

# User Guide

## Article 320 & 321 Extension Requests

This guide provides an overview of the extension request process for Article 320 and Article 321 Annual Building Emissions Reports, including:

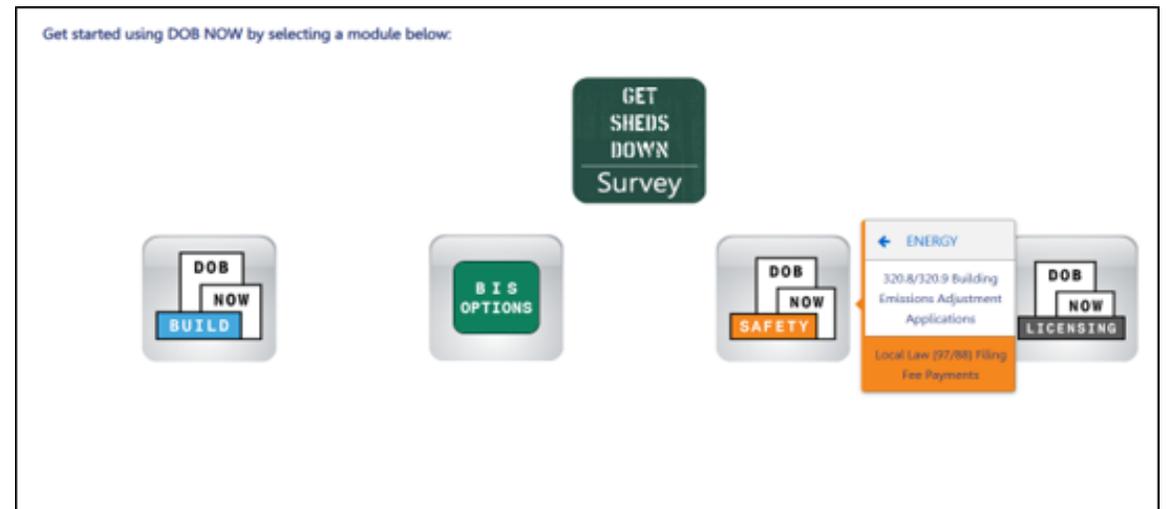
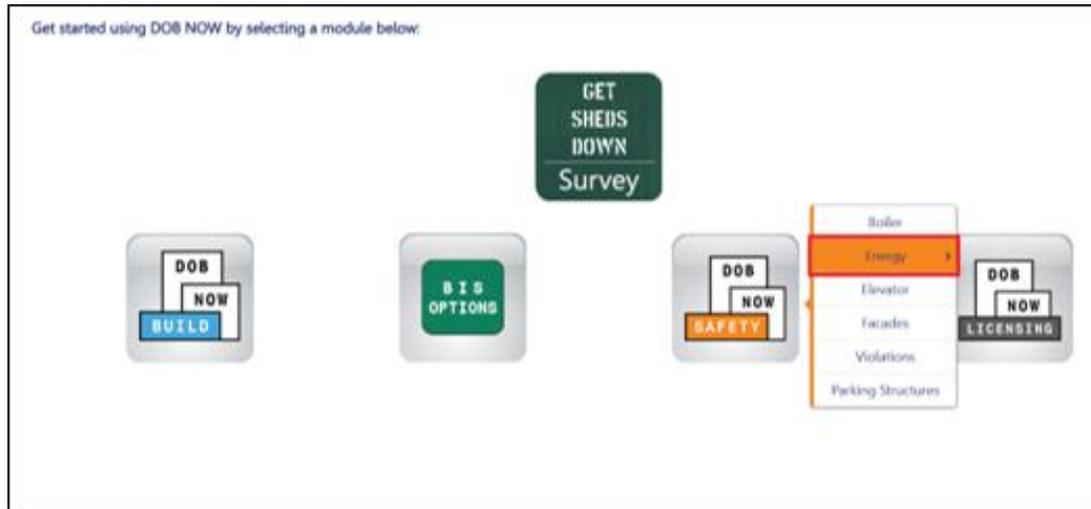
- Submitting payment and generating a DOB NOW Payment Confirmation Number
- Uploading supporting documentation and confirming Registered Design Professional (RDP) or Qualified retro-commissioning (RCx) agent attestation.

*Annual deadline extension requests may be submitted until June 30<sup>th</sup> and are allowed for two reasons: the RDP submitting the report needs until August 29<sup>th</sup> to finish (e.g., due to delayed utility-provided energy data); or there is a pending dispute at DOF challenging the building's recorded GSF.*

# Step 1: Submit Payment



- Navigate to the DOB Now login page at [nyc.gov/dobnow](https://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](https://nyc.gov/dobnowtips) for resources and step-by-step instructions.
- After logging into DOB NOW, the Welcome page displays. Hover over **DOB NOW: Safety** and click **Energy**.
- From the Energy sub-menu, select **Local Law 97/88 Filing Fee Payments**.



# Step 1: Submit Payment



- On the Local Law Payments dashboard, select **+Local Law 97 Payment**.

View...	Actions	Transaction Number	Transaction Status	Payment Status
<input type="checkbox"/>	Select Action: <input type="button" value="v"/>	LL97000001041	Pre-filing	Due

# Step 1: Submit Payment



In the **Stakeholders** section, select your role: **Owner** or **Owner's Representative**. The information of the logged in user will auto-populate in the selected section. Owner information is required.

- To change the name or address, select **Manage/Associate Licenses** from the person icon in the top right corner of the screen.
- If the logged in user is an Owner's Representative, enter the email address associated with the NYC.ID account of the owner on the Owner Information Tab. The grayed-out fields will auto-populate from the DOB NOW profile associated with the NYC.ID account.

**NOTE:** To submit a compliance report in BEAM, you must first pay your filing fee and create an account in BEAM using **one of the following emails provided here: Owner, Owner's Representative, or Service Provider (RDP/RCxA)**. Only these emails will allow you to access your building profile in BEAM. You **must** add all three email addresses by clicking either the Owner information or the Owner's Representative tabs.

The screenshot shows the 'Stakeholders\*' form. At the top, there is a header 'Stakeholders\*' with a right arrow. Below it, the question 'Are you an:' is followed by two radio button options: 'Owner' and 'Owner's Representative (also provide Owner Information)'. The 'Owner' option is selected. Below this, there are two tabs: 'Owner Information\*' (which is active) and 'Owner's Representative'. The 'Owner Information\*' tab contains several input fields: 'Email\*' (with placeholder 'Please enter email address'), 'Owner Type\*' (a dropdown menu with 'Select Type:' selected, highlighted by a red box), 'Service Provider (RDP/RCxA) email address', 'First Name', 'Middle Initial', 'Last Name', 'Business Name\*', 'Business Address\*', 'City\*', 'State\*', 'Zip Code\*', and 'Business Telephone'.

# Step 1: Submit Payment

- Under **Owner Information**, select **Owner Type**.
  - The following owner types are fee exempt: Non-profit organization, NYC Agency, NYCHA/HHC Owned and Operated, Other Government Owned and Operated, School Construction Authority.
  - **Fee-exempt owners are exempt from payment but still must complete these steps to get the Payment Confirmation Number to be entered in the BEAM Reporting Portal.** If a fee exempt owner type is selected, the NYC Department of Finance Property Information must indicate that the Tentative or Final Assessment Roll assessed value is zero. Go to [nyc.gov/nycproperty](http://nyc.gov/nycproperty) to print proof of exemption and upload it in the Reporting Portal with your report.

Stakeholders\*

Are you an\*

Owner  Owner's Representative (also provide Owner Information)

Owner Information\* | Owner's Representative

Email\*

Owner Type\*

Service Provider (RDP/RCxA) email address

First Name

Middle Initial

Last Name

Business Name\*

Business Address\*

City\*

State\*

Zip Code\*

Business Telephone

# Step 1: Submit Payment

- Indicate which article under LL97 applies to your building: **Article 320** (most private buildings) or **Article 321** (certain affordable housing and houses of worship). This information can be found on the [LL97 Covered Buildings List](#).
- Select “**No**” when asked whether you will be following a compliance report in the LL97 Reporting Portal.
- Select “**Yes**” to indicate that you will submit a 120-day extension request.

Transaction Information\*  >

Which article under Local Law 97 applies to your building?\* (This information can be found on the LL97 Covered Buildings list.)

Article 320  Article 321

Will you be filing a compliance report in the LL97 Reporting Portal?  Yes  No

\* Are you submitting a 120-day extension request to file a compliance report in the LL97 Reporting Portal?\*  Yes  No

# Step 1: Submit Payment

DOB  
NOW

- In the Property Information section, enter the **Borough, Block and Lot** and click **Search & Add**.

Property Information\*

Select the BIN(s) for which you are filing a single report.

Borough, Block, Lot

Borough\*  Block\*  Lot\*

Search & Add

# Step 1: Submit Payment

- In the **Building Identification Number** pop-up window, check the box(es) by the BIN(s) for this payment then select **Select & Add**.

	BIN	Address	Borough
<input checked="" type="checkbox"/>	1028159	125 COLUMBUS AVENUE	MANHATTAN

Total Items: 1

1 / 1 10 Items Per Page 1 - 1 of 1 items

Select & Add Cancel

# Step 1: Submit Payment

- The property information will then be listed in a grid under the Search & Add button and can be removed by selecting the trash icon. If selections are changed in the Transaction Information section after an address has been added, the system will remove the address and it will need to be re-entered.
- Select **Yes** to confirm the BIN(s) has either a single owner or the property is a co-op or condo. Enter any **Related Payment Confirmation Number** (any payment that has already been processed in DOB NOW: *Safety* for the same property)

Action	BIN	Address	Borough	Block	Lot
	1028159	125 COLUMBUS AVENUE	MANHATTAN	1118	1

Is the selected BIN(s) associated with a single owner or is the property a co-op or condo?  Yes  No

Related Payment Confirmation Number (any payment that has already been processed in DOB NOW: *Safety* for the same property).  
Separate each by a comma ","

# Step 1: Submit Payment

- For all other buildings, the Proceed to Pay button will display the payment amount. Click **Proceed to Pay** and then **Pay Now**. A CityPay window will open in a new window/tab where payment is made by selecting the Check or Credit Card tab. See the [DOB NOW Payments CityPay Manual \(link\)](#) for step-by-step instructions.

Payment Confirmation

Are you sure you want to make a payment of \$60.00?

eCheck payments can take up to 10 days to process. The transaction will not be complete until the payment is processed.

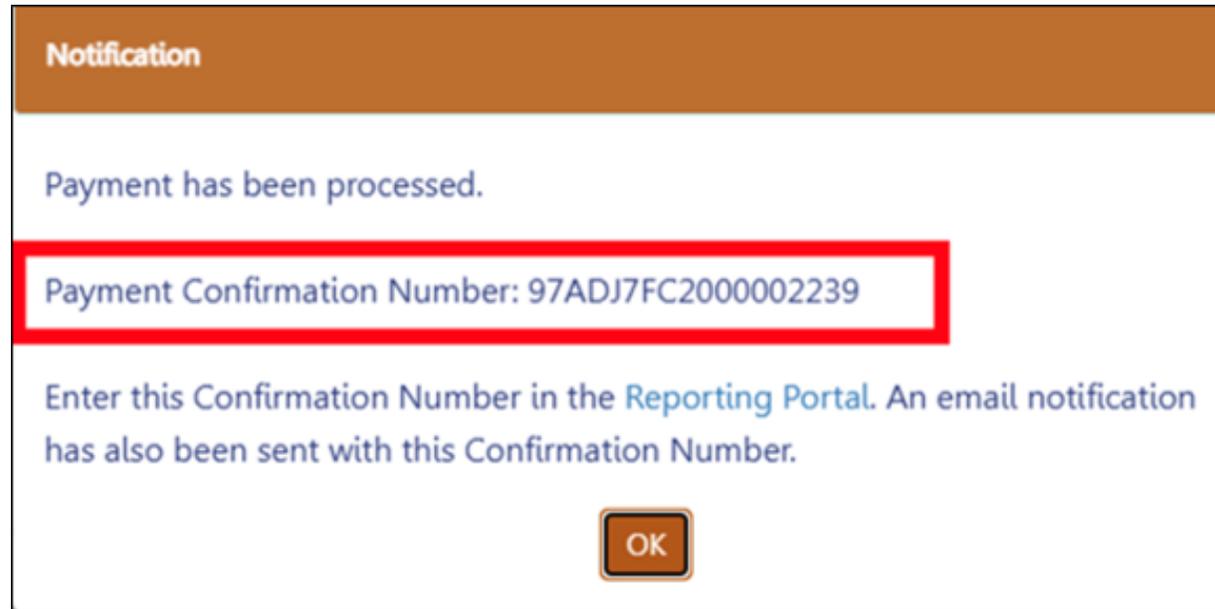
Please confirm that your pop-up blocker is turned off before clicking on the Pay Now button.

Pay Now Cancel

# Step 1: Submit Payment



- After payment is submitted in City Pay, receipt details will be provided that show a receipt number. This is **NOT** the number to be entered into the BEAM Reporting Portal.
- Return to the DOB NOW window. For credit card/Paypal/Venmo payments, you will see a notification with a **Payment Confirmation Number**. This is the number to be submitted in the Reporting Portal. It will also be sent to you by email.



# Step 1: Submit Payment



- For payments by eCheck, the status of the transaction will change to **Pending Payment Verification**. The **Payment Confirmation Number** will be sent by email when the payment clears (up to 10 business days after it is submitted).
- The **Payment Confirmation Number** can be viewed on your dashboard once the Transaction Status is submitted. To view all transaction details, double click on the transaction number to open it. From the Actions column, you can delete any transaction in Pre-Filing status.

NYC Department of Buildings  
Local Law Payments

Local Law 97 Payment Local Law 88 Payment

Local Law 97 Fee Payments Local Law 88 Fee Payments

View...	Actions	Transaction Number	Transaction Status	Payment Status	Payment Confirmation Number	Article	Amount Paid	Amount Due	Owner
	Select Action: ▾	LL97000002239	Submitted	Paid	97ADJ7FC2000002239	10	\$300.00	\$0.00	u unduru

## Step 2: Submit Extension Request Ticket

- Log in to the BEAM Platform at [nyc.beam-portal.org](https://nyc.beam-portal.org). From the sidebar, click **New Ticket**, then select **003. LL97 Extension Request**

03. LL97 Extension Request Edit

This ticket may be used to file an extension request for [Article 320](#) or [Article 321](#).

A complete "LL97 Extension Request" ticket must include the following:

1. Building address (as it appears on BIS), Borough-Block-Lot (BBL) and Building Identification Number (BIN).
2. Confirmation of [Registered Design Professional \(RDP\)](#) or [Qualified Retro-Commissioning \(RCx\) Agent](#) attestation and upload of attestation documentation, if applicable.
3. [DOB NOW](#) Payment Confirmation Number. (i.e.973205xxxxxx).

## Step 2: Submit Extension Request Ticket

- On the Create Ticket page, enter **Submitter Email**. This email address will receive copies of all public updates to this ticket. **The email address must match one of the following:** one of the email addressees entered in DOB NOW (building owner, owner representative, or service provider).

Submitter Email\*

This e-mail address will receive copies of all public updates to this ticket.

- Enter **Borough-Block-Lot (BBL)**, **Building Address** and **Building Identification Number (BIN)**.

Enter Borough-Block-Lot (BBL)\*

Enter BBL as it appears on LL97 CBL.

BBLs must be 10 numerical digits, including any leading zeros for the block and lot (i.e. 10122340678). There should be no dashes, spaces, or other characters within the digits.

Enter Building Address\*

Enter address as it appears on NYC DOB BIS.

Enter Building Identification Number (BIN)\*

Enter BIN as it appears on LL97 CBL.

BINs must be 7 numerical digits (i.e. 1234567) There should be no dashes, spaces, or other characters within the digits.

## Step 2: Submit Extension Request Ticket

- Select the reason for extension
  - **Pending Department of Finance (DOF) CBL challenge**
  - **RDP or RCxA has been hired to complete the report**

Please select the reason for extension.

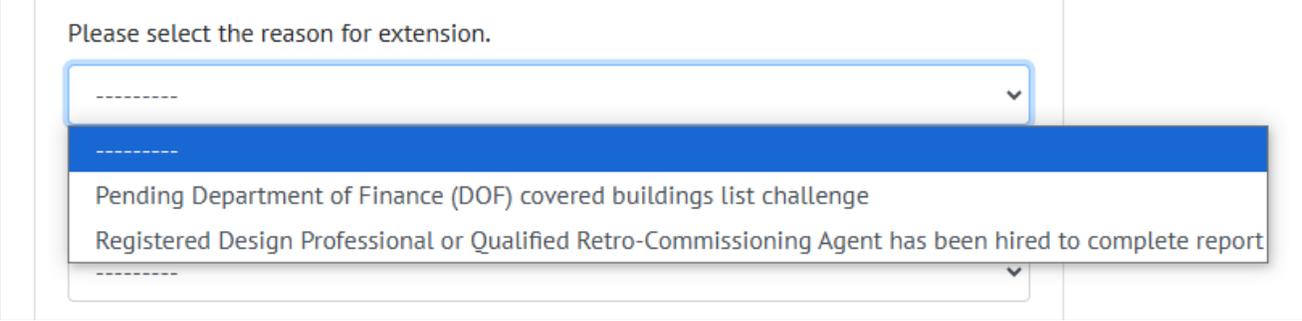
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Pending Department of Finance (DOF) covered buildings list challenge

Registered Design Professional or Qualified Retro-Commissioning Agent has been hired to complete report

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## Step 2: Submit Extension Request Ticket

- Select who this request is being reviewed by:
  - Registered Design Professional (RDP) - required for Article 320 buildings
  - Qualified Retro-Commissioning (RCx) Agent – required for Article 321 buildings.
- Enter the license information of the reviewing RDP or RCxA.
- Enter DOB Now **Payment Confirmation Number** (as referenced in Slide 12/13).
- Click **Submit Ticket** to submit your extension request.

Is this request being reviewed by a Registered Design Professional (RDP) or Qualified Retro-Commissioning (RCx) Agent?

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Enter DOB NOW Payment Confirmation Number.\*

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This is a required field.

Case owner

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If you select an owner other than yourself, they'll be e-mailed details of this ticket immediately.

**Submit Ticket**