

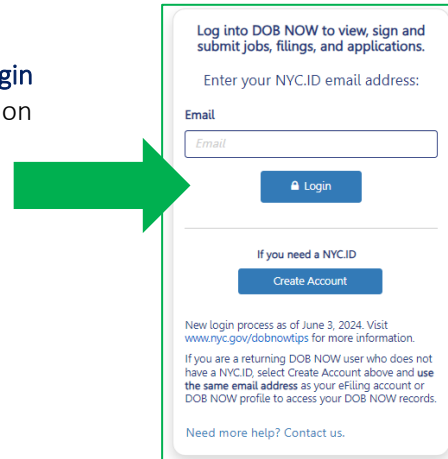
## NYC.ID for DOB NOW - New Users (Non-Licensees)

New York City is launching single sign-on accounts called NYC.ID for all online services as part of the MyCity initiative. Starting in June 2024, DOB NOW is integrating with NYC.ID, which will require all existing and new users to have a NYC.ID login to access DOB NOW. Visit [www.nyc.gov/dobnowtips](http://www.nyc.gov/dobnowtips) for more resources, FAQs and videos.

### Are you a first-time DOB NOW user? Follow the below steps to create your NYC.ID:

#### STEP 1: LOG INTO DOB NOW

Go to [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow), enter your email address, and select the **Login** button. The system will automatically redirect you to the NYC.ID registration page.



Log into DOB NOW to view, sign and submit jobs, filings, and applications.

Enter your NYC.ID email address:

Email

**Login**

If you need a NYC.ID

**Create Account**

New login process as of June 3, 2024. Visit [www.nyc.gov/dobnowtips](http://www.nyc.gov/dobnowtips) for more information.

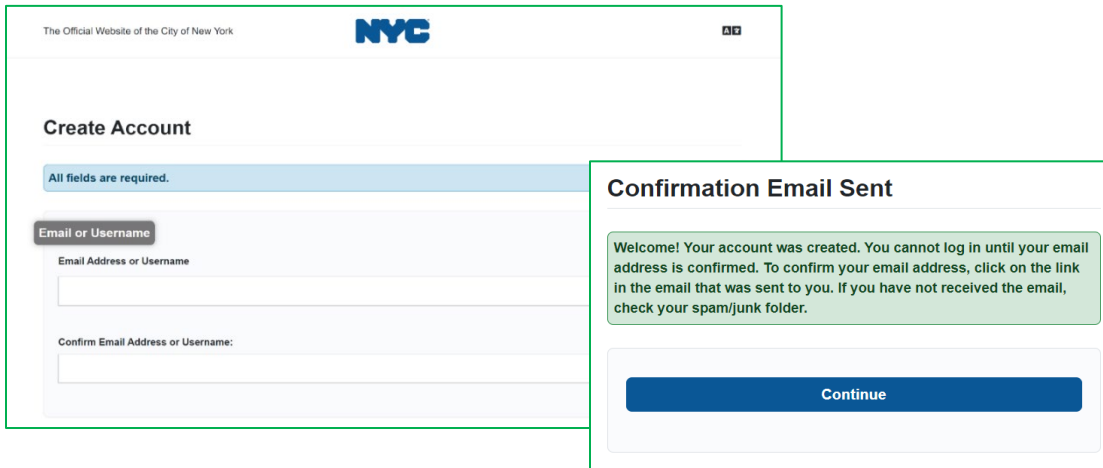
If you are a returning DOB NOW user who does not have a NYC.ID, select **Create Account** above and use the same email address as your filing account or DOB NOW profile to access your DOB NOW records.

Need more help? Contact us.

#### STEP 2: CREATE AN NYC.ID

**\*\*Use the email address you want associated with your filings in DOB NOW to create your NYC.ID.\*\***

Enter your email address, password, and name. Check the box and select **Create Account**. You will receive a confirmation email.



The Official Website of the City of New York **NYC**

### Create Account

All fields are required.

Email or Username

Email Address or Username

Confirm Email Address or Username:

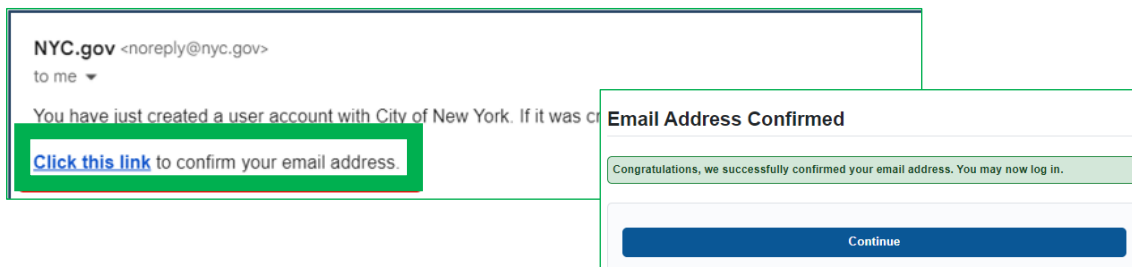
### Confirmation Email Sent

Welcome! Your account was created. You cannot log in until your email address is confirmed. To confirm your email address, click on the link in the email that was sent to you. If you have not received the email, check your spam/junk folder.

**Continue**

#### STEP 3: ACTIVATE YOUR NYC.ID ACCOUNT

Check your email for an activation link from NYC.ID. Click on the link in the email to activate your NYC.ID. You will not be able to log into DOB NOW unless you confirm your NYC.ID account.



NYC.gov <noreply@nyc.gov>  
to me

You have just created a user account with City of New York. If it was created successfully, you will receive an email with a link to confirm your email address.

**Click this link** to confirm your email address.

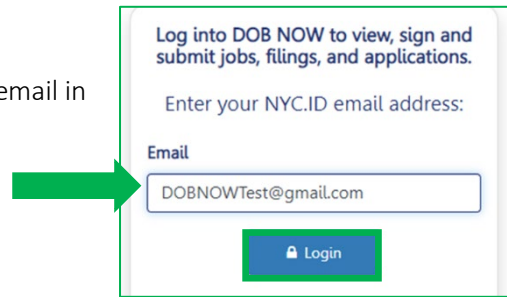
### Email Address Confirmed

Congratulations, we successfully confirmed your email address. You may now log in.

**Continue**

#### STEP 4: ACCESS DOB NOW WITH YOUR NYC.ID

Once your NYC.ID is active, return to the DOB NOW login page. Enter your email in the field and click **Login**.



Log into DOB NOW to view, sign and submit jobs, filings, and applications.

Enter your NYC.ID email address:

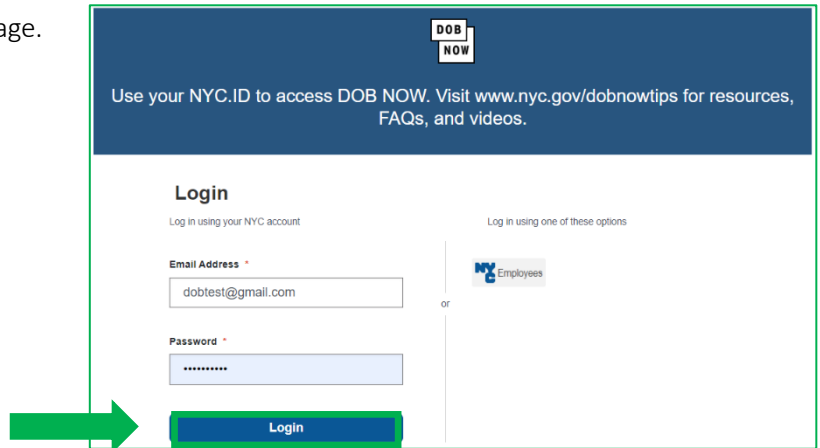
Email

DOBNOWTest@gmail.com

Login

#### STEP 5: ENTER PASSWORD INTO NYC.ID LOGIN PAGE

The email you entered will be auto filled on the NYC.ID page. Enter your password. Click **Login**.



DOB NOW

Use your NYC.ID to access DOB NOW. Visit [www.nyc.gov/dobnowtips](http://www.nyc.gov/dobnowtips) for resources, FAQs, and videos.

### Login

Log in using your NYC account

Log in using one of these options

Email Address \*

dobtest@gmail.com

Password \*

\*\*\*\*\*

or

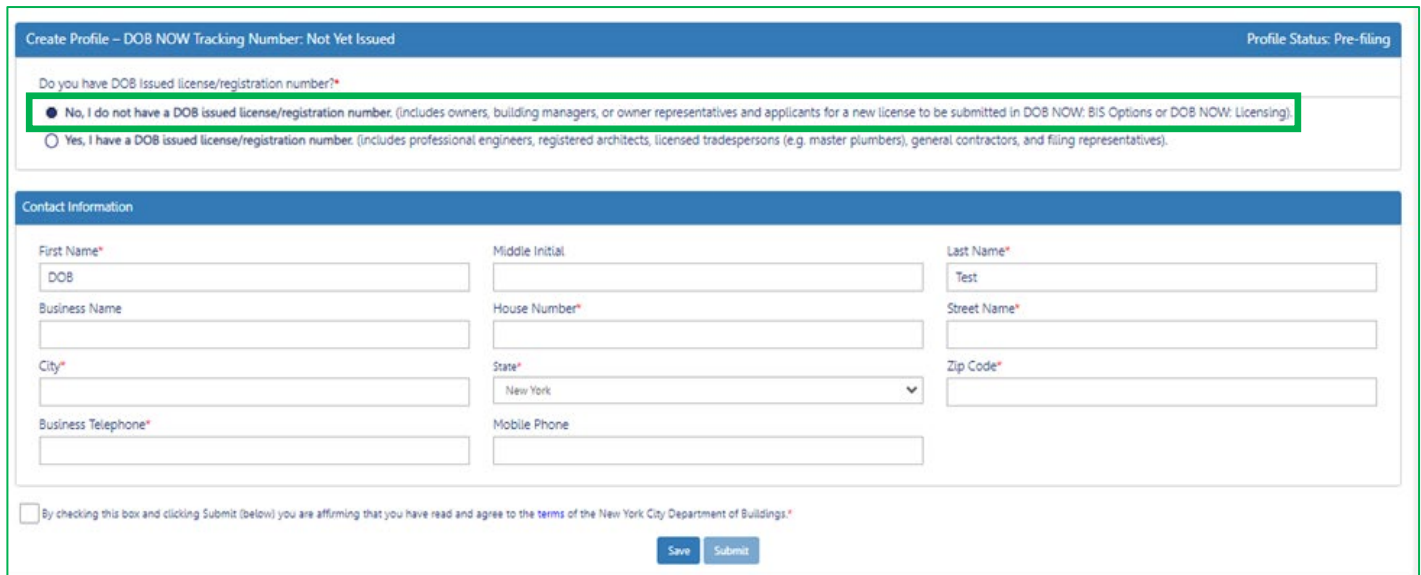
NYC Employees

Login

#### STEP 6: CREATE A PROFILE

Since this is your first time logging into DOB NOW, you will need to create a profile:

- Indicate that you do not have a license or DOB issued ID.
- Complete the required information and check the box to agree to the terms.
- The Statements & Signature box pops up. Click **Accept**.
- Select **Save** at the bottom of the page, then click **OK** on the User Profile saved notification.
- Select **Submit** and select **Confirm** on the New Profile Confirmation. Your account is now activated for use in DOB NOW. Select continue to proceed to the dashboard. You will also receive a confirmation by email that your account has been activated.



Create Profile – DOB NOW Tracking Number: Not Yet Issued

Profile Status: Pre-filing

Do you have DOB issued license/registration number?\*

No, I do not have a DOB issued license/registration number. (includes owners, building managers, or owner representatives and applicants for a new license to be submitted in DOB NOW: BIS Options or DOB NOW: Licensing).

Yes, I have a DOB issued license/registration number. (includes professional engineers, registered architects, licensed tradespersons (e.g. master plumbers), general contractors, and filing representatives).

### Contact Information

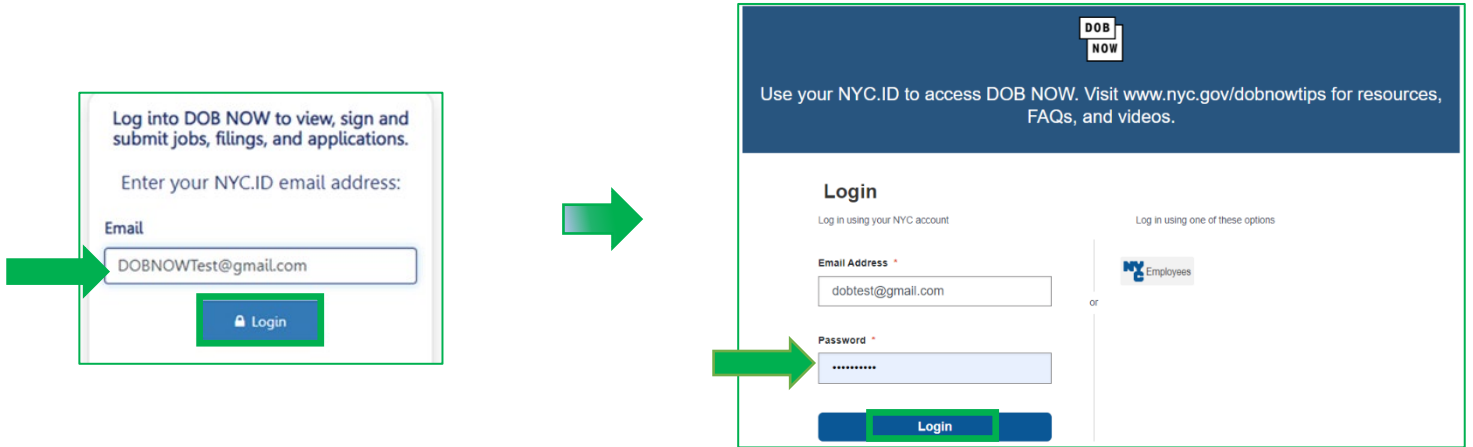
First Name*	Middle Initial	Last Name*
DOB		Test
Business Name	House Number*	Street Name*
City*	State*	Zip Code*
	New York	
Business Telephone*	Mobile Phone	

By checking this box and clicking Submit (below) you are affirming that you have read and agree to the terms of the New York City Department of Buildings.\*

Save Submit

## USING DOB NOW

Log into DOB NOW at least once for your information to populate when added to a filing. To login, go to [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow), enter your NYC.ID email address, and click the **Login** button. You will automatically be redirected to the NYC.ID Login page. Enter your password and select **Login**. You will then be redirected to the DOB NOW main dashboard page.



## MANAGE PROFILE/ASSOCIATE LICENSES

On the main dashboard page, hover over the dropdown arrow next to your login information in the upper right corner of the DOB NOW main dashboard and select **Manage/Associate Licenses** for information about how to change your address or associate a license to your profile.

