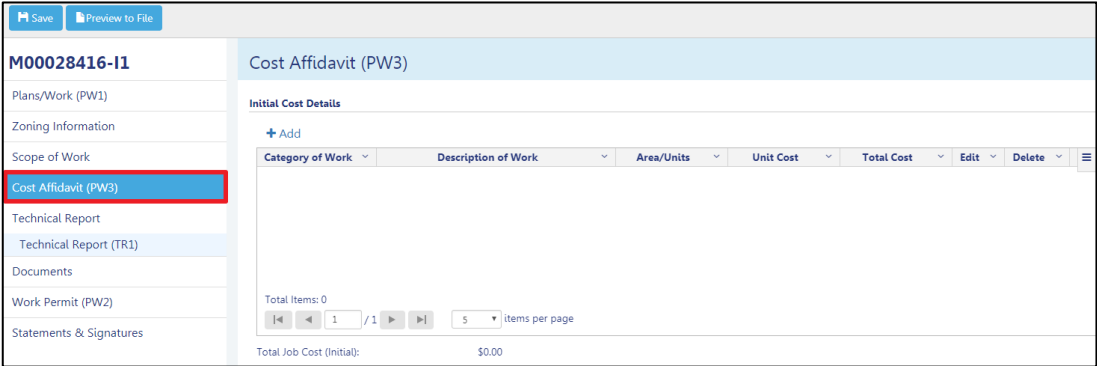

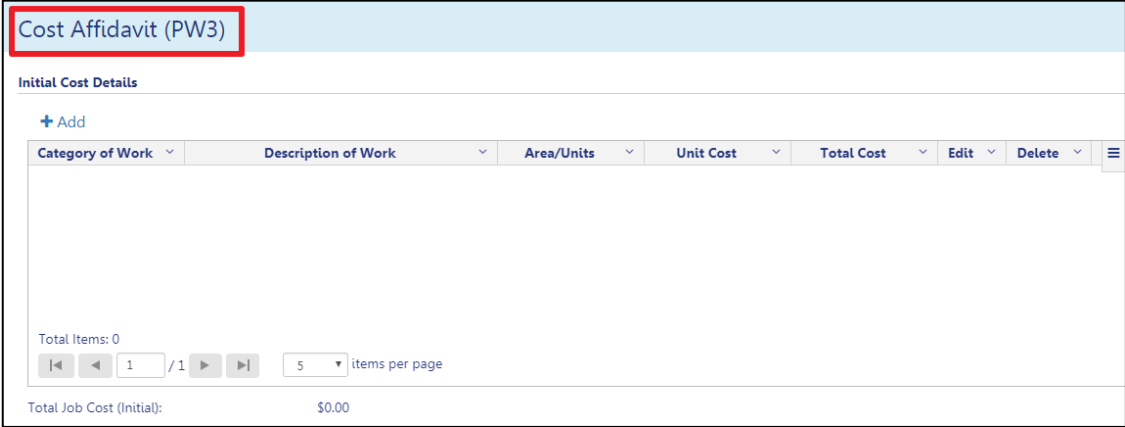
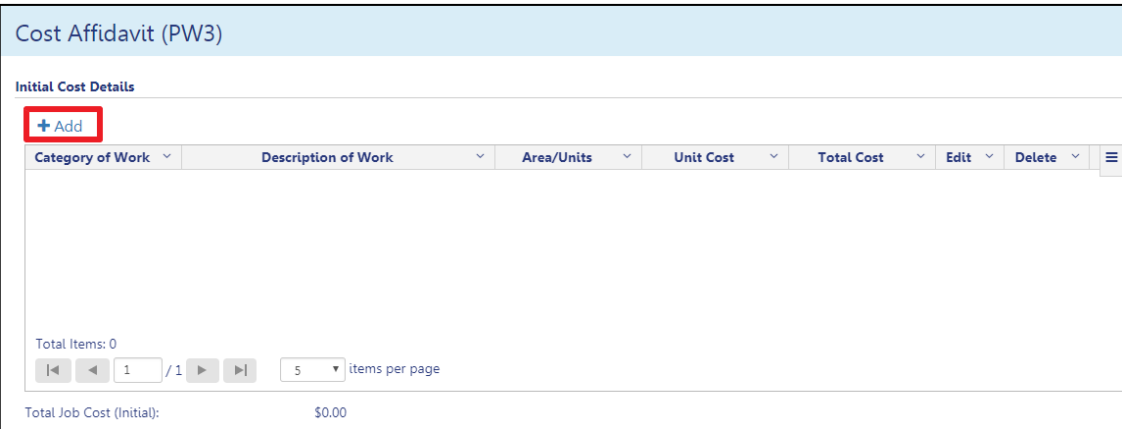

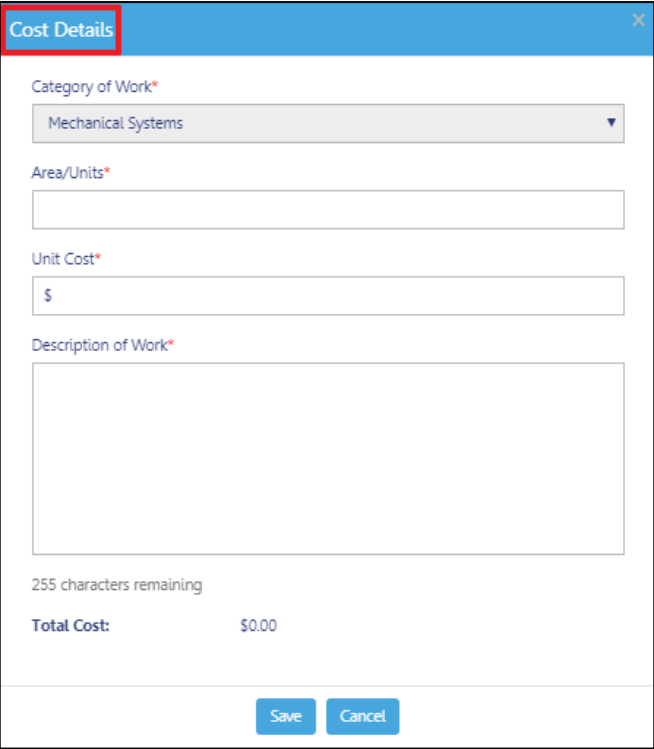


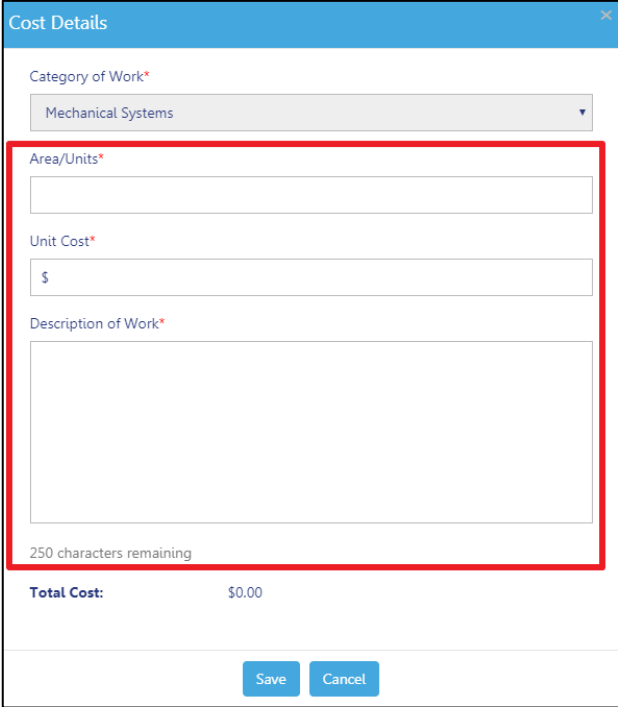
DOB NOW: *Build* – Enter Cost Affidavit (PW3) Step-By-Step Guide



In this Step-by-Step Guide, you will learn how to complete the following steps to enter the Cost Affidavit (PW3):

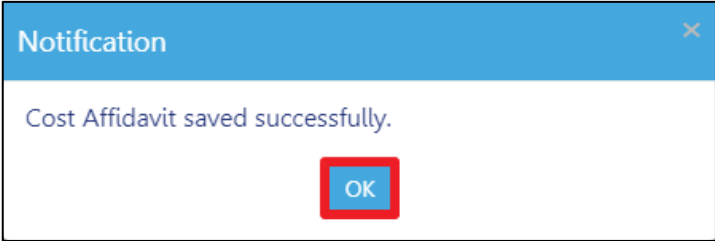

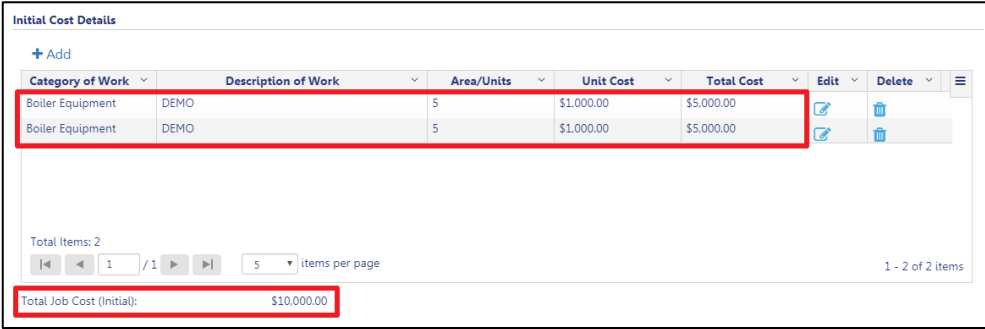

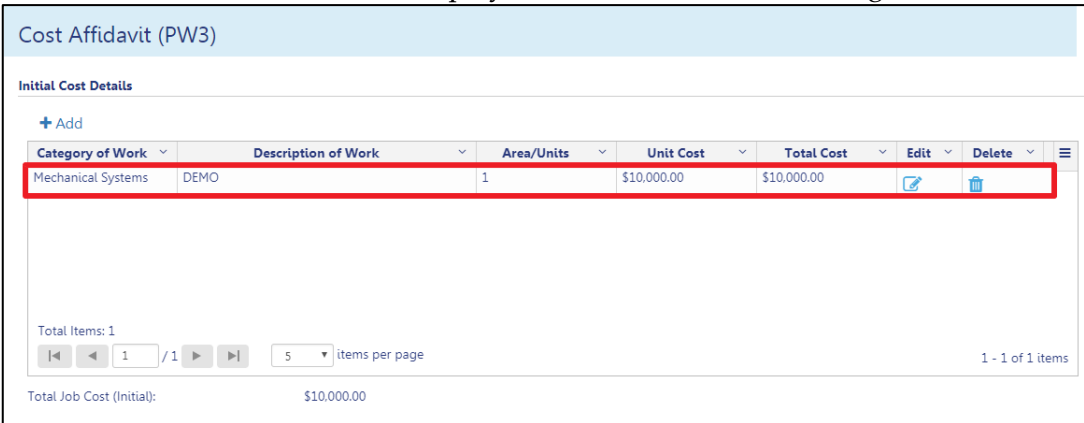
Step	Action
1.	<p>Select the Cost Affidavit (PW3) tab.</p> 
	<p>The Cost Affidavit (PW3) section displays.</p> 

Step	Action
2.	<p>Click + Add to enter the Initial Cost Details.</p> 
	<p>The Cost Details pop-up window displays.</p> 

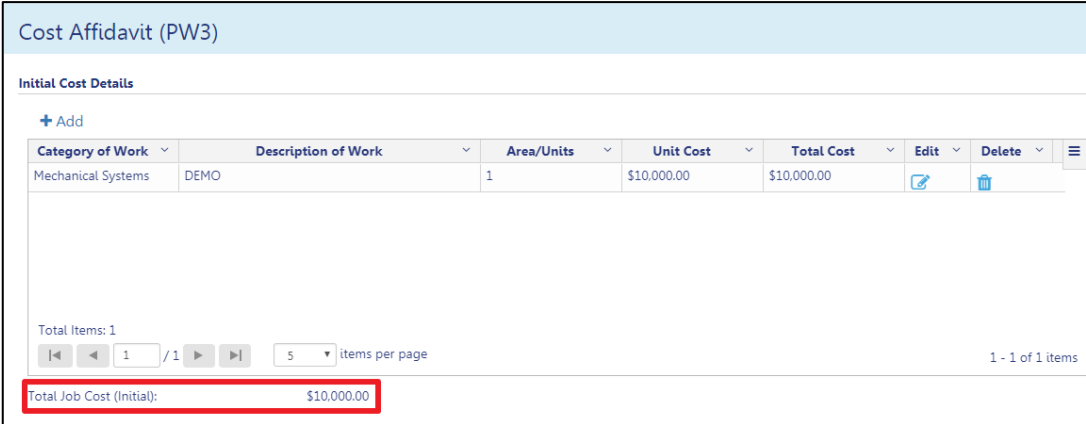
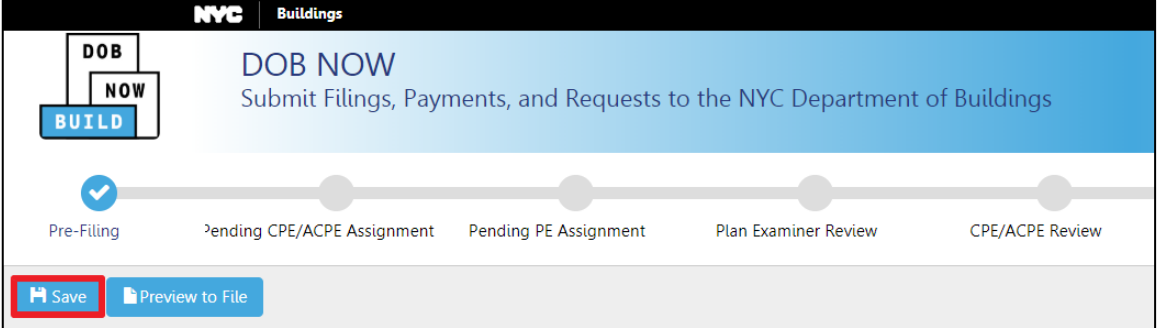
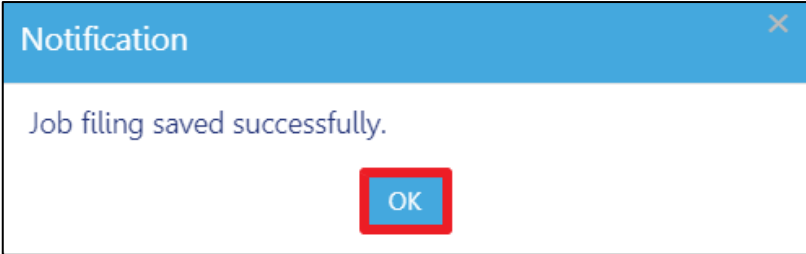
DOB NOW: *Build* –COST AFFIDAVIT (PW3) –STEP-BY-STEP GUIDE

Step	Action
3.	<p>Complete the following required fields in the Cost Details pop-up window:</p> <ul style="list-style-type: none"><input type="checkbox"/> Area/Units<input type="checkbox"/> Unit Cost<input type="checkbox"/> Description of Work 

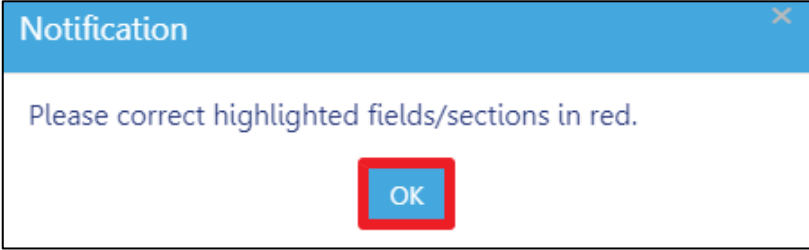

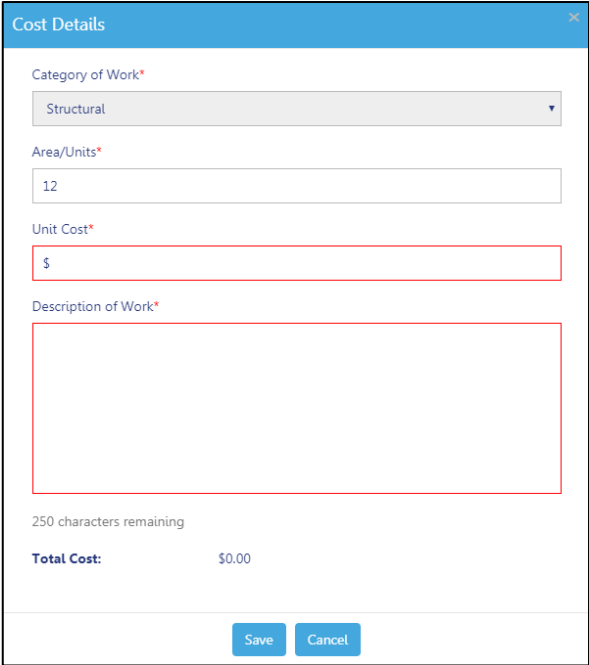

Step	Action
	<p>The Total Cost displays at the bottom of the Cost Details pop-up window.</p> <p>The Total Cost is equal to the Area/Units multiplied by the Unit Cost.</p> <div data-bbox="267 403 1019 1150" style="border: 1px solid black; padding: 10px;"> <p>Cost Details ✕</p> <p>Category of Work*</p> <p>Boiler Equipment ▾</p> <p>Area/Units*</p> <p>10</p> <p>Unit Cost*</p> <p>\$1,000</p> <p>Description of Work*</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p>250 characters remaining</p> <p>Total Cost: \$10,000.00</p> </div>
	<p>Note In order to submit the job filing successfully, the Total Cost amount displayed after completing the entry fields in the Cost Details pop-up window must match the value entered in the Estimated Total Cost field in the Plans/Work (PW1) tab.</p> <p>For Sign job filings, values entered in the Cost Details pop-up window must match with the figures entered in the Estimated Total Cost field in the Plans/Work (PW1) tab and the Total Cost in the Sign Details tab.</p>
<p>4.</p>	<p>Click Save.</p> <div data-bbox="267 1627 1201 1837" style="border: 1px solid black; padding: 10px;"> <p>Total Cost: \$1,000,000.00</p> <p align="center"> Save Cancel </p> </div>

Step	Action
5.	<p>The following Notification pop-up window with the message “Cost Affidavit saved successfully” will appear.</p> <p>Click OK to close the Notification pop-up window.</p> 
	<p>Note The Total Job Cost (Initial) can be comprised of multiple Initial Cost Details records in the Initial Cost Details grid. To add an additional Initial Cost Details record, repeat steps 2 – 5.</p> 
	<p>The Initial Cost Details record displays in the Initial Cost Details grid.</p> 

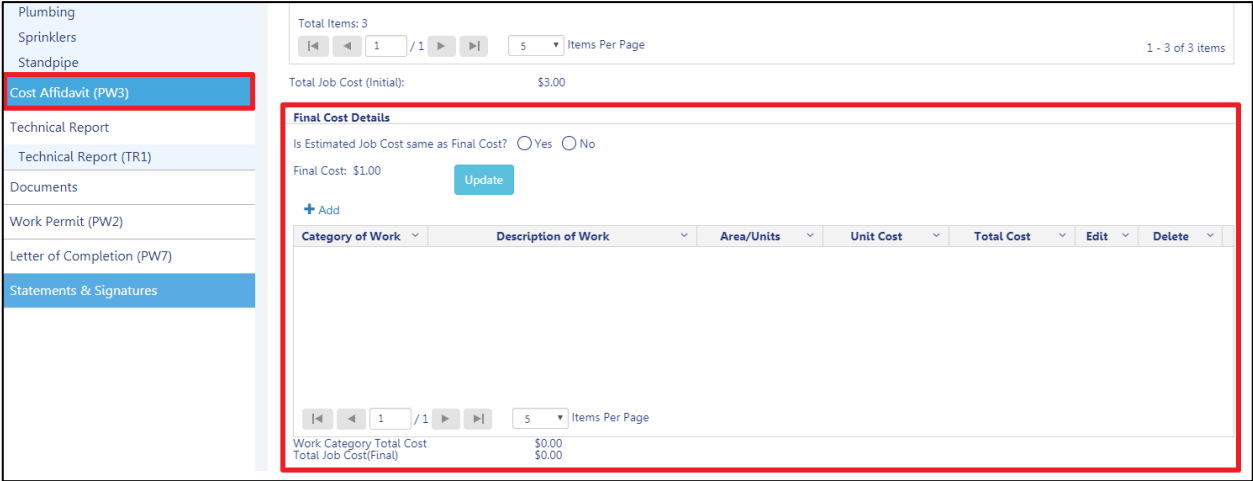
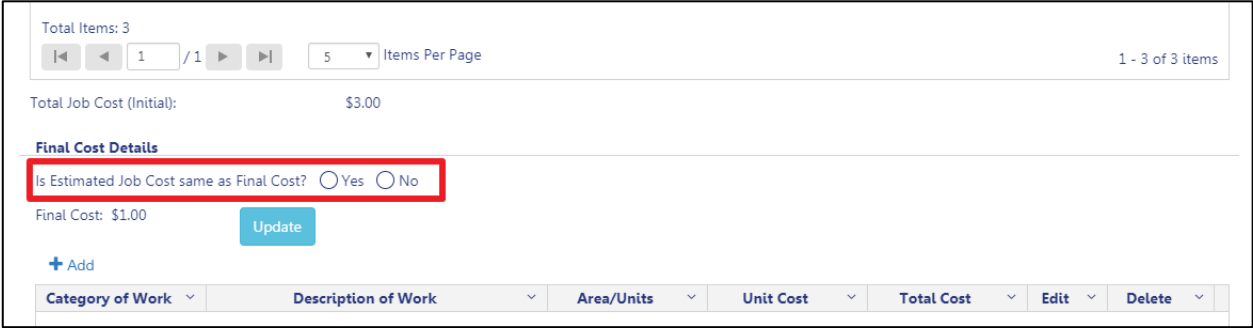
DOB NOW: *Build* –COST AFFIDAVIT (PW3) –STEP-BY-STEP GUIDE

Step	Action
1.	<p>The Total Job Cost (initial) for each listing displays at the bottom of the section.</p> 
6.	<p>Located in the upper left-hand corner of the page, click Save.</p> 
7.	<p>A Notification pop-up window with the message “Job filing saved successfully” displays. Click OK to close the Notification pop-up window.</p> 

DOB NOW: *Build* –COST AFFIDAVIT (PW3) –STEP-BY-STEP GUIDE

Step	Action
8.	<p>If any required fields are incomplete, a Notification pop-up window with the message “Please correct highlighted fields/sections in red” displays.</p> <p>Click OK to close the Notification pop-up window.</p> 
	<p>All fields outlined with red lines indicate those fields are incomplete or incorrect entries and should be addressed.</p> 
	<p>Note Before requesting a Letter of Completion (PW7), Cost Affidavit (PW3): Final Cost Details must be verified.</p>

DOB NOW: *Build* –COST AFFIDAVIT (PW3) –STEP-BY-STEP GUIDE

Step	Action
9.	<p>Select the Cost Affidavit (PW3) tab.</p> 
10.	<p>Select the applicable radio button for “Is Estimated Job Cost same as Final Cost?”</p> 
<div style="border: 1px solid #ccc; border-radius: 50%; width: 20px; height: 20px; text-align: center; line-height: 20px; margin: 0 auto 10px auto;">i</div>	<p>Note If No, is selected for “Is Estimated Job Cost same as Final Cost?”</p> <p style="margin-left: 40px;">Click + Add to update the Final Cost.</p> <p style="margin-left: 40px;">Enter the Cost Details.</p> <p style="margin-left: 40px;">Click Update.</p>
<p>You have completed the Cost Affidavit (PW3) Step-by-Step Guide.</p>	