

Hoisting Machine Operator (HMO) B Rating Request

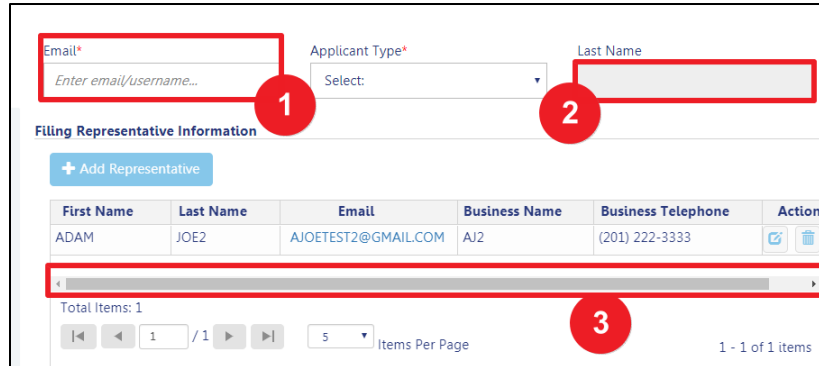
DOB NOW: *Licensing* Step-by-Step User Guide

This guide is for adding a rating to a Hoisting Machine Operator (HMO) Class B license in DOB NOW: *Licensing*.



System Guidelines

Chrome is the recommended browser for optimal DOB NOW performance.

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 for adding a representative. At the top, there are three fields: 'Email*' (with a red asterisk and a red box around it, labeled '1'), 'Applicant Type*' (a dropdown menu), and 'Last Name' (a grayed-out field, labeled '2'). Below these is a section titled 'Filing Representative Information' with a '+ Add Representative' button. Underneath is a table with the following data:

First Name	Last Name	Email	Business Name	Business Telephone	Action
ADAM	JOE2	AJOETEST2@GMAIL.COM	AJ2	(201) 222-3333	 

At the bottom of the table, there is a scroll bar (labeled '3') and pagination controls showing 'Total Items: 1', '1 / 1', and '5 Items Per Page'.

Helpful Links

- [DOB NOW: *Licensing* Resources page](#): Presentations, Step-by-Step Guides, Resources, and Videos
- [DOB NOW Training page](#)
- [License Requirements by License Type](#)



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Log into DOB NOW: *Licensing* and start an application

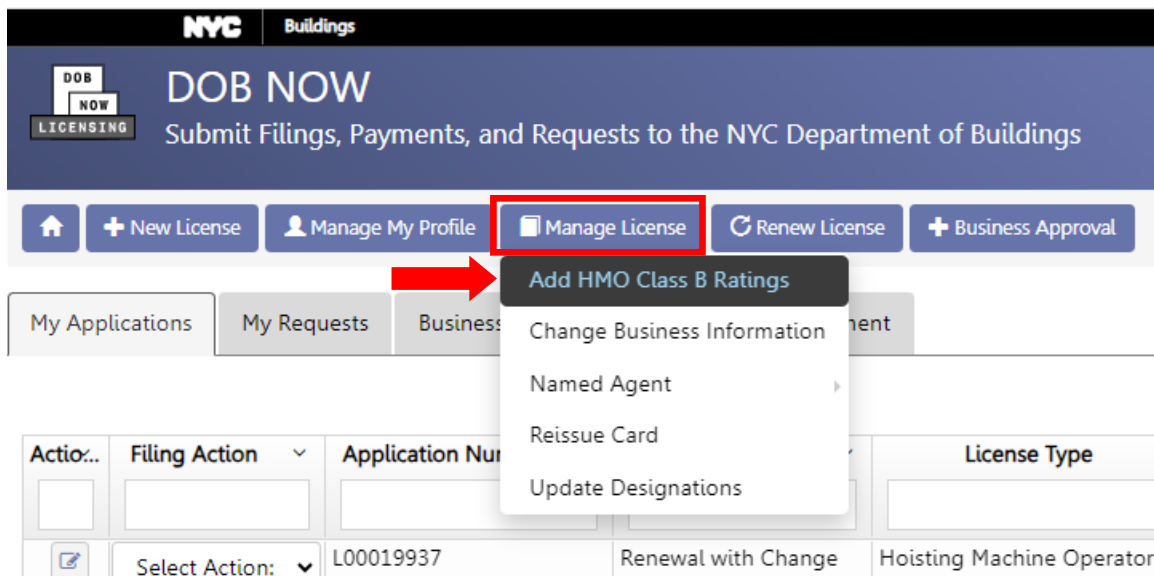
Step 1: Navigate to the DOB NOW login page at nyc.gov/dobnow, Enter your NYC.ID email address in the Email field, and select **Login**. If you need to create an NYC.ID account, select **Create Account** or visit nyc.gov/dobnowtips for resources and step-by-step instructions.

Step 2: After logging into DOB NOW, the Welcome page displays. Hover over **DOB NOW: Licensing** and select **New License**.

Add an HMO Class B Rating

Once an HMO Class B License has been issued, operators can add **HMO Class B Ratings** they have earned to be able to operate additional types of hoisting machinery. Applicant must be logged in with the email address associated with their HMO Class B license. Ratings can also be added when renewing an HMO license by selecting **Renew License**.

Step 3: Hover over the **Manage License** button and select **HMO Class B Ratings** from the dropdown menu.



Step 4: On the **General Information** tab, the Applicant information will auto-populate. Select **Save**. Click **+Add** under **Available Ratings** to enter a rating.

Available Ratings (Multiple ratings may be selected. A separate HMO B Rating attestation form upload must be provided for each rating sought).



+ Add

Actions	Crane HMO B Rating	Location	Date of Exam	The Exam was cond...

Step 5: In the **HMO B Ratings** pop-up window select an **Available Rating** from the drop-down menu.

Step 6: Enter **Exam Details**. Click **Add** when all details have been entered.

Step 7: On the **Documents** tab, click the upload button to upload your exam results document(s).

Actions	Document Type	Document Status
  	Manitowoc Crawler Cranes	Required

Step 8: In the **Upload a Document** pop-up, click **Choose File** and navigate to the document on your computer. Press **Upload**.

Step 9: On the **Statements and Signature** tab, click the checkbox to attest.

How to Submit

Step 10: Click **Save** and then **Submit**.

Step 11: Page through the **Application Preview**. On the last page, scroll down to the **Attestation**. Click the **Checkbox** and then click **File**.

Application Preview

« Previous Next » Q Zoom Q Zoom 100% v Page: 3 / 3

Statements & Signatures

Crane HMO B Rating Exam Attestation

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. 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. Violation is punishable by imprisonment or fine or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of this code or of a rule of any agency, I may be barred from filing further applications or documents with the Department.

I hereby attest that I have passed a practical exam for the rating indicated in this submission in accordance with 1 RCNY 104-09(h)(1)(ii).

Name: hmo Test (Electronically Signed) Date: 10/20/2024

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: hmo Test Date: 10/21/2024 (Electronically Signed)

[File](#) [Return to Filing View](#)

The status bar will update to Pending QA Assignment and the application will be on the My Requests tab of your dashboard.

Pre-filing Pending QA Assignment Pending QA Review Approved

Save Submit

Home New License Manage My Profile Manage License Renew License Business Approval

My Applications **My Requests** Business Approval SSM Trainee Enrollment

Actions	Request Number	Request Type	Request Status	Created Date	Modified Date	Payment Status
<input checked="" type="checkbox"/> <input type="checkbox"/>	L000001232-BR	Change - HMO B Rating	Pending QA Assignment	10/21/2024	10/21/2024	No Fee

Next Steps

You will be sent a confirmation email notifying you of the results of the QA review.