

NYC.ID for DOB NOW- New Users (Licensees)

New York City is launching single sign-on accounts called NYC.ID for all online services as part of the MyCity initiative. Starting in June 2024, DOB NOW is integrating with NYC.ID, which will require all existing and new users to have a NYC.ID login to access DOB NOW. Visit www.nyc.gov/dobnowtips for more resources, FAQs and videos.

Are you a first-time DOB NOW user with a license? Follow the below steps to create your NYC.ID and associate your license/registration:

STEP 1: LOG INTO DOB NOW

Go to www.nyc.gov/dobnow, enter your email address, and select the **Login** button. The system will automatically redirect you to the NYC.ID registration page.

Log into DOB NOW to view, sign and submit jobs, filings, and applications.

Enter your NYC.ID email address:

Email

Email

Login

If you need a NYC.ID

Create Account

New login process as of June 3, 2024. Visit www.nyc.gov/dobnowtips for more information.

If you are a returning DOB NOW user who does not have a NYC.ID, select Create Account above and use the same email address as your eFiling account or DOB NOW profile to access your DOB NOW records.

STEP 2: CREATE AN NYC.ID

****Use the email address you want associated with your filings in DOB NOW to create your NYC.ID.****

Enter your email address, password, and name. Check the box and select **Create Account**. You will receive a confirmation email.

The Official Website of the City of New York

NYC

Create Account

All fields are required.

Email or Username

Email Address or Username

Confirm Email Address or Username:

Confirmation Email Sent

Welcome! Your account was created. You cannot log in until your email address is confirmed. To confirm your email address, click on the link in the email that was sent to you. If you have not received the email, check your spam/junk folder.

Continue

STEP 3: ACTIVATE YOUR NYC.ID ACCOUNT

Check your email for an activation link from NYC.ID. Click on the link in the email to activate your NYC.ID. You will not be able to log into DOB NOW unless you confirm your NYC.ID account.

NYC.gov <noreply@nyc.gov>
to me

You have just created a user account with City of New York. If it was c

Click this link to confirm your email address.

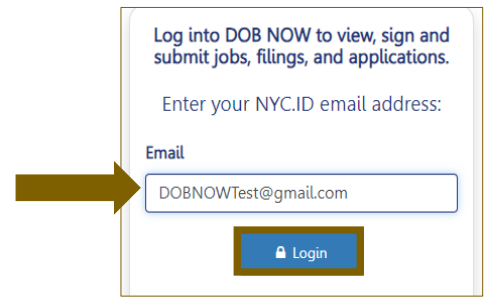
Email Address Confirmed

Congratulations, we successfully confirmed your email address. You may now log in.

Continue

STEP 4: ACCESS DOB NOW WITH YOUR NYC.ID

Once your NYC.ID is active, return to the DOB NOW login page. Enter your email in the field and click **Login**. This is how you will log into DOB NOW from now on.



Log into DOB NOW to view, sign and submit jobs, filings, and applications.

Enter your NYC.ID email address:

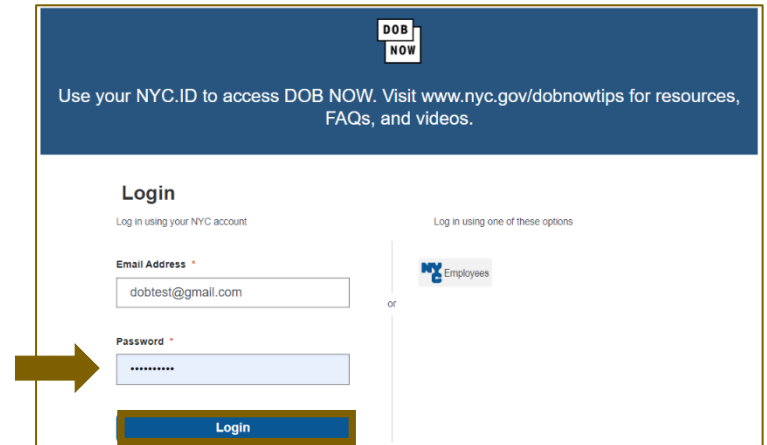
Email

DOBNOWTest@gmail.com

Login

STEP 5: ENTER PASSWORD INTO NYC.ID LOGIN PAGE

The email you entered will be auto filled on the NYC.ID page. Enter your password. Click **Login**.



DOB NOW

Use your NYC.ID to access DOB NOW. Visit www.nyc.gov/dobnowtips for resources, FAQs, and videos.

Login

Log in using your NYC account

Log in using one of these options

Email Address *

dobtest@gmail.com

NYC Employees

or

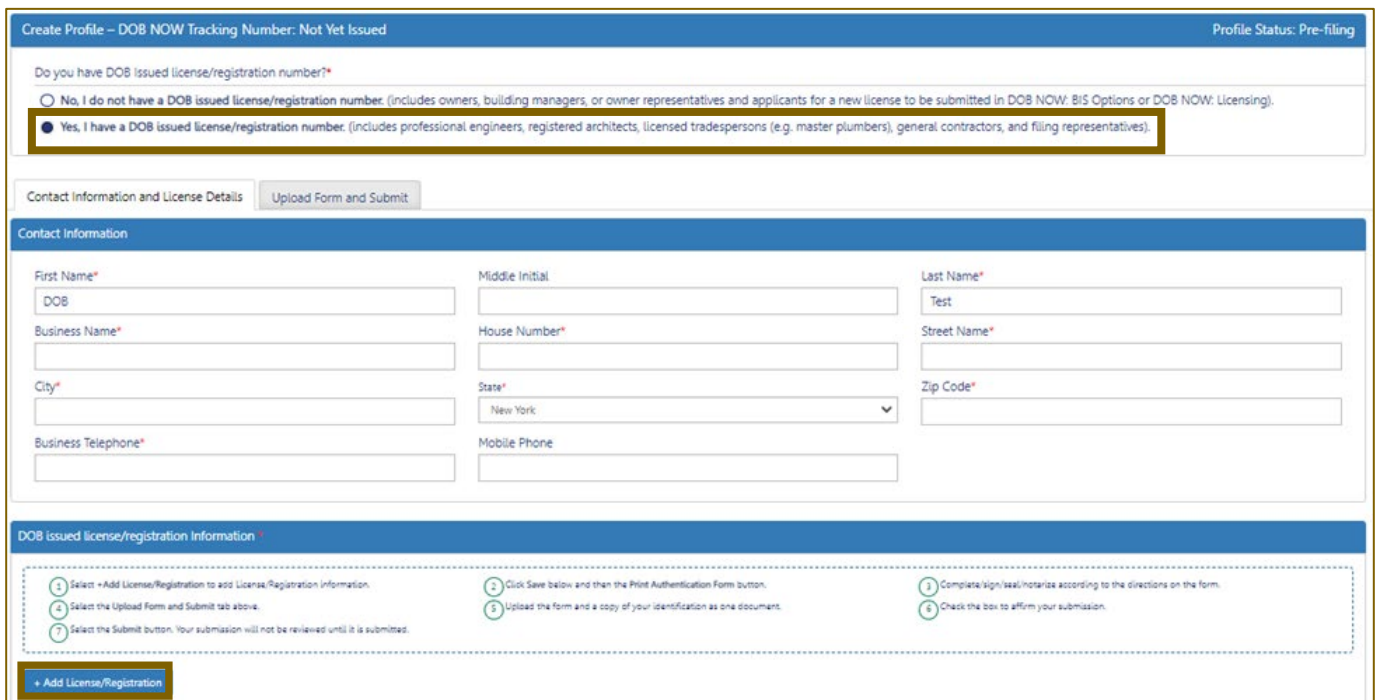
Password *

Login

STEP 6: CREATE A PROFILE & ASSOCIATE LICENSES

Since this is your first-time logging into DOB NOW, you will need to associate your license(s) to your email.

- Select, **Yes, I have a DOB issued license/registration number.**
- Enter the required **Contact Information.**
- Click **+Add License/Registration** to select the type of license(s) you have.



Create Profile – DOB NOW Tracking Number: Not Yet Issued

Profile Status: Pre-filing

Do you have DOB issued license/registration number?*

No, I do not have a DOB issued license/registration number. (includes owners, building managers, or owner representatives and applicants for a new license to be submitted in DOB NOW: BIS Options or DOB NOW: Licensing).

Yes, I have a DOB issued license/registration number. (includes professional engineers, registered architects, licensed tradespersons (e.g. master plumbers), general contractors, and filing representatives).

Contact Information and License Details

Upload Form and Submit

Contact Information

First Name*

DOB

Middle Initial

Last Name*

Test

Business Name*

House Number*

Street Name*

City*

State*

New York

Zip Code*

Business Telephone*

Mobile Phone

DOB issued license/registration Information

1 Select +Add License/Registration to add License/Registration information.

2 Click Save below and then the Print Authentication Form button.

3 Complete/sign/seal/notarize according to the directions on the form.

4 Select the Upload Form and Submit tab above.

5 Upload the form and a copy of your identification as one document.

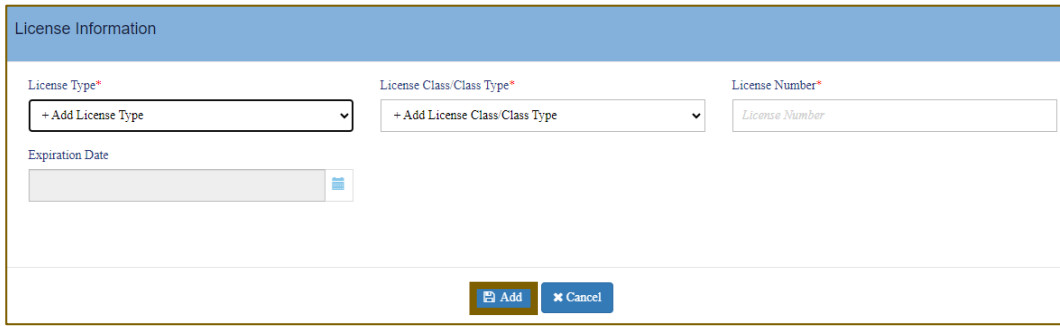
6 Check the box to affirm your submission.

7 Select the Submit button. Your submission will not be reviewed until it is submitted.

+ Add License/Registration

STEP 7: COMPLETE LICENSE INFORMATION

- Select a **License Type** and **Class/Class Type** and enter the **License Number**.
- Click **Add** to associate the license. Repeat this step to associate all licenses.



The screenshot shows a form titled "License Information". It contains three main input fields: "License Type*" with a dropdown menu showing "+ Add License Type"; "License Class/Class Type*" with a dropdown menu showing "+ Add License Class/Class Type"; and "License Number*" with a text input field containing "License Number". Below these is an "Expiration Date" field with a calendar icon. At the bottom right, there are two buttons: "Add" and "Cancel".

STEP 8: AUTHENTICATION FORM: PRINT, UPLOAD, SUBMIT

After adding a license, select the **Save** button and then the **Print Authentication Form** button at the bottom of the page. Follow the instructions on page 3 of the form to print, sign, date and apply your Professional Seal (if applicable) or have it notarized. Scan the form with a copy of your driver's license or DOB ID as one PDF file.

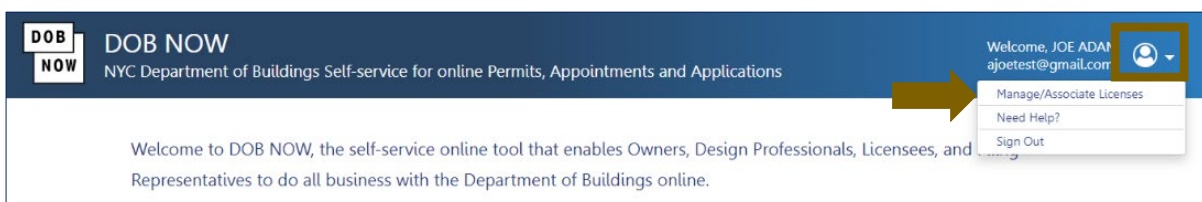
1. From the **Upload Form and Submit** tab, select the **Upload** button to upload your authentication form and ID as one document.
2. Check the box to view the **Statements & Signature** terms. Select **Accept**.
3. Click **Submit** and **Yes** to confirm submission. Your submission will not be reviewed until it is submitted.



The screenshot shows the "Upload Form and Submit" tab. It features a blue header bar with the text "Upload Completed Authentication Form and ID (one PDF file)". Below this is an "Upload" button with a file icon, followed by a text field containing a long alphanumeric string "38063c3f-d896-eb11-a3ff-005056b09d5b_20210...", and a "Preview" button with a document icon. At the bottom, there is a checked checkbox and the text: "By checking this box and clicking Submit (below) you are affirming that you have read and agree to the terms of the New York City Department of Buildings.*" Below this is a "Submit" button.

STEP 9: ACCOUNT AUTHENTICATION

- You will receive an email confirmation that your submission has been submitted. Another email will be sent with the status of the review.
- If you receive an email that action is needed, log into DOB NOW and from the person icon in the top right corner, select **Manage/Associate Licenses**. Follow the directions in Step 8 and select **Re-Submit**.
- You will receive an email notification when your license/registration has been authenticated for use in DOB NOW. Log into DOB NOW at least once after your profile is authenticated for your information to populate when added to a filing.



The screenshot shows the DOB NOW user interface. The header includes the DOB NOW logo, the text "DOB NOW NYC Department of Buildings Self-service for online Permits, Appointments and Applications", and a user profile section. The profile section shows "Welcome, JOE ADA" and "ajoetest@gmail.com" next to a person icon. A dropdown menu is open from the icon, showing options: "Manage/Associate Licenses", "Need Help?", and "Sign Out". A blue arrow points from the "Manage/Associate Licenses" option to the main content area. The main content area contains the text: "Welcome to DOB NOW, the self-service online tool that enables Owners, Design Professionals, Licensees, and Representatives to do all business with the Department of Buildings online."