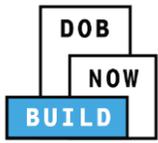


DOB NOW: *Build* Information Session Highlights

1. As of _____, all new Antenna and Curb Cut filings must be made in DOB NOW: *Build*.
2. Filings that already have a BIS Job Number will _____.
3. After _____, filings with the AN-Antenna or CC-Curb Cut box checked will be _____ at the Borough office.
4. These forms/requests should be submitted through the DOB NOW Help form accessible at www.nyc.gov/dobnowhelp
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
5. Document Waivers or Deferrals and Withdrawal or Superseding Requests for DOB NOW: *Build* jobs can be requested using the form accessed at _____.



6. These main roles must register in eFiling before they can use DOB NOW: *Build*.

7. To ensure DOB NOW performs properly, I should turn off

_____ for the site.

8. The URL for DOB NOW is _____.

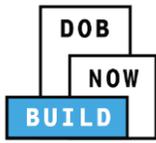
9. Only the _____ can submit a filing.

10. To locate a job filing, I go to the _____ tab on my Dashboard.

11. The _____ section of the form shows a summary of the filing, displays payment details, and includes the Pay Now button.

12. To create a new job filing, I click _____ from the _____.

13. Fields with marked with a _____ are required.



14. To save a filing for the first time and generate a Job Number, I must complete, at a minimum, these 3 sections:

15. A Filing Rep can be added in Section _____ of the Plans/Work section of a job filing as long as they have a valid eFiling account.

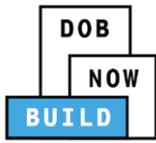
16. If a document is needed before a filing can be submitted, it will be listed in the _____ section of the filing as _____.

17. When I first upload a document, it will have a status of _____.

18. Who can pay the filing fees associated with a filing? _____

19. The filing is not complete until all the relevant parties have logged in and completed their _____.

20. Before submitting a filing, the Applicant of Record must click _____ and then



advance through each page of the filing before they can add their signature and _____ the filing.

21. The _____ is a required attendee at an appointment requested by the DOB Plan Examiner.
22. To create PAAs and Subsequent Filings, I can use the drop down list in the _____ column on the Dashboard.
23. The _____ can create a Work Permit, Renew a Permit, and Request an After Hours Variance (AHV).
24. _____ can print a work permit.
25. The _____ or _____ can request a Letter of Completion.
26. If the DOB requires further action, the Applicant, Filing Rep and Owner will receive an _____.
27. This presentation and other materials are available _____.
28. If I need help, I can contact DOB Customer Service at _____.