

INDUSTRY PORTAL STEP-BY-STEP GUIDE


How to Submit a Solar Job Filing


The following Step-by-Step Guide will outline the steps applicable to submit a Solar Job Filing in DOB NOW: *Build*.



HELPFUL LINKS

[YouTube.com/DOBNOW](https://www.youtube.com/DOBNOW) 

[NYC.gov/DOBNOWINFO](https://www.nyc.gov/DOBNOWINFO) 

[NYC.gov/DOBNOWHELP](https://www.nyc.gov/DOBNOWHELP) 

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Overview

This step-by-step guide will provide applicants with a systematic understanding of how to file a Solar Job Filing in DOB NOW: *Build*.

The DOB NOW: *Build* system is an all-inclusive, integrated system for Job Filings, permits, and submitting requests. DOB NOW: *Build* is a one-stop-shop (System).

Requirements

- Solar is a new Work Type in DOB NOW: *Build*.
- Solar cannot be combined with any other Work Type.
- Solar Job Filings may be filed as Alteration initial Job Type or as a Subsequent Job Filing for New Building and Alteration-CO Job Types.
- If the Applicant intends to request a Property Tax Abatement for the fees associated with the Solar Job Filing, they may fill out the Tax Abatement tab. That information will be sent to the NYC Department of Finance upon completion of the job.
- In order to get a Permit for Solar Job Filings, there must be at least one Electrical (EL) Job filing identified as a Related Job on the PW1 tab.
 - The EL Job Filing must have Sustainable Energy Installs as a Category of Work and Sustainable Type as Photo Voltaic in the Electrical Scope of Work.
 - The EL Permit for the Sustainable Energy install job must be issued before the Solar Work Permit will be issued.
 - LOC can be requested only after all the permits related to the Job Filing, including the EL Permit, are signed off.

SYSTEM GUIDELINES

1. Fields with a red asterisk (***) are required and must be completed.
2. Grayed-out fields are Read-Only or are auto-populated by the system.
3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options and the entire fields.

The screenshot shows a web form with the following elements:



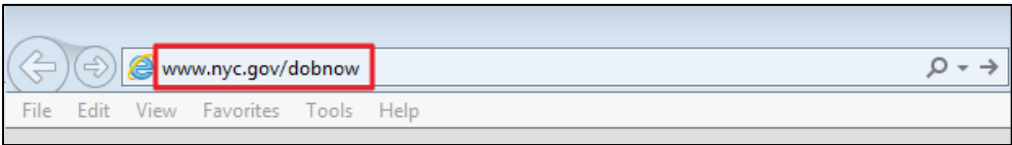
- Email***: A text input field with a red asterisk and a red box around it, labeled with a red circle '1'. The placeholder text is "Enter email/username...".
- Applicant Type***: A dropdown menu with a red asterisk and a red box around it, labeled with a red circle '2'. The text "Select:" is visible.
- Last Name**: A text input field with a red box around it, labeled with a red circle '2'. The field is grayed out.
- Filing Representative Information**: A section header with a blue "+ Add Representative" button.
- Table**: A table with columns: First Name, Last Name, Email, Business Name, Business Telephone, and Action. The first row contains: ADAM, JOE2, AJOETEST2@GMAIL.COM, AJ2, (201) 222-3333, and two icons (edit and delete).
- Scroll Bar**: A horizontal scroll bar below the table, labeled with a red circle '3'.
- Page Navigation**: Below the scroll bar, it says "Total Items: 1", followed by navigation buttons (back, first, 1 / 1, last, forward), a dropdown for "5 Items Per Page", and "1 - 1 of 1 items".

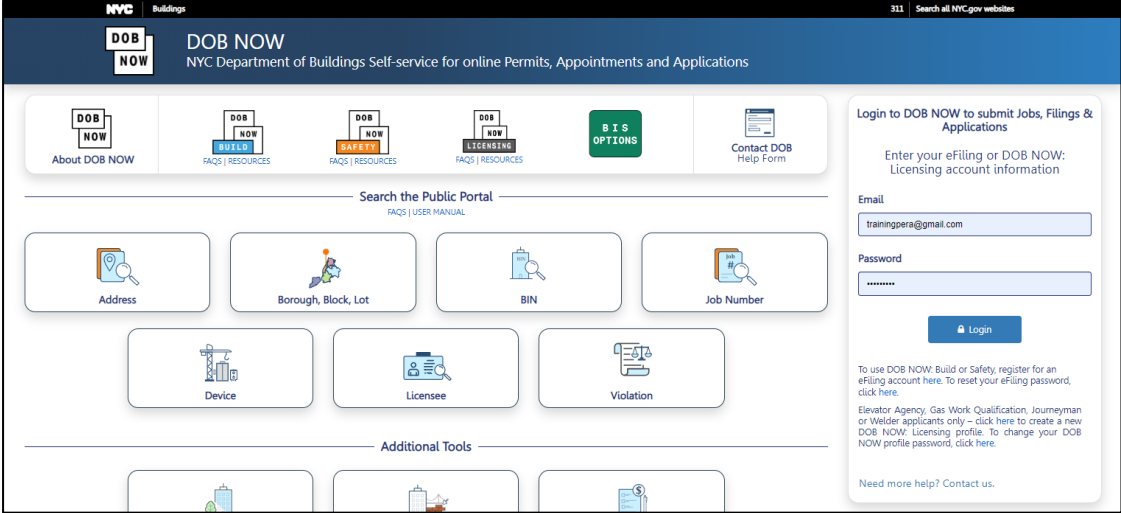
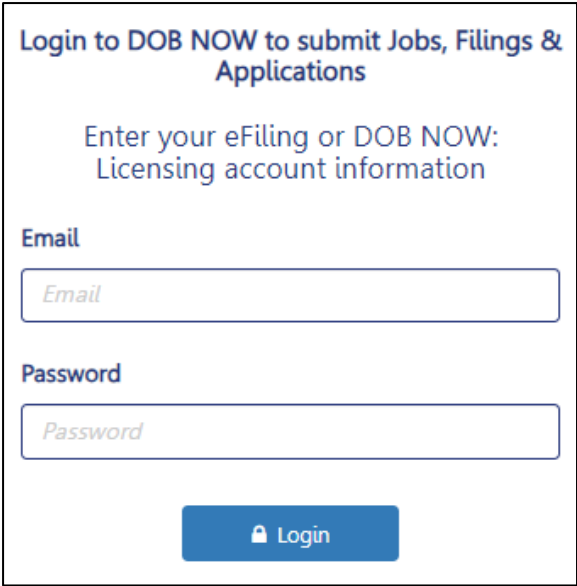
ADDITIONAL HELP & INFORMATION

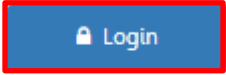
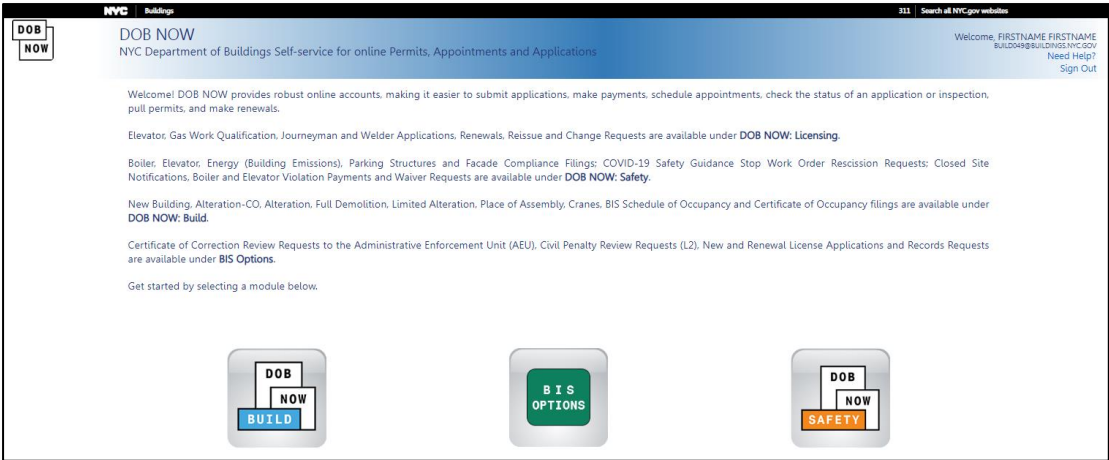
1. Video Tutorials: DOB NOW YouTube Channel: <https://www.youtube.com/user/NYCBUILDINGS>
2. Presentations & Sessions: <https://www1.nyc.gov/site/buildings/industry/dob-now-training.page>

Log into DOB NOW: *Build*

Follow the steps below to access DOB NOW: *Build* and initiate a Solar Job Filing.


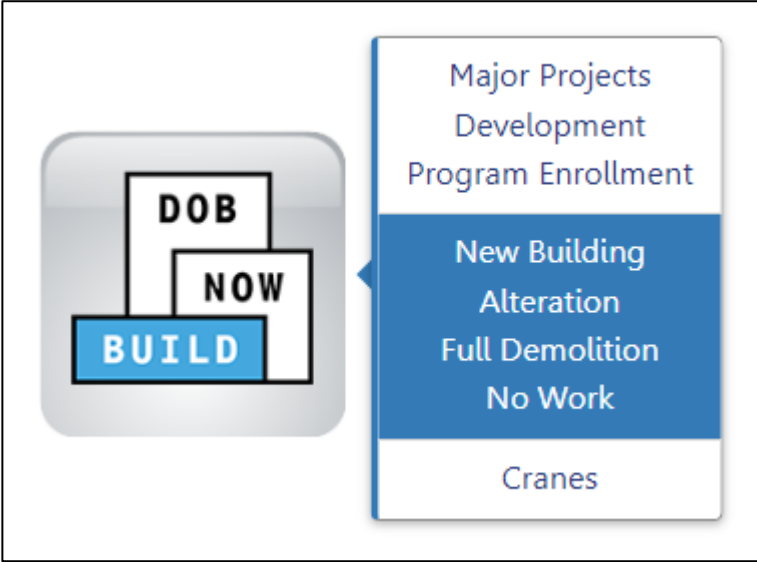
Step	Action
	<p>In order to log in to DOB NOW, you must be registered for eFiling.</p> <p>Additionally, DOB recommends that you turn off pop-up blockers to successfully navigate within DOB NOW.</p> <p>For Step-by-Step instructions, please submit a question to www.nyc.gov/dobnowhelp or refer to the following links:</p> <p>Note</p> <ul style="list-style-type: none"> ■ How to Register for eFiling: https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf ■ How to Turn Off Pop-up Blockers: https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf
<p>1.</p>	<p>Access the Internet.</p> 
<p>2.</p>	<p>Enter www.nyc.gov/dobnow in the URL field at the top of the browser window.</p> 
<p>3.</p>	<p>Press Enter on your keyboard.</p>

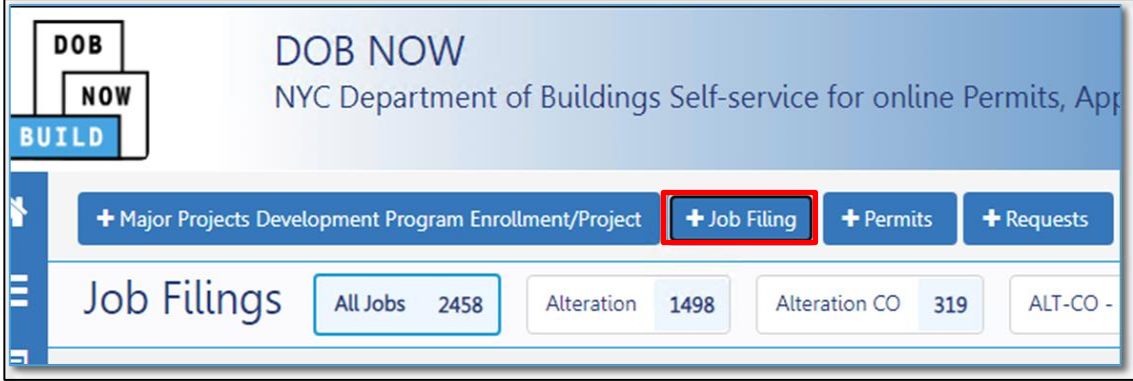
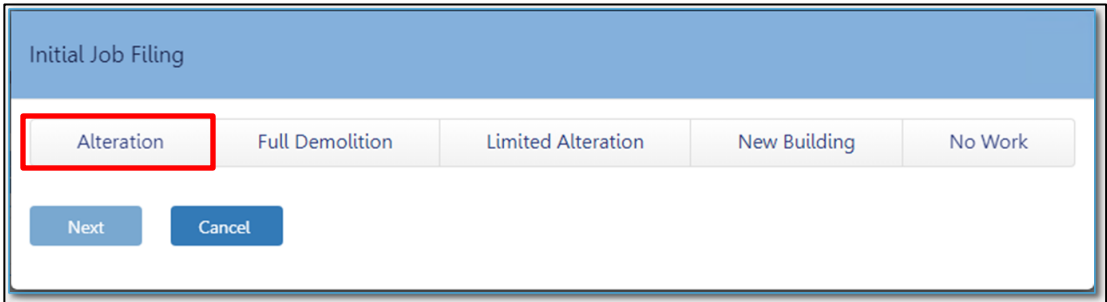
Step	Action
 <p>The DOB Login page displays.</p>	<p>The screenshot shows the DOB NOW homepage. At the top, it says "DOB NOW NYC Department of Buildings Self-service for online Permits, Appointments and Applications". Below this are several navigation buttons: "About DOB NOW", "FAQS RESOURCES" (for SAFETY, SOLAR, and LICENSING), "B I S OPTIONS", and "Contact DOB Help Form". A search bar is labeled "Search the Public Portal". There are several category buttons: "Address", "Borough, Block, Lot", "BIN", "Job Number", "Device", "Licensee", and "Violation". At the bottom, there are "Additional Tools". On the right side, there is a login section titled "Login to DOB NOW to submit Jobs, Filings & Applications". It asks to "Enter your eFiling or DOB NOW: Licensing account information" and has fields for "Email" (with the example "trainingpera@gmail.com") and "Password" (with asterisks). A blue "Login" button is below the fields. There is also a small text block below the login fields with instructions for new users and a link to "Need more help? Contact us."</p>
<p>4.</p>	<p>Enter your Email and Password.</p>  <p>The close-up shows the login form with the following elements:</p> <ul style="list-style-type: none"> Title: "Login to DOB NOW to submit Jobs, Filings & Applications" Instruction: "Enter your eFiling or DOB NOW: Licensing account information" Section: "Email" with a text input field containing the placeholder "Email". Section: "Password" with a text input field containing the placeholder "Password". Button: A blue button with a lock icon and the text "Login".

Step	Action
5.	<p>Click Login.</p> <div data-bbox="284 363 850 606" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <p>To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here.</p> </div>
6.	<p>The DOB NOW Welcome page displays.</p> <div data-bbox="284 732 1386 1188" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>
<p>You are now logged into DOB NOW. Continue to How to File a Solar Job Filing step by step.</p>	

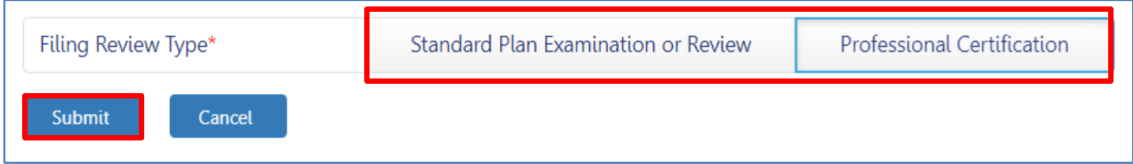
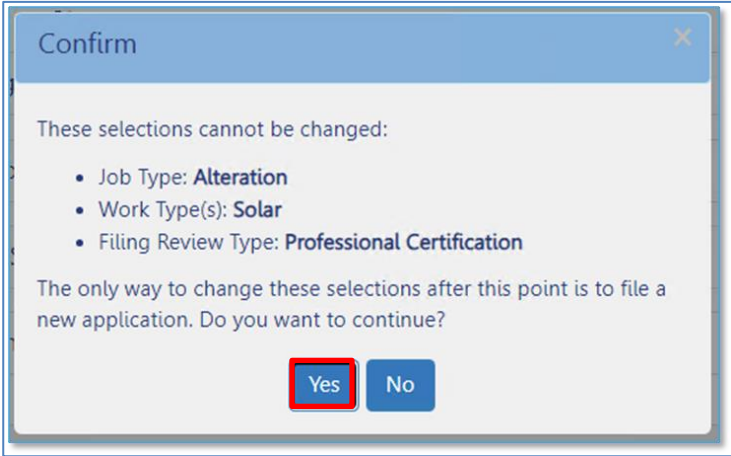
How to File a Solar Job Filing



Follow the steps below to create and submit a Solar Job Filing:

Step	Action
1.	<p>From within the DOB NOW Public Portal main dashboard, click on DOB NOW BUILD.</p> 
2.	<p>Then click on the New Building / Alteration / Full Demolition / No Work option.</p> 

Step	Action
3.	<p>Click the + Job Filing button.</p>  <p>The screenshot shows the DOB NOW interface. At the top left is the logo with 'DOB', 'NOW', and 'BUILD' stacked. The main header reads 'DOB NOW NYC Department of Buildings Self-service for online Permits, App'. Below the header is a navigation bar with four buttons: '+ Major Projects Development Program Enrollment/Project', '+ Job Filing' (highlighted with a red box), '+ Permits', and '+ Requests'. Below the navigation bar is a 'Job Filings' section with several filters: 'All Jobs 2458', 'Alteration 1498', 'Alteration CO 319', and 'ALT-CO -'.</p>
4.	<p>The Initial Job Filing screen will now open.</p> <p>Select Alteration from within the Initial Job Filing screen. After selecting Alteration, additional questions will appear below.</p>  <p>The screenshot shows the 'Initial Job Filing' screen. It features five buttons: 'Alteration' (highlighted with a red box), 'Full Demolition', 'Limited Alteration', 'New Building', and 'No Work'. At the bottom of the screen are two buttons: 'Next' and 'Cancel'.</p>


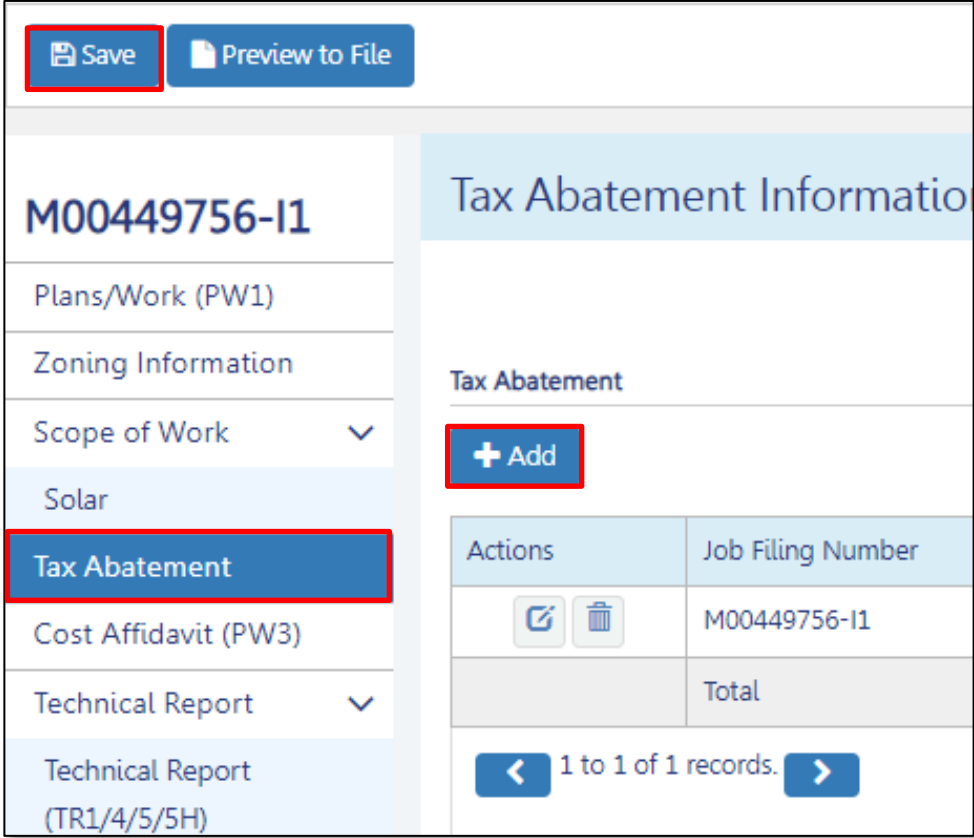

Step	Action																								
5.	<p>Select appropriate answers for each question to file as Alteration job filing. For this exercise, please answer No to each of the questions.</p> <div data-bbox="370 401 1395 1052" style="border: 1px solid black; padding: 10px;"> <p>Initial Job Filing</p> <p>Alteration Full Demolition Limited Alteration New Building No Work</p> <p>If this filing is related to another DOB NOW filing, create a subsequent instead of a new job. To create a subsequent filing, select Cancel; then Search by BIN or job number for the related I1 filing (in any status except LOC or CO Issued). From the Filing Action column, select Subsequent.</p> <table border="1"> <tr> <td>Alteration required to meet New Building requirements?*</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Alteration is inconsistent with the current Certificate of Occupancy?*</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Alteration in occupancy or use?*</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Alteration is a major change to exits?*</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Alteration in number of stories?*</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Is this an application for a Small Business (employs fewer than 100 persons)?*</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Is this an application for an approved project under the Major Projects Development Program (MPP)?*</td> <td>Yes</td> <td>No</td> </tr> </table> </div>	Alteration required to meet New Building requirements?*	Yes	No	Alteration is inconsistent with the current Certificate of Occupancy?*	Yes	No	Alteration in occupancy or use?*	Yes	No	Alteration is a major change to exits?*	Yes	No	Alteration in number of stories?*	Yes	No	Is this an application for a Small Business (employs fewer than 100 persons)?*	Yes	No	Is this an application for an approved project under the Major Projects Development Program (MPP)?*	Yes	No			
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6.	<p>Scroll down to the Work Types section and select Solar.</p> <div data-bbox="332 1178 1464 1814" style="border: 1px solid black; padding: 10px;"> <p>Select Work Type(s):* Job Type: Alteration</p> <table border="1"> <tr> <td>Antenna</td> <td>Boiler Equipment</td> <td>Construction Fence</td> </tr> <tr> <td>Curb Cut</td> <td>Earthwork</td> <td>Electrical</td> </tr> <tr> <td>Elevators</td> <td>Foundation</td> <td>General Construction</td> </tr> <tr> <td>Green Roof</td> <td>Mechanical Systems</td> <td>Plumbing</td> </tr> <tr> <td>Protection and Mechanical Methods</td> <td>Sidewalk Shed</td> <td>Sign</td> </tr> <tr> <td>Solar</td> <td>Sprinklers</td> <td>Standpipe</td> </tr> <tr> <td>Structural</td> <td>Support of Excavation</td> <td>Supported Scaffold</td> </tr> <tr> <td>Suspended Scaffold</td> <td></td> <td></td> </tr> </table> <p>Next Cancel</p> </div>	Antenna	Boiler Equipment	Construction Fence	Curb Cut	Earthwork	Electrical	Elevators	Foundation	General Construction	Green Roof	Mechanical Systems	Plumbing	Protection and Mechanical Methods	Sidewalk Shed	Sign	Solar	Sprinklers	Standpipe	Structural	Support of Excavation	Supported Scaffold	Suspended Scaffold		
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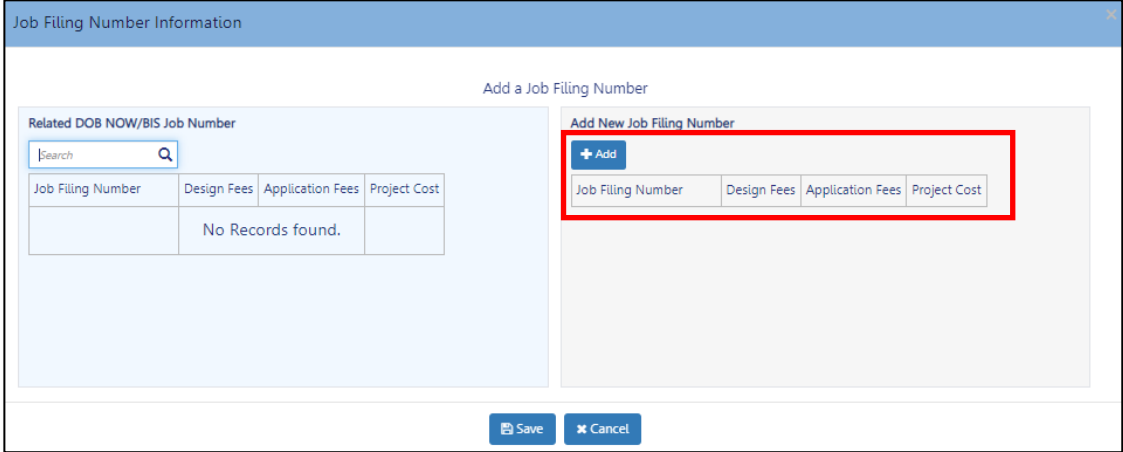

Step	Action
7.	<p>Select the Filing Review Type, and then click Submit.</p> 
8.	<p>After clicking Submit, you will be presented with a confirmation dialogue.</p> <p>This confirmation dialogue will provide an opportunity to review the Job Type, Work Type, and Filing Review Type prior to submission.</p> <p>Review the selections within the dialogue and click Yes to proceed.</p> <p><i>Note: You may select No to go back and make any necessary corrections.</i></p> 

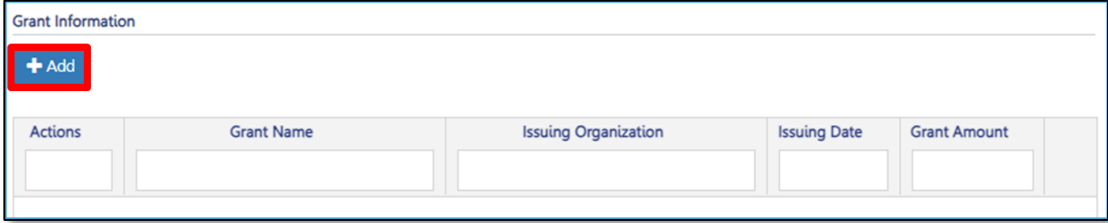
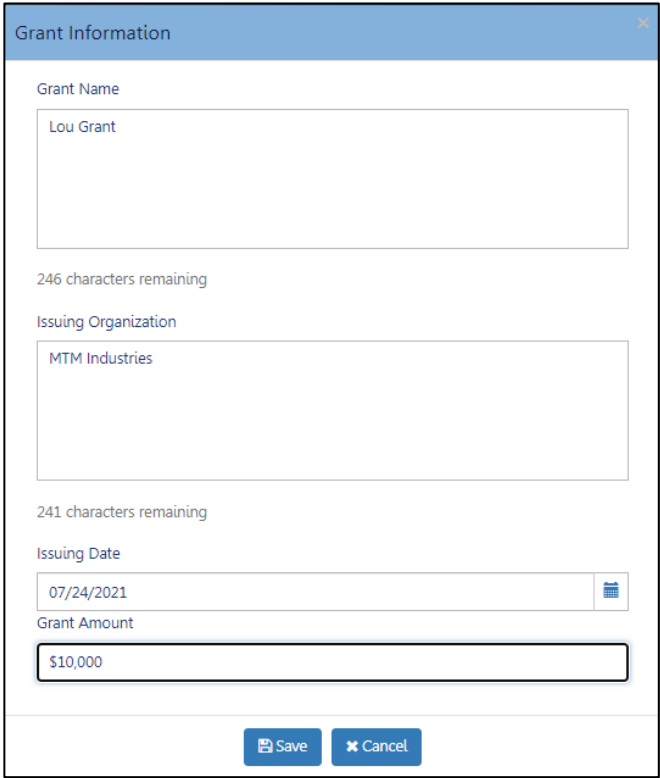
Step	Action
	<p>You will then be presented with the Job Filing Details page which will contain the following tabs:</p> <ul style="list-style-type: none"> ▪ Plans/Work (PW1) ▪ Zoning Information ▪ Scope of Work / Solar ▪ Cost Affidavit (PW3) ▪ Technical Report (TR1/4/5/5H) ▪ Documents ▪ Statements and Signatures <p>The majority of the Job Filing process is identical to that of other Work Types. This document will only address the changes when filing Solar Job Filings.</p> <div data-bbox="326 842 1458 1377" style="border: 1px solid #ccc; padding: 10px;">  <p>The screenshot shows a web interface for 'Plans/Work (PW1) - Alteration'. On the left is a sidebar with tabs: Plans/Work (PW1), Zoning Information, Scope of Work (dropdown), Solar, Cost Affidavit (PW3), Technical Report (dropdown), Technical Report (TR1/4/5/5H), Documents, and Statements & Signatures. The main area has a title bar with 'Save' and 'Preview to File' buttons. Below the title bar are several blue expandable sections, each with a right-pointing arrow: Location Information*, Stakeholders*, Filing Review Type, Work Type/Filing Includes*, Additional Information, Additional Considerations, Limitations or Restrictions*, Job Description, Site Characteristics, Asbestos Abatement Compliance*, and Comments.</p> </div>

Step	Action
9.	<p>The majority of the PW1 tab is identical to all other Job Filings. Enter all required information. There is a new question in the Filing Review Type, Work Type/Filing Includes section, “Are you providing property tax abatement information with this filing?” Answering Yes, to this question results in new Tax Abatement tab appearing after clicking Save.</p> <div data-bbox="532 472 1234 1039" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Filing Review Type, Work Type/Filing Includes *</p> <hr/> <p>Filing Includes:*</p> <p><input checked="" type="radio"/> New Work</p> <p>Filing Review Type*</p> <p>Standard Plan Examination or Review ▼</p> <p>Is this an application for a Small Business (employs fewer than 100 persons)?* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Is this an application for an approved project under the Major Projects Development Program (MPP)?* <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Selected Work Type(s)*</p> <p><input checked="" type="checkbox"/> Solar</p> <p>Are you providing property tax abatement information with this filing?* <input type="radio"/> Yes <input type="radio"/> No</p> </div>

Step	Action
10.	<p>In the Solar Scope of Work tab, answer questions about:</p> <ul style="list-style-type: none"> • Type of work (New Installation or Upgrade or Modification of the Existing System) • Projected Power Generation (kW) • Number of Panels • Manufacturer of Panels • Listing Lab / Reporting Number • Location(s) of the proposed solar panel(s) • Is this application adding any related equipment to the interior of the building? • Is this application adding any related equipment to the outside of the building? <p>Some location choices may lead to further questions. All questions that appear must be answered.</p> <div data-bbox="332 764 1448 1394" style="border: 1px solid black; padding: 10px;"> <p>Solar Scope of Work</p> <p>Type Of Work* <input type="radio"/> New Installation <input type="radio"/> Upgrade or modification of the existing system</p> <p>Projected Power Generation (kW)* <input type="text"/> Number of panels* <input type="text"/> Manufacturer of Panels* <input type="text"/></p> <p>Listing Lab / Reporting Number* <input type="text"/></p> <p>Location(s) of the proposed solar panel(s)*</p> <p><input type="checkbox"/> Roof <input type="checkbox"/> Bulkhead <input type="checkbox"/> Facade</p> <p><input type="checkbox"/> Accessory Structure</p> <p>Is this application adding any related equipment to the interior of the building?* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Is this application adding any related equipment to the outside the building?* <input type="radio"/> Yes <input type="radio"/> No</p> </div>


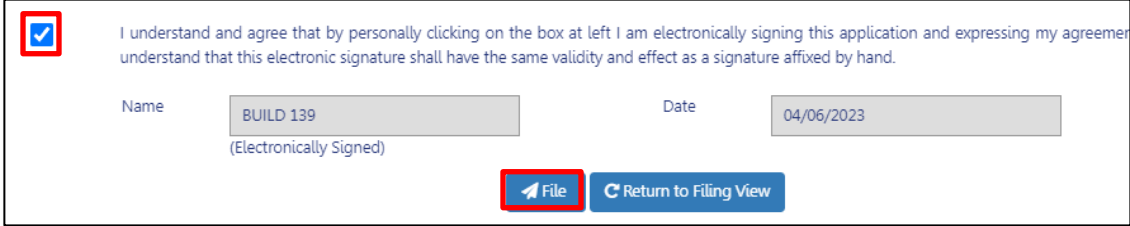

Step	Action
	<p>A new Tax Abatement tab will appear if the Applicant selects “Yes” to the PW1 question “Are you providing property tax abatement information with this filing?”</p> 
<p>11.</p>	<p>By default, the current Job Filing and all Job Filings listed on the PW1 as related Job Numbers will display in the Tax Abatement section of the tab for users to specify costs.</p> <p>Click +Add to specify costs associated with related Job Filings.</p> 

Step	Action
12.	<p>The left side of the window will display related Job Filings entered into the PW1 (if any). Enter additional Job Filings by clicking +Add on the right.</p> <p>Enter the Job Filing Number into the box and then enter or update the Design Fees, Application Fees, and Project Cost.</p> <p>Click Save.</p> 
13.	<p>Associated fees may also be entered or edited in the table by clicking the Edit button. Once you have entered the data, the Edit button will become a Save button to record your answers.</p> <p>Total Eligible Expenditures will be displayed in the upper right corner.</p> 

Step	Action
14.	<p>Further down on the Tax Abatement tab you can add in any Grant information for the filing by clicking +Add, to enter data about grants funding the work.</p> <p>Grant amounts will be subtracted from the Total Eligible Expenditures.</p>  <p>The screenshot shows a table titled "Grant Information" with a red box around a "+ Add" button. Below the button is a table with the following columns: Actions, Grant Name, Issuing Organization, Issuing Date, and Grant Amount. Each column has an empty input field below it.</p>
15.	<p>Fill in all of the necessary information for the Grant Information window:</p> <ul style="list-style-type: none"> ▪ Grant Name ▪ Issuing Organization ▪ Issuing Date ▪ Grant Amount <p>Click Save.</p>  <p>The screenshot shows a "Grant Information" window with the following fields filled out: Grant Name (Lou Grant), Issuing Organization (MTM Industries), Issuing Date (07/24/2021), and Grant Amount (\$10,000). There are "Save" and "Cancel" buttons at the bottom.</p>

Step	Action										
16.	<p>To edit Grant information, click the Edit button.</p> <div data-bbox="332 365 1453 625" style="border: 1px solid black; padding: 5px;"> <p>Grant Information</p> <p>+ Add</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Actions</th> <th style="width: 30%;">Grant Name</th> <th style="width: 30%;">Issuing Organization</th> <th style="width: 10%;">Issuing Date</th> <th style="width: 10%;">Grant Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> </td> <td>Green Roof Grant</td> <td>Green Roofs Funding</td> <td>04/01/2023</td> <td>\$1,000.00</td> </tr> </tbody> </table> </div>	Actions	Grant Name	Issuing Organization	Issuing Date	Grant Amount		Green Roof Grant	Green Roofs Funding	04/01/2023	\$1,000.00
Actions	Grant Name	Issuing Organization	Issuing Date	Grant Amount							
	Green Roof Grant	Green Roofs Funding	04/01/2023	\$1,000.00							
17.	<p>Under the Total Expenditures enter Interest and Finance Charges.</p> <p>Total Eligible Expenditures = Total Expenditures – (Interest + Finance Charges + Grant Total)</p> <div data-bbox="332 804 1453 1066" style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Total Expenditures</td> <td style="text-align: right;">\$ 16,750.00</td> </tr> <tr> <td>Interest</td> <td style="text-align: right;">\$ <input style="width: 80%;" type="text"/></td> </tr> <tr> <td>Finance Charges</td> <td style="text-align: right;">\$ <input style="width: 80%;" type="text"/></td> </tr> <tr> <td>Grant Total</td> <td style="text-align: right;">\$ 1000</td> </tr> <tr> <td>Total Eligible Expenditures</td> <td style="text-align: right; background-color: #0056b3; color: white; font-weight: bold; padding: 5px;">\$ 15,750.00</td> </tr> </table> </div>	Total Expenditures	\$ 16,750.00	Interest	\$ <input style="width: 80%;" type="text"/>	Finance Charges	\$ <input style="width: 80%;" type="text"/>	Grant Total	\$ 1000	Total Eligible Expenditures	\$ 15,750.00
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Finance Charges	\$ <input style="width: 80%;" type="text"/>										
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Total Eligible Expenditures	\$ 15,750.00										
18.	<p>Enter the Placed In-Service Date once the work has been completed and the Utility Letter uploaded. (If the Utility Letter is waived, the system will auto-populate the Placed In-Service Date with the date that the LOC is issued.)</p> <div data-bbox="332 1266 1123 1409" style="border: 1px solid black; padding: 5px;"> <p>Placed In-Service Date</p> <div style="border: 1px solid gray; padding: 5px; display: flex; align-items: center;"> <input style="width: 90%; height: 25px;" type="text"/> </div> </div>										

Step	Action
19.	<p>The Owner must click the checkbox to attest to the information on the Tax Abatement Tab. Click Save.</p> <div data-bbox="332 415 1344 1203" style="border: 1px solid black; padding: 10px;"> <p>Owners Attestation*</p> <p>I, the applicant for property tax abatement as represented on this form in section 2 and by my signature below, certify and agree to the following:</p> <ol style="list-style-type: none"> 1. This building has not been previously represented as an eligible building under Title 4-C of the New York State Real Property Tax Law. 2. None of the eligible solar electric generating system expenditures provided above includes interest or other finance charges, or any expenditure incurred using a federal, state or local grant. 3. None of the eligible solar electric generating system expenditures provided above includes equipment excluded in §499-aaaa (10) and 1 RCNY 105-02. 4. I agree to allow officials of the Department and any architect or engineer associated with this solar electric generating system property tax abatement project, to access the property and to inspect the solar electric generating system and any related structures and equipment at any time upon reasonable notification. 5. I agree, in the event that the Department finds either non-compliance with the requirements of Title 4-C or any unsafe condition related to the solar electric generating system installation, to pay for the expenses of the Department for related inspection(s) and investigation, in accordance with 1 RCNY 105-02. 6. I agree to maintain this solar electric generating system in service throughout the compliance period in such a manner that it continuously constitutes a solar electric generating system within the meaning of Title 4-C and 1 RCNY 105-02. 7. I agree to provide any other information or certifications required by the Department pursuant to Title 4-C and 1 RCNY 105-02. 8. No solar electric generating system expenditure listed herein was incurred before August 5, 2008; no solar electric generating system expenditure listed herein was incurred in connection with a solar electric generating system that generated electricity before August 5, 2008. 9. EITHER I have provided the Department documentation, such as a preliminary contract, that I am coordinating with the electrical utility for electrical interconnection of my solar electric generating system OR I hereby state that this solar electric generating system will NOT be interconnected with the electrical grid. 10. I agree that pursuant to 1 RCNY 105-02, within fifteen (15) calendar days prior to the end of the compliance period, I will have the architect or engineer involved in the installation and maintenance of the solar electric generating system inspect the solar electric generating system to certify its continuing compliance with Title 4-C, 1 RCNY 105-02 and applicable provisions of law and rules. The applicant of record shall prepare an inspection report and maintain it on file in accordance with applicable provisions of law and rules for review by the Department upon request. If the applicant of record finds that the solar electric generating system is not in compliance with Title 4-C, such applicant shall notify the Department on such forms and in such manner prescribed by the Department. 11. I, the applicant for a tax abatement for the above-referenced premises whose name and signature appear below, hereby state that I am the owner, or represent the owner, of the subject premises; that I have thoroughly reviewed the approved construction documents for the job number identified in Section 3, this application and the information provided herein about me and/or the corporation or condominium I represent and the subject building and premises and state that all information I have provided is accurate and true; that the information and work provided on my behalf is accurate, true and in accordance with Title 4-C and 1 RCNY 105-02 to the best of my knowledge; that I fully agree to abide by all terms stated herein; and I hereby apply for the real property tax abatement offered by the City of New York in accordance with Title 4-C and 1 RCNY 105-02. <p><input type="checkbox"/> I have personally reviewed all information entered in this application and on each of the documents listed herein. I understand and agree that by personally clicking on the box at left I am electronically signing each document listed herein and expressing my agreement with the Statements and Signatures terms for such documents and all other statements herein. I understand that this electronic signature shall have the same validity and effect as a signature affixed to each document and statement by hand.</p> <p style="text-align: center;">Name <input style="width: 150px;" type="text"/> Date <input style="width: 150px;" type="text"/></p> <p style="text-align: right;"><input type="button" value="Save"/></p> </div>
20.	<p>Click OK to the Notification window.</p> <div data-bbox="332 1325 1037 1564" style="border: 1px solid black; padding: 10px; background-color: #f0f0f0;"> <p style="background-color: #4f81bd; color: white; padding: 5px;">Notification ✕</p> <p style="text-align: center; font-weight: bold; color: #4f81bd;">Tax Abatement data has been saved.</p> <p style="text-align: center; margin-top: 20px;"><input type="button" value="OK"/></p> </div>
21.	<p>The rest of the Job Filing is unchanged. Fill out all required information and upload all documents. Click Save and then Preview to File.</p>

Step	Action
22.	<p>Using the navigation bar at the top of the window click the Next button to go to the last page.</p> 
23.	<p>At the bottom of the last page, click the checkbox and the click the File button to complete the process.</p> 
	<p>The Tax Abatement tab may be edited without a fee at any point up to Requesting the Letter of Completion (LOC).</p> <p>After LOC, the information on the Tax Abatement tab will be sent to DOF.</p> <p>If the user wishes to change the response to the tax abatement question, a PAA must be filed.</p>
<p>You have now completed the How to File a Solar Job Filing step by step.</p>	