This user manual is a dynamic document that is continually edited and updated. Please check the New York City Department of Buildings website to download the most current user manual.

As of August 29th, 2018
Introduction

DOB NOW: Safety has been designed to allow Owners, Registered Architects, Professional Engineers, Licensees, Filing Representatives, Progress Inspectors and Special Inspectors to interact with the Department of Buildings (DOB) in a more efficient manner. After registering for an account, you can use DOB NOW: Safety to submit applications, make payments, schedule appointments, check the status of an application, pull permits, and make renewals.

DOB NOW: Safety Manual Overview

This manual provides step-by-step instructions for industry users to create and track compliance filing applications through DOB NOW: Safety. The manual is organized into sections that correspond to the forms that users complete when they submit applications. Screenshots have been included to guide you through completing and submitting the required forms.

The manual does not represent all the filing requirements for any given application. Every effort is made to continuously update this manual. However, this manual in no way supersedes, or otherwise substitutes for, the guidance provided by the Building Code, Zoning Resolution or any other applicable rules, regulations or policies.

DOB NOW: Safety Support Information

If you have any issues or questions on DOB NOW: Safety, please visit the below link to fill out a form describing your question and submit it to DOB.

Website: http://www.nyc.gov/dobnowhelp
# Identifying Unique User Actions

Some actions may only be performed by specific industry users. Throughout the manual, the following icons will appear in the section header if the action requires a specific user(s) to perform:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Industry User</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD</td>
<td>Performing/Approved Agency Director/Co-Director (Applicant of Record)</td>
</tr>
<tr>
<td>PI</td>
<td>Performing/Approved Agency Inspector</td>
</tr>
<tr>
<td>WD</td>
<td>Witnessing Agency Director/Co-Director</td>
</tr>
<tr>
<td>WI</td>
<td>Witnessing Agency Inspector</td>
</tr>
<tr>
<td>O</td>
<td>Owner</td>
</tr>
<tr>
<td>PVT</td>
<td>Qualified Periodic Inspections Personnel</td>
</tr>
<tr>
<td>QC</td>
<td>Qualified Quality Control Personnel</td>
</tr>
</tbody>
</table>

*Please Note: Different industry professionals can sometimes take the role of Special and Progress Inspectors.*
Contents

Please Note: The specific user(s) required to complete a filing stage are indicated in the table of contents with the respective user icon(s). Users who are not indicated at a particular stage will have read-only access. Certain filing stages require a specific user(s) to complete.

Table of Contents

Introduction ........................................................................................................................................... 2

DOB NOW: Safety Manual Overview .................................................................................................. 2

DOB NOW: Safety Support Information ................................................................................................ 2

Identifying Unique User Actions ........................................................................................................... 3

Contents ................................................................................................................................................... 4

Access DOB NOW: Safety .......................................................................................................................... 7

View the DOB NOW: Safety Dashboard ................................................................................................... 9

Sort and Display Columns ....................................................................................................................... 11

Navigate a Compliance Filing .................................................................................................................. 12

Monitor Progress of a Compliance Filing ................................................................................................ 14

Save a Filing ............................................................................................................................................ 18

Submit an Inspection/Test Report (ELV3) .............................................................................................. 19

Select Inspection Type ............................................................................................................................. 20

Complete General Information ............................................................................................................... 21

Perform Device Search ............................................................................................................................ 21

View Device List ...................................................................................................................................... 23

Add Owner Information ............................................................................................................................ 23

Add Performing Agency Information (Applicant of Record) .................................................................... 24

Add Witnessing Agency Information ...................................................................................................... 26

Complete Device Details .......................................................................................................................... 28

Add Elevator 1 Year / Category 1 Device Details .................................................................................... 28

Add Elevator 5 Year / Category 5 Device Details .................................................................................... 30

Add Personnel Hoist -Jump Up/Down/90 Day Renewal Device Details ..................................................... 31

Add Periodic Inspection Device Details .................................................................................................. 32
<table>
<thead>
<tr>
<th>Action</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Quality Control Device Details</td>
<td>33</td>
</tr>
<tr>
<td>Complete Documents</td>
<td>34</td>
</tr>
<tr>
<td>Complete Statements and Signatures</td>
<td>37</td>
</tr>
<tr>
<td>Submit Filing</td>
<td>38</td>
</tr>
<tr>
<td><strong>Submit an Affirmation of Correction (ELV29)</strong></td>
<td>40</td>
</tr>
<tr>
<td>Complete General Information</td>
<td>41</td>
</tr>
<tr>
<td>Perform Device Search</td>
<td>41</td>
</tr>
<tr>
<td>View Device List</td>
<td>43</td>
</tr>
<tr>
<td>View Location Information</td>
<td>43</td>
</tr>
<tr>
<td>Add Owner Information</td>
<td>44</td>
</tr>
<tr>
<td>Add Approved Agency Information</td>
<td>45</td>
</tr>
<tr>
<td>Complete Device Details</td>
<td>47</td>
</tr>
<tr>
<td>Update Defect Status</td>
<td>47</td>
</tr>
<tr>
<td>Complete Documents</td>
<td>49</td>
</tr>
<tr>
<td>Complete Statements and Signatures</td>
<td>52</td>
</tr>
<tr>
<td>Submit Filing</td>
<td>53</td>
</tr>
<tr>
<td><strong>Submit a Test Notification (ELV36)</strong></td>
<td>55</td>
</tr>
<tr>
<td>Complete General Information</td>
<td>56</td>
</tr>
<tr>
<td>Perform Device Search</td>
<td>56</td>
</tr>
<tr>
<td>View Device List</td>
<td>58</td>
</tr>
<tr>
<td>View Location Information</td>
<td>58</td>
</tr>
<tr>
<td>Add Performing Agency Information (Applicant of Record)</td>
<td>59</td>
</tr>
<tr>
<td>Add Witnessing Agency Information</td>
<td>60</td>
</tr>
<tr>
<td>Complete Statements and Signatures</td>
<td>61</td>
</tr>
<tr>
<td>Submit Filing</td>
<td>62</td>
</tr>
<tr>
<td><strong>Additional Actions</strong></td>
<td>64</td>
</tr>
<tr>
<td>Make Payments</td>
<td>64</td>
</tr>
<tr>
<td>Understand No Good Check</td>
<td>66</td>
</tr>
<tr>
<td>Making Corrections</td>
<td>67</td>
</tr>
</tbody>
</table>
Side Navigation Panel ................................................................. 68
View Application Highlights ...................................................... 69
View Payment Summary .............................................................. 70
View Filing .............................................................................. 70
View Property Profile ................................................................. 71
View History Trace .................................................................... 71

Appendix .................................................................................. 72

Compliance Filing Number Format ............................................. 72
List of Acronyms ...................................................................... 73
Access DOB NOW: Safety

We recommend that you use Internet Explorer 9.0 and above to access DOB NOW: Safety. Navigate to the DOB NOW: Safety login page by going to the following link: www.nyc.gov/dobnow

1. **Email**: Enter the Email ID and Password created for the eFiling system, then click Login.

2. **To register for an account or reset your password**: Link to e-filing website.

3. **Need More help? Contact us**: Click here to contact DOB NOW user assistance.

*Please Note: If your account information is incorrect, you will need to update your information in the eFiling system. If you enter an invalid username and password combination, you will see an error message and will be unable to login.*
After logging in, click on the **DOB NOW: Safety** icon followed by the **Elevators** pop-up option. This will take you to the **DOB NOW: Safety** dashboard.
View the DOB NOW: Safety Dashboard

After logging in, the system will display the main dashboard. The numbers correspond to the list below that outlines the buttons and fields, explains the fields, and describes the actions that you can take.

1. **NYC.gov Link**: Clicking here will take you out of DOB NOW: Safety.
2. **Inspection/Test Report (ELV3)**: Click to create a new Inspection/Test Report (ELV3) filing.
3. **Affirmation of Correction (ELV29)**: Click to create a new Affirmation of Correction (ELV29) filing.
4. **Test Notification (ELV36)**: Click to create a new Test Notification (ELV36) filing.
5. **Filter by Filing Type**: Click the appropriate column to filter filings by their filing type.
6. **Filter by Filing Status**: Click the appropriate column to filter filings by their filing status.
7. **Grid columns**: Contains all information relevant to the selected tab. Depending on the filing dashboard displayed, different variations of columns will appear.
8. **311 Link**: Link to the 311 homepage.

9. **Account Info**: Identifies the name and email associated with the active user account.

10. **Need Help?**: Link to DOB NOW Help page.

11. **Sign Out**: Signs user out of the DOB NOW: Safety system.

12. **Dashboard Menu**: Click to transfer between all Safety work type dashboards.

13. **Refresh**: Refreshes the data to display the most recent information.
Sort and Display Columns

You can search for specific jobs, sort the columns, export data, and choose which columns appear in the dashboard grid.

1. **Filter Compliance Filing**: Filter the displayed filings by filing type and filing status by clicking the appropriate column.

2. **Column Search**: Type in a value in this field to search for and display only jobs that contain the searched for value.

3. **Column Sorter**: Click the desired grid column to sort all filings in ascending or descending order.

<table>
<thead>
<tr>
<th>Inspection/Test Reports</th>
<th>Affirmation of Corrections</th>
<th>Test Notifications</th>
<th>My Favorites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Filing</td>
<td>Pay to File</td>
<td>In Process</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group Number</th>
<th>Tracking Number</th>
<th>Location</th>
<th>Owner</th>
<th>Device ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELVG-M000004366</td>
<td>ELVG-1P11920-0076179</td>
<td>25 BROADWAY MANHATTAN</td>
<td>SAFETY ELEVATORSO..</td>
<td>1P11920</td>
</tr>
<tr>
<td>ELVG-M000004350</td>
<td>ELVG-1WS220-0076186</td>
<td>441 7 AVENUE MANHATTAN</td>
<td>SAFETY ELEVATORSO..</td>
<td>1WS220</td>
</tr>
</tbody>
</table>
Navigate a Compliance Filing

This section guides you through how to enter a new compliance filing from the main dashboard.

New Filing

After starting a new compliance filing, the Compliance Filing screen will appear. Once you begin adding details, additional tabs may appear. You will only be able to save after completing all required fields, which will be outlined in red if attempting to save before they are complete. A filing number will be generated after saving the first time.
In Progress Filing

After you enter and save your filing information, the **Compliance Filing** screen will populate a job number, update the status of the filing, and new forms will be made visible based on information associated with the selected device(s).
Monitor Progress of a Compliance Filing

On the Compliance Filing screen, you can check the status of the filing and view additional details. This section of the manual identifies key information on the Compliance Filing screen, divided into three main sections:

**Section 1:** Progress ribbon, filing number, and filing options.

**Section 2:** Navigation tabs and information intake fields.

**Section 3:** Additional actions options.
Section 1: Progress Ribbon, Filing Number, and Filing Options

1. **Filing Progress Ribbon**: The highlighted status indicates the current status of the compliance filing. A filing will always start with a status of *Pre-Filing*. The filing will be assigned a different status as it moves through the filing process.

2. **Job #**: Job number of the selected job. This number is created after saving the job the first time. If starting a new job, there will be nothing displayed until the information is saved.
   - **Filing #**: Specific filing number for the job selected.

See [Compliance Filing Number Format](#) for details.

3. **Save and Proceed**: Save information that was entered into the filing forms, then click *Proceed* to display a summary of the job details before filing.

   *Please Note: Only the Applicant of Record/Design Professional can proceed and is required to provide further acknowledgment before the job can be submitted to DOB.*
Section 2: Navigation Tabs and Intake Fields

1. **Navigation Tabs:** The highlighted tab indicates which section of the filing is currently being displayed. The default form shown when opening a compliance filing will always be General Information.

   *Please Note: The sections which appear as navigational tabs will vary per filing type.*

2. **Intake Fields:** Once a filing form has been selected using the navigational tabs, intake fields relevant to that form will appear. To progress through the filing, complete these forms using free text, drop down menus, and multiselect tools as necessary. Fields with a red asterisk (*) are required — the form cannot be submitted unless these fields are complete.
Section 3: Additional Actions Options

1. **Dashboard**: Returns to the Safety Elevator main dashboard. The system will prompt you to save changes if necessary.

2. **Application Highlights**: Summary of filing information, *Job Status* will update as you proceed.

3. **Payment Summary**: Fee information associated with the filing.

4. **View Filing**: Displays a printable summary of all information entered for the filing.

5. **Property Profile**: Displays additional information on the associated property.

6. **History**: Displays the job filing’s history throughout the compliance filing process.

See the [Additional Actions](#) section for more detail
Save a Filing

It is important that you save your compliance filing any time you make changes. Otherwise your changes will be lost. Once all required fields for a particular form have been completed, save the form by clicking the Save button, seen below.

If you are creating a new filing, you will need to add a device(s) and complete the Location Information, Owner Information, and Performing Agency Information (Applicant of Record) sections in order to save the first time. The following message will appear when you save successfully.

If you have not yet completed the required fields, a variation of the following message will appear, specifying which sections still need to be completed.
Submit an Inspection/Test Report (ELV3)

The sections below provide instructions for completing the forms that need to be submitted as part of an initial inspection/test report (ELV3). Based on your specific filing type, you may not be required to complete each form.

The list of forms includes:

- General Information
- Device Details
- Documents
- Statements and Signatures

*Please note: Section may require a specific user(s) to complete. If you are not the specified user, you may view the section as read-only. Sections requiring a specific user will be noted as such.*
Select Inspection Type

In order to file an Inspection/Test Report (ELV3), you must select the type of inspection that will occur. Click the Elevator Inspection/Test or Personnel Hoist Inspection/Test tabs to select the type of inspection/test to be performed.

For Elevator Inspection/Tests, you may choose:

- 1 Year Test / Category 1
- 5 Year Test / Category 5

*Please note: 1 Year Test / Category 1 and 5 Year Test / Category 5 may be filed together.*

For Personnel Hoist Inspection/Test, you may choose:

- Personnel Hoist – Jump Up
- Personnel Hoist – Jump Down
- Personnel Hoist – 90 Day Temporary Renewal


Once the **Inspection Type(s)** are selected, click **Submit** to proceed to the compliance filing screen.

*Please note: Only qualified personnel can file Periodic or Quality Control Inspections. These options will not appear to those users and will automatically generate the PVT or QC filing upon creation. Unless otherwise noted, the same steps outlined below apply to the successful completion and submission of these respective filing types.*
Complete General Information

The General Information tab must be completed to begin the application process. This section of the manual provides details on the General Information tab with instructions on how to complete each section.

Perform Device Search

All inspections must by performed on an existing Elevator device. The Search section allows you to detail both the type of inspection performed and search for the device(s) the inspection will be performed on.

1. **Report Type**: Displays the Inspection Type selected at filing creation (Elevator or Personnel Hoist).
2. **Report Year (Elevator inspections only)**: Select the report year from the dropdown menu for the inspection being filed.
3. **Inspection Type(s)**: Displays all inspection types selected at filing creation.
4. **Search by**: Select the criteria to search by: Device ID, Address, or BIN.
5. **Device ID**: Enter the device ID for each device being added to the filing. *Please note: Fields to enter the device’s address or BIN will display if their respective radio buttons are selected.*
6. **Search**: Click search to view any devices matching the search criteria.
The **Device Search Results** screen will appear displaying all devices matching the search criteria.

1. **Checkbox**: Click the checkbox to select the device.
2. **Inspection Date**: Click the Inspection Date field and select the corresponding date from the dropdown calendar. The selected inspection date will then display in the field.
3. **Device Details**: Click Device Details to display additional information regarding the device.
4. **Additional Records**: Toggle between pages of devices using the arrow buttons (if applicable).
5. **Total Records Selected**: Displays the total number of devices selected (checkboxed) in the given search query.
6. **Add**: Click Add to add all selected devices to the filing. A maximum of 5 devices may be added to any given filing.
7. **Cancel**: Click Cancel to return to the previous screen.
**View Device List**

Devices searched and added will display in the Device List. You may view additional device details or delete the device from the filing by clicking the respective View or Delete buttons under the Actions column.

**Add Owner Information**

Enter information associated with the owner. The remaining fields will autopopulate once a valid email and license type are provided.

1. **Email**: Provide the email of the owner registered to the compliance filing.  
   *Please note: The email address must match the email address associated with a confirmed eFiling account.*  
2. **Owner Type**: Select the owner type from the dropdown menu.
Add Performing Agency Information (Applicant of Record)

Enter information for both the performing Director/Co-Director and Inspection Agent. The remaining fields will autopopulate once a valid email and license type are provided.

Please note: Periodic Inspections and Quality Control Inspections only require information for the Approved Agency Director/Co-Director and Approved Agency Inspector.

1. **Email**: Provide the email of the Director/Co-Director associated with the performing agency. *Please note: The email address must match the email address associated with a confirmed eFiling account.*

2. **License Type**: Select the license type from the dropdown menu.

![Performing Agency Information Form](image)
3. **Email:** Provide the email of the Inspector associated with the performing agency.  
   
   *Please note: The email address must match the email address associated with a confirmed eFiling account.*

4. **License Type:** Select the license type from the dropdown menu.

| Inspector Information |  
|-----------------------|--| 
| **E-Mail** | License Type | License Number | 
| Please enter email address | Select | | 
| Last Name | First Name | Mi | 
| Business Name | Business Telephone | Business Address | 
| City | State | Zip Code | 
| Mobile Phone | Agency Certification # | 

---

3  

4
Add Witnessing Agency Information

Enter information for both the witnessing Director/Co-Director and Inspection Agent. The remaining fields will autopopulate once a valid email and license type are provided.

1. **Email**: Provide the email of the Director/Co-Director associated with the witnessing agency. *Please note: The email address must match the email address associated with a confirmed eFiling account.*
2. **License Type**: Select the license type from the dropdown menu.

<table>
<thead>
<tr>
<th>Witnessing Agency Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Director/Co-Director Information</strong></td>
</tr>
<tr>
<td>Email*</td>
</tr>
<tr>
<td>Please enter email address</td>
</tr>
<tr>
<td>Last Name*</td>
</tr>
<tr>
<td>Business Name*</td>
</tr>
<tr>
<td>City*</td>
</tr>
<tr>
<td>Mobile Phone</td>
</tr>
</tbody>
</table>

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**DOB NOW: Safety Elevator Compliance Filing Industry User Manual**
3. **Email**: Provide the email of the Inspector associated with the witnessing agency. 

*Please note: The email address must match the email address associated with a confirmed eFiling account.*

4. **License Type**: Select the license type from the dropdown menu.
Complete Device Details

The Device Details tab will appear once devices are added to the filing, information is added for all relevant parties, and the filing. All added devices will have a sub-tab under Device Details. Clicking on each will display details regarding the device and its inspection.

Add Elevator 1 Year / Category 1 Device Details

If a 1 Year / Category 1 inspection is performed on the selected Elevator device, select if a Defect Exists for the device.
If **Yes** is selected, click **+Add Defect** to add an appropriate defect to the filing.

**Please note:** If **No** is selected, **+Add Defects** will be greyed-out.

This will open the **Add New Defect** window.

1. **Elevator Part**: Select the defective Elevator Part from the dropdown menu.
2. **Elevator Sub-Part**: Select the defective sub-part from the dropdown menu.
3. **Violating Condition**: Select the condition of the defective part from the dropdown menu.
4. **Suggested Remedy**: Select the suggested remedy to fix the defect from the dropdown menu.
5. **Comments**: Enter any additional comments regarding the defect.
6. **Save**: Click Save to add the new defect to the filing.
7. **Cancel**: Click Cancel to return to the previous screen.
The added defect will appear in the 1 Year Test / Category 1 grid.

![1 Year Test / Category 1 grid](image)

**Add Elevator 5 Year / Category 5 Device Details**

If a 5 Year / Category 5 inspection is performed on the selected Elevator device, you may change the inspection date.

![5 Year Test / Category 5 grid](image)
Add Personnel Hoist - Jump Up/Down/90 Day Renewal Device Details

If Personnel Hoist – Jump Up/Down/90 Day Renewal inspections are performed on the selected device, enter the following information:

1. **Floor From**: Enter the floor the hoist inspection starts on.
2. **Floor To**: Enter the floor the hoist inspection ends on.
3. **Inspection Date**: Change the selected Inspection Date.

### Device Information

<table>
<thead>
<tr>
<th>Device ID</th>
<th>Device Type</th>
<th>Premises</th>
</tr>
</thead>
<tbody>
<tr>
<td>1C01026</td>
<td>Personnel Hoist</td>
<td>280 BROADWAY MANHATTAN</td>
</tr>
<tr>
<td>Borough</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MANHATTAN</td>
<td>Block</td>
<td></td>
</tr>
<tr>
<td></td>
<td>153</td>
<td></td>
</tr>
<tr>
<td>Approved Date</td>
<td>Status Date</td>
<td></td>
</tr>
<tr>
<td>06/08/2018</td>
<td>06/08/2018</td>
<td></td>
</tr>
</tbody>
</table>

**Floor From**: [Input Field]

**Floor To**: [Input Field]

**Inspection Date**: [Input Field] 

**Input Field Values**:

- **Floor From**: [1]
- **Floor To**: [2]
- **Inspection Date**: [3]

---

**Device Details**

**Inspection Date**: 06/06/2018
Add Periodic Inspection Device Details

If periodic inspections are performed on the selected Elevator device, enter the following information:

1. **PVT Inspection Date**: Update the inspection date if needed.
2. **Inspection Start Time**: Enter the start time for the inspection.
3. **Inspection End Time**: Enter the end time for the inspection.
4. **Disposition**: Select the disposition from the dropdown menu.
5. **Is there a Cease Use on this Device?**: Select if the device has a cease use.
6. **Alternate Device in Service? If Yes** is selected for Cease Use, select if an alternate device is available to use.
7. **Sequence Number**: If Yes is selected for Cease Use, enter the applicable 6-digit violation sequence number.
8. **Violation Date**: If Yes is selected for Cease Use and once the Device Details are saved, the Violation Date will automatically be generated.

<table>
<thead>
<tr>
<th>Periodic Inspection - ELV3-1P1455-0154187</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PVT Inspection Date</strong>: 08/07/2018</td>
</tr>
<tr>
<td><strong>Inspection Start Time</strong>: 12:00 AM</td>
</tr>
<tr>
<td><strong>Inspection End Time</strong>: 12:45 AM</td>
</tr>
<tr>
<td><strong>Disposition</strong>: Select</td>
</tr>
<tr>
<td><strong>Is there a Cease Use on this device?</strong>: Yes/No</td>
</tr>
<tr>
<td><strong>Alternate Device in Service?</strong>: Yes/No</td>
</tr>
<tr>
<td><strong>Sequence Number</strong></td>
</tr>
<tr>
<td><strong>Violation Date</strong></td>
</tr>
</tbody>
</table>
Add Quality Control Device Details

If quality control inspections are performed on the selected Elevator device, enter the following information:

1. **QC Inspection Date**: Update the inspection date if needed.
2. **Inspection Start Time**: Enter the start time for the inspection.
3. **Inspection End Time**: Enter the end time for the inspection.
4. **Disposition**: Select the disposition from the dropdown menu.
5. **Is there a Cease Use on this Device?**: Select if the device has a cease use.
6. **Alternate Device in Service?** If **Yes** is selected for Cease Use, select if an alternate device is available to use.
7. **Sequence Number**: If **Yes** is selected for Cease Use, enter the applicable sequence number.
8. **Violation Date**: If **Yes** is selected for Cease Use and once the Device Details are saved, the Violation Date will automatically be generated.

![Quality Control Inspection - ELV2-1P1455-0154130](image)
Complete Documents

The Documents tabs displays a list of required documents that need to be uploaded as well supporting documents that can be added. The required documents are determined based on the content of each specific job filing.

Please Note: If you believe Required Documents are listed that are not required, please visit the DOB NOW Resource Center at www.nyc.gov/dobnowinfo to review the process to request a document waiver or deferral.

To add documents to the filing, click the Add Documents button.
The **Upload a Document** window appears. Enter the **Document Name** and select the **Document Type** from the dropdown menu. Any required documents will appear in the Document Type dropdown menu. You must add each required document to the filing. Additional supporting documents may be added as necessary.

Click on **Choose File** to locate the document. Click **Confirm** once the document is successfully uploaded.
The status for that document will change to **Pending**. Once this document has been reviewed and accepted by DOB, the document status will be updated to **Accepted**.
Complete Statements and Signatures

Each associated user must attest to the accuracy and validity of the filing. The filing must be attested in a specific order.

To attest, navigate to the appropriately labelled signature section and click the check box. A digital signature and current date will autopopulate signifying signage. The required attestation order is as follows:

- Performing Agency Inspector
- Performing Agency Director/Co-Director
- Property Owner / Witnessing Agency Inspector / Witnessing Agency Director/Co-Director

Please note: Periodic Inspections and Quality Control Inspections only require attestations from the Approved Agency Inspector and Approved Agency Director/Co-Director.

Please note: The Performing Agency Director/Co-Director has the ability to make modifications after the filing is fully attested. If modifications are made, all other attestations must be redone except the Performing Agency Inspector and Performing Agency Director/Co-Director.
Submit Filing

Once all required attestations are performed, the Performing Agency Elevator Director/Co-Director may submit the filing to DOB by clicking Proceed in the top right corner.

A filing summary will appear. Navigate through each page of the filing summary using the navigation buttons, checking for accuracy.
On the last page of the summary, you will be asked for a final attestation. Click the checkbox to confirm and sign.

Once attested, click Proceed to submit the filing to DOB. Click Return to Filing at any time to return to the filing.
Submit an Affirmation of Correction (ELV29)

The sections below provide instructions for completing the forms that need to be submitted as part of an initial compliance filing. Based on your specific filing type, you may not be required to complete each form.

The list of forms includes:

- General Information
- Device Details
- Documents
- Statements and Signatures

*Please note: Section may require a specific user(s) to complete. If you are not the specified user, you may view the section as read-only. Sections requiring a specific user will be noted as such.*
Complete General Information

The General Information tab must be completed to begin the application process. This section of the manual provides details on the General Information tab with instructions on how to complete each section.

Perform Device Search

All inspections must be performed on an existing Elevator device. The Search section allows you to detail both the type of inspection performed and search for the device(s) the inspection will be performed on.

1. **Report Type**: Displays the Report Type.
2. **Inspection Type(s)**: Select the inspection type from the dropdown menu for the filing.
3. **Search by**: Select the criteria to search by: Device ID, Address, or BIN.
4. **Device ID**: Enter the device ID for each device being added to the filing.
   
   *Please note: Fields to enter the device’s address or BIN will display if their respective radio buttons are selected.*

5. **Search**: Click search to view any devices matching the search criteria.
The **Device Search Results** screen will appear displaying all devices matching the search criteria.

1. **Checkbox**: Click the checkbox to select the device.
2. **AOC Inspection Date**: Click the Inspection Date field and select the corresponding date from the dropdown calendar. The selected inspection date will then display in the field.
3. **Device Details**: Click Device Details to display additional information regarding the device.
4. **Additional Records**: Toggle between pages of devices using the arrow buttons (if applicable).
5. **Total Records Selected**: Displays the total number of devices selected (checkboxed) in the given search query.
6. **Add**: Click Add to add all selected devices to the filing. A maximum of 5 devices may be added to any given filing.
7. **Cancel**: Click Cancel to return to the previous screen.
**View Device List**

Devices searched and added will display in the Device List. You may view additional device details or delete the device from the filing by clicking the respective **View** or **Delete** buttons under the **Actions** column.

**View Location Information**

The fields will autopopulate based on the device(s) selected.
Add Owner Information

Enter information associated with the owner. The remaining fields will autopopulate once a valid email and license type are provided.

1. **Email**: Provide the email of the owner registered to the compliance filing.  
   *Please note: The email address must match the email address associated with a confirmed eFiling account.*

2. **Owner Type**: Select the owner type from the dropdown menu.
Add Approved Agency Information

Enter information for the approved Director/Co-Director and Inspection Agent. The remaining fields will autopopulate once a valid email and license type are provided.

1. **Email:** Provide the email of the Director/Co-Director associated with the approved agency. *Please note: The email address must match the email address associated with a confirmed eFiling account.*
2. **License Type:** Select the license type from the dropdown menu.
3. **Email**: Provide the email of the Inspector associated with the approved agency.  
   *Please note: The email address must match the email address associated with a confirmed eFiling account.*

4. **License Type**: Select the license type from the dropdown menu.
Complete Device Details

The Device Details tab will appear once devices are added to the filing, information is added for all relevant parties, and the filing. All added devices will have a sub-tab under Device Details. Clicking on each will display details regarding the device and its inspection.

Update Defect Status

If necessary, scroll to the end of the Manage Defects grid. Click the View button under Suggested Remedy column to update the defect status.
The Update Defect Status window will open.

1. **Defect Status**: Select the new defect status from the dropdown menu.
2. **Comments**: After selecting the new defect status, enter any relevant comments.
3. **Save**: Click Save to save the defect status update.
4. **Cancel**: Click Cancel to return to the previous screen.

The defect status will be updated in the Application of Correction grid.
Complete Documents

The Documents tabs displays a list of required documents that need to be uploaded as well supporting documents that can be added. The required documents are determined based on the content of each specific job filing.

Please Note: If you believe Required Documents are listed that are not required, please visit the DOB NOW Resource Center at www.nyc.gov/DOBNowInfo to review the process to request a document waiver or deferral.

To add documents to the filing, click the Add Document button.
The **Upload a Document** window appears. Enter the **Document Name** and select the **Document Type** from the dropdown menu. Any required documents will appear in the Document Type dropdown menu. You must add each required document to the filing. Additional supporting documents may be added as necessary.

Click on **Choose File** to locate the document. Click **Confirm** once the document is successfully uploaded.
The status for that document will change to Pending. Once this document has been reviewed and accepted by DOB, the document status will be updated to Accepted.
Complete Statements and Signatures

Each associated user must attest to the accuracy and validity of the filing.

To attest, navigate to the appropriately labelled signature section and click the check box. A digital signature and current date will autopopulate signifying signage. The following users must navigate to their respective sections and sign the filing before it can be filed:

- Approved Agency Inspector
- Approved Agency Director/Co-Director
- Property Owner

Please note: The Performing Agency Director/Co-Director has the ability to make modifications after the filing is fully attested. If modifications are made, all other attestations must be redone except the Performing Agency Inspector and Performing Agency Director/Co-Director.
Submit Filing

Once all required attestations are performed, the Performing Agency Elevator Director/Co-Director may submit the filing to DOB by clicking **Proceed** in the top right corner.

A filing summary will appear. Navigate through each page of the filing summary using the navigation buttons, checking for accuracy.
On the last page of the summary, you will be asked for a final attestation. Click the checkbox to confirm and sign.

Once attested, click Proceed to submit the filing to DOB. Click Return to Filing at any time to return to the filing.
Submit a Test Notification (ELV36)

The sections below provide instructions for completing the forms that need to be submitted as part of an initial compliance filing. Based on your specific filing type, you may not be required to complete each form.

The list of forms includes:

- General Information
- Statements and Signatures

Please note: Section may require a specific user(s) to complete. If you are not the specified user, you may view the section as read-only. Sections requiring a specific user will be noted as such.
Complete General Information

The General Information tab must be completed to begin the application process. This section of the manual provides details on the General Information tab with instructions on how to complete each section.

Perform Device Search

All inspections must be performed on an existing Elevator device. The Search section allows you to detail both the type of inspection performed and search for the device(s) the inspection will be performed on.

1. **Inspection Type(s):** Select the inspection type from the dropdown menu for the filing.
2. **Search by:** Select the criteria to search by: Device ID, Address, or BIN.
3. **Device ID:** Enter the device ID for each device being added to the filing.
   
   *Please note: Fields to enter the device’s address or BIN will display if their respective radio buttons are selected.*
4. **Search:** Click search to view any devices matching the search criteria.
The **Device Search Results** screen will appear displaying all devices matching the search criteria.

1. **Checkbox**: Click the checkbox to select the device.
2. **Inspection Date**: Click the Inspection Date field and select the corresponding date from the dropdown calendar. The selected inspection date will then display in the field.
3. **Inspection Start Time**: Select the inspection start time from the dropdown menu.
4. **Inspection End Time**: Select the inspection end time from the dropdown menu.
5. **Device Location**: Enter where the device is located.
6. **Device Details**: Click Device Details to display additional information regarding the device.
7. **Additional Records**: Toggle between pages of devices using the arrow buttons (if applicable).
8. **Total Records Selected**: Displays the total number of devices selected (checkboxed) in the given search query.
9. **Add**: Click Add to add all selected devices to the filing. A maximum of 5 devices may be added to any given filing.
10. **Cancel**: Click Cancel to return to the previous screen.
View Device List

Devices searched and added will display in the Device List. You may view additional device details or delete the device from the filing by clicking the respective View or Delete buttons under the Actions column.

<table>
<thead>
<tr>
<th>Device Type</th>
<th>Device Location</th>
<th>Inspection Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Hoist</td>
<td>3rd Floor</td>
<td>07/25/2018</td>
<td>12:00 AM</td>
<td>3:00 AM</td>
<td></td>
</tr>
</tbody>
</table>

View Location Information

The fields will autopopulate based on the device(s) selected.
Add Performing Agency Information (Applicant of Record)

Enter information for the performing Director/Co-Director. The remaining fields will autopopulate once a valid email and license type are provided.

1. **Email**: Provide the email of the Director/Co-Director associated with the performing agency. *Please note: The email address must match the email address associated with a confirmed eFiling account.*
2. **License Type**: Select the license type from the dropdown menu.
Add Witnessing Agency Information

Enter information for the witnessing Director/Co-Director. The remaining fields will autopopulate once a valid email and license type are provided.

1. **Email**: Provide the email of the Director/Co-Director associated with the witnessing agency.
   *Please note: The email address must match the email address associated with a confirmed eFiling account.*

2. **License Type**: Select the license type from the dropdown menu.
Complete Statements and Signatures

The performing agency Director/Co-Director must attest to the accuracy and validity of the filing. Click the checkbox to sign. A digital signature and current date will autopopulate signifying signage.
Submit Filing

Once all required attestations are performed, the Performing Agency Elevator Director/Co-Director may submit the filing to DOB by clicking Proceed in the top right corner.

A filing summary will appear. Navigate through each page of the filing summary using the navigation buttons, checking for accuracy.
On the last page of the summary, you will be asked for a final attestation. Click the checkbox to confirm and sign.

Once attested, click **Proceed** to submit the filing to DOB. Click **Return to Filing** at any time to return to the filing.
Additional Actions

Make Payments

To submit a filing, you must pay the required fees associated with the filing. Fees are applicable if the Owner Type selected is Private. All other Owner Types are considered Fee Exempt. Personnel Hoist device types are also exempt from fees.

Please Note: You must accept pop-ups to proceed with making a payment.

All pending payment filings will appear under the respective Pay to File tab.

Select all filings to make payments for by clicking the checkboxes associated with each. Then click the Pay to File button.
The Payment Summary screen will appear.

Ensure pop-up blockers are disabled. Click Pay Now to be redirected to a secure third-party site. If you need assistance with how to enter the payment details, please see the Payment Portal Manual, which you can find on DOB’s website using the link below.

www.nyc.gov/dobnowinfo
Understand No Good Check

When a no good check is submitted, the compliance filing will be placed on hold and a No Good Check Fee will be added to the original fee. A $20 fee will be added for each no good check that is received. Please note that once a hold is placed on a compliance filing, the hold will not be lifted until we have received notification from the bank that the subsequent payment has cleared. This can take at least five business days from the date of submitting the subsequent payment.
Making Corrections

During the approval process, DOB may mark a filing as Incomplete, Rejected or QA Failed reasons. Filings that are Incomplete, Rejected or QA Failed are found in the In Process tab and under the Inspection Report Status column.

Opening the filing may reveal a similar notification that corrections are needed. DOB will provide comments regarding their decision which can be viewed by clicking the History Trace button.

Make whatever changes are necessary and once information is corrected, all applicable parties must re-attest to the filing. The Applicant of Record may then click Proceed to resubmit the filing.
Side Navigation Panel

The following information can be accessed from the side navigation panel present in all compliance filings.

1. Dashboard: Returns to the Safety Elevator main dashboard. The system will prompt you to save changes if necessary.

2. Application Highlights: Summary of filing information, Job Status will update as you proceed.

3. Payment Summary: Fee information associated with the filing.

4. View Filing: Displays a printable summary of all information entered for the filing.

5. Property Profile: Displays additional information on the associated property.

6. History Trace: Displays the job filing’s history throughout the compliance filing process, including comments left by DOB during the review process.
View Application Highlights

The Application Highlights window displays many pieces of relevant information for the filing, including a payment summary.

<table>
<thead>
<tr>
<th>Location</th>
<th>280 BROADWAY MANHATTAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracking Number</td>
<td>ELY3-1W00369-0073895</td>
</tr>
<tr>
<td>Compliance Report Type</td>
<td>Elevator Inspection / Test</td>
</tr>
<tr>
<td>Compliance Report Status</td>
<td>Accepted with Defects</td>
</tr>
<tr>
<td>Inspection Type</td>
<td>1 Year Test / Category 1</td>
</tr>
<tr>
<td>Inspection Date</td>
<td>05/01/2016</td>
</tr>
<tr>
<td>Defects Exist</td>
<td>Yes</td>
</tr>
<tr>
<td>Owner Type</td>
<td>Private</td>
</tr>
</tbody>
</table>

Payment Summary

| Filing Fee     | $30.00         |
| Late Filing Fee| $0.00          |
| Amount Due     | $0.00          |
| Amount Paid    | $30.00         |
View Payment Summary

The Payment Summary window displays all previous payments made for the filing.

<table>
<thead>
<tr>
<th>Tracking Number</th>
<th>Invoice Number</th>
<th>Merchant Amount</th>
<th>Service Fee</th>
<th>Total Amount</th>
<th>Transaction Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELV3-1P1683-0073895</td>
<td>100052702</td>
<td>$30.00</td>
<td>$0.75</td>
<td>$30.75</td>
<td>05/18/2018</td>
</tr>
<tr>
<td>ELV3-1W00359-0073895</td>
<td>100052702</td>
<td>$30.00</td>
<td>$0.75</td>
<td>$30.75</td>
<td>05/18/2018</td>
</tr>
</tbody>
</table>

View Filing

The View Filing button generates a PDF export of the compliance filing details. This will enable you to see all the information you entered on one printable page. The information is grouped by form.
View Property Profile

The Property Profile contains property information associated with the filing and pulled from BIS.

View History Trace

The History Trace window displays all actions taken on the filing. This includes any comments left by DOB during the review process, such as explanations for Incomplete, Rejected, or QA Failed statuses.
## Appendix

### Compliance Filing Number Format

<table>
<thead>
<tr>
<th>ID Number</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Number</strong></td>
<td>Borough code letter followed by an 8-digit number</td>
<td>Bronx: X00000001&lt;br&gt;Queens: Q00000001&lt;br&gt;Brooklyn: B00000001&lt;br&gt;Manhattan: M00000001&lt;br&gt;Staten Island: S00000001</td>
</tr>
<tr>
<td><strong>Filing Number</strong></td>
<td>Filing code letter followed by a 1-digit number</td>
<td>Initial Filing: I1&lt;br&gt;Subsequent Filing: S1&lt;br&gt;Post Approval Amendment: P1</td>
</tr>
<tr>
<td><strong>Compliance Filing Number</strong></td>
<td>Job Number hyphenated with Filing Number</td>
<td>Initial Filing: M00000001-I1&lt;br&gt;Subsequent Filing: M00000001-S1&lt;br&gt;Post Approval Amendment: M00000001-P1</td>
</tr>
<tr>
<td><strong>Permit Number</strong></td>
<td>Compliance Filing Number hyphenated with Work type code</td>
<td>Antenna Work Permit Number: M00000001-1-AN</td>
</tr>
</tbody>
</table>
List of Acronyms

Work Type Acronyms
- AN: Antenna
- BL: Boiler
- CC: Curb Cut
- CH: Chute
- DM: Demolition and Removal
- EL: Elevator
- EQ: Construction Equipment
- EW: Equipment Work
- FA: Fire Alarm
- FB: Fuel Burning
- FN: Construction Fence
- FP: Fire Suppression
- FS: Fuel Storage
- MH: Mechanical/HVAC
- OT: Other
- PL: Plumbing
- SD: Standpipe
- SF: Supported Scaffold
- SG: Sign
- SH: Sidewalk Shed
- SP: Sprinkler

Legal Acronyms
- AC: Administrative Code
- APPN: Administrative Policy and Procedure Notice
- BC: Building Code
- HPD: Housing Preservation and Development
- LL: Local Law
- LPPN: Legal Policy and Procedures Notice
- MDL: Multiple Dwelling Law
- NYC DEP: New York City Department of Environmental Protection
- NYC RR: New York City Report Recommendations
- NYS DOH: NYS Department of Health
- NYS ECL: Environmental Conservation Law
- OPPN: Operations Policy and Procedure Notice
- PPN: Policy and Procedure Notice
- RCNY: Rules of the City of New York
- RS: Reference Standard

Permit Type Acronyms
- AR: Architectural
- EA: Earthwork
- FO: Foundation
- ME: Mechanical
- NP: No Plans
- ST: Structural
- ZO: Zoning

Building Type Acronyms
- NB: New Building
- Alt 1: Alteration
- Alt 2: Alteration
- Alt 3: Alteration

Professional Acronyms
- PE: Professional Engineer
- RA: Registered Architect
- RLA: Registered Landscape Architect
- GC: General Contractor
- DP: Design Professional
- FR: Filing Representative
- QEWI: Qualified Exterior Wall Inspector (PE/RA)
- QRWI: Qualified Retaining Wall Inspector
- MP: Master Plumber
- OBI: Oil Burner Installer
- LP: Licensed Professional
- Sign Hanger
- Lessee