

Delegating Responsibilities



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**DOB NOW: *Inspections* Overview**

DOB NOW: *Inspections* is an online portal for Owners, Licensed Professionals (LPs)<sup>1</sup>, and their Delegates to conduct Inspection-related business with the Department of Buildings. DOB NOW: *Inspections* organizes information using Records. Records are Jobs, BPP Jobs, Place of Assembly, Permits, Devices, Notices, Work, Applications, Certifications, Sign Off Requests & Gas Authorization Requests. Using DOB NOW: *Inspections*, Licensed Professionals, Owners, and their Delegates will be able to request the following types of Development Inspections online:

Electrical	Plumbing
Fire Suppression	Signs
Construction	Boilers
Elevators	Cranes & Derricks
Oil Burning Equipment	BPP
High Rise Initiative	Sustainability

After registering for an account that is associated to your Records, Owners, LPs, and their Delegates can use DOB NOW: *Inspections* to:

- View information related to your Records
- Request Inspections and view the Results
- Request Gas Authorizations and Plumbing Sign Offs
- Receive emails at milestones in your Inspection cycle
- Upload documentation to certify certain objections
- Assign Delegates (delegate responsibility to other Registered Users)
- Submit Certification documentation (LPs and Crane Owners only)
- Upload PVT Inspection results (PVTs only)
- Group Records into manageable ‘Collections’

The purpose of this User Manual is to provide instruction on how to delegate permissions to other Registered Users in DOB NOW: *Inspections*.

<sup>1</sup> LPs are defined as: Electrical Contractors, Elevator Agencies/Inspectors, Fire Suppression Contractors, General Contractors, Oil Burner Installers, Master Plumbers, Sign Hangers, Professional Engineers, Registered Architects, and Registered Landscape Architects



## Delegating Responsibility in DOB NOW: *Inspections*

The Delegation feature enables Owners and LPs to give system rights to other people, such as Filing Representatives. Only Registered Users are eligible to become Delegates. Those who wish to become Delegates but have not registered should follow the registration instructions in the *Account Registration and Management User Manual*.

Only Owners and LPs can delegate to other Registered Users.

*Please note:*

- *The below processes can be repeated to add an unlimited number of Delegates to Records*
- *Owners and LPs can remove Delegates at any time*
- *Adding and/or removing Delegates creates a Record*
- *Delegates cannot delegate*
- *Delegates cannot submit Boilers or Plumbing Certification documentation. However, Delegates can submit Cranes Certification documentation.*
- *Delegates can submit documents to resolve Certifiable Objections*

DOB NOW: *Inspections* offers multiple ways to manage Delegates.

System Features	User Actions
<a href="#">Manage Delegates</a>	<a href="#">Adding one Delegate to one Record</a>
	<a href="#">Removing one or multiple Delegates from one Record</a>
	<a href="#">Viewing all Delegates on one Record</a>
<a href="#">Manage Bulk Delegates</a>	<a href="#">Adding multiple Delegates to multiple Records</a>

## Manage Delegates

This feature is found in the Actions menu of a Record and allows the Owner or LP to add, remove or view a Delegate. Follow the steps below to perform one of these actions.

1. Navigate to the DOB NOW: *Inspections* login page from the Department of Buildings' website.
2. Enter your DOB NOW: *Inspections* User Name and Password and click **Login**. Please refer to the *Account Registration and Management* User Manual before moving forward with the steps below if you do not already have a DOB NOW: *Inspections* account.

**Inspection Ready**  
Submit Inspection Requests and Certifications to NYC Department of Buildings

Accessibility Support | [Register for an Account](#) | [Login](#)

Home Buildings

**Welcome to *Inspection Ready***

Welcome to *Inspection Ready*. You can login to request and schedule inspections, certify inspections, and view inspection results. Click the 'Register for an Account' link if you do not have a login.

You can use [BIS Web](#) to search for general information on a property in the city including recorded complaints and violations, actions, applications, and inspections. You can also search for information about tradespeople licensed by the Department.

**Log in today to get started.**

To get started, log in and enter your User Name and Password to the right. If you do not have a User Name, please click on the Register for an Account link.

**Login**

User Name or E-mail:  
Password:

Remember me on this computer

[I've forgotten my password](#)  
[New Users: Register for an Account](#)

3. From the Home Page, click **Access My Records**.

**What would you like to do today?**  
To get started, select one of the services listed below:

Use the links in 'General Information' to look up information for Licensed Professionals or Licensees.

Use the links in 'Buildings' to:

- Search Records (Permits/Jobs/Device Numbers/Record)
- Access Your Account to view your permits, jobs, request an inspection, etc...
- Submit one of the following specialized transactions: PVT Inspection Results or Temporary Amusement Ride Inspection Requests

<b>General Information</b> <a href="#">Search Licensed Professionals/Licensees</a>	<b>Buildings</b> <a href="#">Select an Online Service</a> <a href="#">Search Records</a> <a href="#">Access My Records</a>
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4. Locate the Record for which you would like to view, add, or remove Delegate(s). This can be done in one of two ways:
  - a. *Option 1:* Navigate through your list of Records using the **<Prev, Next>**, or the page number links. If the page does not advance, please refresh your browser and try again.
  - b. *Option 2:* Scroll down to the **General Search** area and search for Records. Please refer to the *Searching User Manual* for additional instructions on how to search in DOB NOW: *Inspections*.

**Records**

**Your Permit/Job/Device records are listed below.**

- Click on the Record ID Number to view details associated to that record and/or take action.
- Select checkboxes next to Record IDs below and click 'Add to collection' to group the records as part of a project.

Showing 1-10 of 18 | [Add to collection](#)

<input type="checkbox"/> ID Number	Record Type	Address	Status	Action	Related Records
<input type="checkbox"/> <a href="#">42049128406AL</a>	AL-1 Permit	11 Park Pl NEW YORK NY	Issued	<a href="#">Action</a>	<a href="#">10</a>
<input type="checkbox"/> <a href="#">42049128407AL</a>	AL-1 Permit	124 West 23rd St 6th Ave 7th Ave NEW YORK NY 10011			0
<input type="checkbox"/> <a href="#">42049128401AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	0
<input type="checkbox"/> <a href="#">40102884701AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">40195763701AL</a>	AL-1 Permit	NY	Issued	<a href="#">Action</a>	0
<input type="checkbox"/> <a href="#">32041170001AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">10486950901AL</a>	AL-1 Permit	11 New York Ave New York Ave NY 10007	Issued	<a href="#">Action</a>	1
<input type="checkbox"/> <a href="#">OBJ-15-000000003</a>	Certification of Objections	11 Park Pl NEW YORK NY	Pending	<a href="#">Action</a>	<a href="#">10</a>
<input type="checkbox"/> <a href="#">OBJ-15-000000002</a>	Certification of Objections	11 Park Pl NEW YORK NY	Certification Accepted	<a href="#">Action</a>	<a href="#">10</a>
<input type="checkbox"/> <a href="#">15TMP-000138</a>	Certification of Objections			<a href="#">Resume Application</a>	0

**a. Option 1**  
< Prev 1 2 Next >

**b. Option 2** Enter information below to search for records. Select the search type from the drop-down list.

**General Search** General Search ▾

**Search for Records**

Enter information below to search for records.

- Address
- License Information
- BIN

5. From the list of Records, click **ID Number** in the row of the applicable Record.

Showing 1-10 of 18 | [Add to collection](#)

ID Number	Record Type	Address	Status	Action	Related Records
<a href="#">42049128406AL</a>	AL-1 Permit	11 Park Pl NEW YORK NY	Issued	<a href="#">Action</a>	10
<a href="#">42049128407AL</a>	AL-1 Permit	124 West 23rd St 6th Ave 7th Ave NEW YORK NY 10011			0
<a href="#">42049128401AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	0
<a href="#">40102884701AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	1
<a href="#">40195763701AL</a>	AL-1 Permit	NY	Issued	<a href="#">Action</a>	0
<a href="#">32041170001AL</a>	AL-1 Permit	11 New York Ave New York NY 10007	Issued	<a href="#">Action</a>	1
<a href="#">10486950901AL</a>	AL-1 Permit	11 New York Ave New York Ave NY	Issued	<a href="#">Action</a>	1

6. Under Record Details, click **Actions**.

**Record Details**

Please review the details of your Record below.

If applicable, use the **'Actions'** button to:

- Certify an Objection
- Add a Delegate (to perform certain actions on your behalf)
- Upload Inspection results from an Advance Notice Inspection (Plumbing)
- Provide Buildings with Advance Notice (Plumbing) for Certified Inspections

<p><b>Licensed Professional:</b></p> <p>ARIEL ORIOL NOBEL CONSTRUCTION CORP 16-23 CORNELIA STREET RIDGEWOOD, NY, 11385 Business Phone: 7182661793 GC 0604076</p>	<p><b>Job Description:</b></p> <p>REPAIR FIRE DAMAGE TO 2ND FLR.AND CONVER T 2 APARTMENTS INTO 1.INSTALL N&lt;BR&gt;W PARTITIONS AND PLUMBING FIXTURES.CURB CUT LOCATED E/S WILSON AVENUE 60'S/O FLU SHING AVE,(2) 1.5'SPLAYS + 17'DROP=20'W.</p>
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[View Additional Licensed Professionals>>](#)

**Actions**

7. If you see a screen similar to the one below, select the radio button next to **Manage Delegates** and click **Continue Application**. Otherwise, you will be brought directly to the next step.

**Inspection Ready**

Submit Inspection Requests and Certifications to NYC Department of Buildings

Logged in as: Frank Structure | Collections (2) | Account Management | Logout

Home Buildings

Select an Online Service | Search Records | Access My Records

**Select an Action**

Choose one of the following available actions to perform. Please be advised that licensees are responsible for the accuracy and completeness of any data provided, including uploads by such licensees' delegates.

Certification of Objections

**Manage Delegates**

**Continue Application »**

8. From here you are able to Add, Remove, or View a Delegate.

- [Adding One Delegate](#)
- [Removing One or Multiple Delegate](#)
- [Viewing a Delegate](#)

Home
Buildings

[Select an Online Service](#) | [Search Records](#) | [Access My Records](#)

### Manage Delegates

1 Add

2 Remove

3 Review

4 Record Issuance

**Step 1: Add > Add a New Delegate**

To remove existing Delegates, skip Step 1 and select "Continue Application".  
To add a new Delegate, follow Step 1.

On this page, you can add an individual as a Delegate on your record. Delegates may request inspections and upload documents on the record you selected. They will also receive certain email notifications regarding this record.

A Delegate must be a Registered User of Hub *Inspection Ready*. Enter the email address of the user you'd like to add as a Delegate below to verify they are a registered user of the system.

\* indicates a required field.

**New Delegate Form**

**SEARCH FOR DELEGATES**

What is the email address of the person you would like to add?: ?

Save and resume later:

## Adding One Delegate

Owners and LPs may add other Registered Users as Delegates at any time. Follow steps 1-7 of the [Manage Delegates](#) section to arrive at the Manage Delegates screen.

*Please note:*

*Adding Delegates through the Manage Delegates feature allows you to add one Delegate to one Record at a time. Please refer to the [Manage Bulk Delegates](#) section to learn how to add multiple Delegates to one or multiple Records at once.*

1. To add a new Delegate, enter the **Delegate’s email address** in the text box. You must enter the same email address that the Delegate used to register for a *DOB NOW: Inspections* account.
2. **Click anywhere outside of the text box.**

**Manage Delegates**

1 Add | 2 Remove | 3 Review | 4 Record Issuance

**Step 1: Add > Add a New Delegate**  
 To remove existing Delegates, skip Step 1 and select "Continue Application".  
 To add a new Delegate, follow Step 1.

On this page, you can add an individual as a Delegate on your record. Delegates may request inspections and upload documents on the record you selected. They will also receive certain email notifications regarding this record.

A Delegate must be a Registered User of Hub *Inspection Ready*. Enter the email address of the user you'd like to add as a Delegate below to verify they are a registered user of the system.

\* indicates a required field.

**New Delegate Form**

SEARCH FOR DELEGATES

What is the email address of the person you would like to add? ?

Continue Application »

Save and resume later:

3. The system will verify that the desired Delegate is a Registered User in DOB NOW: *Inspections.*

- If you correctly entered the Registered User’s email address, the following message will display: “User Found: <Name>”

The screenshot shows a web form titled "New Delegate Form" with the heading "SEARCH FOR DELEGATES". Below the heading, it asks "What is the email address of the person you would like to add?". The input field contains "frankstructure@emailaddress". The feedback message reads "User Found: Frank Structure" in red text, followed by a question mark icon.

- If the email address cannot be found, the following message will display: "The email address does not exist in the system. Please try again."

The screenshot shows the same "New Delegate Form" with "SEARCH FOR DELEGATES". The input field contains "incorrect@emailaddress.c". The feedback message reads "This email address does not exist in the system. Please try again" in red text, followed by a question mark icon.

4. Once you have located the correct Delegate, click **Continue Application**.

The screenshot shows the "Manage Delegates" page with a progress bar containing four steps: "1 Add", "2 Remove", "3 Review", and "4 Record Issuance". The "1 Add" step is highlighted. Below the progress bar, there is a section titled "Step 1: Add > Add a New Delegate" with instructions. A "New Delegate Form" is visible, showing a successful search for "Frank Structure". At the bottom left, the "Continue Application" button is highlighted with a red box. At the bottom right, there is a "Save and resume later" option with a save icon.

- Skip the "Remove Existing Delegates" page by clicking **Continue Application**.

**Manage Delegates**

1 Add → 2 Remove → 3 Review → 4 Record Issuance

**Step 2: Remove > Remove Existing Delegates**

If you do not wish to remove Delegates at this time, skip Step 2 and select "Continue Application".  
To remove existing Delegates, follow Step 2.

Use this page to remove existing Delegates from the selected record. To begin, select the checkbox for any Delegates that you wish to remove and click the 'Edit Selected' button.

Once open, mark the 'Remove from Record?' checkbox for any Delegate that you would like to remove.

\* indicates a required field.

**Existing Delegate List**

**SELECT DELEGATES FOR REMOVAL**

Showing 0-0 of 0

First Name	Last Name	Email Address	Remove from Record?
No records found.			

Edit Selected

**Continue Application »** Save and resume later:

- Verify that the correct email address is displayed in the New Delegate Form section. Click **Continue Application**.

**Manage Delegates**

1 Add → 2 Remove → 3 Review → 4 Record Issuance

**Step 3: Review**

Continue Application » Save and resume later:

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

Manage Delegates

**New Delegate Form**

SEARCH FOR DELEGATES Edit

What is the email address of the person you would like to add?: frankstructure@emailaddress.com

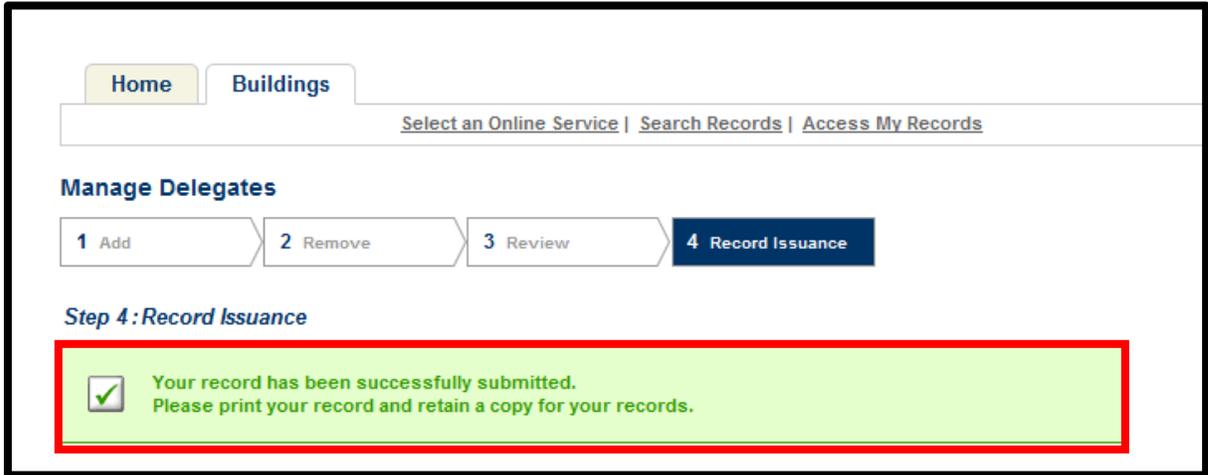
**Existing Delegate List**

SELECT DELEGATES FOR REMOVAL Edit

No information to display.

**Continue Application »** Save and resume later:

7. The following message will display, confirming that the new Delegate has been added:  
“Your record has been successfully submitted. Please print your record and retain a copy for your records.



8. Delegates will automatically be sent an email to notify them that they have been added.

## Removing One or Multiple Delegates

Owners and LPs may remove Delegates on a Record at any time. Follow steps 1-7 of the [Manage Delegates](#) section to get to the Manage Delegates screen.

1. To remove a Delegate, **skip** the “Add a New Delegate” page by leaving the email field blank. Click **Continue Application**.

**Manage Delegates**

1 Add 2 Remove 3 Review 4 Record Issuance

**Step 1: Add > Add a New Delegate**

To remove existing Delegates, skip Step 1 and select “Continue Application”.  
To add a new Delegate, follow Step 1.

On this page, you can add an individual as a Delegate on your record. Delegates may request inspections and upload documents on the record you selected. They will also receive certain email notifications regarding this record.

A Delegate must be a Registered User of Hub *Inspection Ready*. Enter the email address of the user you’d like to add as a Delegate below to verify they are a registered user of the system.

\* indicates a required field.

**New Delegate Form**

SEARCH FOR DELEGATES

What is the email address of the person you would like to add?: ?

**Continue Application >** Save and resume later:

- The list of Delegates' first names, last names, and email addresses will display. To remove a Delegate, select the **checkbox** to the left of the Delegate and click **Edit Selected**.
  - You may select multiple Delegates at once if desired.

**Manage Delegates**

1 Add   2 Remove   3 Review   4 Record Issuance

**Step 2: Remove > Remove Existing Delegates**  
 If you do not wish to remove Delegates at this time, skip Step 2 and select "Continue Application".  
 To remove existing Delegates, follow Step 2.

Use this page to remove existing Delegates from the selected record. To begin, select the checkbox for any Delegates that you wish to remove and click the 'Edit Selected' button.

Once open, mark the 'Remove from Record?' checkbox for any Delegate that you would like to remove.

\* indicates a required field.

**Existing Delegate List**

**SELECT DELEGATES FOR REMOVAL**  
 Showing 1-2 of 2

<input type="checkbox"/>	First Name	Last Name	Email Address	Remove from Record?	Actions
<input type="checkbox"/>	Frank	Structure	frankstructure@emailaddress.com	No	Actions
<input checked="" type="checkbox"/>	Thomas	Crane	thomascrane@emailaddress.com	No	Actions

**Edit Selected**

- The "Select Delegates for Removal" pop up window will display. To remove the Delegate, select the '**Remove from Record?**' checkbox and click **Submit**.

**Manage Delegates**

1 Add   2 Remove   3 Review   4 Record Issuance

**Step 2: Remove > Remove Existing Delegates**  
 If you do not wish to remove Delegates at this time, skip Step 2 and select "Continue Application".  
 To remove existing Delegates, follow Step 2.

**SELECT DELEGATES FOR REMOVAL**

First Name:       Last Name:       Email Address:

Remove from Record?

**Submit**    Cancel

Thomas    Crane    thomascrane@emailaddress.com    No    Actions

4. A "Yes" will display in the "Remove from Record?" column for the Delegate(s) you just selected to be removed. If "No" appears in the "Remove from Record?" column, the Delegate remains on the Record. Click **Continue Application**.

### Manage Delegates

1 Add

2 Remove

3 Review

4 Record Issuance

**Step 2: Remove > Remove Existing Delegates**

If you do not wish to remove Delegates at this time, skip Step 2 and select "Continue Application".  
To remove existing Delegates, follow Step 2.

Use this page to remove existing Delegates from the selected record. To begin, select the checkbox for any Delegates that you wish to remove and click the 'Edit Selected' button.

Once open, mark the 'Remove from Record?' checkbox for any Delegate that you would like to remove.

\* indicates a required field.

**Existing Delegate List**

**SELECT DELEGATES FOR REMOVAL**

Showing 1-2 of 2

<input type="checkbox"/> First Name	Last Name	Email Address	Remove from Record?	Actions
<input type="checkbox"/> Frank	Structure	frankstructure@emailaddress.com	No	<a href="#">Actions</a> ▼
<input type="checkbox"/> Thomas	Crane	thomascrane@emailaddress.com	Yes	<a href="#">Actions</a> ▼

Continue Application »

Save and resume later:

- Click **Continue Application** to remove the Delegate(s) with “Yes” listed in the “Remove from Record?” column.

**Manage Delegates**

1 Add   2 Remove   **3 Review**   4 Record Issuance

**Step 3: Review**

[Continue Application »](#) Save and resume later:

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

**Manage Delegates**

**New Delegate Form**

SEARCH FOR DELEGATES [Edit](#)

What is the email address of the person you would like to add?:

**Existing Delegate List**

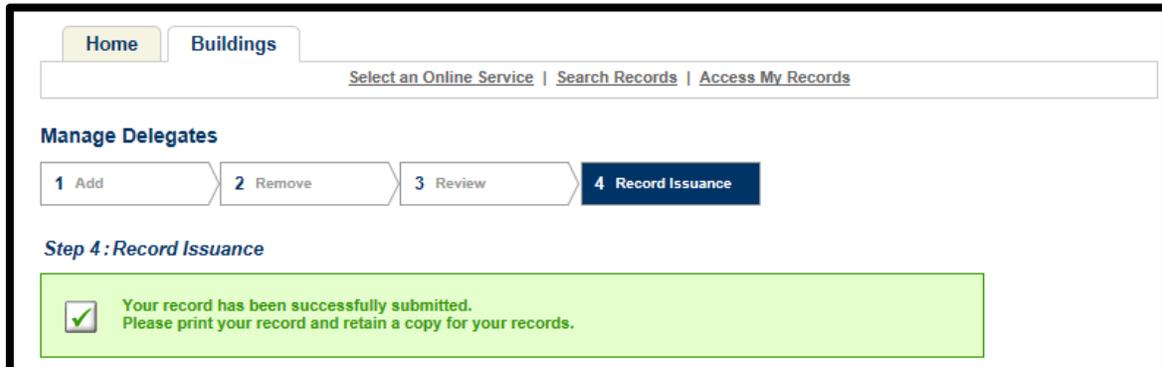
SELECT DELEGATES FOR REMOVAL [Edit](#)

First Name	Last Name	Email Address	Remove from Record?
Frank	Structure	frankstructure@emailaddress.com	No
Thomas	Crane	thomascrane@emailaddress.com	Yes

< ||| >

[Continue Application »](#) Save and resume later:

6. The following message will display, confirming that the Delegate(s) has been removed:  
“Your record has been successfully submitted. Please print your record and retain a copy for your records.



7. The Delegate(s) removed from the Record will automatically be sent an email to notify them that they have been removed.

## Viewing a Delegate

Owners and LPs may view Delegates on a Record at any time. Follow steps 1-7 of the [Manage Delegates](#) section to get to the Manage Delegates screen.

1. To view the list of Delegates currently on this Record, **skip** the “Add a New Delegate” page by leaving the email field blank. Click **Continue Application**.

**Manage Delegates**

1 Add   2 Remove   3 Review   4 Record Issuance

**Step 1: Add > Add a New Delegate**

To remove existing Delegates, skip Step 1 and select “Continue Application”.  
To add a new Delegate, follow Step 1.

On this page, you can add an individual as a Delegate on your record. Delegates may request inspections and upload documents on the record you selected. They will also receive certain email notifications regarding this record.

A Delegate must be a Registered User of Hub *Inspection Ready*. Enter the email address of the user you’d like to add as a Delegate below to verify they are a registered user of the system.

\* indicates a required field.

**New Delegate Form**

**SEARCH FOR DELEGATES**

What is the email address of the person you would like to add?: [?](#)

**Continue Application »** Save and resume later:

2. The list of Delegates’ first names, last names, and email addresses will display.

**Manage Delegates**

1 Add   2 Remove   3 Review   4 Record Issuance

**Step 2: Remove > Remove Existing Delegates**

If you do not wish to remove Delegates at this time, skip Step 2 and select “Continue Application”.  
To remove existing Delegates, follow Step 2.

Use this page to remove existing Delegates from the selected record. To begin, select the checkbox for any Delegates that you wish to remove and click the “Edit Selected” button.

Once open, mark the “Remove from Record?” checkbox for any Delegate that you would like to remove.

\* indicates a required field.

**Existing Delegate List**

**SELECT DELEGATES FOR REMOVAL**

Showing 1-2 of 2

	First Name	Last Name	Email Address	Remove from Record?	
<input type="checkbox"/>	Frank	Structure	frankstructure@emailaddress.com	No	<a href="#">Actions</a> ▼

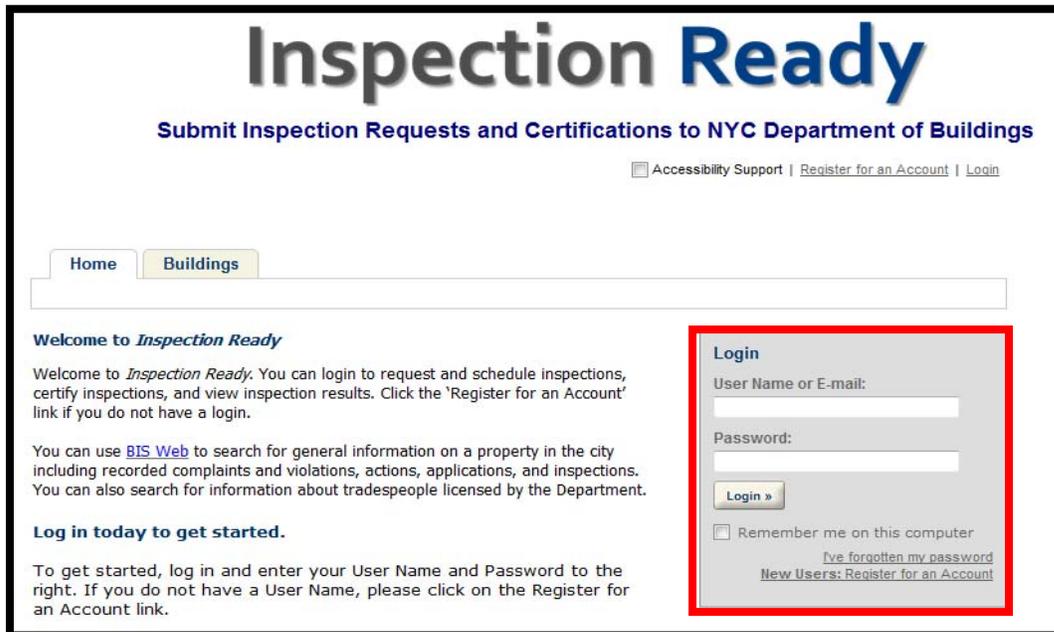
## Manage Bulk Delegates

This feature is found in the Online Services menu and allows the Owner or LP to add one or multiple Delegates to one or multiple Records at once. Owners and LPs may add other Registered Users as Delegates at any time. Follow the steps below to perform this action.

*Please note:*

*The Manage Bulk Delegates feature allows you to **add** Delegates to Records. This feature cannot be used to remove or view Delegates.*

1. Navigate to the DOB NOW: *Inspections* login page from the Department of Buildings' website.
2. Enter your DOB NOW: *Inspections* User Name and Password and click **Login**. Please refer to the *Account Registration and Management* User Manual before moving forward with the steps below if you do not already have a DOB NOW: *Inspections* account.



**Inspection Ready**

**Submit Inspection Requests and Certifications to NYC Department of Buildings**

Accessibility Support | [Register for an Account](#) | [Login](#)

Home Buildings

**Welcome to *Inspection Ready***

Welcome to *Inspection Ready*. You can login to request and schedule inspections, certify inspections, and view inspection results. Click the 'Register for an Account' link if you do not have a login.

You can use [BIS Web](#) to search for general information on a property in the city including recorded complaints and violations, actions, applications, and inspections. You can also search for information about tradespeople licensed by the Department.

**Log in today to get started.**

To get started, log in and enter your User Name and Password to the right. If you do not have a User Name, please click on the Register for an Account link.

**Login**

User Name or E-mail:

Password:

Remember me on this computer

[I've forgotten my password](#)  
[New Users: Register for an Account](#)

3. From the Home Page, click **Select an Online Service**.

**What would you like to do today?**  
To get started, select one of the services listed below:

Use the links in 'General Information' to look up information for Licensed Professionals or Licensees.

Use the links in 'Buildings' to:

- Search Records (Permits/Jobs/Device Numbers/Record)
- Access Your Account to view your permits, jobs, request an inspection, etc...
- Submit one of the following specialized transactions: PVT Inspection Results or Temporary Amusement Ride Inspection Requests

<b>General Information</b> <a href="#">Search Licensed Professionals/Licensees</a>	<b>Buildings</b> <a href="#">Select an Online Service</a> <a href="#">Search Records</a> <a href="#">Access My Records</a>
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4. Select the radio button next to **Manage Bulk Delegates** and click **Continue Application**.

The screenshot shows a web interface with a navigation bar containing 'Home' and 'Buildings' tabs. Below the navigation bar is a search bar with links for 'Select an Online Service', 'Search Records', and 'Access My Records'. The main heading is 'Select a Record Type'. Below this heading is a paragraph of text: 'Choose one of the following available record types. Please be advised that licensees are responsible for the accuracy and completeness of any data provided, including uploads by such licensees' delegates.' There are three radio button options: 'Link PIN', 'Manage Bulk Delegates', and 'PVT Inspection Results'. The 'Manage Bulk Delegates' option is selected and highlighted with a red box. Below the radio buttons is a 'Continue Application >' button, also highlighted with a red box.

5. Enter the Record IDs you wish to add Delegates to. You may enter up to 10 Record IDs.

Home Buildings

Select an Online Service | Search Records | Access My Records

### Manage Bulk Delegates

1 Enter Record IDs 2 Enter Email Addresses 3 Display Permit # and Email 4 Review 5 Record Issuance

**Step 1: Enter Record IDs > Enter Record IDs**

Use the fields below to enter in the Record IDs of the jobs/permits/devices that you would like to delegate to. You can enter in a maximum of 10 records per transaction. On the next page you will be able to enter in up to 5 email addresses to delegate to. These users will be delegated to all records listed below.

\* indicates a required field.

**Record IDs for Bulk Delegation**

RECORD IDS FOR BULK DELEGATION

\* Record ID 1:

Record ID 2:

Record ID 3:

Record ID 4:

Record ID 5:

Record ID 6:

Record ID 7:

Record ID 8:

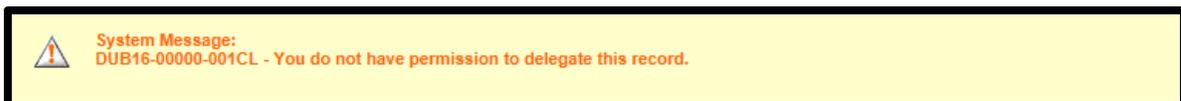
Record ID 9:

Record ID 10:

Continue Application »

6. The system will verify that you have the rights to add Delegates to the Record.

- If you entered a Record ID that you do not have the rights to add Delegates, the following message will display: “<Record ID> - You do not have permission to delegate this record.”



- If you entered an invalid Record ID, the following message will display: “<Record ID> - This Record is not valid for delegation (Record ID must be a Permit, Job, or Device Number).”



7. Once you have entered the correct Record ID(s), click **Continue Application**.

Home Buildings

Select an Online Service | Search Records | Access My Records

### Manage Bulk Delegates

1 Enter Record IDs 2 Enter Email Addresses 3 Display Permit # and Email 4 Review 5 Record Issuance

**Step 1: Enter Record IDs > Enter Record IDs**

Use the fields below to enter in the Record IDs of the jobs/permits/devices that you would like to delegate to. You can enter in a maximum of 10 records per transaction. On the next page you will be able to enter in up to 5 email addresses to delegate to. These users will be delegated to all records listed below.

\* indicates a required field.

**Record IDs for Bulk Delegation**

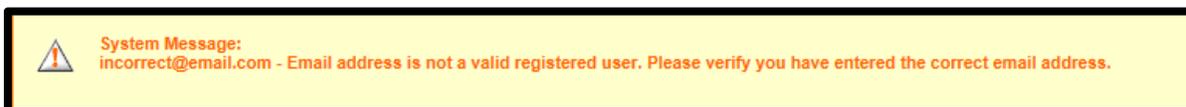
RECORD IDS FOR BULK DELEGATION

*Record ID 1:	JC40044007301PL
Record ID 2:	S442631
Record ID 3:	
Record ID 4:	
Record ID 5:	
Record ID 6:	
Record ID 7:	
Record ID 8:	
Record ID 9:	
Record ID 10:	

Continue Application »

- Enter the **Delegates' email address** in the text box. You must enter the same email address that the Delegate used to register for a DOB NOW: *Inspections* account. You may enter up to 5 email address. Please Note: Every email address entered here will be associated to every Record entered during Step 1.

- The system will verify that the desired Delegate is a Registered User in DOB NOW: *Inspections*.
  - If the email address cannot be found, the following message will display: "<Email ID> - Email address is not a valid registered user. Please verify you have entered the correct email address."



- If the person is already a Delegate of the Record, the following message will display: "<Email ID> - This user is already Delegated on this Record ID: <Record ID>"



10. Once you have located the correct Delegate, click **Continue Application**.

The screenshot shows the 'Manage Bulk Delegates' interface. At the top, there are navigation tabs for 'Home' and 'Buildings', and a search bar with links for 'Select an Online Service', 'Search Records', and 'Access My Records'. Below this is a progress bar with five steps: 1. Enter Record IDs, 2. Enter Email Addresses (highlighted in blue), 3. Display Permit # and Email, 4. Review, and 5. Record Issuance. The main heading is 'Manage Bulk Delegates' and the sub-heading is 'Step 2: Enter Email Addresses > Enter Email Addresses'. A text block explains that users can enter up to 5 email addresses. Below this is a form titled 'Email IDs for Bulk Delegation' with five input fields labeled 'Email Address 1' through 'Email Address 5'. The first two fields contain 'frankstructure@emailaddress' and 'thomascrane@emailaddress' respectively. A 'Continue Application »' button is highlighted with a red box at the bottom left.

11. Validate that you entered the correct Delegates to the Records you want them to have access on your behalf. If you wish to make modifications, Click on the **1 Enter Record IDs** or **2 Enter Email Addresses** to edit what you entered previously.

The screenshot shows the 'Manage Bulk Delegates' interface at Step 3: Display Permit # and Email. The progress bar now highlights Step 3 in blue. The main heading is 'Manage Bulk Delegates' and the sub-heading is 'Step 3: Display Permit # and Email > Review Permits & Delegates'. A text block asks the user to review the table below. Below this is a table titled 'PERMITS AND DELEGATES TABLE' with columns for Job/Permit#, Delegate 1, Delegate 2, Delegate 3, Delegate 4, and Delegate 5. The table contains two rows of data. A 'Continue Application »' button is highlighted with a red box at the bottom left.

Job/Permit#	Delegate 1	Delegate 2	Delegate 3	Delegate 4	Delegate 5
JC40044007301PL	frankstructure@emailaddress.com	thomascrane@emailaddress.com			
S442631	frankstructure@emailaddress.com	thomascrane@emailaddress.com			

12. If no modifications are needed, click **Continue Application**.

The screenshot shows a web interface for managing bulk delegates. At the top, there are navigation tabs for 'Home' and 'Buildings', and a search bar with links for 'Select an Online Service', 'Search Records', and 'Access My Records'. Below this is a progress bar with five steps: 1. Enter Record IDs, 2. Enter Email Addresses, 3. Display Permit # and Email (highlighted in blue), 4. Review, and 5. Record Issuance. The main heading is 'Manage Bulk Delegates'. Underneath, it says 'Step 3: Display Permit # and Email > Review Permits & Delegates'. A paragraph of text asks the user to review the table below to ensure correct delegates are added. A note indicates that an asterisk (\*) denotes a required field. Below this is a table titled 'PERMITS AND DELEGATES TABLE' showing two rows of data. At the bottom, there is a red-bordered button labeled 'Continue Application »'.

**Permit # and Delegates Being Added**

**PERMITS AND DELEGATES TABLE**

Showing 1-2 of 2

Job/Permit#	Delegate 1	Delegate 2	Delegate 3	Delegate 4	Delegate 5
JC40044007301PL	frankstructure@emailaddress.com	thomascrane@emailaddress.com			
S442631	frankstructure@emailaddress.com	thomascrane@emailaddress.com			

**Continue Application »**

13. Review that the correct Record IDs and email addresses are displayed. Click **Continue Application**.

The screenshot shows the 'Manage Bulk Delegates' application interface. At the top, there are navigation tabs for 'Home' and 'Buildings', and a search bar with options to 'Select an Online Service', 'Search Records', and 'Access My Records'. The main heading is 'Manage Bulk Delegates', followed by a progress bar with five steps: 1. Enter Record IDs, 2. Enter Email Addresses, 3. Display Permit # and Email, 4. Review (highlighted), and 5. Record Issuance. Below the progress bar, there is a 'Continue Application' button and a message: 'Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.' The interface is divided into three main sections: 'Record IDs for Bulk Delegation', 'Email IDs for Bulk Delegation', and 'Permits and Delegates Table'. Each section has an 'Edit' button. The 'Permits and Delegates Table' is a table with columns for Job/Permit#, Delegate 1, Delegate 2, Delegate 3, Delegate 4, and Delegate 5. The table contains two rows of data. At the bottom, there is another 'Continue Application' button, which is highlighted with a red box in the original image.

**Record Type**

Manage Bulk Delegates

**Record IDs for Bulk Delegation**

RECORD IDS FOR BULK DELEGATION Edit

Record ID 1: JC40044007301PL  
 Record ID 2: S442631  
 Record ID 3:  
 Record ID 4:  
 Record ID 5:  
 Record ID 6:  
 Record ID 7:  
 Record ID 8:  
 Record ID 9:  
 Record ID 10:

**Email IDs for Bulk Delegation**

EMAIL IDS FOR BULK DELEGATION Edit

Email Address 1: frankstructure@emailaddress.com  
 Email Address 2: thomascrane@emailaddress.com  
 Email Address 3:  
 Email Address 4:  
 Email Address 5:

**Permit # and Delegates Being Added**

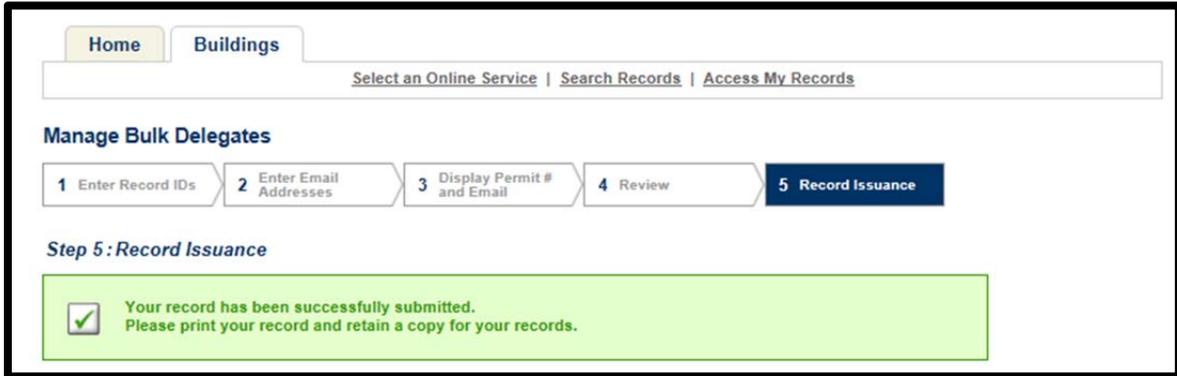
PERMITS AND DELEGATES TABLE Edit

Job/Permit#	Delegate 1	Delegate 2	Delegate 3	Delegate 4	Delegate 5
JC40044007301PL	frankstructure@emailaddress.com	thomascrane@emailaddress.com			
S442631	frankstructure@emailaddress.com	thomascrane@emailaddress.com			

**Continue Application**

14. The following message will display, confirming that the new Delegates have been added:

“Your record has been successfully submitted. Please print your record and retain a copy for your records.”



15. Delegates will automatically be sent an email to notify them that they have been added.