




INDUSTRY PORTAL STEP-BY-STEP GUIDE

Using PayPal to Make a Payment

The following Step-by-Step Guide will outline the steps applicable to making a payment through PayPal in NYC CityPay.



HELPFUL LINKS

- [YouTube.com/DOBNOW](https://www.youtube.com/DOBNOW) 
- [NYC.gov/DOBNOWINFO](https://www.nyc.gov/DOBNOWINFO) 
- [NYC.gov/DOBNOWHELP](https://www.nyc.gov/DOBNOWHELP) 

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Introduction

DOB NOW is a self-service online tool for transactions with the Department of Buildings (DOB) to electronically submit filings, make payments, schedule appointments, check the status of an application, pull permits, and make renewals. This document serves as a guide on how to initiate a payment, enter all the required PayPal details, and submit the payment to DOB.

Manual Overview

This user manual provides step-by-step instructions to **DOB NOW** users on how to navigate and make PayPal payments using the NYC CityPay portal. The set of steps required to process payments are identical for **DOB NOW: *Build*** and **DOB NOW: *Safety***. Screenshots have been included to guide you through completing and submitting the required forms.

System Guidelines

1. Fields with a red asterisk (*) are required and must be completed.
2. Grayed-out fields are Read-Only or are auto-populated by the system.
3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.

The screenshot shows a web form with the following elements:



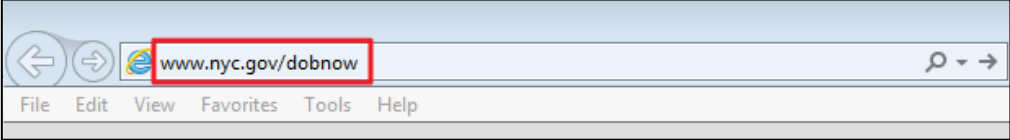
- Email***: A text input field with a red asterisk and a red callout '1'.
- Applicant Type***: A dropdown menu with a red asterisk and a red callout '2'.
- Last Name**: A grayed-out text input field with a red callout '2'.
- Filing Representative Information**: A section header.
- + Add Representative**: A blue button.
- Table**: A table with columns: First Name, Last Name, Email, Business Name, Business Telephone, and Action. The first row contains: ADAM, JOE2, AJOETEST2@GMAIL.COM, AJ2, (201) 222-3333.
- Horizontal scrollbar**: A red callout '3' points to the scrollbar below the table.
- Total Items: 1**: Text below the table.
- Navigation**: A set of navigation buttons (back, forward, first, last) and a dropdown menu for 'Items Per Page' set to 5.
- 1 - 1 of 1 items**: Text at the bottom right of the page.

ADDITIONAL HELP & INFORMATION


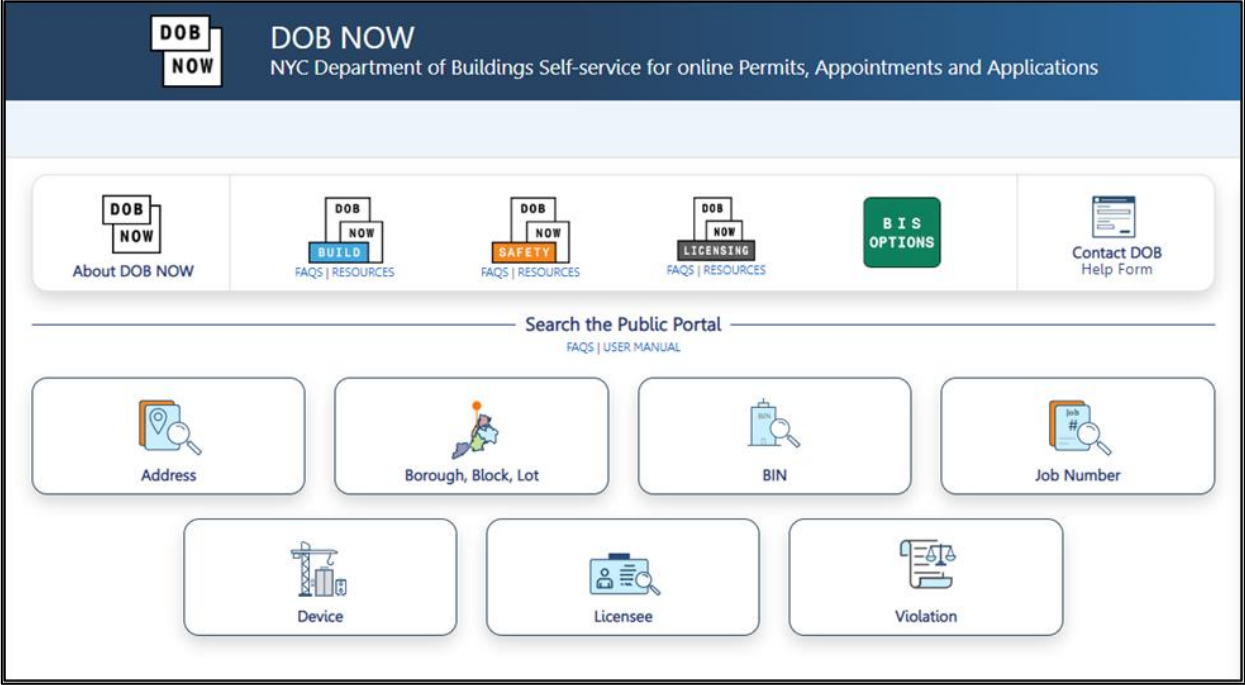
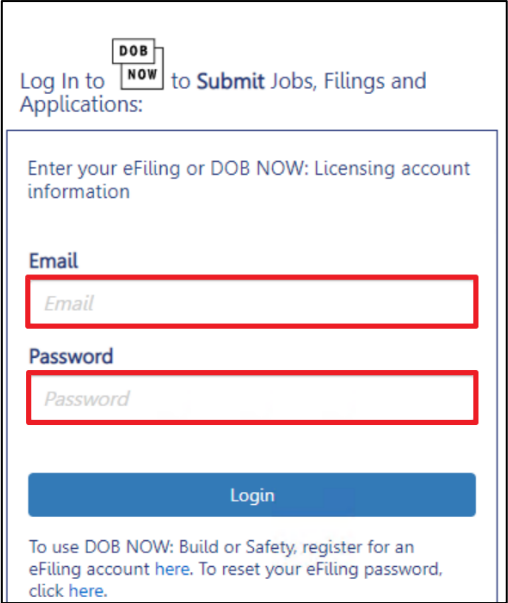
1. Video Tutorials: DOB NOW YouTube Channel: www.youtube.com/NYCBUILDINGS
2. Presentations & Sessions: www.nyc.gov/dobnowtraining

Log into DOB NOW

Follow the steps below to access DOB NOW: *Build* and initiate a PayPal payment

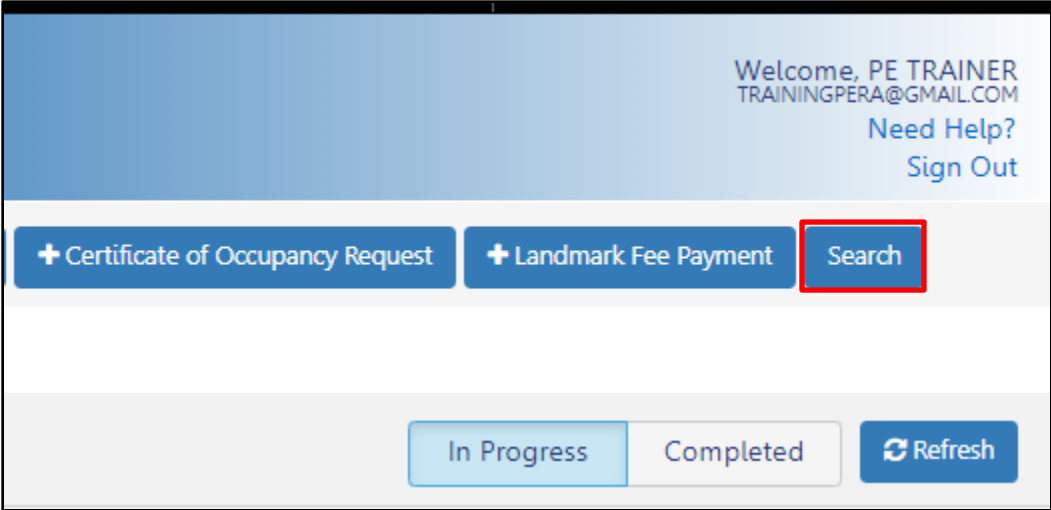
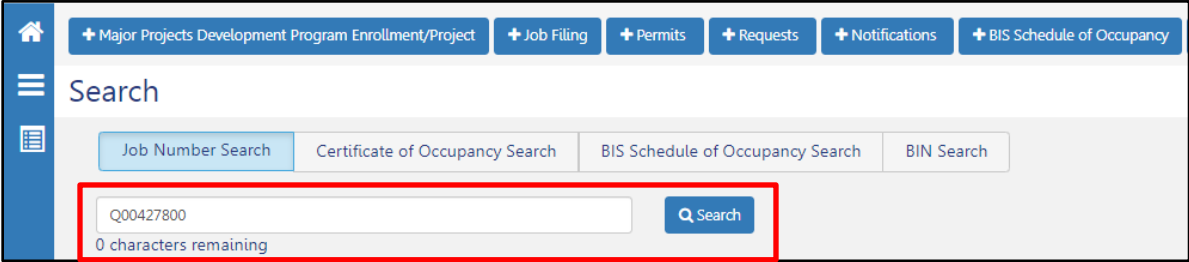
Step	Action
	<p>Note To log in to DOB NOW, you must be registered for eFiling.</p> <p>Additionally, DOB recommends that you turn off pop-up blockers to successfully navigate within DOB NOW.</p> <p>For Step-by-Step instructions, please submit a question to www.nyc.gov/dobnowhelp or refer to the following links:</p> <ul style="list-style-type: none"> ■ How to Register for eFiling: www.nyc.gov/efilingtips ■ How to Turn Off Pop-up Blockers: https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf
<p>1.</p>	<p>Access the Internet.</p> 
<p>2.</p>	<p>Enter www.nyc.gov/dobnow in the URL field at the top of the browser window.</p> 
<p>3.</p>	<p>Press Enter on your keyboard.</p>







DOB NOW: *Build* – USING PAYPAL TO MAKE A PAYMENT

Step	Action
	<p>The DOB Login page displays.</p> 
4.	<p>Enter your Email and Password.</p> 

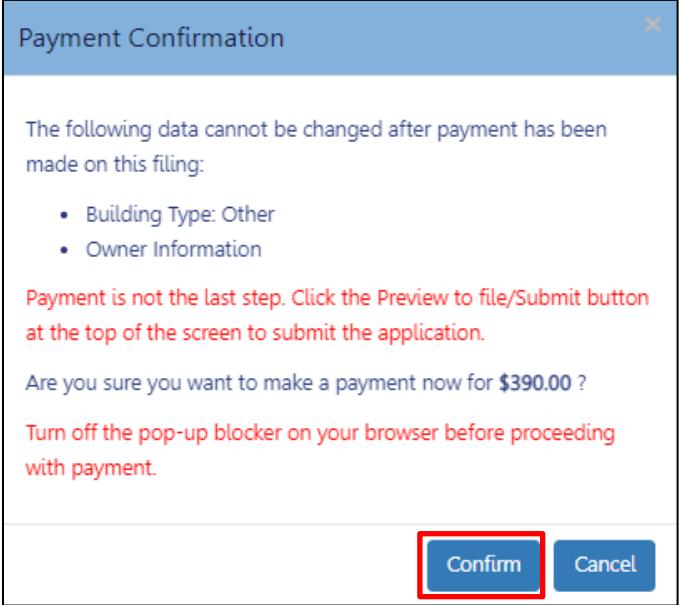
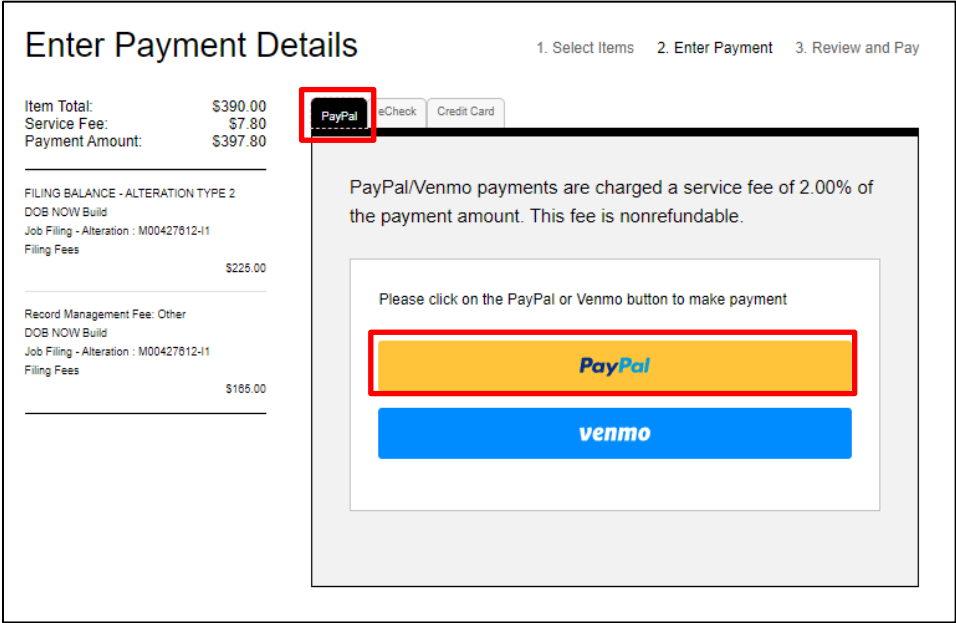
Make a payment using PayPal

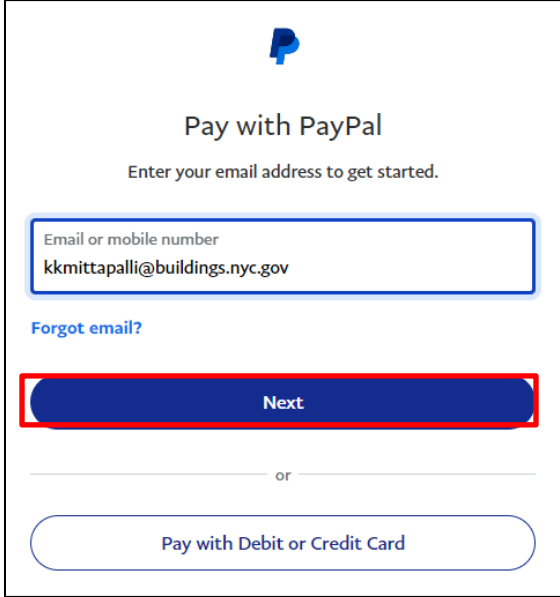
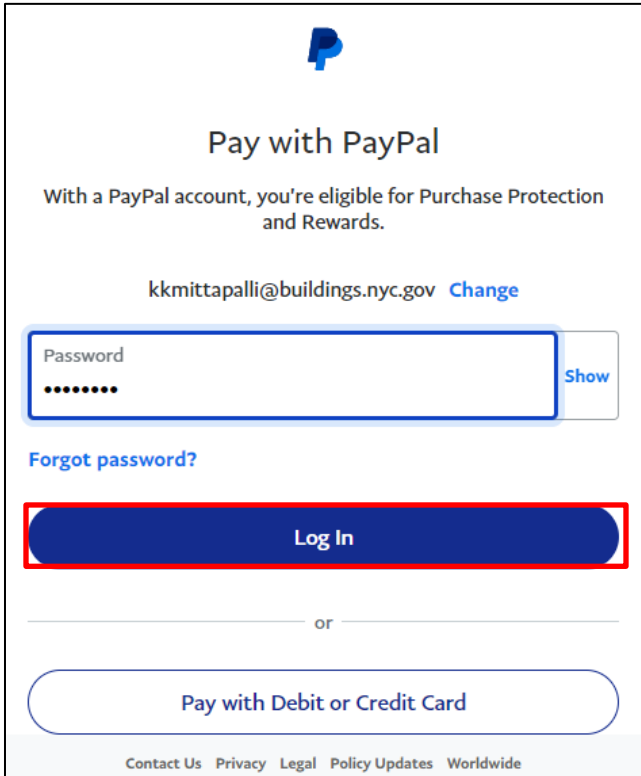
To initiate a PayPal Payment:

Step	Action
1.	<p>You can search for a particular Job Filing by using the Search feature in the Dashboard on the right hand side of the screen.</p>  <p>The screenshot shows a user interface with a top navigation bar containing the text 'Welcome, PE TRAINER TRAININGPERA@GMAIL.COM', 'Need Help?', and 'Sign Out'. Below this is a row of three blue buttons: '+ Certificate of Occupancy Request', '+ Landmark Fee Payment', and 'Search'. The 'Search' button is highlighted with a red rectangular box. At the bottom of the dashboard area, there are three buttons: 'In Progress', 'Completed', and 'Refresh'.</p>
2.	<p>Enter in the information of the file you would like to search for and then click Search.</p>  <p>The screenshot shows a search interface. At the top, there is a horizontal menu with buttons for '+ Major Projects Development Program Enrollment/Project', '+ Job Filing', '+ Permits', '+ Requests', '+ Notifications', and '+ BIS Schedule of Occupancy'. Below this is a 'Search' section with four tabs: 'Job Number Search', 'Certificate of Occupancy Search', 'BIS Schedule of Occupancy Search', and 'BIN Search'. The 'Job Number Search' tab is active. A search input field contains the text 'Q00427800' and has '0 characters remaining' below it. A blue 'Search' button with a magnifying glass icon is to the right of the input field. Both the input field and the search button are highlighted with a red rectangular box.</p>

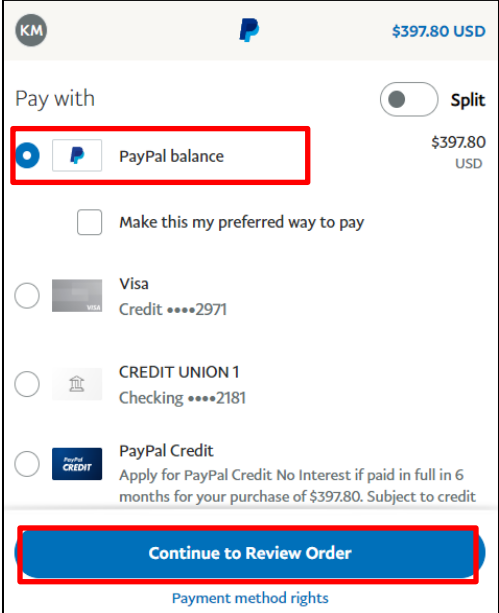
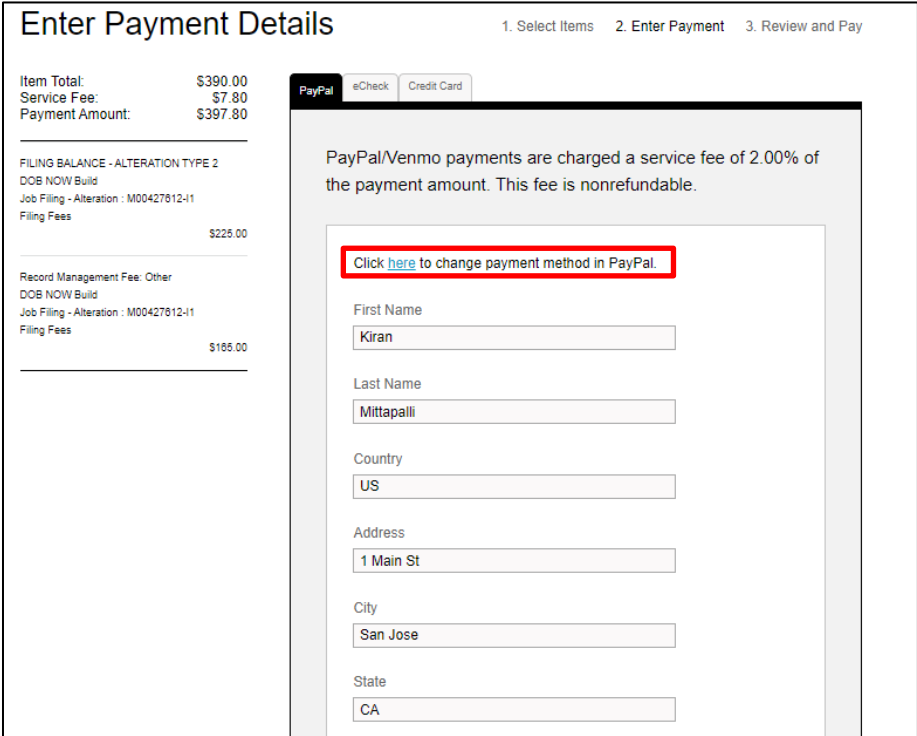
Step	Action												
3.	<p>You will now be on the Search Results page. Double click on the filing to begin the payment process. Anyone who is associated with a job can make a payment on that job, including owners, design professionals, licensed professionals, and filing representatives.</p> <div data-bbox="311 428 1495 810" style="border: 1px solid black; padding: 10px;"> <p>Search</p> <p> Job Number Search Certificate of Occupancy Search BIS Schedule of Occupancy Search BIN Search </p> <p> <input type="text" value="Q00427800"/> <input type="button" value="Search"/> </p> <p>0 characters remaining</p> <table border="1"> <thead> <tr> <th>Filing Action</th> <th>Job#</th> <th>Filing#</th> <th>Job Type</th> <th>Filing Type</th> <th>Filing Status</th> </tr> </thead> <tbody> <tr> <td>Select Action: ▼</td> <td>Q00427800</td> <td>I1</td> <td>Alteration</td> <td>New Job Filing</td> <td>Pre-filing</td> </tr> </tbody> </table> </div>	Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status	Select Action: ▼	Q00427800	I1	Alteration	New Job Filing	Pre-filing
Filing Action	Job#	Filing#	Job Type	Filing Type	Filing Status								
Select Action: ▼	Q00427800	I1	Alteration	New Job Filing	Pre-filing								
4.	<p>Once the relevant details for a filing or request have been entered into DOB NOW, the system will determine how much is owed for that transaction. The Pay Now button on the right-hand tool bar will become active. Click it to begin the payment process.</p> <div data-bbox="311 982 451 1667" style="border: 1px solid black; padding: 10px;"> <ul style="list-style-type: none">  Dashboard  Job Filing Highlights  View Filing  Property Profile  History <li style="border: 2px solid red; padding: 2px;"> \$390.00 Pay Now </div>												

DOB NOW: *Build* – USING PAYPAL TO MAKE A PAYMENT

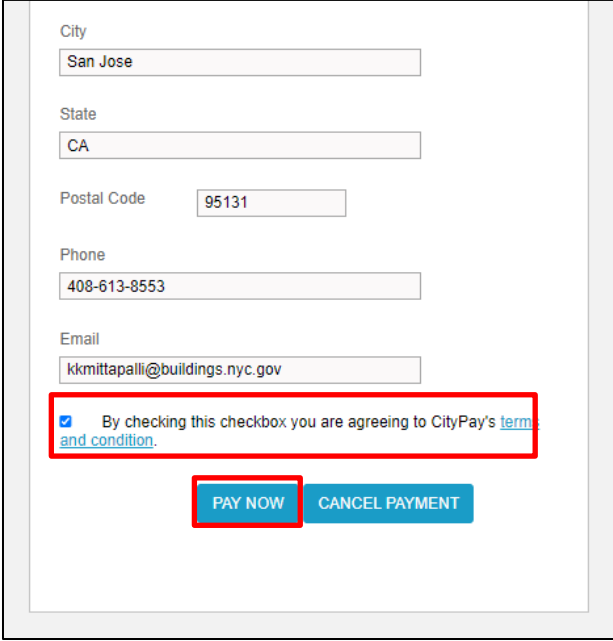
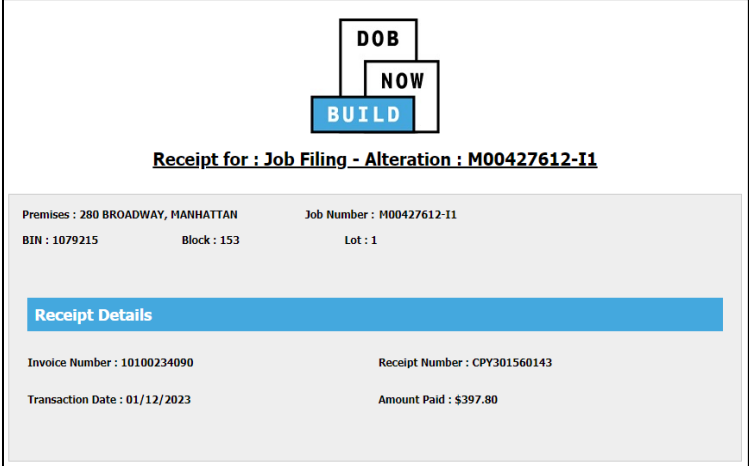
Step	Action
5.	<p>A Payment Confirmation window will open with the details of the transaction. Click Confirm to proceed.</p> 
6.	<p>Select the PayPal tab to use your PayPal account, then click the PayPal button.</p> 

Step	Action
7.	<p>Enter in the appropriate email for the payment then click Next.</p> <div data-bbox="311 359 867 951"></div>
8.	<p>Enter in your password and click the Log In button.</p> <div data-bbox="311 1052 948 1822"></div>

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Step	Action
9.	<p>Click the radio button to select PayPal and then click Continue to Review Order. An option is available to select making PayPal your preferred payment method.</p>  <p>The screenshot shows a payment selection interface with a total amount of \$397.80 USD. The 'Pay with' section has a 'Split' toggle. The 'PayPal balance' option is selected and highlighted with a red box. Below it, there is a checkbox for 'Make this my preferred way to pay'. Other options include Visa Credit, CREDIT UNION 1, and PayPal Credit. A blue 'Continue to Review Order' button is highlighted with a red box at the bottom.</p>
10.	<p>Review the information to ensure all is correct. If you want to change the payment method in PayPal click the here link above the First Name text field.</p>  <p>The screenshot shows the 'Enter Payment Details' screen. The 'PayPal' tab is selected. A red box highlights a link that says 'Click here to change payment method in PayPal.' The form fields show: First Name: Kiran, Last Name: Mittapalli, Country: US, Address: 1 Main St, City: San Jose, State: CA.</p>

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Step	Action
11.	<p>Scroll down to the bottom of the page and click the checkbox to agree to CityPay's terms and conditions, then click the PAY NOW button.</p> 
12.	<p>You will now be taken to the Payment Receipt page where you can print a copy of the receipt for your records.</p> <p>Note: When the CityPay screen opens it is important not to close the DOB NOW: Build screen. This will ensure the payment updates the record to reflect that the payment has been made.</p> 
<p>You have now completed the How to use PayPal for payments in DOB NOW Step-by-Step.</p>	