



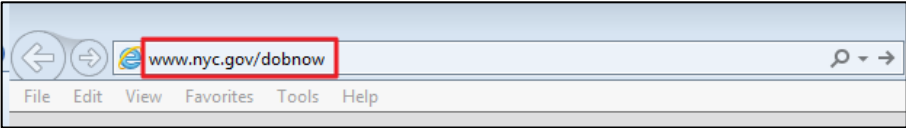
Licensing: Step-By-Step Guides for Industry Users


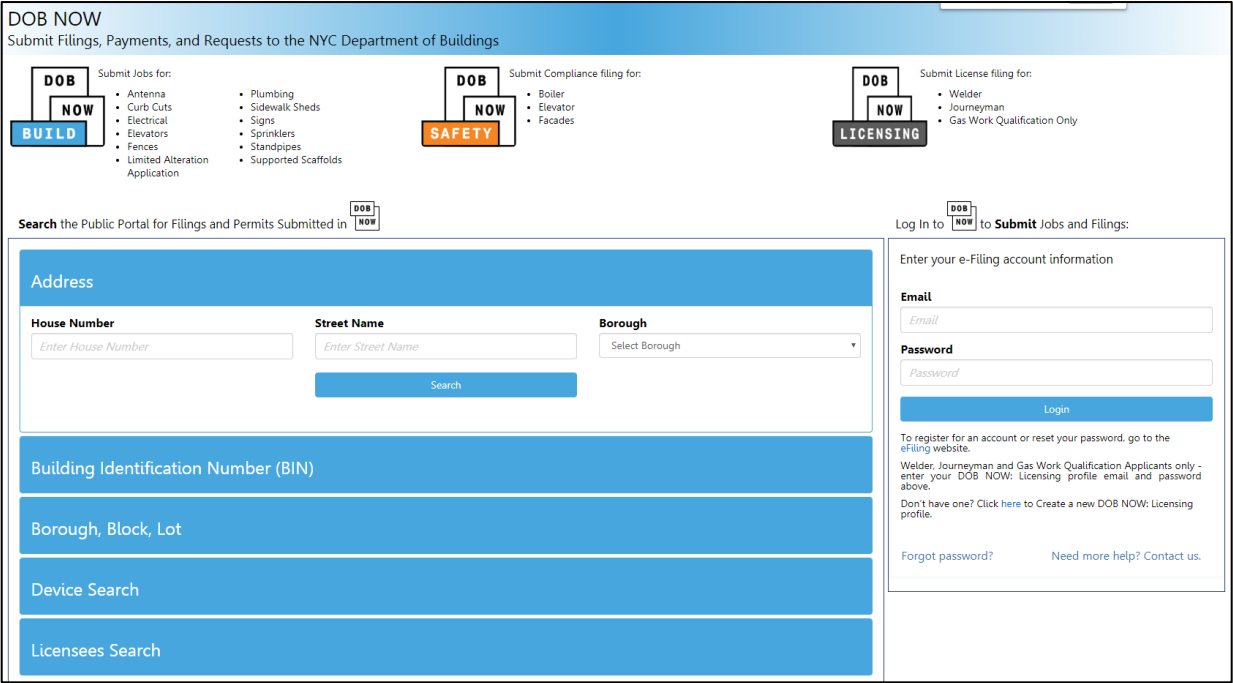
In this Step-By-Step Guide, you will learn how to:


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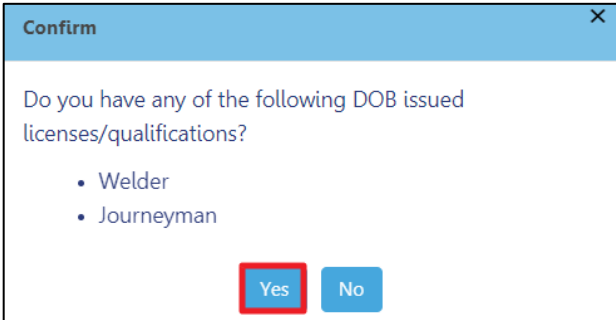
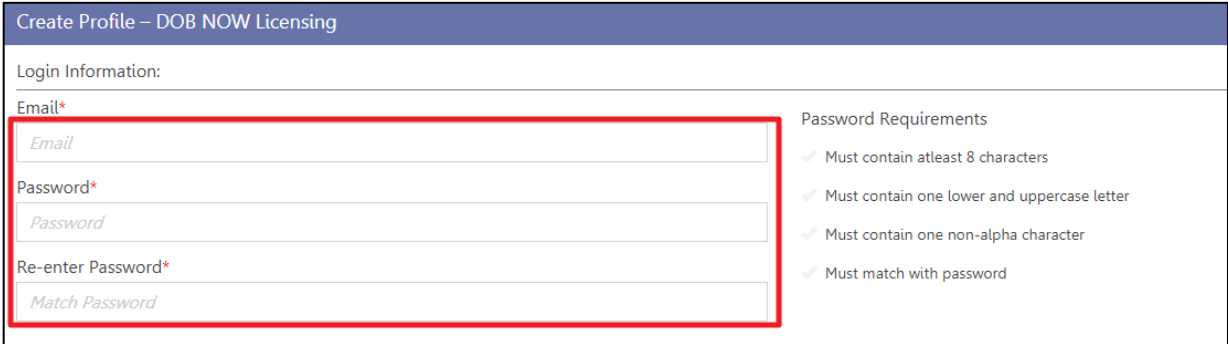
Create a DOB NOW ID for Existing DOB Licensee


Complete the following steps to create a DOB NOW ID:

Step	Action
	<p>Note In order to Log-in to DOB NOW, you must be registered.</p> <p>Additionally, DOB recommends that you turn off pop-up blockers to successfully navigate within DOB NOW.</p> <p>For Step-By-Step instructions, please refer to www.nyc.gov/dobnow:</p> <p>How to Turn Off Pop-up Blockers</p>
<p>1.</p>	<p>Access the Internet.</p> 
<p>2.</p>	<p>Go to www.nyc.gov/dobnow in your browser window.</p> 
<p>3.</p>	<p>Press Enter on your keyboard.</p>

Step	Action
	<p>The DOB NOW Homepage Displays.</p>  <p>DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings</p> <p>DOB NOW BUILD Submit Jobs for:</p> <ul style="list-style-type: none"> • Antenna • Curb Cuts • Electrical • Elevators • Fences • Limited Alteration Application • Plumbing • Sidewalk Sheds • Signs • Sprinklers • Standpipes • Supported Scaffolds <p>DOB NOW SAFETY Submit Compliance filing for:</p> <ul style="list-style-type: none"> • Boiler • Elevator • Facades <p>DOB NOW LICENSING Submit License filing for:</p> <ul style="list-style-type: none"> • Welder • Journeyman • Gas Work Qualification Only <p>Search the Public Portal for Filings and Permits Submitted in DOB NOW</p> <p>Address</p> <p>House Number: <input type="text" value="Enter House Number"/> Street Name: <input type="text" value="Enter Street Name"/> Borough: <input type="text" value="Select Borough"/></p> <p><input type="button" value="Search"/></p> <p>Building Identification Number (BIN)</p> <p>Borough, Block, Lot</p> <p>Device Search</p> <p>Licensees Search</p> <p>Log In to DOB NOW to Submit Jobs and Filings:</p> <p>Enter your e-Filing account information</p> <p>Email: <input type="text" value="Email"/></p> <p>Password: <input type="text" value="Password"/></p> <p><input type="button" value="Login"/></p> <p>To register for an account or reset your password, go to the eFiling website. Welder, Journeyman and Gas Work Qualification Applicants only - enter your DOB NOW Licensing profile email and password above. Don't have one? Click here to Create a new DOB NOW Licensing profile.</p> <p>Forgot password? Need more help? Contact us.</p>

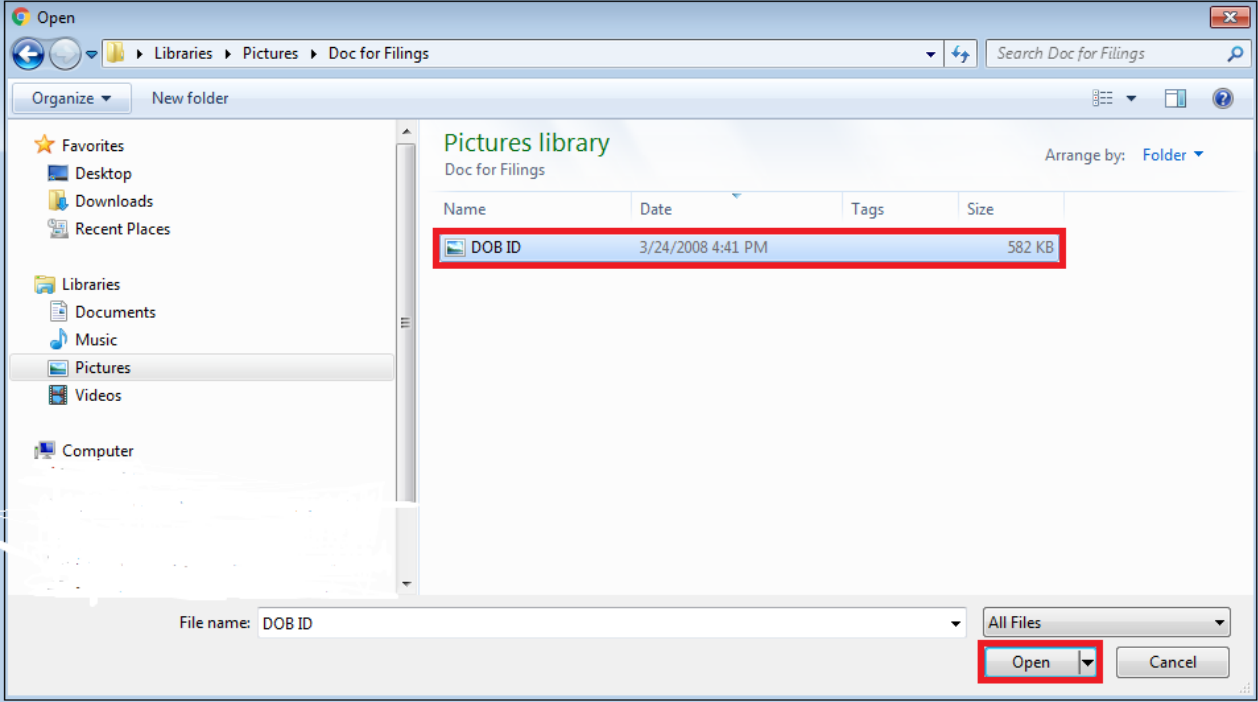
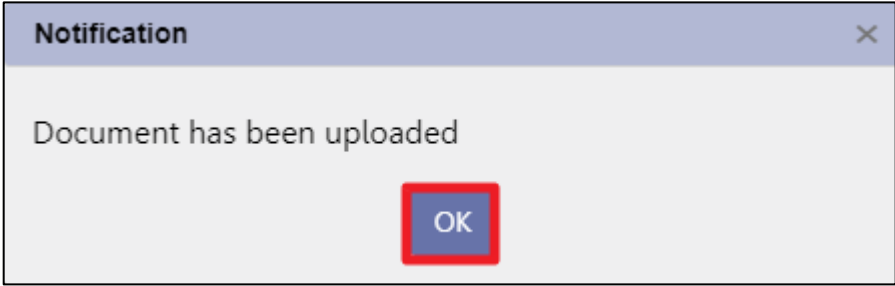
Step	Action
4.	<p>From this page, underneath the Login button, find this line: Don't have one? Click here to Create a new DOB NOW: Licensing profile.</p> <p>Click here on this line on the screen.</p> <div data-bbox="295 478 885 1171" style="border: 1px solid black; padding: 10px;"> <p>Log In to  to Submit Jobs and Filings:</p> <p>Enter your e-Filing account information</p> <p>Email</p> <input data-bbox="321 676 852 718" type="text" value="Email"/> <p>Password</p> <input data-bbox="321 766 852 808" type="text" value="Password"/> <p style="text-align: center;"><input data-bbox="321 829 852 871" type="button" value="Login"/></p> <p>To register for an account or reset your password, go to the eFiling website.</p> <p>Welder, Journeyman and Gas Work Qualification Applicants only - enter your DOB NOW: Licensing profile email and password above.</p> <div data-bbox="308 991 836 1045" style="border: 2px solid red; padding: 2px;"> <p>Don't have one? Click here to Create a new DOB NOW: Licensing profile.</p> </div> <p>Forgot password? Need more help? Contact us.</p> </div>

Step	Action
<p>■</p>	<p>A Confirm pop-up window displays with the message:</p> <p>“Do you have any of the following DOB issued licenses/qualifications?”</p> <ul style="list-style-type: none"> ■ Welder ■ Journeyman <p>Answer “Yes” if you have a license/qualification number. (You can enter an expired license number if it expired after 1/1/2017.) If your answer here is “No,” go to page 16 for directions on how to create a profile.</p> 
<p>5.</p>	<p>A License Type Screen displays.</p> <p>Enter the following required fields:</p> <ul style="list-style-type: none"> ■ Email (This email address must be different than one used to create an eFiling profile.) ■ Password ■ Re-enter Password 



Step	Action																									
	<p>Note A message displays if the email entered is already associated with a DOB license. A new profile can be created with a new email address or return to the DOB NOW homepage to login with this email address.</p> <div data-bbox="297 476 1154 789" style="border: 1px solid #ccc; padding: 10px;"> <p style="background-color: #4a69bd; color: white; padding: 5px;">Create Profile – DOB NOW Licensing</p> <p>Login Information:</p> <p>Email*</p> <p>susanlimadob@gmail.com</p> <p style="border: 2px solid red; padding: 2px;">A profile is already associated with the email address provided.</p> </div>																									
6.	<p>Click + Add License.</p> <div data-bbox="297 949 1511 1459" style="border: 1px solid #ccc; padding: 10px;"> <p style="background-color: #4a69bd; color: white; padding: 5px;">Create Profile – DOB NOW Licensing</p> <p>Login Information:</p> <p>Email*</p> <p>Password*</p> <p>Re-enter Password*</p> <p style="text-align: right;">Password Requirements</p> <ul style="list-style-type: none"> ✓ Must contain atleast 8 characters ✓ Must contain one lower and uppercase letter ✓ Must contain one non-alpha character ✓ Must match with password <p style="background-color: #4a69bd; color: white; padding: 5px; display: inline-block; border: 2px solid red;">+ Add License</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #4a69bd; color: white;"> <th>License Type</th> <th>License Class/Class Type</th> <th>License Number</th> <th>DOB Issued ID</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	License Type	License Class/Class Type	License Number	DOB Issued ID	Actions																				
License Type	License Class/Class Type	License Number	DOB Issued ID	Actions																						
7.	<p>Choose license type from the + Add License Type drop-down, (e.g., Journeyman).</p> <div data-bbox="297 1587 1435 1761" style="border: 1px solid #ccc; padding: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a69bd; color: white;"> <th>License Type</th> <th>License Class/Class Type</th> <th>License Number</th> <th>DOB Issued ID</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>+ Add License Type</td> <td>+ Add License Class/Class Type</td> <td>License Number</td> <td>Upload DOB ID</td> <td>Save Cancel</td> </tr> <tr> <td style="border: 2px solid red;">+ Add License Type</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td style="border: 2px solid red;">Journeyman</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td style="border: 2px solid red;">Welder</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	License Type	License Class/Class Type	License Number	DOB Issued ID	Actions	+ Add License Type	+ Add License Class/Class Type	License Number	Upload DOB ID	Save Cancel	+ Add License Type					Journeyman					Welder				
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LICENSING: STEP-BY-STEP GUIDES

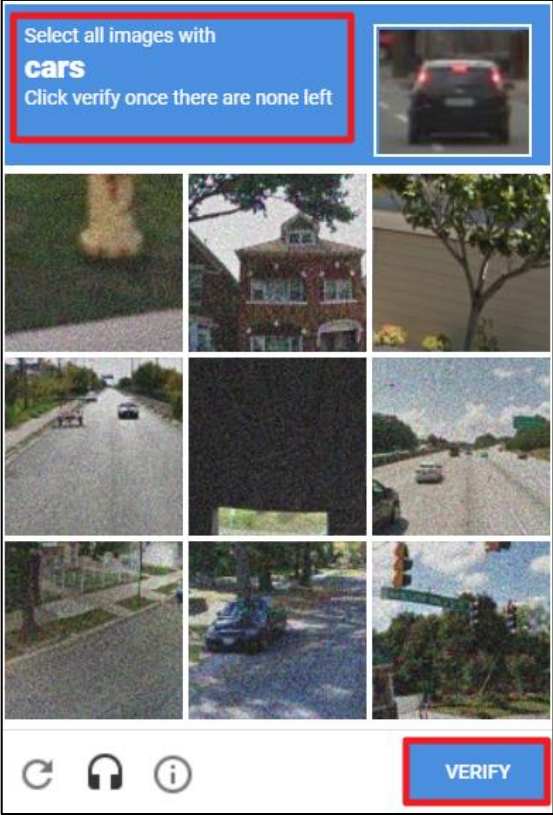
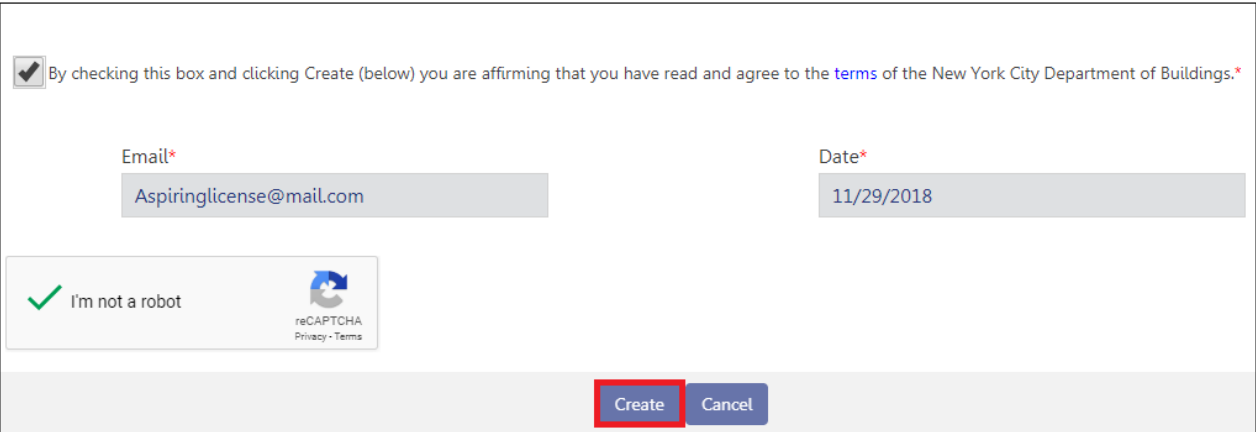
Step	Action										
8.	<p>Choose class type from the + Add License Class/ Class Type, (e.g., Fire Suppression Contractor or Plumber Basic) (There is no License Class/Class Type for Welder so the system will default to N/A).</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="text-align: left; margin-bottom: 5px;"> + Add License </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="width: 20%;">License Type</th> <th style="width: 25%;">License Class/Class Type</th> <th style="width: 15%;">License Number ⓘ</th> <th style="width: 15%;">DOB Issued ID</th> <th style="width: 25%;">Actions</th> </tr> </thead> <tbody> <tr> <td>Journeyman</td> <td> <div style="border: 1px solid #ccc; padding: 2px;"> <div style="text-align: left; padding: 2px;">+ Add License Class/Class Type</div> <div style="border: 1px solid #ccc; padding: 2px;"> + Add License Class/Class Type Fire Suppression Contractor Plumber - Basic </div> </div> </td> <td><i>License Number</i></td> <td><i>Upload DOB ID</i></td> <td> <div style="display: flex; gap: 5px;"> 📄 Save ✖ Cancel </div> </td> </tr> </tbody> </table> </div>	License Type	License Class/Class Type	License Number ⓘ	DOB Issued ID	Actions	Journeyman	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="text-align: left; padding: 2px;">+ Add License Class/Class Type</div> <div style="border: 1px solid #ccc; padding: 2px;"> + Add License Class/Class Type Fire Suppression Contractor Plumber - Basic </div> </div>	<i>License Number</i>	<i>Upload DOB ID</i>	<div style="display: flex; gap: 5px;"> 📄 Save ✖ Cancel </div>
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9.	<p>Enter the License Number (Enter your license or registration number as 6 digits only, no letters. If your registration number is only 4 digits, add two zeros before it).</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="width: 20%;">License Type</th> <th style="width: 25%;">License Class/Class Type</th> <th style="width: 15%;">License Number</th> <th style="width: 15%;">DOB Issued ID</th> <th style="width: 25%;">Actions</th> </tr> </thead> <tbody> <tr> <td>Journeyman</td> <td>Fire Suppression Contractor</td> <td style="border: 2px solid red;">001694</td> <td><i>Upload DOB ID</i></td> <td> <div style="display: flex; gap: 5px;"> 📄 Save ✖ Cancel </div> </td> </tr> </tbody> </table> </div>	License Type	License Class/Class Type	License Number	DOB Issued ID	Actions	Journeyman	Fire Suppression Contractor	001694	<i>Upload DOB ID</i>	<div style="display: flex; gap: 5px;"> 📄 Save ✖ Cancel </div>
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10.	<p>Click the Document upload button to upload a copy of your DOB issued ID.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="width: 20%;">License Type</th> <th style="width: 25%;">License Class/Class Type</th> <th style="width: 15%;">License Number</th> <th style="width: 15%;">DOB Issued ID</th> <th style="width: 25%;">Actions</th> </tr> </thead> <tbody> <tr> <td>Journeyman</td> <td>Fire Suppression Contractor</td> <td>001694</td> <td><i>Upload DOB ID</i></td> <td> <div style="display: flex; gap: 5px;"> 📄 Save ✖ Cancel </div> </td> </tr> </tbody> </table> </div>	License Type	License Class/Class Type	License Number	DOB Issued ID	Actions	Journeyman	Fire Suppression Contractor	001694	<i>Upload DOB ID</i>	<div style="display: flex; gap: 5px;"> 📄 Save ✖ Cancel </div>
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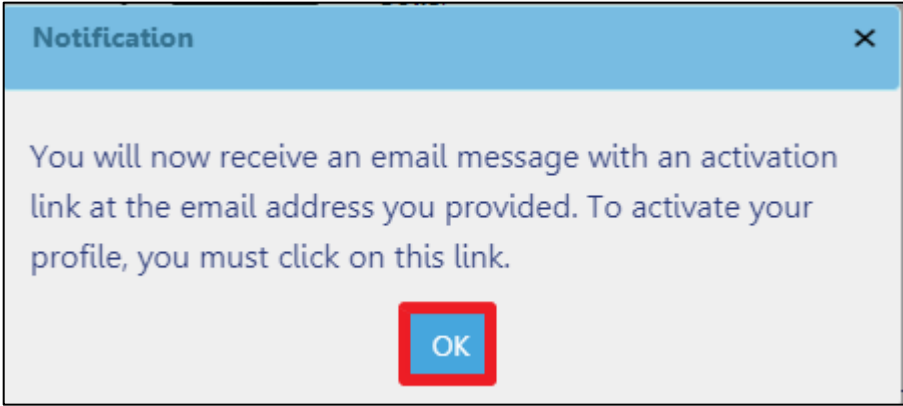

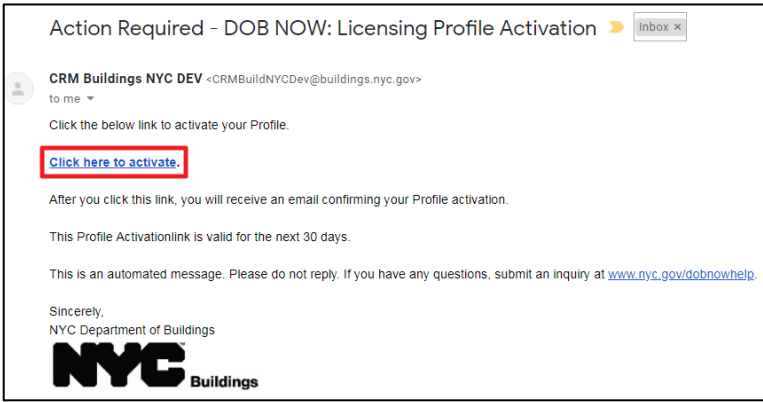
Step	Action								
11.	<p>From the Document library page, Select the applicable document and Click Open.</p>  <p>The screenshot shows a Windows File Explorer window titled 'Open'. The address bar indicates the path: Libraries > Pictures > Doc for Filings. The left sidebar shows the 'Pictures' library selected. The main pane displays a table of files:</p> <table border="1"><thead><tr><th>Name</th><th>Date</th><th>Tags</th><th>Size</th></tr></thead><tbody><tr><td>DOB ID</td><td>3/24/2008 4:41 PM</td><td></td><td>582 KB</td></tr></tbody></table> <p>The 'DOB ID' file is highlighted with a red border. At the bottom of the window, the 'File name' field contains 'DOB ID', and the 'Open' button is also highlighted with a red border.</p>	Name	Date	Tags	Size	DOB ID	3/24/2008 4:41 PM		582 KB
Name	Date	Tags	Size						
DOB ID	3/24/2008 4:41 PM		582 KB						
12.	<p>A Notification pop-up window displays with the message: “Document has been uploaded” Click OK to close the Notification pop-up window.</p>  <p>The screenshot shows a notification window titled 'Notification' with a close button (X) in the top right corner. The message inside the window reads 'Document has been uploaded'. Below the message is a blue button with the text 'OK', which is highlighted with a red border.</p>								

LICENSING: STEP-BY-STEP GUIDES

Step	Action										
	<p>The Document displays under the DOB Issued ID column.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="text-align: right; margin-bottom: 5px;"> + Add License </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="text-align: left;">License Type</th> <th style="text-align: left;">License Class/Class Type</th> <th style="text-align: left;">License Number i</th> <th style="text-align: left;">DOB Issued ID</th> <th style="text-align: left;">Actions</th> </tr> </thead> <tbody> <tr> <td>Journeyman ▼</td> <td>Fire Suppression Contractor ▼</td> <td>001694</td> <td style="border: 2px solid red;">DOB ID.jpg ⬇</td> <td style="text-align: right;"> Save Cancel </td> </tr> </tbody> </table> </div>	License Type	License Class/Class Type	License Number i	DOB Issued ID	Actions	Journeyman ▼	Fire Suppression Contractor ▼	001694	DOB ID.jpg ⬇	Save Cancel
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13.	<p>Click Save.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="text-align: right; margin-bottom: 5px;"> + Add License </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="text-align: left;">License Type</th> <th style="text-align: left;">License Class/Class Type</th> <th style="text-align: left;">License Number i</th> <th style="text-align: left;">DOB Issued ID</th> <th style="text-align: left;">Actions</th> </tr> </thead> <tbody> <tr> <td>Journeyman ▼</td> <td>Fire Suppression Contractor ▼</td> <td>001694</td> <td>DOB ID.jpg ⬇</td> <td style="text-align: right;"> Save Cancel </td> </tr> </tbody> </table> </div>	License Type	License Class/Class Type	License Number i	DOB Issued ID	Actions	Journeyman ▼	Fire Suppression Contractor ▼	001694	DOB ID.jpg ⬇	Save Cancel
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Journeyman ▼	Fire Suppression Contractor ▼	001694	DOB ID.jpg ⬇	Save Cancel							
	<hr/> <p>Note Repeat Steps 6-11 if you have additional DOB licenses.</p> <hr/>										
14.	<p>Check the box stating; “By checking this box and clicking Create (below) you are affirming that you have read and agree to the terms of the New York City Department of Buildings. *</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; align-items: center;"> <input style="width: 20px; height: 20px; border: 2px solid red; margin-right: 5px;" type="checkbox"/> By checking this box and clicking Create (below) you are affirming that you have read and agree to the terms of the New York City Department of Buildings.* </div> </div>										

Step	Action
15.	<p>A Statements & Signature message displays.</p> <p>Click Accept to accept the Statements & Signature</p> <div data-bbox="293 443 1544 867" style="border: 1px solid black; padding: 10px;"> <p style="background-color: #4a69bd; color: white; padding: 5px; margin-bottom: 10px;">Statements & Signature</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. 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. 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>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> <div style="text-align: right; margin-top: 10px;"> Accept Decline </div> </div>
	<p>Note The Email and Date fields will now be auto-populated.</p>
16.	<p>Check the box stating “I’m not a robot”.</p> <div data-bbox="293 1165 902 1325" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="display: flex; align-items: center; justify-content: space-between;"> <div style="text-align: center;">  <p>I'm not a robot</p> </div> <div style="text-align: center;">  <p>reCAPTCHA Privacy - Terms</p> </div> </div> </div>




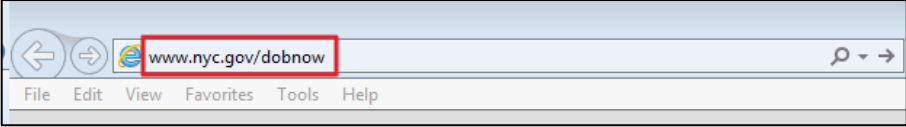
Step	Action
17.	<p>The CAPTCHA screen displays.</p>  <p>Select all of the images listed on the upper left of the screen. Click VERIFY.</p>
18.	<p>Click Create.</p> 


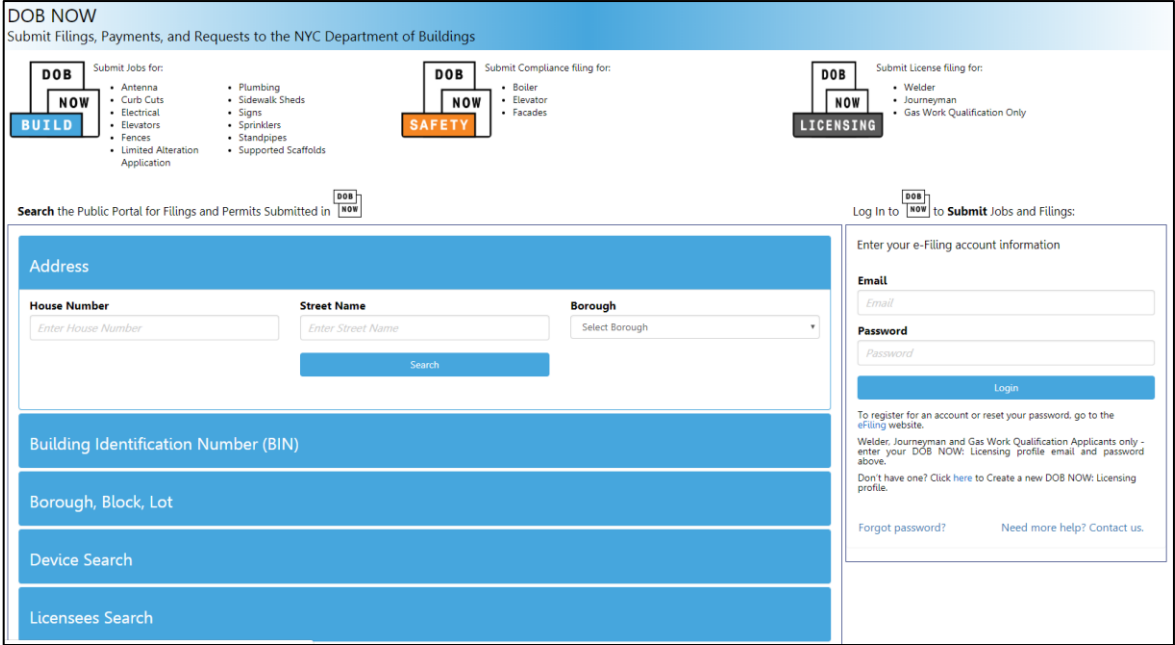
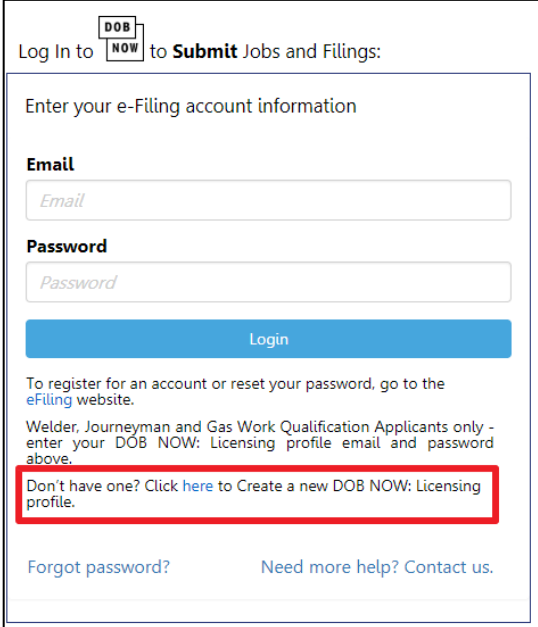
Step	Action
19.	<p>A Notification pop-up displays;</p> <p>“You will now receive an email message with an activation link at the email address you provided. To activate your profile, you must click on this link.”</p> <p>Click OK to close the Notification pop-up window.</p> 
	<p>Note An email notification with an activation link is sent to the email address you provided. To activate your account, you must click on this link.</p>
20.	<p>In the email notification that was sent to the address you provided, click the link, “click here to activate”.</p> 


Step	Action
21.	<p>A Notification pop-up window displays with the message: “Your profile is now active. Click here to log into DOB NOW: Licensing to apply for a new license or manage your profile.”</p> <p>Click the “DOB NOW: Licensing” hyperlink to be brought to the DOB NOW Licensing page.</p> <div data-bbox="297 548 1552 785" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Your profile is now active.</p> <p>Click here to log into DOB NOW: Licensing to apply for a new license or manage your profile.</p> </div>
<p>You have completed the Create a DOB NOW ID for an Existing DOB Licensee Step-By-Step Guide. Go to page 22 for instructions to Apply for a New License, which includes adding Full Gas Work Qualification to an existing Journeyman registration. Go to page 67 to Manage License, which includes renewals and reissuances.</p>	

Create a DOB NOW ID for an Aspiring DOB Licensee

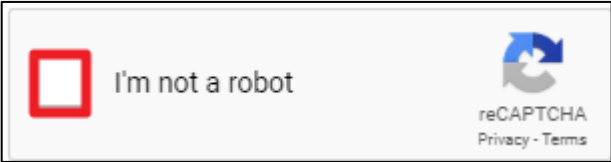
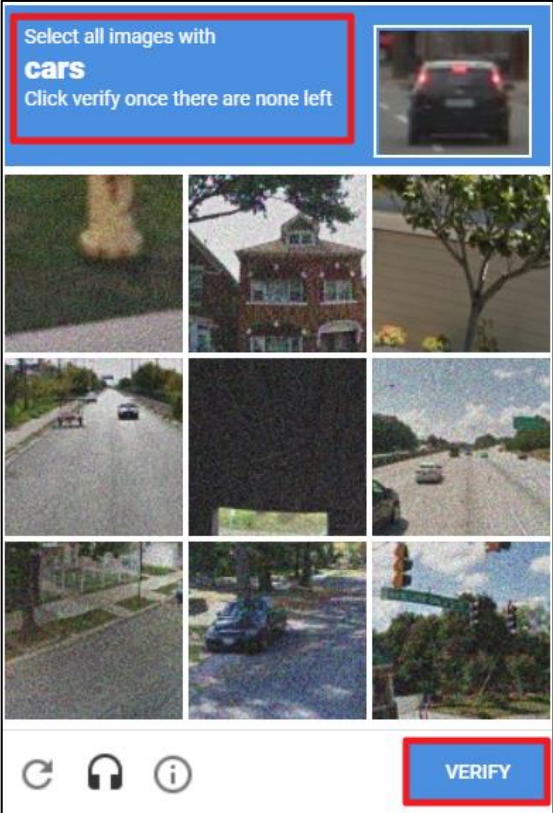
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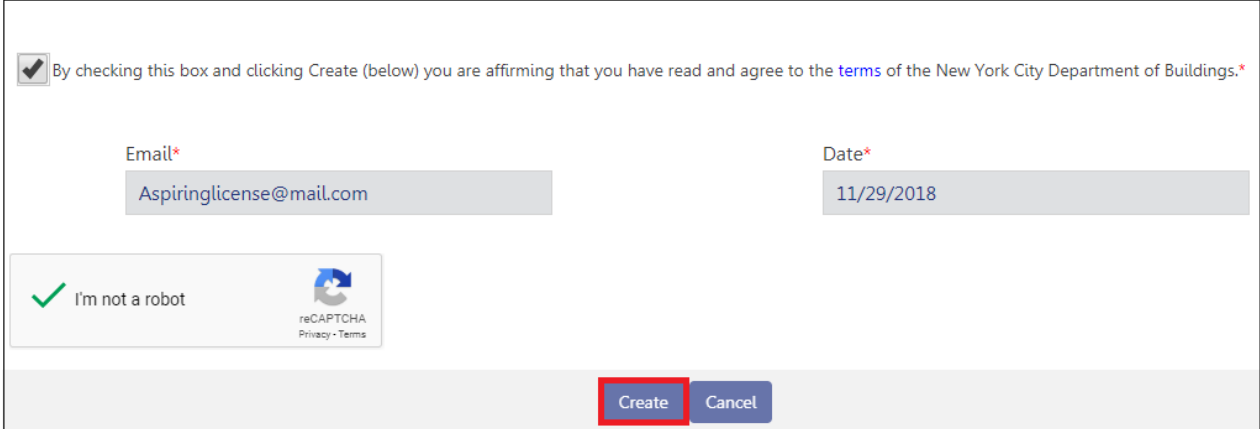
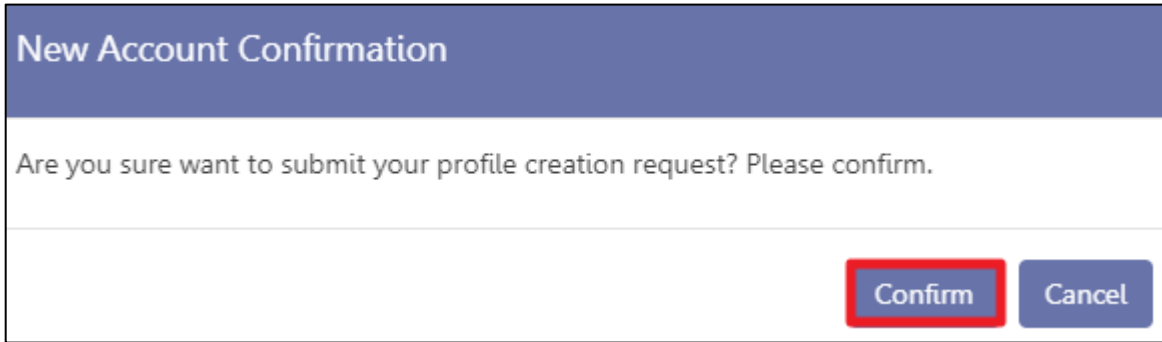
Step	Action
	<p>Note Before initiating the licensing process determine you meet all of the requirements. Click on the link below to review the requirements.</p> <p>Welder: https://www1.nyc.gov/site/buildings/industry/welder-become.page</p> <p>Journeyman: https://www1.nyc.gov/site/buildings/industry/master-plumbers-master-fire-suppression-piping-contractor.page</p>
	<p>Note In order to Log-in to DOB NOW, you must be registered.</p> <p>Additionally, DOB recommends that you turn off pop-up blockers to successfully navigate within DOB NOW.</p> <p>For Step-By-Step instructions, please refer to www.nyc.gov/dobnow:</p> <p>How to Turn Off Pop-up Blockers</p>
<p>1.</p>	<p>Access the Internet.</p> 
<p>2.</p>	<p>Enter www.nyc.gov/dobnow in the URL field at the top of the browser window.</p> 
<p>3.</p>	<p>Press Enter on your keyboard.</p>

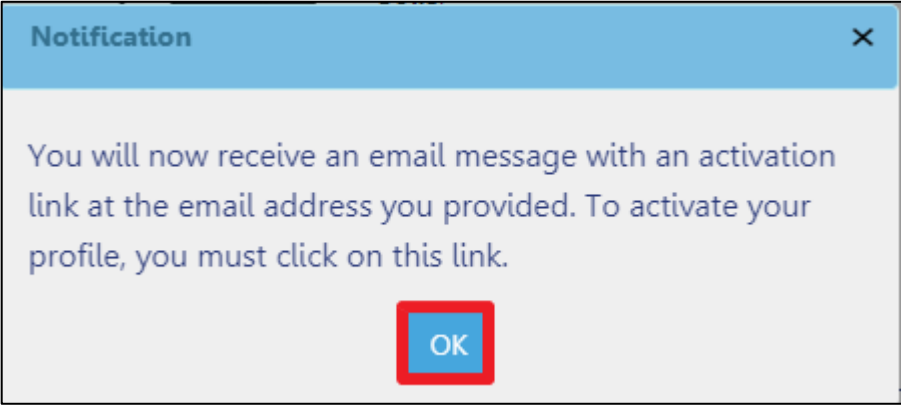

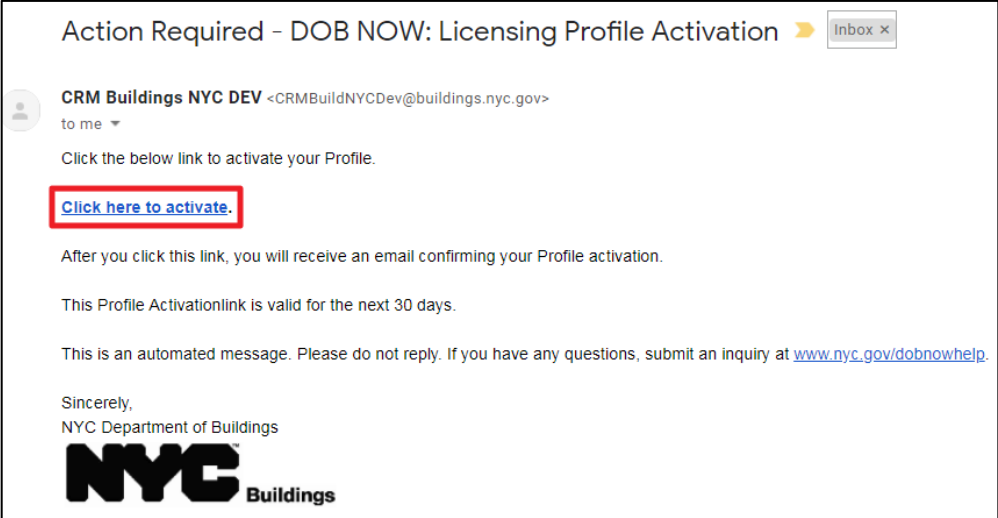
Step	Action
	<p>The DOB NOW Homepage Displays.</p> 
<p>4.</p>	<p>From this page, underneath the Login button, find this line: Don't have one? Click here to Create a new DOB NOW: Licensing profile.</p> <p>Click here on this line on the screen.</p> 


Step	Action																
	<p>A Confirm pop-up window displays with the message: “Do you have any of the following DOB issued licenses/ qualifications?”</p> <ul style="list-style-type: none"> ■ Welder ■ Journeyman <p>Click No if you are not a registered licensee with DOB.</p> <div data-bbox="297 562 966 919" style="border: 1px solid black; padding: 10px;"> <p>Confirm ×</p> <p>Do you have any of the following DOB issued licenses/qualifications?</p> <ul style="list-style-type: none"> • Welder • Journeyman <p style="text-align: center;"> <input type="button" value="Yes"/> <input style="border: 2px solid red;" type="button" value="No"/> </p> </div>																
<p>5.</p>	<p>Enter the following required fields:</p> <ul style="list-style-type: none"> ■ First Name ■ Last Name ■ Email ■ Password ■ Re-enter Password <div data-bbox="297 1293 1552 1772" style="border: 1px solid black; padding: 10px;"> <p style="background-color: #4a69bd; color: white; padding: 5px;">Create Profile – DOB NOW Licensing</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">First Name*</td> <td style="width: 15%;">Middle Initial</td> <td style="width: 33%;">Last Name*</td> <td rowspan="5" style="vertical-align: top; padding-left: 10px;"> Password Requirements ✓ Must contain atleast 8 characters ✓ Must contain one lower and uppercase letter ✓ Must contain one non-alpha character ✓ Must match with password </td> </tr> <tr> <td>Ima</td> <td>MI</td> <td>Weldernow</td> </tr> <tr> <td>Email*</td> <td></td> <td>imaweldernow@gmail.com ✓</td> </tr> <tr> <td>Password*</td> <td></td> <td>.....</td> </tr> <tr> <td>Re-enter Password*</td> <td></td> <td>.....</td> </tr> </table> </div>	First Name*	Middle Initial	Last Name*	Password Requirements ✓ Must contain atleast 8 characters ✓ Must contain one lower and uppercase letter ✓ Must contain one non-alpha character ✓ Must match with password	Ima	MI	Weldernow	Email*		imaweldernow@gmail.com ✓	Password*		Re-enter Password*	
First Name*	Middle Initial	Last Name*	Password Requirements ✓ Must contain atleast 8 characters ✓ Must contain one lower and uppercase letter ✓ Must contain one non-alpha character ✓ Must match with password														
Ima	MI	Weldernow															
Email*		imaweldernow@gmail.com ✓															
Password*																
Re-enter Password*																

Step	Action
	<p>Note A message displays if the email entered is already associated with a DOB license.</p> 
6.	<p>Check the box stating “By checking this box and clicking Create (below) you are affirming that you have read and agree to the terms of the New York Department of Buildings.*”</p> 
7.	<p>A Statements & Signature message displays.</p> <p>Click Accept to move forward.</p> 
	<p>Note The Email and Date fields will now be auto-populated.</p>

Step	Action
8.	<p>Check the box stating "I'm not a robot".</p>  <p>The screenshot shows a white rectangular area containing a red square checkbox on the left, followed by the text "I'm not a robot". To the right is the reCAPTCHA logo, which consists of a blue circular arrow icon and the text "reCAPTCHA" with "Privacy - Terms" below it.</p>
9.	<p>The CAPTCHA screen displays.</p>  <p>The screenshot shows a CAPTCHA interface. At the top left, a blue box with a red border contains the text "Select all images with cars" and "Click verify once there are none left". To the right of this box is a small image of a car. Below these are nine larger images in a 3x3 grid. The images include a car on a road, a building, a street scene, a dark image, a road with a car, a car in a parking lot, and a street intersection. At the bottom of the grid are icons for refresh, audio, and help. A blue "VERIFY" button with a red border is located at the bottom right.</p> <p>Select all of the images listed on the upper left of the screen.</p>
10.	<p>Click VERIFY.</p>

Step	Action
11.	<p>Click Create.</p> 
12.	<p>A New Account Confirmation displays (for new licensees only):</p> <p>Please note that the entered Name and Email cannot be changed after submitting:</p> <p>Click Confirm to move forward.</p> 

Step	Action
13.	<p>A Notification pop-up displays;</p> <p>“You will now receive an email message with an activation link at the email address you provided. To activate your profile, you must click on this link”</p> <p>Click OK to close the Notification pop-up window.</p> 
	<p>Note An email notification with an activation link is sent to the email address you provided. To activate your account, you must click on this link..</p>
14.	<p>Click the link, “Click here to activate.”</p> 


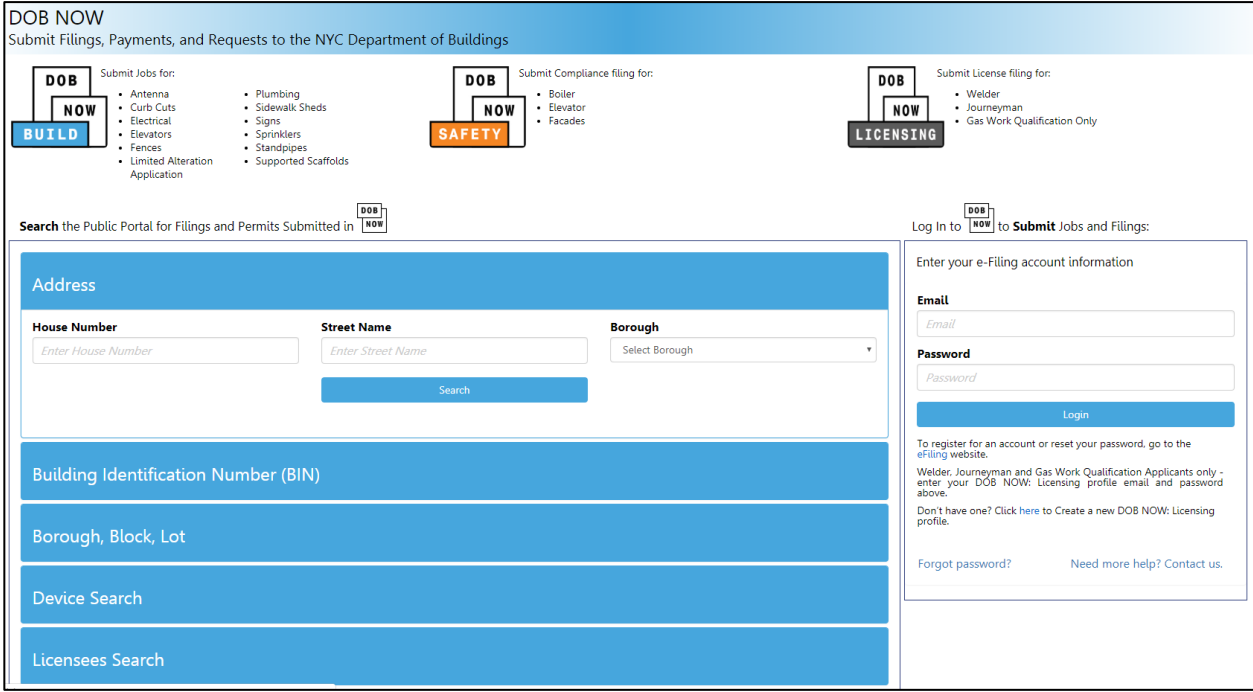


Step	Action
	<p>A Notification pop-up window displays with the message:</p> <p>“Your profile is now active.</p> <p>Click here to log into DOB NOW: Licensing to apply for a new license or manage your profile.”</p> <p>Click the “DOB NOW: Licensing” hyperlink to be brought to the DOB NOW Licensing page.</p> <div data-bbox="297 548 1393 758" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Your profile is now active.</p> <p>Click here to log into DOB NOW: Licensing to apply for a new license or manage your profile.</p> </div>
<p>You have completed the Create a DOB NOW ID for Aspiring Licensees Step-By-Step Guide, Go to page 22 for instructions to Apply for a New License.</p>	

Apply for a New License (Journeyman, Welder, Gas Work Qualification Only)









Complete the General Information Tab


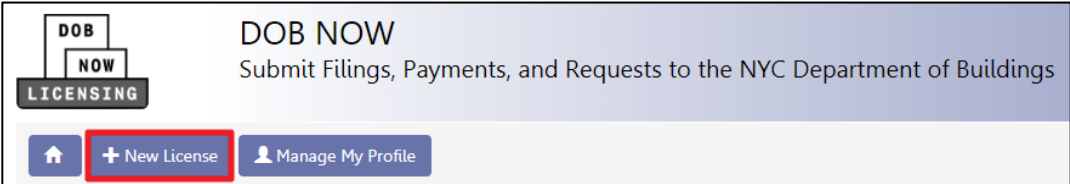
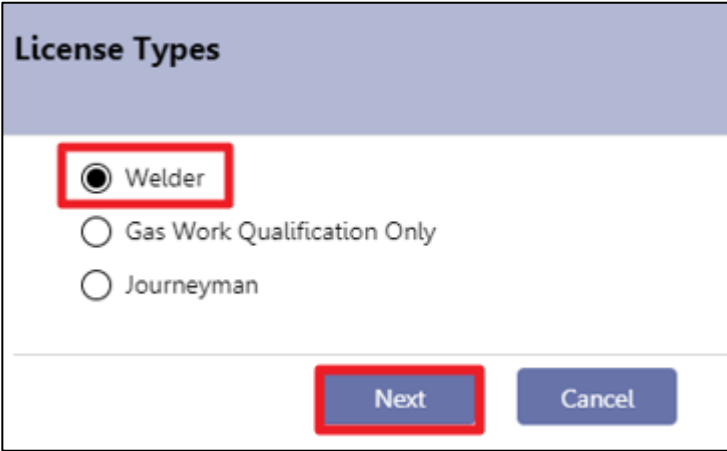

Complete the following steps to complete the General Information Tab:

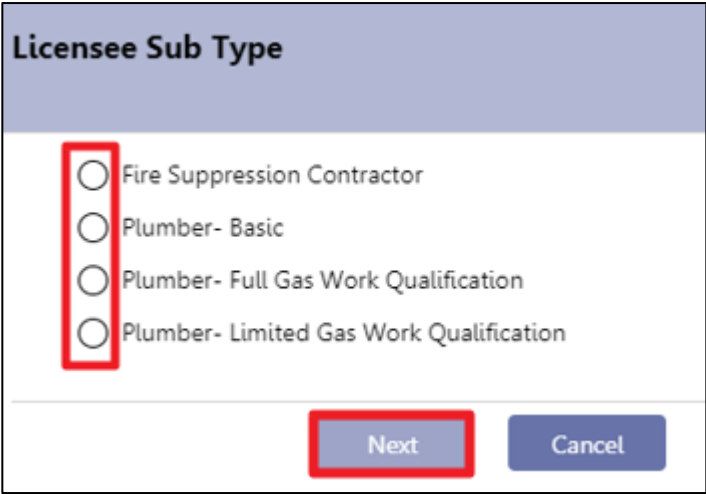
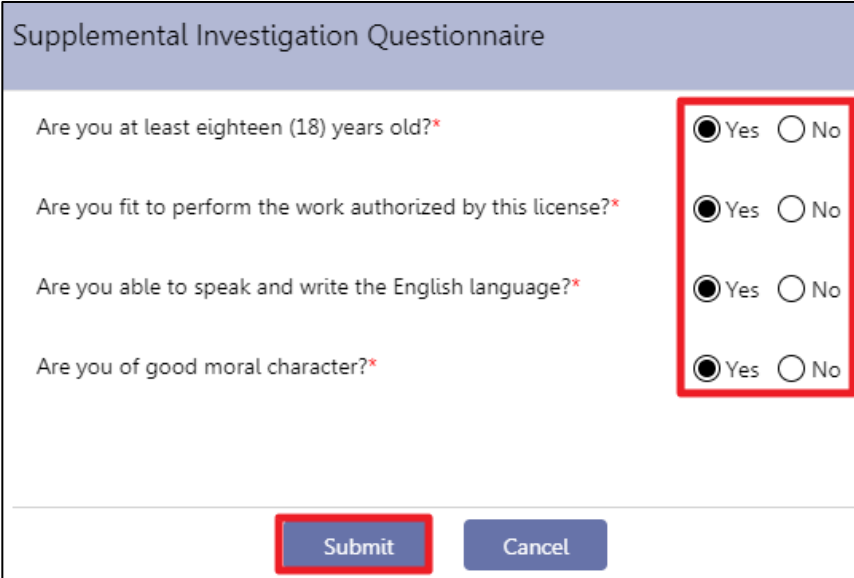

Step	Action
1.	Access the Internet. 
2.	Enter www.nyc.gov/dobnow in the URL field at the top of the browser window. 
3.	Press Enter on your keyboard.


Step	Action
	<p data-bbox="267 298 743 331">The DOB NOW Homepage displays.</p> <div data-bbox="267 346 1513 1033">  <p data-bbox="272 352 771 394">DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings</p> <div data-bbox="279 409 370 493"> <p>DOB NOW BUILD</p> <p>Submit Jobs for:</p> <ul style="list-style-type: none"> • Antenna • Curb Cuts • Electrical • Elevators • Fences • Limited Alteration Application </div> <div data-bbox="506 430 613 514"> <ul style="list-style-type: none"> • Plumbing • Sidewalk Sheds • Signs • Sprinklers • Standpipes • Supported Scaffolds </div> <div data-bbox="695 409 786 493"> <p>DOB NOW SAFETY</p> <p>Submit Compliance filing for:</p> <ul style="list-style-type: none"> • Boiler • Elevator • Facades </div> <div data-bbox="1107 409 1198 493"> <p>DOB NOW LICENSING</p> <p>Submit License filing for:</p> <ul style="list-style-type: none"> • Welder • Journeyman • Gas Work Qualification Only </div> <p data-bbox="284 556 649 577">Search the Public Portal for Filings and Permits Submitted in </p> <p data-bbox="1172 556 1409 577">Log In to  to Submit Jobs and Filings:</p> <div data-bbox="284 592 1149 1029"> <p>Address</p> <p>House Number <input type="text" value="Enter House Number"/></p> <p>Street Name <input type="text" value="Enter Street Name"/></p> <p>Borough <input type="text" value="Select Borough"/></p> <p><input type="button" value="Search"/></p> <p>Building Identification Number (BIN)</p> <p>Borough, Block, Lot</p> <p>Device Search</p> <p>Licensees Search</p> </div> <div data-bbox="1166 592 1507 940"> <p>Enter your e-Filing account information</p> <p>Email <input type="text" value="Email"/></p> <p>Password <input type="text" value="Password"/></p> <p><input type="button" value="Login"/></p> <p>To register for an account or reset your password, go to the eFiling website.</p> <p>Welder, Journeyman and Gas Work Qualification Applicants only - enter your DOB NOW Licensing profile email and password above.</p> <p>Don't have one? Click here to Create a new DOB NOW Licensing profile.</p> <p>Forgot password? Need more help? Contact us.</p> </div> </div>


Step	Action
4.	<p>Enter your Email and Password.</p> <div data-bbox="269 352 1068 1293" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">  </p> <p>Log In to  to Submit Jobs and Filings:</p> <p>Enter your e-Filing account information</p> <p>Email</p> <div style="border: 2px solid red; padding: 2px; margin-bottom: 10px;"> <p><i>Email</i></p> </div> <p>Password</p> <div style="border: 2px solid red; padding: 2px; margin-bottom: 10px;"> <p><i>Password</i></p> </div> <div style="background-color: #4F81BD; color: white; text-align: center; padding: 5px; margin-bottom: 10px;"> <p>Login</p> </div> <p>To register for an account or reset your password, go to the eFiling website.</p> <p>Welder, Journeyman and Gas Work Qualification Applicants only - enter your DOB NOW: Licensing profile email and password above.</p> <p>Don't have one? Click here to Create a new DOB NOW: Licensing profile.</p> <p style="text-align: center;"> Forgot password? Need more help? Contact us. </p> </div>
5.	<p>Click Login.</p> <div data-bbox="269 1423 951 1810" style="border: 1px solid black; padding: 10px;"> <div style="border: 2px solid red; padding: 2px; margin-bottom: 10px; text-align: center;"> <div style="background-color: #4F81BD; color: white; text-align: center; padding: 5px;"> <p>Login</p> </div> </div> <p>To register for an account or reset your password, go to the eFiling website.</p> <p>Welder, Journeyman and Gas Work Qualification Applicants only - enter your DOB NOW: Licensing profile email and password above.</p> <p>Don't have one? Click here to Create a new DOB NOW: Licensing profile.</p> <p style="text-align: center;"> Forgot password? Need more help? Contact us. </p> </div>

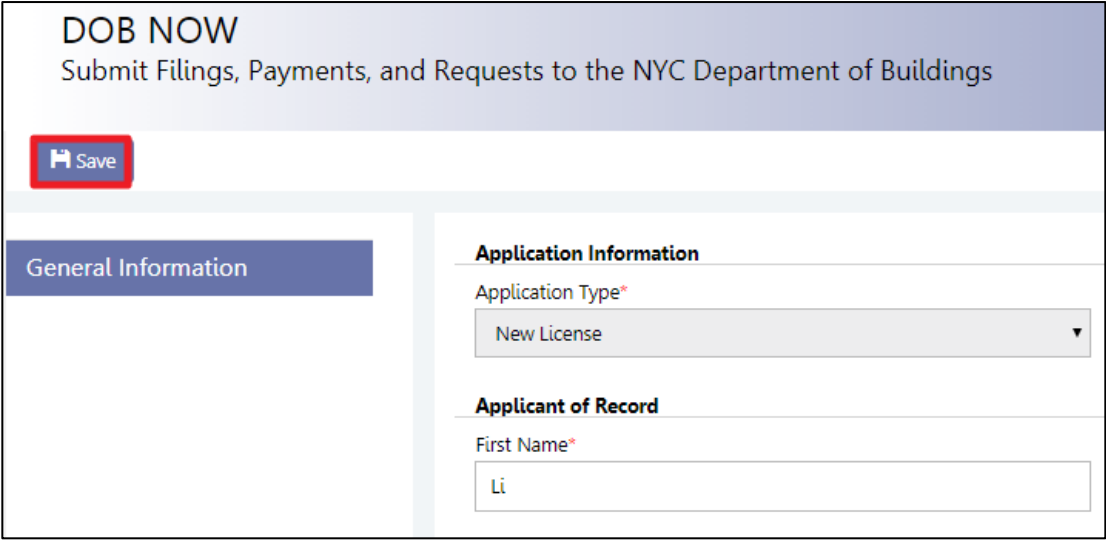
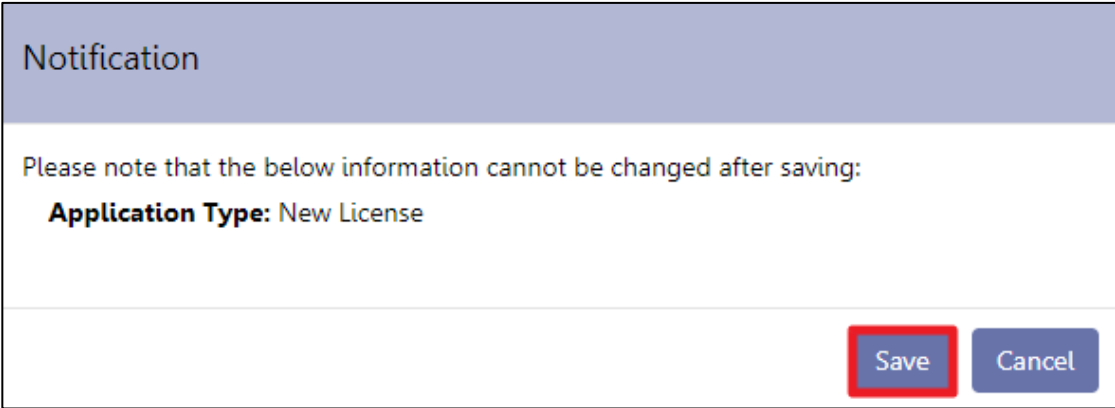
Step	Action																				
	<p>If the Licensing icon does not display, you have most likely logged in with an eFiling account and need to create a DOB NOW profile. See page 15 for directions to create a profile.</p> <div data-bbox="269 401 1256 900" style="border: 1px solid black; padding: 10px;"> <p>DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings</p> <p>Welcome! DOB NOW provides robust online accounts, making it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and make renewals.</p> <p>New License Applications, Renewals, Reissue, Change Requests are available under DOB NOW: Licensing.</p> <p>Façade, Boiler and Elevator Compliance Filings are available under DOB NOW: Safety.</p> <p>Plumbing, Sprinkler, Standpipe, Antenna, Curb Cut, Sidewalk Shed, Supported Scaffold, Fence, Sign, Electrical, Elevator and Limited Alteration Application Job Filings are available under DOB NOW: Build.</p> <p>Get started by selecting a component below.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> </div>																				
<p>6.</p>	<p>Click the Licensing icon.</p> <div data-bbox="269 1020 1115 1226" style="border: 1px solid black; padding: 10px;">    </div>																				
	<p>Note Neither the Build nor Safety Icons are accessible when you are logged in as a Welder or Journeyman.</p>																				
	<p>The Licensing Dashboard opens on the My Applications tab.</p> <div data-bbox="269 1528 1403 1795" style="border: 1px solid black; padding: 10px;"> <p>DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings</p> <p>LICENSING</p> <p>Home + New License Manage My Profile</p> <p>My Applications My Requests</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Application Num...</th> <th>Application Type</th> <th>License Type</th> <th>License Class/Class Type</th> <th>Application Status</th> <th>Applicant of Record</th> <th>Payment Status</th> <th>Created Date...</th> <th>Modified Date</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	Application Num...	Application Type	License Type	License Class/Class Type	Application Status	Applicant of Record	Payment Status	Created Date...	Modified Date	Actions										
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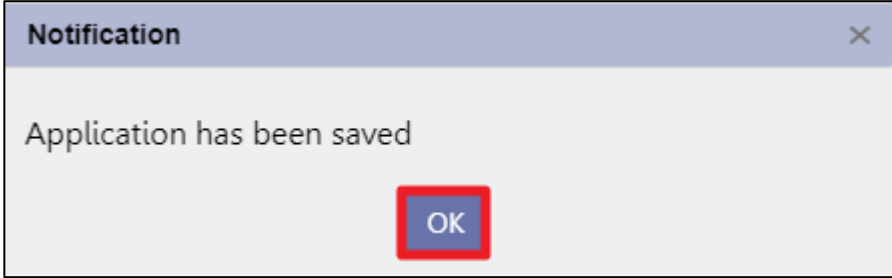

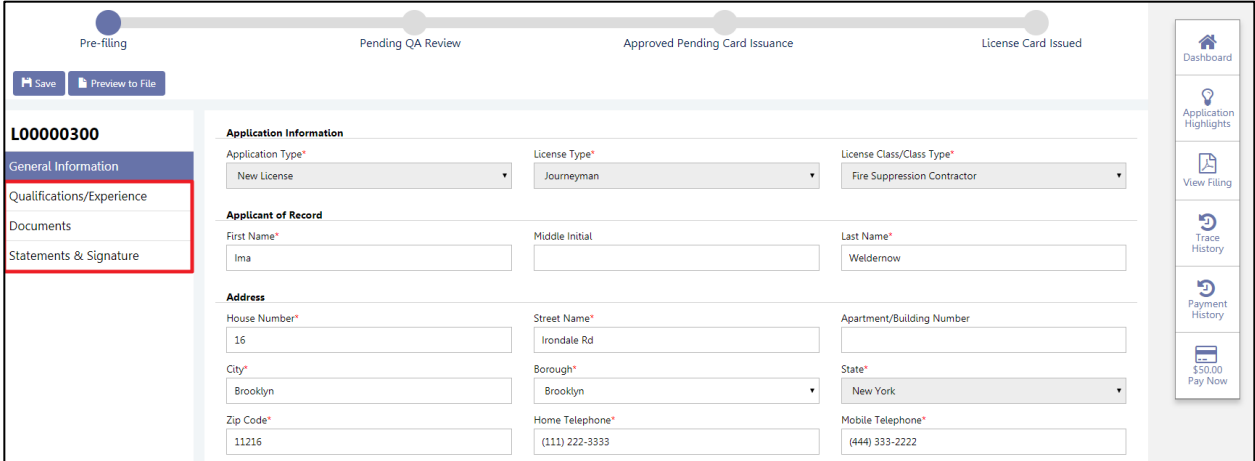
Step	Action
	<p>Note The My Requests tab show's activities already submitted.</p>
7.	<p>Click + New License.</p> 
8.	<p>Select the radio button for the applicable License Type, (e.g., Welder).</p> 
9.	<p>Click Next.</p>
	<p>Note Based on the License Type selected, a series of questions and sub-question will display.</p> <p>Welders skip to Step 12.</p>

Step	Action
10.	<p>Choose the Licensee Sub Type. (Journeyman only)</p> 
11.	Click Next .
12.	<p>Note: Supplemental Investigation Questionnaire displays. Select the appropriate radio buttons.</p> 
	<p>Note All qualifications in the Supplemental Investigation Questionnaire must be met to proceed.</p>
13.	Click Submit .

Step	Action
	<p>Applicant Information defaults, and is read only.</p> <div data-bbox="269 348 1513 520" style="border: 1px solid black; padding: 5px;"> <p>Application Information</p> <p>Application Type* License Type*</p> <p>New License Welder</p> </div>
<p>14.</p>	<p>Under the Applicant of Record, Address, and Personal Information section, enter all required fields.</p> <div data-bbox="269 695 1513 1232" style="border: 1px solid black; padding: 5px;"> <p>Applicant of Record</p> <p>First Name* <input type="text" value="Susan"/> Middle Initial <input type="text"/> Last Name* <input type="text" value="Lima"/></p> <p>Email* <input type="text" value="susanlima1@gmail.com"/></p> <p>Address</p> <p>House Number* <input type="text"/> Street Name* <input type="text"/> Apartment/Building Number <input type="text"/></p> <p>City* <input type="text"/> Borough* <input type="text" value="Select"/> State* <input type="text" value="Select"/></p> <p>Zip Code* <input type="text"/> Home Telephone* <input type="text"/> Mobile Telephone* <input type="text"/></p> <p>Personal Information</p> <p>Birth Date* <input type="text"/> SSN/ITIN* <input type="text"/></p> </div>
<p>15.</p>	<p>Select the appropriate responses under City Employee, Named Agent Information and Electronic Disposition.</p> <div data-bbox="269 1398 1513 1843" style="border: 1px solid black; padding: 5px;"> <p>City Employee</p> <p>Are you a city employee?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Named Agent Information</p> <p>Do you have a Named Agent?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Electronic Disposition</p> <p>Do you wish to receive the Department of Building's determination on your application by email in lieu of a paper copy?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> </div>

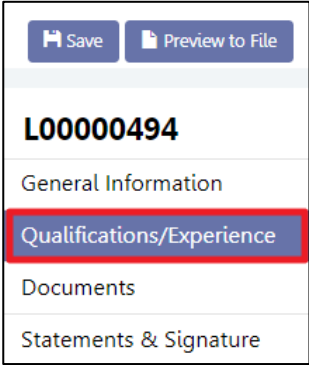
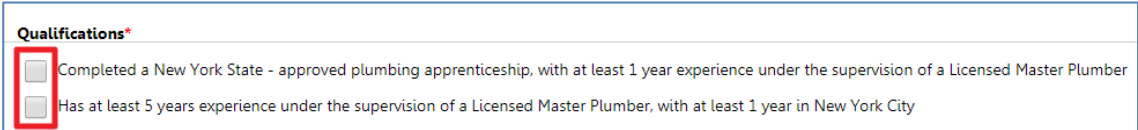
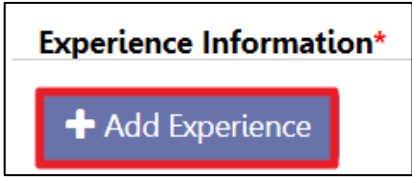
Step	Action																								
16.	<p>Named Agent is only applicable for Welder applications. Welders residing outside of New York City are required to have a named agent that resides in New York City and acts as a legal representative.</p> <p>If applicable, click Yes for “Do You Have a Named Agent?”</p> <div data-bbox="269 594 1511 957" style="border: 1px solid black; padding: 5px;"> <p>Named Agent Information</p> <p>Do You Have a Named Agent?* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">First Name*</td> <td style="width: 33%;">Middle Initial</td> <td style="width: 33%;">Last Name*</td> </tr> <tr> <td>Jane</td> <td></td> <td>Jones</td> </tr> <tr> <td>House Number*</td> <td>Street Name*</td> <td>Apartment/Building Number</td> </tr> <tr> <td>366 park Ave</td> <td>Park Ave</td> <td></td> </tr> <tr> <td>City*</td> <td>Borough*</td> <td>State*</td> </tr> <tr> <td>New York</td> <td>Manhattan</td> <td>New York</td> </tr> <tr> <td>Zip Code*</td> <td colspan="2">E-mail*</td> </tr> <tr> <td>11216</td> <td colspan="2">susanlima1@gmail.com</td> </tr> </table> </div>	First Name*	Middle Initial	Last Name*	Jane		Jones	House Number*	Street Name*	Apartment/Building Number	366 park Ave	Park Ave		City*	Borough*	State*	New York	Manhattan	New York	Zip Code*	E-mail*		11216	susanlima1@gmail.com	
First Name*	Middle Initial	Last Name*																							
Jane		Jones																							
House Number*	Street Name*	Apartment/Building Number																							
366 park Ave	Park Ave																								
City*	Borough*	State*																							
New York	Manhattan	New York																							
Zip Code*	E-mail*																								
11216	susanlima1@gmail.com																								
17.	<p>Enter the required fields for Named Agent Information.</p>																								
18.	<p>Click the boxes to attest to the Named Agent.</p> <div data-bbox="269 1110 1511 1262" style="border: 1px solid black; padding: 5px;"> <p><input type="checkbox"/> I hereby agree that the above Named Agent may accept service of Notices of Violation (NOV)/Summonses issued by the New York City Department of Buildings (DOB). I also agree that service to this Agent at the address listed above shall be deemed to be valid service of the NOV/Summonses under New York City Charter 1049-a, section 6-08 of the rules of OATH Hearings Division and other applicable laws to allow for the docketing of judgments. I further agree not to raise any defect with respect to service for any NOV/Summonses received from DOB at the address above, in any forum, including before a hearing officer of OATH/ECB, the Environmental Control Board itself, or in any court of law.*</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Name</td> <td style="width: 50%;">Date</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </div>	Name	Date	<input type="text"/>	<input type="text"/>																				
Name	Date																								
<input type="text"/>	<input type="text"/>																								
	<p>Note If No is selected click in the box to acknowledge there is no named agent.</p> <div data-bbox="269 1436 1511 1654" style="border: 1px solid black; padding: 5px;"> <p>Named Agent Information</p> <p>Do you have a Named Agent?* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input type="checkbox"/> I acknowledge that failure to designate an agent in New York City (NYC) or maintain a NYC address for receipt of service, constitutes a waiver of any challenges to service of process.*</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Name</td> <td style="width: 50%;">Date</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </div>	Name	Date	<input type="text"/>	<input type="text"/>																				
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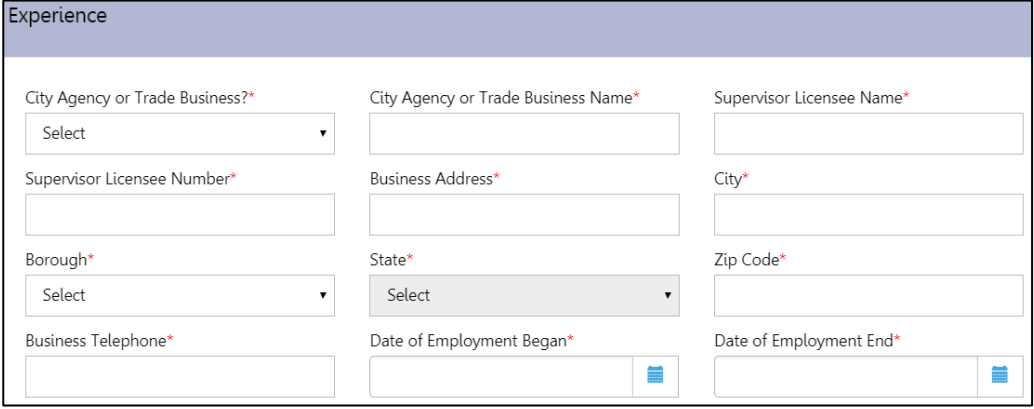
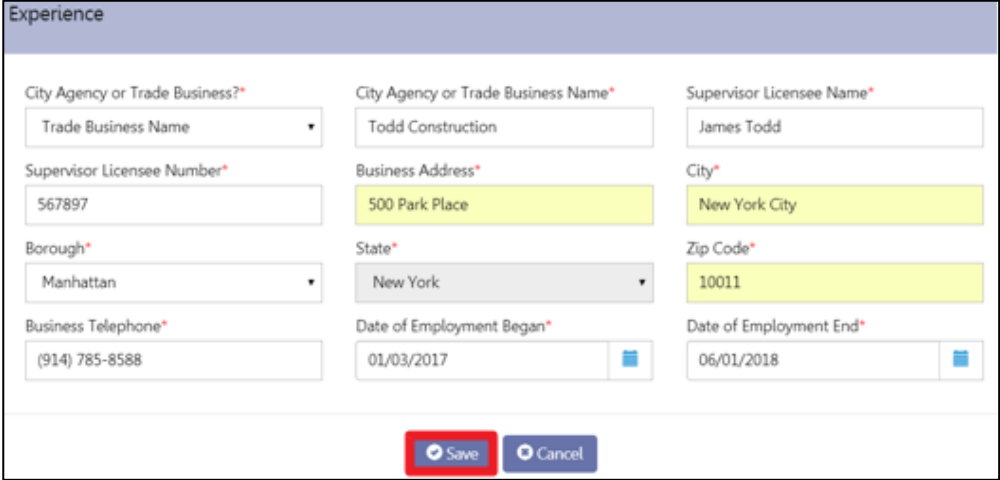
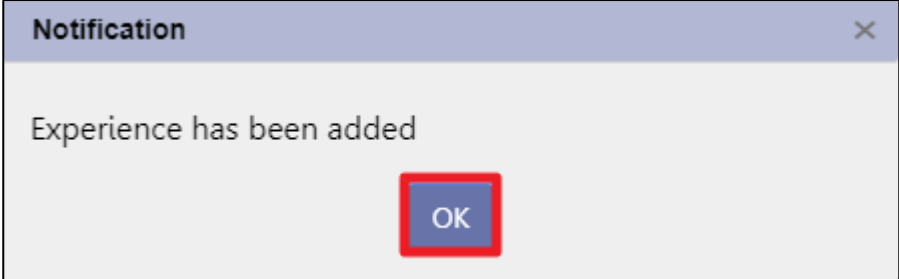
Step	Action
19.	<p>Click Save on the upper left corner of the page.</p> 
20.	<p>A Notification pop-up window displays with the message: “Please note that the below information cannot be changed after saving: Application Type: New License” Click Save to close the Notification pop-up window.</p> 



Step	Action
21.	<p>A Notification pop-up window displays with the message: “Application has been saved” Click OK to close the Notification pop-up window.</p> 
	<p>The License Number is now displayed above the General Information tab, and the following tabs are displayed: Qualifications/ Experience Documents Statements & Signatures</p> 
<p>You have completed the Complete the General Information Tab Step-By-Step Guide; continue to the Qualification/ Experience Journeyman or Welder Step-By-Step Guide.</p>	

Enter Qualifications/Experience for a Journeyman

Complete the following steps to complete the Qualifications/ Experience for a Journeyman:

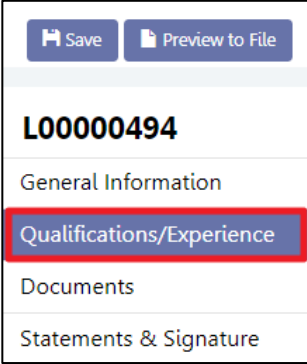
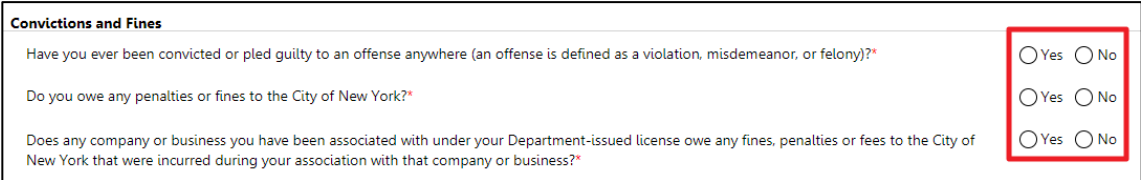



Step	Action
1.	<p>Click the Qualifications/Experience tab.</p> 
2.	<p>Under Qualifications, Select the appropriate statement to acknowledge that the criteria has been met.</p> 
3.	<p>Under the Experience Information section of the page, Click + Add Experience.</p> 

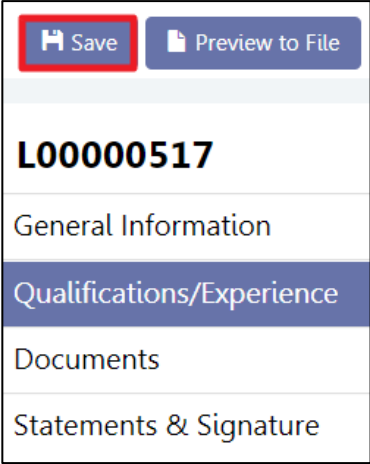
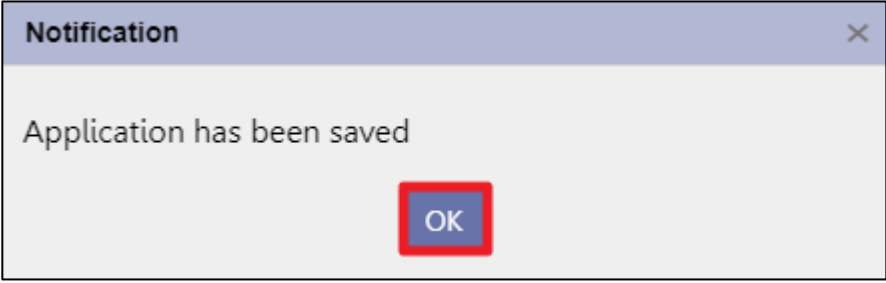
Step	Action
4.	<p>The Experience sub-page displays.</p> <p>Enter all required fields:</p>  <p>The screenshot shows the 'Experience' form with the following fields: City Agency or Trade Business?*, City Agency or Trade Business Name*, Supervisor Licensee Name*, Supervisor Licensee Number*, Business Address*, City*, Borough*, State*, Zip Code*, Business Telephone*, Date of Employment Began*, and Date of Employment End*. Most fields are empty or set to 'Select'.</p>
5.	<p>Click Save.</p>  <p>The screenshot shows the 'Experience' form with the following filled fields: City Agency or Trade Business? (Trade Business Name), City Agency or Trade Business Name (Todd Construction), Supervisor Licensee Name (James Todd), Supervisor Licensee Number (567897), Business Address (500 Park Place), City (New York City), Borough (Manhattan), State (New York), Zip Code (10011), Business Telephone ((914) 785-8588), Date of Employment Began (01/03/2017), and Date of Employment End (06/01/2018). The 'Save' button is highlighted with a red box.</p>
6.	<p>A Notification pop-up window displays with the message: “Experience has been added”</p> <p>Click OK, to acknowledge the Notification message.</p>  <p>The screenshot shows a 'Notification' pop-up window with the message 'Experience has been added' and an 'OK' button highlighted with a red box.</p>

Step	Action										
	<p>Note The Add Experience button can be used multiple times.</p> <p>Experience must add up to 5 years in order to submit the application. The Total Experience calculates below the Add Experience section.</p> <div data-bbox="277 510 1408 590" style="border: 1px solid #ccc; padding: 5px;"> <p>New York City Experience: 7 Year(s) 8 Month(s) Outside Experience: 0 Year(s) 0 Month(s) Total Experience: 7 Year(s) 8 Month(s)</p> </div>										
	<p>The Experience Information section of the page displays a summary of the user's experience.</p> <div data-bbox="277 766 1390 938" style="border: 1px solid #ccc; padding: 5px;"> <p>Experience Information*</p> <p>+ Add Experience</p> <table border="1" data-bbox="277 856 1390 938"> <thead> <tr> <th>City Agency or Trade Busi...</th> <th>Address</th> <th>Telephone</th> <th>Date of Employment Began</th> <th>Date of Employmen</th> </tr> </thead> <tbody> <tr> <td>Todd Construction</td> <td>500 Park Place</td> <td>9173055986</td> <td>01/01/2016</td> <td>01/02/2018</td> </tr> </tbody> </table> </div>	City Agency or Trade Busi...	Address	Telephone	Date of Employment Began	Date of Employmen	Todd Construction	500 Park Place	9173055986	01/01/2016	01/02/2018
City Agency or Trade Busi...	Address	Telephone	Date of Employment Began	Date of Employmen							
Todd Construction	500 Park Place	9173055986	01/01/2016	01/02/2018							
<p>You have completed the Qualifications/Experience Journeyman Step-By-Step Guide; continue to the Upload Documents Tab Step-By-Step Guide.</p>											

Enter Qualifications/Experience for a Welder

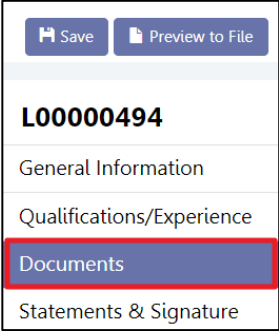



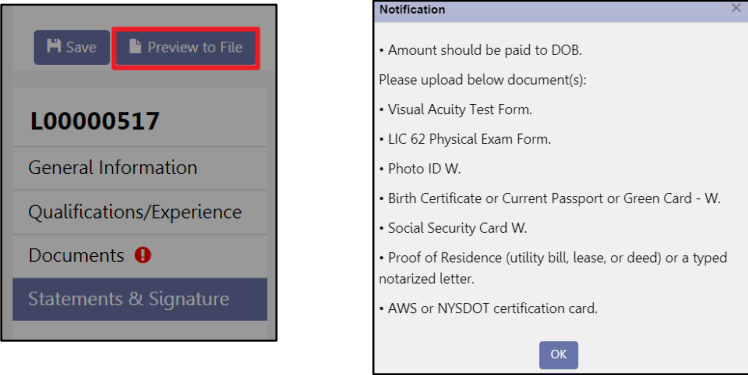
Complete the following steps to complete the Qualifications/ Experience for a Welder:



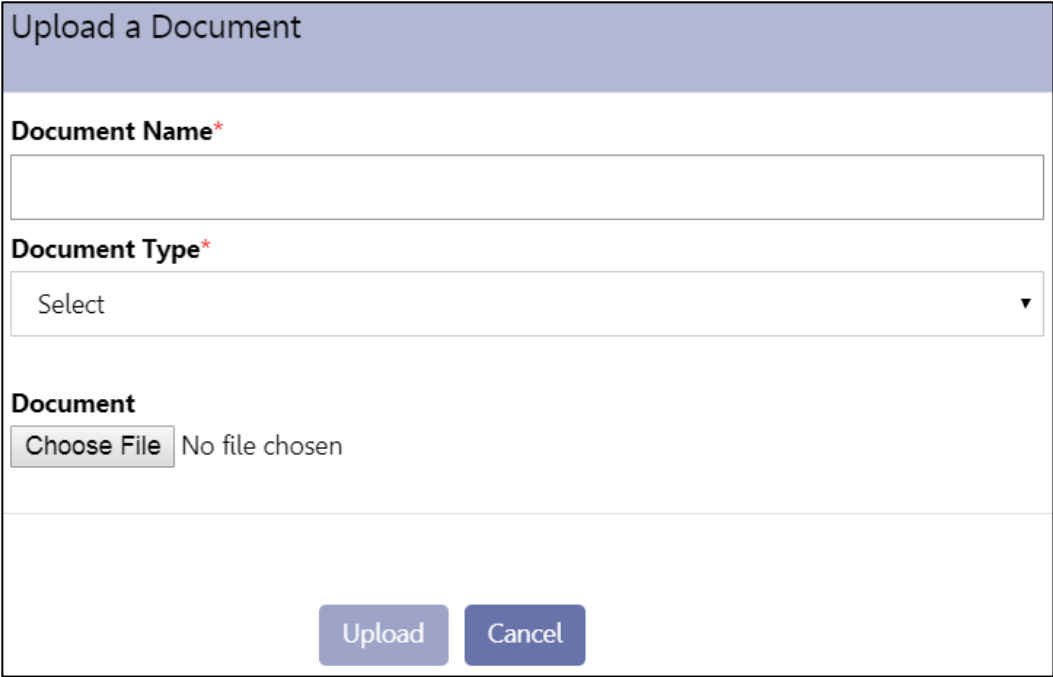

Step	Action
1.	<p>Click on the Qualifications/Experience tab.</p>  <p>The screenshot shows a top navigation bar with 'Save' and 'Preview to File' buttons. Below is a header with the ID 'L00000494'. A vertical menu on the left contains 'General Information', 'Qualifications/Experience' (highlighted with a red border), 'Documents', and 'Statements & Signature'.</p>
2.	<p>Select the applicable radio button to answer each question in the Convictions and Fines section.</p>  <p>The screenshot shows a section titled 'Convictions and Fines' with three questions, each followed by 'Yes' and 'No' radio buttons. The radio buttons are highlighted with a red box. The questions are: 'Have you ever been convicted or pled guilty to an offense anywhere (an offense is defined as a violation, misdemeanor, or felony)?*', 'Do you owe any penalties or fines to the City of New York?*', and 'Does any company or business you have been associated with under your Department-issued license owe any fines, penalties or fees to the City of New York that were incurred during your association with that company or business?*'.</p>
	<p>Note The Supplementary Investigation Questionnaire is populated from previous information provided.</p>  <p>The screenshot shows a section titled 'Supplementary Investigation Questionnaire' with four questions, each followed by 'Yes' and 'No' radio buttons. The radio buttons are highlighted with a red box. The questions are: 'Are you at least eighteen (18) years old?*', 'Are you fit to perform the work authorized by this license?*', 'Are you able to speak and write the English language?*', and 'Are you of good moral character?*'.</p>
	<p>Note All qualifications in the Supplemental Investigation Questionnaire must be met to proceed.</p>

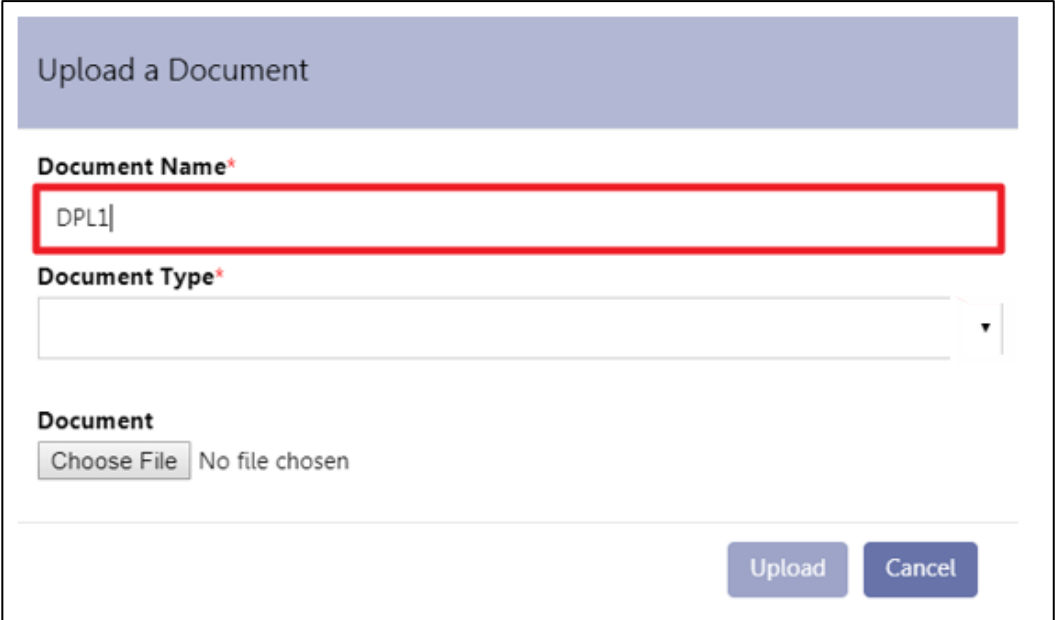
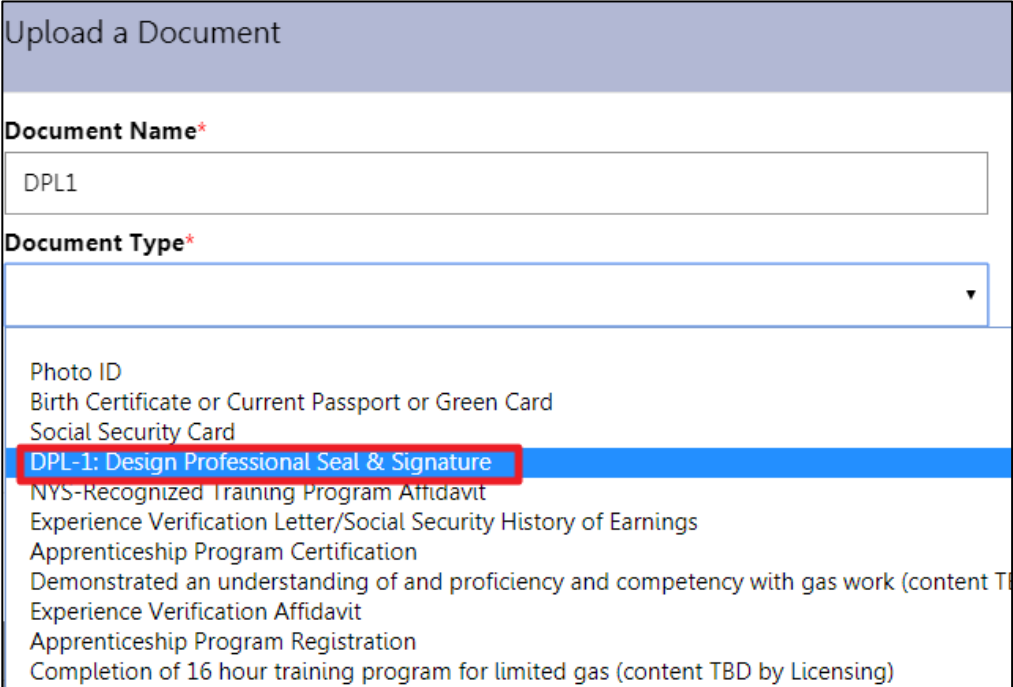
Step	Action
3.	<p>Click Save.</p> 
4.	<p>A Notification pop-up window displays with the message: “Application has been saved” Click OK to close the Notification pop-up window.</p> 
<p>You have completed the Qualifications/Experience for Welders Step-By-Step Guide; continue to the Uploading Documents Step-By-Step Guide.</p>	

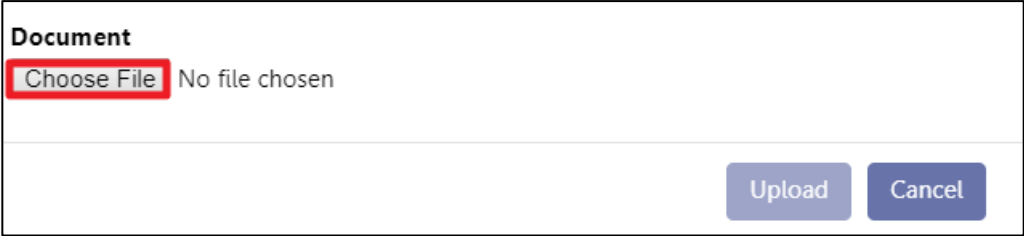
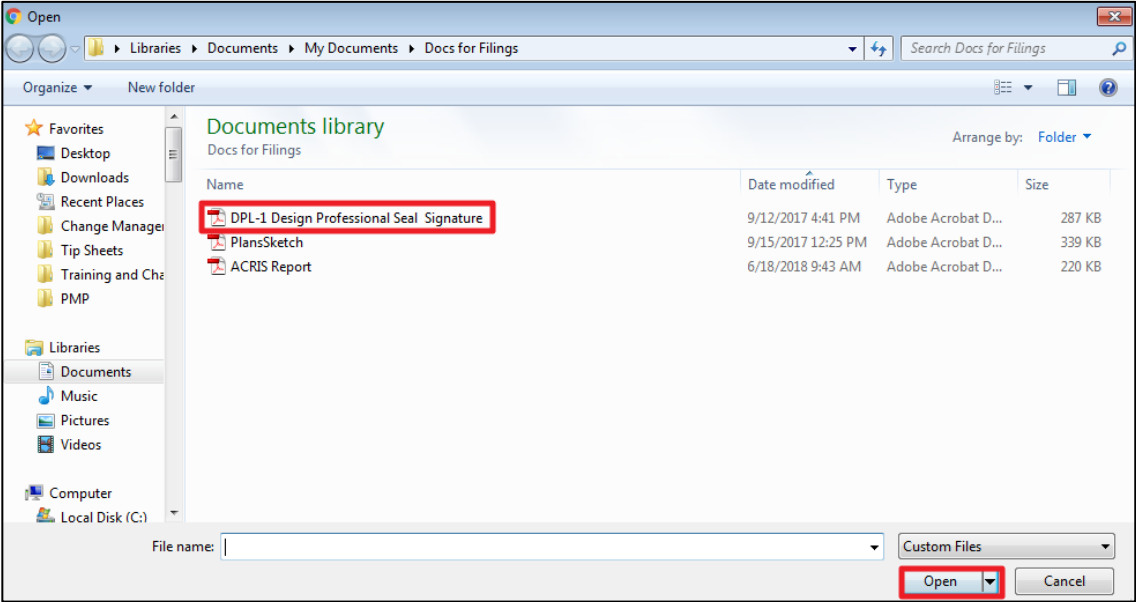
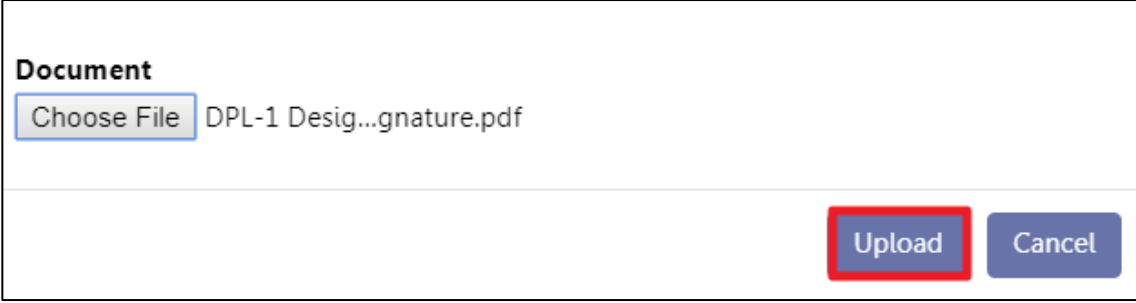
Upload Documents

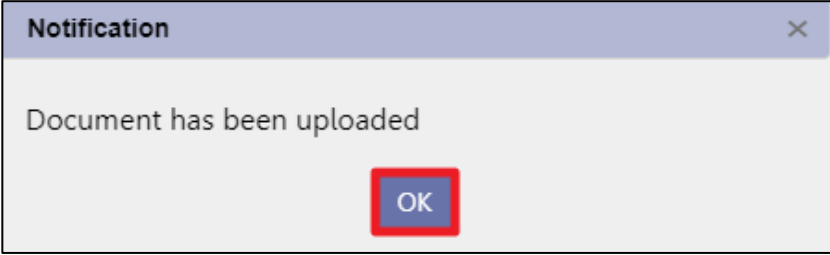

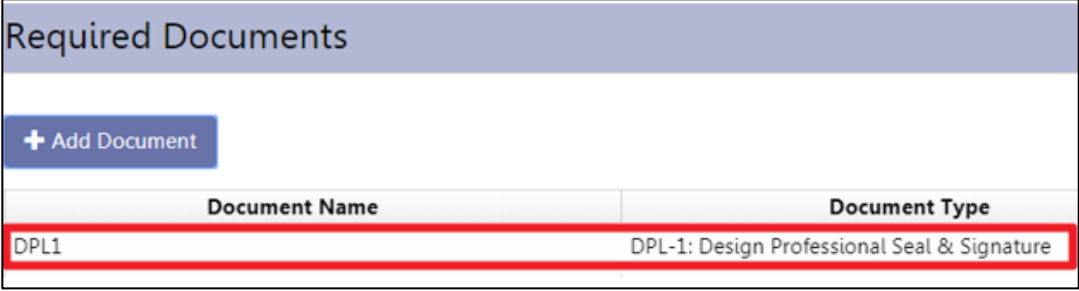


Complete the following steps to Upload Documents:

Step	Action
1.	<p>Select the Documents tab.</p> 
	<p>The Document tab displays.</p> 
	<p>Note Required documents are not listed on the documents screen.</p> <p>To access a list of required documents click the Preview to File icon in the top left corner of the screen.</p> <p>A Notification pop-up window displays with a list of all missing information, including a list of necessary documents.</p> 

Step	Action
2.	<p>Click + Add Document.</p> 
	<p>The Upload a Document Page displays.</p> 
	<p>Note For a list of required documents click on the appropriate link below:</p> <p>Welder: https://www1.nyc.gov/site/buildings/industry/welder-become.page</p> <p>Journeyman: https://www1.nyc.gov/site/buildings/industry/master-plumbers-master-fire-suppression-piping-contractor.page</p>

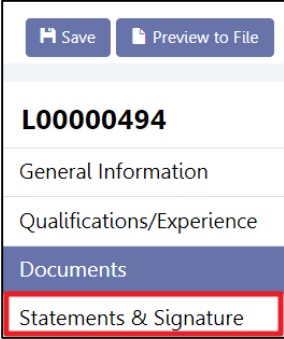
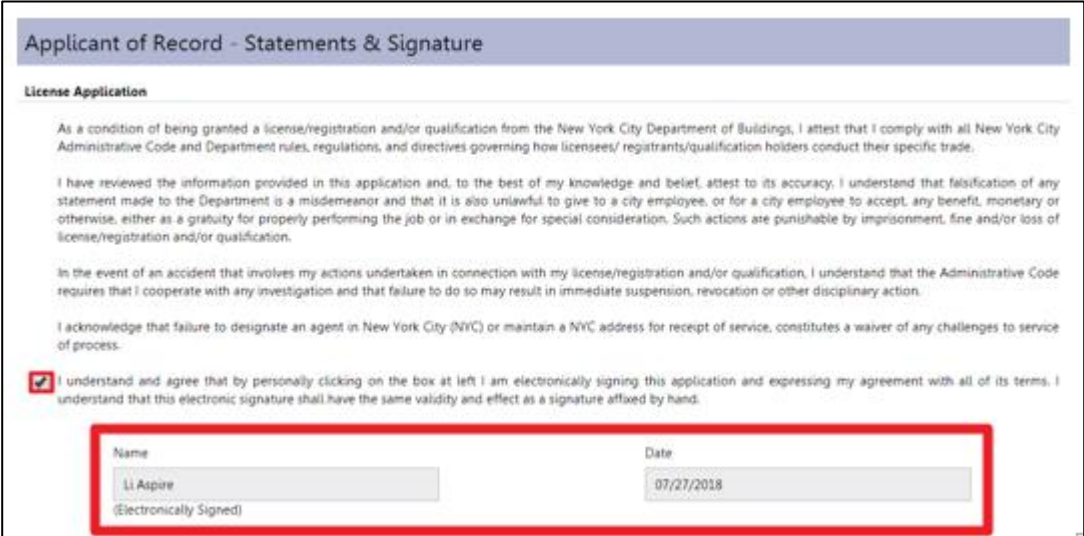
Step	Action
3.	<p>Enter the Document Name.</p> 
4.	<p>Select the Document Type from the drop-down list. (e.g., DPL-1: Design Professional Seal & Signature).</p> 




Step	Action
5.	<p>Click Choose File.</p> 
6.	<p>From the Document library page, Select the applicable document and Click Open.</p> 
7.	<p>Click Upload.</p> 

Step	Action
8.	<p>A Notification pop-up window displays with the message: “Document has been uploaded” Click OK to close the Notification pop-up window.</p> 
	<p>The Document displays under the Document Name and Document Type.</p> 
	<p>Note For information on the DPL-1 form and instructions on how to upload it to your computer, go to the Licensing Resources link on the DOB NOW webpage.</p> <p>For raised seals, lightly shade with pencil so that the seal clearly appears in the scanned copy. A seal may not be required depending on your license type.</p>
	<p>Note Repeat Step 2-8 for each additional document required.</p>
<p>You have completed the Upload Documents Step-By-Step Guide; continue to the Statements & Signatures Tab Step-By-Step Guide.</p>	

Complete Statements & Signatures


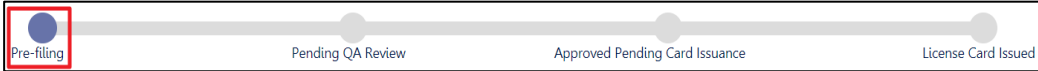
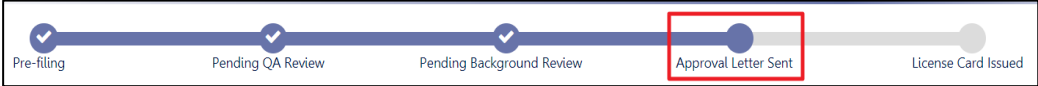

Complete the following steps to complete the Statements & Signatures:

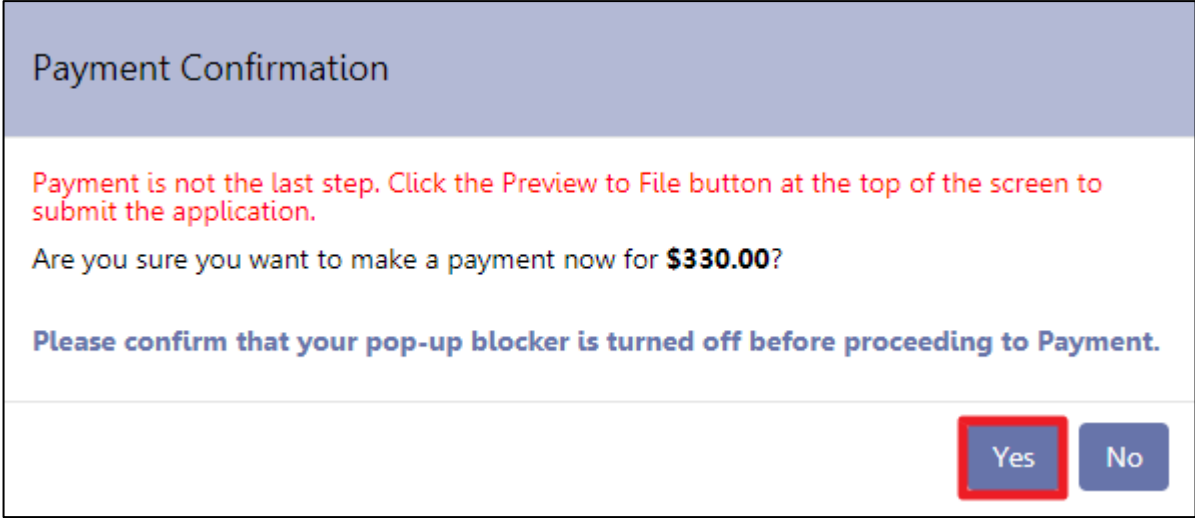


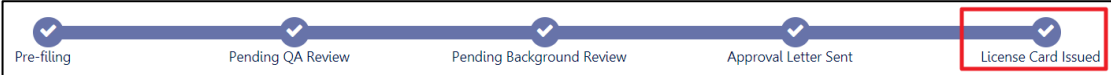
Step	Action
1.	<p>Click on the Statements & Signature tab.</p>  <p>The screenshot shows a navigation menu with the following items: Save, Preview to File, L00000494, General Information, Qualifications/Experience, Documents, and Statements & Signature. The 'Statements & Signature' item is highlighted with a red border.</p>
2.	<p>Review the License Application agreement.</p> <p>To confirm that you agree, Select the License Application check-box.</p> <p>Note: Once the License Application check-box is selected, the applicant's Name and Date default.</p>  <p>The screenshot shows the 'Applicant of Record - Statements & Signature' form. The 'License Application' checkbox is checked. Below the text, there are two input fields: 'Name' with the value 'Li Aspire (Electronically Signed)' and 'Date' with the value '07/27/2018'. These two fields are highlighted with a red border.</p>

Step	Action
3.	<p>Scroll down the page to see Voluntary Authorization for License Disposition by Email</p> <p>Review the Voluntary Authorization for License Disposition by Email agreement.</p> <p>To confirm that you agree, Select the Voluntary Authorization for License Disposition by Email check-box.</p> <div data-bbox="293 520 1382 842" style="border: 1px solid black; padding: 5px;"> <p>Voluntary Authorization for Service of Process by Email</p> <p>I hereby voluntarily agree to accept the service of Notices of Violation(NOV)/ Summonses issued by the New York City Department of Buildings(DOB) by the email address listed above. I agree that email service of the NOV shall be deemed valid service of the NOV/ Summonses under New York City Charter 1049-a. Section 6-08 of the rules of OATH Hearings Division and other applicable laws to allow for the docketing of judgments. I further agree not to raise any defect with respect to service for any NOV/ Summonses received from DOB at the email address above, in any forum, including before a hearing officer of OATH or the Environmental Control Board(ECB) itself or in any court of law.*</p> <p><input checked="" type="checkbox"/> I understand and agree that by personally clicking on the box at left I am electronically signing this document 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> <div style="border: 2px solid red; padding: 5px; display: flex; justify-content: space-between;"> <div style="text-align: left;"> <p>Name</p> <p>Li Aspire</p> <p>(Electronically Signed)</p> </div> <div style="text-align: right;"> <p>Date</p> <p>07/27/2018</p> </div> </div> </div>
	<p>Note The Signature and Date auto-populate.</p>
4.	<p>From the upper left corner of the page, Click Save.</p> <div data-bbox="293 1098 662 1304" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="border: 2px solid red; padding: 2px 5px; background-color: #0056b3; color: white; display: flex; align-items: center; gap: 5px;">  Save </div> <div style="background-color: #0056b3; color: white; padding: 2px 5px; display: flex; align-items: center; gap: 5px;">  Preview to File </div> </div> <p style="font-size: 1.2em; font-weight: bold; margin: 0;">L00000494</p> </div>
5.	<p>A Notification pop-up window displays with the message:</p> <p>“Application has been saved”</p> <p>Click OK to close the Notification pop-up window.</p> <div data-bbox="293 1518 1084 1770" style="border: 1px solid black; padding: 5px; background-color: #e0e0e0;"> <div style="background-color: #0056b3; color: white; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;"> Notification × </div> <p style="text-align: center; margin: 10px 0;">Application has been saved</p> <div style="text-align: center; margin-top: 10px;"> <div style="border: 2px solid red; padding: 5px 15px; background-color: #0056b3; color: white; display: inline-block;">OK</div> </div> </div>
<p>You have completed the Journeyman or Welder Qualifications/ Experience Tab Step-By-Step Guide; continue to the Pay Now Step-By-Step Guide.</p>	

Pay Now

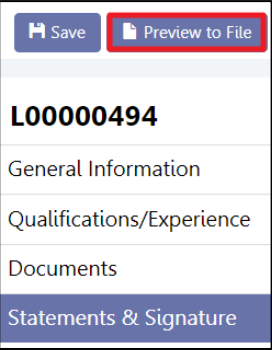
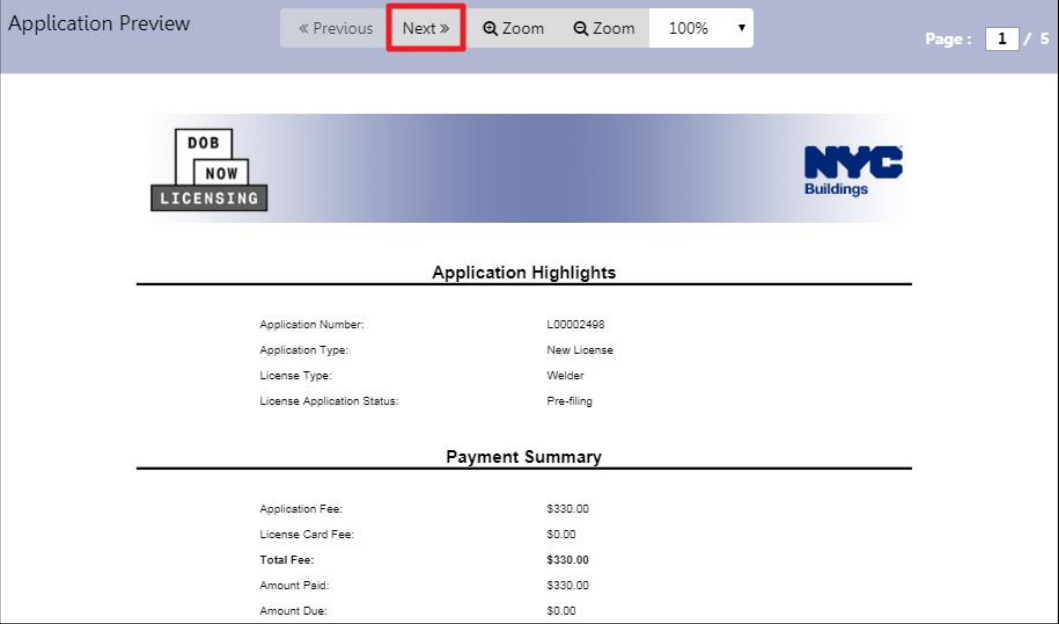
Complete the following steps to Pay Now:


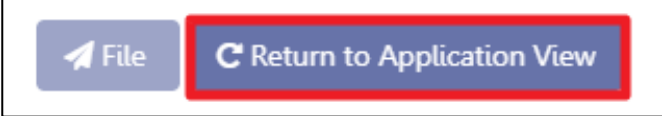
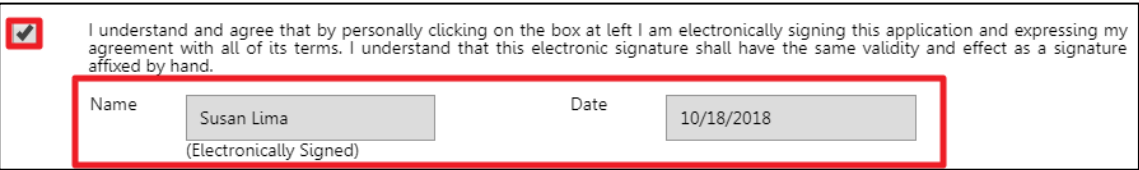
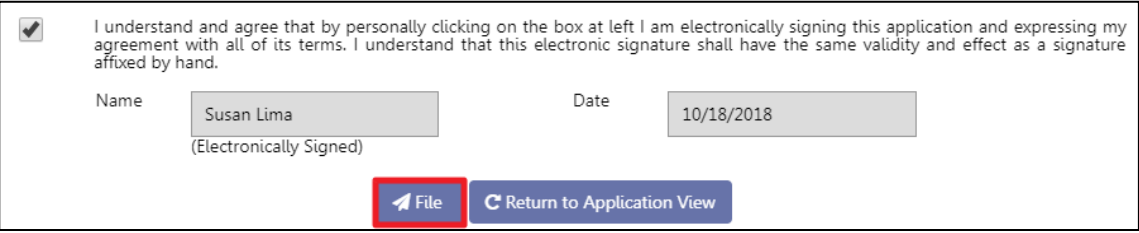
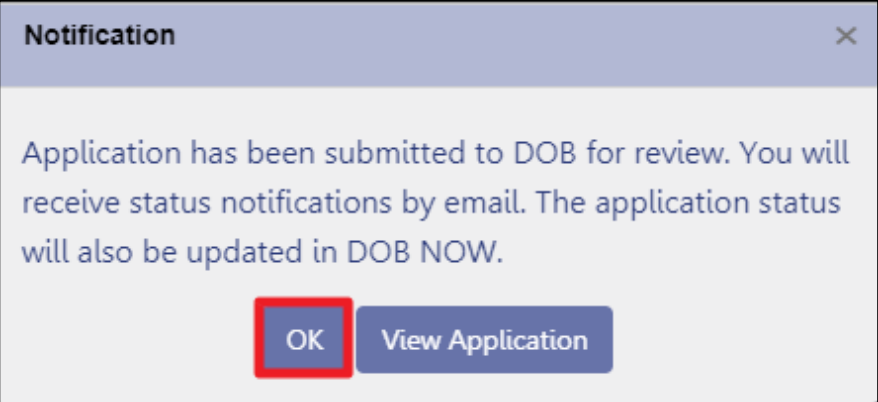
Step	Action
	<p>Note Payment is due upon submission of the application in the Pre-filing stage.</p>  <p>Payment is due prior to License Card Issued for the License Card.</p> 
6.	<p>Click the Pay Now icon from the Menu bar on the right side of the page.</p> 


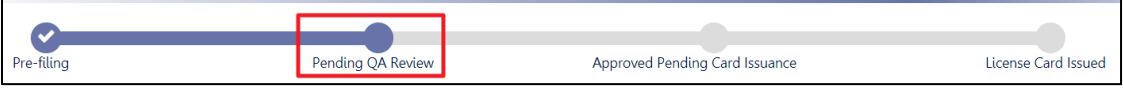


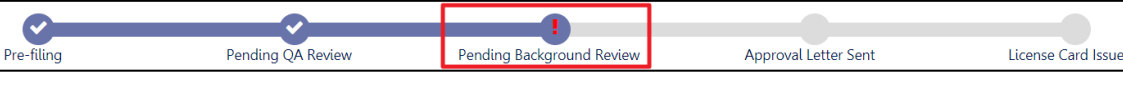
Step	Action
7.	<p>The Payment Confirmation pop-up window displays with the message: “Are you sure you want to make a payment now for \$330.00?” Please confirm that your pop-up blocker is turned off before proceeding to Payment.”</p> <p>Click Yes to close the Payment Confirmation pop-up window.</p> <p>Note: If you select “No” you will not be able to submit your application.</p> 
	<p>Note You must pay fees before continuing to Preview the filing. Click the link below to view the How to Pay in DOB NOW: Build and Safety video.</p> <p>https://www.youtube.com/watch?v=YHDbxAuS8Dk</p> <p>PAYING IS NOT THE LAST STEP. Click the Preview to File button to complete the process. Continue to the Preview to File section of the Step by Step for instructions.</p>
	<p>Note The Status updates to License Card Issued.</p> 
<p>You have completed the Pay Now Step-By-Step Guide; continue to the Preview to File Step-By-Step Guide.</p>	

Preview to File

Complete the following steps to Preview to File an application:



Step	Action
8.	<p>From the upper left corner of the page; Click Preview to File.</p> 
9.	<p>Click Next to read and progress through the Application Preview until you reach the final page with the attestation.</p> 

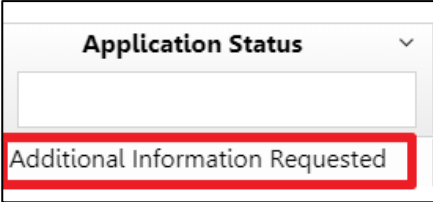
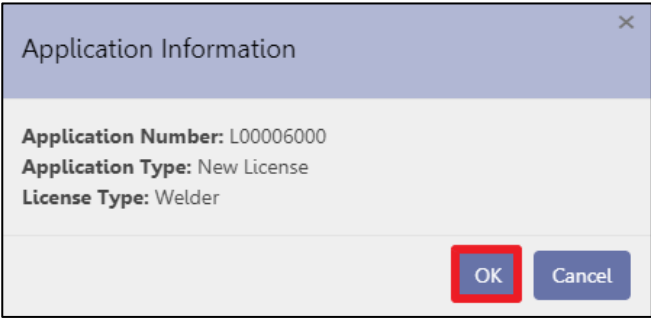
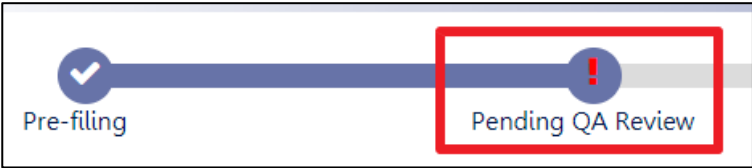
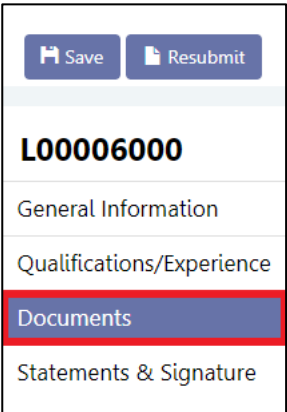
Step	Action
	<p>Note If you discover errors when Previewing the PDF, click Return to Filing View, correct the errors, re-attest and Preview to File again.</p> 
<p>10.</p>	<p>Select the check-box to attest that you have reviewed the application. Note: Once the check-box is selected, the applicant Name and Date default.</p> 
<p>11.</p>	<p>Click File.</p> 
<p>12.</p>	<p>A Notification pop-up window displays with the message: “Application has been submitted to DOB for review. You will receive status notifications by email. The application status will also be updated in DOB NOW.” Click OK to close the Notification pop-up window.</p> 

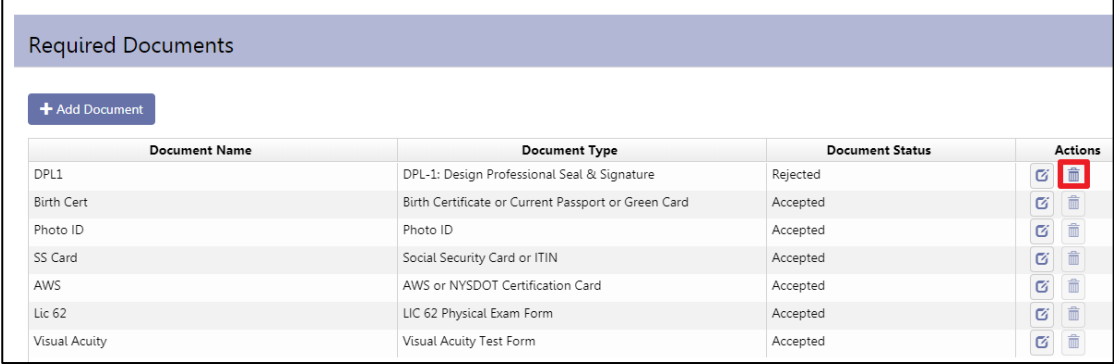
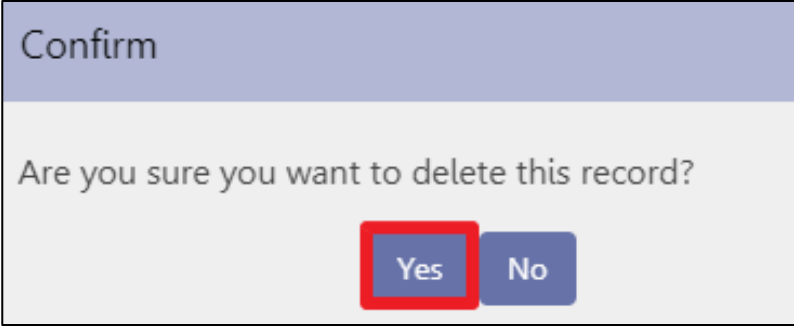
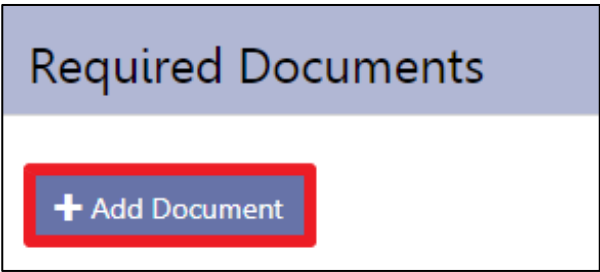
Step	Action
	<p>Note The status updates to Pending QA Review.</p>  <p>And then Pending Background Review while DOB completes the review process (Welder only).</p> 
	<p>Note If additional information is required, an email is sent to the applicant requesting additional information.</p> <p>The status bar displays a red exclamation mark on Pending Background Review (refer to the Additional Information Requested section).</p> 
<p>You have completed the Preview to File Step-By-Step Guide.</p>	

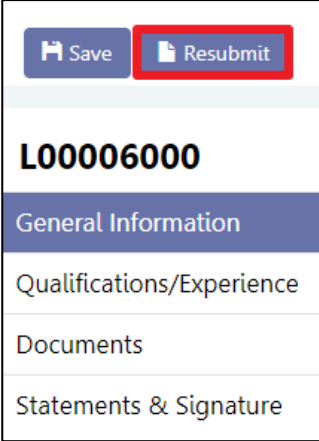
Additional Information Requested

Complete the following steps to respond to an additional information request:

Step	Action										
	<p>You will receive a Status Incomplete email notifying you of any additional information requested (e.g., The DPL1 form is expired).</p> <div data-bbox="302 684 1409 1203" style="border: 1px solid black; padding: 10px;"> <p>QA Review of License Application# L00006000 - Status Incomplete Inbox x</p> <p>CRM Buildings NYC DEV <CRMBuildNYCDev@buildings.nyc.gov> to me ▾</p> <p>A Quality Assurance (QA) staff member reviewed your Welder license application# L00006000 and provided the following comments:</p> <p>The DPL1 form is expired.</p> <p>Log in to DOB NOW: Licensing to make the required changes in the Application. Click on Resubmit for your application to be reviewed again.</p> <p>This is an automated message. Please do not reply. If you have any questions, submit an inquiry at www.nyc.gov/dobnowhelp.</p> <p>Sincerely, NYC Department of Buildings</p>  </div>										
1.	Click on the Log in to DOB NOW: Licensing link and enter your email and password to access your Dashboard.										
2.	<p>From the Dashboard,</p> <p>Double click the license request number to open the application.</p> <div data-bbox="302 1493 1409 1749" style="border: 1px solid black; padding: 10px;"> <p>Home + New License Manage My Profile</p> <p>My Applications My Requests</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Application Number</th> <th>Application Type</th> <th>License Type</th> <th>License Class/Class Type</th> <th>Application Status</th> </tr> </thead> <tbody> <tr> <td>L00006001</td> <td>New License</td> <td>Welder</td> <td>N/A</td> <td>Additional Information Requested</td> </tr> </tbody> </table> </div>	Application Number	Application Type	License Type	License Class/Class Type	Application Status	L00006001	New License	Welder	N/A	Additional Information Requested
Application Number	Application Type	License Type	License Class/Class Type	Application Status							
L00006001	New License	Welder	N/A	Additional Information Requested							

Step	Action
<p>①</p>	<p>Additional Information Requested displays in the Application Status column.</p> 
<p>3.</p>	<p>A Notification pop-up window displays with the message: “Application Information.” Click OK to close the Notification pop-up window.</p> 
	<p>The application opens and the status bar displays a red exclamation point on the Pending QA Review stage.</p> 
<p>4.</p>	<p>Select the Documents tab.</p> 

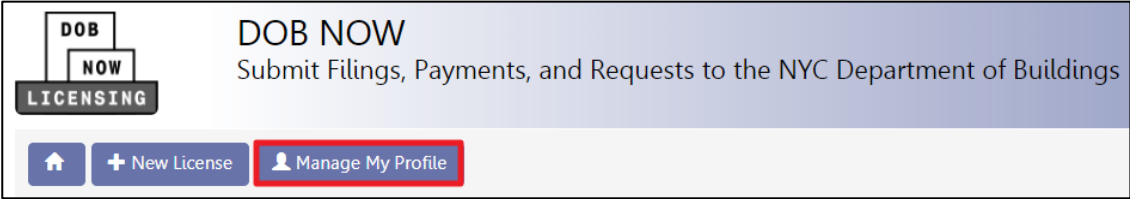
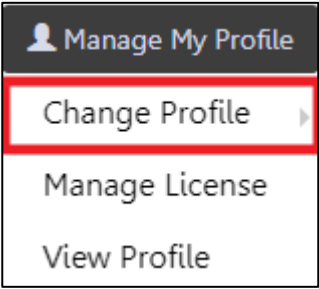
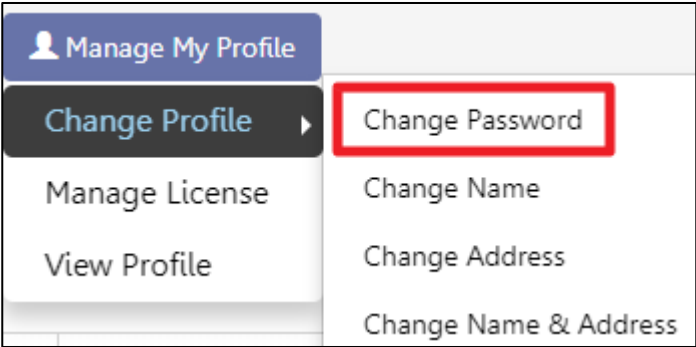
Step	Action																																
5.	<p>In the Actions column, to the right of the Document that requires updates, click the Delete icon.</p>  <table border="1" data-bbox="302 390 1409 751"> <thead> <tr> <th>Document Name</th> <th>Document Type</th> <th>Document Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>DPL1</td> <td>DPL-1: Design Professional Seal & Signature</td> <td>Rejected</td> <td> </td> </tr> <tr> <td>Birth Cert</td> <td>Birth Certificate or Current Passport or Green Card</td> <td>Accepted</td> <td> </td> </tr> <tr> <td>Photo ID</td> <td>Photo ID</td> <td>Accepted</td> <td> </td> </tr> <tr> <td>SS Card</td> <td>Social Security Card or ITIN</td> <td>Accepted</td> <td> </td> </tr> <tr> <td>AWS</td> <td>AWS or NYSDOT Certification Card</td> <td>Accepted</td> <td> </td> </tr> <tr> <td>Lic 62</td> <td>LIC 62 Physical Exam Form</td> <td>Accepted</td> <td> </td> </tr> <tr> <td>Visual Acuity</td> <td>Visual Acuity Test Form</td> <td>Accepted</td> <td> </td> </tr> </tbody> </table>	Document Name	Document Type	Document Status	Actions	DPL1	DPL-1: Design Professional Seal & Signature	Rejected		Birth Cert	Birth Certificate or Current Passport or Green Card	Accepted		Photo ID	Photo ID	Accepted		SS Card	Social Security Card or ITIN	Accepted		AWS	AWS or NYSDOT Certification Card	Accepted		Lic 62	LIC 62 Physical Exam Form	Accepted		Visual Acuity	Visual Acuity Test Form	Accepted	
Document Name	Document Type	Document Status	Actions																														
DPL1	DPL-1: Design Professional Seal & Signature	Rejected																															
Birth Cert	Birth Certificate or Current Passport or Green Card	Accepted																															
Photo ID	Photo ID	Accepted																															
SS Card	Social Security Card or ITIN	Accepted																															
AWS	AWS or NYSDOT Certification Card	Accepted																															
Lic 62	LIC 62 Physical Exam Form	Accepted																															
Visual Acuity	Visual Acuity Test Form	Accepted																															
6.	<p>A Confirmation pop-up window displays with the message: “Are you sure you want to delete this record.” Click Yes to close the Notification pop-up window.</p> 																																
7.	<p>Click + Add Document.</p> 																																
8.	<p>Refer to the section Upload Documents to complete the document upload. Upload Documents</p>																																

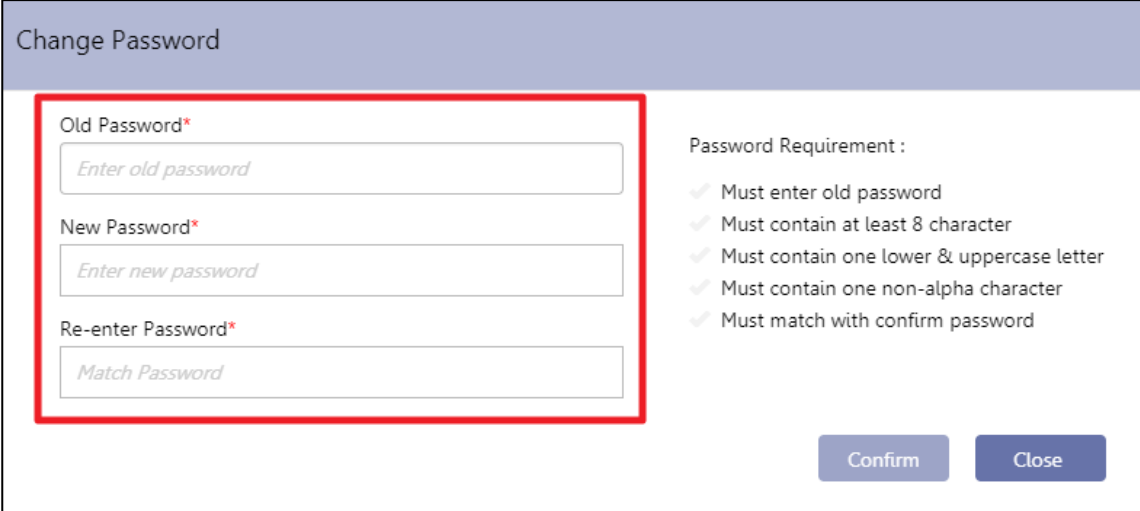
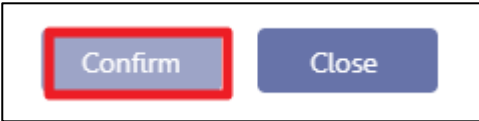
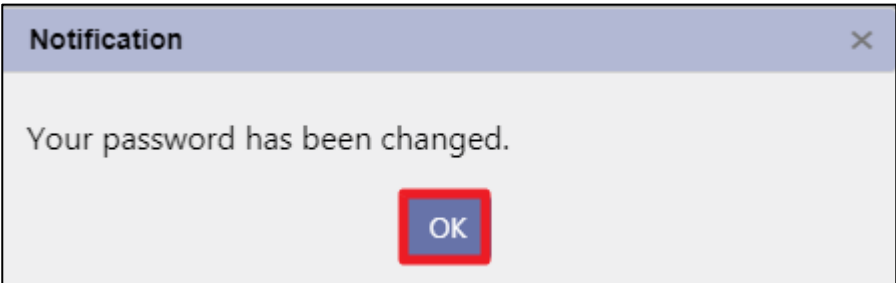
Step	Action
9.	<p>Click Resubmit.</p> 
<p>The application has now been resubmitted to DOB for review and an email notification will be sent when the review is complete. You have completed the Additional Information Requested Step-By-Step Guide.</p>	

Manage My Profile > Change Profile

Change Password

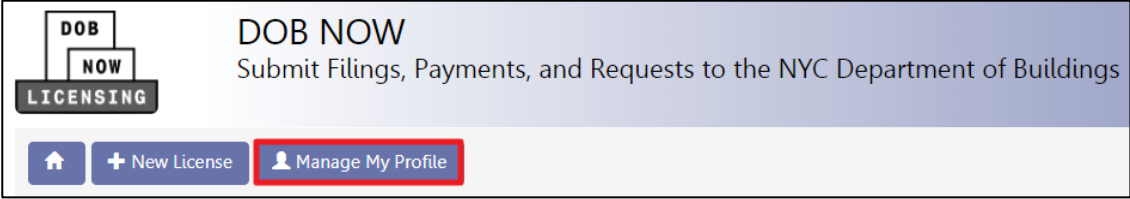
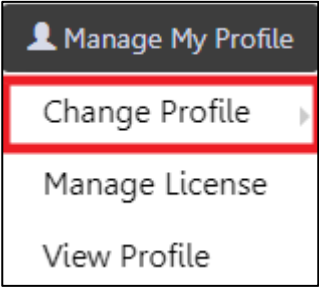
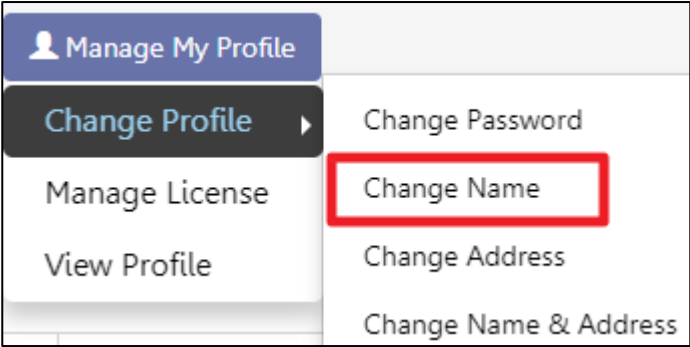
Complete the following steps to Change Password:

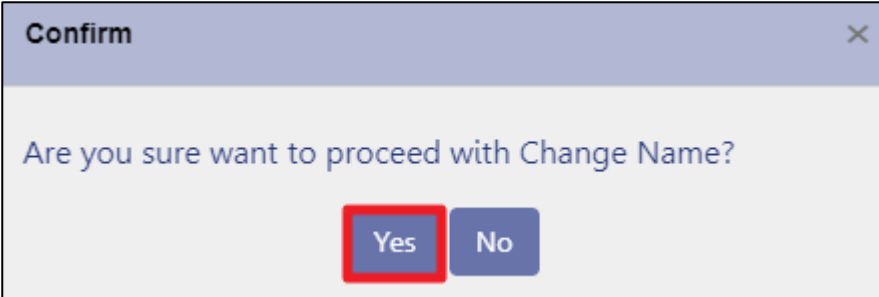

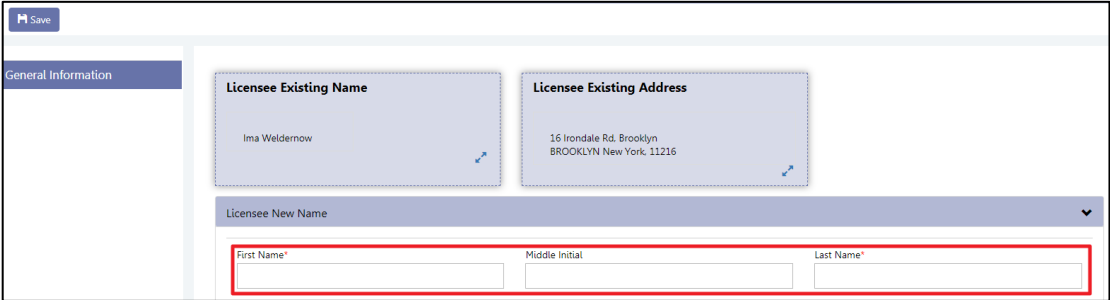
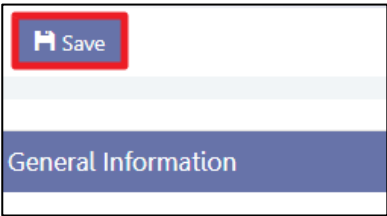
Step	Action
1.	<p>From the DOB NOW Dashboard, Click the Manage Profile button.</p>  <p>The screenshot shows the DOB NOW dashboard header with the text 'DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below the header is a navigation bar with three buttons: a home icon, '+ New License', and 'Manage My Profile'. The 'Manage My Profile' button is highlighted with a red rectangular box.</p>
2.	<p>Select Change Profile from the Manage my Profile drop-down list.</p>  <p>The screenshot shows a dropdown menu with a user icon and the text 'Manage My Profile'. Below this are four menu items: 'Change Profile', 'Manage License', and 'View Profile'. The 'Change Profile' item is highlighted with a red rectangular box.</p>
3.	<p>From the Sub-menu click Change Password.</p>  <p>The screenshot shows a sub-menu for 'Change Profile'. It has a dark header with a user icon and 'Change Profile'. Below the header are four menu items: 'Change Password', 'Change Name', 'Change Address', and 'Change Name & Address'. The 'Change Password' item is highlighted with a red rectangular box.</p>

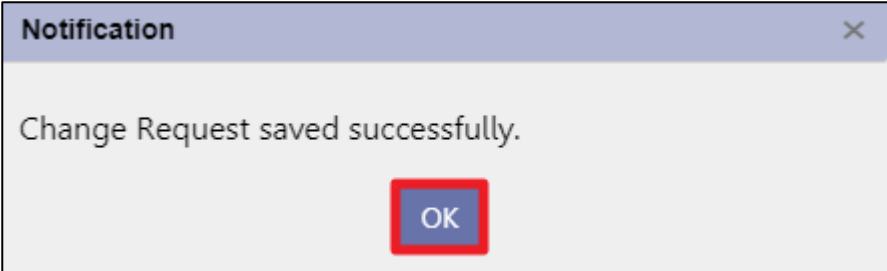

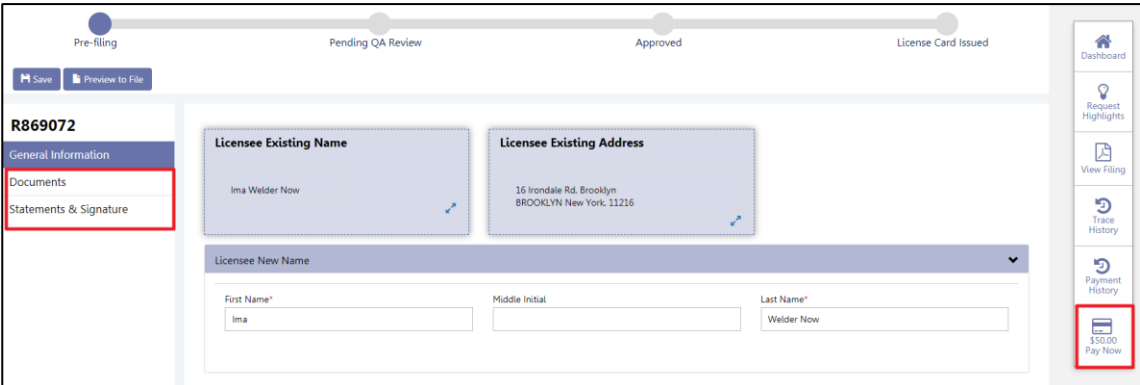

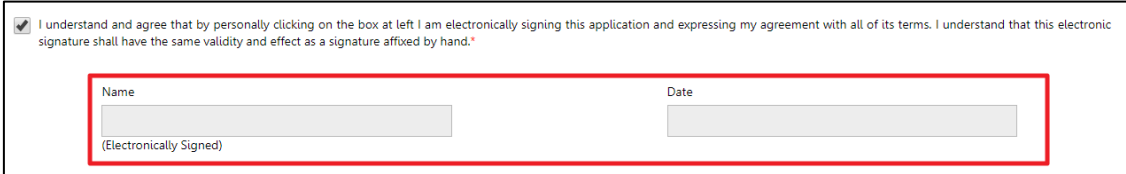
Step	Action
4.	<p>A Change Password screen appears. Enter the following required fields:</p> <ul style="list-style-type: none"> ■ Old Password ■ New Password ■ Re-enter Password 
5.	<p>Click Confirm.</p> 
6.	<p>A Notification pop-up window displays with the message: “Application saved successfully.” Click OK to close the Notification pop-up window.</p> 
<p>You have completed the Change Password Step-By-Step Guide.</p>	



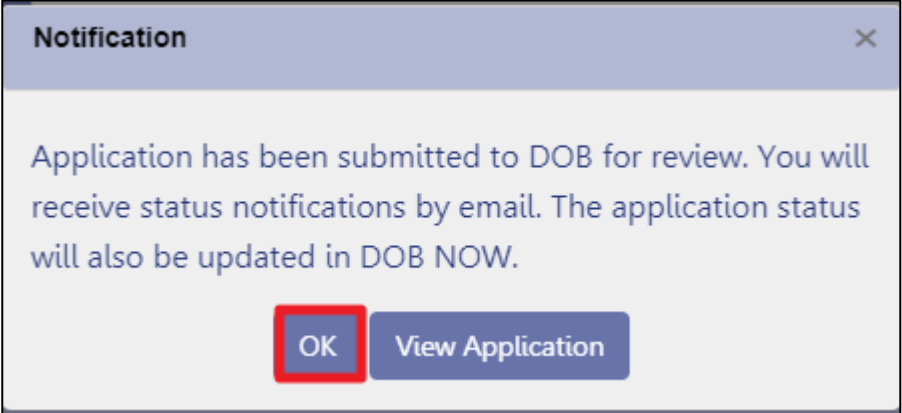
Change Name

Complete the following steps to Change Name:

Step	Action
1.	<p>From the DOB NOW Dashboard, Click the Manage Profile button.</p>  <p>The screenshot shows the DOB NOW dashboard header with the text 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below the header is a navigation bar with three buttons: a home icon, '+ New License', and 'Manage My Profile'. The 'Manage My Profile' button is highlighted with a red rectangular box.</p>
2.	<p>Select Change Profile from the Manage my Profile drop-down list.</p>  <p>The screenshot shows a dropdown menu with a dark grey header containing a person icon and the text 'Manage My Profile'. Below the header are four menu items: 'Change Profile', 'Manage License', and 'View Profile'. The 'Change Profile' item is highlighted with a red rectangular box.</p>
3.	<p>From the Sub-menu click Change Name.</p>  <p>The screenshot shows a sub-menu with a dark grey header containing a person icon and the text 'Manage My Profile'. Below the header is a dark grey bar with 'Change Profile' and a right-pointing arrow. To the right of this bar is a list of options: 'Change Password', 'Change Name', 'Change Address', and 'Change Name & Address'. The 'Change Name' option is highlighted with a red rectangular box.</p>

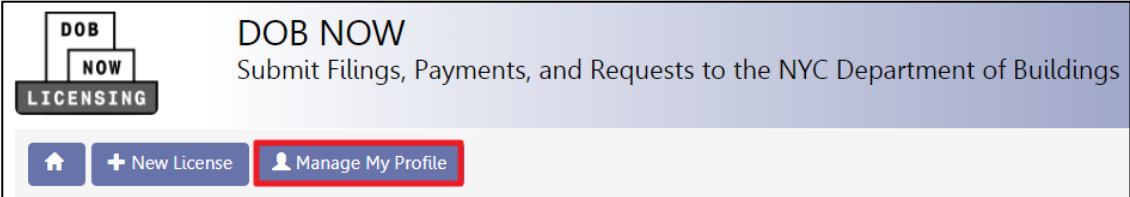
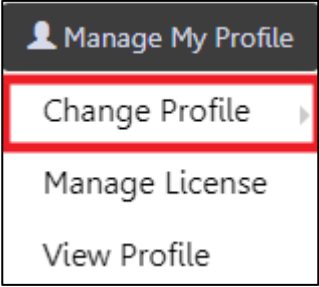
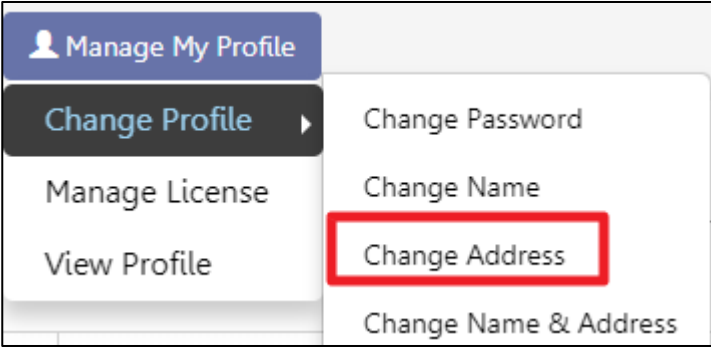
Step	Action
4.	<p>A Confirmation pop-up window displays with the message: “Are you sure want to proceed with Change Name?” Click Yes to close the Notification pop-up window.</p> 
	<p>Note The General Information Tab displays.</p> <p>Enter the following required fields:</p> <ul style="list-style-type: none"> ■ First Name ■ Middle Initial (If applicable) ■ Last Name 
5.	<p>From the upper left hand corner of the page, Click Save.</p> 

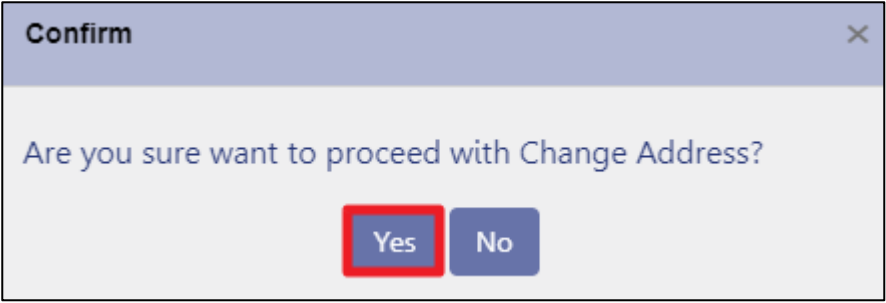
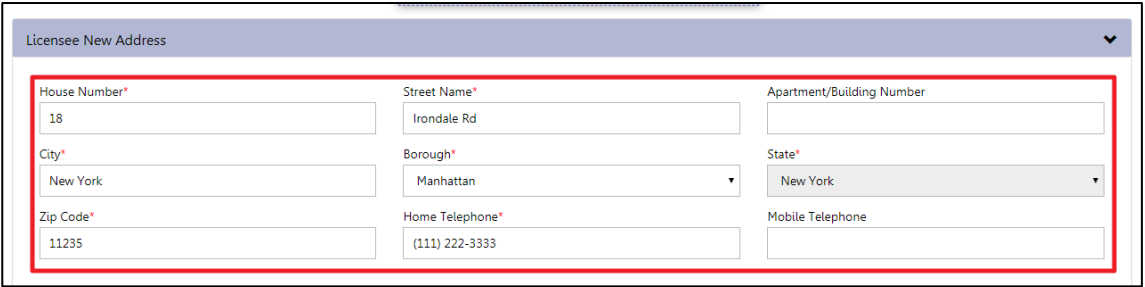
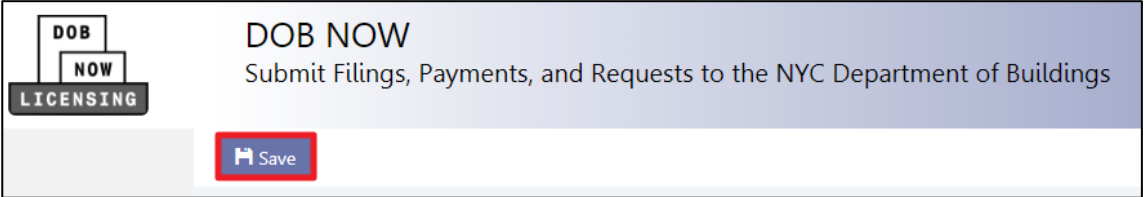
Step	Action
6.	<p>A Notification pop-up window displays with the message: “Change Request saved successfully.” Click OK to close the Notification pop-up window.</p> 
<p> Note The License Number is now displayed above the General Information tab, and the following tabs are displayed:</p> <ul style="list-style-type: none"> ■ Documents ■ Statements & Signatures 	
7.	<p>Refer to the Upload Documents Step by Step to add Proof of Name Change.</p>
8.	<p>Refer to the Complete Statements & Signatures Step by Step to attest to the changes.</p>
<p> Note Name and date will be blank until name change is approved.</p>	

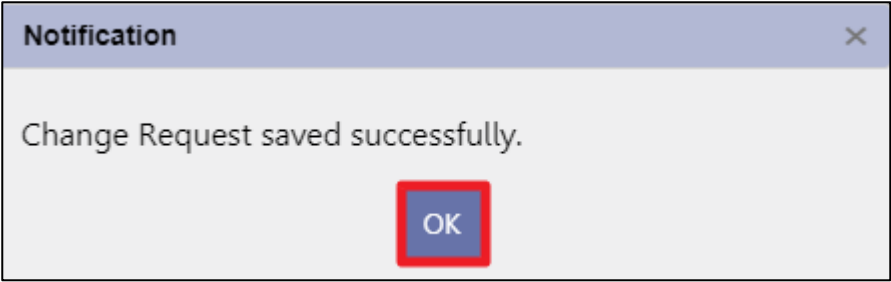

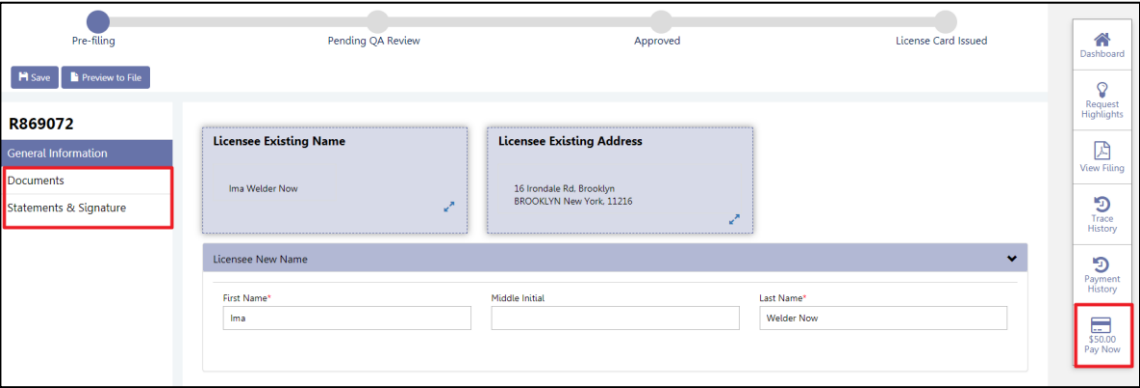

Step	Action
	<p>Note All licensee types pay an application fee for Name changes.</p> <p>Welders pay an application fee for Address changes.</p>
9.	Refer to the Pay Now Step by Step to pay for the new license card.
10.	Refer to the Preview to File Step by Step to file for the name change.
	<p>Note A notification pop-up window displays with the message:</p> <p>“Application has been submitted to DOB for review. You will receive status notifications by email. The application status will also be updated in DOB NOW.”</p> <p>Click OK to close the notification.</p> 
<p>You have completed the Change Name Step-By-Step Guide.</p>	


Change Address

Complete the following steps to Change Address:

Step	Action
1.	<p>From the DOB NOW Dashboard, Click the Manage Profile button.</p>  <p>The screenshot shows the DOB NOW dashboard header with the text 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below the header is a navigation bar with three buttons: a home icon, '+ New License', and 'Manage My Profile'. The 'Manage My Profile' button is highlighted with a red rectangular box.</p>
2.	<p>Select Change Profile from the Manage my Profile drop-down list.</p>  <p>The screenshot shows a dropdown menu for 'Manage My Profile'. The menu items are 'Manage My Profile', 'Change Profile', 'Manage License', and 'View Profile'. The 'Change Profile' item is highlighted with a red rectangular box.</p>
3.	<p>From the Sub-menu click Change Address.</p>  <p>The screenshot shows a sub-menu for 'Change Profile'. The sub-menu items are 'Change Password', 'Change Name', 'Change Address', and 'Change Name & Address'. The 'Change Address' item is highlighted with a red rectangular box.</p>

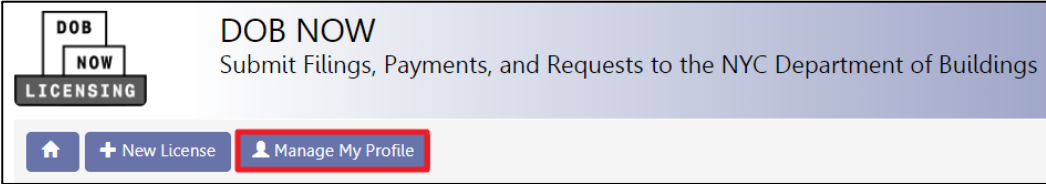
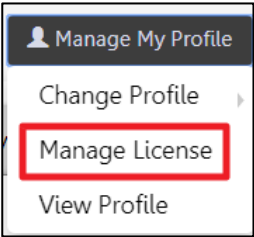
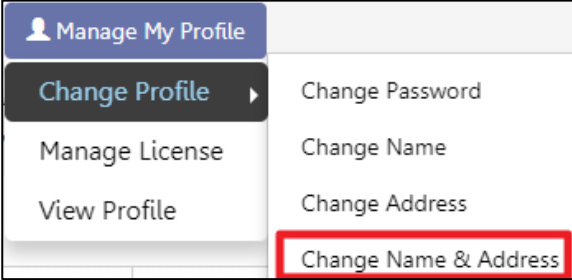
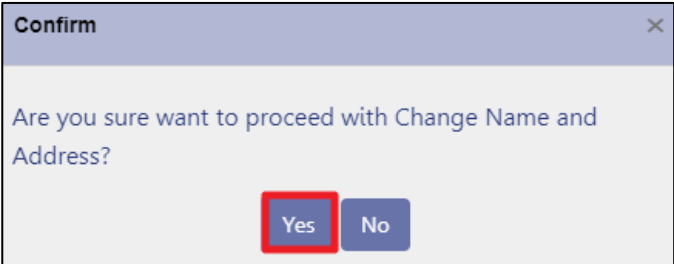
Step	Action
4.	<p>A Notification pop-up window displays with the message: “Application saved successfully.” Click Yes to close the Notification pop-up window.</p> 
5.	<p>Under the License New Address, Enter the required fields.</p> 
6.	<p>Click Save.</p> 

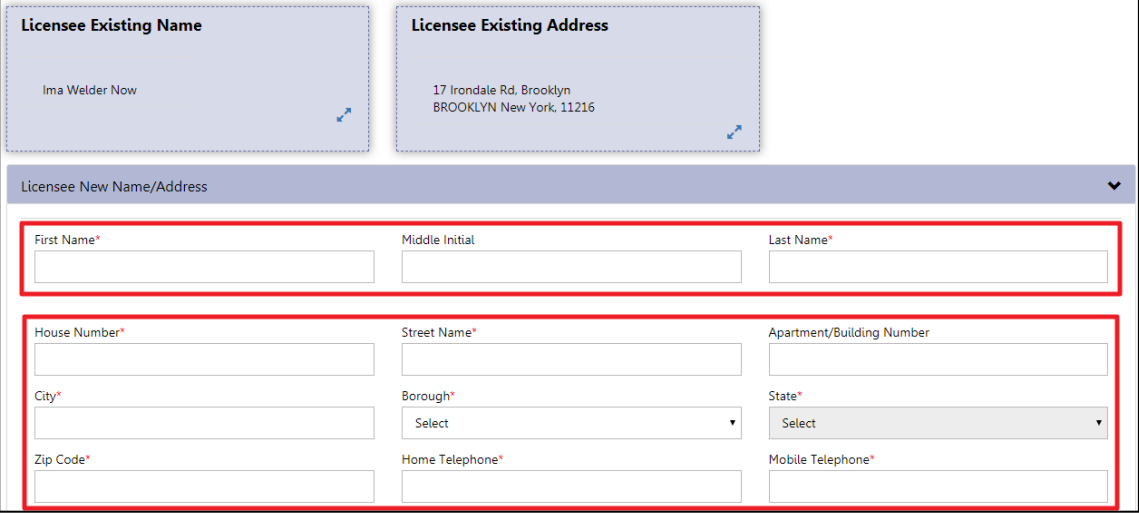
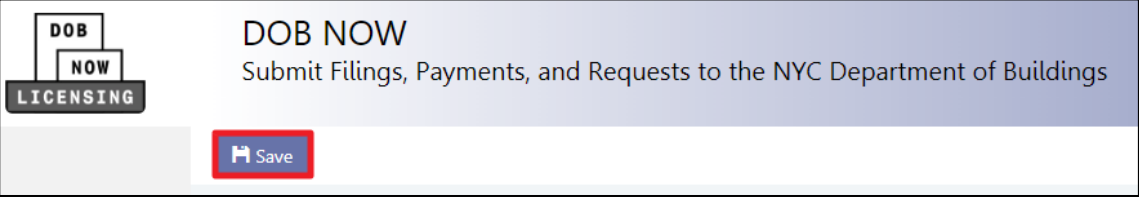
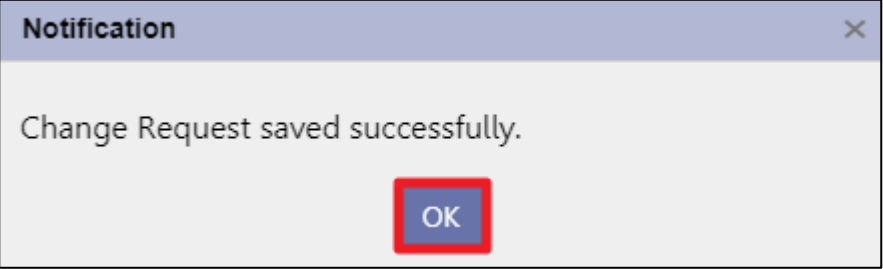
Step	Action
7.	<p>A Notification pop-up window displays with the message: “Application saved successfully.” Click OK to close the Notification pop-up window.</p> 
	<p>Note The License Number is now displayed above the General Information tab, and the following tabs are displayed:</p> <ul style="list-style-type: none"> ■ Documents ■ Statements & Signatures 
8.	<p>Refer to the Upload Documents Step by Step to add Proof of Name Change.</p>
9.	<p>Refer to the Complete Statements & Signatures Step by Step to attest to the changes.</p>
	<p>Note All licensee types pay an application fee for Name changes.</p> <p>Welders pay an application fee for Address changes.</p>


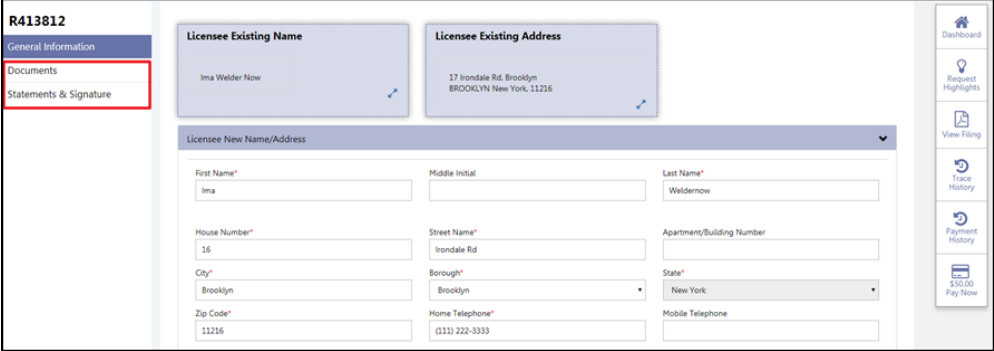

Step	Action
10.	Refer to the Pay Now Step by Step to pay for the new license card.
11.	Refer to the Preview to File Step by Step to file for the name change.
12.	<p>A Notification pop-up window displays with the message: “Application submitted to DOB for review. You will receive status notifications by email. The application status will also be updated in DOB NOW.”</p> <p>Click OK to close the Notification pop-up window.</p> 
	<p>Note Upon approval, the change takes effect under user Profile, and an email notification is sent indicating the applicant will receive a new License Card within 10 business days.</p>
<p>You have completed the Change Address Step-By-Step Guide.</p>	

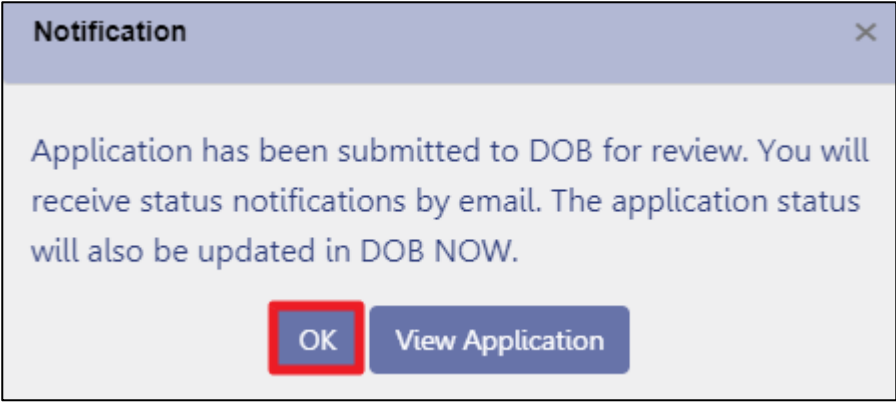


Change Name and Address

Complete the following steps to Manage a Profile:

Step	Action
1.	<p>From the DOB NOW Dashboard, Click the Manage Profile button.</p>  <p>The screenshot shows the DOB NOW dashboard header with the text 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below the header are three buttons: a home icon, '+ New License', and 'Manage My Profile'. The 'Manage My Profile' button is highlighted with a red rectangular box.</p>
2.	<p>Select the applicable action from the Manage my Profile drop-down list, (e.g., Manage License).</p>  <p>The screenshot shows a dropdown menu with the following options: 'Manage My Profile', 'Change Profile', 'Manage License', and 'View Profile'. The 'Manage License' option is highlighted with a red rectangular box.</p>
3.	<p>From the Sub-menu click Change Address.</p>  <p>The screenshot shows a sub-menu for 'Change Profile' with the following options: 'Change Password', 'Change Name', 'Change Address', and 'Change Name & Address'. The 'Change Name & Address' option is highlighted with a red rectangular box.</p>
4.	<p>A Notification pop-up window displays with the message: “Application saved successfully.” Click Yes to close the Confirm pop-up window.</p>  <p>The screenshot shows a 'Confirm' pop-up window with the text 'Are you sure want to proceed with Change Name and Address?'. At the bottom of the window are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red rectangular box.</p>

Step	Action
5.	<p>Under the Licensee New Name/Address section, Enter the required fields.</p> 
6.	<p>Click Save.</p> 
7.	<p>A Notification pop-up window displays with the message: “Application saved successfully.” Click OK to close the Notification pop-up window.</p> 


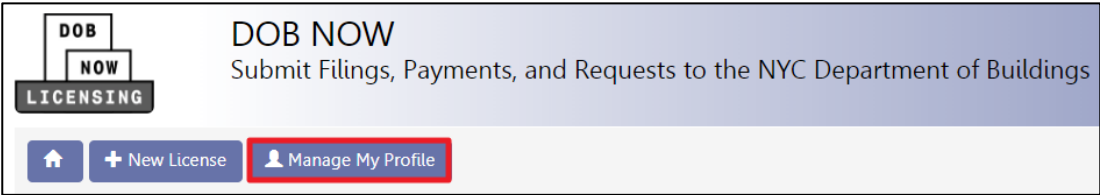
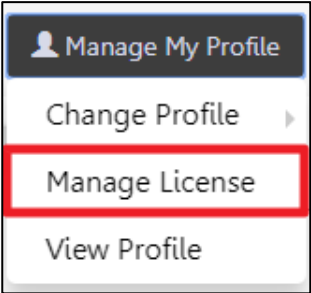
Step	Action
	<p>Note The License Number is now displayed above the General Information tab, and the following tabs are displayed:</p> <ul style="list-style-type: none"> ■ Documents ■ Statements & Signatures 
8.	Refer to the Upload Documents Step by Step to add Proof of Name Change.
9.	Refer to the Complete Statements & Signatures Step by Step to attest to the changes.
	<p>Note All licensee types pay an application fee for Name changes.</p> <p>Welders pay an application fee for Address changes.</p>
10.	Refer to the Pay Now Step by Step to pay for the new license card.
11.	Refer to the Preview to File Step by Step to file for the name change.






Step	Action
12.	<p>A Notification pop-up window displays with the message: “Application submitted successfully. Information forwarded to DOB for review.” Click OK to close the Notification pop-up window.</p> 
	<hr/> <p>Note All licensee types pay an application fee for Name changes.</p> <p>Welders pay an application fee for Address changes.</p> <hr/>
	<hr/> <p>Note Upon approval, the change takes effect in the applicant’s user Profile and they will receive an email notification that they will receive a new License Card within 10 business days.</p> <hr/>
<p>You have completed the Change Name and Address Step-By-Step Guide.</p>	

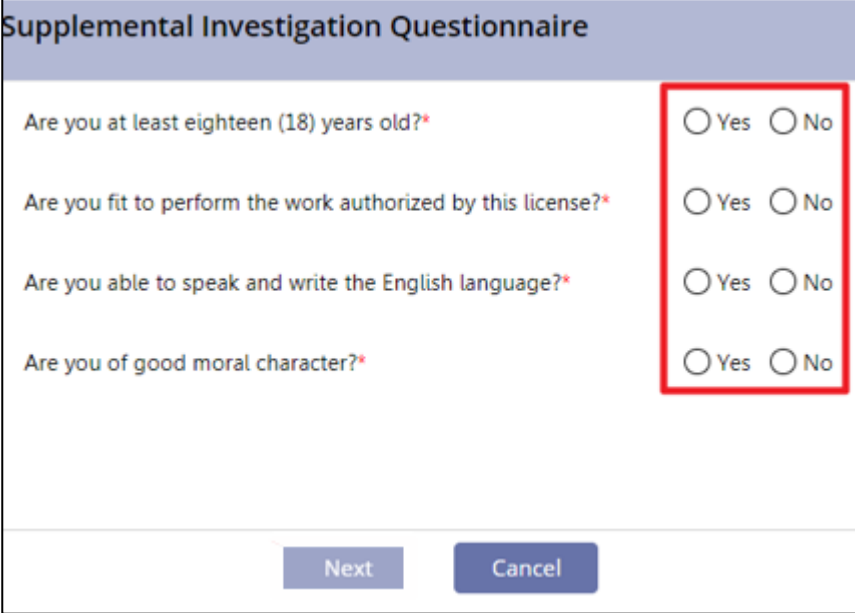



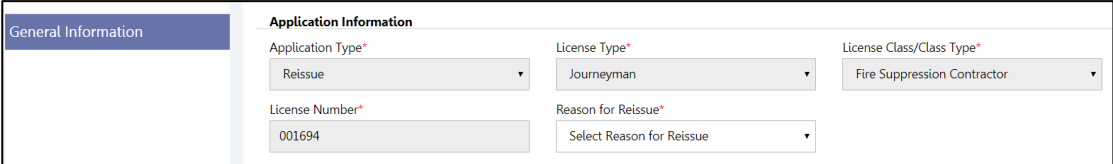

Manage My Profile > Manage License



Renew

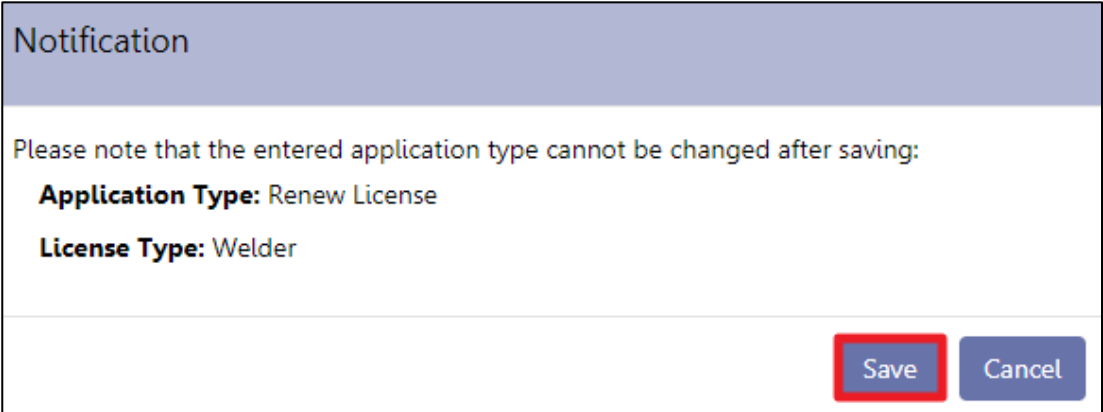
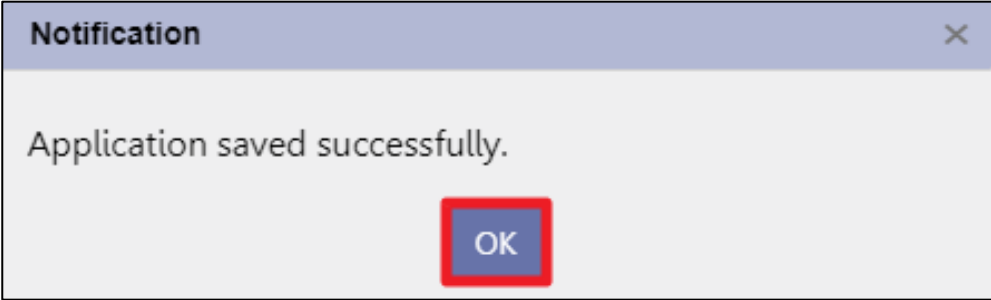
Complete the following steps to Manage a Profile:

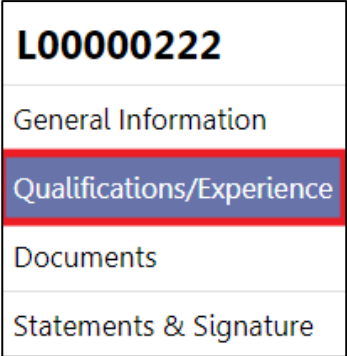
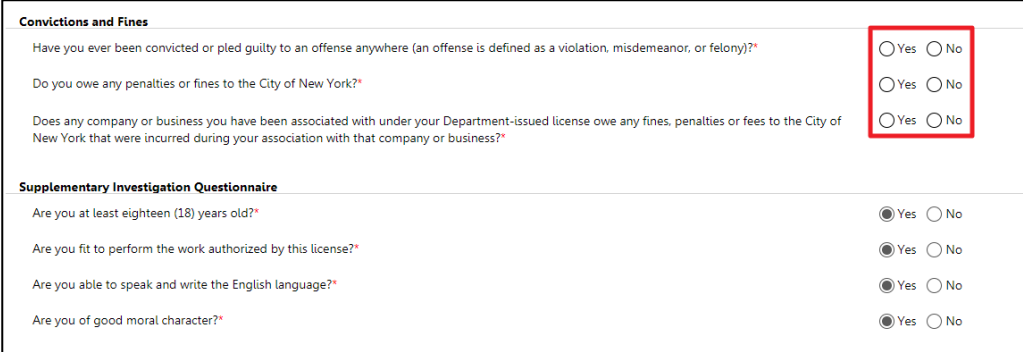

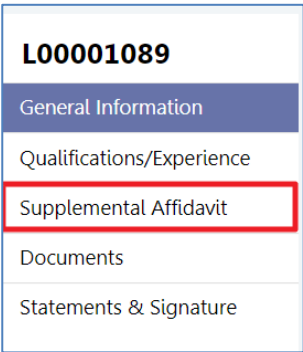
Step	Action
	<p>It is 60 days to the expiration of the current license or under a year since the expiration and the Welder has selected 'Request License Renewal'.</p> <p>A license within 30 days from its expiration date is considered late and will be charged additional fees.</p>
<p>1.</p>	<p>From the DOB NOW Dashboard, Click the Manage Profile button.</p> 
<p>2.</p>	<p>Select the applicable action from the Manage my Profile drop-down list, (e.g., Manage License).</p> 

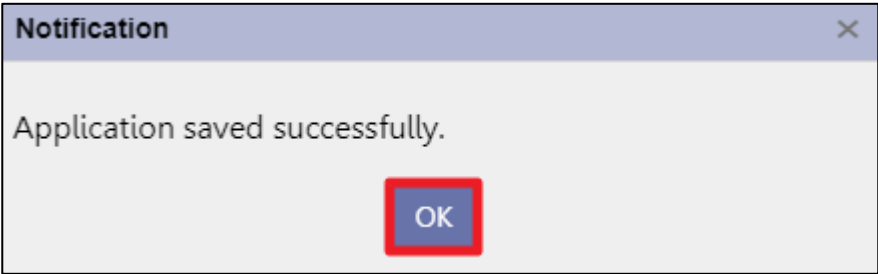
Step	Action
	<p>The License details display.</p> <div data-bbox="302 348 1143 762" style="border: 1px dashed gray; padding: 10px;"> <p>Welder 310413</p> <hr/> <p>License Expiry Date : 10/18/2021</p> <p>License Class/Class Type : Not Applicable</p> <p>License Status : Active</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Renew Reissue Change Named Agent </div> </div>
	<p>Note Manage My Profile options for Journeyman and Welder.</p> <ul style="list-style-type: none"> ■ Renew a License (Welder Only) ■ Reissue a License ■ Change Named Agent (Welder Only)
<p>3.</p>	<p>Click Renew.</p> <div data-bbox="302 1199 1013 1276" style="border: 1px solid gray; padding: 5px;"> <div style="border: 2px solid red; display: inline-block; padding: 2px 5px;">  </div> <div style="display: inline-block; padding: 2px 5px; margin-left: 10px;">  </div> <div style="display: inline-block; padding: 2px 5px; margin-left: 10px;">  </div> </div>

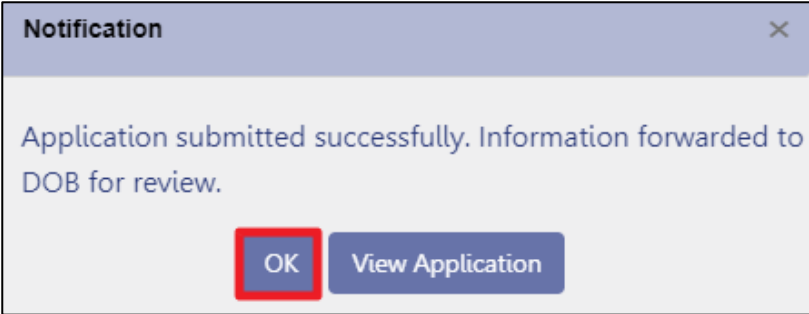
Step	Action
4.	<p>Select the applicable radio button to answer each question in the Supplemental Investigation Questionnaire</p>  <p>Supplemental Investigation Questionnaire</p> <p>Are you at least eighteen (18) years old?*</p> <p>Are you fit to perform the work authorized by this license?*</p> <p>Are you able to speak and write the English language?*</p> <p>Are you of good moral character?*</p> <p>Next Cancel</p>
	<p>Note All qualifications in the Supplemental Investigation Questionnaire must be met to proceed.</p>
5.	<p>Click Next.</p>  <p>Next Cancel</p>
	<p>The General Information page displays.</p>  <p>General Information</p> <p>Application Information</p> <p>Application Type* Reissue License Type* Journeyman License Class/Class Type* Fire Suppression Contractor</p> <p>License Number* 001694 Reason for Reissue* Select Reason for Reissue</p>
	<p>Note Information that appears greyed out cannot be edited. Only Telephone numbers can be changed.</p>

Step	Action
6.	<p>Select the applicable radio button to answer each question, (e.g., Yes or No).</p> <div data-bbox="302 348 1422 537" style="border: 1px solid black; padding: 5px;"> <p>City Employee Are you a city employee?*</p> <p style="text-align: right;"><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <hr/> <p>Named Agent Information Do You Have a Named Agent?*</p> <p style="text-align: right;"><input type="radio"/> Yes <input checked="" type="radio"/> No</p> </div>
7.	<p>Click in the box to attest to the filing.</p> <div data-bbox="302 638 1422 772" style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="checkbox"/> I acknowledge that failure to designate an agent in New York City (NYC) or maintain a NYC address for receipt of service, constitutes a waiver of any challenges to service of process.</p> <p>Name: JAMES DUGAN (Electronically Signed) Date: 08/27/2018</p> </div>
	<p>Note The Signature and Date auto-populates.</p>
8.	<p>Select the yes or no radio button for the question “Do you wish to receive the Department of Buildings determination on your application by email in lieu of a paper copy?”</p> <div data-bbox="302 1157 1422 1310" style="border: 1px solid black; padding: 5px;"> <p>Electronic Disposition</p> <p>Do you wish to receive the Department of Building’s determination on your application by email in lieu of a paper copy?*</p> <p style="text-align: right;"><input checked="" type="radio"/> Yes <input type="radio"/> No</p> </div>
9.	<p>Click Save in the upper left hand corner.</p> <div data-bbox="302 1415 591 1604" style="border: 1px solid black; padding: 5px;"> <p> Save</p> <hr/> <p>General Information</p> </div>

Step	Action
10.	<p>A Notification pop-up window displays with the message:</p> <p>“Please note that the entered application type cannot be changed after saving:</p> <p>Application Type: Renew License</p> <p>License Type: Welder”</p> <p>Click Save to close the Notification pop-up window.</p> 
11.	<p>A notification pop-up window displays with the notification:</p> <p>“Application saved successfully.”</p> <p>Click OK to close the Notification pop-up window.</p> 

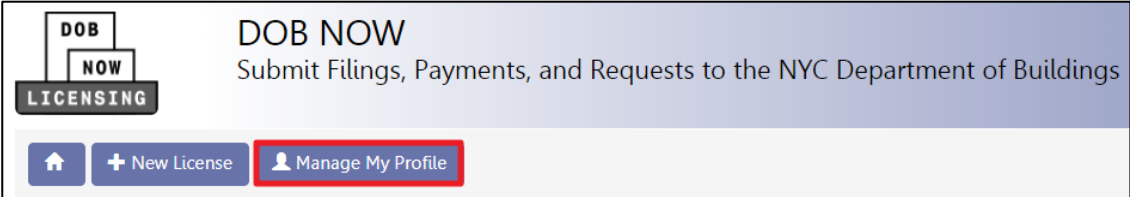
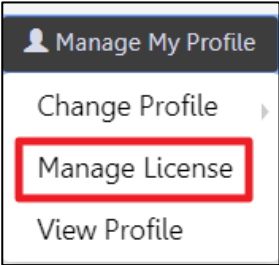
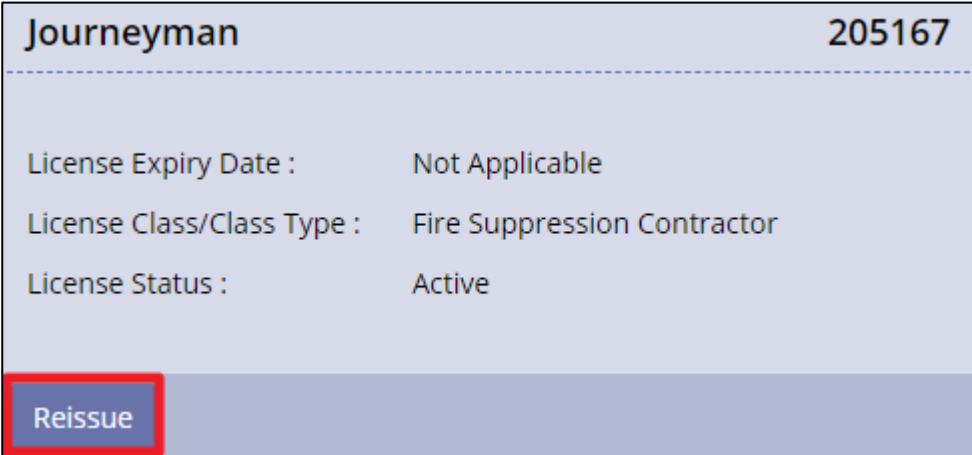
Step	Action
12.	<p>Select the Qualifications/ Experience Tab.</p> 
13.	<p>Select the applicable radio button to answer each question in the Convictions and Fines section.</p> 
	<p>Note The Supplementary Investigation Questionnaire is populated based on prior information provided.</p> <p>If the answer to any question is Yes, another tab will populate and additional information will be required.</p> 



Step	Action
14.	Please refer to Upload Documents Tab Step by Step to upload documents.
15.	Please refer to Statements & Signatures Tab Step by Step to attest to the application.
16.	<p>Click Save in the upper right hand corner.</p> 
17.	<p>A Notification pop-up window displays with the message: “Application saved successfully.” Click OK to close the Notification pop-up window.</p> 
18.	Please refer to Pay Now Step by Step to pay the renewal fee.
19.	Please refer to Preview to File Step by Step to file your application.


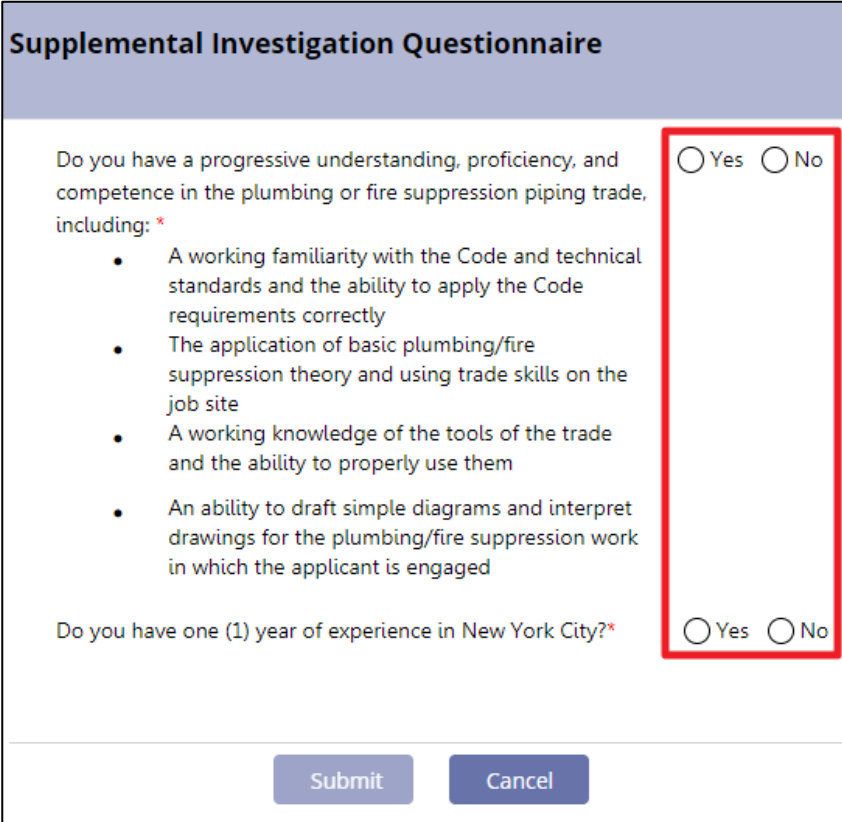

Step	Action
20.	<p>A Notification Pop-up window displays with the message: “Application submitted successfully. Information forwarded to DOB for review.” Click OK to close the Notification pop-up window.</p> 
<p>You have completed the Renew Step-By-Step Guide.</p>	


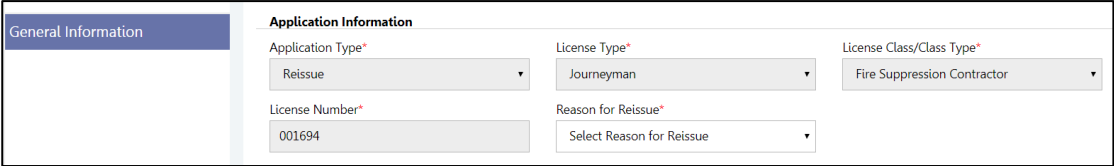

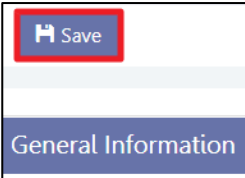
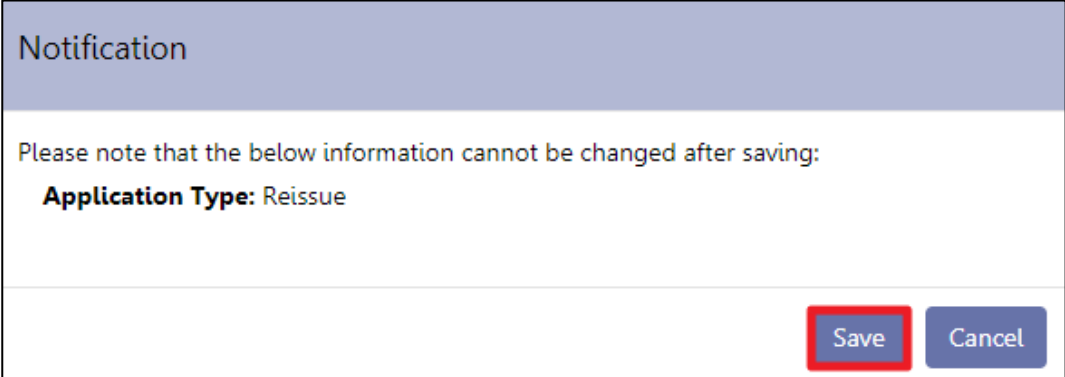
Reissue

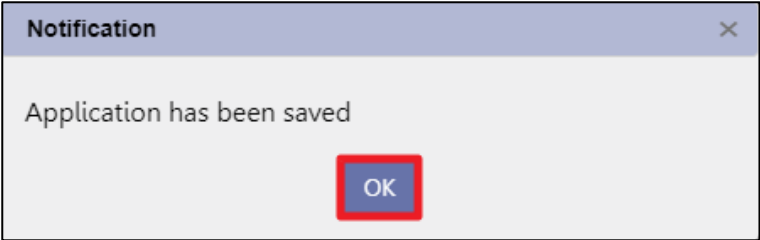
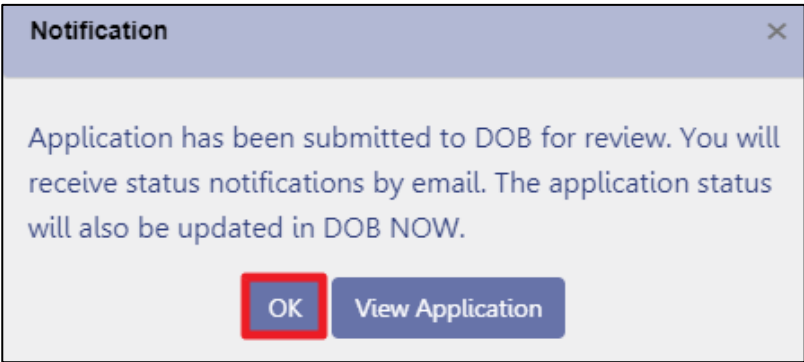

Complete the following steps to Reissue a License:

Step	Action
1.	<p>From the DOB NOW Dashboard, Click the Manage Profile button.</p>  <p>The screenshot shows the DOB NOW dashboard header with the text 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below the header are three buttons: a home icon, '+ New License', and 'Manage My Profile'. The 'Manage My Profile' button is highlighted with a red rectangular box.</p>
2.	<p>Select the applicable action from the Manage my Profile drop-down list, (e.g., Manage License).</p>  <p>The screenshot shows a drop-down menu with the following options: 'Manage My Profile' (with a user icon), 'Change Profile', 'Manage License' (highlighted with a red box), and 'View Profile'.</p>
3.	<p>A license pop-up window displays with the message: “License Expiry Date: Not Applicable License Class/ Class Type: Fire Suppression Contractor License Status: Active”</p> <p>Click Reissue to close the pop-up window.</p>  <p>The screenshot shows a license pop-up window for 'Journeyman' with the license number '205167'. The window displays the following information: 'License Expiry Date : Not Applicable', 'License Class/Class Type : Fire Suppression Contractor', and 'License Status : Active'. At the bottom left of the window, there is a 'Reissue' button highlighted with a red rectangular box.</p>

Step	Action
	<p>Note Manage My Profile options for Journeyman and Welder.</p> <ul style="list-style-type: none"> ■ Reissue a License ■ Change Named Agent (Welder Only) ■ Renew a License (Welder Only)
<p>4.</p>	<p>Select the applicable radio button to answer each question in the Supplemental Investigation Questionnaire.</p> <div data-bbox="302 716 1385 1522" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Supplemental Investigation Questionnaire</p> <p>Are you at least eighteen (18) years old?*</p> <p>Are you fit to perform the work authorized by this license?*</p> <p>Are you able to speak and write the English language?*</p> <p>Are you of good moral character?*</p> <div style="text-align: right; border: 2px solid red; padding: 5px;"> <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Next"/> <input type="button" value="Cancel"/> </div> </div>
	<p>Note All qualifications in the Supplemental Investigation Questionnaire must be met to proceed.</p>

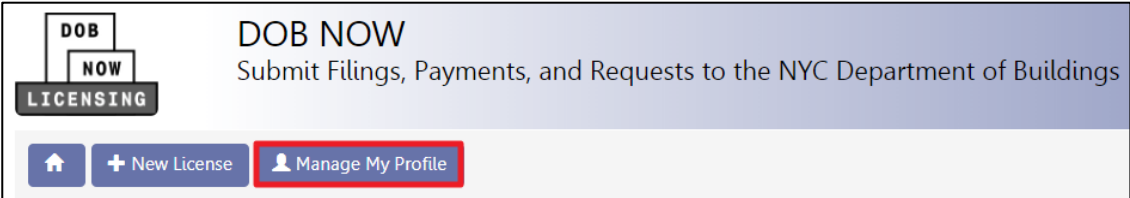
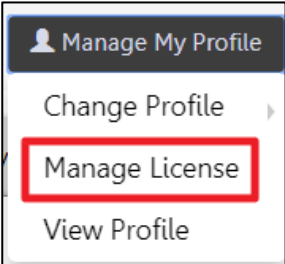

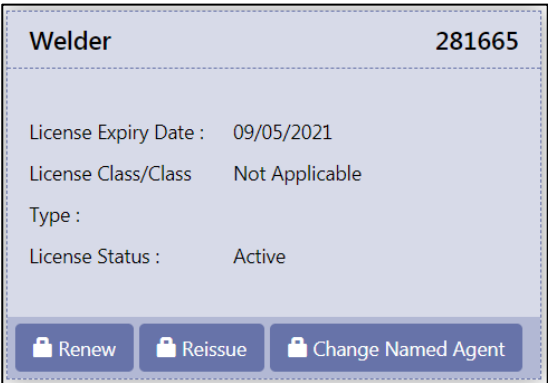

Step	Action
5.	<p>Click Next.</p> 
6.	<p>Select the applicable radio button to answer each question in the 2nd Supplemental Investigation Questionnaire (This may or may not appear based on license type).</p> 
7.	<p>Click Submit.</p> 


Step	Action
	<p>The General Information page displays.</p> 
8.	<p>Select the applicable reason from the Reason for Reissue drop-down list, (e.g., I lost my License Card).</p> 
9.	<p>Click Save in the upper left hand corner.</p> 
10.	<p>A Notification pop-up window displays with the message: “Please note that the entered application type cannot be changed after saving: Application Type: Reissue License License Type: Journeyman”</p> <p>Click Save to close the Notification pop-up window.</p> 

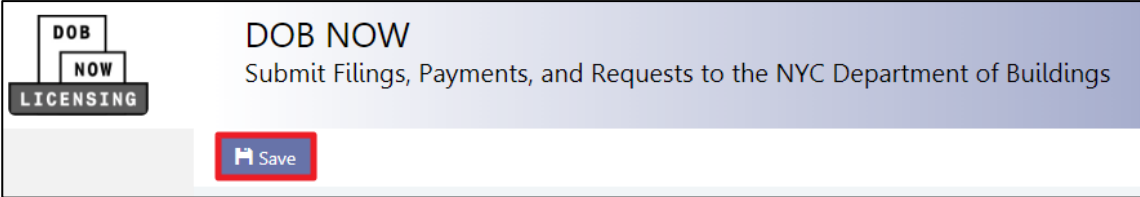
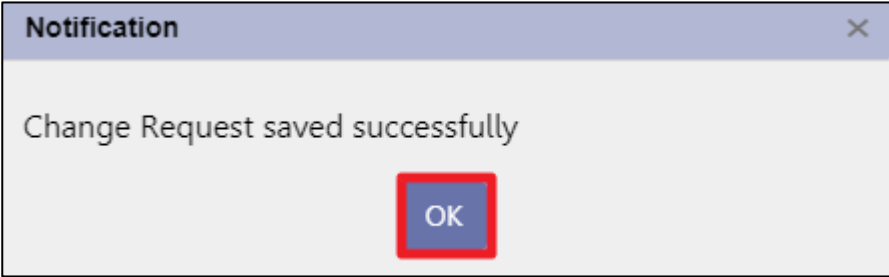
Step	Action
11.	<p>A Notification pop-up window displays with the message: “Application has been saved” Click OK to close the Notification pop-up window.</p> 
12.	<p>Refer to the Upload Documents Step by Step to add Proof of Name Change.</p>
13.	<p>Refer to the Complete Statements & Signatures Step by Step to attest to the changes.</p>
14.	<p>Refer to the Pay Now Step by Step to pay for the new license card.</p>
15.	<p>Refer to the Preview to File Step by Step to file for the name change.</p>
16.	<p>A Notification pop-up window displays with the message: “Application submitted to DOB for review. You will receive status notifications by email. The application status will also be updated in DOB NOW.” Click OK to close the Notification pop-up window.</p> 
	<hr/> <p>Note A new License Card will be received within 10 days.</p> <hr/>
<p>You have completed the Reissue Step-By-Step Guide.</p>	

Change Named Agent

Complete the following steps to Change Named Agent:

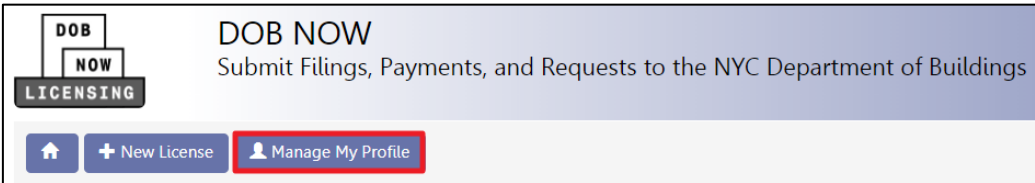
Step	Action
17.	<p>From the DOB NOW Dashboard, Click the Manage Profile button.</p>  <p>The screenshot shows the DOB NOW dashboard header with the text 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below the header are three buttons: a home icon, '+ New License', and 'Manage My Profile'. The 'Manage My Profile' button is highlighted with a red rectangular box.</p>
18.	<p>Select the applicable action from the Manage my Profile drop-down list, (e.g., Manage License).</p>  <p>The screenshot shows a dropdown menu with the following options: 'Manage My Profile', 'Change Profile', 'Manage License', and 'View Profile'. The 'Manage License' option is highlighted with a red rectangular box.</p>
	<p>The License details display.</p>  <p>The screenshot shows a license details card for a 'Welder' with license number '281665'. The card includes the following information: License Expiry Date: 09/05/2021, License Class/Class: Not Applicable, Type: (blank), and License Status: Active. At the bottom of the card are three buttons: 'Renew', 'Reissue', and 'Change Named Agent'.</p>
19.	<p>Click Change Named Agent.</p>  <p>The screenshot shows the bottom portion of the license details card, focusing on the three buttons: 'Renew', 'Reissue', and 'Change Named Agent'. The 'Change Named Agent' button is highlighted with a red rectangular box.</p>

Step	Action															
<p></p>	<p>Note Manage My Profile options for Journeyman and Welder.</p> <ul style="list-style-type: none"> ■ Reissue a License ■ Change Named Agent (Welder Only) ■ Renew a License (Welder Only) 															
<p>20.</p>	<p>A Confirmation pop-up window displays with the message: “Are you sure you want to change the Named Agent? Please confirm.” Click Yes to close the Confirm pop-up window.</p> <div data-bbox="302 791 1187 1136" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Confirm ✕</p> <p>Are you sure you want to change the Named Agent? Please confirm.</p> <p style="text-align: center;"> <input style="border: 2px solid red; padding: 5px 15px;" type="button" value="Yes"/> <input style="padding: 5px 15px;" type="button" value="No"/> </p> </div>															
<p>21.</p>	<p>Under the Named Agent New Information section, Enter the required fields.</p> <div data-bbox="302 1337 1435 1812" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px dashed gray; padding: 5px; width: 45%;"> <p>Named Agent's Existing Name</p> <p>Jane Jones</p> </div> <div style="border: 1px dashed gray; padding: 5px; width: 45%;"> <p>Named Agent's Existing Address</p> <p>366 park Ave Park Ave, New York MANHATTAN New York, 11216</p> </div> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Named Agent New Information ▼</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 2px solid red; padding: 5px;">First Name*</td> <td style="border: 2px solid red; padding: 5px;">Middle Initial</td> <td style="border: 2px solid red; padding: 5px;">Last Name*</td> </tr> <tr> <td style="border: 2px solid red; padding: 5px;">House Number*</td> <td style="border: 2px solid red; padding: 5px;">Street Name*</td> <td style="border: 2px solid red; padding: 5px;">Apartment/Building Number</td> </tr> <tr> <td style="border: 2px solid red; padding: 5px;">City*</td> <td style="border: 2px solid red; padding: 5px;">Borough*</td> <td style="border: 2px solid red; padding: 5px;">State*</td> </tr> <tr> <td style="border: 2px solid red; padding: 5px;">Zip Code*</td> <td colspan="2" style="border: 2px solid red; padding: 5px;">E-mail*</td> </tr> <tr> <td style="border: 2px solid red; padding: 5px;"></td> <td colspan="2" style="border: 2px solid red; padding: 5px;"><i>Enter email/username...</i></td> </tr> </table> </div> </div>	First Name*	Middle Initial	Last Name*	House Number*	Street Name*	Apartment/Building Number	City*	Borough*	State*	Zip Code*	E-mail*			<i>Enter email/username...</i>	
First Name*	Middle Initial	Last Name*														
House Number*	Street Name*	Apartment/Building Number														
City*	Borough*	State*														
Zip Code*	E-mail*															
	<i>Enter email/username...</i>															

Step	Action
22.	<p>Click Save.</p>  <p>The screenshot shows the DOB NOW dashboard header with the text 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below the header, a 'Save' button is highlighted with a red box.</p>
23.	<p>A Notification pop-up window displays with the message: “Change Request saved successfully” Click OK to close the Notification pop-up window.</p>  <p>The screenshot shows a notification pop-up window titled 'Notification' with a close button (X) in the top right corner. The message inside reads 'Change Request saved successfully'. An 'OK' button is highlighted with a red box.</p>
<p>You have completed the Change Named Agent Step-By-Step Guide.</p>	

Manage Profile > View a Profile

Complete the following steps to view a profile:

Step	Action
1.	<p>From the DOB NOW Dashboard click the Manage Profile icon.</p>  <p>The screenshot shows the DOB NOW dashboard header with the text 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. Below the header, there are three buttons: a home icon, '+ New License', and 'Manage My Profile'. The 'Manage My Profile' button is highlighted with a red box.</p>

Step	Action
2.	<p>Select View Profile.</p> 
	<p>The Profile Details display.</p> 
<p>You have completed the View a Profile Step-By-Step Guide.</p>	

You have completed the Licensing –Step by Step Guides. For additional help, FAQ’s and resources visit www.nyc.gov/dobnow.