1. This presentation and other materials will be available at:
   
   _________________________________.

2. As of __________________________, all 2017 Elevator Filings that use the ELV1 must be filed in DOB NOW.

3. DOB NOW job numbers begin with a Borough Code. The five codes are:
   
   a. Brooklyn ___________
   b. Bronx ___________
   c. Manhattan ___________
   d. Queens ___________
   e. Staten Island ___________

4. Who needs to register in eFiling? _____________________________.

5. The URL for DOB NOW is: _________________________________.

6. The _____________________________ section of the form shows a summary of the filing, displays fee details, and includes the Pay Now button.

7. For help with DOB NOW job filings, contact _____________________________.

DOB NOW: Build Information Session Highlights
8. To create a new job filing, I click ______________________________ from the
_______________________________.

9. Fields with marked with a __________________________ are required.

10. __________________________ can upload Seals and Signatures.

11. **True or False:** To generate a job # you must complete the General Information Tab.

12. If a document is needed for a filing, it will be listed in the __________________________
    section of the filing as ________________________.

13. 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 application.

14. **True or False:** Only an Elevator Director/Co Director can attest and submit a filing.

15. To print a work permit, I select Print Work Permit from the dropdown in the
    __________________________ column on My Jobs tab on the dashboard.