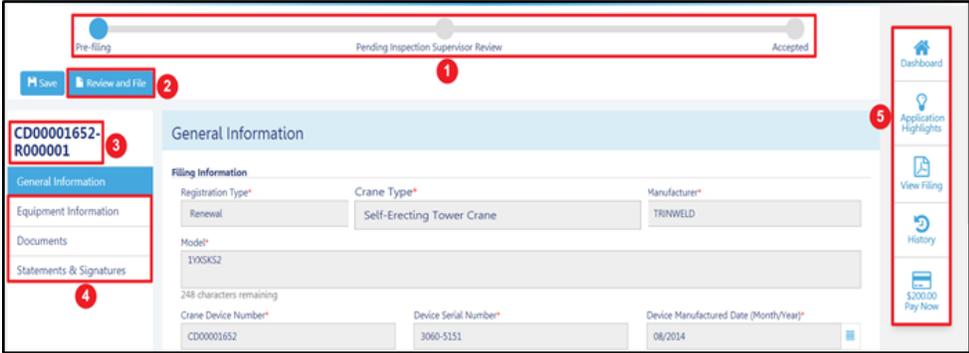
Self-Erecting CD Number: Renewal

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

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

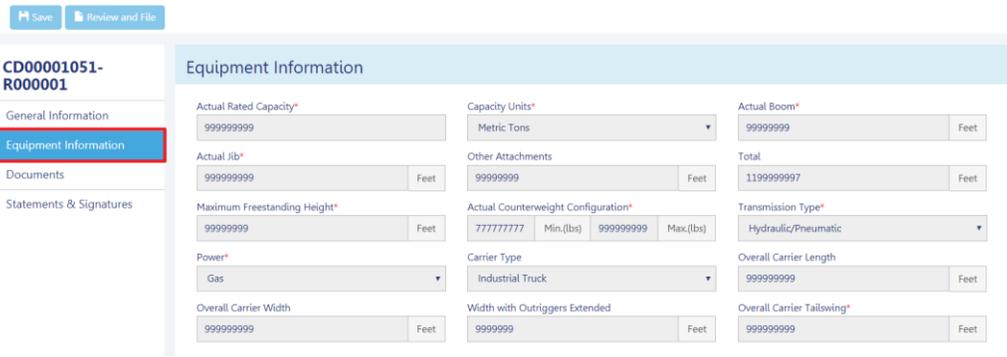
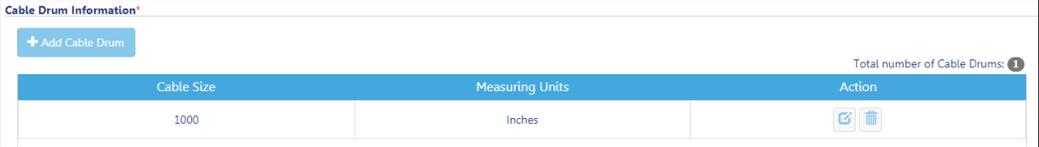
Step	Action
9.	<p>The General Information section is displayed, all sections are greyed-out.</p>
10.	<p><i>The Applicant of Record - Owner Information section is displayed. All section are greyed out.</i></p>
11.	<p><i>If applicable, click + Add Representative to add Filing Representative.</i></p>

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

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

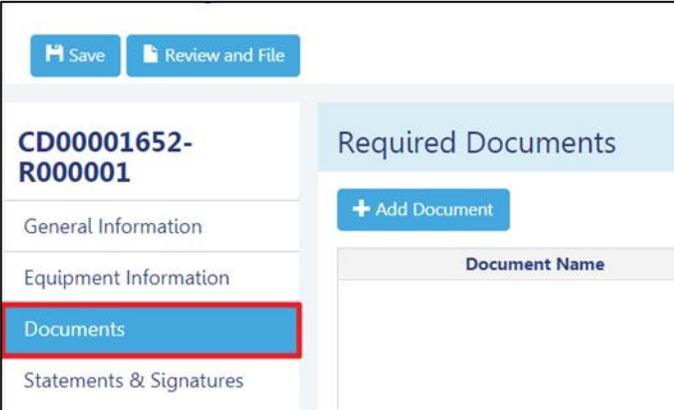
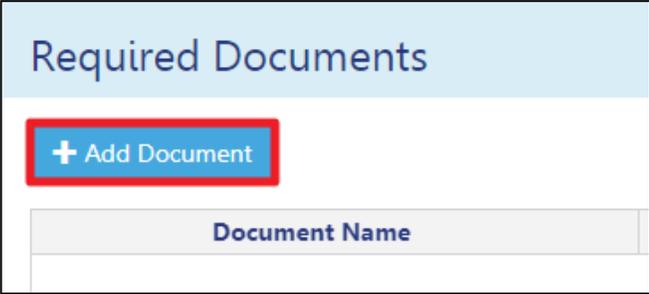
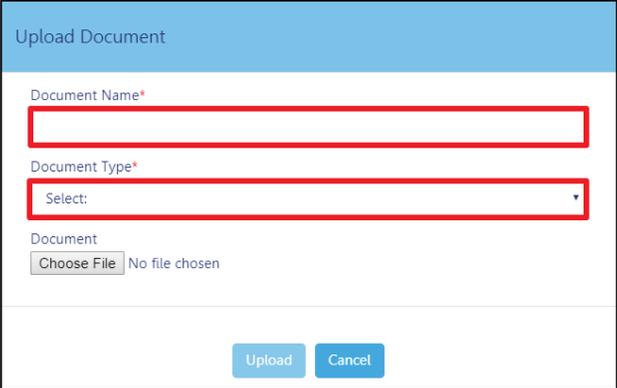
Complete Equipment Information Tab

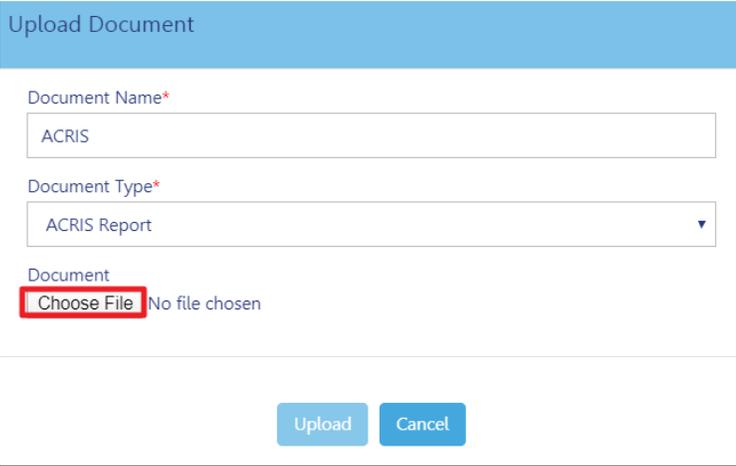
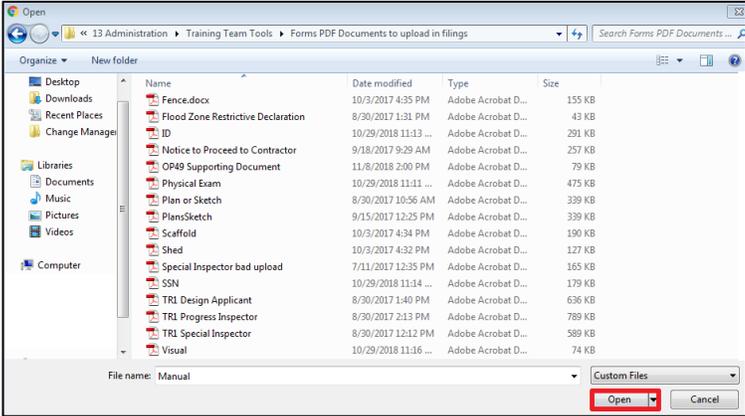
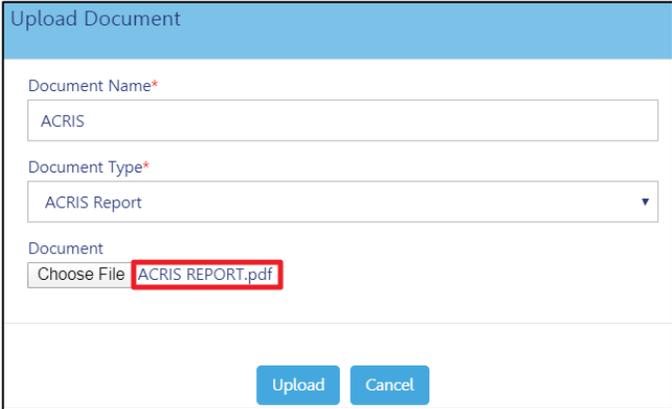
Complete the following steps to complete the Equipment Information tab:

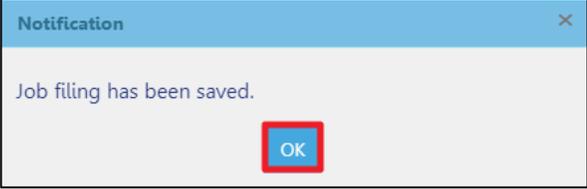
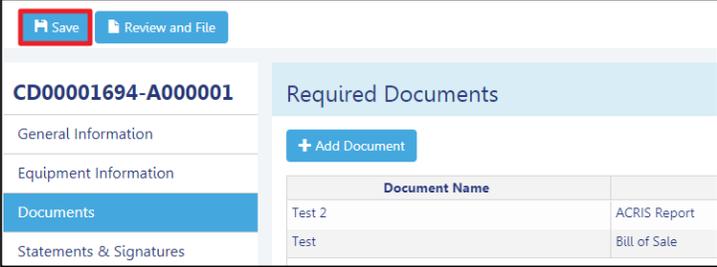
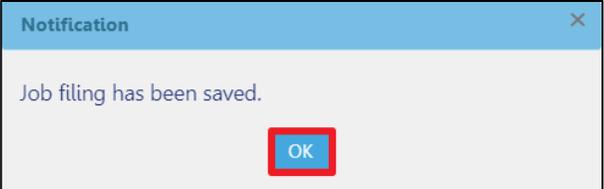
Step	Action
16.	<p>Click Equipment Information to display the Equipment Information section.</p> 
Note:	<p>The Cable Drum Information field is greyed-out and cannot be edited.</p> 
<p>You have completed the Complete Equipment Information tab. Continue to the next section.</p>	

Upload Documents

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

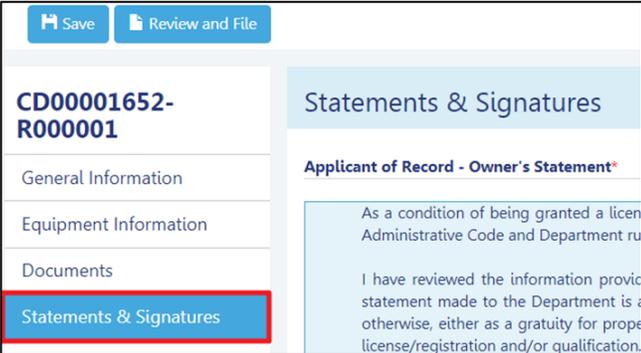
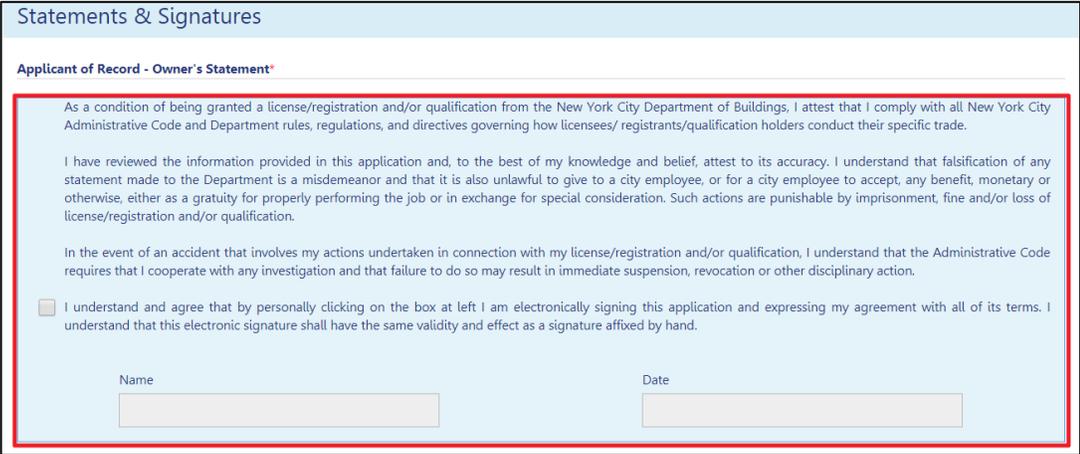
Step	Action
17.	<p>Click Documents to display the Documents section.</p> 
•	<p>Click +Add Document.</p> 
•	<p>The Upload Document pop-up window displays.</p> <p>Type the Document Name. Select the Document Type (e.g., <i>Manual</i>) from the Document Type drop-down list.</p> 

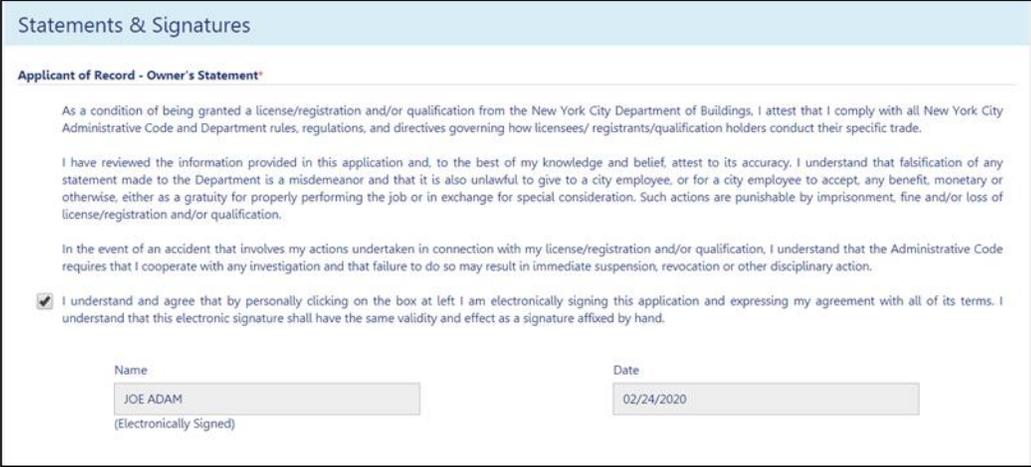
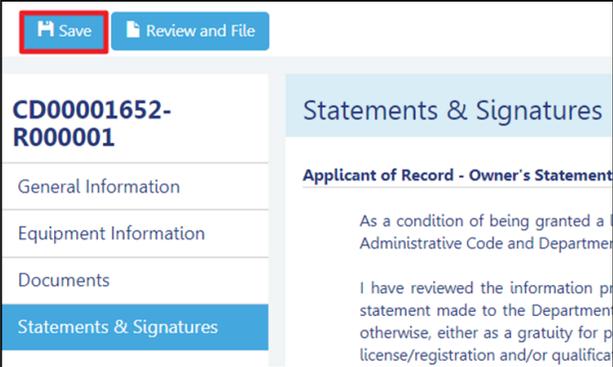
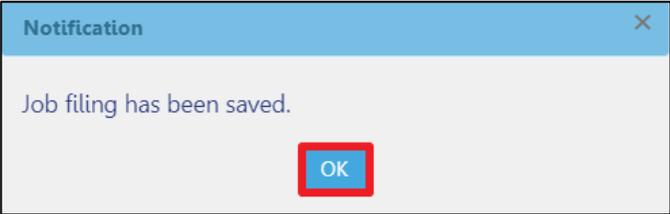
Step	Action
	<ul style="list-style-type: none"> <p>Click Choose File to upload the Document Type selected.</p> 
	<ul style="list-style-type: none"> <p>The Document pop-up window displays.</p> <p>Select the Document and click Open.</p> 
	<ul style="list-style-type: none"> <p>The Document displays next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

Step	Action															
	<ul style="list-style-type: none"> <p>A Notification pop-up window displays with the message:</p> <p>Document has been uploaded.</p> <p>Click OK to continue.</p> 															
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Complete Statements & Signatures

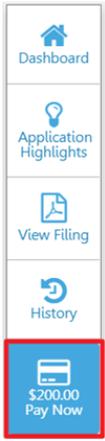
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

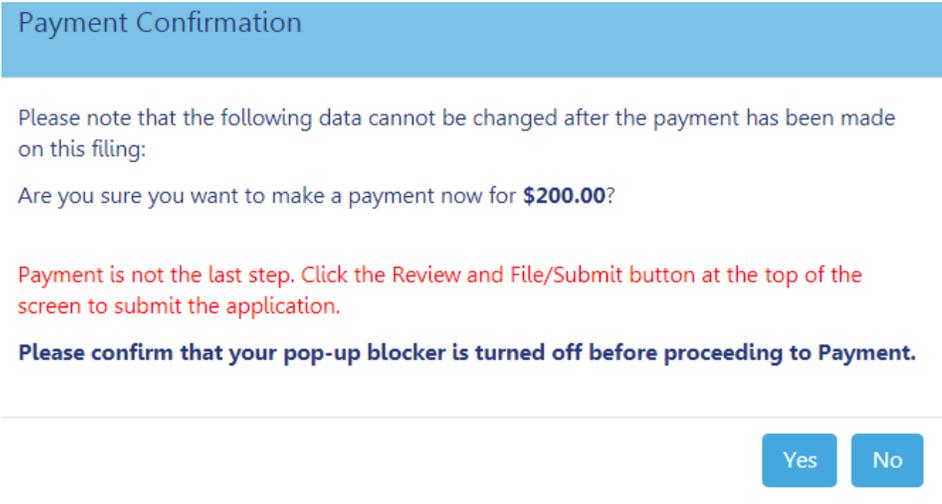
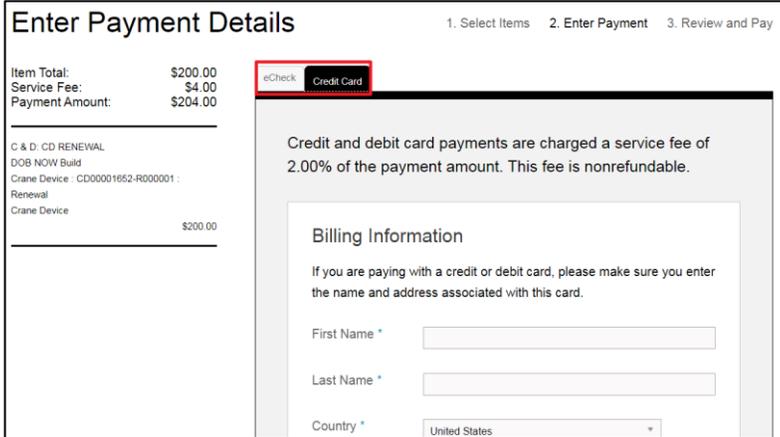
Step	Action
18.	<p>Click <i>Statements & Signatures</i> to display the <i>Statements & Signatures</i> section.</p> 
Note:	<p>The statement applicable to the stakeholder that's logged in highlights in blue.</p> 
OWNER	

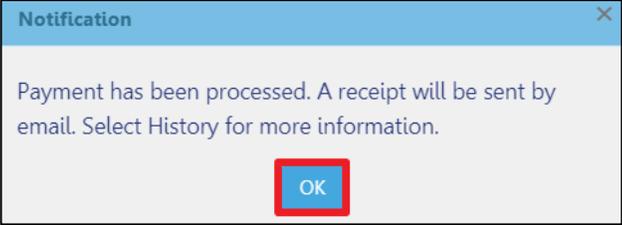
Step	Action
19.	<p>Click the Applicant of Record - Owner's Statement checkbox to electronically attest. The Name and Date field's auto-populate by the system.</p> 
•	<p>At the top-left of the screen, click Save.</p> 
•	<p>A Notification pop-up window displays with the message: Job filing has been saved.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

Pay Fees

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

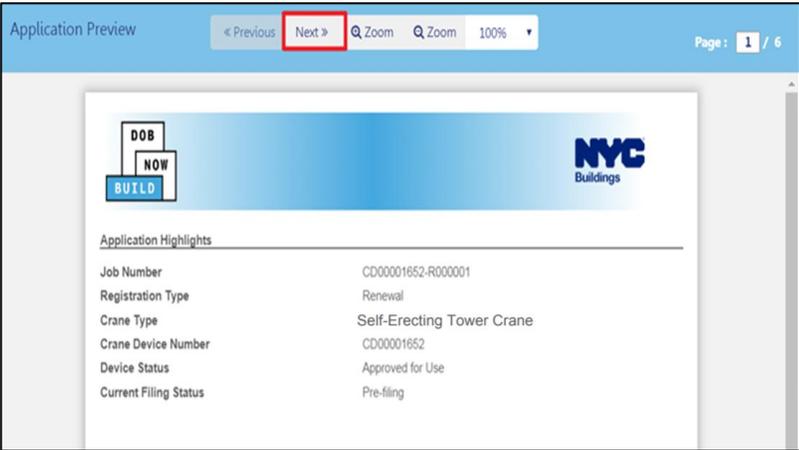
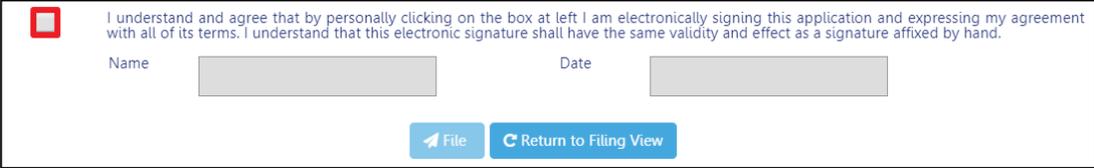
Step	Action
Note:	<i>The job filing's fees must be paid before continuing to Preview to File.</i>
20.	<p>At the bottom-right of the screen, click Pay Now.</p> 

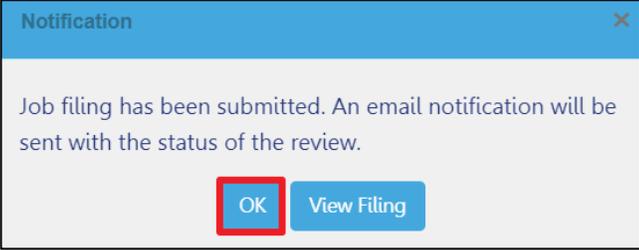
Step	Action
21.	<p>The Payment Confirmation pop-up window displays with the message:</p> <p>Please note that the following data cannot be changed after the payment has been made on this filing:</p> <p>Are you sure you want to make a payment now for \$200.00?</p> <p>Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application.</p> <p>Please confirm that your pop-up blocker is turned off before proceeding to Payment.</p> <p>Click Yes, to proceed.</p>  <p>The screenshot shows a blue header 'Payment Confirmation'. Below it, the same text as above is displayed. At the bottom right, there are two blue buttons: 'Yes' and 'No'.</p>
22.	<p>The page is redirected to NYC City Pay.</p> <p>Pay the application fees via eCheck or Credit Card by selecting the applicable tab.</p>  <p>The screenshot shows the 'Enter Payment Details' page. It has a progress bar at the top with three steps: '1. Select Items', '2. Enter Payment', and '3. Review and Pay'. On the left, there is a summary of charges: Item Total: \$200.00, Service Fee: \$4.00, and Payment Amount: \$204.00. Below this is a table with columns for 'Renewal' and 'Crane Device', showing a total of \$200.00. On the right, there are two tabs: 'eCheck' and 'Credit Card', with 'Credit Card' selected. A message states: 'Credit and debit card payments are charged a service fee of 2.00% of the payment amount. This fee is nonrefundable.' Below this is a 'Billing Information' section with fields for First Name, Last Name, and Country (set to United States).</p>

Step	Action
23.	<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. Continue to the next section.</p>	

Complete Review and File

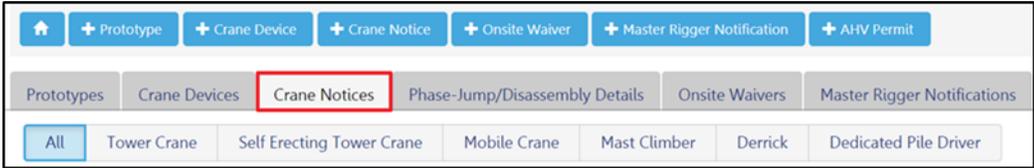
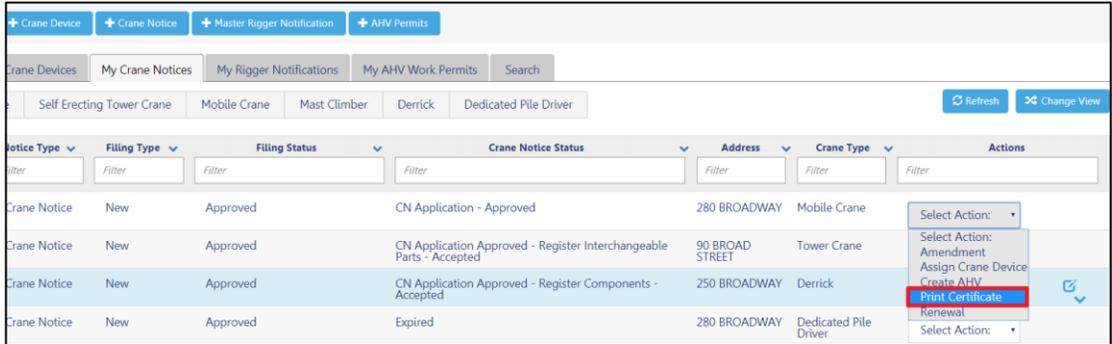
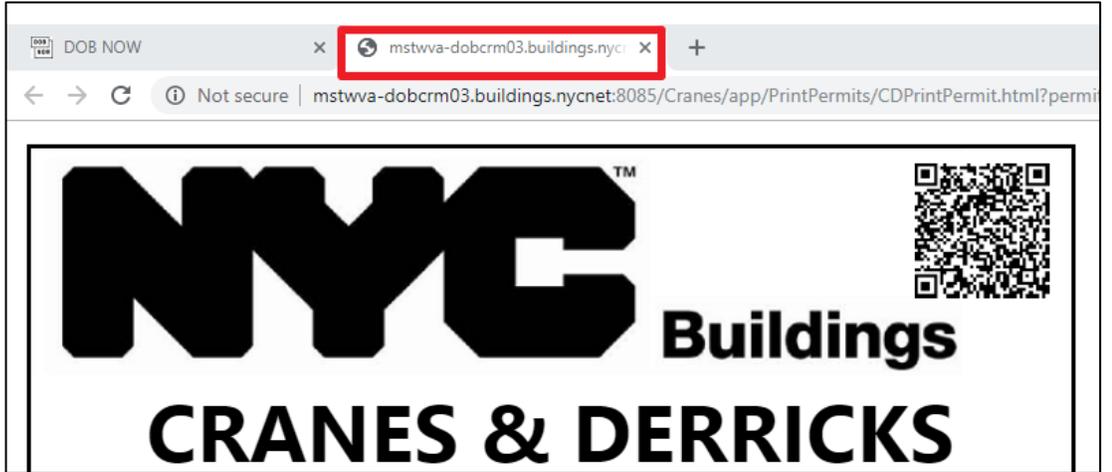
Complete the following steps to review and submit the application to the NYC Department of Buildings.

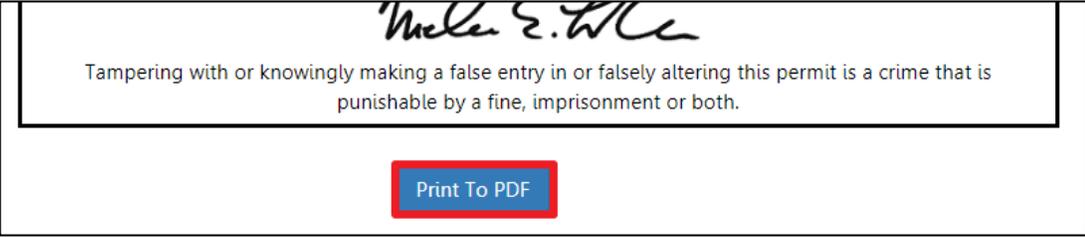
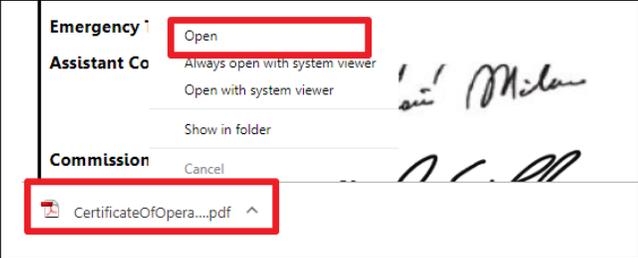
Step	Action														
24.	<p>At the top-left of the screen, click Review and File.</p> 														
25.	<p>The Application Preview displays.</p> <p>Click Next to read and progress through the Application Preview to the final page.</p>  <table border="1"> <thead> <tr> <th colspan="2">Application Highlights</th> </tr> </thead> <tbody> <tr> <td>Job Number</td> <td>CD00001652-R000001</td> </tr> <tr> <td>Registration Type</td> <td>Renewal</td> </tr> <tr> <td>Crane Type</td> <td>Self-Erecting Tower Crane</td> </tr> <tr> <td>Crane Device Number</td> <td>CD00001652</td> </tr> <tr> <td>Device Status</td> <td>Approved for Use</td> </tr> <tr> <td>Current Filing Status</td> <td>Pre-filing</td> </tr> </tbody> </table>	Application Highlights		Job Number	CD00001652-R000001	Registration Type	Renewal	Crane Type	Self-Erecting Tower Crane	Crane Device Number	CD00001652	Device Status	Approved for Use	Current Filing Status	Pre-filing
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Current Filing Status	Pre-filing														
Note:	<p>If errors are discovered when Review and File is selected, click Return to Filing View, correct the errors, re-attest, and Review and File again.</p> 														
26.	<p>On the final page, click the checkbox to attest reviewing the application.</p> 														

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

Print On-Site Certificate: From the Dashboard

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

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

Step	Action
4.	<p>From the bottom of the page click Print to PDF.</p>  <p>The image shows a signature at the top. Below it is a warning: "Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both." At the bottom is a blue button with white text that says "Print To PDF".</p>
5.	<p>The internet browser downloads the certificate. Click the file arrow and select Open.</p>  <p>The image shows a file download dialog box. The "Open" button is highlighted with a red box. Below the dialog, the filename "CertificateOfOpera...pdf" is also highlighted with a red box. The background shows a signature.</p>
6.	<p>A third tab opens with the print options. Click Print.</p>  <p>The image shows a browser window with a print dialog open. The print dialog has a "Print" button highlighted in red. The background shows a certificate with the following details: <ul style="list-style-type: none"> NYC Buildings CRANES & DERRICKS On-Site Certificate (CN) CN Number: CN00023318 Address: 280 BROADWAY MANHATTAN Equipment Type: Mobile Crane Issued: 10/07/2019 Expires: 10/07/2020 Applicant: JOE ADAM JAB, LLC 123 feet JERSEY CITY NJ 07302 Emergency Telephone Day or Night: 311 Assistant Commissioner: [Signature] Commissioner of Buildings: [Signature] </p>
<p>You have completed the On-Site Certificate: From the Dashboard Step-by-Step Guide.</p>	