INDUSTRY PORTAL STEP-BY-STEP GUIDE

UPLOADING DOCUMENTS FOR ALL WORK TYPES

The following Step-by-Step Guide will outline the steps applicable to complete the Uploading Documents in DOB NOW: *Build.*

The examples shown and used in this Step-by-Step Guide are specific to Uploading Documents.

Guidelines

ROLES & RESPONSIBILITIES

1. The Applicant of Record can be a Professional Engineer or a Registered Architect but does not have to be the same Applicant of Record as appears on the Job Filing.
2. The Applicant of Record must attest to the created Job Filing.
3. The Owner must attest to the created Job Filing.
4. The Applicant of Record and the Owner can be the same person.
5. A Delegated Associates (Filing Representative Class II or Other Licensee) can be added to a Job Filing and can act on behalf of the Applicant of Record.

For FILING REPRESENTATIVES only

1. Filing Representatives cannot be Applicants of Record (i.e. they cannot submit the Job Filing Requests). However, they can perform data-entry functions to provide information and upload documents.
2. Filing Representative cannot attest.

DOB NOW: *Build* - Upload a Document Step-By-Step Guide

In this Step-by-Step Guide, you will learn how to upload a document in DOB NOW: *Build*.

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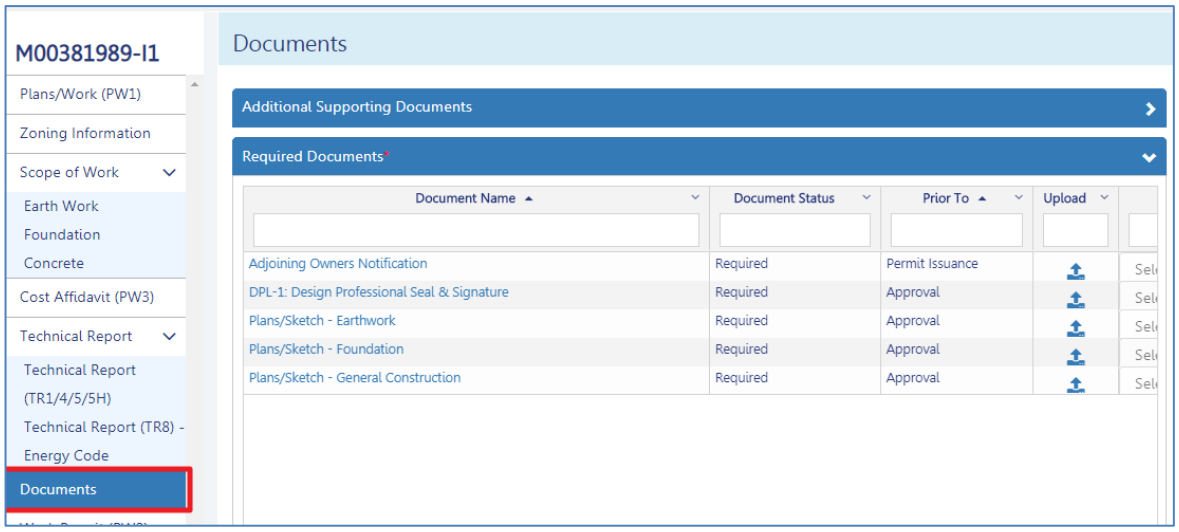
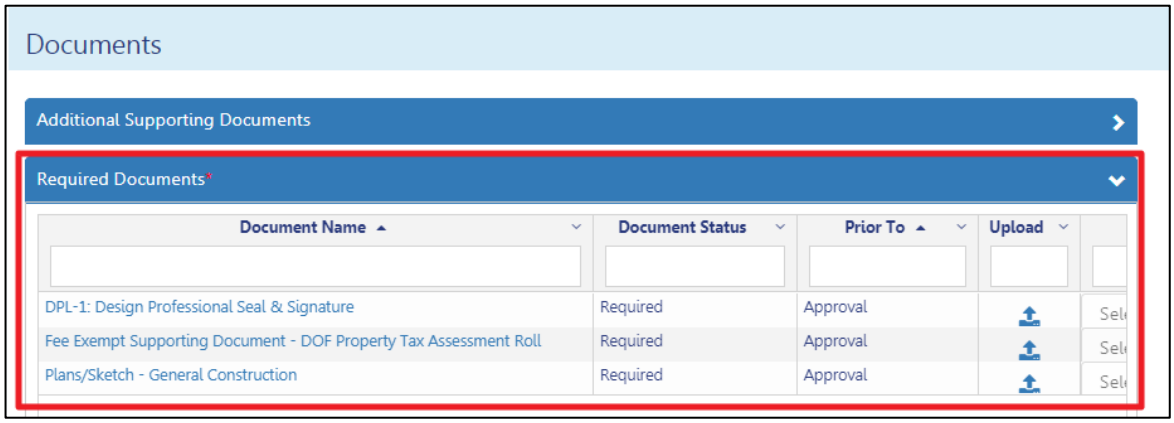
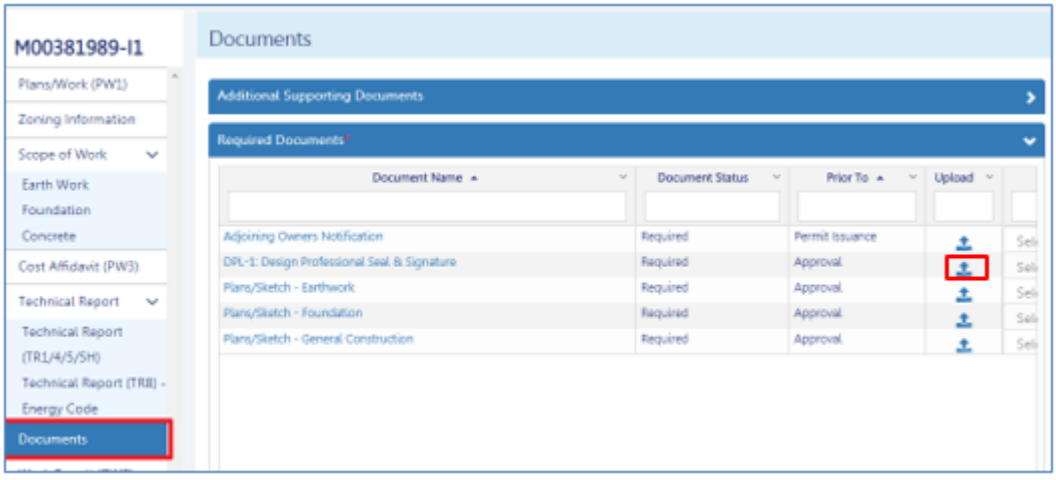
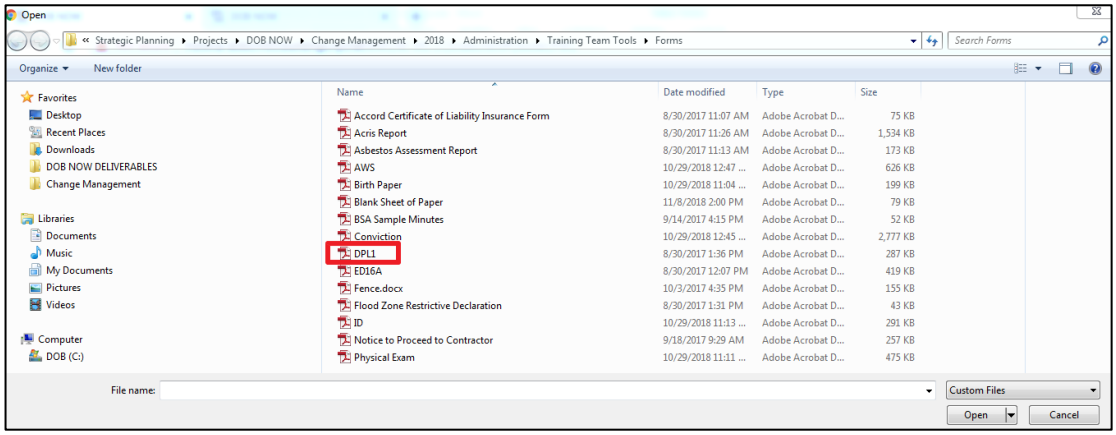
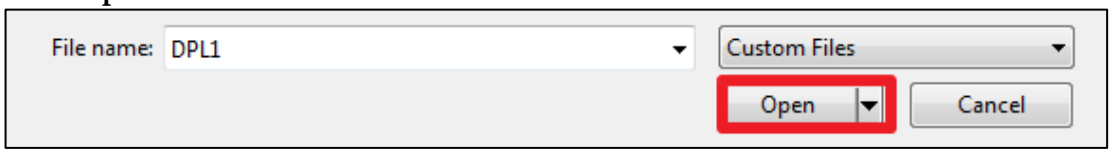
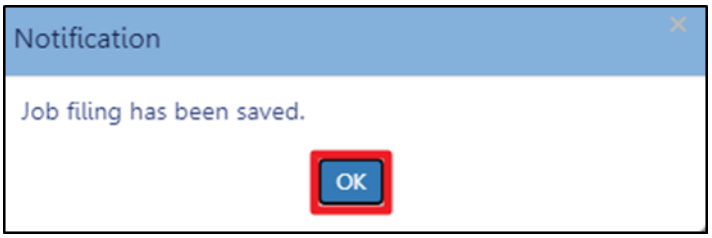
Step	Action
1.	Select the **Documents** tab.



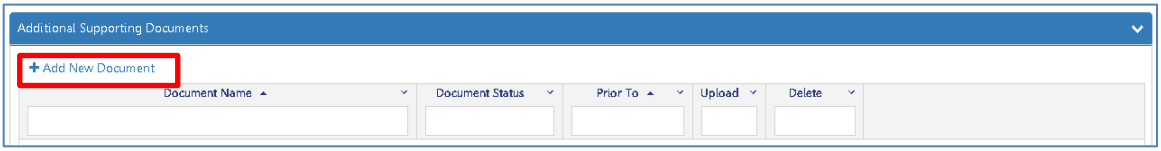
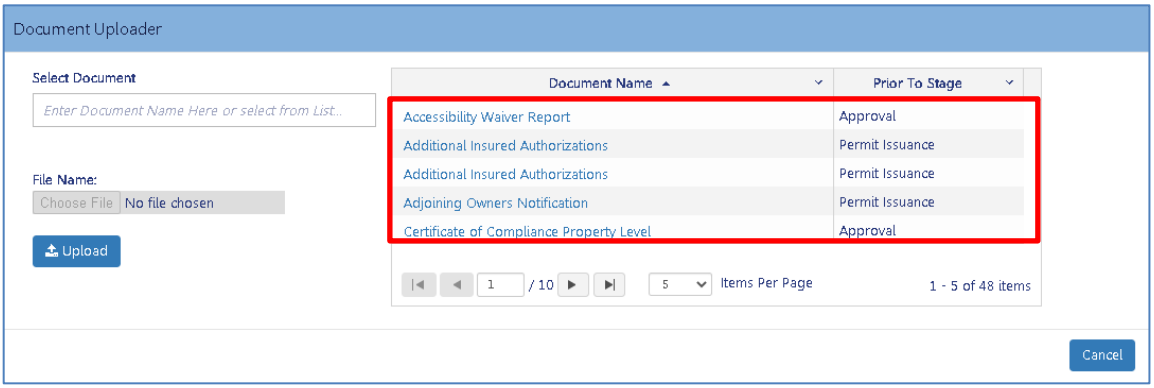
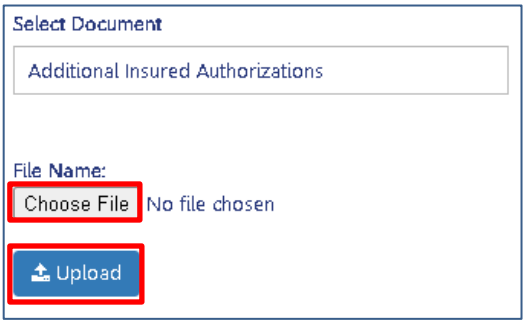
Step	Action
	The **Required Documents** header displays with the auto-populated list of documents to be uploaded. 
2.	Click the **Upload** ( ) icon next to the **Document Name** (e.g., **DPL-1: Design Professional Seal & Signature**). 
	The Document Uploader pop-up notification will display.

Step	Action
3.	Click **Choose File**.
	The Documents Library window will open.
4.	Browse to the folder where you have saved the document, if necessary, to locate the file to upload. 
5.	Click the **Document's Name** (e.g., **DPL1**) to select the file.
6.	Click **Open**. 

Step	Action
7.	The **Document Uploader** pop-up window displays with the **File Name** (e.g., **DPL1.pdf)** to the right of Choose File.
8.	Click **Upload**.
9.	Once uploaded, the message **"Document uploaded successfully"** displays. Click **OK** to close the Document Uploader pop-up window.

Step	Action
10.	The Document Status of the document changes from Required to **Pending** after the file is uploaded.
	Note Repeat Steps 2 – 9 above for each required document listed in the Required Documents section.
11.	Located in the upper left-hand corner of the page, click **Save**.
12.	A Notification pop-up window with the message **"Job filing has been saved"** displays. Click **OK** to close the notification. 
You have completed the Upload a Document Step-by-Step Guide.	

Uploading Additional Documents

1.	To upload additional supporting documents, first click on the blue bar that says **"Additional Supporting Documents"** to open the section Click **+ Add New Document**. 
2.	The **Document Uploader** opens. Select a **Document Name.** 
3.	Click **Choose File** to select the document and then click **Upload.** 
4.	Click **OK**.
5.	Repeat as necessary until all additional documents have been uploaded.
You have completed **Uploading Additional Documents**.	