DOB NOW: Licensing
SPRING 2022 RELEASE
ELEVATOR LICENSING TRAINING
Industry Session
BEST PRACTICES FOR THE VIRTUAL CLASSROOM

- Chat Feature
- Mute Microphones
- Ask Questions
- Parking Lot
- Feedback
- Participate
AGENDA

- Overview of Elevator Agency Licenses
- Overview of Elevator Agencies
- Steps to Get an Elevator Agency License
- How to Log In
- Exam Fees
- New License Applications
- License Applications Review Process
- Business Application Request
- Getting the License
- Renewal and Reissuance of Licenses

- Additional Transactions
  - Manage Profile
  - Manage License
- Connection to DOB NOW: Build and DOB NOW: Safety
WHICH LICENSES ARE PART OF THIS RELEASE?

- Elevator Agency Director
- Elevator Agency Co-Director
- Elevator Agency Inspector
- Elevator Agency Technician
- Elevator Agency Restricted Technician
- Elevator Agency Helper
Currently, all Elevator Agency Licenses are filed through **DOB NOW: BIS Options**.

As of June 25, 2022, all Elevator Agency License related transactions must be submitted in **DOB NOW: Licensing**.

<table>
<thead>
<tr>
<th>Filing Date</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to June 25, 2022</td>
<td>DOB NOW: BIS Options</td>
</tr>
<tr>
<td>On or after June 25, 2022</td>
<td>DOB NOW: Licensing</td>
</tr>
</tbody>
</table>
Each Elevator Agency License has two components, both of which must be valid and active for the license to be active:

- The License
- The associated Agency

The Director is the highest-ranking license amongst all the elevator Agency licenses.

- The Director is the one who establishes the Agency, and then once established, the other elevator agency licenses will be able to associate themselves to the Agency.
ELEVATOR AGENCY LICENSES

- **Directors**
  - There can be only one Director per Agency.
  - This license is valid for **three years**.

- **Co-Directors**
  - There can be **more than one Co-Director** registered under an Agency.
  - Co-Directors cannot create an Elevator Agency within DOB NOW: Licensing.
  - This license is valid for **three years**.
ELEVATOR AGENCY LICENSES

- **Inspector**
  - Inspectors perform inspections on elevators and related equipment.
  - This license must be associated to a specific Agency.
  - This license is valid for **three years**.

- **Technician**
  - Technicians perform general maintenance and installation of elevators and related equipment.
  - This license must be attached to a specific Agency.
  - This license is valid for **two years**.
▪ **Restricted Technician** (Accessibility Technician)
  - The Restricted Elevator Agency Technician license is restricted to performing *work involving platform lifts* including those installed in private residences which are covered by the provisions of ASME A18.1.
  - This license must be attached to a specific Agency.
  - This license is valid for **two years**.

▪ **Helper**
  - Helpers work under the supervision of the Technicians and **assist or help with maintenance or installations** of elevators and related equipment.
  - This license must be attached to a specific Agency.
  - The license does not expire.
In order to create an Agency, the Director must first submit their License Qualification Application - LQA. Once the LQA is approved, the system shall then prompt the Director to establish the Agency that will be tied to their license.

- Agency can be established by submitting the Business Approval Request – BAR after the LQA is approved.
- The process for submitting the LQA and the Business Approval Request (BAR) will always be two separate transactions.
A Director can create a brand-new Agency, or they can join an existing Agency that has already been approved by DOB.

- If they are **creating a new Agency**, they will have to provide all the data for the fields and all the relevant documents.

- If they are **associating themselves to an existing Agency**, they can search for the Agency by number. Once they find the Agency, the Director can choose to edit the data fields of the Agency record or leave them as they are.
After the Agency is approved, any subsequent updates or changes that need to be made to the Agency will only be able to be made by the associated Director.

An Agency must have one and only one Director associated with it. Without a Director, an Agency is considered inactive. An Agency can have, but need not have, any number of the remaining elevator license types.
- Other elevator licenses must submit their LQA and the Agency together in the same request.
  - They need to select the (already approved) Agency that they are associating themselves to.
  - These users can search by Agency number from the existing Agencies.
OVERVIEW OF ELEVATOR AGENCIES

Requirements to qualify as a valid Agency
### Elevator Agency Relationship

<table>
<thead>
<tr>
<th>License Type</th>
<th>Elevator Agency Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elevator Agency Director</td>
<td>▪ Can file New Agency Business Approval Request (BAR)</td>
</tr>
<tr>
<td></td>
<td>▪ Can Update Agency Information</td>
</tr>
<tr>
<td>All other Elevator Agency licenses (Co-Director, Inspector, Technician, restricted technician, and Helper)</td>
<td>Must submit LQA to become part of existing Elevator Agency</td>
</tr>
</tbody>
</table>
For an elevator Agency to be established as a valid Agency, only one type of insurance is required: General Liability.

- The Director can choose to waive either one of the other two insurances: Workers’ Compensation and/or Disability.
- If a Director does not include all three insurances for the Agency, no other licensees can join the agency since the waiver of the insurance(s) implies that the Director is working by themselves.
ELEVATOR AGENCY

• For all other elevator license types, all three insurances must be active at the time that the prospective applicant chooses the Agency.

• At the time of the issuance of the license, the license expiration date shall not be impacted by the expiration date(s) of the insurance(s).

• If any of the insurances that are associated to an Agency become expired, then all the elevator licenses that are associated to that Agency shall become Inactive-Agency Insurance Expired. Once the insurances are all made active again, then all the licenses associated to that Agency will revert to their original status.
• An Agency must meet the following criteria for it to be considered active:
  ▪ Have a **Director** with an active license
  ▪ Have **General Liability** insurance that is active
  ▪ Have **Workers’ Compensation** insurance that is active, unless it’s waived
  ▪ Have **Disability insurance** that is active, unless it’s waived
STEPS TO GET AN ELEVATOR LICENSE
These are the steps for applying for a license for an Elevator Agency Technician, Restricted Technician or Helper.

1. Fill out LQA
2. DOB Approval
3. Pay Fee
4. Print License
## ELEVATOR AGENCY LICENSE FEES

<table>
<thead>
<tr>
<th>License Type</th>
<th>Card Issuance Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technician</td>
<td>$50</td>
</tr>
<tr>
<td>Helper</td>
<td>$50</td>
</tr>
<tr>
<td>Restricted Technician</td>
<td>$50</td>
</tr>
</tbody>
</table>
HOW TO LOG IN TO DOB NOW: LICENSING

- Aspiring Licensees
- Existing Licensees
## HOW TO LOG IN: EXISTING LICENSEE OR ASPIRING?

<table>
<thead>
<tr>
<th>Existing Licensee?</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aspiring Licensee</td>
<td>- Users must create a new profile for DOB NOW.</td>
</tr>
<tr>
<td></td>
<td>- They can then use the new profile to apply for a license.</td>
</tr>
<tr>
<td>Existing Licensee</td>
<td>- Existing licensees who already have an eFiling account as of June 25, 2022 can access DOB NOW: <em>Licensing</em> directly with the same email</td>
</tr>
<tr>
<td></td>
<td>address and password, as their profile will be migrated to DOB NOW automatically.</td>
</tr>
<tr>
<td></td>
<td>- Existing licensees who do not already have an eFiling account must create one in eFiling before June 25, 2022, so that their profile</td>
</tr>
<tr>
<td></td>
<td>can be migrated to DOB NOW: <em>Licensing</em> automatically.</td>
</tr>
<tr>
<td></td>
<td>- Existing Elevator Licensees need not create an account in DOB NOW.</td>
</tr>
</tbody>
</table>
Aspiring licensees must begin by creating a new DOB NOW: Licensing profile.

- Click where the red box indicates to create a new profile.
- The system will ask if you have an existing license/qualification. Click No.
HOW TO LOG IN: ASPIRING LICENSEE

Create Profile – DOB NOW Licensing

First Name*       Middle Initial       Last Name*       Password Requirements
First Name
Email*            Must contain at least 8 characters
example@email.com Must contain one lowercase letter
Password*         Must contain one uppercase letter
Combination of A-Z, a-z, 0-9 and any special characters (! @ # $)
Must contain one non-alpha and special character
Re-enter Password* Must match with password
Match Password

By checking this box and clicking Create (below) you are affirming that you have read and agree to the terms of the New York City Department of Buildings.*

Name*       Date*

Create   Cancel
HOW TO LOG IN: ASPIRING LICENSEE

- Create a profile by filling out all the required fields in the Create Profile screen.
Click the Confirm button to complete the process and create the New Profile.
HOW TO LOG IN: ASPIRING LICENSEE

- Users will receive an email with an activation link.
- Click the link, and you will then be able to log into DOB NOW and see Licensing as an option.
## HOW TO LOG IN: EXISTING ELEVATOR LICENSEE

<table>
<thead>
<tr>
<th>EXISTING eFiling LOGIN?</th>
<th>PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Existing Elevator Licensees with existing eFiling login as of June 25, 2022</strong></td>
<td>The DOB NOW: Licensing module will automatically be added to their login.</td>
</tr>
<tr>
<td><strong>Existing Elevator Licensees without eFiling login</strong></td>
<td>Users will need to sign up for an eFiling account using the link on the main DOB NOW login page June 25, 2022. Once created, this account will be linked to their license.</td>
</tr>
</tbody>
</table>
HOW TO LOG IN: EXISTING LICENSEE

- After logging in, users will need to select the Licensing Module.
- This will take them to the DOB NOW: Licensing Dashboard.
HOW TO APPLY FOR A NEW LICENSE

License Qualification Application Process
In order to create a new license application, click the **New License** button to begin the process.
HOW TO APPLY FOR A NEW LICENSE

- Select the **Elevator Agency** radio button and then click **Next**
HOW TO APPLY FOR A NEW LICENSE

- Select the appropriate radio button from the list of choices in the License Class/Class Type list, then click the Next button to proceed.
HOW TO APPLY FOR A NEW LICENSE

- Click the Yes radio buttons to all the questions asked on the Supplemental Investigation Questionnaire, and then click the Submit button to proceed.
- If any question is answered No, the Submit button will not be active and the License Qualification Application will not be able to proceed.
HOW TO APPLY FOR A NEW LICENSE

- Fill in all appropriate information and then click Save.

<table>
<thead>
<tr>
<th>Application Information</th>
<th>License Type*</th>
<th>License Class/Class Type*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Type*</td>
<td>Elevator Agency</td>
<td>Elevator Director</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant of Record</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name*</td>
<td>Elevator</td>
<td></td>
</tr>
<tr>
<td>Middle Initial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name*</td>
<td>License</td>
<td></td>
</tr>
<tr>
<td>Email*</td>
<td><a href="mailto:elevatorlicense06@gmail.com">elevatorlicense06@gmail.com</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>House Number*</td>
<td>280</td>
<td></td>
</tr>
<tr>
<td>Street Name*</td>
<td>Broadway</td>
<td></td>
</tr>
<tr>
<td>City*</td>
<td>New York</td>
<td></td>
</tr>
<tr>
<td>Borough*</td>
<td>Manhattan</td>
<td></td>
</tr>
<tr>
<td>Zip Code*</td>
<td>10007</td>
<td></td>
</tr>
<tr>
<td>Home Telephone*</td>
<td>(212) 874-8774</td>
<td></td>
</tr>
<tr>
<td>Apartment/Building Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State*</td>
<td>New York</td>
<td></td>
</tr>
<tr>
<td>Mobile Telephone*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HOW TO APPLY FOR A NEW LICENSE

<table>
<thead>
<tr>
<th>Personal Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth*</td>
<td>02/06/2001</td>
</tr>
<tr>
<td>SSN/ITIN*</td>
<td>XXX-XX-1111</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Number*</td>
<td>05572D</td>
</tr>
<tr>
<td>Agency Name</td>
<td>GUARDSMAN ELEVATOR CO INC</td>
</tr>
<tr>
<td>Address</td>
<td>276 EAST 150TH STREET, BRONX, NY 10451</td>
</tr>
<tr>
<td>City</td>
<td>BRONX</td>
</tr>
<tr>
<td>State</td>
<td>New York</td>
</tr>
<tr>
<td>Zip Code</td>
<td>10451</td>
</tr>
</tbody>
</table>

Are you a city employee?*  
〇 Yes  〇 No

- Enter the Agency Number for an approved Elevator Agency.
HOW TO APPLY FOR A NEW LICENSE

- After clicking Save, users will see a Notification that the Application Type cannot be changed after saving. Click Save again.
- Click OK.
A License Application number will be assigned.

Four more tabs will appear:

- Background Investigation
- Qualifications/Experience
- Documents
- Statements & Signature
Go to the **Background Investigation** tab and then click the **+ Add History** button to enter details of any license, certification, or registration issued to the applicant by any City or State.

At least one License, Certification, or Registration must be listed in this section.
HOW TO APPLY FOR A NEW LICENSE

- For each license, enter:
  - Name
  - Type
  - License/Certification/Registration Number
  - Current Status
  - Expiration Date

Then click Save.
HOW TO APPLY FOR A NEW LICENSE

Do you currently have a valid Driver's License? *

- Yes  - No

<table>
<thead>
<tr>
<th>State where Issued*</th>
<th>Driver's License Number*</th>
</tr>
</thead>
</table>

Have any licenses or privileges granted to you or your associated business(es) by the Department of Buildings or any other government entity ever been rescinded, revoked, surrendered, suspended or disqualified? If Yes please indicate the type of license/certification/registration with the reason for the suspension, restriction, surrender, revocation, or disciplinary action in the Comments.*

- Yes  - No

- If the applicant has a **Driver's License**, they must enter the state and number of the license.
- If any licenses or government-granted privileges have ever been rescinded, revoked, surrendered, suspended or disqualified, the details have to be explained in the **Comments**.
## HOW TO APPLY FOR A NEW LICENSE

If they appear, answer the **Yes/No questions** about whether the Applicant has worked for a city, state or federal government agency and whether they are related to any DOB employee(s).

Any **YES** answers, either here or above, must be explained in the **Comments** field.

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever been employed by a city, state or federal govt agency? *</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Are you related to any DOB employee(s) including through marriage? *</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

If you answer **YES** to any of the questions in this section, you must provide complete details, specifying the date, agency, reason, disposition, etc. in the **Comments** box.

Comments

500 characters remaining
HOW TO APPLY FOR A NEW LICENSE

- Click on the **Qualifications/Experience** tab.
- Answer the three Yes/No questions about **Convictions and Fines**.

<table>
<thead>
<tr>
<th>Convictions and Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever been convicted or pled guilty to an offense anywhere (an offense is defined as a violation, misdemeanor, or felony)?</td>
</tr>
<tr>
<td>Do you owe any penalties or fines to the City of New York?</td>
</tr>
<tr>
<td>Does any company or business you have been associated with under your Department-issued license owe any fines, penalties or fees to the City of New York that were incurred during your association with that company or business?</td>
</tr>
</tbody>
</table>
HOW TO APPLY FOR A NEW LICENSE

- On the **Documents** tab, click + **Add Document** to see the list of documents.
- All potential documents can be seen in the drop-down menu under **Document Type**.
- Enter a **Document Name** and select the appropriate **Document Type** for each document to be uploaded.
HOW TO APPLY FOR A NEW LICENSE

▪ Click Choose File to navigate to the document on your computer.
▪ Click Upload to complete the upload process for the document.
HOW TO APPLY FOR A NEW LICENSE

▪ The document will appear in Pending status on the Documents tab.
▪ The Actions buttons allow users to view or delete an uploaded document.
▪ Repeat the process for all required documents.
HOW TO APPLY FOR A NEW LICENSE

Applicant of Record - Statements & Signature

License Application*

As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/registrants/qualification holders conduct their specific trade.

I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for property performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.

In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

☐ I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.*

Name

Date

On the Statements & Signature tab, the Applicant must click the checkbox to Sign the application.
HOW TO APPLY FOR A NEW LICENSE

- The applicant may also click the checkbox to choose to allow Service of Process by Email.

Voluntary Authorization for Service of Process by Email

☐ By checking the box above, I hereby voluntarily agree to accept the service of Notices of Violation (NOV)/ Summonses issued by the New York City Department of Buildings (DOB) by the email address listed above. I agree that email service of the NOV shall be deemed valid service of the NOVs/ Summonses under New York City Charter 1049-a, Section 6-08 of the rules of OATH Hearings Division and other applicable laws to allow for the docketing of judgments. I further agree not to raise any defect with respect to service for any NOVs/ Summonses received from DOB at the email address above, in any forum, including before a hearing officer of OATH or the Environmental Control Board (ECB) itself or in any court of law.

Name

Date
HOW TO APPLY FOR A NEW LICENSE

- Click on the **Preview to File** button to submit your License Qualification Application.

**Note:** You may have to go back and fill in any information you might have missed.
HOW TO APPLY FOR A NEW LICENSE

- After the Application Preview window opens, review the entire application and page through the preview by clicking the Next button.
- Click the checkbox to sign the filing, and then click File.
LICENSE REVIEW PROCESS
The Status Bar for Elevator Technicians, Elevator Helpers and Elevator Restricted Technicians contains the following steps:

- Pre-filing
- Pending QA Review
- Approved, License Issuance Pending
- License Card Issued
GETTING THE LICENSE
Once the License Qualification Application is approved, the applicant will receive an email notifying them of that fact.

License Application L00012036- Approved

DOB NOW donotreply <CRMBuildNYCDev@buildings.nyc.xxx> 10:09 AM (4 minutes ago)

Your license card for a NYC DOB Elevator Agency license L00012036 has been Approved. You will receive a new license card in the mail within 10 business days.

This is an automated message. Please do not reply. If you have any questions, submit an inquiry at www.nyc.gov/dobnowhelp.

DOB NOW Support
NYC Department of Buildings
The Application Status will be **Approval Letter Sent**.

Double-click on the License details on the dashboard to open the application in order to make the payment. Click **OK** on the popup.
GETTING THE LICENSE

- Click the **Pay Now** button at the bottom of the right toolbar to make a payment.
- You will be able to **print your license card** from the completed application.
- The printed card will be your official license.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Elevator License07</th>
</tr>
</thead>
<tbody>
<tr>
<td>License No:</td>
<td>611033</td>
</tr>
<tr>
<td>Issue Date:</td>
<td>03/09/2022</td>
</tr>
<tr>
<td>Exp. Date:</td>
<td>04/21/2022</td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Business Name:</td>
<td></td>
</tr>
<tr>
<td>Business Address</td>
<td></td>
</tr>
<tr>
<td>This license is only valid in conjunction with a Valid NYS Elevator Mechanic License/Elevator Accessibility Technician License</td>
<td></td>
</tr>
<tr>
<td>NYS License Number</td>
<td>984168676516</td>
</tr>
</tbody>
</table>
RENEW LICENSE AND CHANGE AGENCY
Licenses can be renewed. To do so, License Holders will hover over the **Manage My Profile** button on the main DOB NOW: *Licensing* dashboard and choose **Manage License**.

This will take them into a screen where they can see any licenses they have that are issued by DOB, and choose **Renew**, **Reissue** or **More**.

Licenses can be renewed:
- Starting 60 days before expiration
- Up to 1 year after expiration
The system first asks if this is a **Renewal With Change**.

- If **Yes**, identify the change:
  - **Change to different Agency**
Next, the **Supplemental Investigation Questionnaire** appears, with the same questions as are seen on the initial license application.

- All questions must be answered **Yes** in order for the Submit button to become active.
- The Application will appear with the **Application Type** identified as either **Renewal without Change** or **Renewal with Change**.
- All fields in the **General Information** tab will be auto filled with the information from the prior license.
- Click **Save** to continue.
A pop-up Notification will inform the Applicant that the **Application Type** cannot be changed after saving.

- Click **Save**.
An **Application Number** will be assigned, and four more tabs will appear on the left:

- Background Investigation
- Qualifications/Experience
- Documents
- Statements and Signature

The information from the initial License Application will be auto-filled. Users should fill in all new or updated information, including uploading any required documents and Signing the Application.
The fee for a License Renewal is:

- $50 for Technician or Restricted Technician
- $50 Late Fee if renewed under 30 days before expiration

Once the fee has been paid, users can click Save and then Preview to File.

Review the Application and then Submit.
The review process for a License Renewal is:

- Pre-Filing
- Pending Background Review
- Renewal Approved
- Renewed License Card Issued
UPDATING LICENSE HOLDER INFORMATION
To update the user’s name and/or address, hover over the Manage My Profile button on the dashboard and select Change Profile.

From there, users can select:

- Change Password
- Change Name
- Change Address
- Change Name & Address

Choosing one of the options will result in a confirmation pop-up window. Click Yes.
Users will be brought into a new window where they will see the existing information as well as blank boxes to enter new information.
Once all information has been updated, click **Save**.
A **Request Number** and two more tabs will appear:

- Documents
- Statements & Signature

For Name Changes, **Proof of Name Change** must be uploaded in the Documents tab.
The License holder must **attest** to their update request by clicking the checkbox.

---

**Statements & Signature**

As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/registrants/qualification holders conduct their specific trade.

I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is unlawful to give to a city employee or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.

In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

---

Name: [ ]

Date: [ ]
• **Save** the request.

• There is a fee of **$50** that must be paid before the change request can be submitted. Click on the **Pay Now** button on the bottom of the right menu bar to make the payment.
- Click **Preview to File** to submit the Request.
- The applicant must review the filing and re-attest to complete the submission process, just as we saw in the initial License application.
- The request must go through **QA Review** before a new License Card can be issued.
ELEVATOR JOB APPLICATIONS AND INSPECTIONS REPORTS
▪ When filing **Job Applications** in DOB NOW: **Build or Inspection Reports** in DOB NOW: **Safety**, the system will pull information about existing **Elevator Agency Licensees** from DOB NOW: **Licensing** with this release.

▪ This means, for example, when entering the details of the **Elevator Technician** who will be responsible for the Elevator Application, all relevant data about their license will be automatically pulled over from their entry in DOB NOW: **Licensing**.

▪ Therefore, it is vital that all license holders **keep their information up-to-date** in DOB NOW: **Licensing** in order to make sure that their Job Applications and Inspection Reports have the correct data.
THANK YOU!
QUESTIONS?