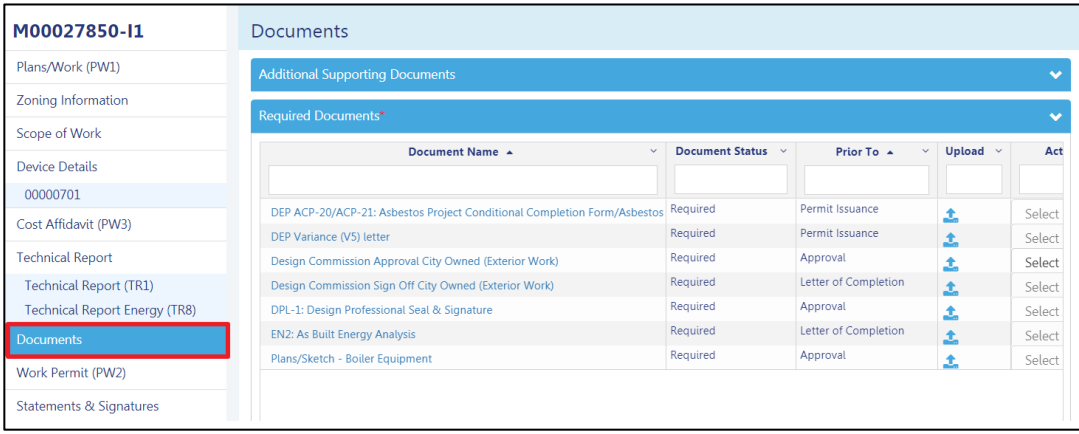

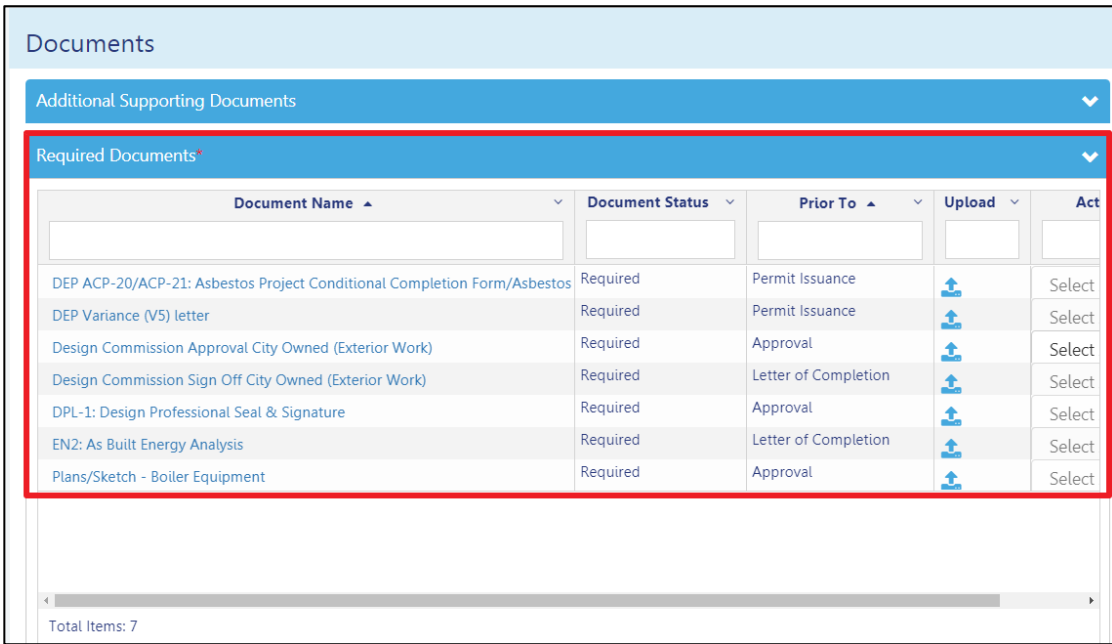

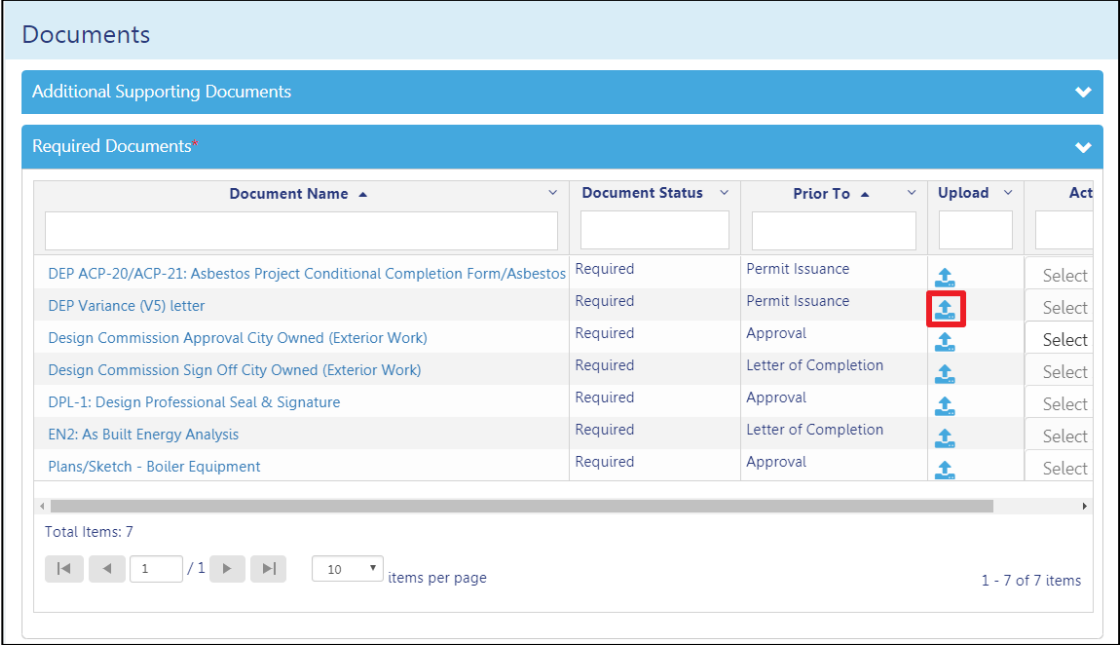

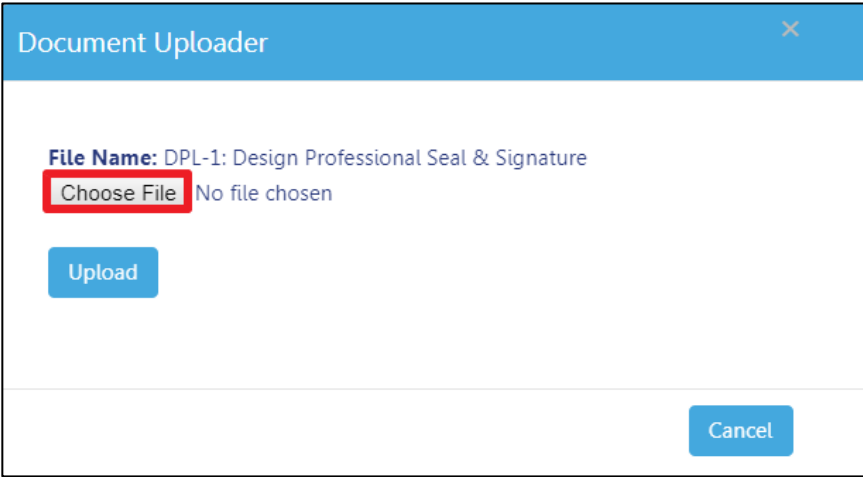



DOB NOW: *Build* - Upload a Document Step-By-Step Guide

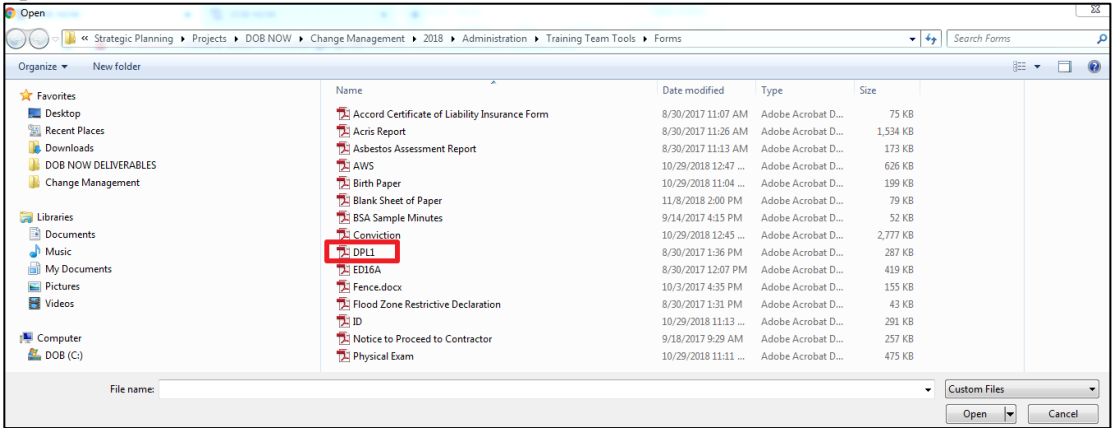
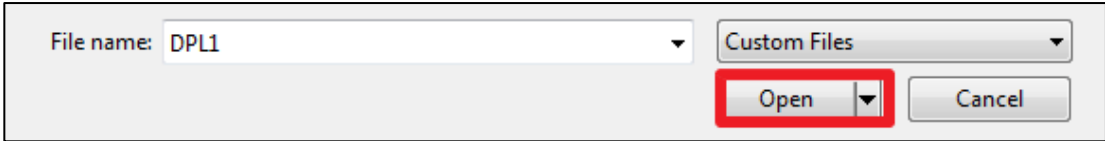

In this Step-by-Step Guide, you will learn how to complete the following steps to upload a document:

Step	Action																																								
1.	<p>Select the Documents tab.</p> 																																								
	<p>The Required Documents header displays with the auto-populated list of documents to be uploaded.</p>  <table border="1" data-bbox="292 1344 1364 1711"> <thead> <tr> <th>Document Name</th> <th>Document Status</th> <th>Prior To</th> <th>Upload</th> <th>Act</th> </tr> </thead> <tbody> <tr> <td>DEP ACP-20/ACP-21: Asbestos Project Conditional Completion Form/Asbestos</td> <td>Required</td> <td>Permit Issuance</td> <td></td> <td>Select</td> </tr> <tr> <td>DEP Variance (V5) letter</td> <td>Required</td> <td>Permit Issuance</td> <td></td> <td>Select</td> </tr> <tr> <td>Design Commission Approval City Owned (Exterior Work)</td> <td>Required</td> <td>Approval</td> <td></td> <td>Select</td> </tr> <tr> <td>Design Commission Sign Off City Owned (Exterior Work)</td> <td>Required</td> <td>Letter of Completion</td> <td></td> <td>Select</td> </tr> <tr> <td>DPL-1: Design Professional Seal & Signature</td> <td>Required</td> <td>Approval</td> <td></td> <td>Select</td> </tr> <tr> <td>EN2: As Built Energy Analysis</td> <td>Required</td> <td>Letter of Completion</td> <td></td> <td>Select</td> </tr> <tr> <td>Plans/Sketch - Boiler Equipment</td> <td>Required</td> <td>Approval</td> <td></td> <td>Select</td> </tr> </tbody> </table> <p>Total Items: 7</p>	Document Name	Document Status	Prior To	Upload	Act	DEP ACP-20/ACP-21: Asbestos Project Conditional Completion Form/Asbestos	Required	Permit Issuance		Select	DEP Variance (V5) letter	Required	Permit Issuance		Select	Design Commission Approval City Owned (Exterior Work)	Required	Approval		Select	Design Commission Sign Off City Owned (Exterior Work)	Required	Letter of Completion		Select	DPL-1: Design Professional Seal & Signature	Required	Approval		Select	EN2: As Built Energy Analysis	Required	Letter of Completion		Select	Plans/Sketch - Boiler Equipment	Required	Approval		Select
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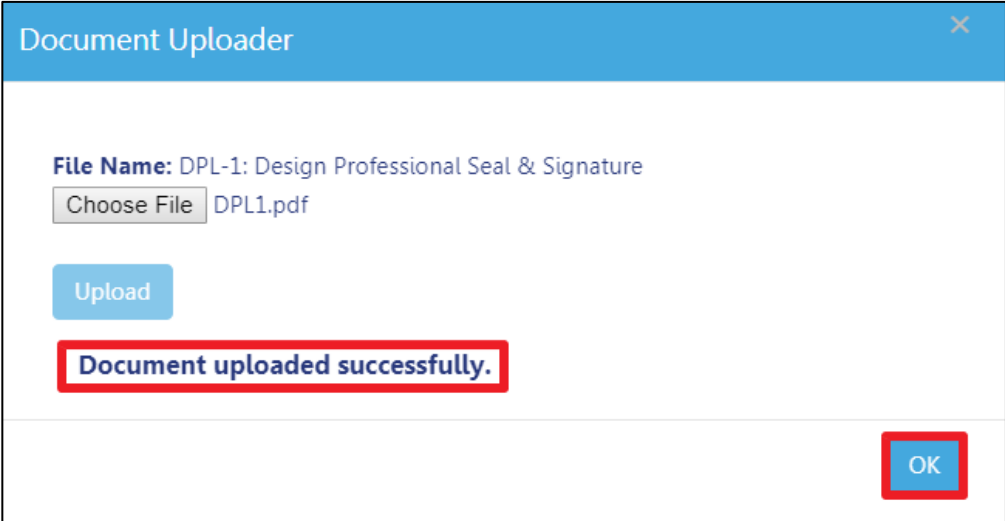
DOB NOW: *Build* – UPLOAD A DOCUMENT – STEP-BY-STEP GUIDE

Step	Action
2.	<p>Click the Upload () icon next to the Document Name (e.g., DPL-1: Design Professional Seal & Signature).</p>  <p>The screenshot shows a 'Documents' window with a table of 'Required Documents*'. The table has columns for Document Name, Document Status, Prior To, Upload, and Act. The 'Upload' column contains blue upload icons. The icon for 'DPL-1: Design Professional Seal & Signature' is highlighted with a red box. Below the table, it shows 'Total Items: 7' and pagination controls.</p>
	The Document Uploader pop-up notification will display.
3.	<p>Click Choose File.</p>  <p>The screenshot shows a 'Document Uploader' window. It displays 'File Name: DPL-1: Design Professional Seal & Signature' and 'No file chosen'. A 'Choose File' button is highlighted with a red box. There are also 'Upload' and 'Cancel' buttons.</p>
	The Documents Library window will open.


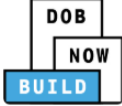

DOB NOW: *Build* – UPLOAD A DOCUMENT – STEP-BY-STEP GUIDE

Step	Action
4.	<p>Browse to the folder where you have saved the document, if necessary, to locate the file to upload.</p>  <p>The screenshot shows a Windows File Explorer window titled 'Open'. The address bar shows the path: Strategic Planning > Projects > DOB NOW > Change Management > 2018 > Administration > Training Team Tools > Forms. The left sidebar shows 'Favorites' and 'Libraries'. The main pane shows a list of files with columns for Name, Date modified, Type, and Size. The file 'DPL1' is highlighted with a red box.</p>
5.	Click the Document's Name (e.g., DPL1) to select the file.
6.	<p>Click Open.</p>  <p>The screenshot shows a file selection dialog box. The 'File name' field contains 'DPL1'. The 'Custom Files' dropdown is visible. The 'Open' button is highlighted with a red box.</p>
7.	<p>The Document Uploader pop-up window displays with the File Name (e.g., DPL1.pdf) to the right of Choose File.</p>  <p>The screenshot shows the 'Document Uploader' pop-up window. The title bar says 'Document Uploader'. The 'File Name' field contains 'DPL-1: Design Professional Seal & Signature'. The 'Choose File' button is highlighted with a red box. There is an 'Upload' button and a 'Cancel' button.</p>

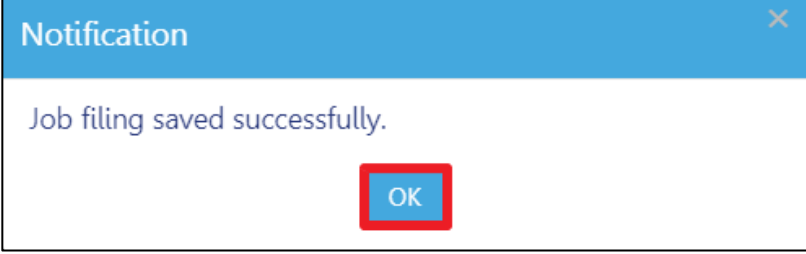
DOB NOW: *Build* – UPLOAD A DOCUMENT – STEP-BY-STEP GUIDE

Step	Action
8.	<p>Click Upload.</p>  <p>The screenshot shows a window titled "Document Uploader" with a blue header and a close button (X) in the top right. Below the header, the text "File Name: DPL-1: Design Professional Seal & Signature" is displayed. Underneath, there is a "Choose File" button followed by the text "DPL1.pdf". A blue "Upload" button is highlighted with a red rectangular box. At the bottom right of the window, there is a blue "Cancel" button.</p>
9.	<p>Once uploaded, the message “Document uploaded successfully” displays. Click OK to close the Document Uploader pop-up window.</p>  <p>The screenshot shows the same "Document Uploader" window. The "File Name" and "Choose File" information remain the same. The "Upload" button is now disabled and greyed out. A blue message box with a white background and a red border contains the text "Document uploaded successfully." in bold blue font. This message box is highlighted with a red rectangular box. At the bottom right of the window, there is a blue "OK" button, also highlighted with a red rectangular box.</p>

DOB NOW: *Build* – UPLOAD A DOCUMENT – STEP-BY-STEP GUIDE

Step	Action																																								
10.	<p>The Document Status of the document changes from Required to Pending after the file is uploaded.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Documents</p> <p style="background-color: #0070c0; color: white; padding: 2px;">Additional Supporting Documents ▾</p> <p style="background-color: #0070c0; color: white; padding: 2px;">Required Documents ▾</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Document Name ▾</th> <th style="text-align: left;">Document Status ▾</th> <th style="text-align: left;">Prior To ▾</th> <th style="text-align: left;">Upload ▾</th> <th style="text-align: left;">Act</th> </tr> </thead> <tbody> <tr> <td>DEP ACP-20/ACP-21: Asbestos Project Conditional Completion Form/Asbestos</td> <td>Required</td> <td>Permit Issuance</td> <td style="text-align: center;">⬆️⬆️</td> <td>Select</td> </tr> <tr> <td>DEP Variance (V5) letter</td> <td>Required</td> <td>Permit Issuance</td> <td style="text-align: center;">⬆️⬆️</td> <td>Select</td> </tr> <tr> <td>Design Commission Approval City Owned (Exterior Work)</td> <td>Required</td> <td>Approval</td> <td style="text-align: center;">⬆️⬆️</td> <td>Select</td> </tr> <tr> <td>Design Commission Sign Off City Owned (Exterior Work)</td> <td>Required</td> <td>Letter of Completion</td> <td style="text-align: center;">⬆️⬆️</td> <td>Select</td> </tr> <tr> <td>DPL-1: Design Professional Seal & Signature</td> <td style="border: 2px solid red;">Pending</td> <td>Approval</td> <td style="text-align: center;">⬆️⬆️</td> <td>Select</td> </tr> <tr> <td>EN2: As Built Energy Analysis</td> <td>Required</td> <td>Letter of Completion</td> <td style="text-align: center;">⬆️⬆️</td> <td>Select</td> </tr> <tr> <td>Plans/Sketch - Boiler Equipment</td> <td>Required</td> <td>Approval</td> <td style="text-align: center;">⬆️⬆️</td> <td>Select</td> </tr> </tbody> </table> </div>	Document Name ▾	Document Status ▾	Prior To ▾	Upload ▾	Act	DEP ACP-20/ACP-21: Asbestos Project Conditional Completion Form/Asbestos	Required	Permit Issuance	⬆️⬆️	Select	DEP Variance (V5) letter	Required	Permit Issuance	⬆️⬆️	Select	Design Commission Approval City Owned (Exterior Work)	Required	Approval	⬆️⬆️	Select	Design Commission Sign Off City Owned (Exterior Work)	Required	Letter of Completion	⬆️⬆️	Select	DPL-1: Design Professional Seal & Signature	Pending	Approval	⬆️⬆️	Select	EN2: As Built Energy Analysis	Required	Letter of Completion	⬆️⬆️	Select	Plans/Sketch - Boiler Equipment	Required	Approval	⬆️⬆️	Select
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	<p>Note Repeat Steps 2 – 9 above for each required document listed in the Required Documents section.</p>																																								
11.	<p>Located in the upper left-hand corner of the page, click Save.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="background-color: #0070c0; color: white; padding: 2px;">NYC Buildings</p> <div style="display: flex; align-items: center;"> <div style="text-align: center;">  </div> <div style="margin-left: 20px;"> <h3 style="margin: 0;">DOB NOW</h3> <p style="margin: 0; font-size: 14px;">Submit Filings, Payments, and Requests to the NYC Department of Buildings</p> </div> </div> <div style="margin-top: 10px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 20px;">  </div> <div style="flex-grow: 1; border-bottom: 1px solid #ccc; position: relative;"> <div style="position: absolute; top: -10px; left: 50%; transform: translate(-50%, -50%);"> Pending CPE/ACPE Assignment </div> <div style="position: absolute; top: -10px; left: 30%;"> Pending PE Assignment </div> <div style="position: absolute; top: -10px; right: 0;"> Plan Examiner Review </div> <div style="position: absolute; top: -10px; right: 20%;"> CPE/ACPE Review </div> </div> </div> <div style="margin-top: 10px; background-color: #f0f0f0; padding: 5px;"> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid red; padding: 2px 5px; background-color: #0070c0; color: white;">Save</div> <div style="padding: 2px 5px; background-color: #0070c0; color: white;">Preview to File</div> </div> </div> </div> </div>																																								

DOB NOW: *Build* – UPLOAD A DOCUMENT – STEP-BY-STEP GUIDE

Step	Action
12.	<p>A Notification pop-up window with the message “Job filing saved successfully” displays. Click OK to close the notification.</p>  <p>The screenshot shows a notification window with a blue header bar containing the word 'Notification' and a close button (X). The main content area is white and contains the text 'Job filing saved successfully.' Below the text is a blue button with the text 'OK' in white. The 'OK' button is highlighted with a red rectangular border.</p>
<p>You have completed the Upload a Document Step-by-Step Guide.</p>	