

Site Safety Manager 18-Month Trainee Enrollment

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

This guide describes how a licensed Site Safety Manager (SSM) can enroll a Trainee in the Site Safety Manager 18-Month Trainee program 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 enrolling a trainee. At the top, there are three input 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 columns: 'First Name', 'Last Name', 'Email', 'Business Name', 'Business Telephone', and 'Action'. The table contains one row with the following data: ADAM, JOE2, AJOETEST2@GMAIL.COM, AJ2, (21) 222-3333. Below the table is a scroll bar (labeled '3') and a pagination control 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](#)

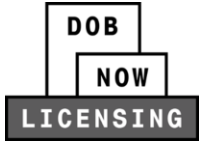


Table of Contents

DOB NOW: <i>Licensing</i> Step-by-Step User Guide	1
System Guidelines	1
Log into DOB NOW: <i>Licensing</i> and start an application	3
SSM Trainee Enrollment	4

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. You must login with the email address associated with your Site Safety Manager license.

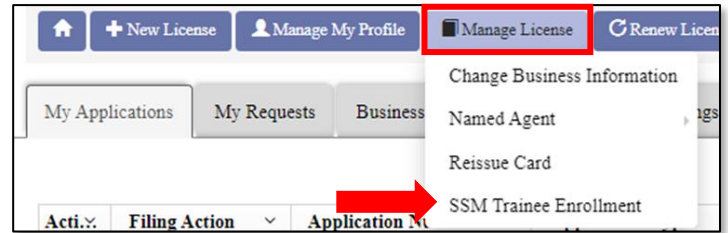
The screenshot shows the DOB NOW public portal. At the top, there are navigation links for 'About DOB NOW', 'BUILD', 'SAFETY', 'LICENSING', 'B I S OPTIONS', and 'Contact DOB Help Form'. Below this is a search bar for the public portal. The main content area features several search filters: Address, Borough, Block, Lot, BIN, Job Number, Device, Licensee (which includes BIS Records), Violation, and Application Search. At the bottom, there are 'Additional Tools' for Building Energy Efficiency Rating Label, Building on My Block / Zoning Challenge, and Elevator License Exam Payment. On the right side, a red-bordered box highlights the login section, which includes the text 'Login to DOB NOW: to submit Jobs, Filings & Applications', a prompt to enter eFiling or DOB NOW Licensing account information, an email input field, a 'Login' button, a 'Create Account' button, and a link to 'Need more help? Contact us.'

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

The screenshot shows the user menu for DOB NOW. There are two main menu items: 'DOB NOW SAFETY' and 'DOB NOW LICENSING'. The 'DOB NOW LICENSING' item is highlighted with a red border, and its dropdown menu is open, showing the following options: 'New License', 'Manage License', 'Manage Profile', and 'Business Approval'.

SSM Trainee Enrollment

Step 3: When the Licensing dashboard displays, hover over the **Manage License** button and select **SSM Trainee Enrollment**.



Step 4: In the **SSM Trainee Enrollment** pop-up window, select your Site Safety Manager license and click **Proceed**.

SSM Trainee Enrollment

Select	License Number	License Type	License Class/Class Type	Expiration Date	Status
<input checked="" type="radio"/>	M-001635	Site Safety	Manager	08/14/2024	Active

Proceed
Cancel

Step 5: Your license number will auto-populate as the supervising Site Safety Manager. Fill in all **Trainee Information**.

SSM Trainee Enrollment Form

Application Information ▼

<p>Application Type</p> <input type="text" value="SSM Trainee Enrollment"/>	<p>License Type</p> <input type="text" value="Site Safety Manager"/>	<p>License Number*</p> <input type="text" value="001459"/>
---	--	--

Trainee Information ▼


<p>Training Start Date*</p> <input type="text"/>	<p>Trainee First Name*</p> <input type="text"/>	<p>Trainee Last Name*</p> <input type="text"/>
<p>Trainee Telephone#*</p> <input type="text"/>	<p>Trainee Email*</p> <input type="text"/>	<p>Training End Date*</p> <input type="text"/>

Step 6: Save the form by clicking **Save**. The **Documents** tab will appear.

The screenshot shows the top of the form with two buttons: 'Save' and 'Submit'. The 'Save' button is highlighted with a red rectangular box. Below the buttons, the form is divided into two main sections. The left section is titled 'LTE0001001' and has a 'General Information' tab selected. The right section is titled 'SSM Trainee Enrollment Form' and has an 'Application Information' tab selected. Below these tabs, there are sub-sections for 'Documents' and 'Application Type'.

Step 7: On the **Documents** tab, click the upload button to upload the **18-Month Training Program (Monthly Summaries)** document.

The screenshot shows the 'Documents' tab interface. At the top, there is a '+ Add Document' button. Below it is a table with three columns: 'Actions', 'Document Type', and 'Document Status'. The first row of the table contains an upload icon (a square with a plus sign) in the 'Actions' column, which is highlighted with a red box and a red arrow pointing to it. The 'Document Type' for this row is '18 Months Training Program (Monthly Summaries)' and the 'Document Status' is 'Required'.

Actions	Document Type	Document Status
	18 Months Training Program (Monthly Summaries)	Required

Step 8: In the **SSM Comments** section on the **General Information** tab, answer **Yes** or **No** for “Was there satisfactory completion of the training program?” and enter **Comments** (required).

The screenshot shows the 'SSM Comments' section. It contains a question: 'Was there satisfactory completion of the training program?*' followed by two radio buttons: 'Yes' and 'No'. The 'No' radio button is highlighted with a red arrow. Below the question is a large text input field for 'Comments*'. At the bottom left of the input field, it says '3000 characters remaining'.

Step 9: Click **Save** again and then click **Submit**. Then click OK on all confirmation popups.

The form may be saved prior to completion of the training program, but you will not be able to submit it before all required fields have been completed and the required document has been uploaded. After the completion of the 18-Month program, finish filling out the form to submit.

The screenshot shows a web interface for the 'SSM Trainee Enrollment Form'. At the top left, there are two buttons: 'Save' and 'Submit', both enclosed in a red rectangular box. A red arrow points from the right side of this box towards the 'Submit' button. Below the buttons, the application ID 'LTE0001001' is displayed. The main content area is titled 'SSM Trainee Enrollment Form' and contains a section for 'Application Information' with fields for 'Application Type', 'License Type', and 'License Number*'. On the left side, there are navigation tabs for 'General Information' (selected), 'Documents', and 'Documents'.

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

To view your registered 18-Month Trainees select the **SSM Trainee Enrollment** tab on the DOB NOW: *Licensing* dashboard.

The screenshot shows the DOB NOW: Licensing dashboard. At the top, there is a navigation bar with several buttons: 'Home', '+ New License', 'Manage My Profile', 'Manage License', 'Renew License', and '+ Business Approval'. Below this bar, there is a row of tabs: 'My Applications', 'My Requests', 'Business Approval', and 'SSM Trainee Enrollment'. The 'SSM Trainee Enrollment' tab is highlighted with a red rectangular box.