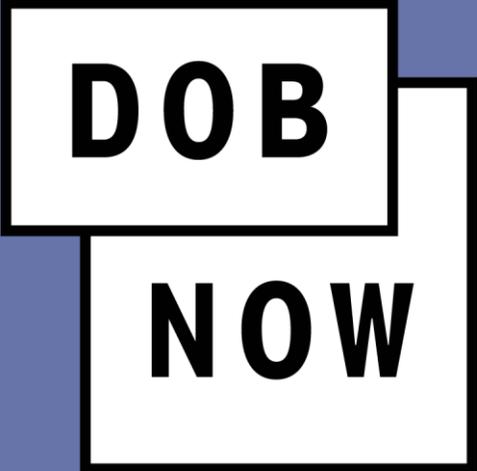


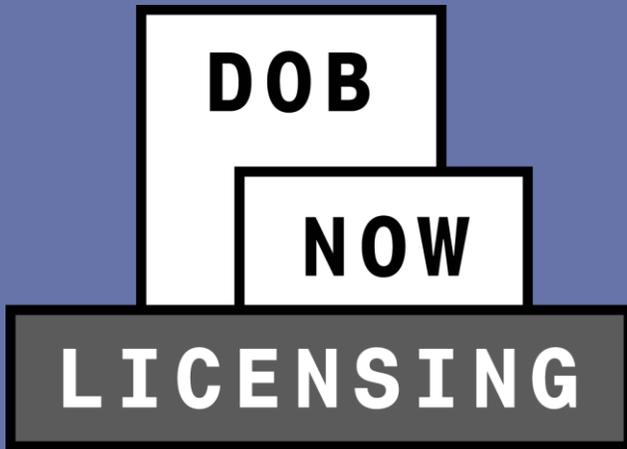
## LICENSING

Industry

Session Introduction



**Susan Lima**  
**Trainer**  
DOB NOW TRAINING TEAM



## LICENSING

Overview

## At the end of this session, you will be able to:

- Create a Log-in for DOB NOW Licensing
  - Existing
  - Aspiring

**DOB**

**NOW**

**LICENSING**

## **LICENSING**

Create a DOB NOW ID

- Existing
- Aspiring

## At the end of this session, you will be able to:

- Create a Log-in for DOB NOW Licensing
  - Existing
  - Aspiring

# CREATE A DOB ID

DOB  
NOW



**Access**  
DOB NOW



**Click**  
The "Don't have a  
DOB NOW ID?  
Create one now." link



**Complete**  
Form



**Choose**  
Submit



**Click**  
The email  
activation link



**Login**  
To Apply for a  
license



## STEP-BY-STEP GUIDE DEMO

Create a DOB NOW ID

- Existing
- Aspiring

**DOB**

**NOW**

**LICENSING**

## **LICENSING**

New License or Qualification Application

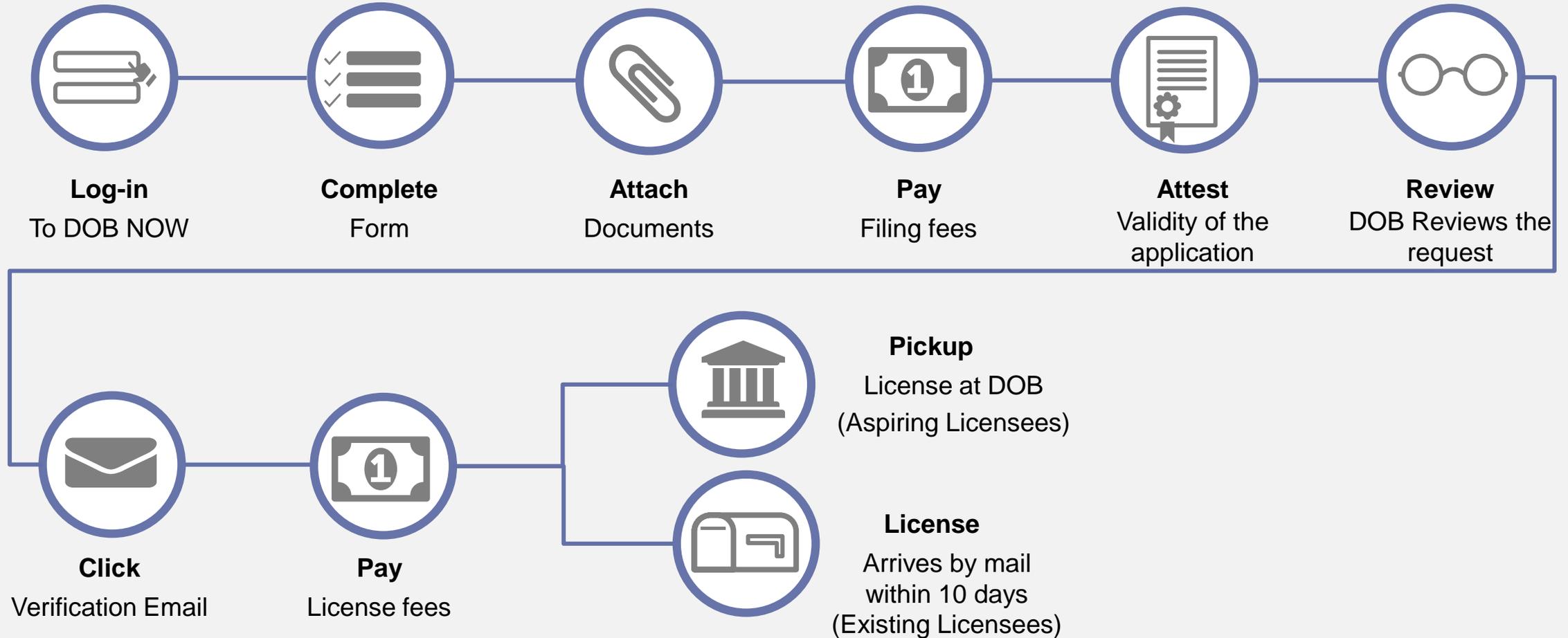
- Journeyman
- Welder
- Gas Work

## At the end of this session, you will be able to:

- Apply for a New License or Qualification
  - Journeyman
  - Welder
  - Gas Work Qualification

# NEW LICENSE APPLICATION

DOB  
NOW



# NEW LICENSE APPLICATION: JOURNEYMAN OR GAS WORK QUALIFIERS STATUS

DOB  
NOW



## Pre-Filing

Report created but not yet filed



## Approved Pending Card Issuance

Application accepted by DOB



## Pending QA Review

Pending DOB Review



## License Card Issued

License Card allotted by DOB

# NEW LICENSE APPLICATION: WELDER

DOB  
NOW



## Pre-Filing

Report created but not yet filed



## Approved Letter Sent

Application accepted by DOB/ Letter sent



## Pending QA Review

Pending DOB Review



## License Card Issued

License Card allotted by DOB



## Pending Background Review

Pending Background Check



## **STEP-BY-STEP GUIDE DEMO**

New License or Qualification Application

- Journeyman
- Welder
- Gas Work

**DOB**

**NOW**

**LICENSING**

## **LICENSING**

Manage My Profile > Change Profile

- Change Password
- Change Name
- Change Address
- Change Name and Address

**DOB**

**NOW**

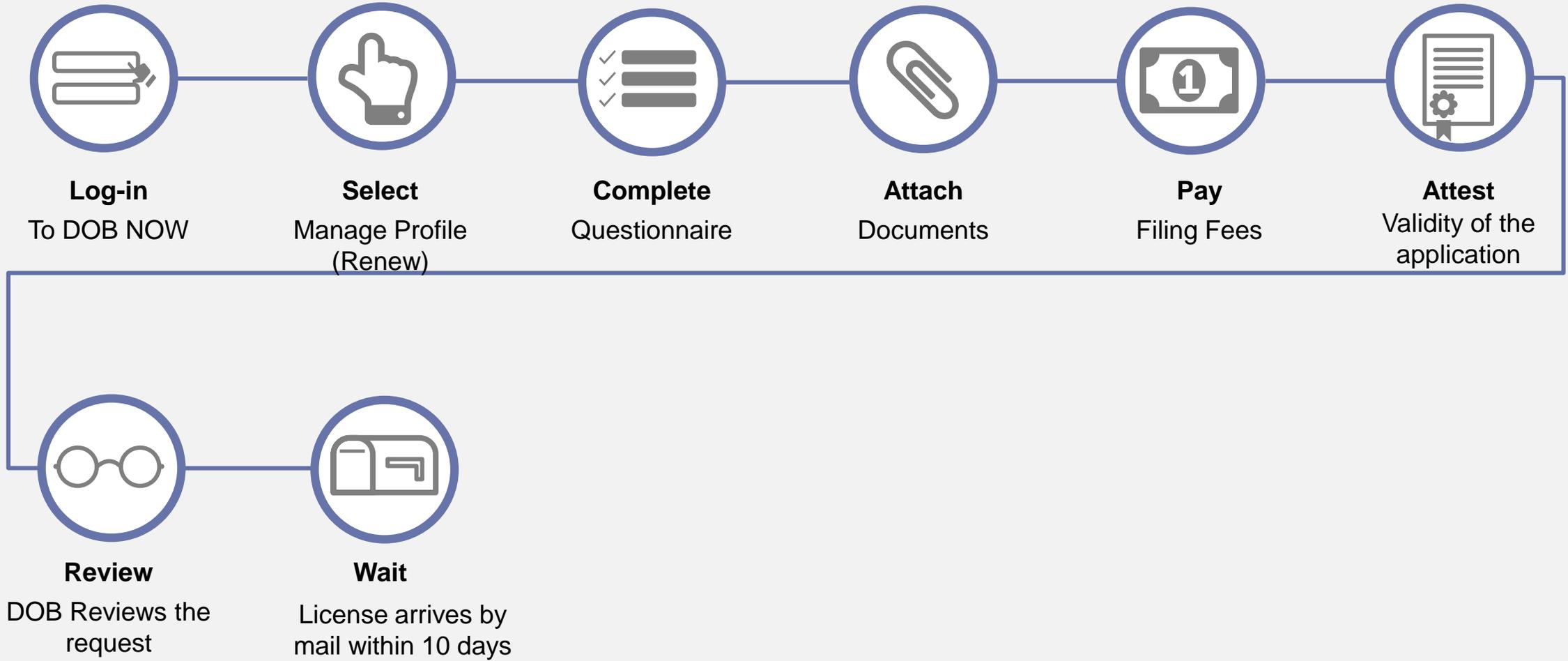
**LICENSING**

## LICENSING

Manage My Profile > Manage License

- Renew
- Reissue
- Change Named Agent

# RENEW A LICENSE (WELDER)





## **STEP-BY-STEP GUIDE DEMO**

Renew A License (Welder)

# REISSUE A LICENSE

DOB  
NOW



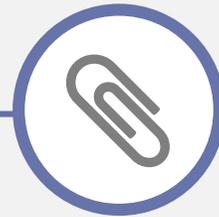
**Log-in**  
To DOB NOW



**Select**  
Manage Profile



**Complete**  
Forms



**Attach**  
Documents



**Pay**  
Filing Fees



**Attest**  
Validity of the  
application



**Review**  
DOB Reviews the  
request



**Click**  
Verification Email



**Pay**  
License fees



**Wait**  
License arrives by  
mail within 10 days

## Requesting a renewal

If a licensee wants to have their card reissued, they must upload an incident report for Stolen or Lost cards and then pay a \$50 reissuance fee.

## Reasons for License card reissuance

- Stolen card
- Lost card
- Never received card
  - Reissuance will only be available if the Welder has previously requested a renewal of their license



## STEP-BY-STEP GUIDE DEMO

Manage My Profile > My License

- Renew
- Reissue
- Change Named Agent

**DOB**

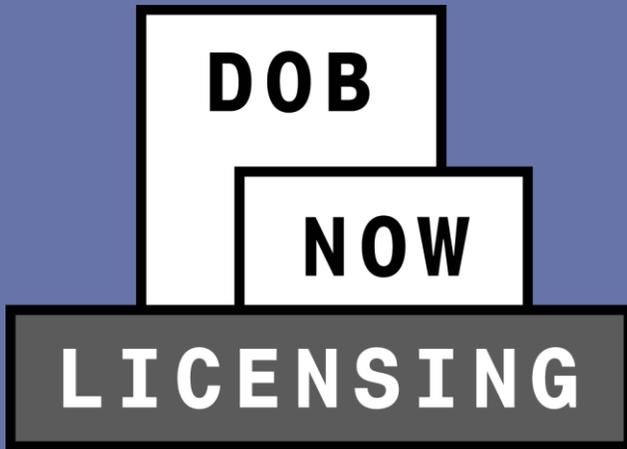
**NOW**

**LICENSING**

## LICENSING

Manage My Profile

- View Profile



## LICENSING

DOB Resources

## Department of Buildings website [www.nyc.gov/DOBNOWinfo](http://www.nyc.gov/DOBNOWinfo)

Here you will find helpful links to:

- Log-in and Register for DOB NOW
- Take advantage of Training Tools & Classes
- Find FAQs and Tip Sheets for DOB NOW Build

Click on the Links to drill down for more information in each of the categories.

# IMPORTANT LINKS

Building Identification Number (BIN)

Borough, Block, Lot

Device Search

Licensees Search

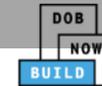
Login

Don't have a DOB NOW ID? [Create one now.](#)

[Forgot password?](#) [Need more help? Contact us.](#)



Public Portal [FAQ](#) and [User Manual](#)



[FAQ and Resources](#)



[FAQ and Resources](#)

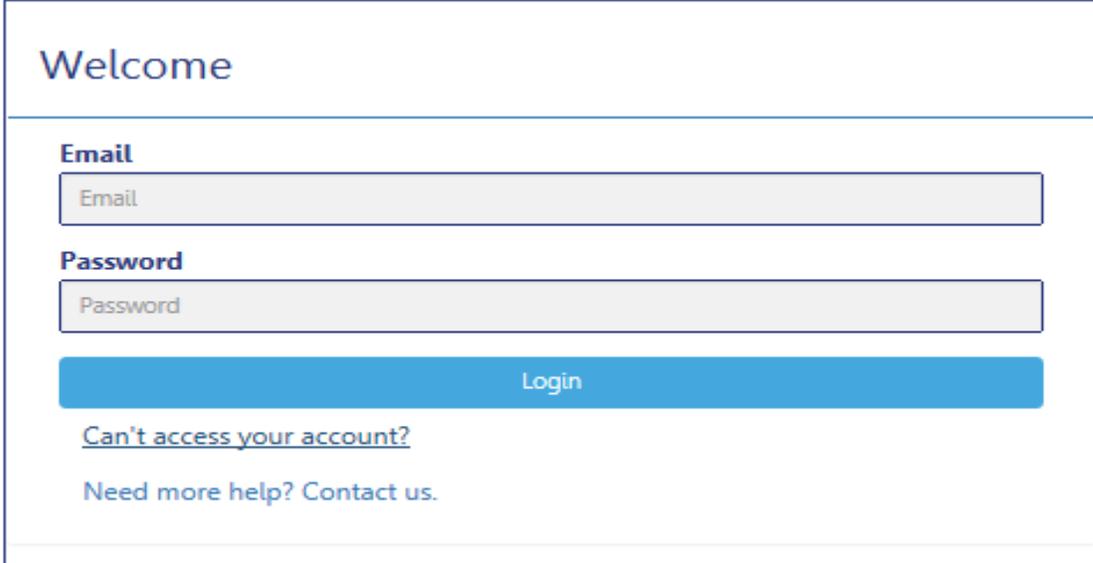


[Building Information Search](#)

[NYC OpenData](#)

Send your questions to **DOB Customer Service** by submitting a request from the DOB NOW Home Page or by visiting the link below:

[www.nyc.gov/DOBNOWhelp](http://www.nyc.gov/DOBNOWhelp)

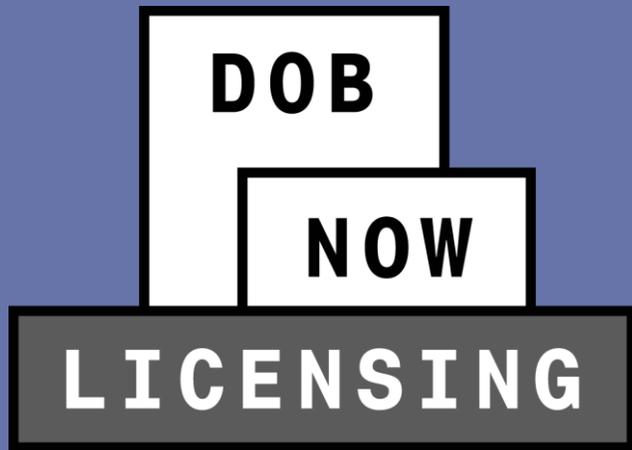


The screenshot shows a login interface with the following elements:

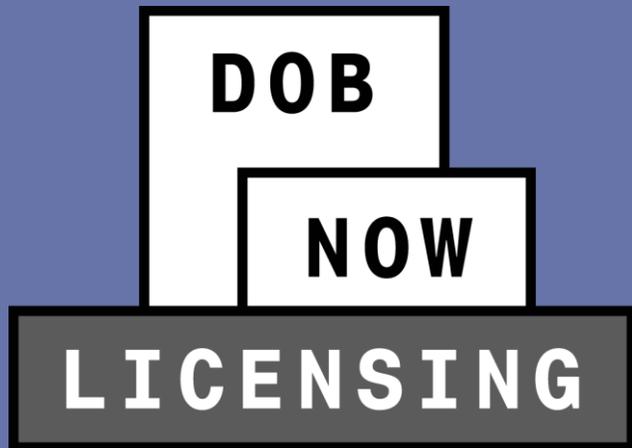
- Welcome**: A heading at the top of the form area.
- Email**: A label above a text input field containing the placeholder text "Email".
- Password**: A label above a text input field containing the placeholder text "Password".
- Login**: A blue button with the text "Login" centered on it.
- Can't access your account?**: A link below the login button.
- Need more help? Contact us.**: A link below the previous one.

## At the end of this session, you will be able to:

- Create a Log-in for DOB NOW Licensing
  - Existing
  - Aspiring
- Apply for a New License or Qualification
  - Journeyman
  - Welder
  - Gas Work Qualification
- Add a New License
- Manage My Profile > Change Profile
  - Change Password
  - Change Name
  - Change Address
  - Change Name and Address
- Manage My Profile > Manage License
  - Renew
  - Reissue
  - Change Named Agent
- Manage My Profile
  - View Profile



**QUESTIONS?**



**THANK YOU!**