DOB NOW: Build

For Electrical Filings

Industry Information Session

Updated: 2/14/18

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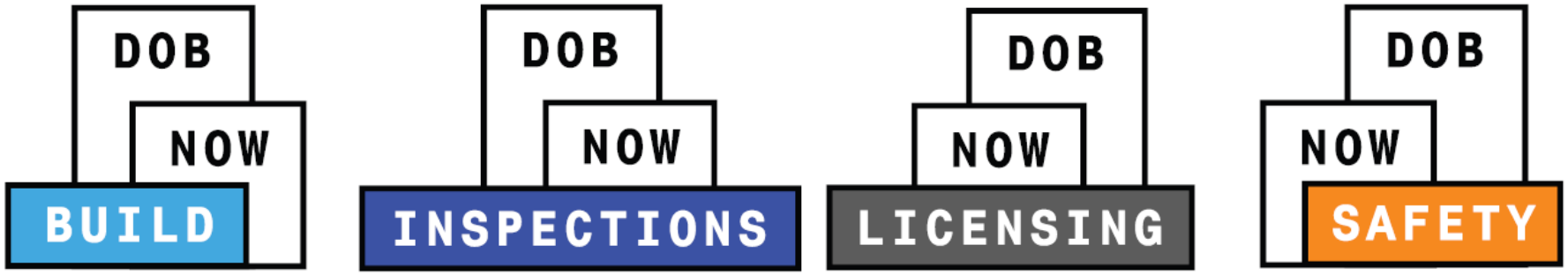
- Bringing it all Together

Introduction to DOB NOW

DOB NOW at-a-glance



DOB NOW is an interactive, web-based portal that will enable building owners, design professionals, filing representatives, and licensees to do all business with DOB online, including:

- Submit applications
- Make payments
- Schedule appointments
- Check the status of an application
- Pull permits
- Make renewals

DOB NOW Resources

Department of Buildings website
www.nyc.gov/dobnowinfo

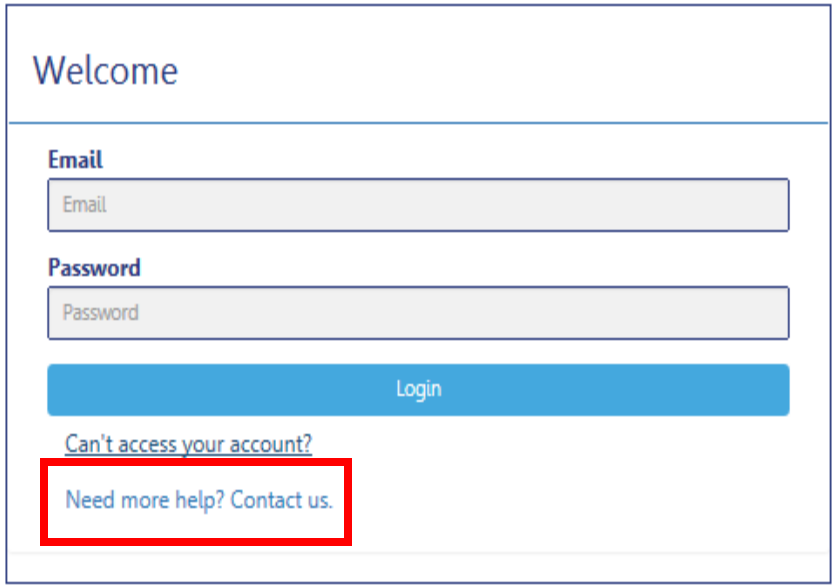
1. Take advantage of training tools

- Frequently Asked Questions
- Process Manuals
- Training Presentations
- Tip Sheets
- Videos

2. Subscribe to Buildings News

Support

Send your questions to **DOB NOW Customer Service** by submitting a request from the DOB NOW Home Page or by visiting the link



www.nyc.gov/dobnowhelp

Key Dates and Changes

Rule Review

As of **December 4th**, the use of DOB NOW: *Build* is **mandatory** for ED16A Electrical Filings

Electrical Advisory Board filings will continue with the current process

Electrical Job Filings to Launch in DOB NOW: *Build* on December 4, 2017

Effective December 4, 2017, all new Electrical Permit Applications (ED16A) job filings must be submitted through DOB NOW: *Build* at www.nyc.gov/DOBNOW. All new ED16A filings submitted to the Electrical Unit at 280 Broadway, 1 Centre or through eFiling will be rejected. Electrical job filings that require submission to the Electrical Advisory Board will still be processed at the Electrical Advisory Board at 1 Centre, 23rd Floor, Room 2337.

Please note the following:

- All amendments to electrical job filings that currently have a BIS application number issued prior to December 4, 2017 will continue to be processed by the Electrical Unit or through eFiling.
- All Owners, Design Professionals, Licensees, and Filing Representatives need an **eFiling account** to prepare, pay, and submit filings in DOB NOW: *Build*. Please read our Registration Tips at www.nyc.gov/dobnowtips for detailed information about registering for an eFiling account.

For questions or for further information please submit your inquiry at www.nyc.gov/dobnowhelp.

Rule Review

As of December 4, 2017

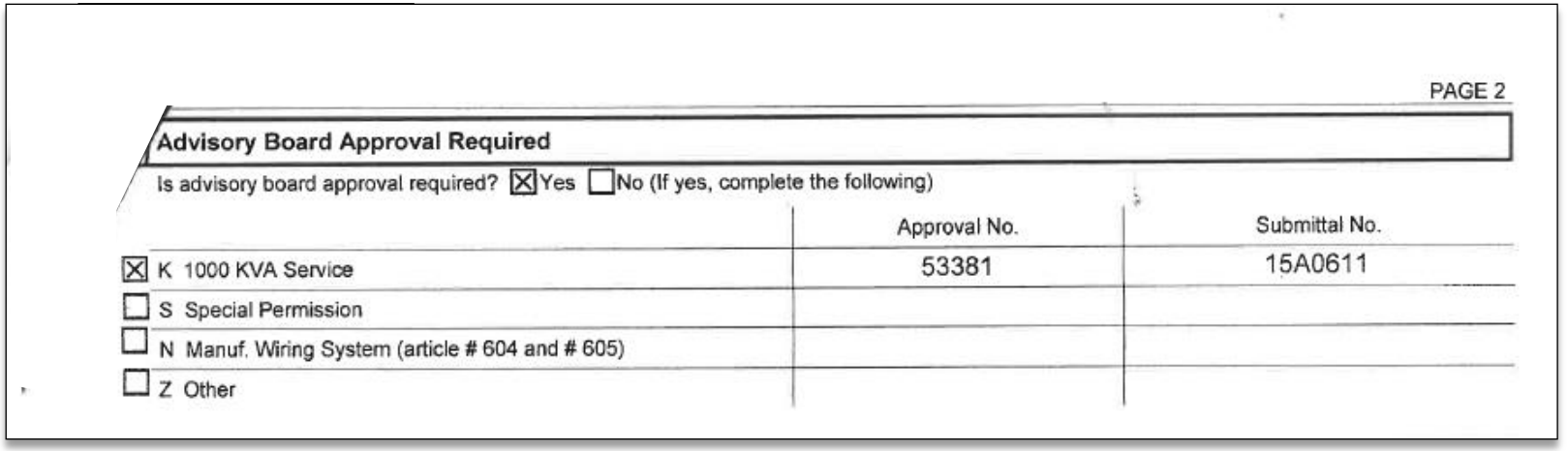
Use of DOB NOW: *Build* Mandatory		**Use of DOB NOW: *Build* Optional**	
• Electrical	EL	• Plumbing	PL
• Antenna	AN	• Sprinkler	SP
• Curb Cut	CC	• Standpipe	SD
• Construction Fence	FN		
• Sidewalk Shed	SH		
• Supported Scaffold	SF		
• Signs	SG		

Rule Review

Beginning December 4th, the ED16A option will be removed from eFiling

Rule Review

Electrical Filings that need to go in front of the **Advisory Board** are not included in this release. Continue to file through Electrical Advisory Board at 280 Broadway



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Advisory Board Approval Required

Is advisory board approval required? ☒ Yes ☐ No (If yes, complete the following)

	Approval No.	Submittal No.
☒ K 1000 KVA Service	53381	15A0611
☐ S Special Permission		
☐ N Manuf. Wiring System (article # 604 and # 605)		
☐ Z Other		

Rule Review

All job filings that currently have a BIS job number will continue to be processed in eFiling or through the Electrical Unit

Not Currently Available in DOB NOW

Submit through www.nyc.gov/dobnowhelp

Process
PW1 – Plan/ Work
Withdrawal and Superseding Requests
Required Document Waiver and Deferral Request
AI1 - Additional Information Form
PER11 - Manual Appointment Request
CCD1 - Construction Code Determination
ZRD1 - Zoning Resolution Determination
L2 - Requests for Overrides, Reductions, or Waivers of Civil Penalties for Work Without a Permit and Stop Work Order Violations

Fees for Electrical

- Filing Fees ($15 or $40) need to be paid at time of Filing in DOB NOW using the City Pay Portal
- Payment for Parts Fees will continue to be deducted from your FIRM account

Job Filing and Permit Number

Job Number

9 Characters

M00000001

Borough (M,B,X,Q,S) ✚ 8 Digits

M = Manhattan, B = Brooklyn , X = Bronx,
Q = Queens, S = Staten Island

Filing Number

2 Characters

I1
S1, S2, S3 …
P1, P2, P3 …

Alphabetical Character ✚ 1 Digit

I = Initial Filing, S = Subsequent Filing, P = PAA

Permit Number

13 Characters

M00000001 – I1 - EL

Job Number ✚ Filing Number ✚ Permit Type

Filing Types

Filing Type	Description	Example	Sample Job Filing Number
Initial	Original application for a job; generates the job number	Installing a new light fixture	M00289607-I1
Post Approval Amendment	Used to make adjustments after approval	Scope of work increases; significant change to the plans	M00289607-P1
Subsequent (Once 9 Subsequent filings are made the coding will move to Z,Y,X,W,V,U,T,R,Q,O,N and M)	Link jobs at same property; add a work type or additional standalone filing	Adding multiple outlets	M00289607-S1 M00289607-S9 M00289607-Z1

Register for DOB NOW through eFiling

Who Needs to Register for eFiling (Electrical)

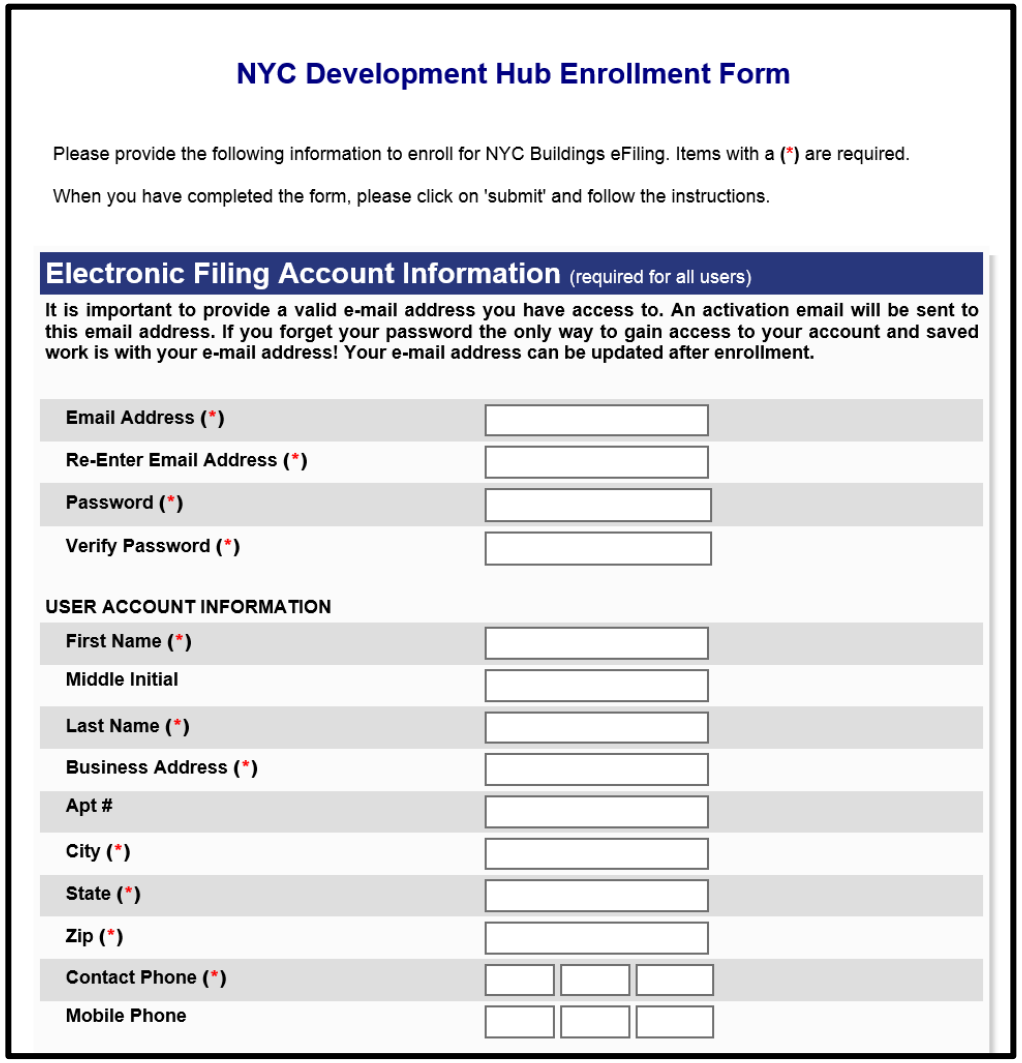
- Master Electricians
- Special Electricians
- Property Owners

!Tip: Owners are not required to register for eFiling for ED16A Electrical Jobs but should register if they want to receive job filing notifications

Who Needs to Register for eFiling (For all other Filings)

- Property Owners
- Filing Representatives
- Design Professionals
  - Registered Architects
  - Registered Landscape Architects
  - Professional Engineers
- General Contractors
- Sign Hangers
- Lessee
- Inspectors
  - Special Inspectors
  - Progress Inspectors
- Site Safety
  - Site Safety Manager
  - Construction Superintendent
  - Site Safety Coordinator

eFiling Registration – Contact Details



NYC Development Hub Enrollment Form

Please provide the following information to enroll for NYC Buildings eFiling. Items with a (*) are required.

When you have completed the form, please click on 'submit' and follow the instructions.

Electronic Filing Account Information (required for all users)

It is important to provide a valid e-mail address you have access to. An activation email will be sent to this email address. If you forget your password the only way to gain access to your account and saved work is with your e-mail address! Your e-mail address can be updated after enrollment.

Email Address (*)	
Re-Enter Email Address (*)	
Password (*)	
Verify Password (*)	

USER ACCOUNT INFORMATION

First Name (*)	
Middle Initial	
Last Name (*)	
Business Address (*)	
Apt #	
City (*)	
State (*)	
Zip (*)	
Contact Phone (*)	
Mobile Phone	

Prepare to Access DOB NOW: *Build*

DOB recommends using DOB NOW: *Build* in Internet Explorer 9

To Turn Off Pop-Up Blockers in IE9

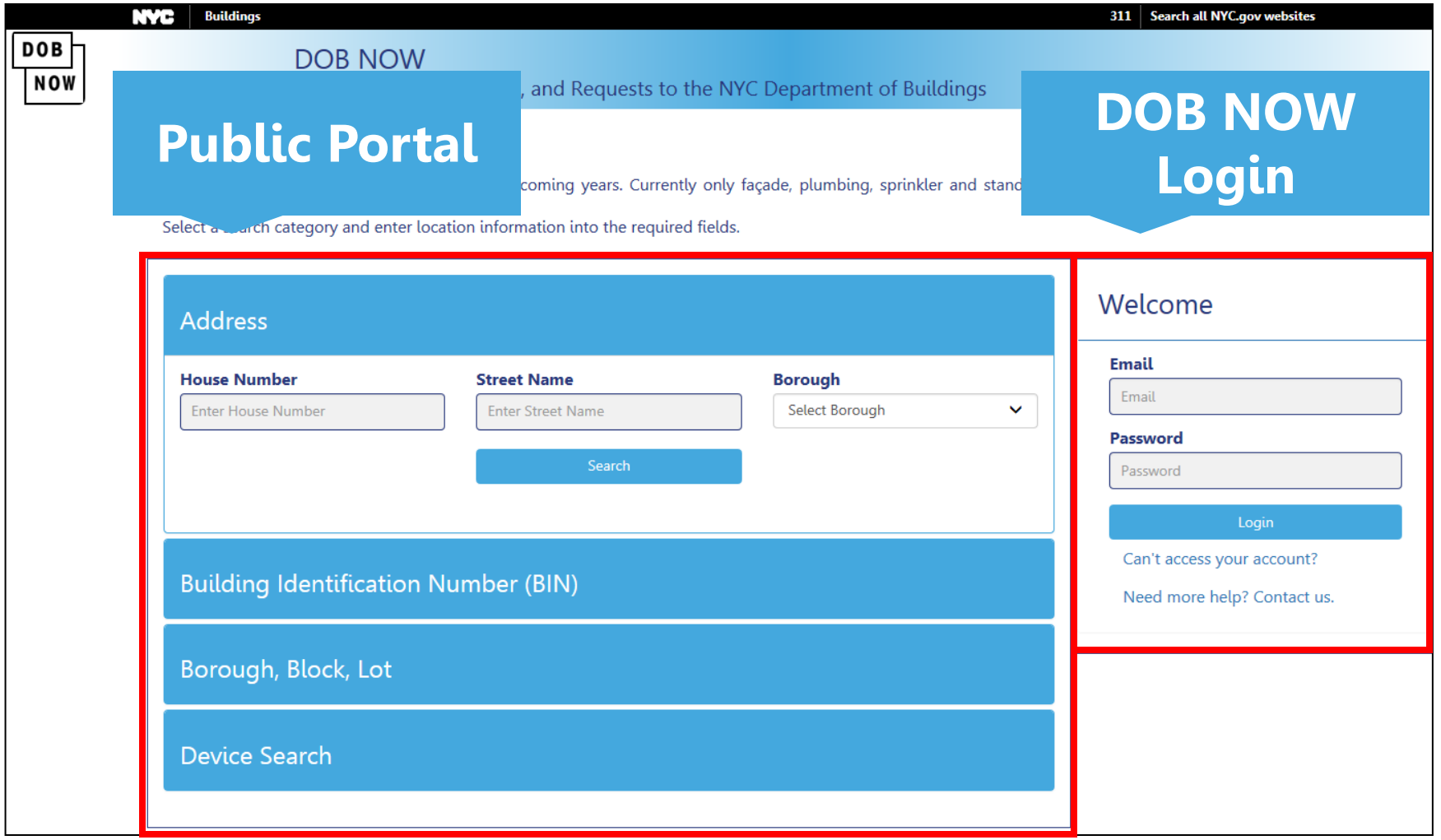
Go to **Settings** (the gear icon ⚙)
Select **Internet Options**
Go to the **Privacy** tab
Deselect **Turn On Pop Up Blockers**

Sign on to DOB NOW: *Build*

Access DOB NOW: *Build*

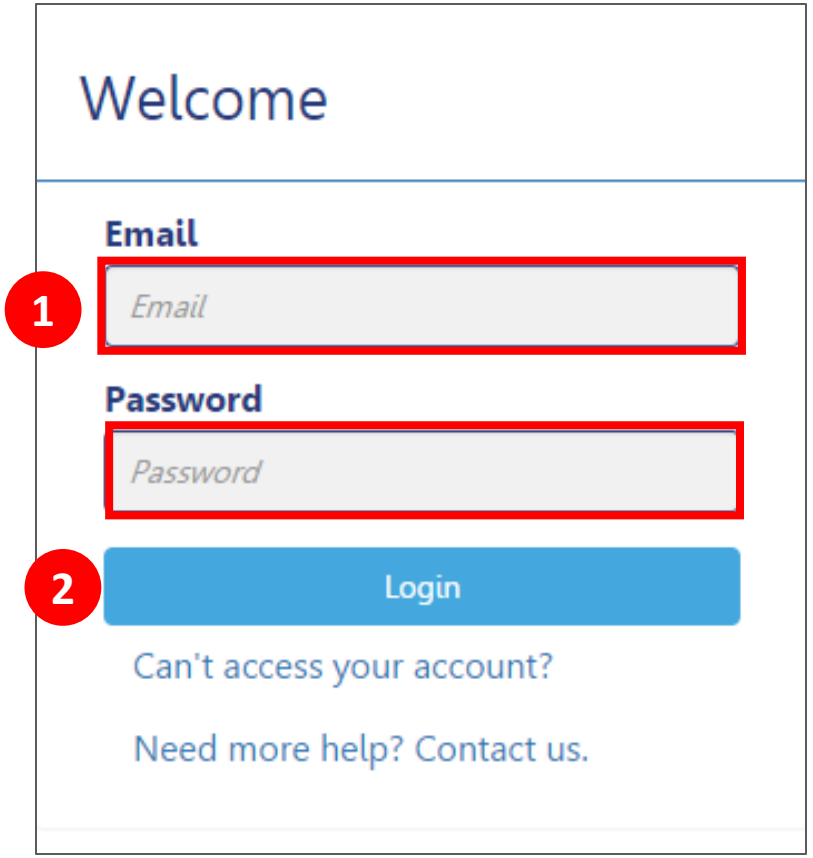
www.nyc.gov/dobnow

DOB NOW Login Page



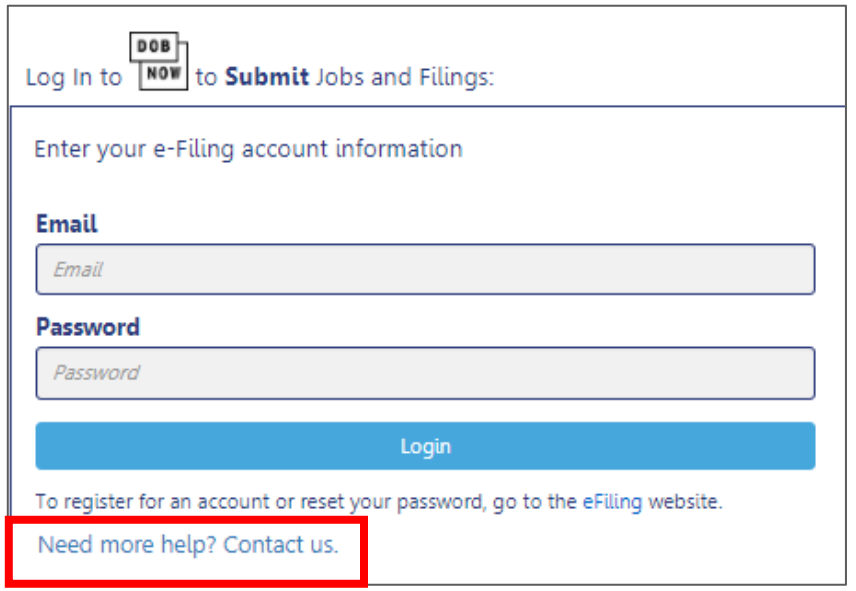
Sign On to DOB NOW: *Build*

1. Enter your **Email** and **Password** that you created in eFiling
2. Click **Login**

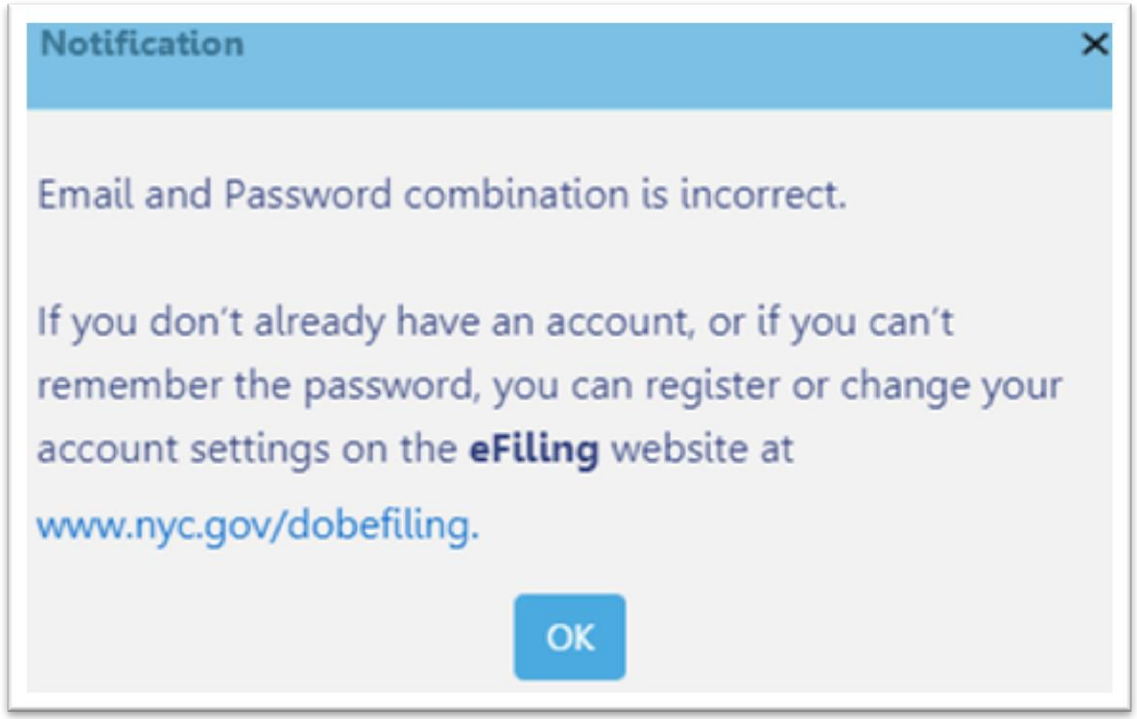


Get Help

Contact us. – If you need assistance with eFiling Registration or forgotten passwords contact the DOB Customer Service Team

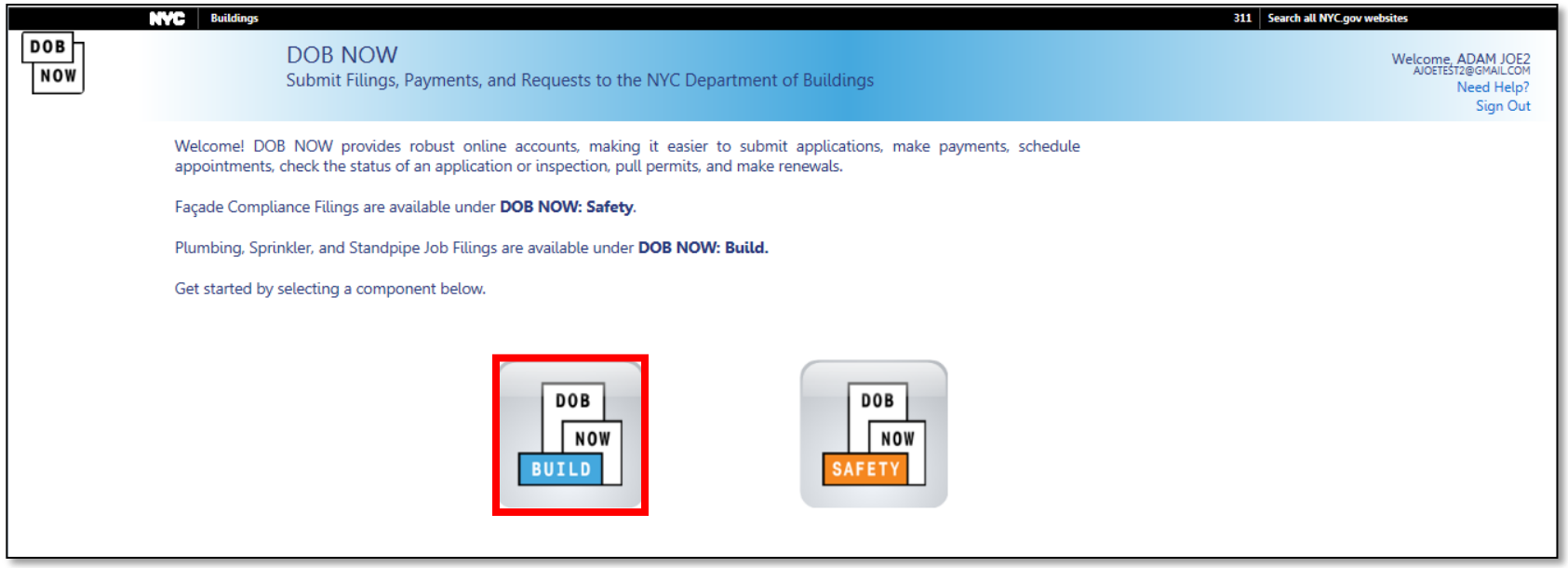


Log In Error Message



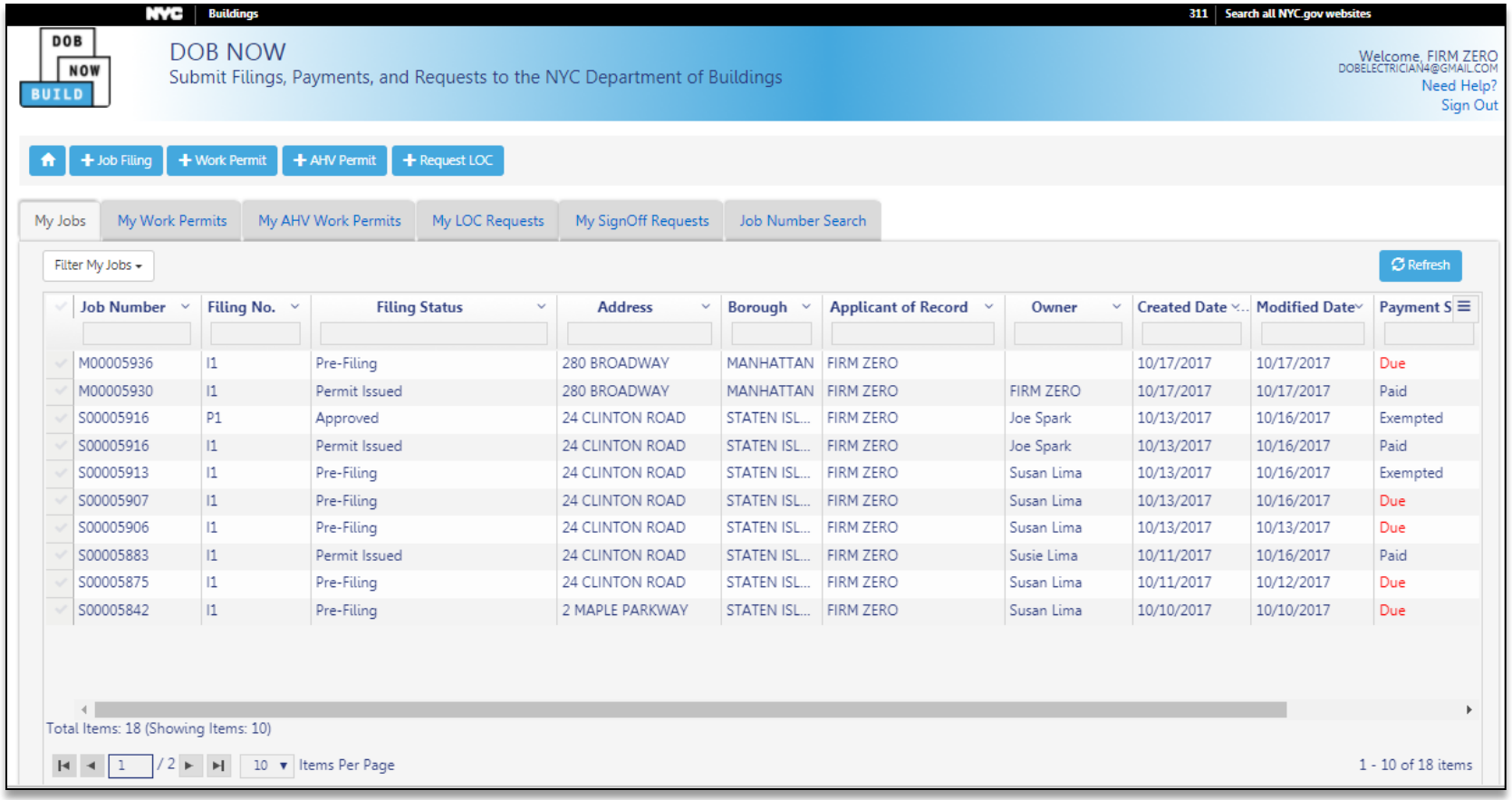
The system will direct you to the eFiling registration site

Navigate to DOB NOW: *Build*



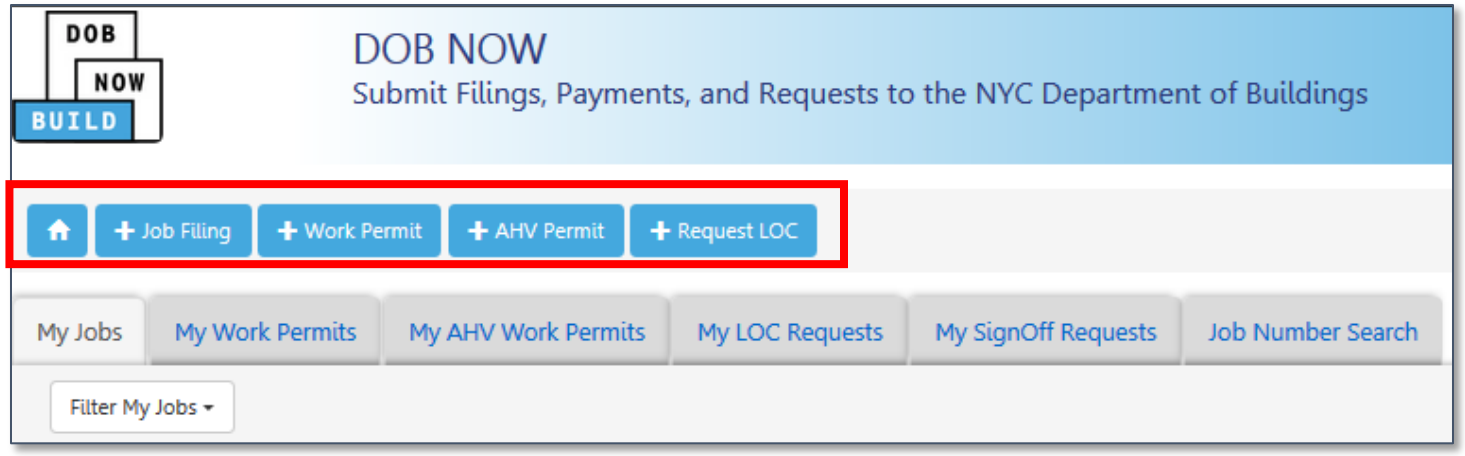
Select **DOB NOW: *Build***

Access Your Personal Dashboard



Job Number	Filing No.	Filing Status	Address	Borough	Applicant of Record	Owner	Created Date	Modified Date	Payment S
M00005936	I1	Pre-Filing	280 BROADWAY	MANHATTAN	FIRM ZERO		10/17/2017	10/17/2017	Due
M00005930	I1	Permit Issued	280 BROADWAY	MANHATTAN	FIRM ZERO	FIRM ZERO	10/17/2017	10/17/2017	Paid
S00005916	P1	Approved	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Joe Spark	10/13/2017	10/16/2017	Exempted
S00005916	I1	Permit Issued	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Joe Spark	10/13/2017	10/16/2017	Paid
S00005913	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/13/2017	10/16/2017	Exempted
S00005907	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/13/2017	10/16/2017	Due
S00005906	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/13/2017	10/13/2017	Due
S00005883	I1	Permit Issued	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susie Lima	10/11/2017	10/16/2017	Paid
S00005875	I1	Pre-Filing	24 CLINTON ROAD	STATEN ISL...	FIRM ZERO	Susan Lima	10/11/2017	10/12/2017	Due
S00005842	I1	Pre-Filing	2 MAPLE PARKWAY	STATEN ISL...	FIRM ZERO	Susan Lima	10/10/2017	10/10/2017	Due

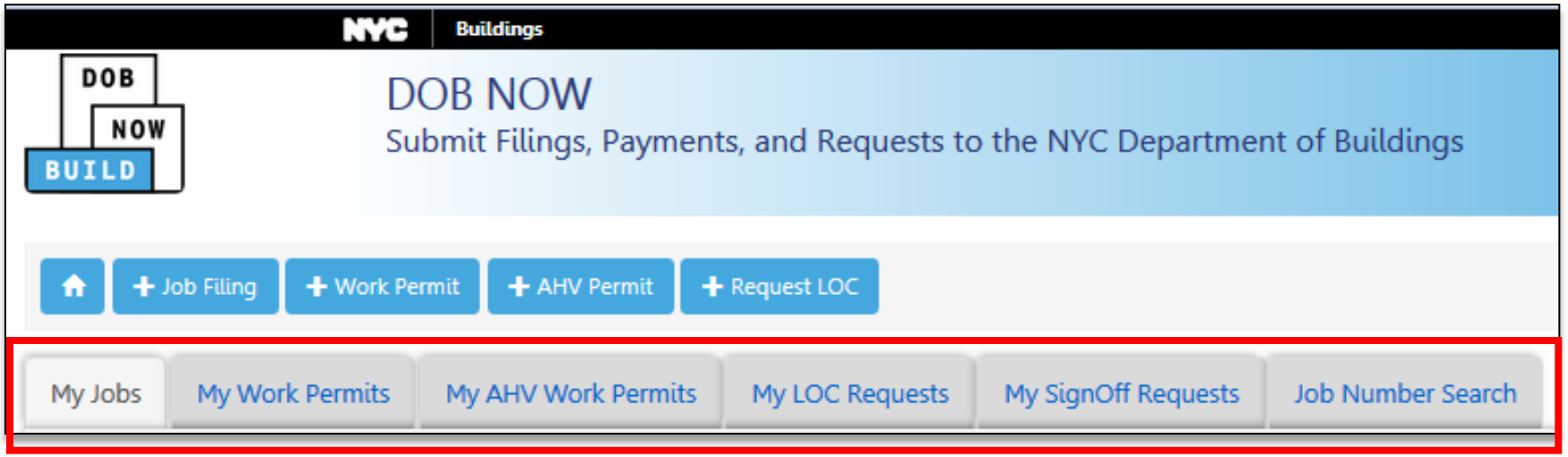
Create New Filings



– Return to DOB NOW Home Page

+ **Job Filing** – Create a new job filing
+ **Work Permit** – N/A for this release; the permit is issued when the job filing is accepted
+ **AHV Permit** – N/A for this release
+ **Request LOC** – N/A for this release

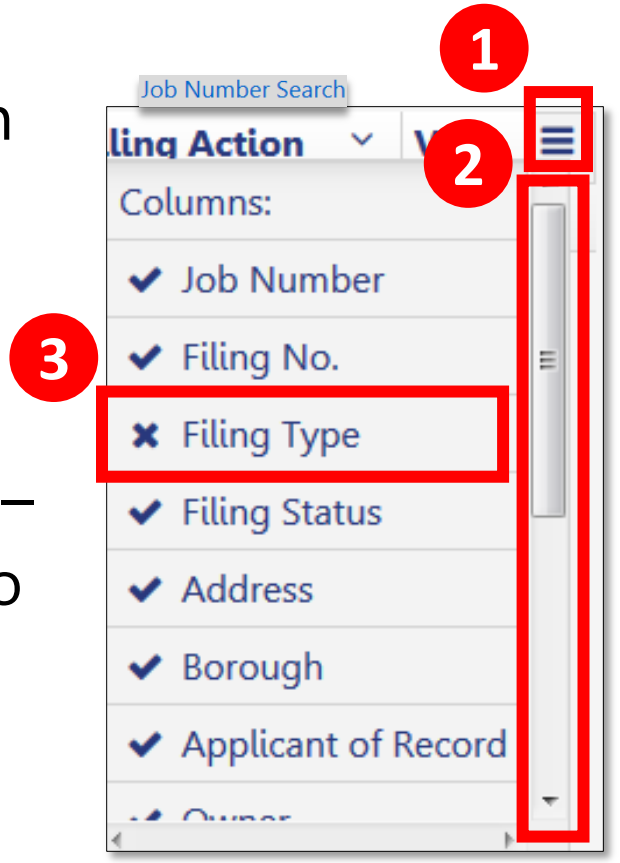
View Your Filings



- **My Jobs** – Your Existing Job Filings
- **My Work Permits** – N/A for Electrical
- **My AHV Work Permits** – Your Existing AHV Work Permits
- **My LOC Requests** – N/A for Electrical
- **My SignOff Requests** – N/A for Electrical
- **Job Number Search** – Search for a Job Filing

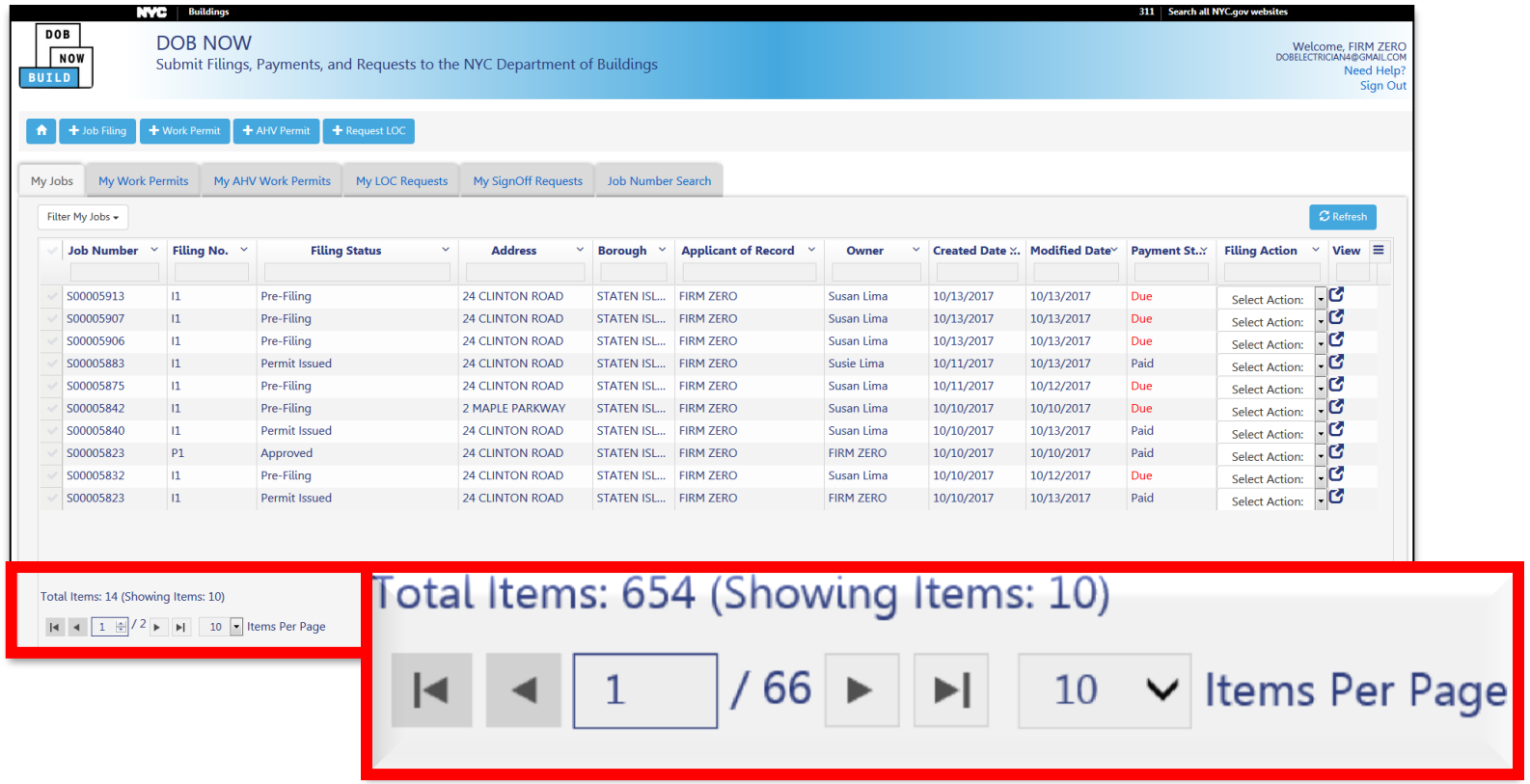
Customize the Dashboard

1. Click on the icon in the upper right corner to open the list
2. Scroll down – To see more selections
3. Select Columns to display – Click on the column title to add or delete the column from your dashboard
4. Click off of the list



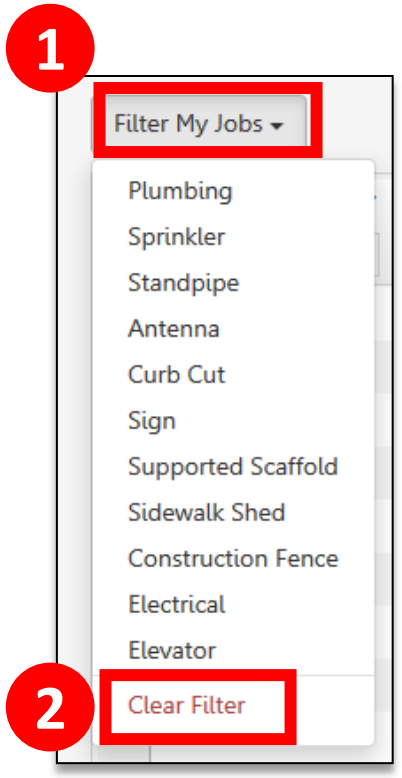
!Tip: If you choose to show the **Filing Type** column, no information will display

Navigate from Page to Page



Use the navigation at the bottom of a list to move from page to page

Filter My Jobs

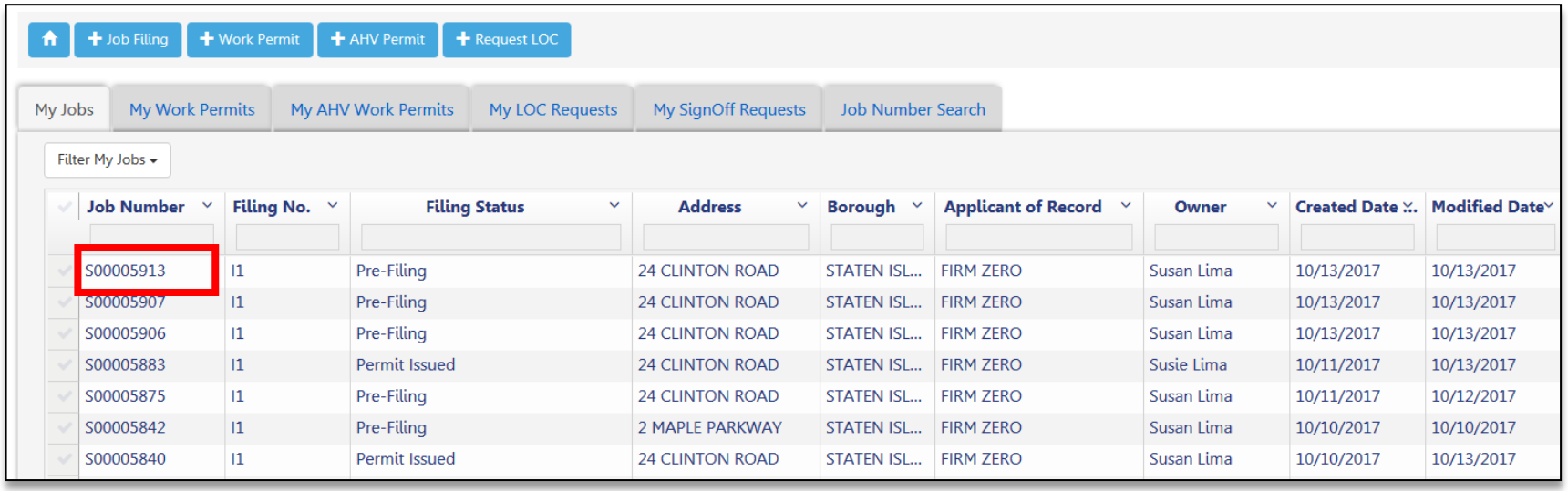


1. Click the down arrow next to **Filter My Jobs** and select the work type
2. Click **Clear Filter** to remove filters

Search for a Filing

1. Click on the **Job Number Search** tab
2. Enter the **9-digit job number**
3. Click **Search**

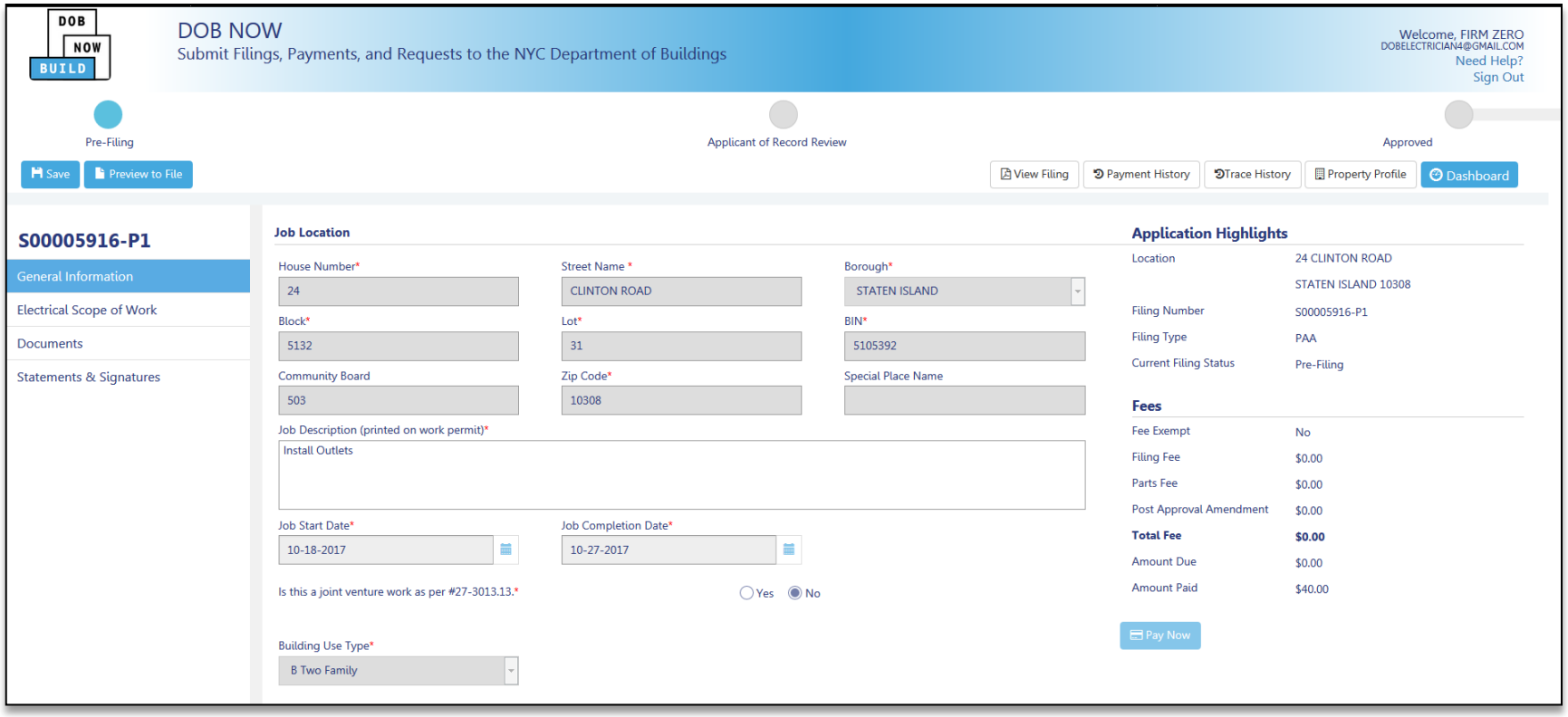
View Search Results



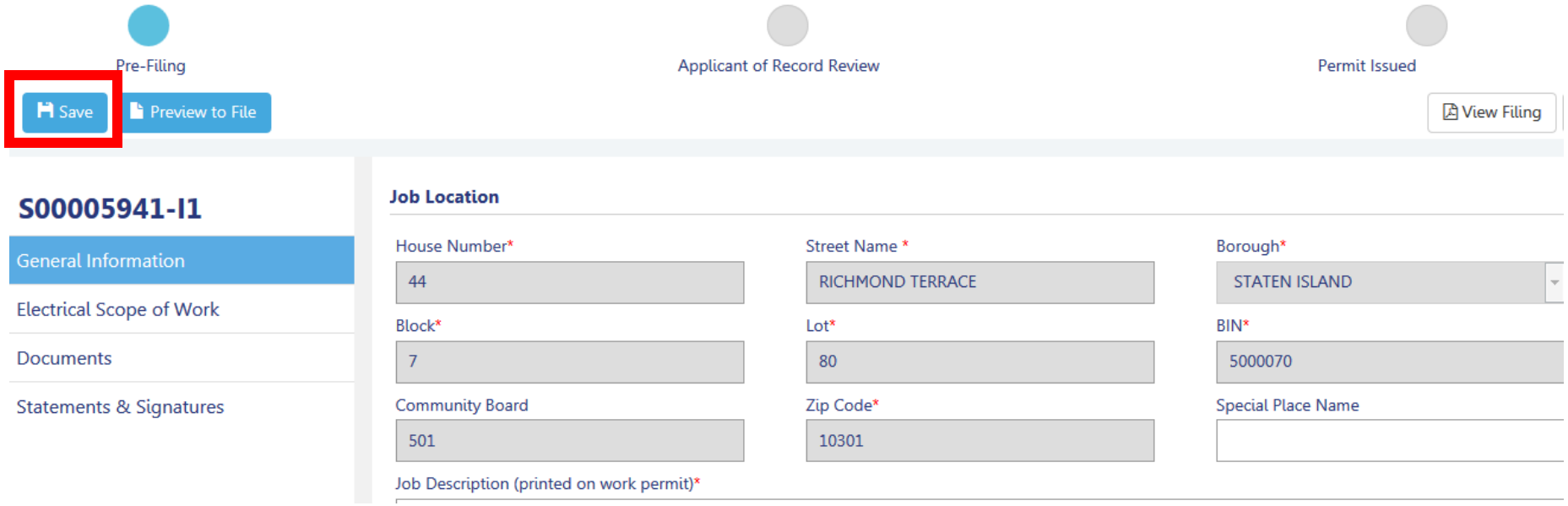
Double-click the **Job Filing ID** to open the Filing

Navigate a Job Filing

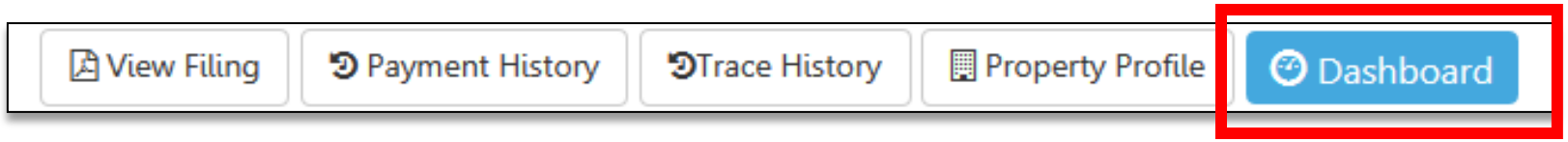
View a Job Filing



Locate the Save Button

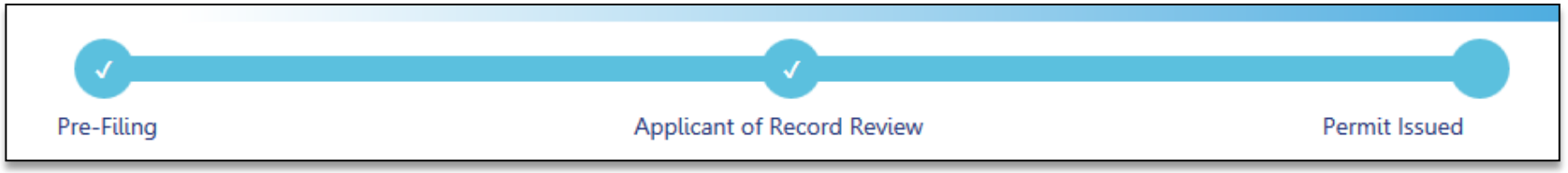


Return to Dashboard



Click on the **Dashboard** icon to return to your Dashboard

View Job Filing Status



Status Bar displays the progress of the filing

Notifications

- Applicant receives an email notification when the filing is approved
- Emails will come from:

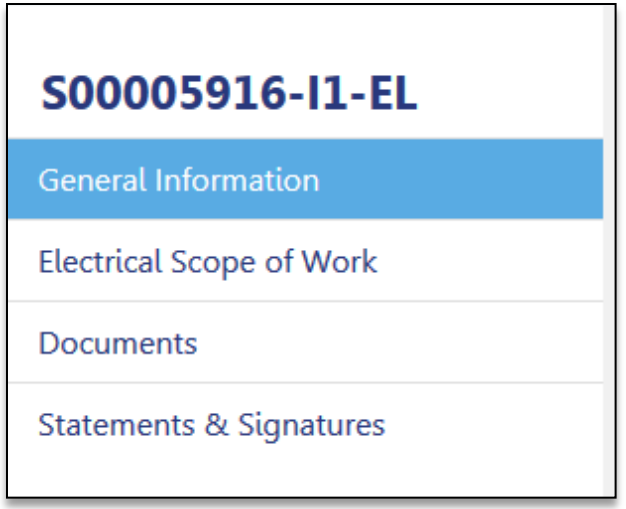
DOBNOW donotreply
DOBNOWdonotreply@buildings.nyc.gov

!Tip: If you are not seeing notifications, check your spam filter or junk mail folder. You may want to add the email as a Safe Sender.

Form Navigation

Click the **Tab** to move from one section of the form to another

- **Blue** indicates the section that is active



Understanding the Tabs

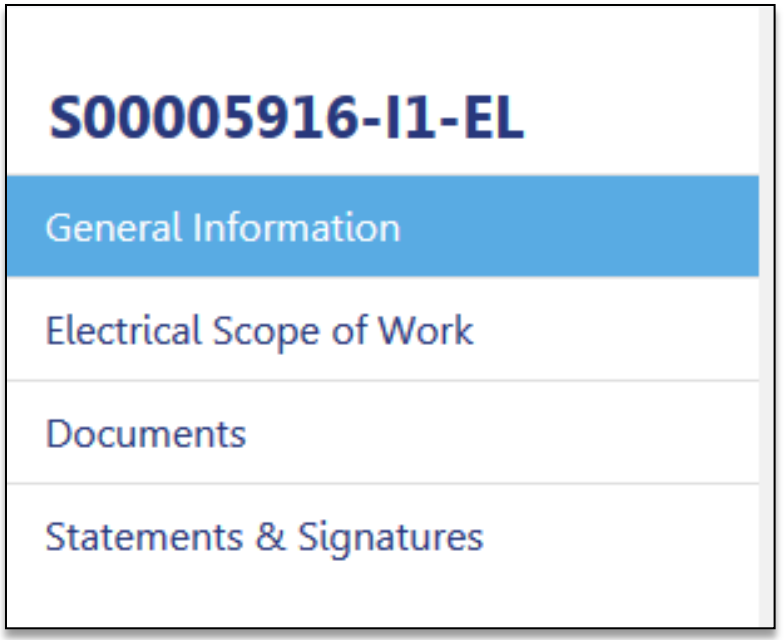
General Information: Property information and individuals linked to the filing

Electrical Scope of Work: Add electrical details and your costs will be calculated

Documents: Upload required documents here

Statements & Signatures: All sign-offs in one page

!Tip: **Blue** indicates the section that is active

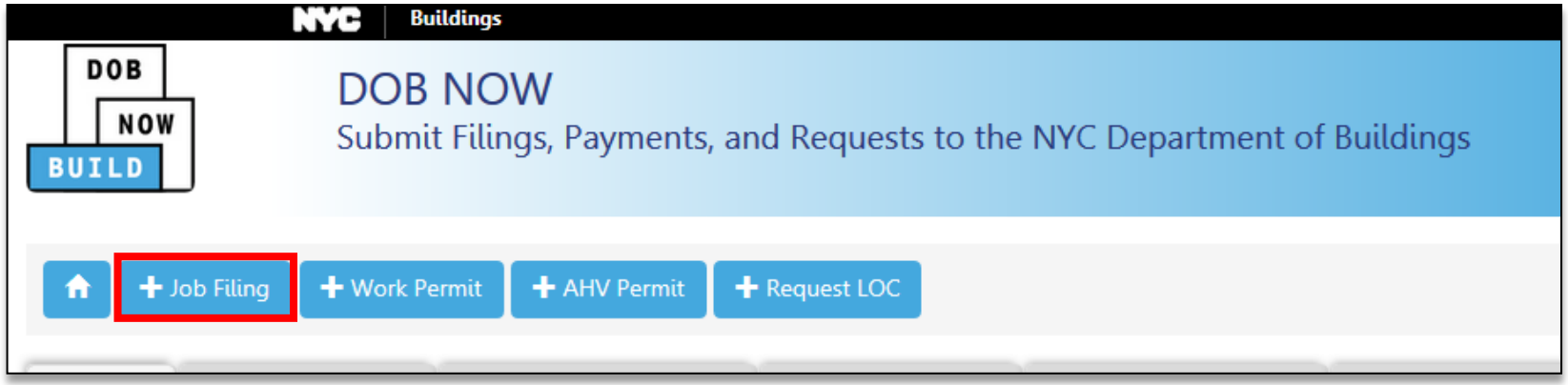


Application Highlights

1. **Application Highlights** – Summary of filing information and status
2. **Payment Summary** – Summary of fees associated with the filing
3. **Pay Now** – Click to pay fees electronically

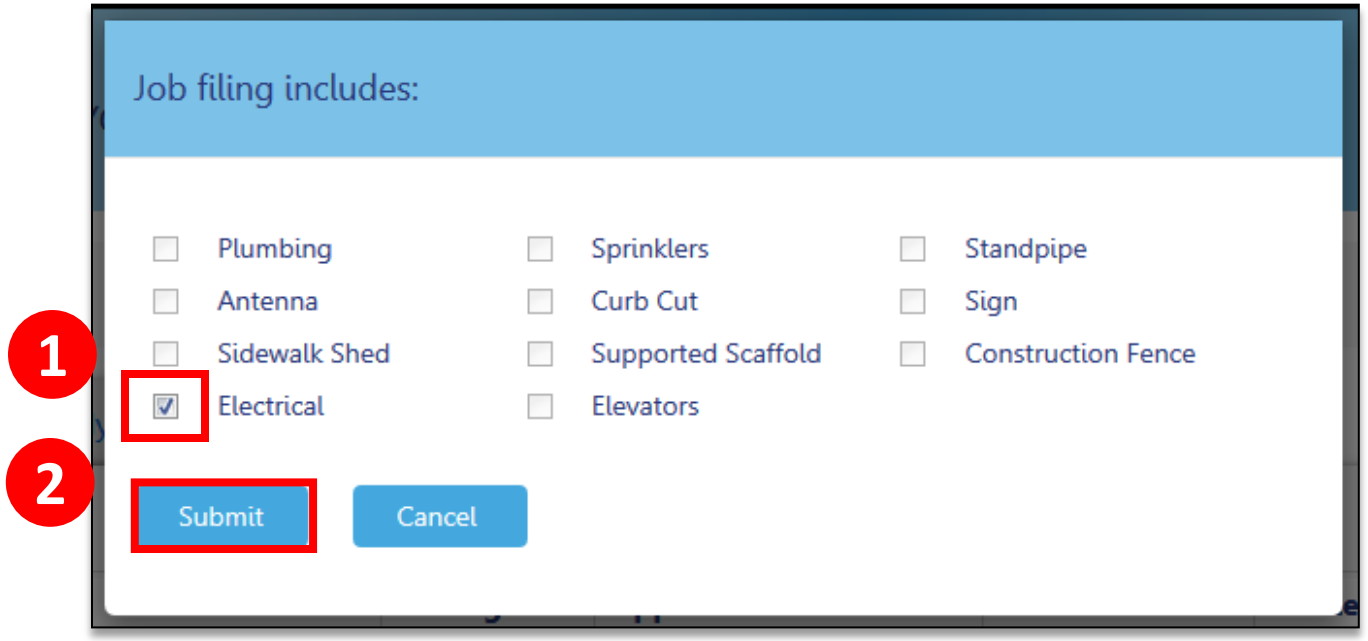
Create a New Job Filing

Create a Job



Click on **+ Job Filing** to create a new job filing

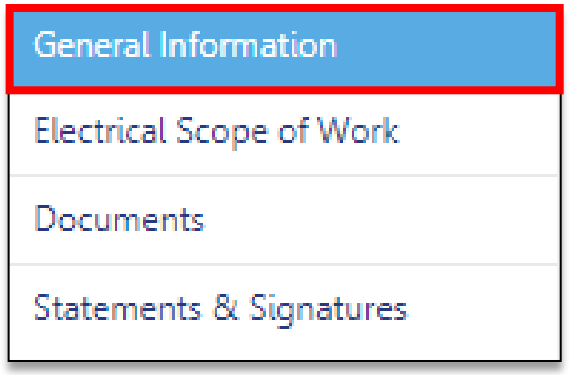
Job Filing Type (Electrical)



1. Check **Electrical**
2. Click **Submit**

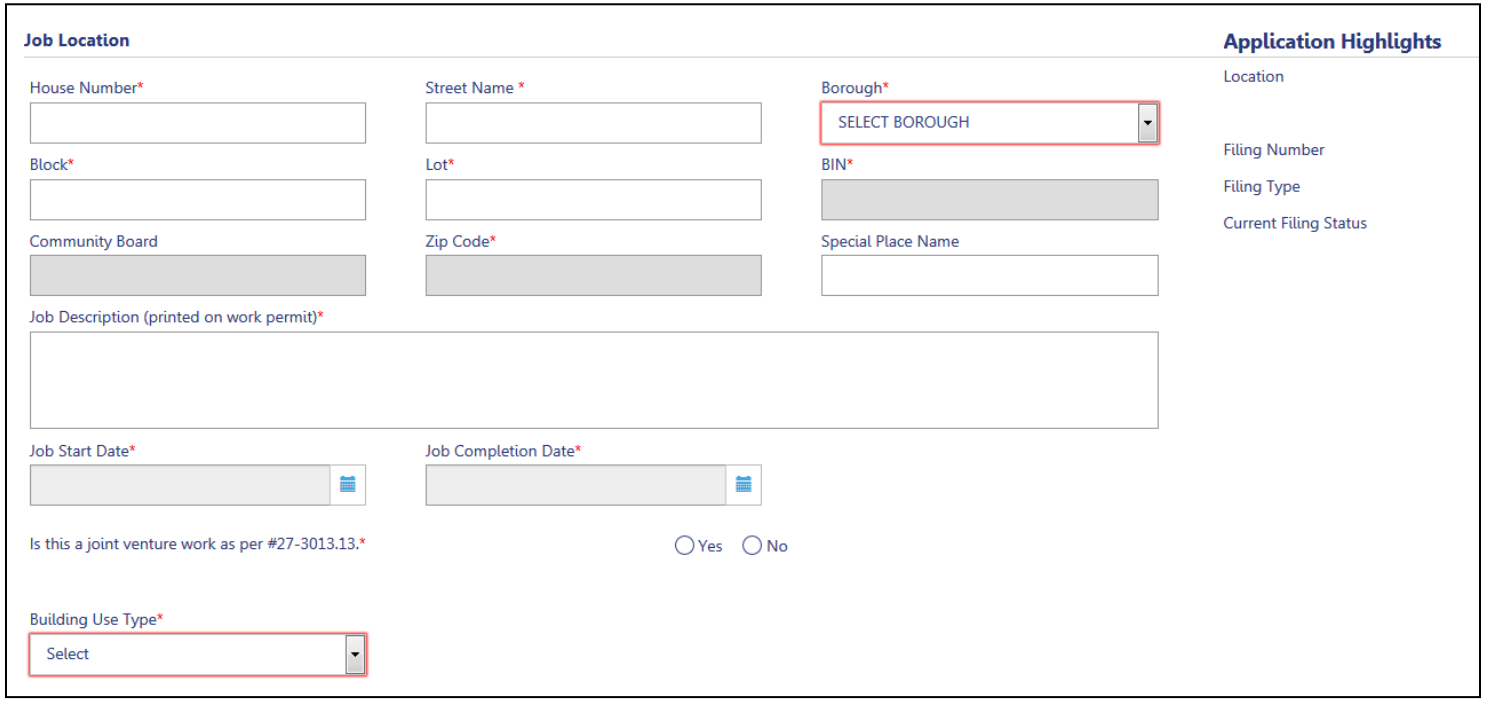
Enter Minimum Required Information

To Save your filing and generate the job number, you must complete all sections on the **General Information** tab



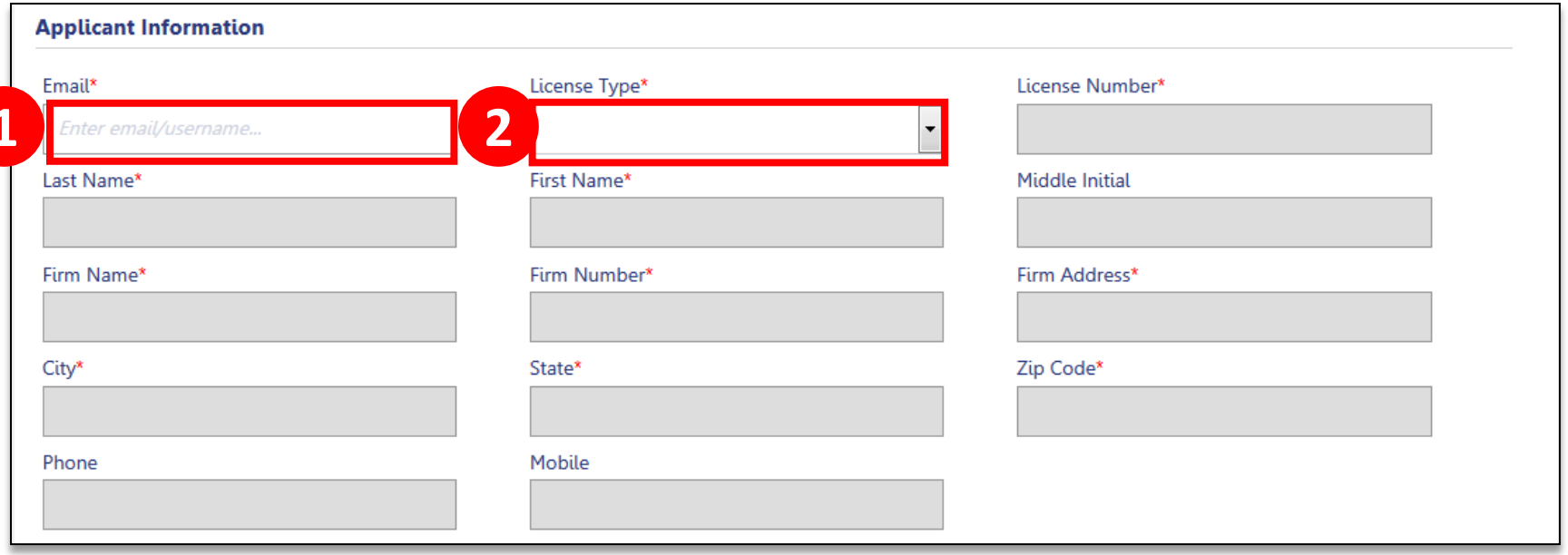
!Tip: Fields with a red asterisk **(*)** are mandatory.

Job Location



Fill out all information pertaining to the **Job Location**

Applicant Information



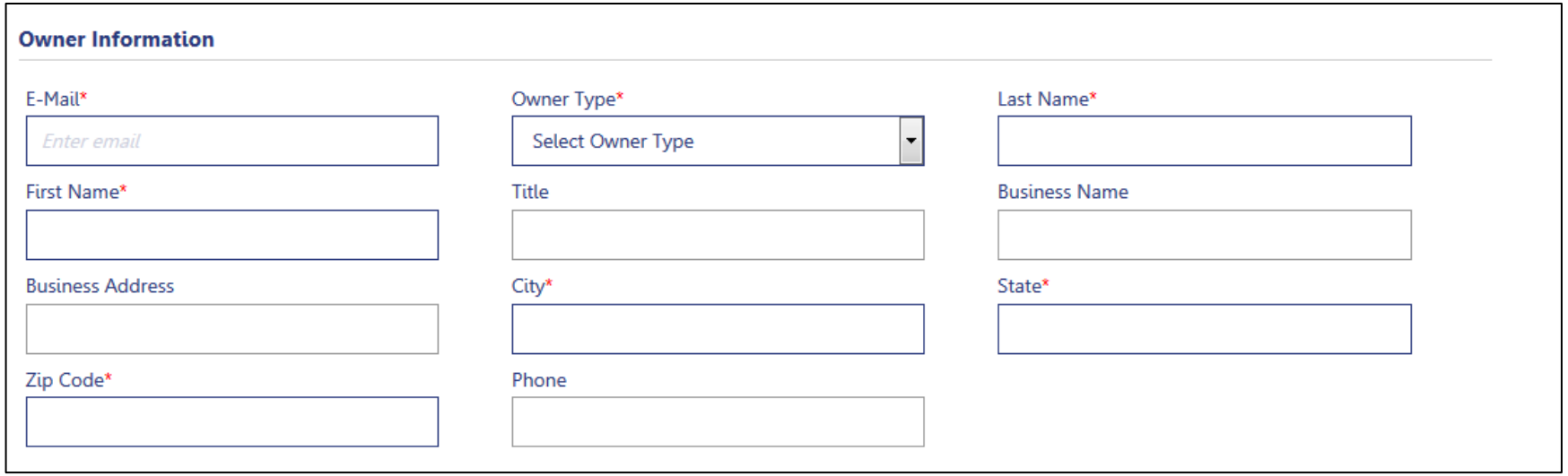
1. Enter the Applicant's eFiling **Email Address**
2. Select **License Type**

Applicant Information Tips

!Tip: Type the applicant email address into the field – do not use Copy and Paste

!Tip: Use the **Tab** key to move to the next field instead of using your mouse. This will make the call to eFiling and bring over the applicant's contact details and insurance information

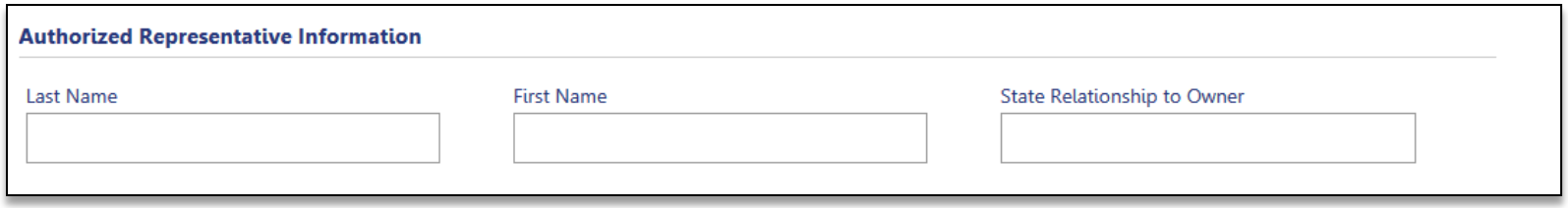
Owner Information



Fill out all information pertaining to the **Owner Information**

!Tip: If the Owner is registered in eFiling the information will auto populate upon email entry. **Owner Type** needs to be entered manually

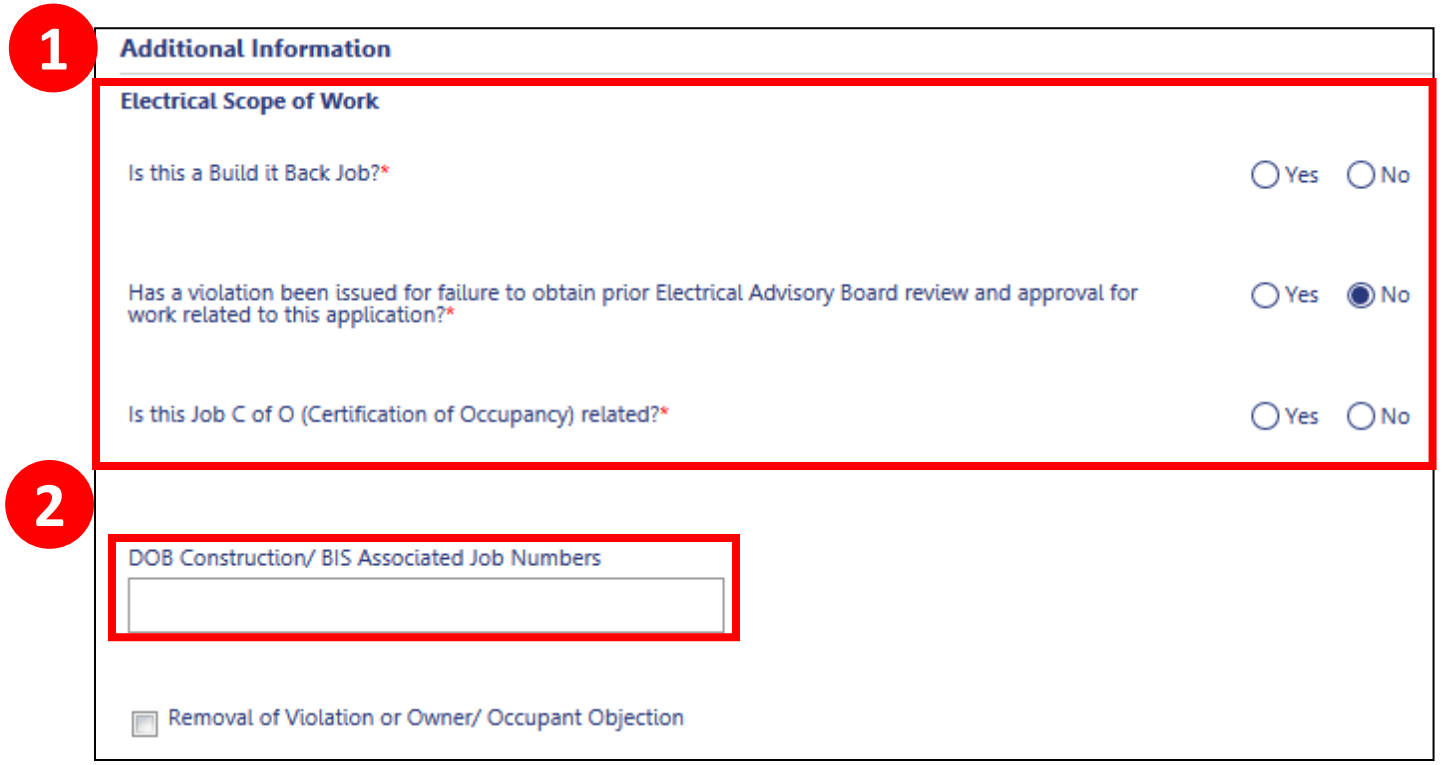
Authorized Representative Information



Optional: Fill out all information pertaining to the Authorized Representative

!Tip: An Authorized Representative can be anyone that is filling out the **General Information Tab.** Only a licensed Electrician can complete the rest of the form.

Additional Information

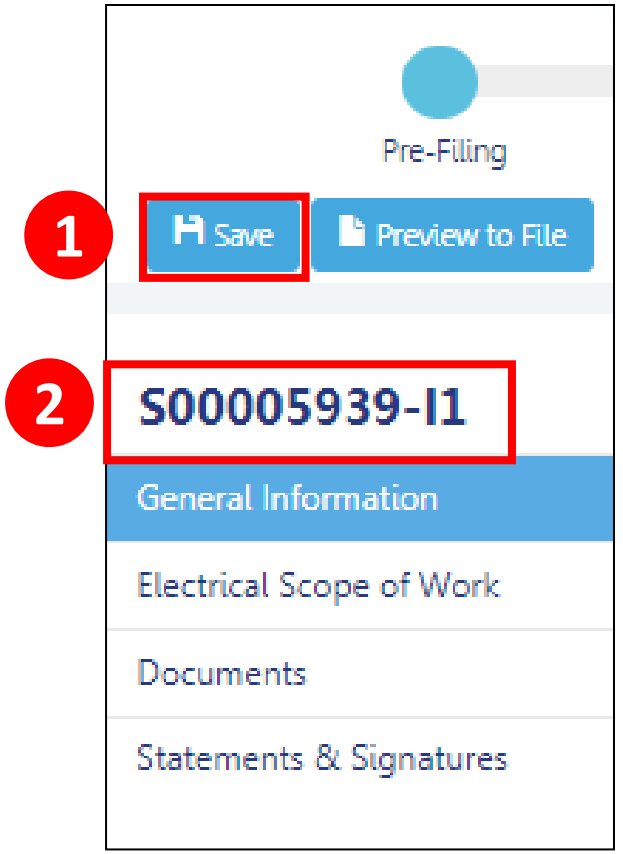


1. Enter **Electrical Scope of Work**
2. Indicate **Associated BIS Job Numbers** (if applicable)

Save and Generate Job Number

Once the **General Information** tab is complete:

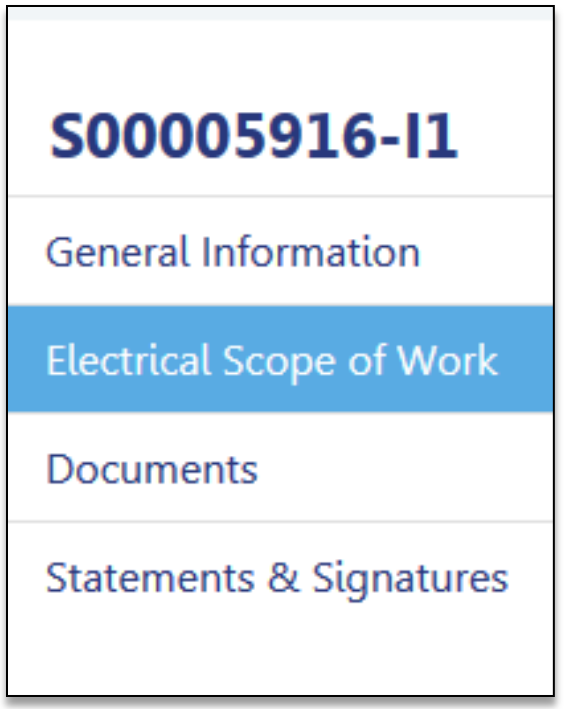
1. Click **Save**
2. A **Job #** will be generated



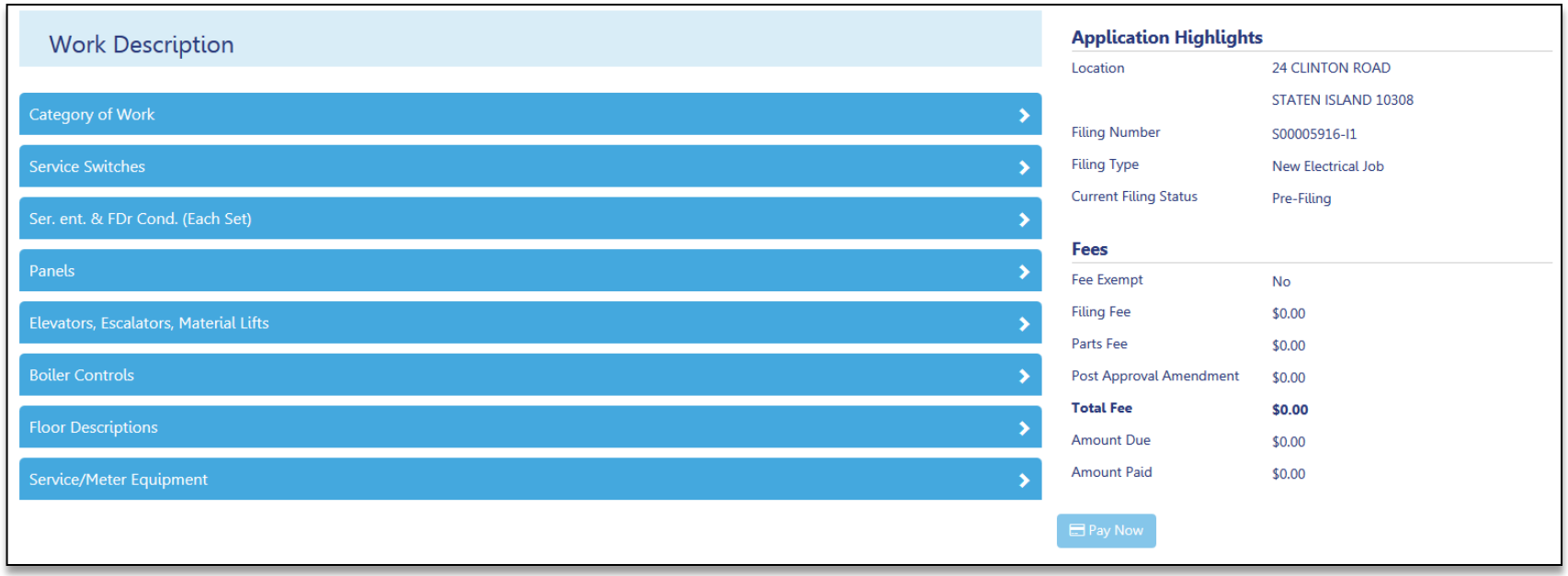
Complete Electrical Scope Of Work

Upon **Save**, the Electrical Scope of Work tab will display

Click on the **Electrical Scope of Work** tab



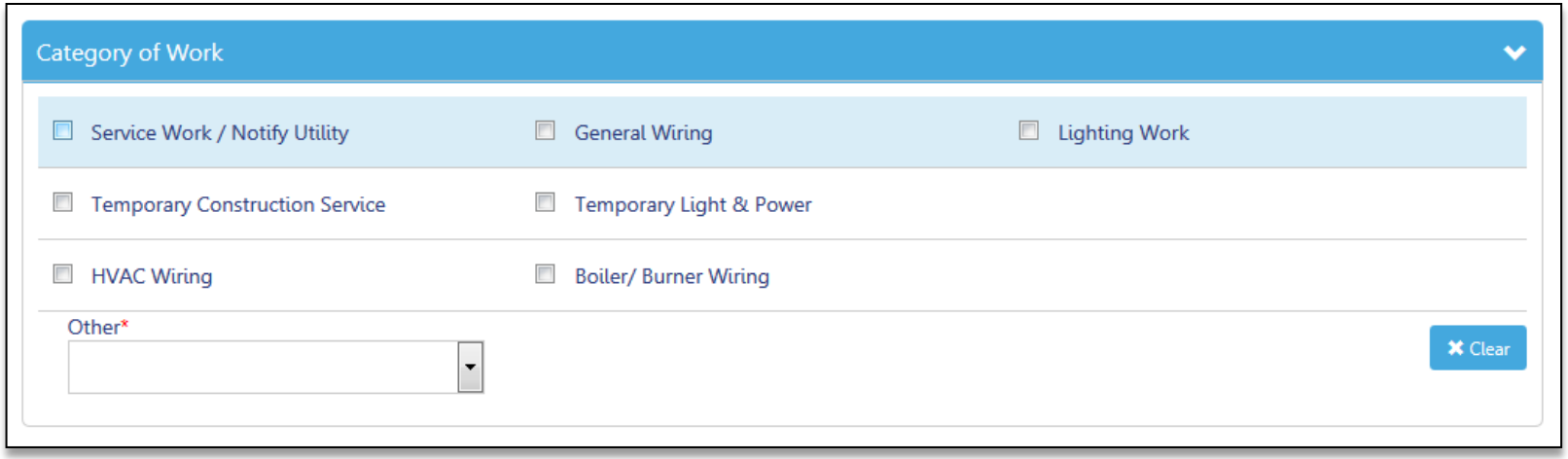
Electrical Scope of Work/ Work Description



1. Click on each category to open
2. Complete all necessary information for your job

!Tip: Fields with a red asterisk (*) are mandatory

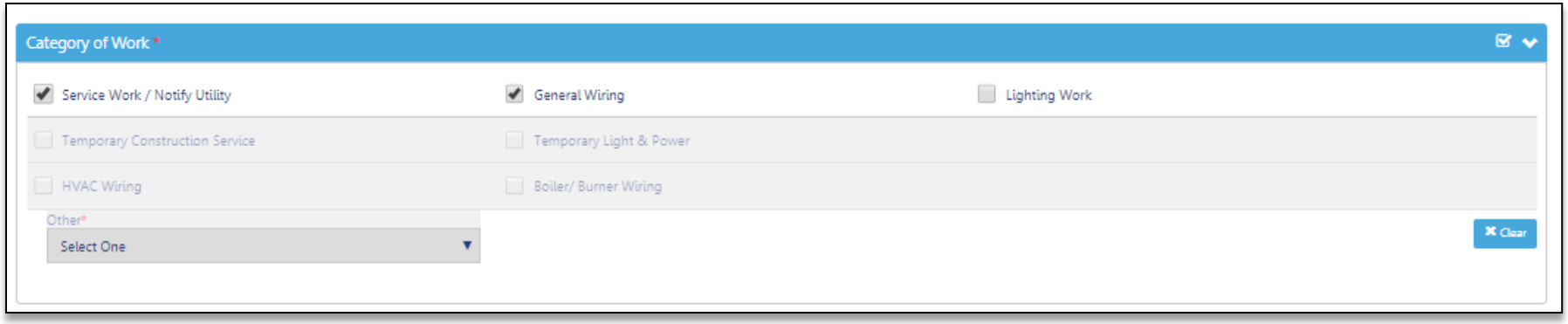
Category of Work



Select the **Category of Work**

!Tip: Additional fields may appear or become required based on your selection

Category of Work

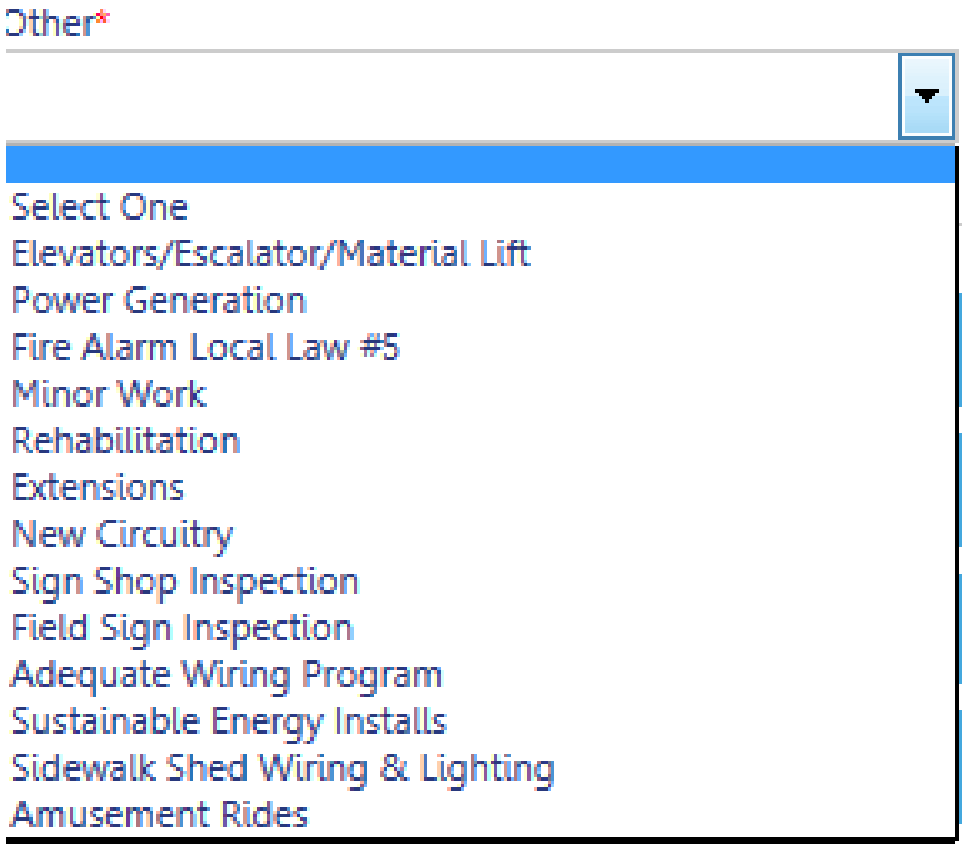


You can have multiple selections on 1 row, but the other rows/categories become greyed out once a selection is made

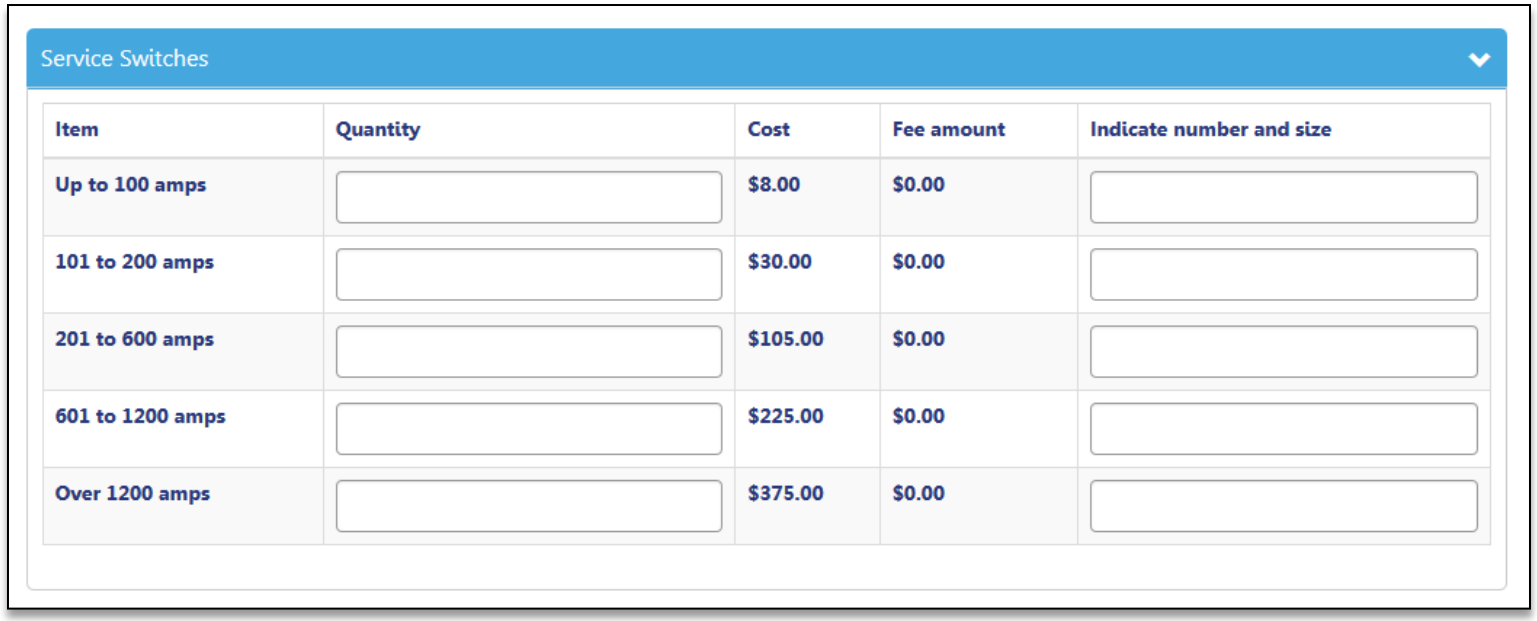
Category of Work Options - Other

Select a category from **Other** if none of the previous work types apply

!Tip: If Power Generation or Sign Shop Inspection are selected additional documents will be required.



Service Switches



Service Switches

Item	Quantity	Cost	Fee amount	Indicate number and size
Up to 100 amps		$8.00	$0.00	
101 to 200 amps		$30.00	$0.00	
201 to 600 amps		$105.00	$0.00	
601 to 1200 amps		$225.00	$0.00	
Over 1200 amps		$375.00	$0.00	

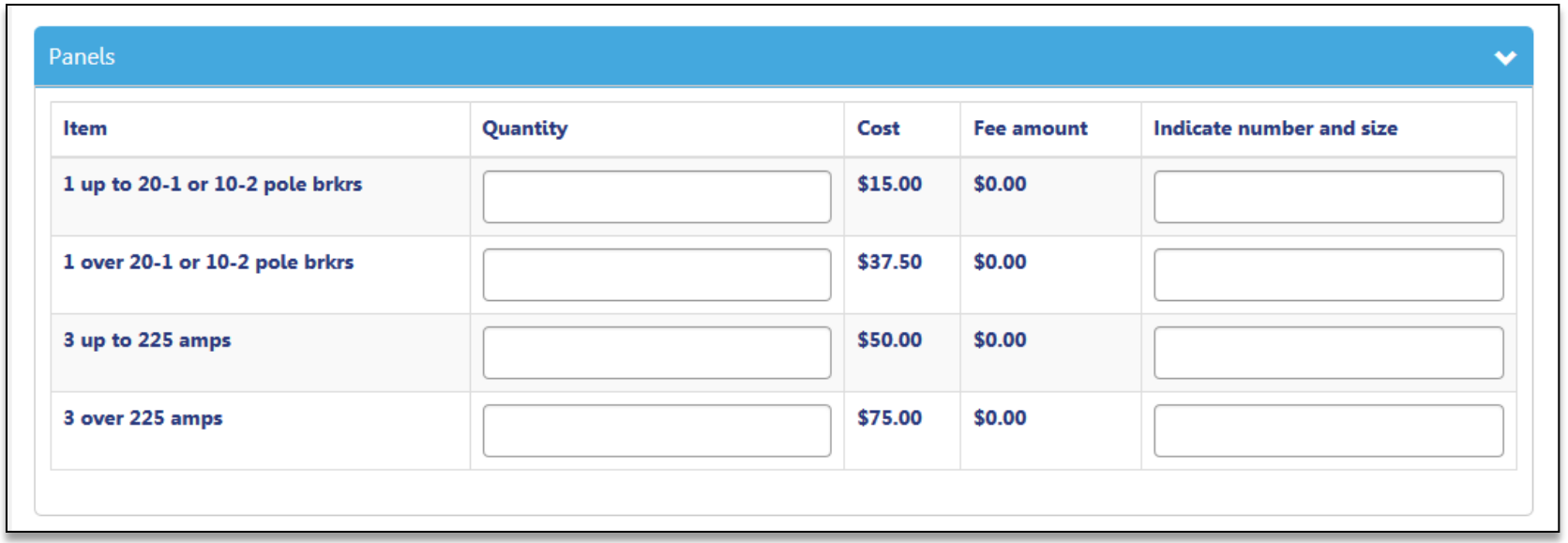
Fill out all information pertaining to the **Service Switches**

Conductor Information

Fill out all information pertaining to the **Ser. Ent. & FDr Cond.**

!Tip: In the **Indicate number and size** column specify the size and amps

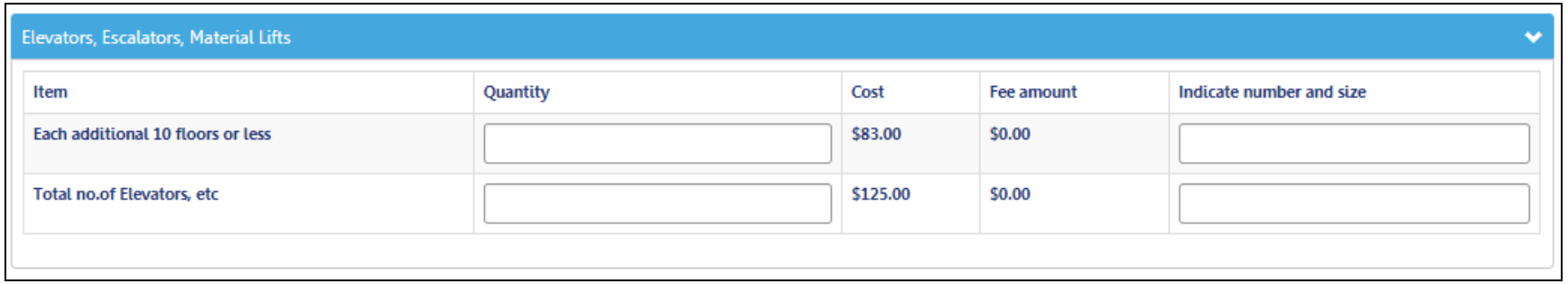
Panels



Item	Quantity	Cost	Fee amount	Indicate number and size
1 up to 20-1 or 10-2 pole brkrs		$15.00	$0.00	
1 over 20-1 or 10-2 pole brkrs		$37.50	$0.00	
3 up to 225 amps		$50.00	$0.00	
3 over 225 amps		$75.00	$0.00	

Fill out all information pertaining to the **Panels**

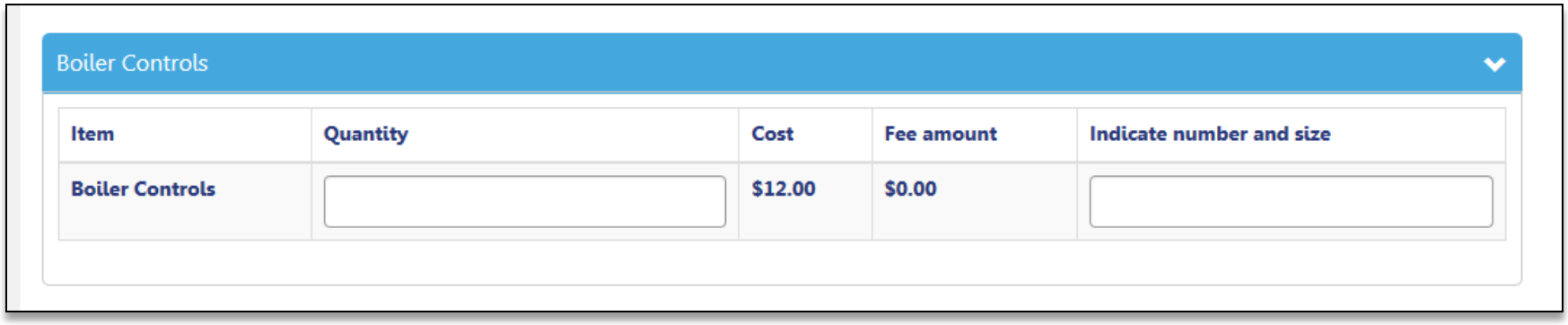
Elevators, Escalators, Material Lifts


Elevators, Escalators, Material Lifts

Item	Quantity	Cost	Fee amount	Indicate number and size
Each additional 10 floors or less		$83.00	$0.00	
Total no.of Elevators, etc		$125.00	$0.00	

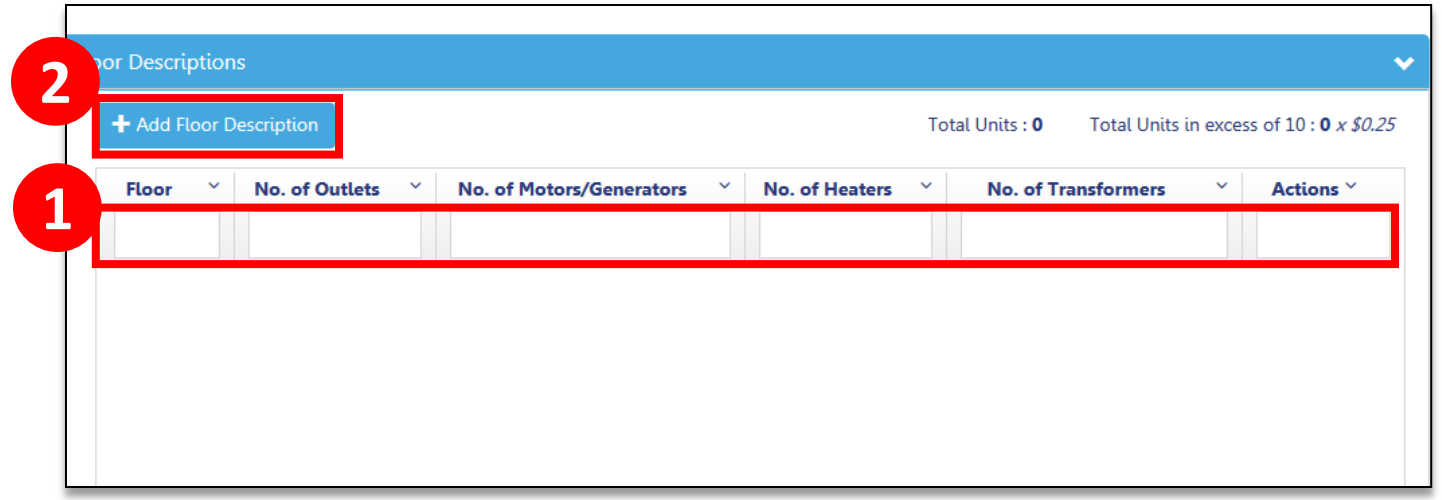
Fill out all information pertaining to **Elevators, Escalators, Material Lifts**

Boiler Controls



Fill out all information pertaining to **Boilers**

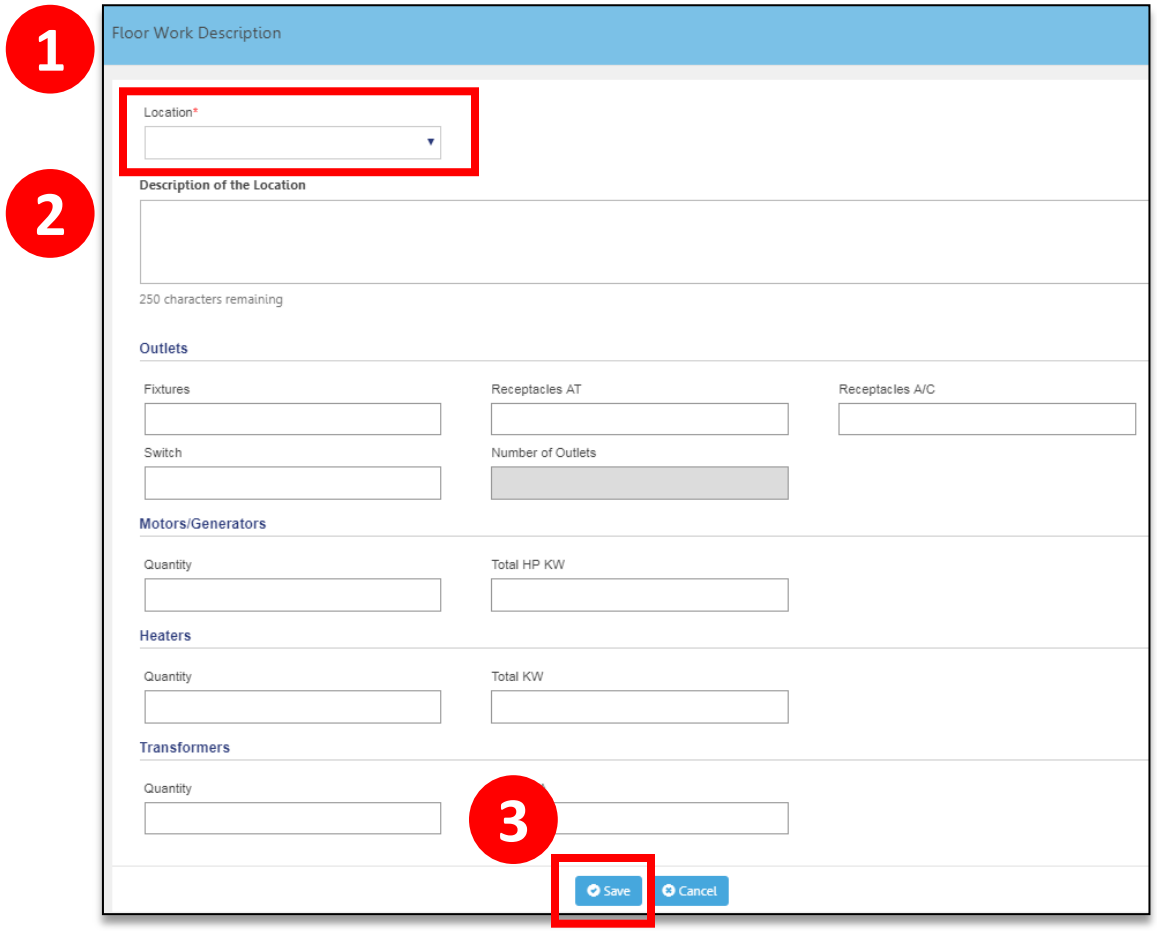
Floor Descriptions



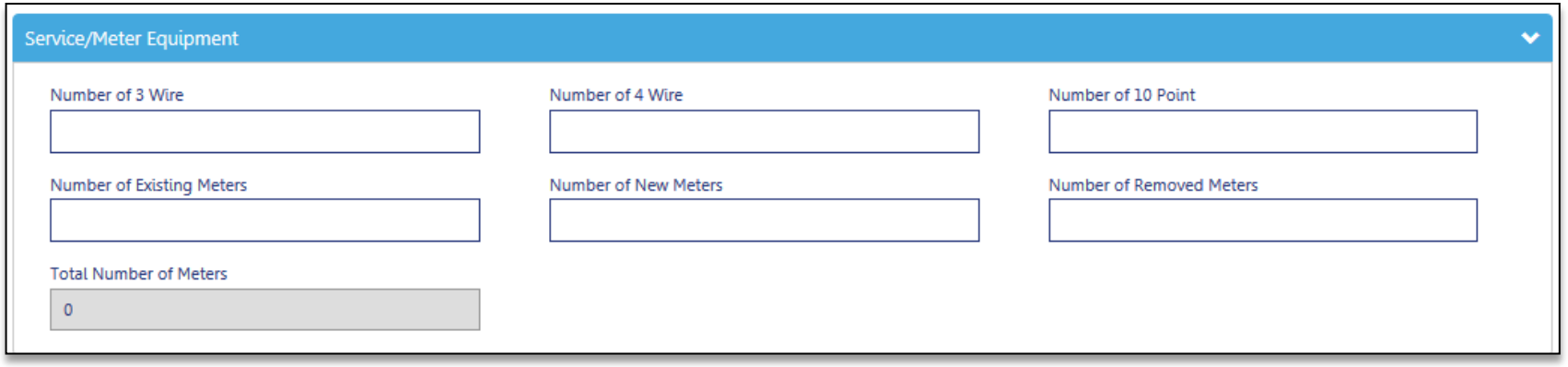
1. Fill out all information pertaining to **Floors**
2. Click on **+ Add Floor Description** for additional fields for the current floor and/ or to add more floors

Floor Work Description

1. Choose the floor **Location** from the drop down
2. Fill out any other pertinent information
3. **Save**



Service/Meter Equipment



Fill out all information pertaining to **Service/Meter Equipment**

Upload Required Documents

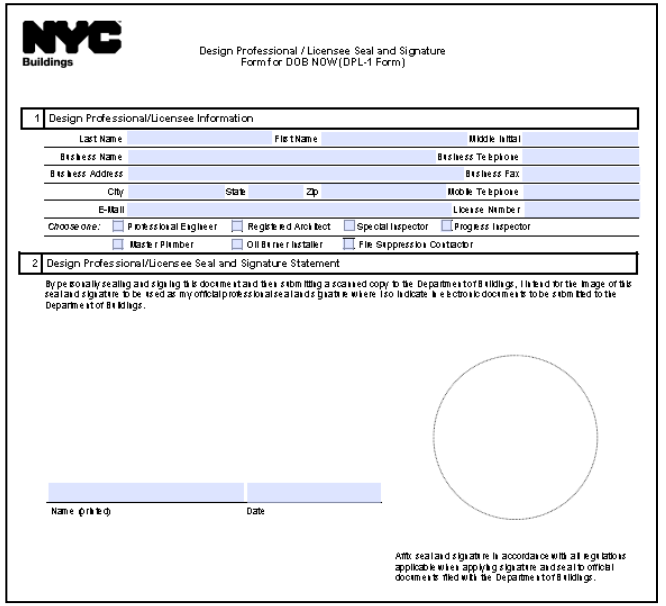
Rule Review

- Acceptable document formats
  - .PDF
  - .JPEG
- File names cannot contain special characters
- Files can be no larger than 250 MBs

DPL-1 Signature and Seal Form

Applies to	Electrical Contractor Professional Engineer Registered Architect Registered Landscape Architect Master Plumber Oil Burner Installer Master Fire Suppression Contractor

- Upload a scanned version of your **Signature and Seal** with each filing
- Use the **DPL-1** form available from the **Forms** section of the **DOB website**
- Good for **1 year** from signature date



NYC Buildings

Design Professional / Licensee Seal and Signature Form for DOB NOW (DPL-1 Form)

1 Design Professional/Licensee Information

Last Name | First Name | Middle Initial

Business Name | Business Telephone

Business Address | Business Fax

City | State | Zip | Mobile Telephone

E-Mail | License Number

Choose one: Professional Engineer | Registered Architect | Special Inspector | Progress Inspector | Master Plumber | Oil Burner Installer | Fire Suppression Contractor

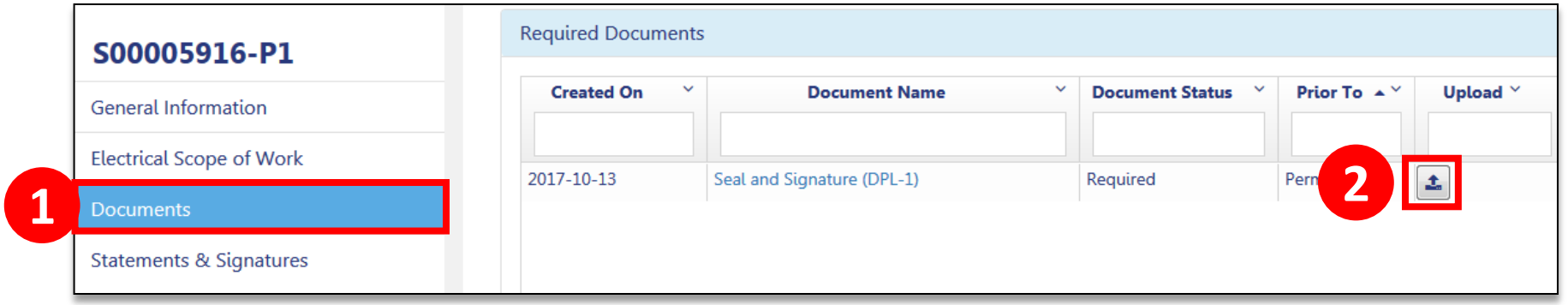
2 Design Professional/Licensee Seal and Signature Statement

By personally sealing and signing this document and then submitting a scanned copy to the Department of Buildings, I intend for the image of this seal and signature to be treated as my official professional seal and signature where I so indicate in electronic documents to be submitted to the Department of Buildings.

Name (printed) | Date

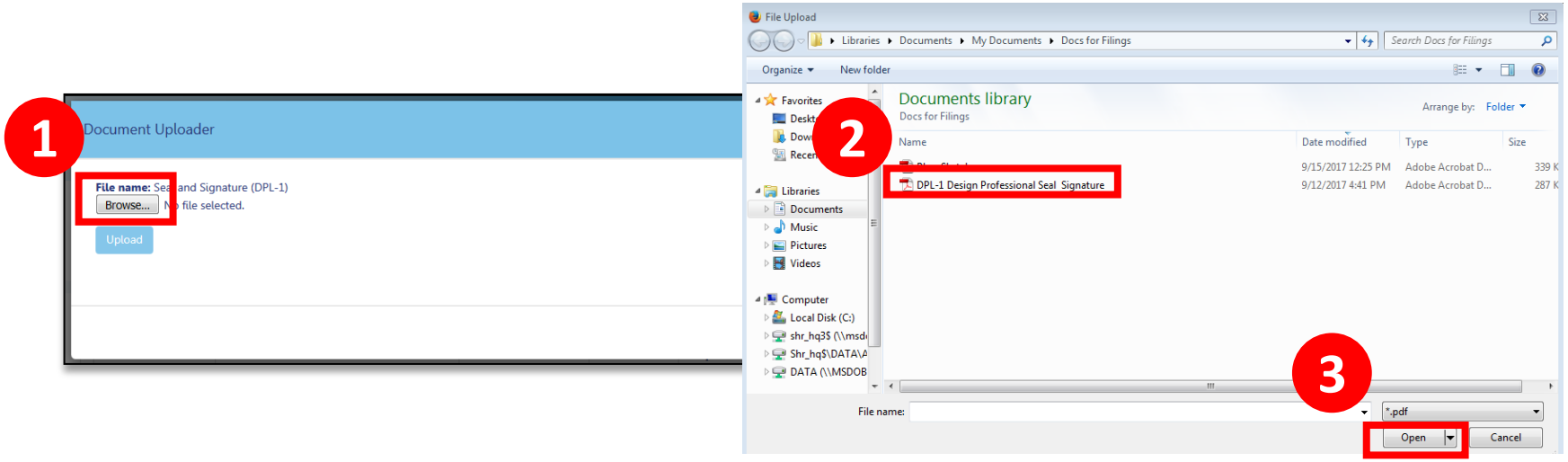
Affix seal and signature in accordance with all regulations applicable when applying signature and seal to official documents filed with the Department of Buildings.

Documents



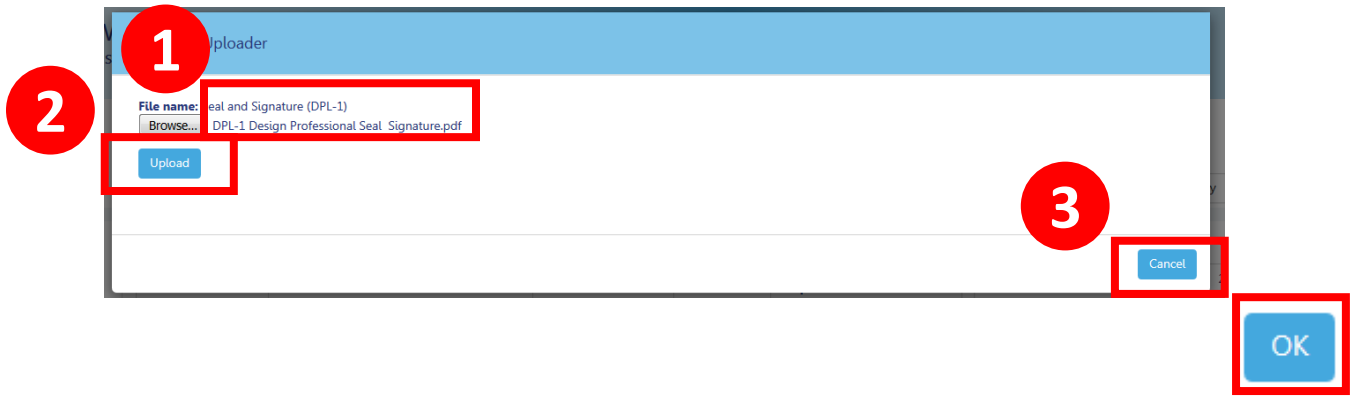
1. Click on the **Documents** tab to view required Documents
2. Click on the **Document uploader** icon to retrieve and upload your document

Upload Your Seal and Signature Document



1. Click on the **Browse** button
2. From the **Documents library** on your computer select the appropriate document
3. **Click Open**

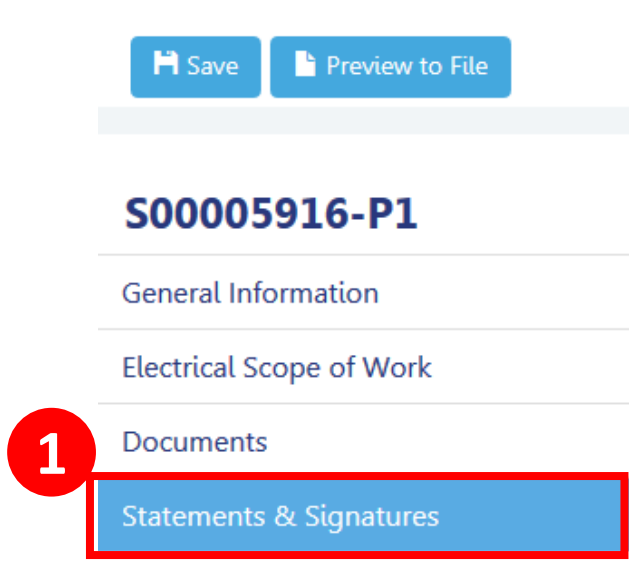
Upload Your Seal and Signature Document

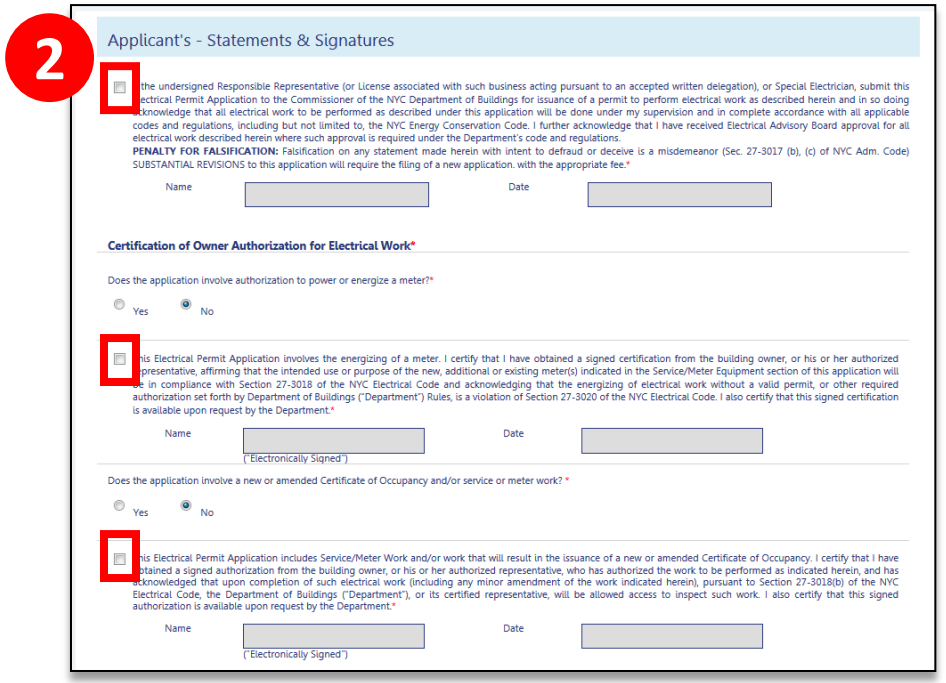


1. The document will appear on the Document uploader screen
2. Select **Upload** (You can cancel by clicking on the **cancel** icon)
3. The **Cancel** button will turn to **OK**; Click **OK**

Complete Statements and Signatures

Applicant's Statements & Signatures

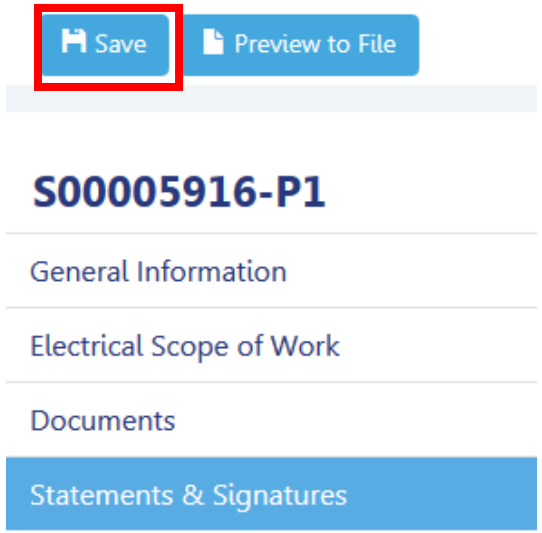




1. Click on the **Statements & Signatures** tab
2. Read and check the box to the left of each attestation

   Your signature will auto-populate

Applicant's Statements & Signatures



Choose **Save**

Pay Filing Fees

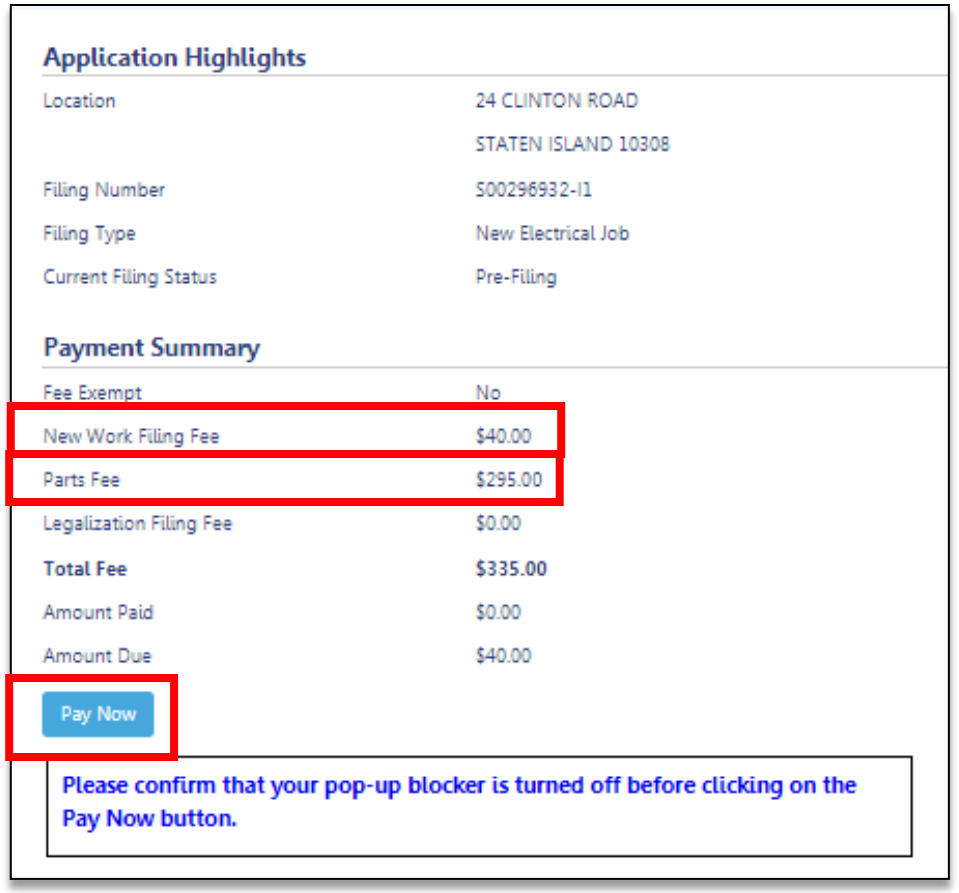
Rule Review

- You can pay by:
  - eCheck
  - Credit Card
  - Debit Card

- Credit and Debit Card payments are subject to a 2.49% convenience fee

Pay Now

- Click **Pay Now** to be brought to **City Pay** portal to pay your filing fee
- Payment for Parts Fees will continue to be deducted from your FIRM account



Payment Video

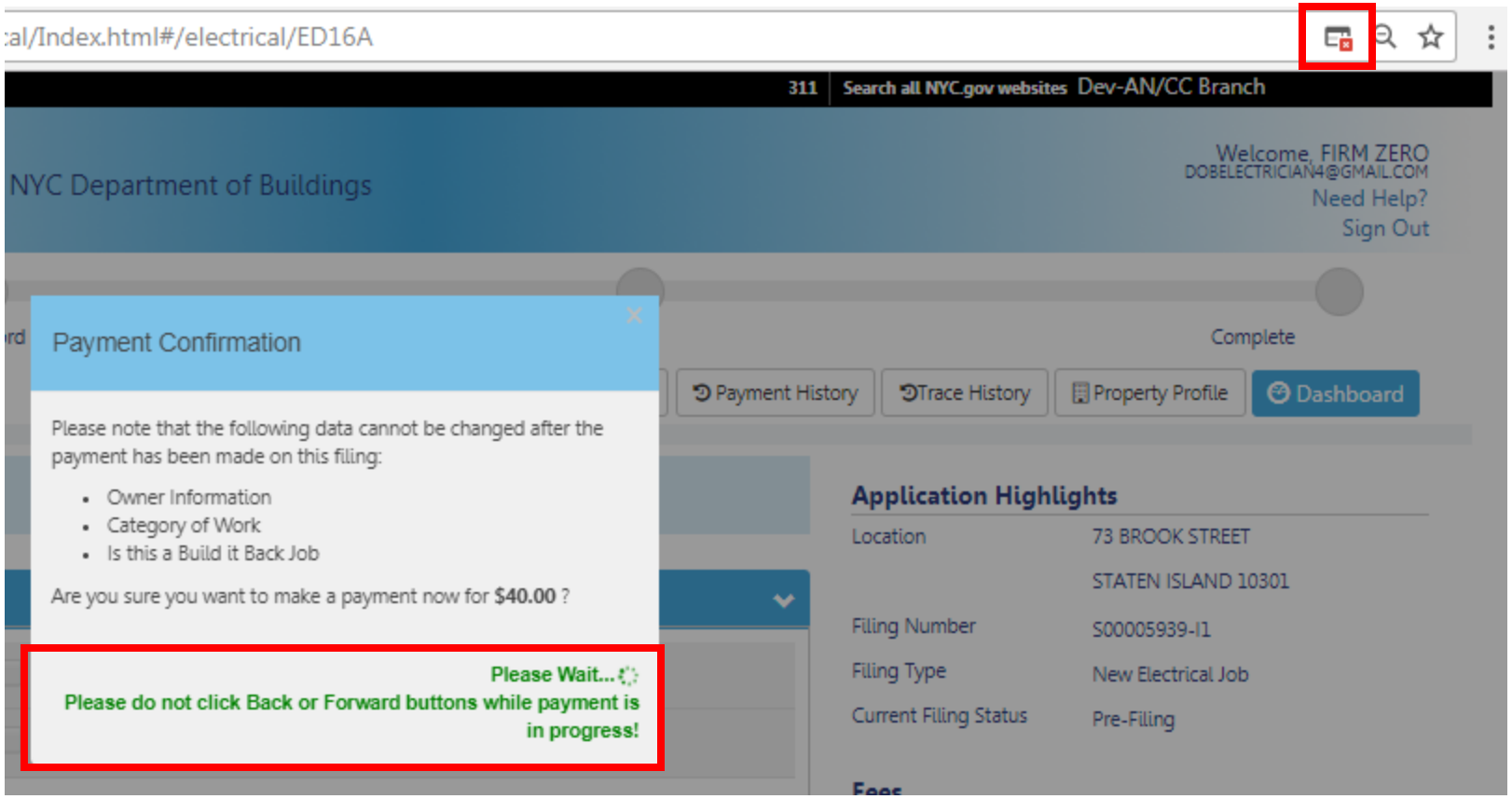
Click on the picture to watch the video

Payments Blocked

- If you click **Pay Now** and the system seems to stall, it is probably because your browser is blocking the Payment Portal

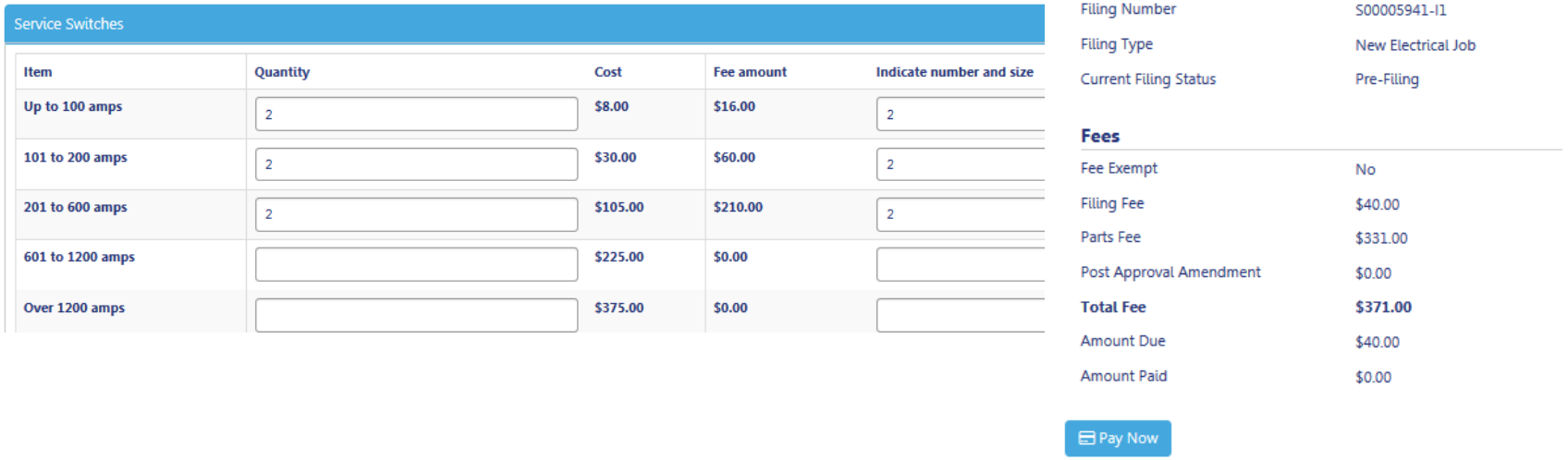
- You will need to update the Settings of your internet browser to turn off pop-up blockers and/or add DOB NOW to your Trusted Sites

Pop Up Blocker Indicator



This process could take a minute. Make sure not to hit the forward of back buttons.

Parts Fees



Service Switches

Item	Quantity	Cost	Fee amount	Indicate number and size
Up to 100 amps	2	$8.00	$16.00	2
101 to 200 amps	2	$30.00	$60.00	2
201 to 600 amps	2	$105.00	$210.00	2
601 to 1200 amps		$225.00	$0.00	
Over 1200 amps		$375.00	$0.00	

Application Highlights

Location	44 RICHMOND TERRACE
	STATEN ISLAND 10301
Filing Number	S00005941-I1
Filing Type	New Electrical Job
Current Filing Status	Pre-Filing

Fees

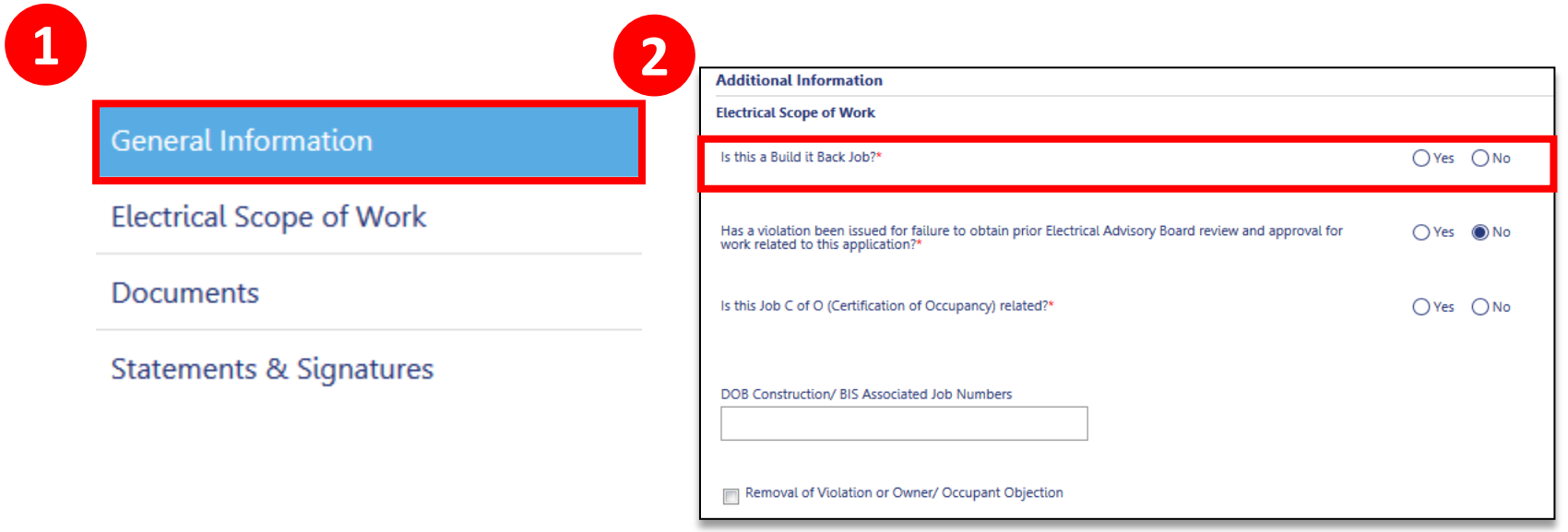
Fee Exempt	No
Filing Fee	$40.00
Parts Fee	$331.00
Post Approval Amendment	$0.00
Total Fee	**$371.00**
Amount Due	$40.00
Amount Paid	$0.00

Pay Now

Fees are calculated based on the parts entered under the **Work Description**

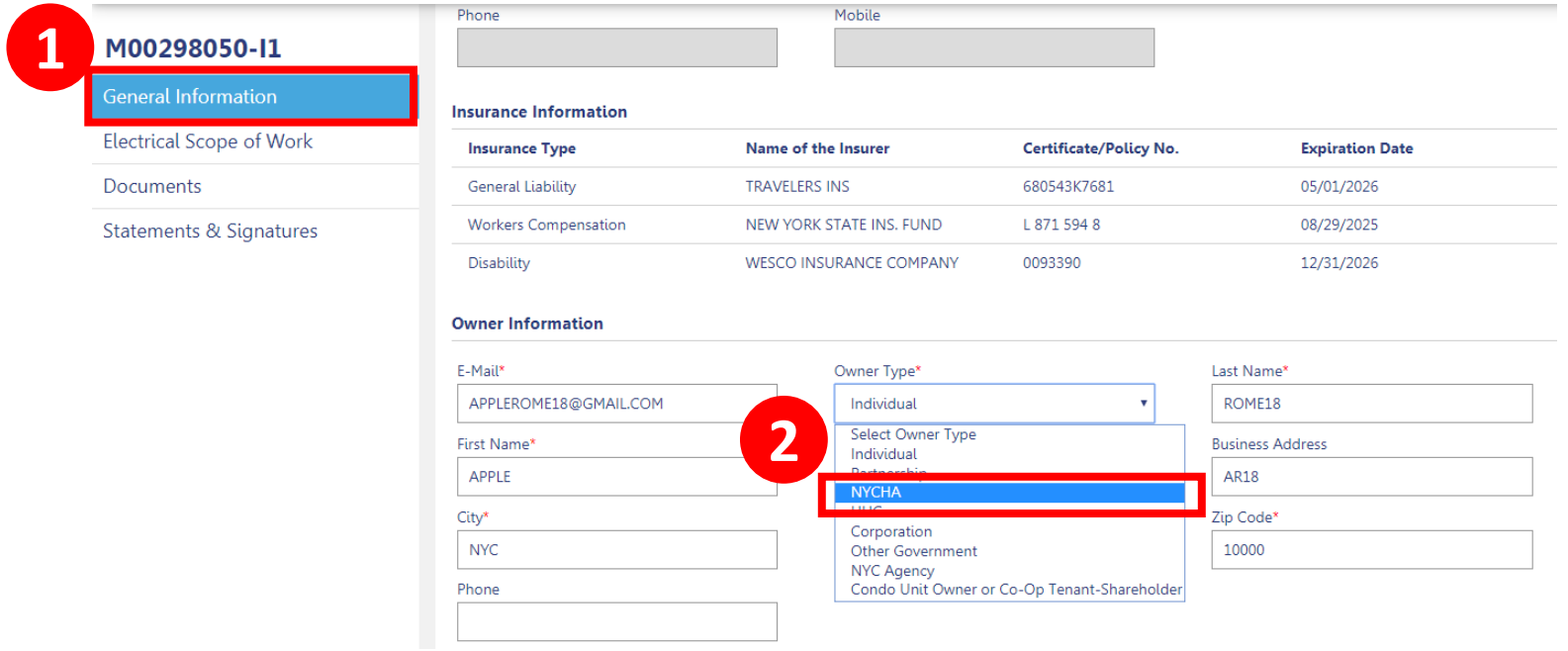
Fee-Exempt Filings

Fee Exempt/ Build it Back Jobs



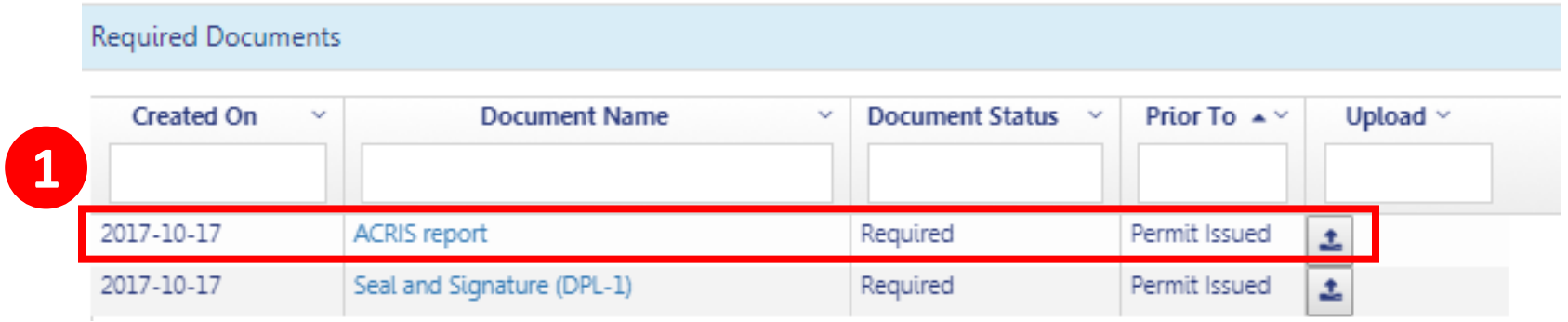
1. Select the **General Information** tab
2. Scroll down to the **Additional Information** section and select **Yes** next to **Is this a Build it Back Job?**

Fee-Exempt/ NYCHA



1. On the **General information** Tab
2. Choose **NYCH** from the **Owner Type** drop down

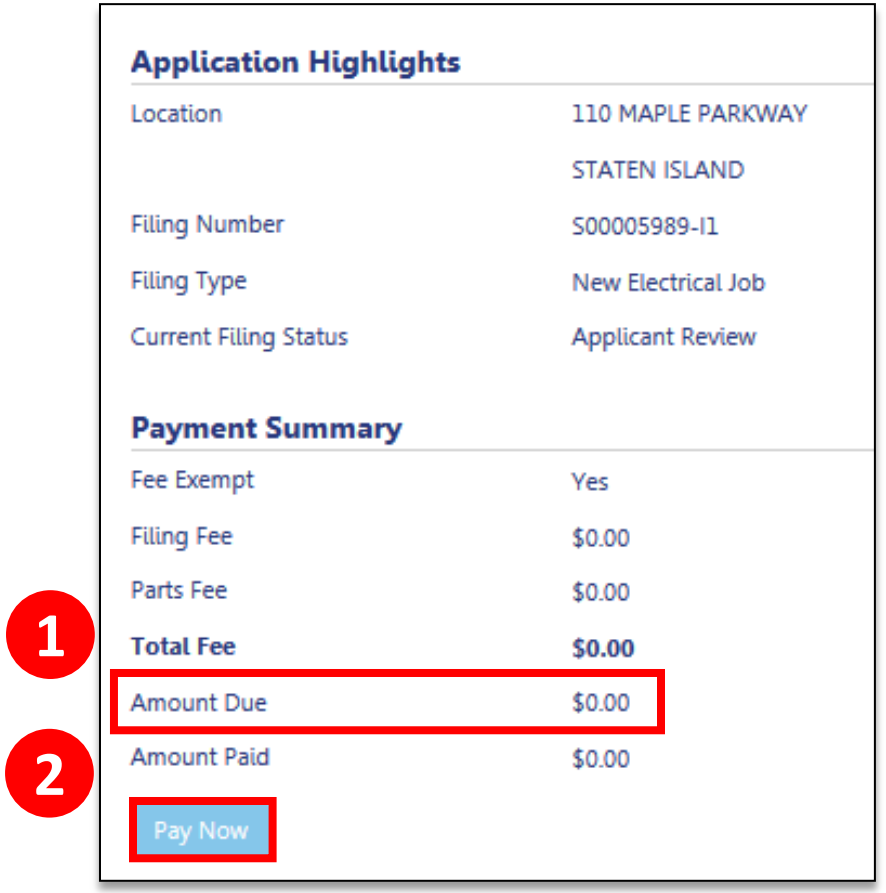
ACRIS Report Becomes Required



1. Upload a PDF version of the ACRIS report

View Payment Summary

1. **Amount Due** will be $0.00
2. **Pay Now** button will be disabled



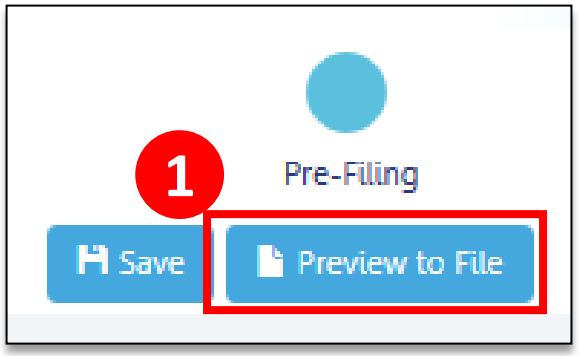
Download the ACRIS Report

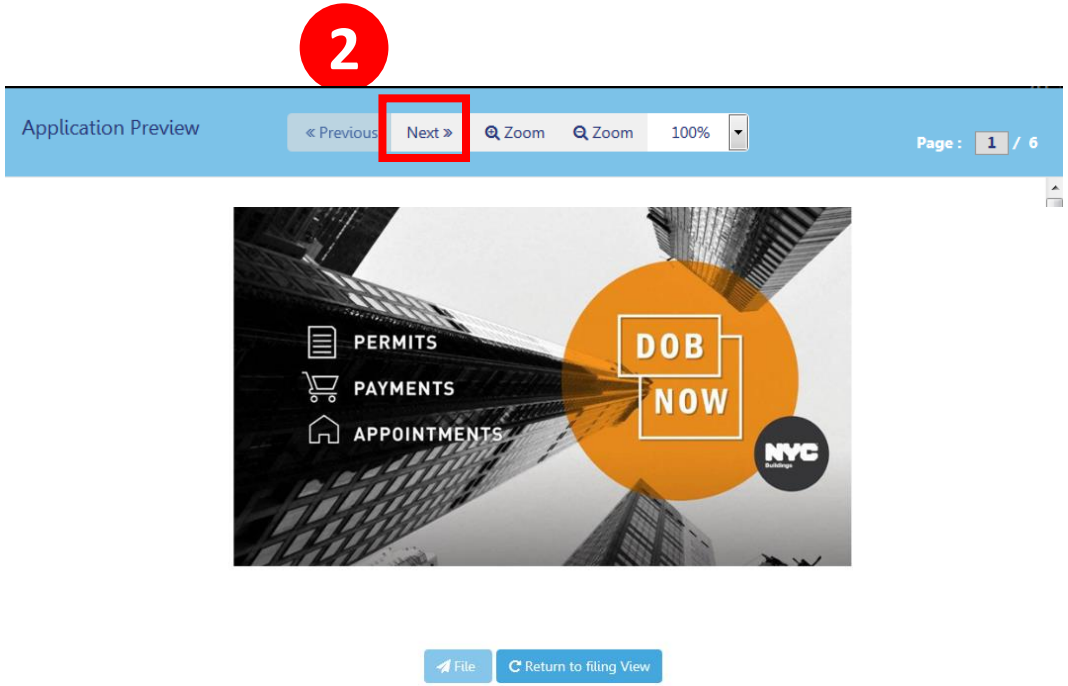
Visit the **Finance Property Information** site at http://nycprop.nyc.gov/nycproperty/nynav/jsp/selectbbl.jsp

- Enter the **Borough**, **House Number**, and **Street Name**
- Click **Search**
- Click on the most recent **Tentative** or **Final Assessment Roll**
- Find the Taxable/Billable Assessed Value section near the bottom
- If the Assessed Value is zero, your building is tax exempt
- Print this webpage showing the Assessed Value and save as a PDF and upload in DOB NOW

Preview to File

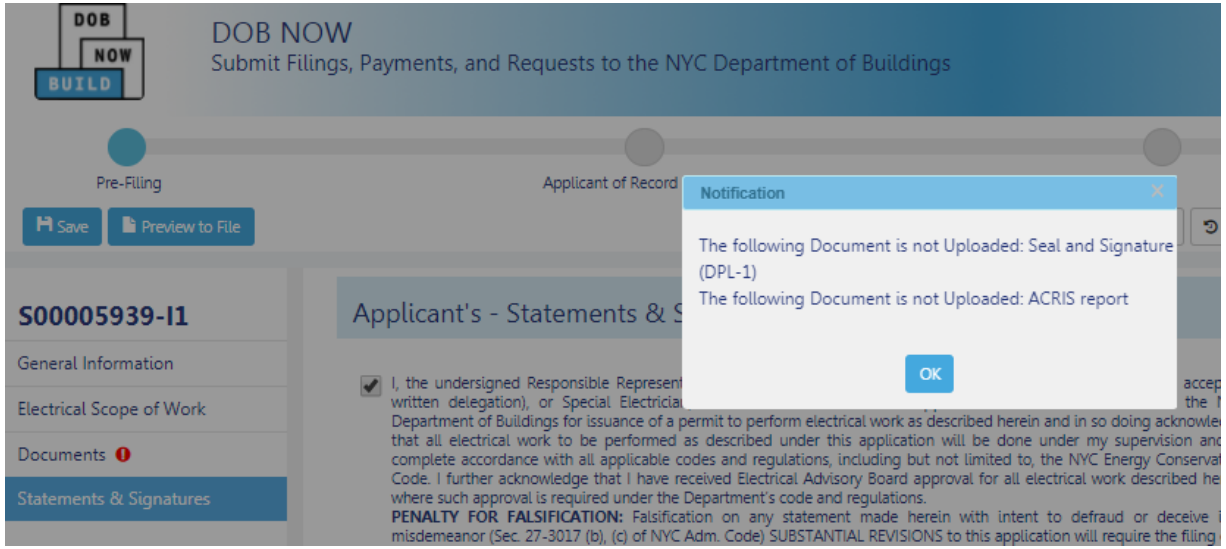
Click Preview to File





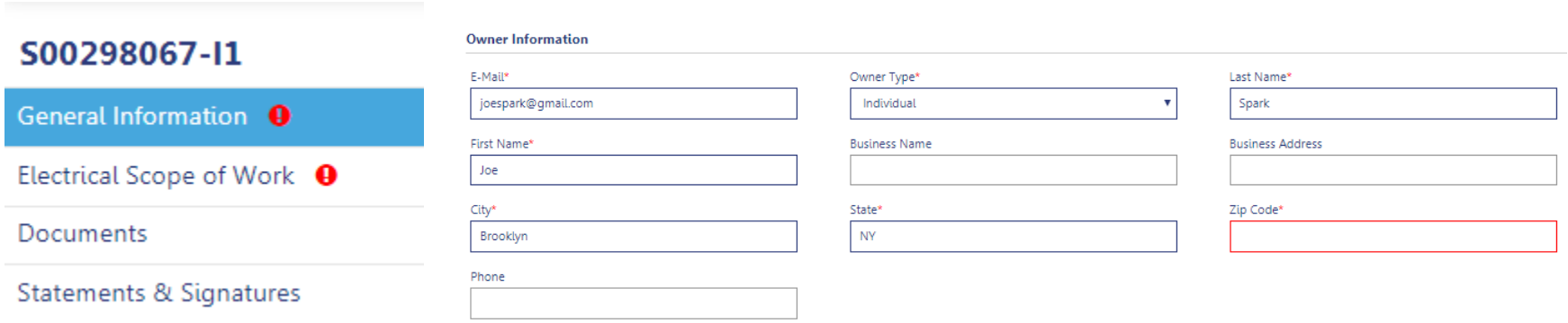
1. Click on the **Preview to File** icon to review your filing
2. Click through the Application Preview, using the **Next** icon, to review

Sample Error Notification



When you click Preview to File, if required information is missing the system will provide a notification

Missing Information



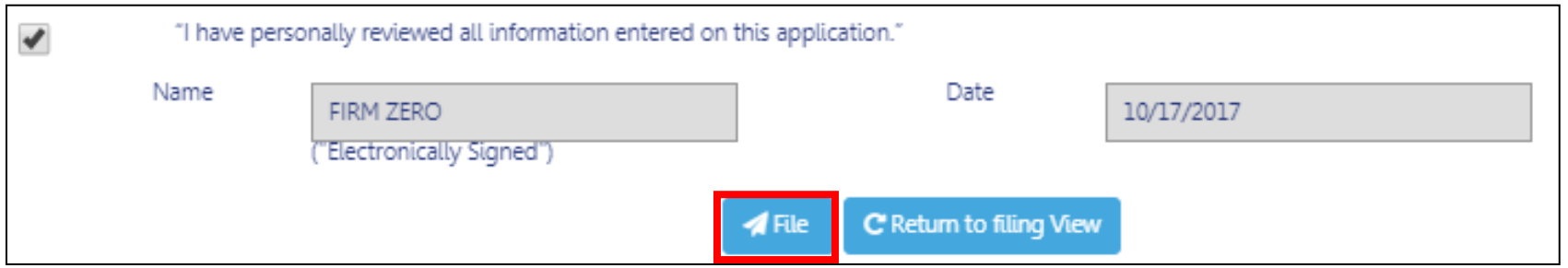
- A red exclamation point (!) will appear on the tab that is missing information
- A red line will appear around any missing required fields

Confirm the Application

Click on the check box to the left of the attestation to show you have reviewed the application and that the information is correct

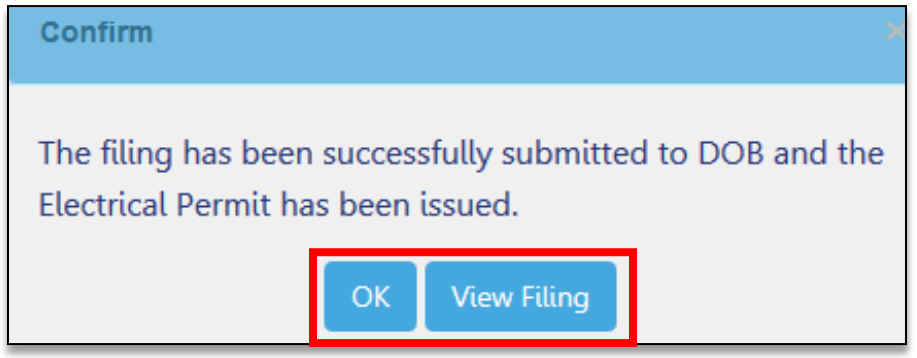
!Tip: Only a licensed electrician can attest and file

Submit the Filing



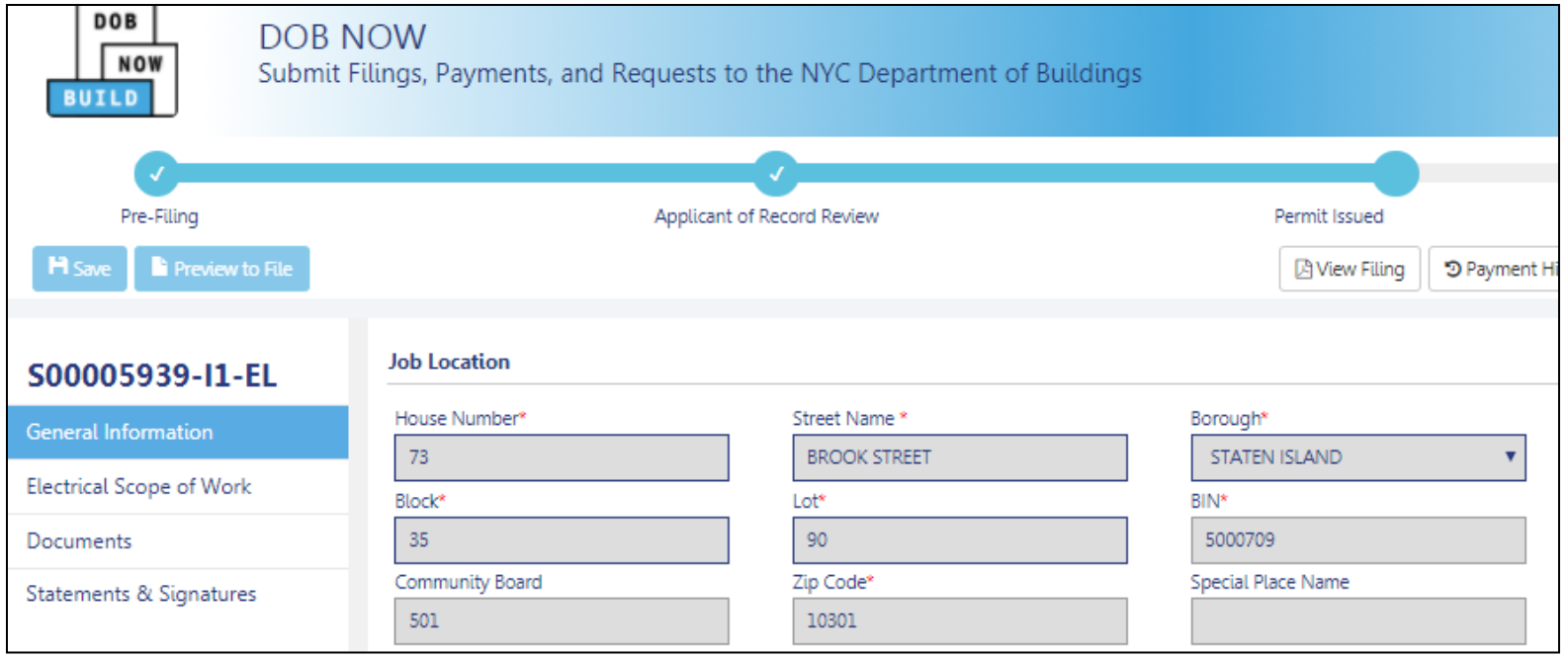
Click **File** to submit the filing

Successful Submission Confirmation



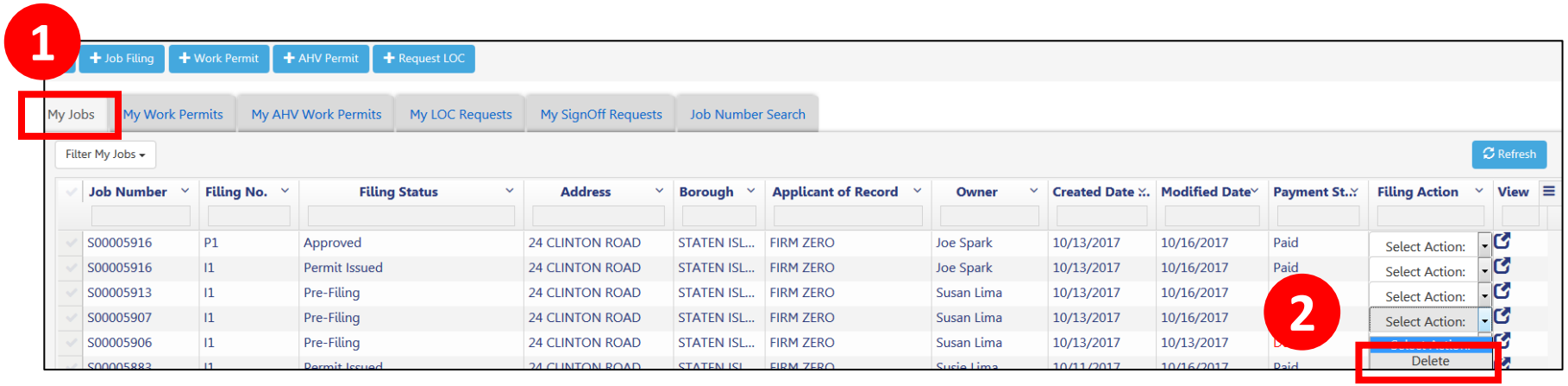
Click on **OK** or **View Filing** if you want to return to your filing and make changes

Status Becomes Permit Issued



Once submitted, the status of the filing becomes Permit Issued

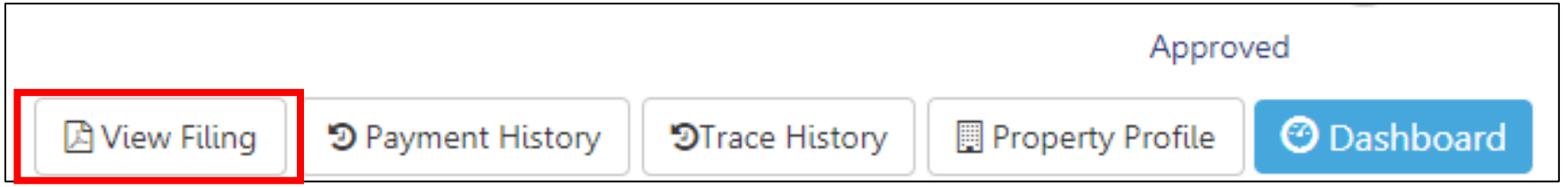
Delete a Filing



After saving, you can delete a job while in Pre-Filing status

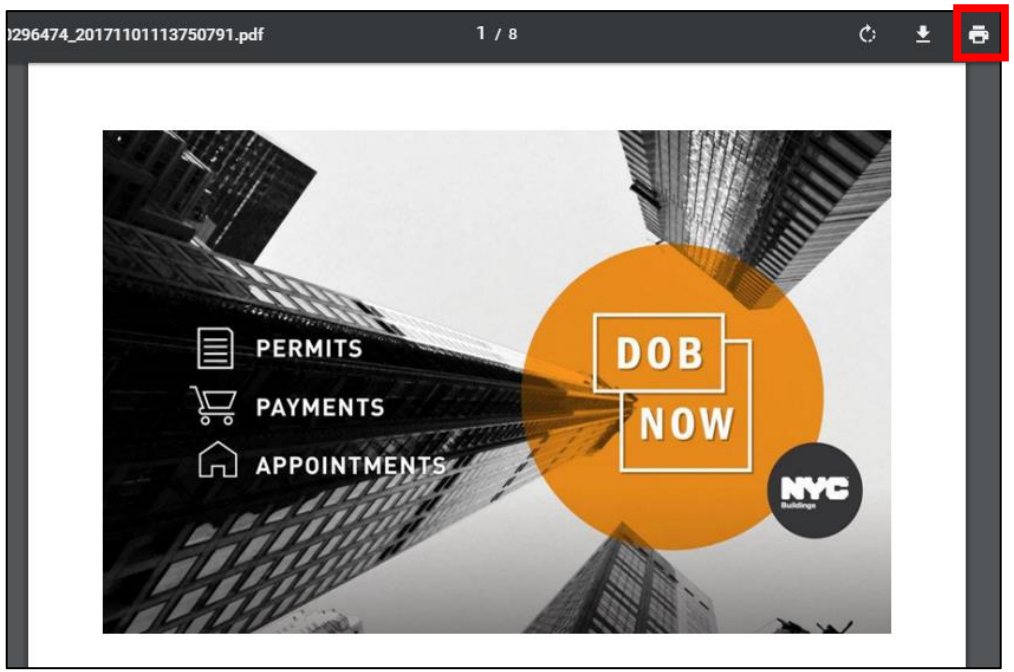
1. Navigate to the **My Jobs** tab
2. In the Filing Action column, click the drop down and select **Delete**

Printing a Filing



Click **View Filing** to open the filing in document form

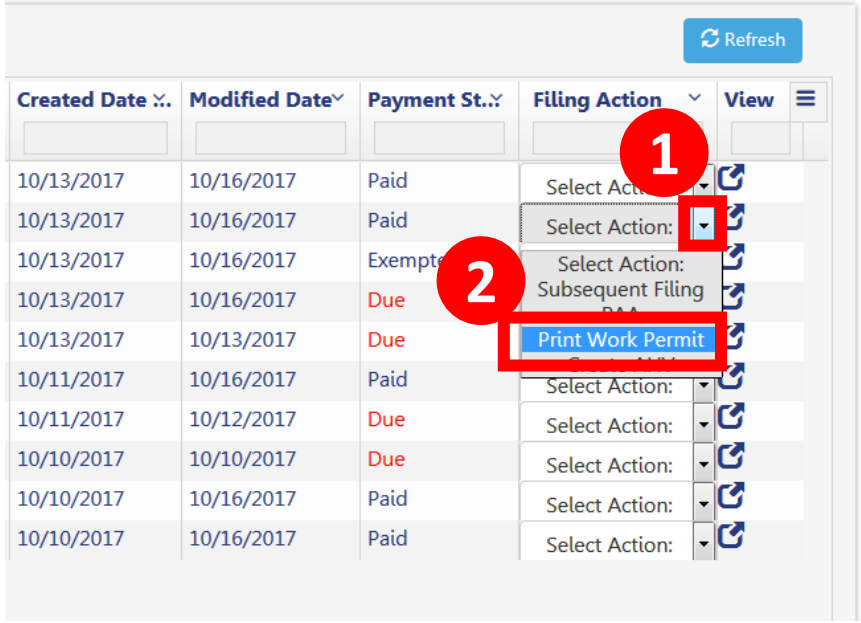
Printing a Filing

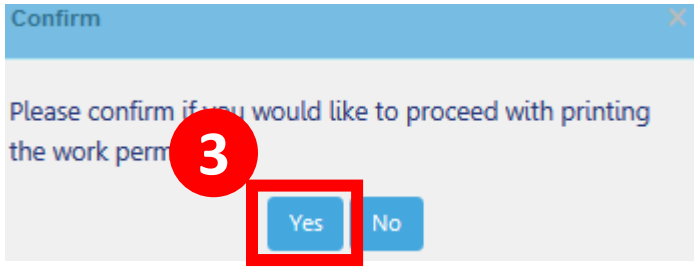


Click the print Icon to print the filing

Print a Work Permit

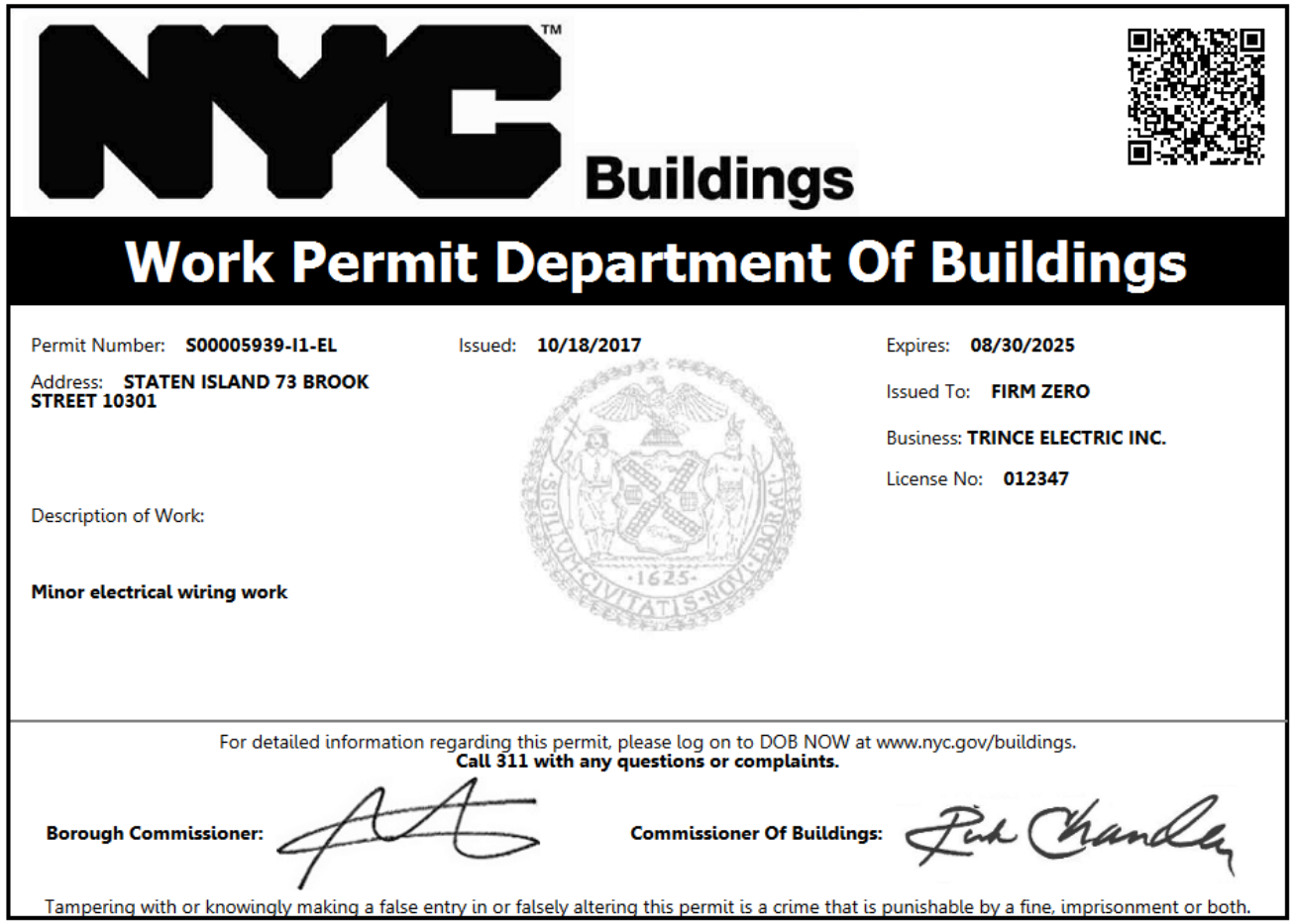
Print a Work Permit





1. From your Dashboard, click the drop down under **Filing Action** for your filing
2. Select **Print Work Permit**
3. Choose **Yes**

Work Permit



NYC Buildings

Work Permit Department Of Buildings

Permit Number: **S00005939-I1-EL**

Issued: **10/18/2017**

Expires: **08/30/2025**

Address: **STATEN ISLAND 73 BROOK STREET 10301**

Issued To: **FIRM ZERO**

Business: **TRINCE ELECTRIC INC.**

License No: **012347**

Description of Work:

Minor electrical wiring work

For detailed information regarding this permit, please log on to DOB NOW at www.nyc.gov/buildings.
Call 311 with any questions or complaints.

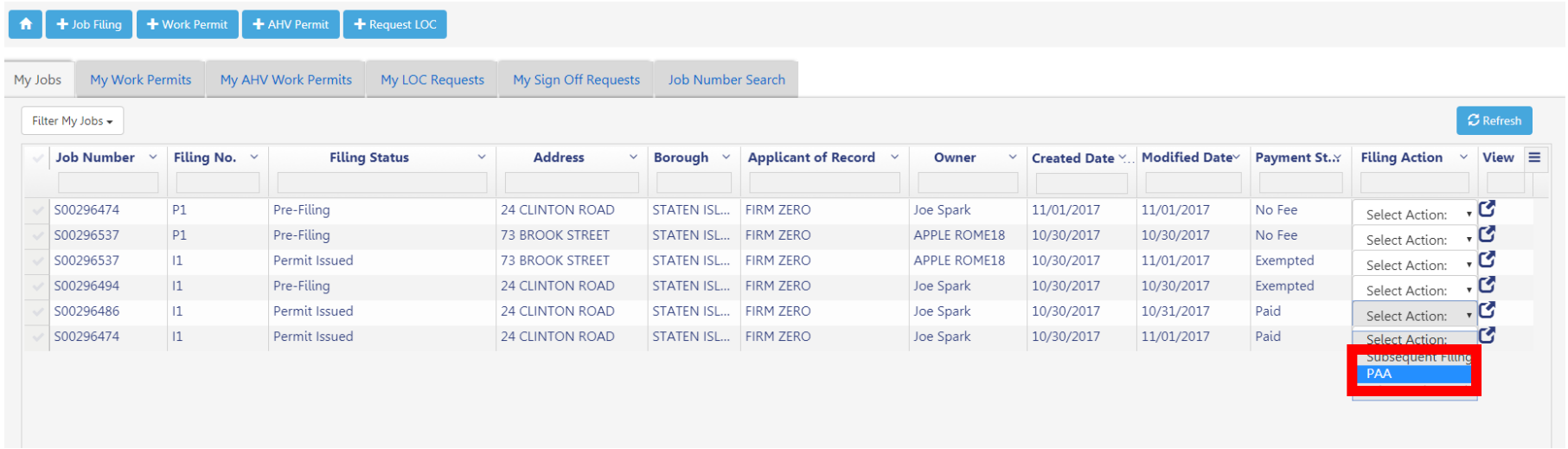
Borough Commissioner:

Commissioner Of Buildings:

Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.

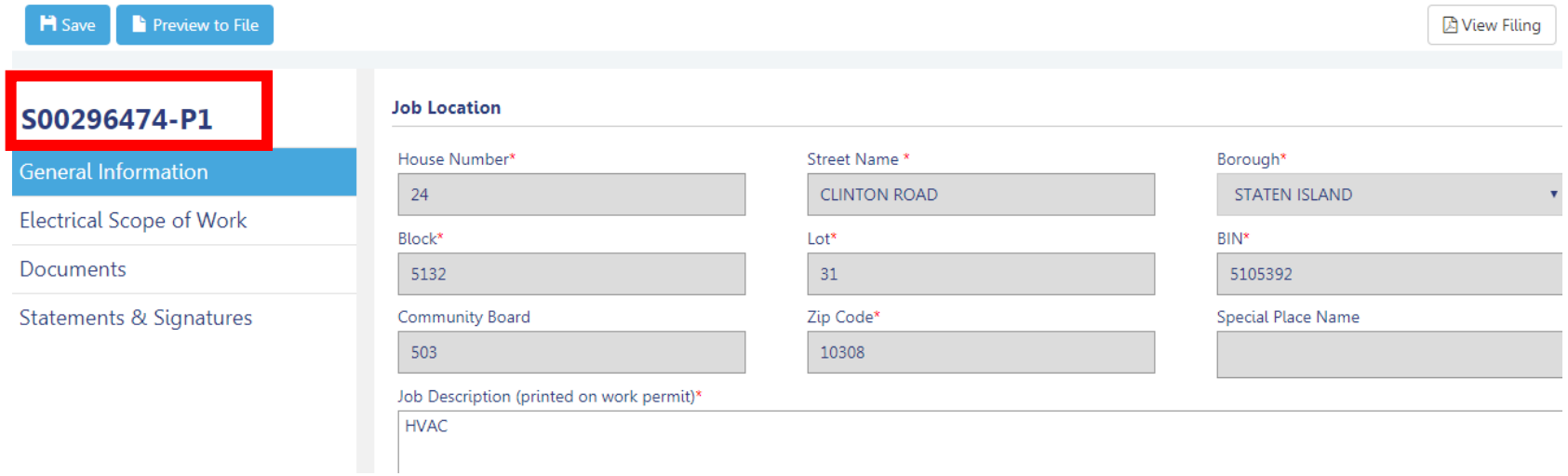
Print To PDF

Post Approval Amendment



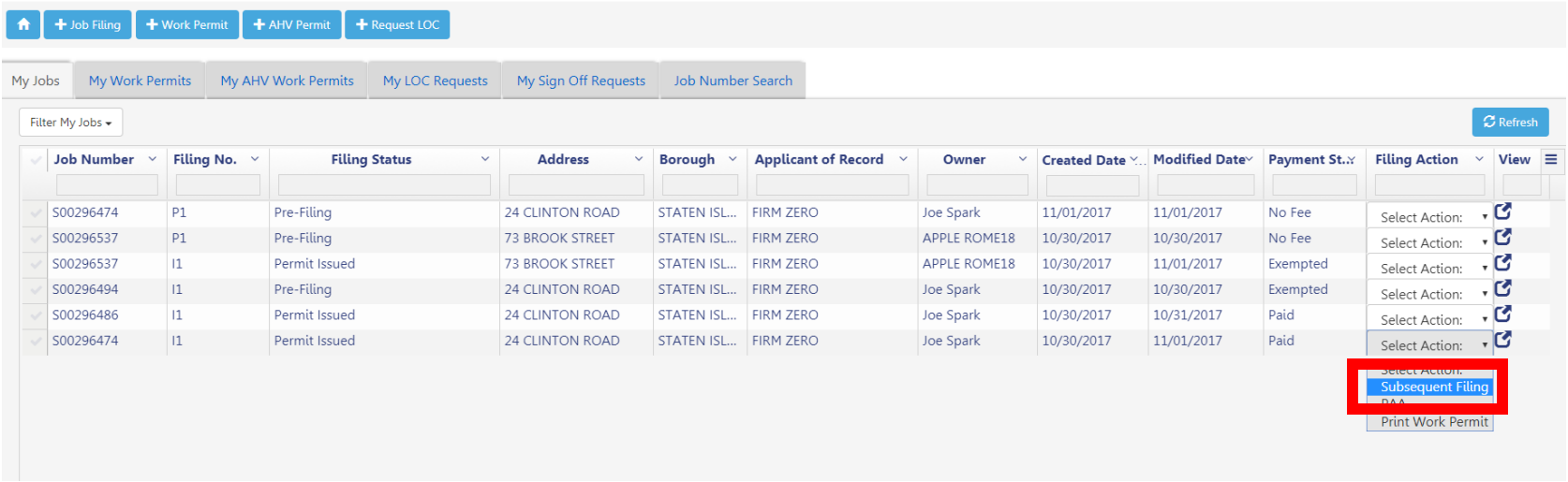
To make changes after the Permit has been issued click on the drop down arrow next to the filing in the **Filing Action** column and select **PAA**

Post Approval Amendment



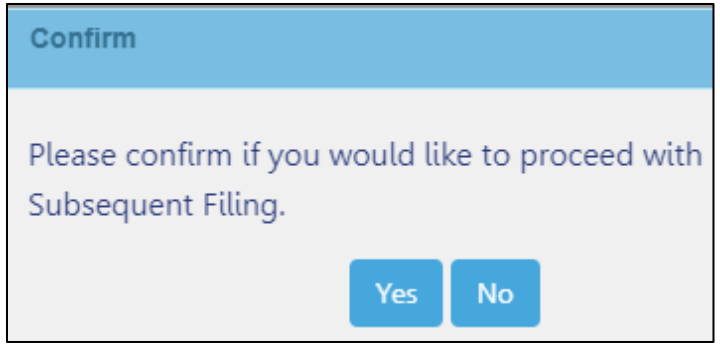
A duplicate filing will be created where you can make your changes. All parts fees will be calculated and withdrawn from your **Firm** account

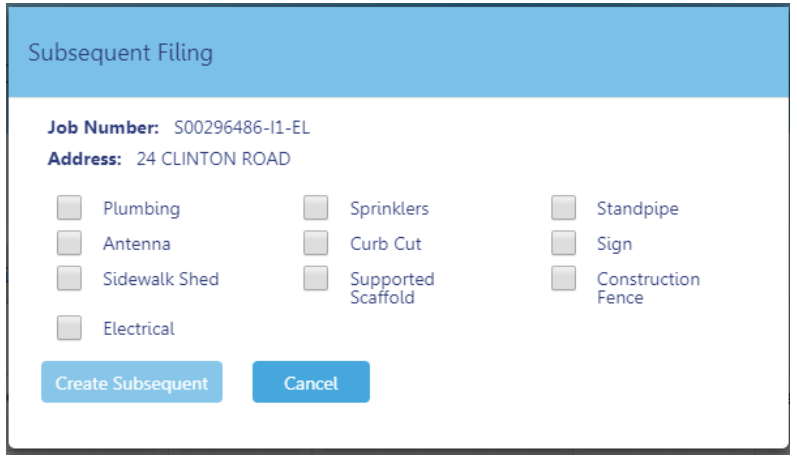
Subsequent Filing



To add more applications to your filing click on the drop down arrow next to the filing in the **Filing Action** column and select **Subsequent Filing**

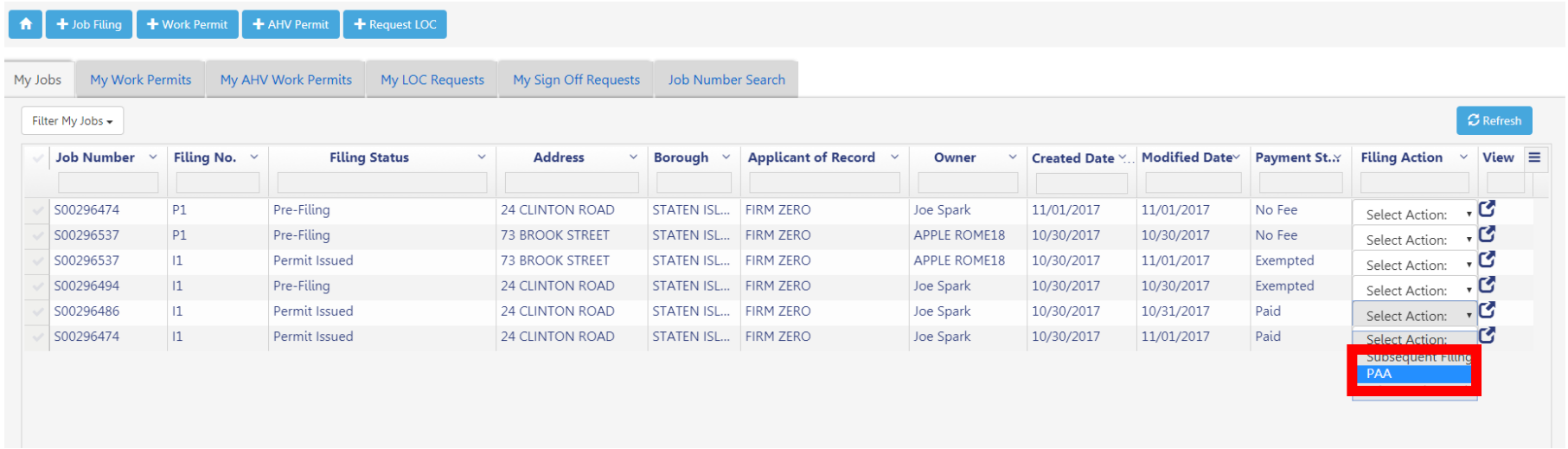
Subsequent Filing





Confirm you want to move forward with a **Subsequent Filing** and check the box next to the job type you are adding.

Subsequent Filing



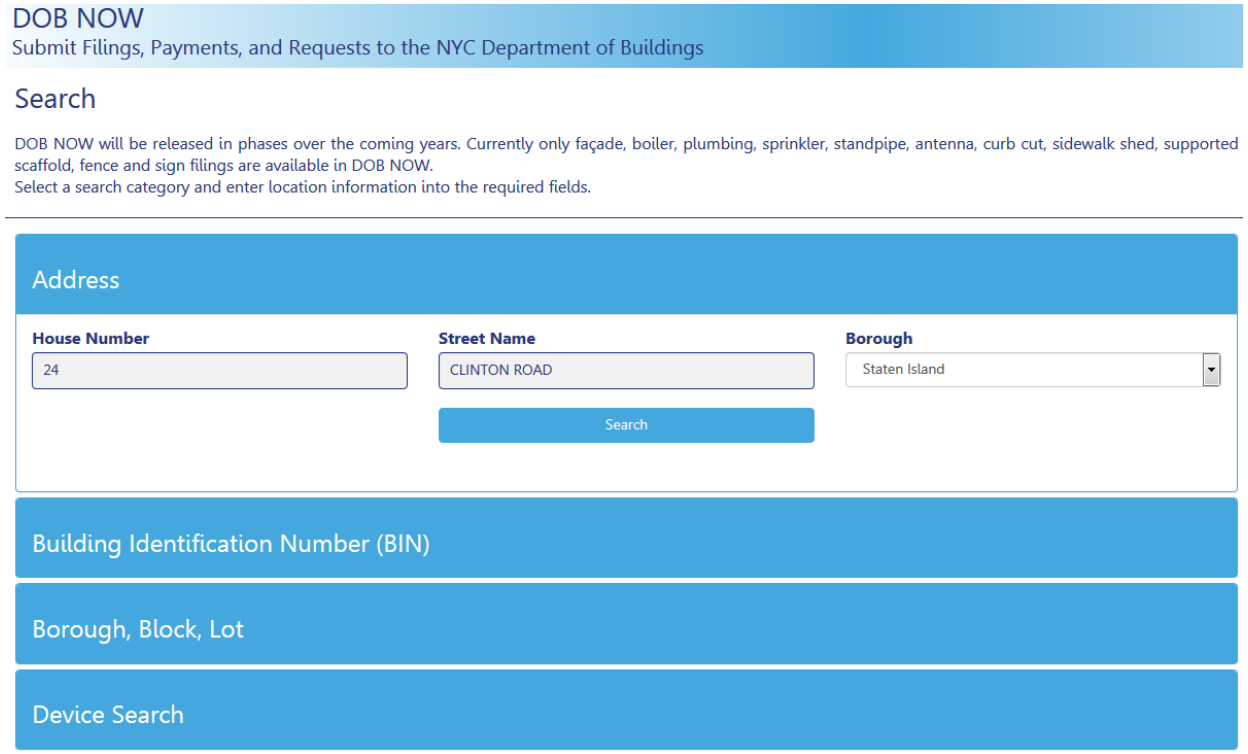
A new filing will be created with the same job number followed by an S1.

DOB NOW Public Portal

Search the Public Portal

You can search the Public Portal by Address, BIN, Borough Block, Lot

Device is not applicable for Electrical



Search for Job Filings

To search for a specific filing on an address, click on the blue bar titled **Build: Job Filings**

Building Characteristics

Health Area 920	**Tax Block** 5132	**Census Tract** 13203	**Tax Lot** 31
Community Board 503	**Condo** NO	**Buildings on Lot** 1	**Vacant** NO
Cross Street(s) MIDLAND ROAD, DEAD END	**DOB Special Place Name** SUBDIVISION OT LOT 29	**DOB Building Remarks** BLOCK/TENT LOT # 5132/29	**Landmark Status**
Special Status N/A	**Local Law** NO	**Loft Law** NO	**SRO Restricted** NO
TA Restricted NO	**UB Restricted** NO	**Environmental Restrictions** N/A	**Grandfathered Sign** NO
Legal Adult Use NO	**City Owned** NO	**Additional BINs for Building** NONE	**Special District** SRD - SOUTH RICHMOND DEVELOPMENT

This property is located in an area that may be affected by the following:

Tidal Wetlands Map Check:	No
Freshwater Wetlands Map Check:	Yes
Coastal Erosion Hazard Area Map Check:	No
Special Flood Hazard Area Check:	No

Department of Finance Building Classification: B2-2 FAMILY DWELLING

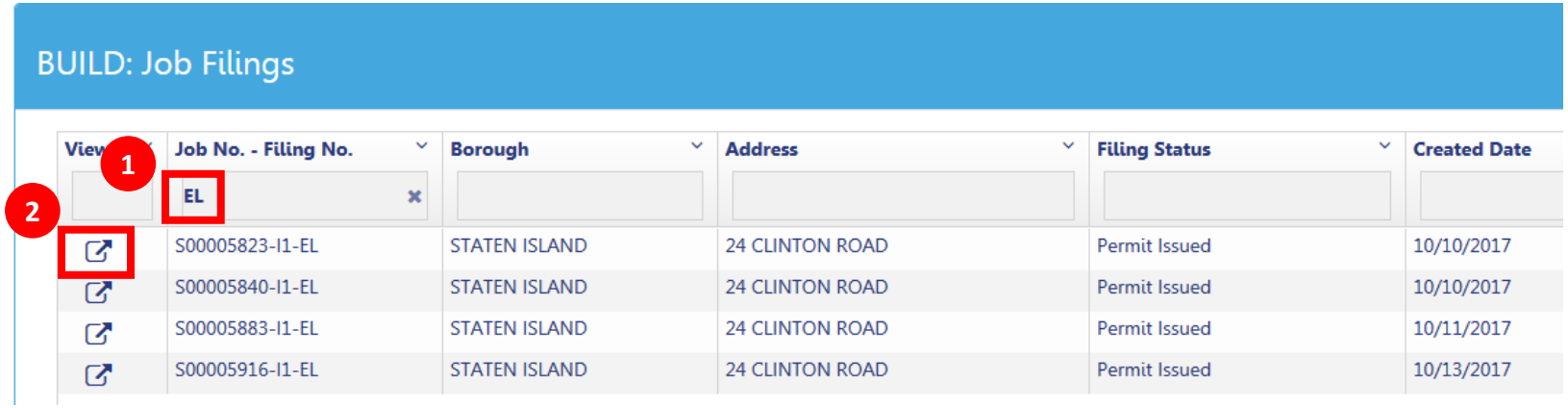
Please Note: The Department of Finance's building classification information shows a building's tax status, which may not be the same as the legal use of the structure. To determine the legal use of a structure, research the records of the Department of Buildings.

Filings

BUILD: Job Filings

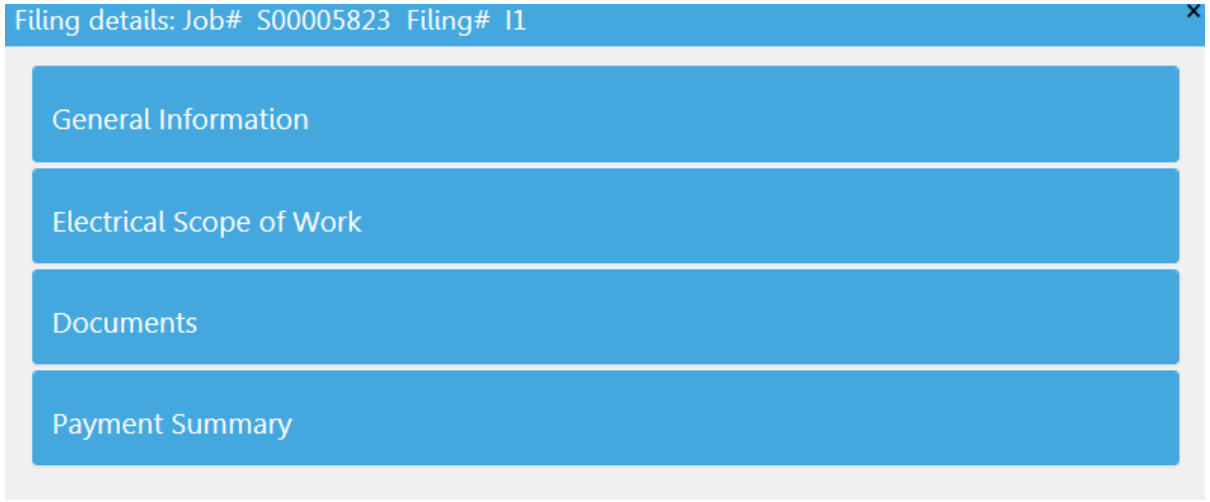
SAFETY: Compliance Filings

View Job Filings



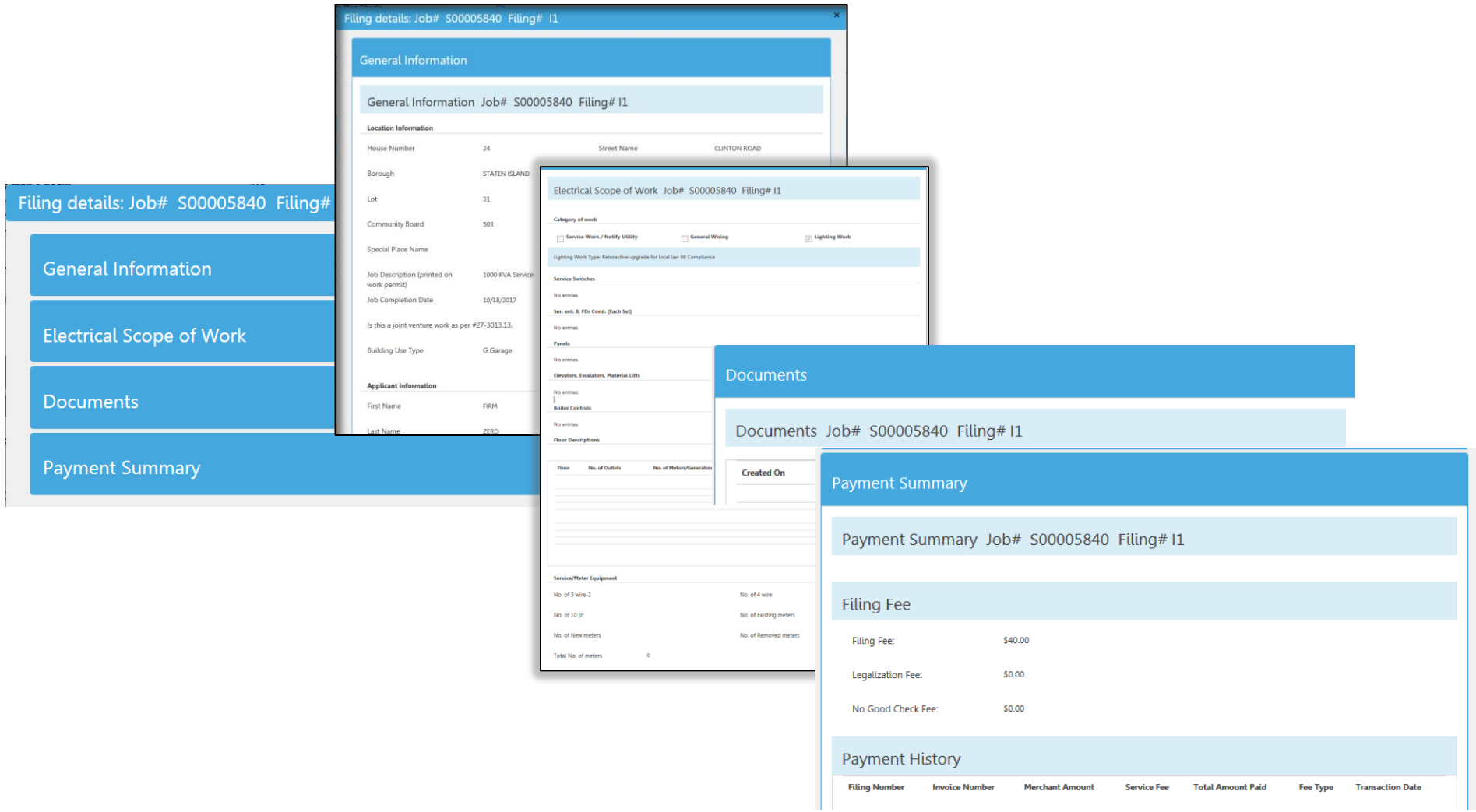
1. Search for an Electrical Filing by typing **EL** in the search box below the header **Job No. – Filing No.**
2. Click on the **View** button to see details

Explore a Job Filing



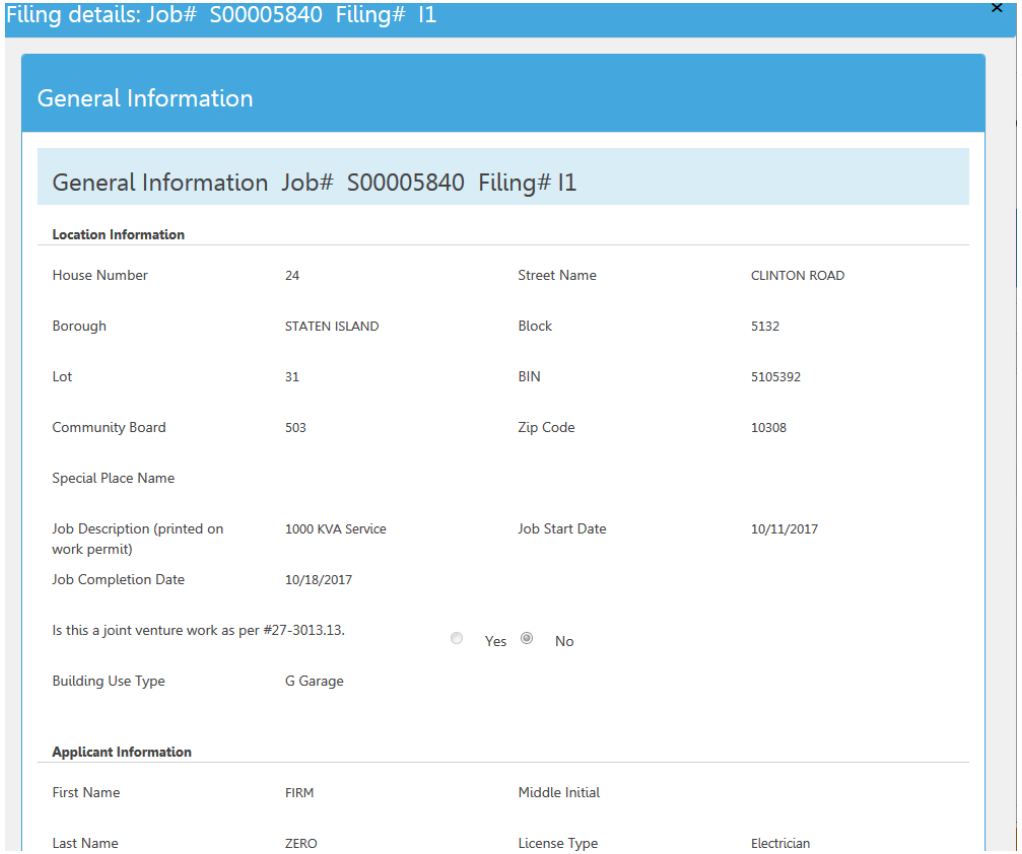
Click on each of the blue bars to expand for more information

Click Tabs to Expand Details



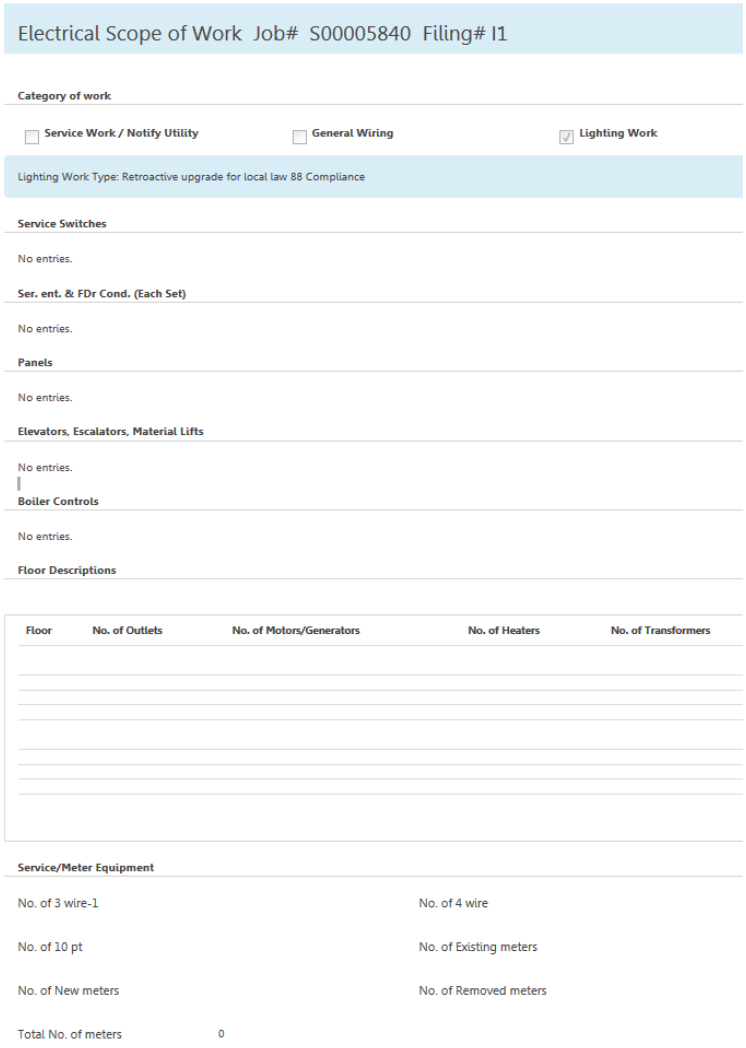
See General Information

Expand the **General Information** tab to view the job information



See Electrical Scope of Work

Expand the **Electrical Scope of Work** tab to view details of the electrical work



Electrical Scope of Work Job# S00005840 Filing# I1

Category of work

☐ Service Work / Notify Utility ☐ General Wiring ☑ Lighting Work

Lighting Work Type: Retroactive upgrade for local law 88 Compliance

Service Switches

No entries.

Ser. ent. & FDr Cond. (Each Set)

No entries.

Panels

No entries.

Elevators, Escalators, Material Lifts

No entries.

Boiler Controls

No entries.

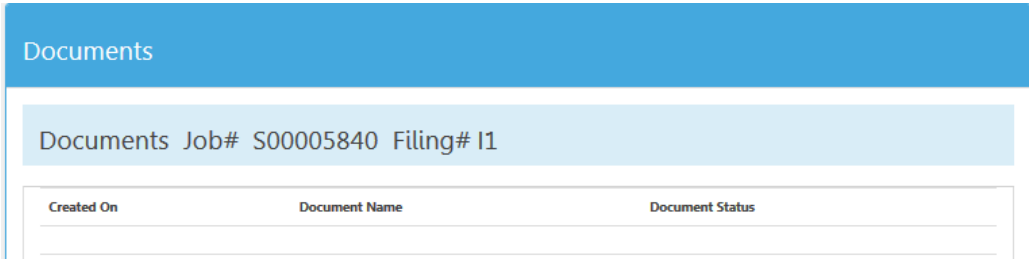
Floor Descriptions

Floor	No. of Outlets	No. of Motors/Generators	No. of Heaters	No. of Transformers

Service/Meter Equipment

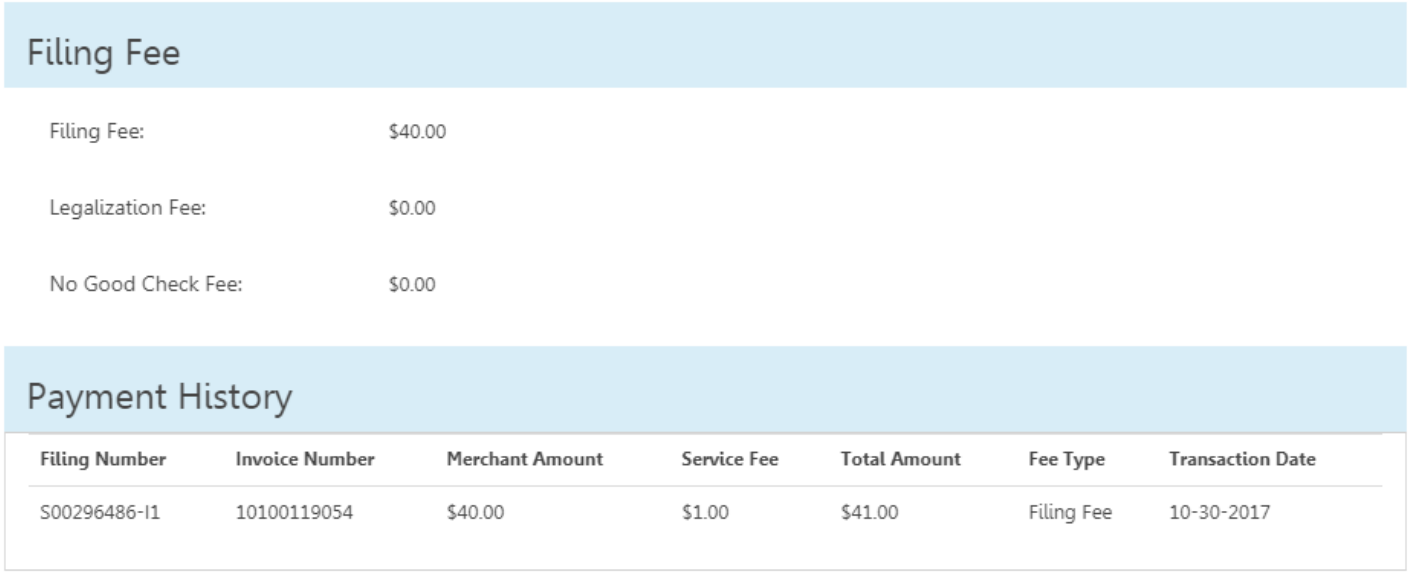
No. of 3 wire-1	No. of 4 wire
No. of 10 pt	No. of Existing meters
No. of New meters	No. of Removed meters
Total No. of meters 0	

Documents



All non-proprietary documents will be displayed

See Payment Summary



Filing Fee

Filing Fee:	$40.00
Legalization Fee:	$0.00
No Good Check Fee:	$0.00

Payment History

Filing Number	Invoice Number	Merchant Amount	Service Fee	Total Amount	Fee Type	Transaction Date
S00296486-I1	10100119054	$40.00	$1.00	$41.00	Filing Fee	10-30-2017

Expand the **Payment Summary** tab to view the Fees and date of Transaction

Only the filing Fee will display

Bringing it all Together

Learning Objectives Met

- Describe DOB NOW
- Know Where to Go for Help
- Register for DOB NOW through eFiling
- Login and Navigate within DOB NOW: Build
- Create a New Job Filing
- Print a Filing
- Print a Permit
- Search the Public Portal

Thank You!