



Loft Board Invoice Payments

DOB NOW: *Safety* Step-by-Step User Guide

This guide provides an overview of how to make payments for Loft Board Invoices in **DOB NOW: *Safety***. Every year, in June, the Loft Board generates one invoice per BIN for buildings that fall under their jurisdiction. The invoice reflects the registration fee (currently \$500 per Interim Multiple Dwelling unit), and it may also include penalties from violations or orders that have previously been assessed to the building. Late Fees apply to any unpaid Registration Fees and will accrue over time.

Important message for Loft Board Building owners

To complete the annual registration process, the owner or responsible party must send:

1. The signed *Registration Application* and the completed *Owner Emergency Contact* form to LBannualregistration@buildings.nyc.gov. The building's address and IMD No. (as listed on the invoice) must be on the subject line. (Copies of the registration application and owner emergency contact form are included with the package sent by mail to the owner's address on file with the Loft Board.)
2. The completed and signed fire egress certification form to LBfireegress@buildings.nyc.gov. The building's address and IMD No. (as listed on the invoice) must be in the subject line. (A copy of the fire egress certification is included with the package that was sent by mail to the owner's address on file with the Loft Board.)

The forms and the payment must be sent on the same day. If the payment and forms are not received, the Loft Board will deem your registration status delinquent.

System Guidelines



Chrome is the recommended browser for optimal DOB NOW performance.

1. Fields with a red asterisk (*) are required and must be completed.
2. Grayed-out fields are read-only or are auto-populated by the system.
3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.

The screenshot shows the 'Filing Representative Information' section of the DOB NOW system. It includes a form with the following fields:

- Email***: A text input field with a red asterisk and a red box around it, labeled with a red circle '1'. The placeholder text is 'Enter email/username...'.
- Applicant Type***: A dropdown menu with a red asterisk and a red box around it, labeled with a red circle '2'. The placeholder text is 'Select:'.
- Last Name**: A text input field with a red box around it, labeled with a red circle '2'.

Below the form is a table with the following columns: First Name, Last Name, Email, Business Name, Business Telephone, and Action. The table contains one row of data:

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

Below the table is a scroll bar with a red box around it, labeled with a red circle '3'. The scroll bar shows 'Total Items: 1' and 'Items Per Page: 5'.

Helpful Links

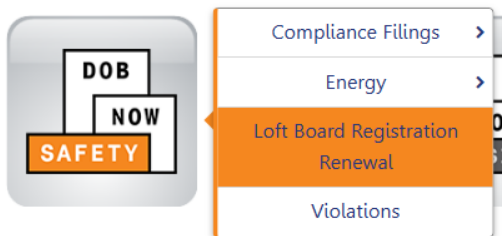
- [New York City Loft Board](#)
- [Contact the Loft Board](#)



Step-by-Step Guide

Step 1: Navigate to the DOB NOW login page at nyc.gov/dobnow, enter your NYC.ID email address in the Email field, and select **Login**. If you need to create an NYC.ID account, select **Create Account** or visit nyc.gov/dobnowtips for resources and step-by-step instructions.

Step 2: After logging into DOB NOW, the Welcome page displays. Hover over **DOB NOW: Safety** and click **Loft Board Registration Renewal**.



Step 3: On the **Loft Board Invoice Payments** dashboard, select the **+ Loft Board Registration Renewal** button. Complete the **Stakeholders** and **Invoice Search** sections. A **Proceed to Pay** button will then appear to complete the transaction.



Step 4: In the **Stakeholders** section, select your role: **Owner** or **Owner's Representative**. The information of the logged in user will auto-populate in the selected section. **Owner** information is required.

- To change the name or address, select **Manage/Associate Licenses** from the person icon in the top right corner of the screen.
- If the logged in user is an Owner's Representative, enter the email address associated with the NYC.ID account of the owner on the **Owner** tab. The grayed-out fields will auto-populate from the DOB NOW profile associated with the NYC.ID account.

Step 5: Search for your invoice by **Invoice ID**, **Interim Multiple Dwellings (IMD) Number**, **Address**, or **BIN**.

Step 6: The **Invoice Details** section displays information about the invoice. Click **Save** to proceed with payment.



Step 7: In the **Payment** section, the Total Invoice Amount Due will be listed. Click **Proceed to Pay** and **Confirm** on the Payment Confirmation message.

- If a Payment Plan is being offered, the system will display the Minimum Amount Due, the Remaining Balance Due, and an Other Amount option. **Select the chosen amount.**

Complete the Stakeholders and Invoice Search sections below. A Proceed to Pay button will then appear to complete the transaction.

Loft Board Registration Renewal Invoice Payment

Stakeholders

Invoice Details

Payment

Total Invoice Amount Due

\$5,500.00

Proceed to Pay

Payment Confirmation

Are you sure you want to make a payment now for **\$5,500.00** ?

Turn off the pop-up blocker on your browser before proceeding with payment.

Confirm

Cancel

Step 8: A CityPay window will open in a new window/tab where payment is made by selecting the eCheck, Credit Card or PayPal tab. See the **DOB NOW Payments CityPay Manual** for step-by-step instructions. After payment is made, receipt details will be provided and can be printed.

DOB
NOW
SAFETY

Receipt for : Loft Board - Request : LBRE-20250943-01

Premises : 118-0 WEST 27 STREET, MANHATTAN	Invoice ID : 20250943
BIN : 1015050	Invoice Type : Registration Renewal

Receipt Details

Invoice Number : 10100290067	Receipt Number : CPY301708220
Date Issued : 02/11/2025	Amount Paid : \$5,500.00

Print



Once payment has been made, return to the DOB NOW window. A payment confirmation will appear and an email notification will be sent with the status of the payment.


Notification ✕

Payment has been processed. An email notification will be sent with the status.

OK

For payments by **eCheck**, the status of the transaction will change to **Pending Payment Verification**. An email notification will be sent when the payment clears and the status is updated to Paid (up to 10 business days after the payment is submitted).

For credit card/PayPal/Venmo payments a **Print Receipt** button will appear at the top of the page.

 Print Receipt

Loft Board Registration Renewal Invoice Payment

Stakeholders >

Invoice Details >

Transaction details

Total Fine Amount \$0.00	Total Registration Fee \$2,000.00	Total Invoice Amount \$2,000.00
Late Fees \$0.00	Amount Paid \$2,000.00	Transaction Status Paid

Proceed to Pay

At any time, you can log into DOB NOW and return to the **Loft Board Registration Renewal dashboard** to see the **status of your transaction** and view it to **print the receipt**.

+ Loft Board Registration Renewal

Invoice Payments

Refresh

View...	Actions	Tracking Number	Invoice ID	Transaction Status	Invoice Type	Invoice Status	
	Select Action: ▾	LBRE-20251488-01	20251488	Paid	Registration Renewal	Fully Paid	361
	Select Action: ▾	LBRE-20250943-01	20250943	Pending Payment Verification	Registration Renewal	Pending Payment...	118