



INDUSTRY PORTAL STEP-BY-STEP GUIDE

How to Submit an Additional Supporting Document

The following Step-by-Step Guide outlines the steps applicable to submit an Additional Supporting Document in DOB NOW: *Build*.

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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Overview

This step-by-step guide is for submitting an Additional Supporting Document in DOB NOW: *Build*.

Follow these instructions to submit the PTA3 form to apply for the Green Roof Tax Abatement until the tax abatement question for Green Roof filings is reinstated into DOB NOW: *Build*.

Requirements

- Upload your Additional Supporting Document to the job filing before submission of the job.
- If the job filing has already been Approved or permitted, then submit a post approval amendment to add an Additional Supporting Document to the job filing.

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 the entire fields.

The screenshot displays a web form with the following elements:

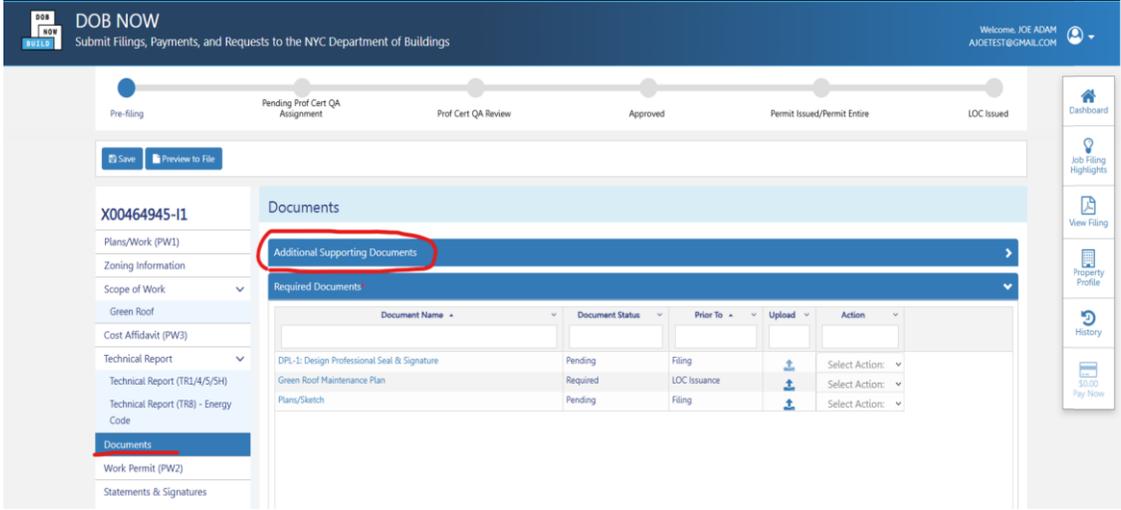
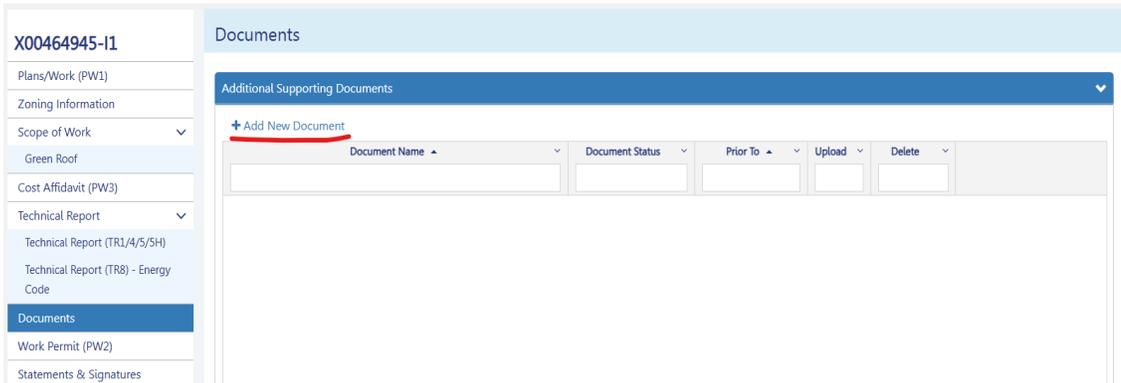
- Email***: A text input field with a red asterisk and a red box around it, labeled with a red circle '1'. The placeholder text is "Enter email/username...".
- Applicant Type***: A dropdown menu with a red asterisk and a red box around it, labeled with a red circle '2'. The text "Select:" is visible.
- Last Name**: A grayed-out text input field with a red box around it, labeled with a red circle '2'.
- Filing Representative Information**: A section header with a blue "+ Add Representative" 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, and icons for edit and delete.
- Scroll Bar**: A horizontal scroll bar below the table, highlighted with a red box and labeled with a red circle '3'.
- Page Navigation**: Below the scroll bar, it shows "Total Items: 1", navigation arrows, "1 / 1", "5" items per page, and "1 - 1 of 1 items".

ADDITIONAL HELP & INFORMATION

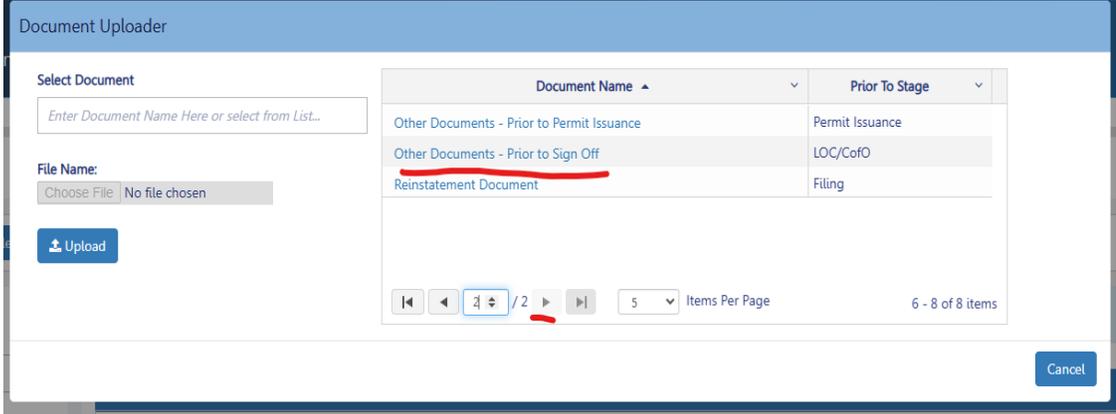
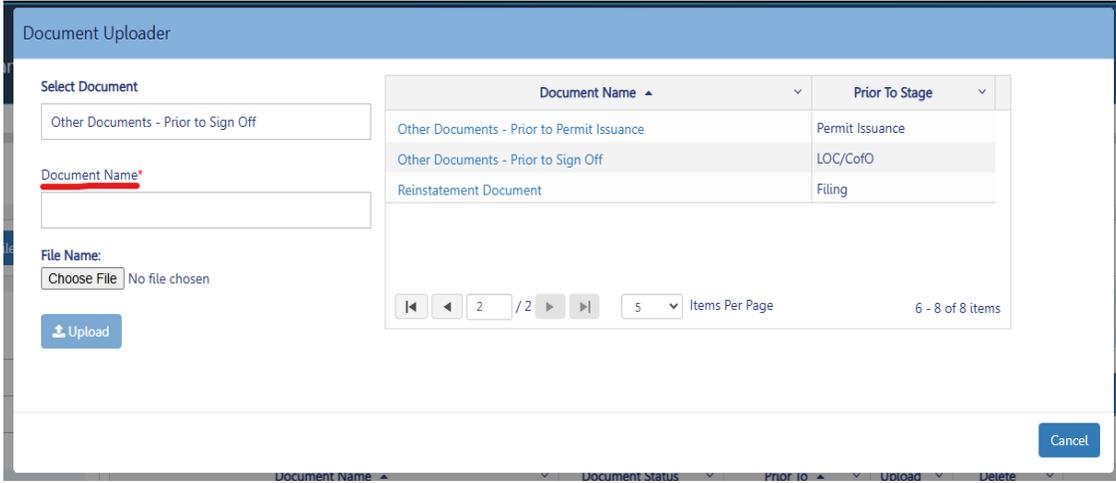
1. Video Tutorials: DOB NOW YouTube Channel: youtube.com/NYCBUILDINGS
2. Presentations & Sessions: nyc.gov/dobnowtraining

How to Submit an Additional Supporting Document

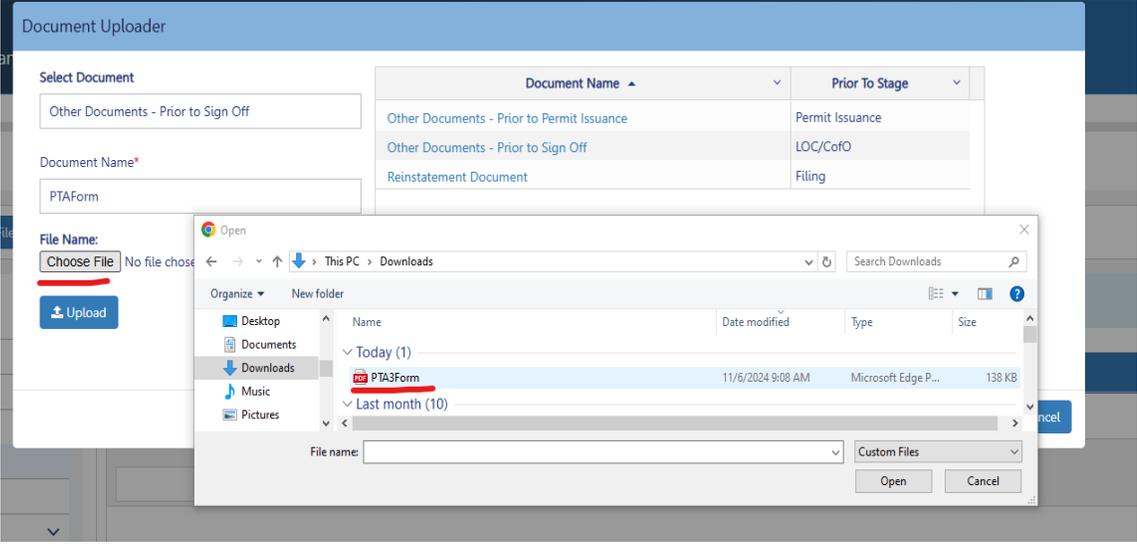
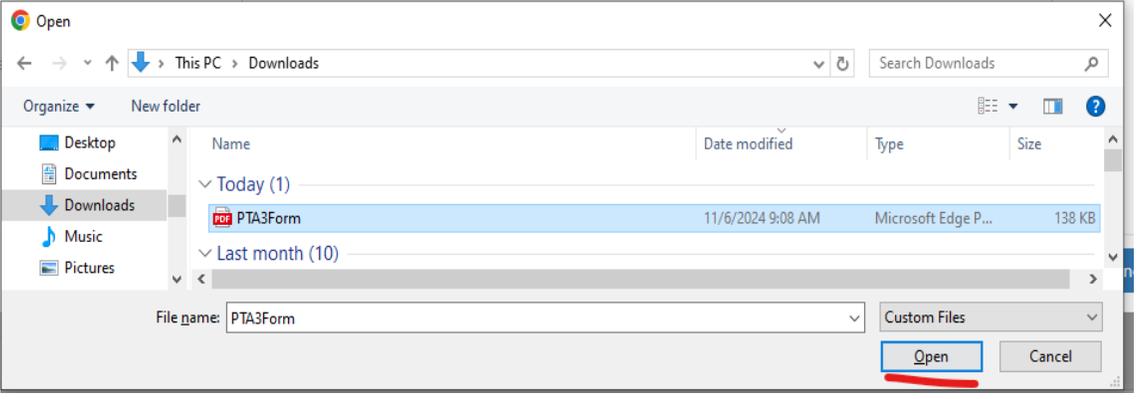
Follow the steps below to Submit an Additional Supporting Document.

Step	Action
1.	<p>On the job filing, go to the Documents tab.</p> <p>Click on the Additional Supporting Documents heading to expand this section.</p> 
2.	<p>In Additional Supporting Documents, click on +Add New Document</p> 

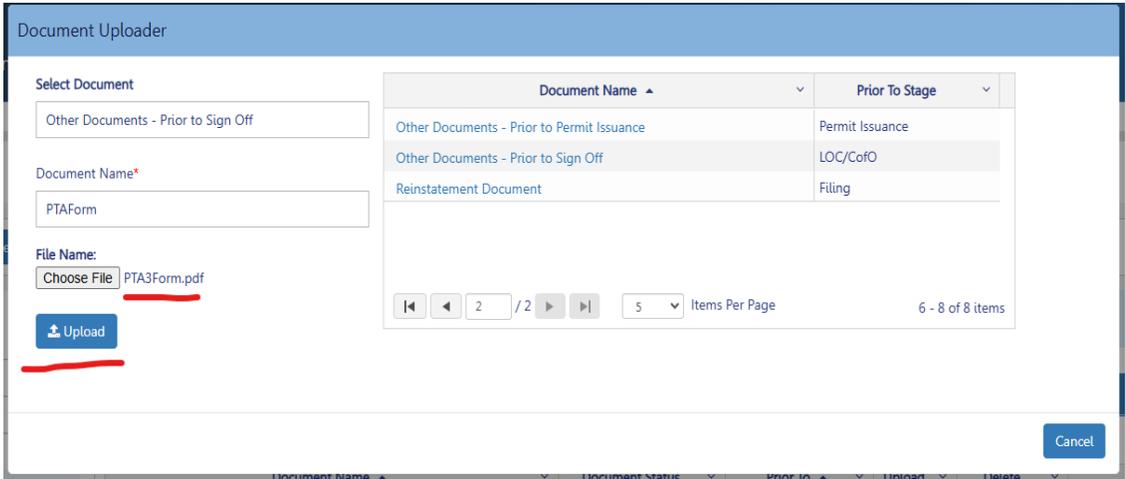
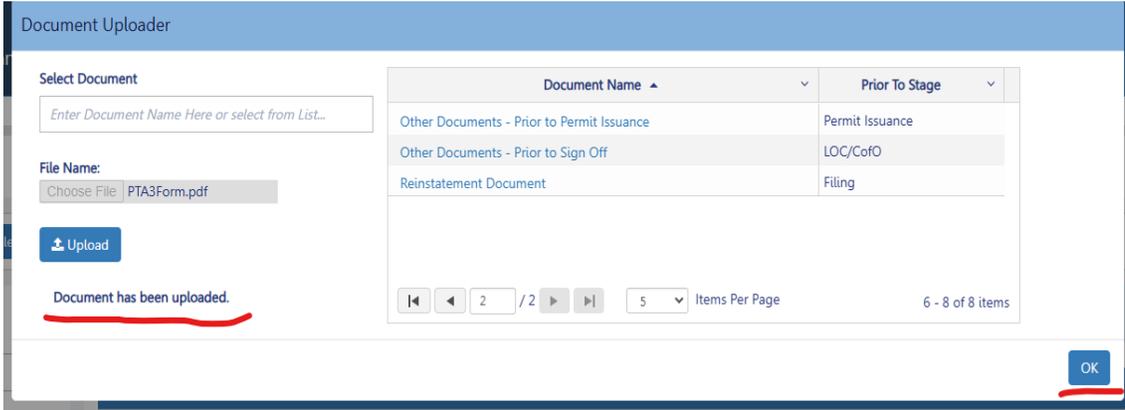
DOB NOW: *Build* – HOW TO SUBMIT AN ADDITIONAL SUPPORTING DOCUMENT

Step	Action								
3.	<p>In the Document Uploader window that opens, go to the second page if needed until you can click on and select the Document Name called Other Documents – Prior to Sign Off. The document may also be uploaded as Other Documents – Prior to Permit Issuance.</p>  <p>The screenshot shows the 'Document Uploader' interface. On the left, there is a 'Select Document' section with a text input field containing 'Enter Document Name Here or select from List...'. Below it is a 'File Name' section with a 'Choose File' button and 'No file chosen' text. An 'Upload' button is visible. On the right, a table lists documents with columns for 'Document Name' and 'Prior To Stage'. The table content is as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Document Name</th> <th style="text-align: left;">Prior To Stage</th> </tr> </thead> <tbody> <tr> <td>Other Documents - Prior to Permit Issuance</td> <td>Permit Issuance</td> </tr> <tr> <td style="border-bottom: 2px solid red;">Other Documents - Prior to Sign Off</td> <td>LOC/CofO</td> </tr> <tr> <td>Reinstatement Document</td> <td>Filing</td> </tr> </tbody> </table> <p>At the bottom of the table, there are navigation controls including a page indicator showing '2 / 2', a dropdown for '5 Items Per Page', and a status indicator '6 - 8 of 8 items'. A 'Cancel' button is located at the bottom right of the window.</p>	Document Name	Prior To Stage	Other Documents - Prior to Permit Issuance	Permit Issuance	Other Documents - Prior to Sign Off	LOC/CofO	Reinstatement Document	Filing
Document Name	Prior To Stage								
Other Documents - Prior to Permit Issuance	Permit Issuance								
Other Documents - Prior to Sign Off	LOC/CofO								
Reinstatement Document	Filing								
4.	<p>Type in a Document Name (which is the name of the pdf you saved e.g. PTA3 form)</p>  <p>The screenshot shows the 'Document Uploader' interface. The 'Select Document' field now contains the text 'Other Documents - Prior to Sign Off'. Below it, the 'Document Name*' field is empty. The 'File Name' section remains the same. The table on the right is identical to the previous screenshot. The page indicator now shows '2 / 2'. A 'Cancel' button is at the bottom right.</p>								

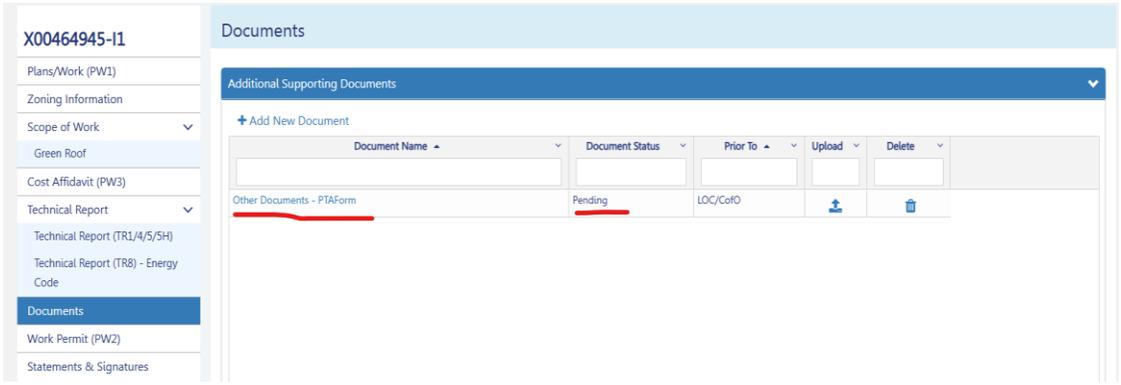
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Step	Action								
5.	<p>Click the Choose File button to browse/find your pdf file.</p>  <p>The screenshot shows the 'Document Uploader' interface. On the left, there is a 'Select Document' dropdown menu with 'Other Documents - Prior to Sign Off' selected. Below it is a 'Document Name*' field containing 'PTAForm'. A 'File Name:' field is also present with a 'Choose File' button highlighted in red. An 'Upload' button is located below the 'File Name' field. On the right, there is a table with columns 'Document Name' and 'Prior To Stage'. The table contains the following data:</p> <table border="1"><thead><tr><th>Document Name</th><th>Prior To Stage</th></tr></thead><tbody><tr><td>Other Documents - Prior to Permit Issuance</td><td>Permit Issuance</td></tr><tr><td>Other Documents - Prior to Sign Off</td><td>LOC/CofO</td></tr><tr><td>Reinstatement Document</td><td>Filing</td></tr></tbody></table> <p>An 'Open' file explorer window is overlaid on the interface, showing the 'Downloads' folder. The file 'PTA3Form' is selected and highlighted in blue. The file name 'PTA3Form' is entered in the 'File name:' field at the bottom of the window. The 'Open' button at the bottom right of the file explorer is also highlighted in red.</p>	Document Name	Prior To Stage	Other Documents - Prior to Permit Issuance	Permit Issuance	Other Documents - Prior to Sign Off	LOC/CofO	Reinstatement Document	Filing
Document Name	Prior To Stage								
Other Documents - Prior to Permit Issuance	Permit Issuance								
Other Documents - Prior to Sign Off	LOC/CofO								
Reinstatement Document	Filing								
6.	<p>When you find the file you need, click on the file to select it and then click Open.</p>  <p>This screenshot is a close-up of the 'Open' file explorer window. The 'Downloads' folder is selected in the left sidebar. The file 'PTA3Form' is selected in the main pane. The 'File name:' field at the bottom contains 'PTA3Form'. The 'Open' button at the bottom right is highlighted in red.</p>								

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Step	Action
7.	<p>The file selected will be shown in the File Name field. If it's the correct file, click on the Upload button.</p>  <p>The screenshot shows the 'Document Uploader' interface. On the left, there is a 'Select Document' dropdown menu with 'Other Documents - Prior to Sign Off' selected. Below it is a 'Document Name*' field containing 'PTAForm'. Underneath is a 'File Name:' section with a 'Choose File' button and 'PTA3Form.pdf' displayed. A blue 'Upload' button is highlighted with a red underline. On the right, there is a table with columns 'Document Name' and 'Prior To Stage'. The table contains three rows: 'Other Documents - Prior to Permit Issuance' (Prior To Stage: Permit Issuance), 'Other Documents - Prior to Sign Off' (Prior To Stage: LOC/CofO), and 'Reinstatement Document' (Prior To Stage: Filing). At the bottom right of the table area, there is a 'Cancel' button.</p>
8.	<p>When the document has been successfully uploaded you will see the message “Document has been uploaded.” Click the OK button.</p>  <p>The screenshot shows the 'Document Uploader' interface after a successful upload. The 'Select Document' dropdown now shows 'Enter Document Name Here or select from List...'. The 'File Name:' section still shows 'PTA3Form.pdf'. A blue 'Upload' button is visible. Below the 'Upload' button, the message 'Document has been uploaded.' is displayed and highlighted with a red underline. At the bottom right of the interface, there is an 'OK' button, also highlighted with a red underline. The table on the right remains the same as in the previous screenshot.</p>

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Step	Action
9.	<p>The file will appear in the Additional Supporting Documents section in Pending status (meaning it has been uploaded successfully).</p>  <p>The screenshot shows a web interface for document management. On the left is a sidebar with a menu including 'Plans/Work (PW1)', 'Zoning Information', 'Scope of Work', 'Green Roof', 'Cost Affidavit (PW3)', 'Technical Report', and 'Documents' (which is highlighted). The main area is titled 'Documents' and contains a sub-section 'Additional Supporting Documents'. Below this is a '+ Add New Document' button and a table with columns: 'Document Name', 'Document Status', 'Prior To', 'Upload', and 'Delete'. A single row is visible with the name 'Other Documents - PTAForm', status 'Pending', and 'LOC/CoO'. The 'Document Name' and 'Document Status' cells in the table have red underlines.</p>
<p>You have now completed the How to Submit an Additional Supporting Document step by step.</p>	