DOB NOW: *Build*

CRANES & DERRICKS

STEP-BY-STEP GUIDE:

CD APPLICATIONS

FOR SELF ERECTING

- The following Step-by-Step Guide will outline the steps applicable to Self-Erecting Tower Cranes within DOB NOW: *Build*.
- The examples shown and used in this Step-by-Step Guide are specific to Self-Erecting Tower Cranes only.

HELPFUL LINKS

YouTube.com/DOBNOW

NYC.gov/DOBNOWINFO

NYC.gov/DOBNOWHELP

FOLLOW US:

Twitter.com/nyc_buildings

Facebook.com/NYCBuildings

Guidelines

CRANE DEVICE NUMBER

1. A prototype can have one or many Crane Device (CD) Numbers associated to it (many devices can be bought based on the same prototype), but a CD Number only is associated to a single prototype.
2. A CD NUMBER is generated when the initial CD application is approved, which means the CD is registered but not approved for installation status.
3. The current Owner of the CD can be changed by doing an Amendment. The new Owner must be specified and the Bill of Sale must be uploaded to prove the ownership of the device.
4. Self-Erecting Tower Cranes do not distinguish between Fixed and Interchangeable components; rather, all components are categorized as “registered components” of the device.

DOB NOW: *Build* - NUMBERING FORMAT

1. **Initial CD:** The initial CD numbering will starts with "CD" + 8 digits (where the digits are the next sequentially available number).
   Example: CD00006790
2. **Amendment:** The CD amendment numbering will start with "-A"+ 6 digits to the CD number, starting at "000001" for each CD number and increasing sequentially for each subsequent Amendment on the given CD.
   Example: CD00006789-A000001
3. **Renewal:** The CD renewal numbering will start with "-R"+ 6 digits to the CD number, starting at "000001" for each CD number and increasing sequentially for each subsequent Renewal on the given CD.
   Example: CD00006789-R000001

ROLES & RESPONSIBILITIES

1. An initial CD NUMBER application has to be filed by the Device Owner who is the "Applicant of Record".
2. The Manufacturer and the Owner cannot be the same person.
3. When an application is returned with objections to the Applicant of Record, the Applicant of Record can modify Filing Representative Information before resubmitting.

For FILING REPRESENTATIVES only

1. The Filing Representative Contact persons must be different from the Applicant of Record, Engineer and Manufacturer.
2. Two Filing Representatives are allowed for each application.
3. A Filing Representative can add another Filing Representative in an application.
4. Filing Representatives cannot be Applicants of Record (i.e. they cannot submit filings). However, they can perform data-entry functions to provide equipment information and upload documents.
5. Filing Representatives cannot edit Manufacturer or Engineer information and cannot attest.

SYSTEM GUIDELINES

1. Greyed-out fields are Read-Only or are auto-populated by the system.
2. Fields with a red asterisk (*) are required and must be completed.

ADDITIONAL HELP & INFORMATION

1. Video Tutorials: DOB NOW YouTube Channel
2. Presentations & Sessions: nyc.gov/dobnowinfo

In these Step-by-Step Guides, you will learn how to:

Log into DOB NOW 4

Self-Erecting Tower Crane CD Number: Register a Crane Device 7

Complete General Information Tab 8

Complete Equipment Information Tab 15

Upload Documents 22

Complete Statements & Signatures 26

Pay Fees 28

Complete Review and File 31

Print Certificate Complete: From the Dashboard 33

Print Certificate Complete: From within the Application 35

Self-Erecting Tower CD Number: Amendment: Change Ownership 39

Complete General Information 41

Complete Equipment Information Tab 45

Upload Documents 47

Complete Review and File 51

Self-Erecting Tower Crane CD Number: Device Amendment 53

Complete General Information 55

Complete Equipment Information Tab 62

Upload Documents 68

Complete Statements & Signatures 72

Complete Review and File 74

Self-Erecting CD Number: Renewal 76

Complete Equipment Information Tab 80

Upload Documents 81

Complete Statements & Signatures 84

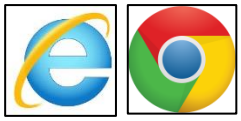
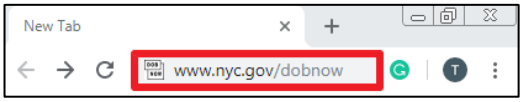
Pay Fees 86

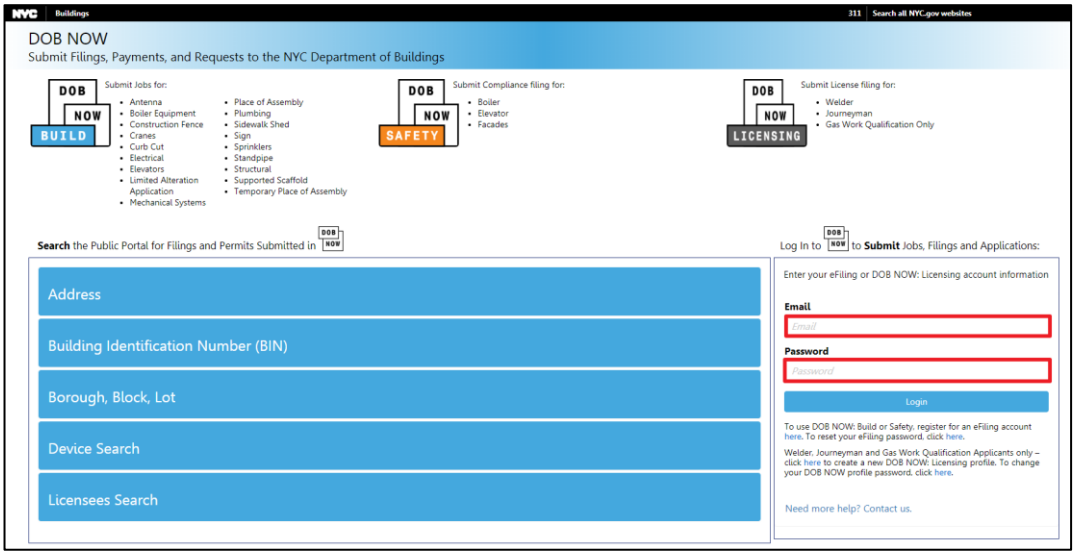
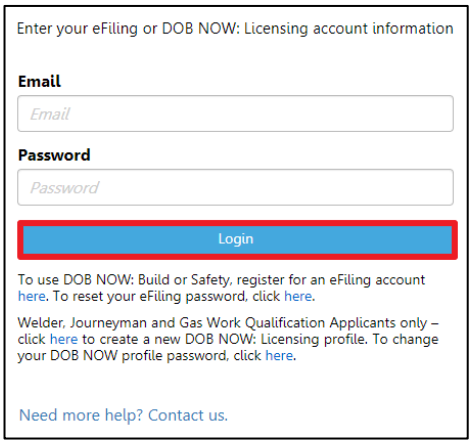
Complete Review and File 89

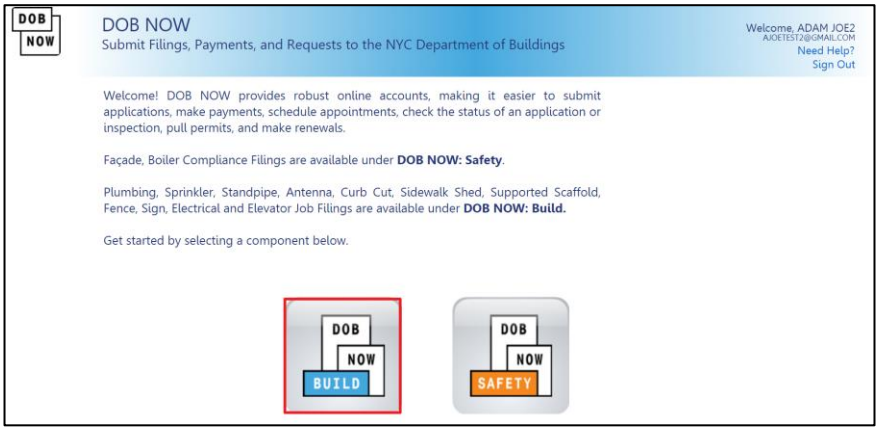
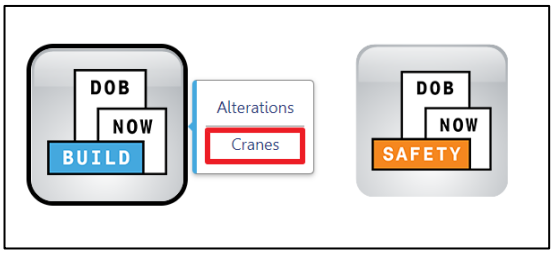
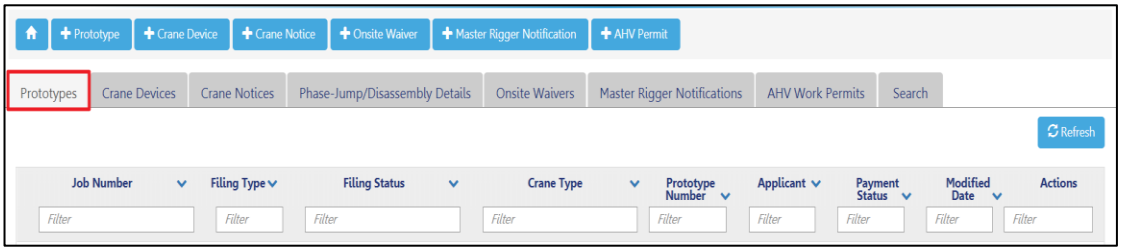
Print On-Site Certificate: From the Dashboard 91

Log into DOB NOW

Complete the following steps to log into DOB NOW:

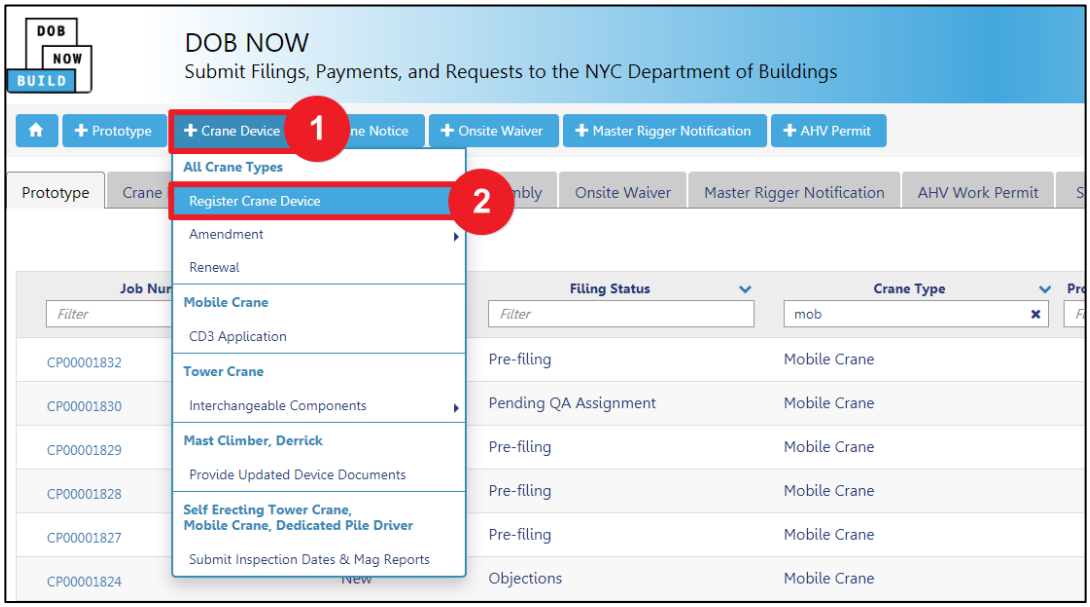
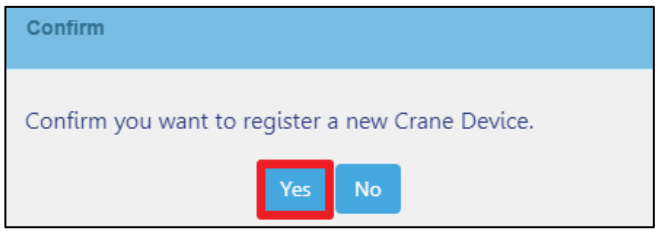
Step	Action
Note:	*In order to log into DOB NOW, the user must be registered for eFiling.* *Additionally, DOB recommends turning off pop-up blockers to successfully navigate within DOB NOW.* *For Step-by-Step instructions, please submit a question to* www.nyc.gov/dobnowhelp *or refer to the following links:* *How to Register for eFiling:* *https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf* *How to Turn Off Pop-up Blockers:* *https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf*
1.	Access the **Internet**. 
2.	Enter www.nyc.gov/dobnow in the **URL** field at the top of the browser window. 
3.	Press **Enter** on the keyboard.

Step	Action
4.	The DOB Login page displays. Enter **Email** and **Password** (as registered in eFiling). 
5.	Click **Login**. 

Step	Action
6.	The DOB NOW Welcome page displays. Hover the cursor over **DOB NOW: *Build***. 
7.	Select **Cranes** from the drop-down list. 
8.	The DOB NOW Dashboard displays. The **Prototypes** tab displays by default and displays all Prototype Certificate of Approval Applications associated with an eFiling account. 
	You are now logged into **DOB NOW: *Build*.** Continue to the next section.

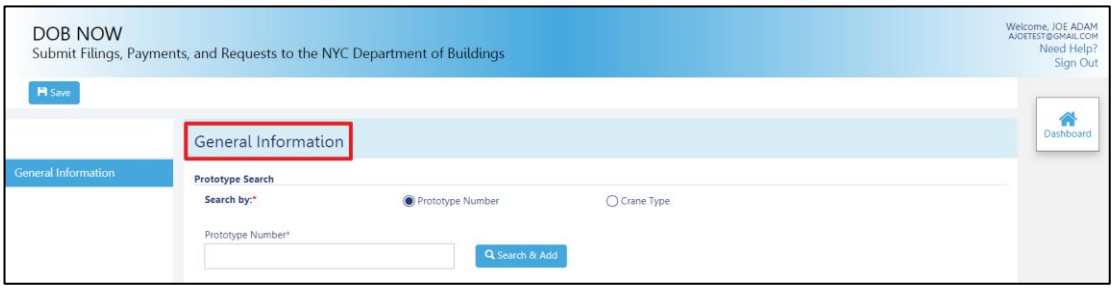
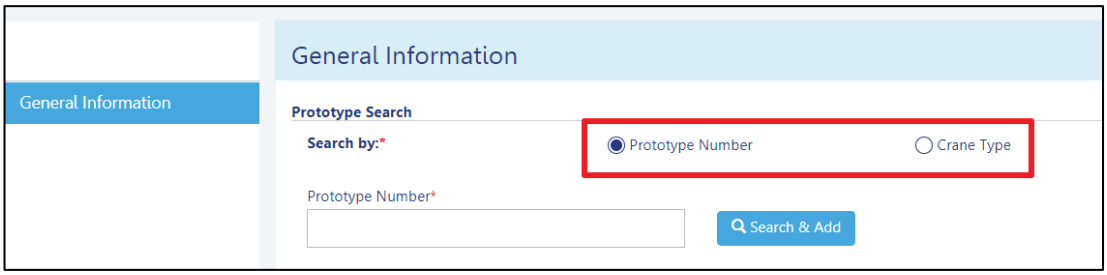
Self-Erecting Tower Crane CD Number: Register a Crane Device

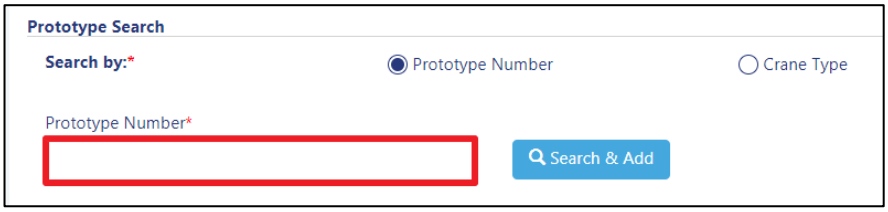
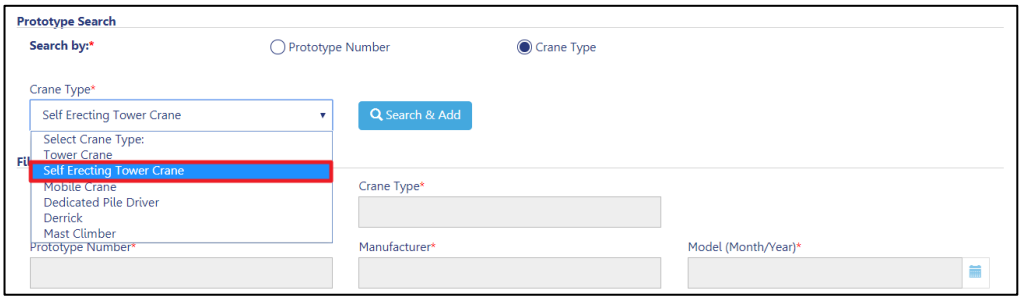
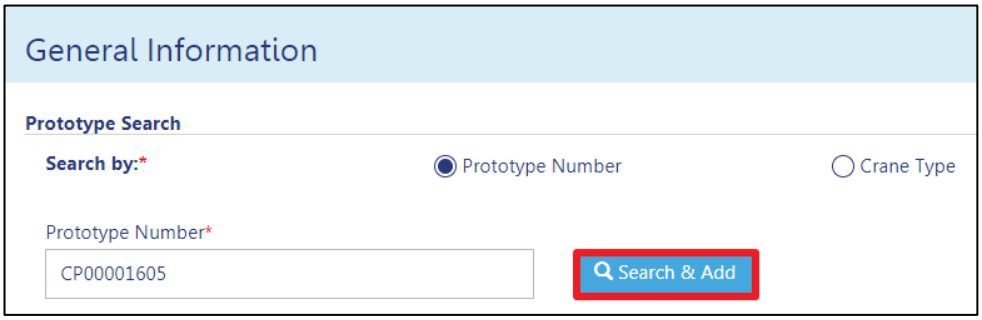
Complete the following steps to register a Crane Device:

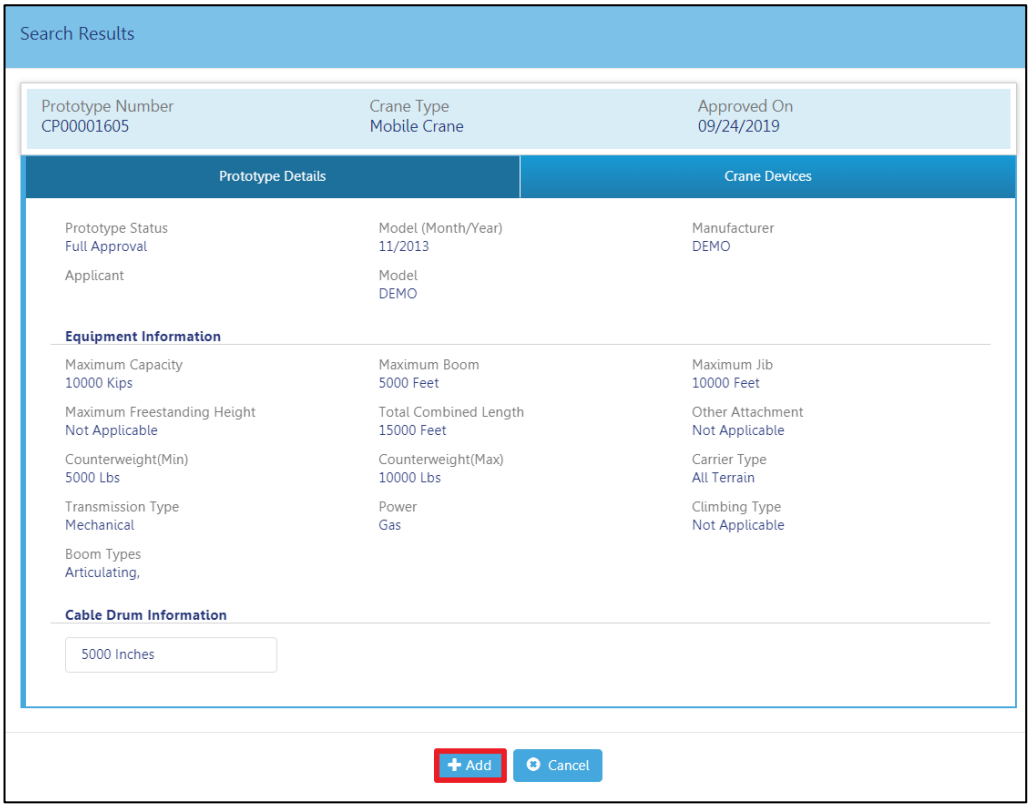
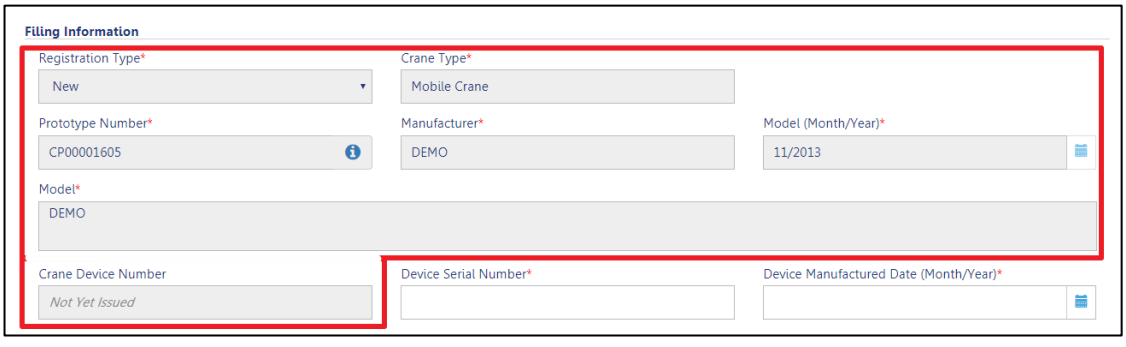
Step	Action
1.	Hover the cursor over **+Crane Device** and select **Register Crane Device** from the drop-down list. 
2.	A **Confirm** pop-up window displays with the message: Confirm you want to register a new Crane Device. Click **Yes** to proceed. 
	You have begun the registration process for a Crane Device. Continue to the **Complete General Information** tab section.

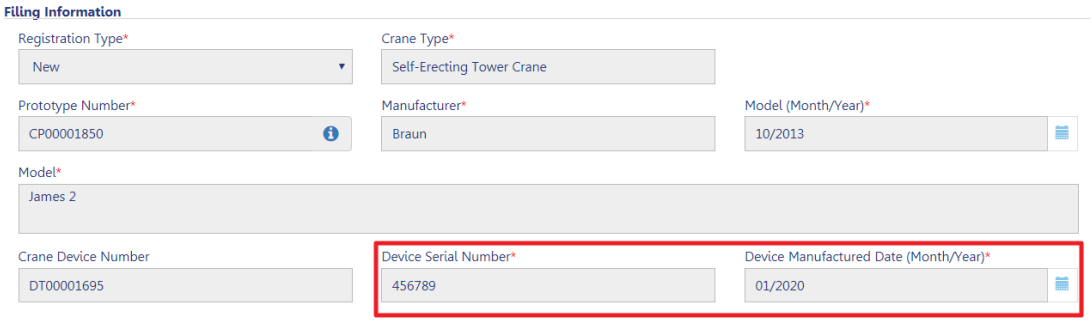
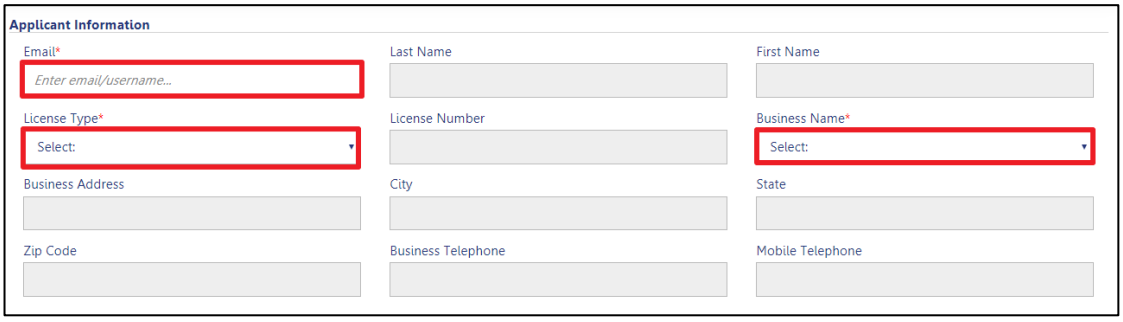
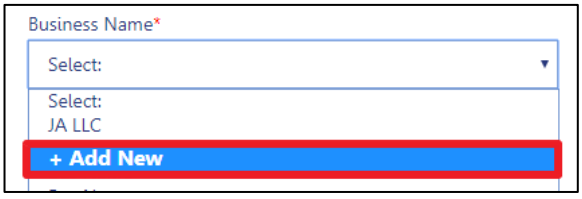
Complete General Information Tab

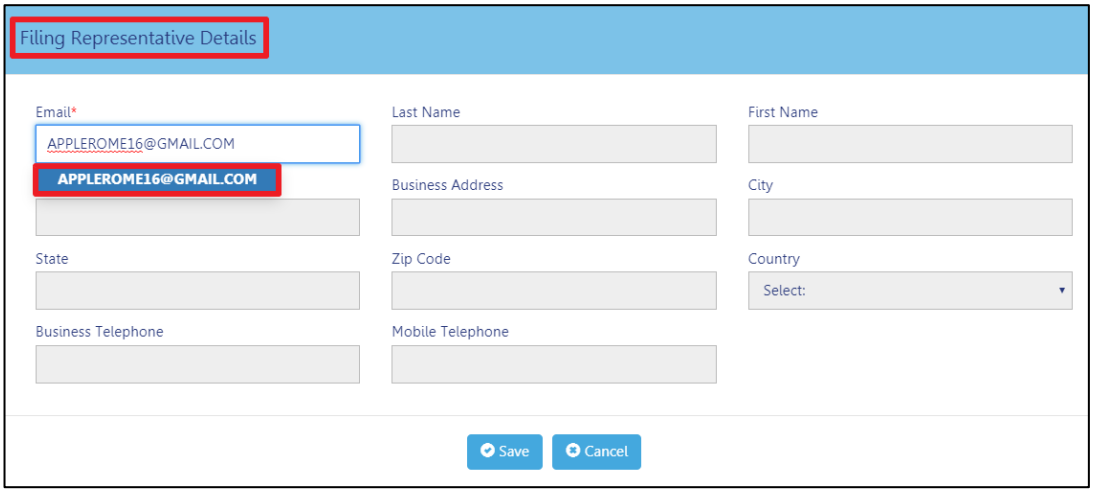
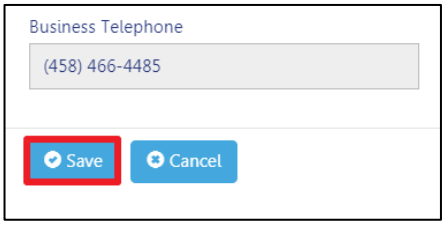
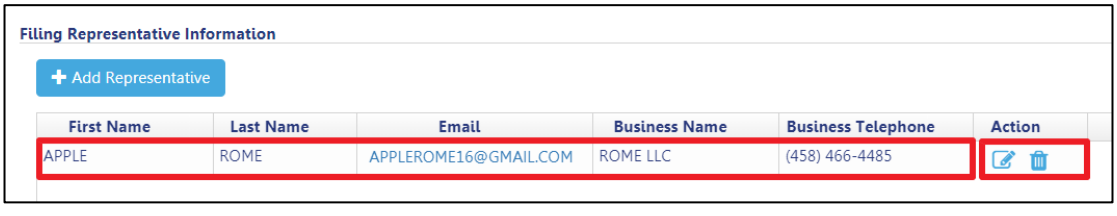
Complete the following steps to complete the **General Information** Tab to associate all Stakeholders (*e.g. Filing Representatives, Manufacturers etc.)* to the application:

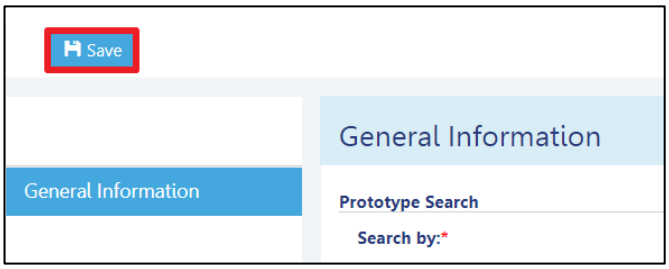
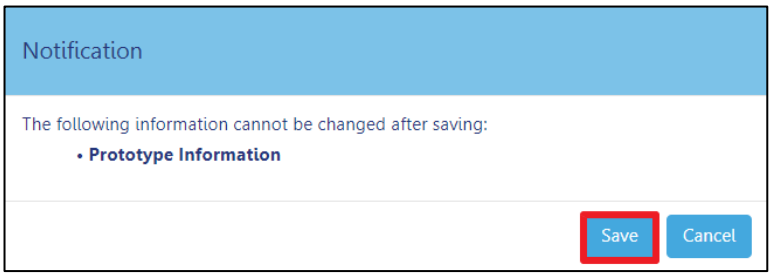
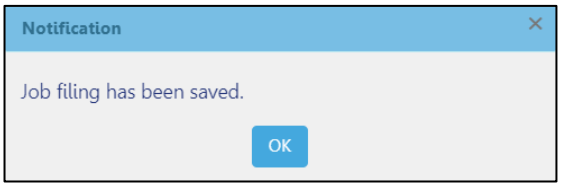
Step	Action
1.	The **General Information** section displays. 
2.	Select the applicable **Search by** (e.g. **Prototype Number)** radio button in Prototype Search. 

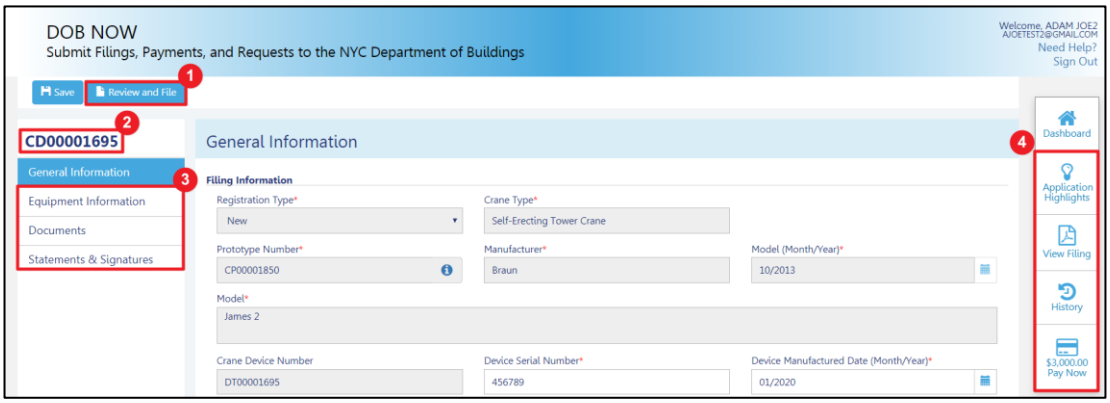
Step	Action
Note:	*To search by Prototype Number:* *Enter the **Prototype Number** in the **Prototype Number** field.*  *To search by Crane Type:* *Select the **Crane Type** from the **Crane Type** drop-down list.* 
3.	Click **Search & Add** to proceed. 

Step	Action
4.	The Search Results pop-up window displays. If applicable, select the applicable Prototype Number. Click **+Add** to proceed. 
Note:	*The Filing Information fields: Registration Type, Crane Type, Prototype Number, Manufacturer, Model (Month/Year), Model and Crane Device Number are greyed-out and cannot be edited.* 

Step	Action
5.	Enter the Filing Information: *Device Serial Number* *Select the Device Manufactured Date (Date/year) from the calendar* 
6.	Enter the Applicant Information: *Type the **Email** and then select the Email Address from the blue drop-down* *Select the **License Type** (e.g., **Individual**) from the License Type drop-down list* *Select the **Business Name** from the Business Name drop-down list* 
Note:	*Select **+ Add New** if the Business Name is not listed.* 
7.	If applicable, click **+Add Representative**.

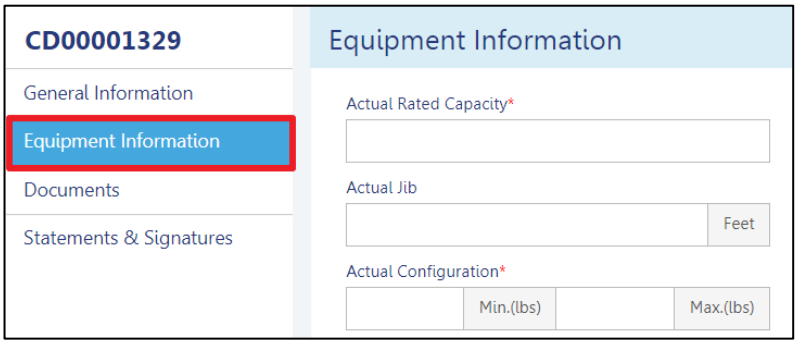
Step	Action
8.	The Filing Representative Details pop-up window displays. Type the **Email** and then select the Email Address from the blue drop-down. 
9.	Click **Save**. 
Note:	*The Filing Representative added displays within the Filing Representative information table.* *Click the edit ( ) icon to update the information.* *Click the trash can ( ) icon to delete the Filing Representative.* *To add an additional Filing Representative repeat Steps 7 to 9 above.* 

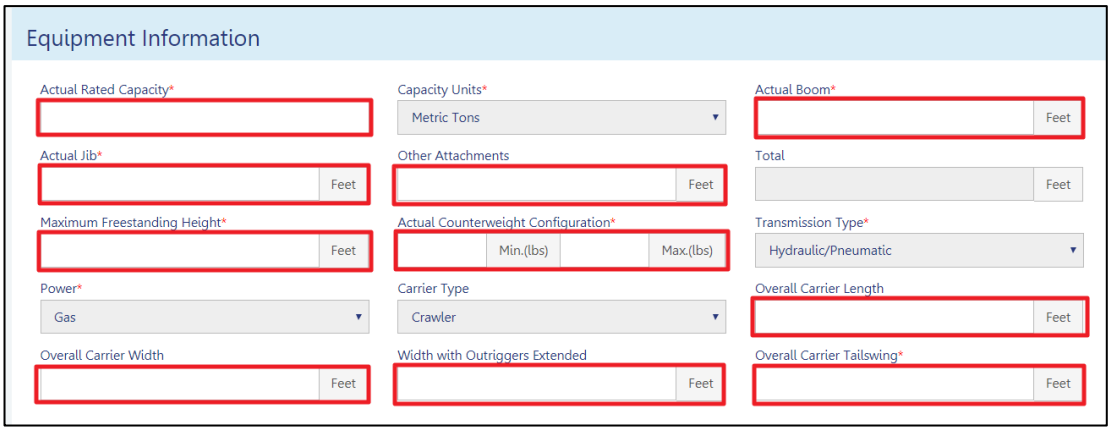
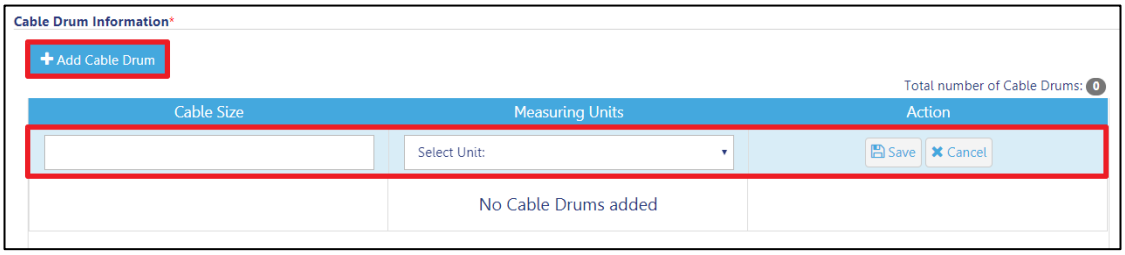
Step	Action
10.	At the top-left of the screen, click **Save**. 
11.	A **Notification** pop-up window displays with the message: The following information cannot be changed after saving: • Prototype Information Click **Save**, to continue. 
12.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. 

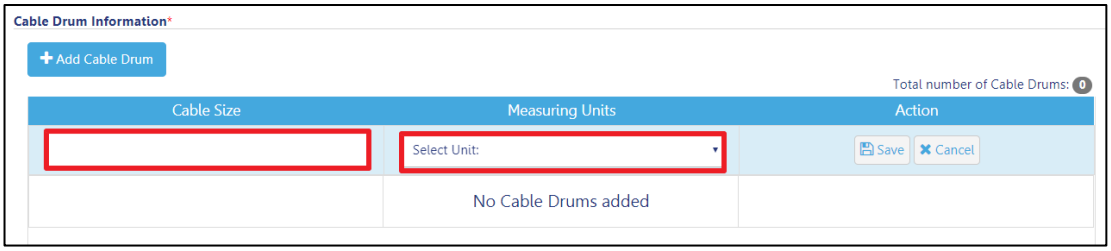
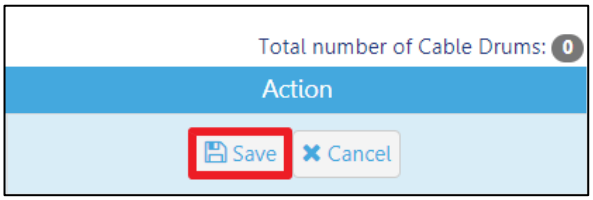
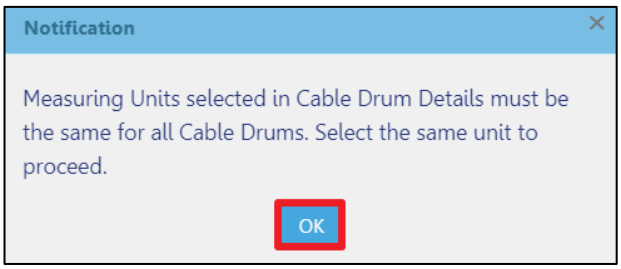
Step	Action
Note:	*The page refreshes and displays the additional items:* 1. *Review and File* 2. *Crane Device Filing Number* 3. ***Additional Tabs:*** *Equipment Information, Documents and Statements & Signatures* 4. ***Application Information:*** *Application Highlights, View Filing, Trace & Payment History and Fee* 
	You have completed the **Complete General Information** tab. Continue to the next section.

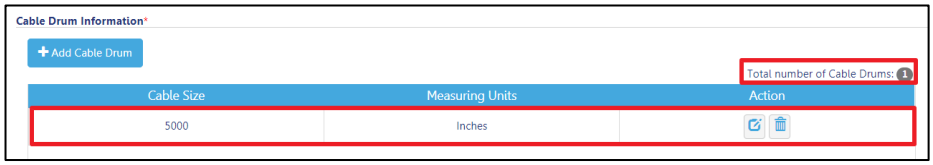
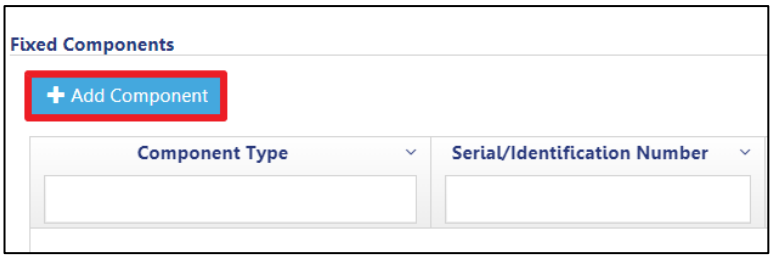
Complete Equipment Information Tab

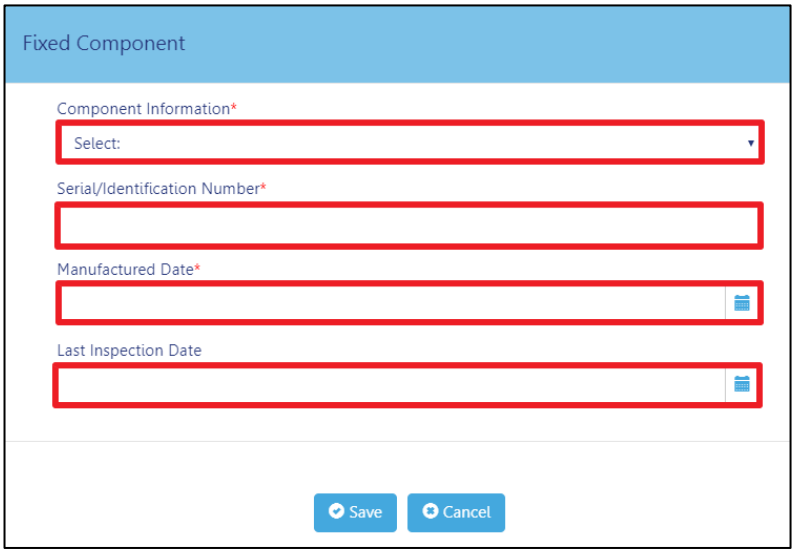
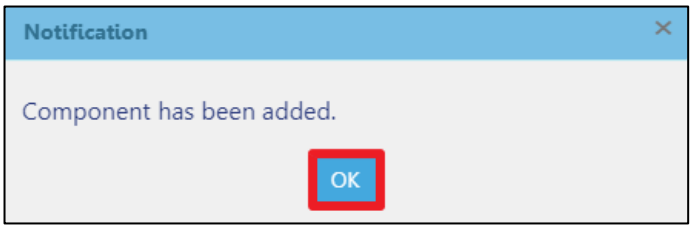
Complete the following steps to complete the Equipment Information tab:

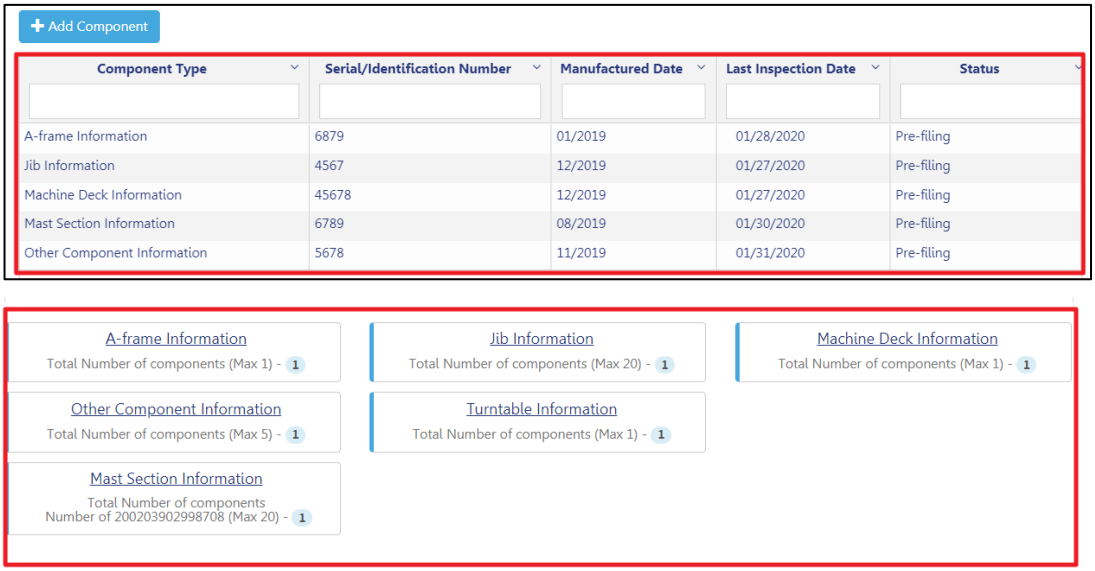
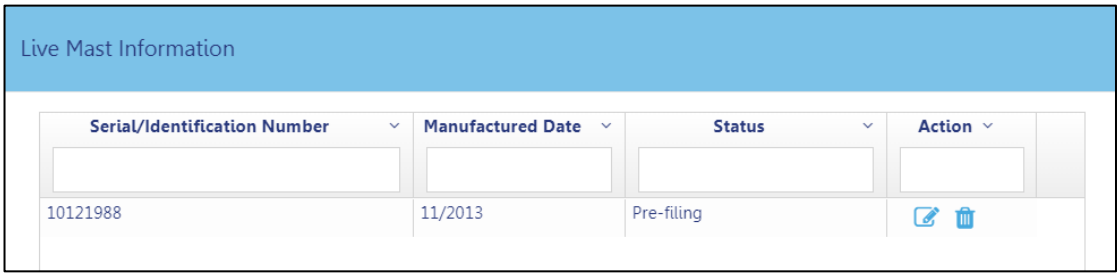
Step	Action
1.	Click **Equipment Information** to display the Equipment Information section. 
Note:	*The Equipment Information fields: Capacity Units, Transmission Type, Power and Carrier Type are greyed-out and cannot be edited.*

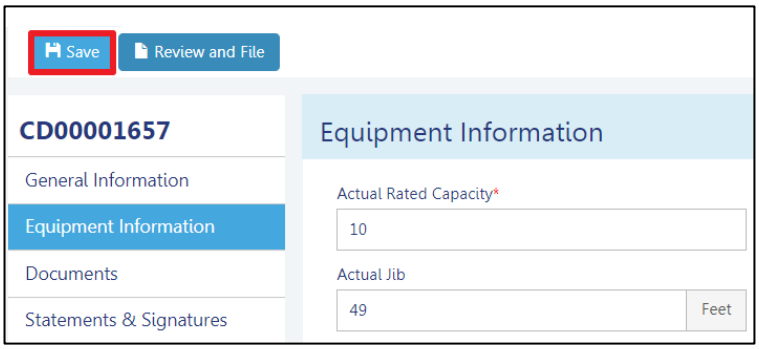
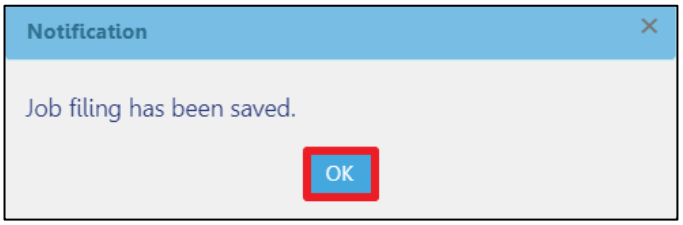
Step	Action
2.	Enter the Equipment Information: *Actual Rated Capacity* *Actual Jib* *Maximum Freestandind Height* *Overall Carrier Width* *Other Attachments* *Actual Counterweight Configuration* *Width with Outriggers Extended* *Actual Boom* *Overall Carrier Length* *Width with Outriggers Tailswing.* 
Note:	*Only the checkboxes applicable to the transaction will be enabled.*
3.	Click + Add Cable Drum to display the Cable Size, Measuring Units and Action fields. 

Step	Action
4.	To add the Cable Drum: *Type the Cable Size* *Select the Measuring Unit from the **Select Unit** drop-down list (e.g., **Inches**).* 
5.	Under the Action column, click **Save**. 
6.	A **Notification** pop-up windows displays with a message: Measuring Units selected in Cable Drum Details must be the same for all Cable Drums. Select the same unit to proceed. Click **OK** to close the notification. 

Step	Action
Note:	*The Total number of Cable Drums updates.* *The Cable Drum added displays within the Cable Drum table.* *Click the edit ( ) icon to update the Cable Drum information.* *Click the trash can ( ) icon to delete the Cable Drum.* 
7.	Click **+Add Component** to display the Fixed Component pop-up window. 

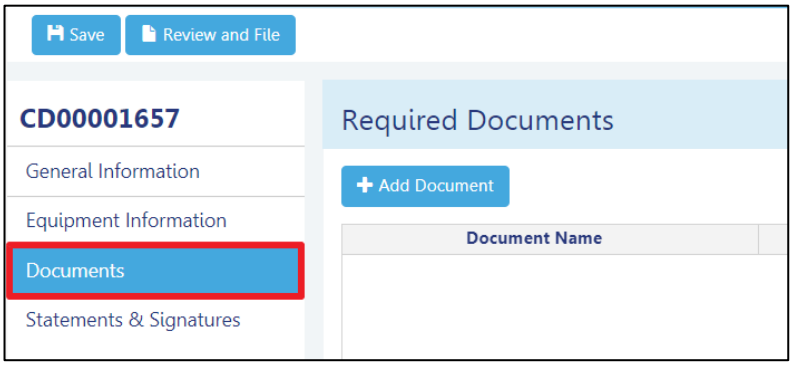
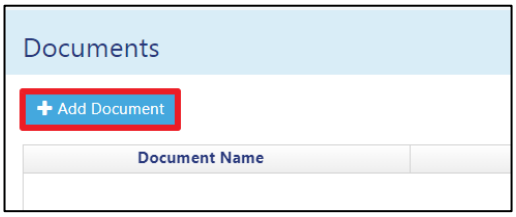
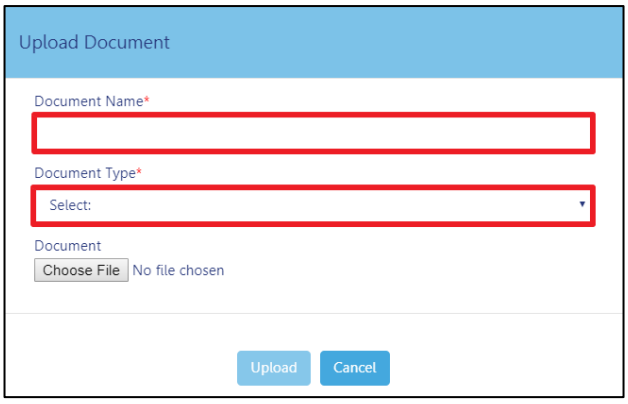
Step	Action
8.	To add each Fixed Component: *Select the **Component Information** (e.g., Live Mast Information) from the Component Information drop-down list* *Enter the Serial/Identification Number* *Select the Manufactured Date* *Select the Last Inspection Date* 
9.	At the bottom of the pop-up window, click **Save**.
10.	A **Notification** pop-up windows displays with a message: Component has been added. Click **OK** to close the notification. 

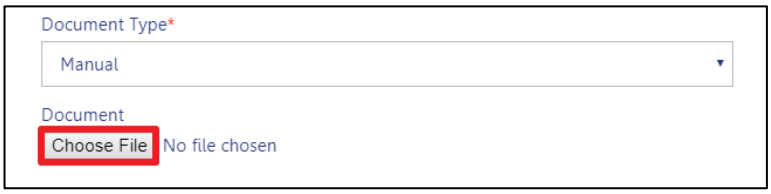
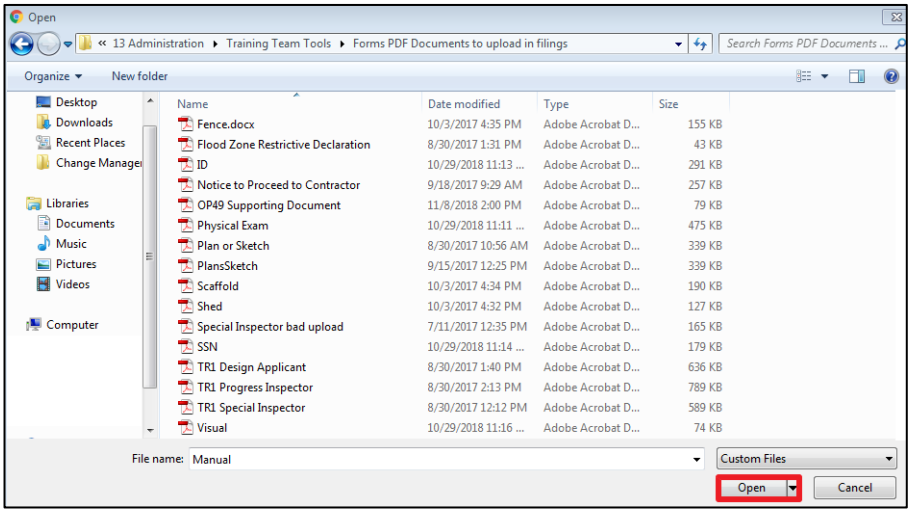
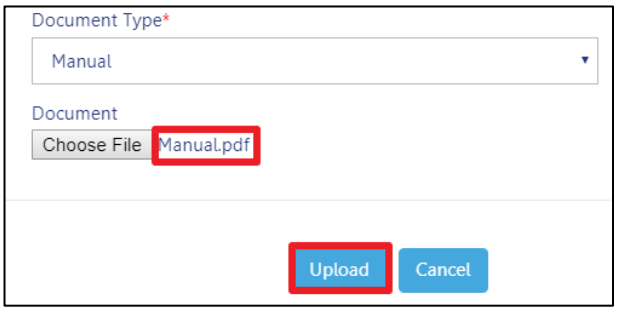
Step	Action
Note:	*Repeat Steps 8 to 10 to add additional Fixed Components.* *The Fixed Component added displays within the Fixed Component table.* *Click the edit ( ) icon to update the Fixed Component information.* *Click the trash can ( ) icon to delete the Fixed Component.* *The Total number of Fixed Component updates below the table.* 
Note:	*Click the **Fixed Component** to view the Fixed Component Information (e.g., **Status**).* 

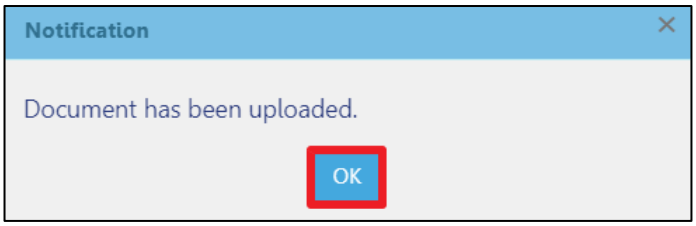
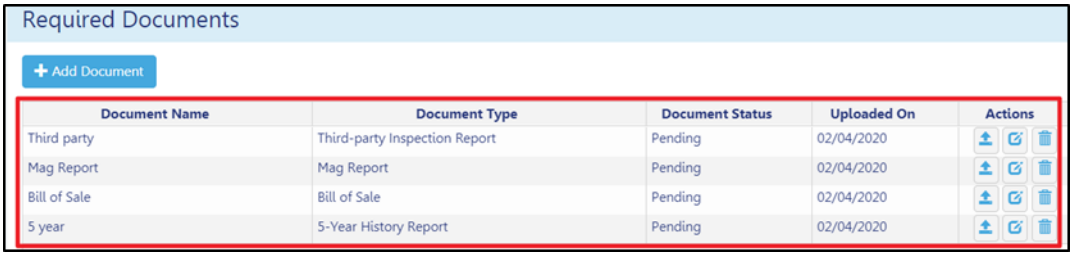
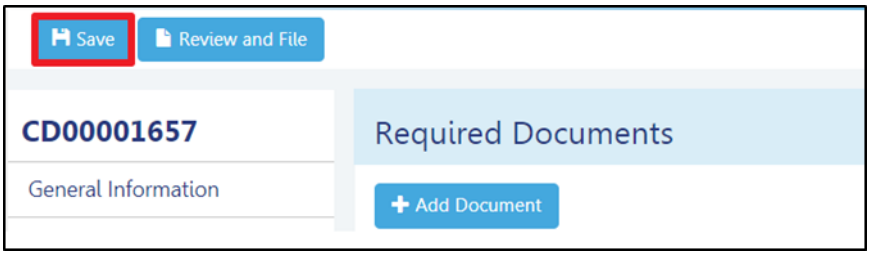
Step	Action
11.	At the top-left of the screen, click **Save**. 
12.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. 
	You have completed the **Complete Equipment Information** tab. Continue to the next section.

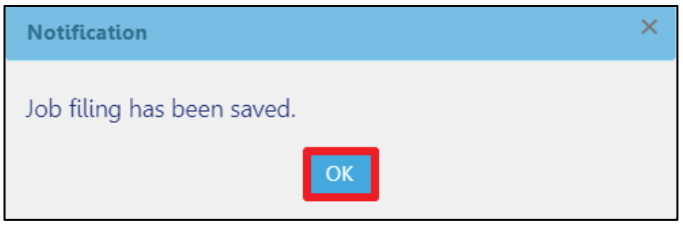
Upload Documents

Complete the following steps to upload documents in the **Documents** tab to support the application:

Step	Action
1.	Click **Documents** to display the Documents section. 
2.	Click **+Add Document**. 
3.	The **Upload Document** pop-up window displays. *Type the Document Name.* *Select the **Document Type** (e.g., Manual) from the Document Type drop-down list.* 

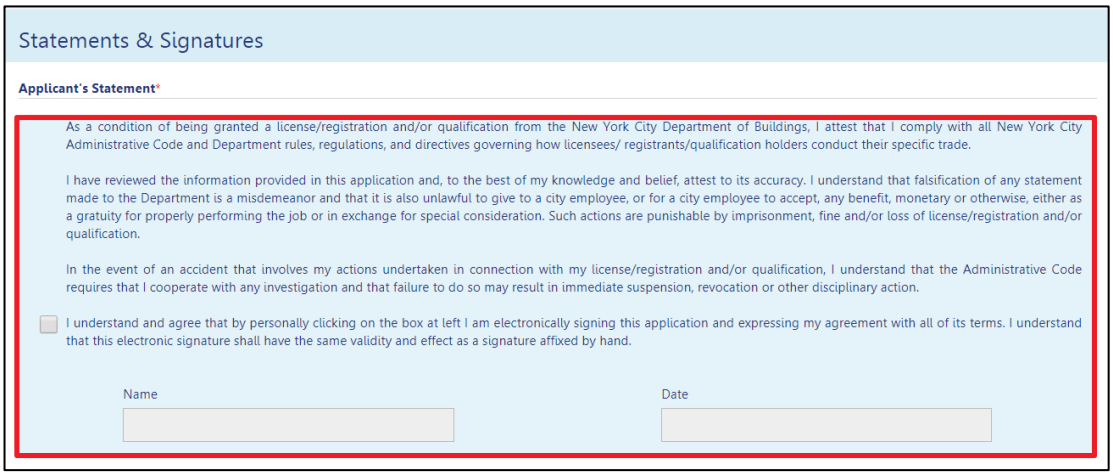
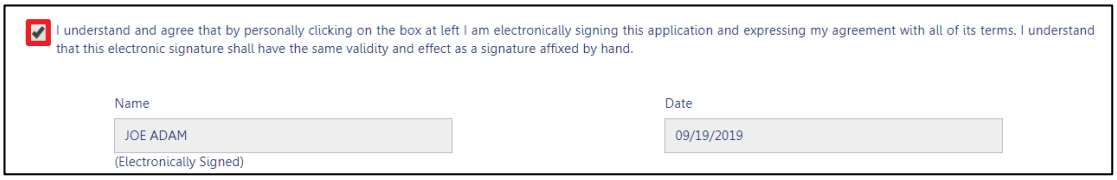
Step	Action
4.	Click **Choose File** to upload the Document Type selected. 
5.	The Document pop-up window displays. Select the Document and click **Open**. 
6.	The Document displays next to Choose File. Click **Upload**. 

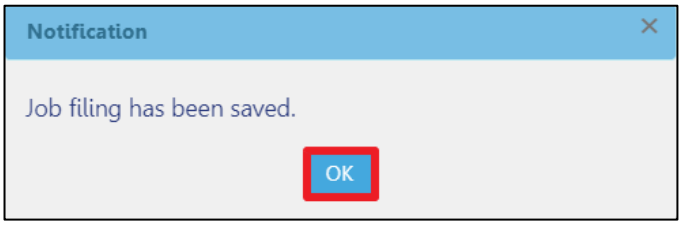
Step	Action
7.	A **Notification** pop-up window displays with the message: Document has been uploaded. Click **OK** to continue. 
Note:	*The Document uploaded displays within the Document table.* *Click the edit ( ) icon to update the Document information.* *Click the trash can ( ) icon to delete the Document.* *Click the upload ( ) icon to replace the Document previously uploaded.* 
8.	At the top-left of the screen, click **Save**. 

Step	Action
9.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. 
You have completed the **Upload Documents.** Continue to the next section.	

Complete Statements & Signatures

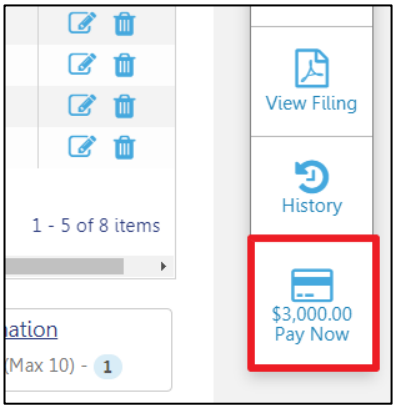
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

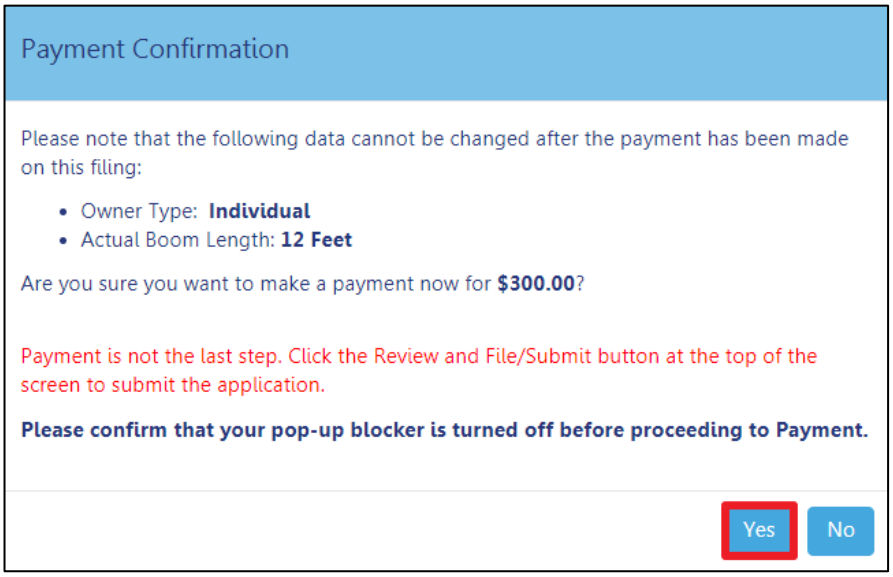
Step	Action
1.	Click **Statements & Signatures** to display the Statements & Signatures section.
Note:	*The statement applicable to the stakeholder that's logged in highlights in blue.* 
APPLICANT OF RECORD	
2.	Click the **Applicant's Statement** checkbox to electronically attest. The **Name** and **Date** field's auto-populate by the system. 

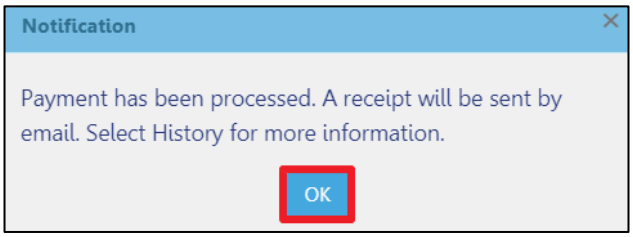
Step	Action
3.	At the top-left of the screen, click **Save**.
4.	A **Notification** pop-up window displays with the message: Job filing has been saved. Click **OK** to continue. 
	You have completed the **Statement & Signatures** section. Continue to the next section.

Pay Fees

Complete the following steps to submit a payment application to the NYC Department of Buildings.

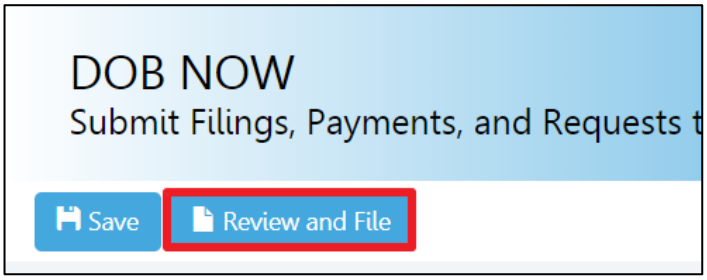
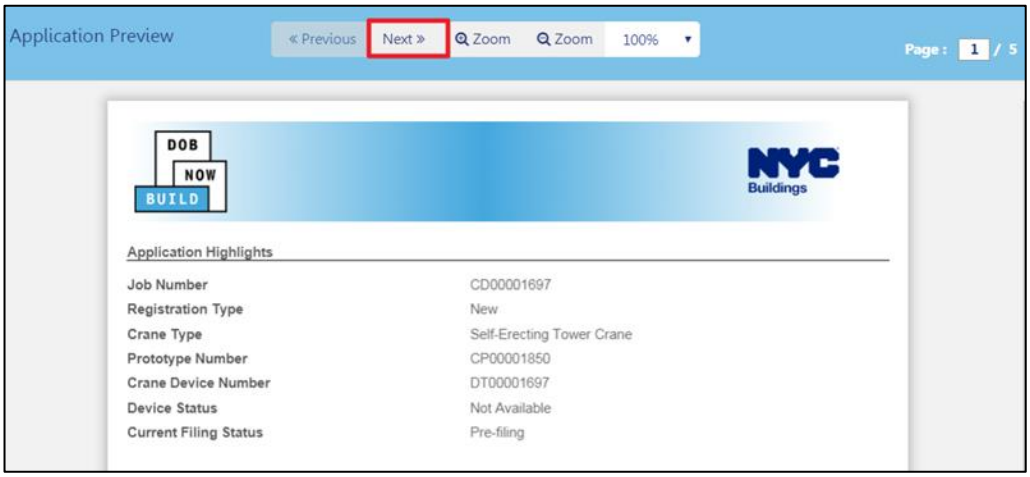
Step	Action
Note:	*The fees must be paid before continuing to Review and File.*
1.	At the bottom-right of the screen, click **Pay Now**. 

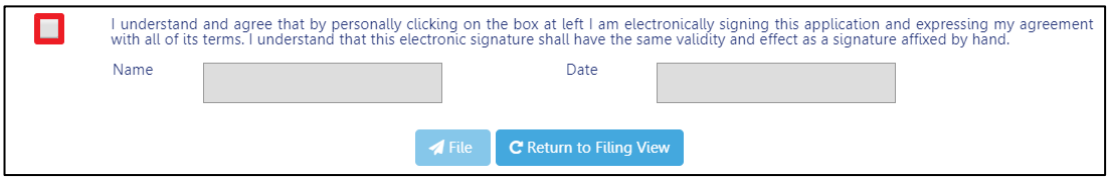
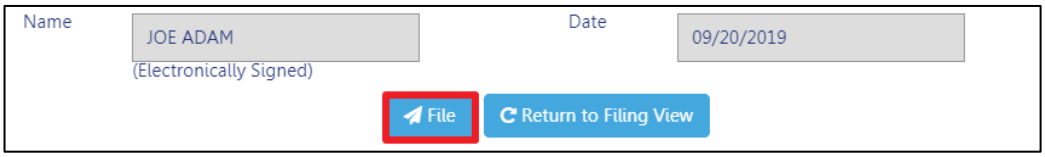
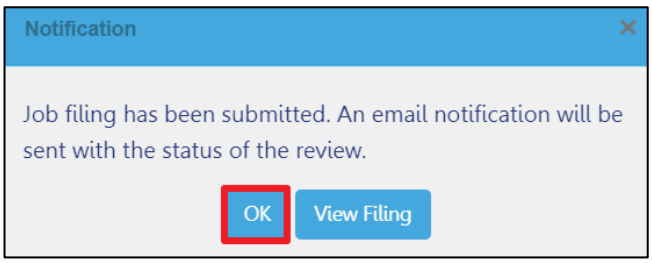
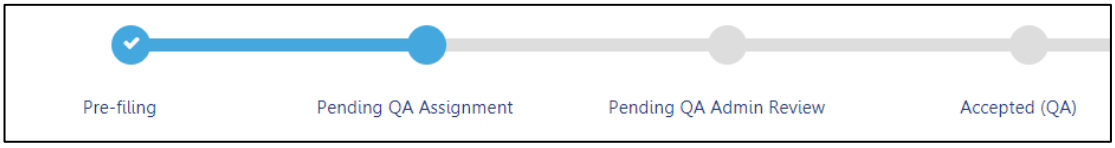
Step	Action
2.	The **Payment Confirmation** pop-up window displays with the message: Please note that the following data cannot be changed after the payment has been made on this filing: Owner Type: **Individual** Actual Boom Length: **12 Feet** Are you sure you want to make a payment now for $300.00? Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application. **Please confirm that your pop-up blocker is turned off before proceeding to Payment.** Click **Yes**, to proceed. 

Step	Action
3.	The page is redirected to **NYC City Pay**. Pay the application fees via **eCheck** or **Credit Card** by selecting the applicable tab.
4.	The **Notification** pop-up window displays on the DOB NOW page with the message: Payment has been processed. A receipt will be sent by email. Select History for more information. Click **OK** to proceed. 
	You have completed the **Pay Fees** section. Continue to the next section.

Complete Review and File

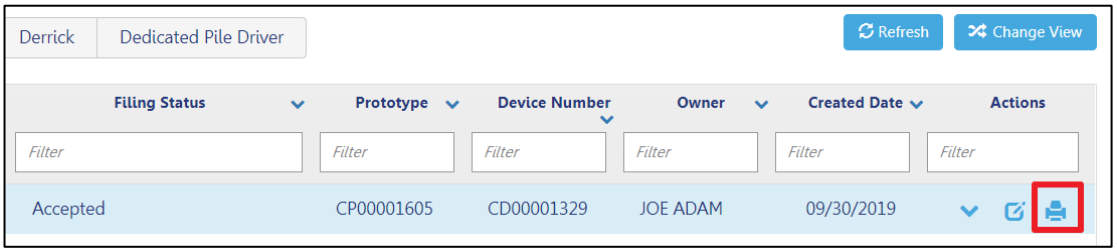
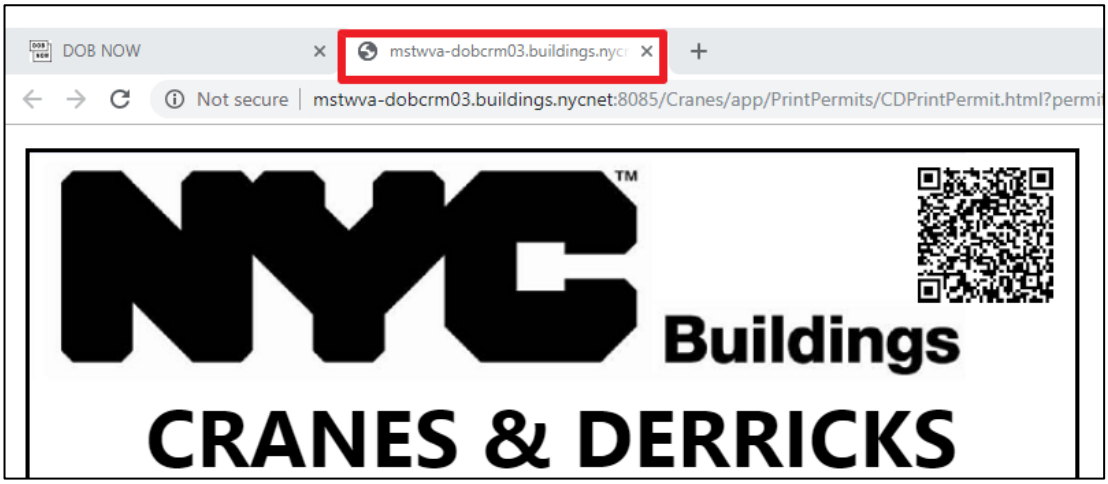
Complete the following steps to review and submit the application to the NYC Department of Buildings.

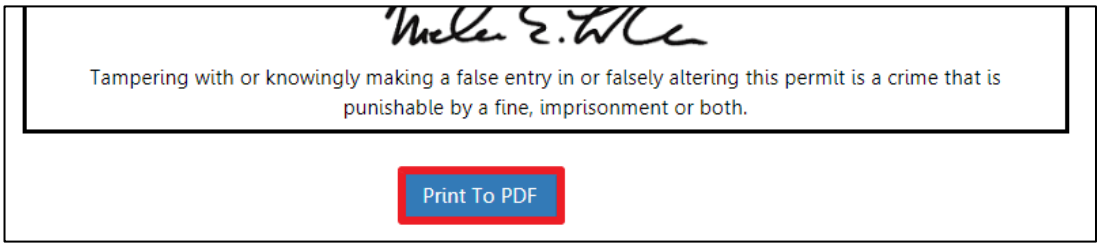
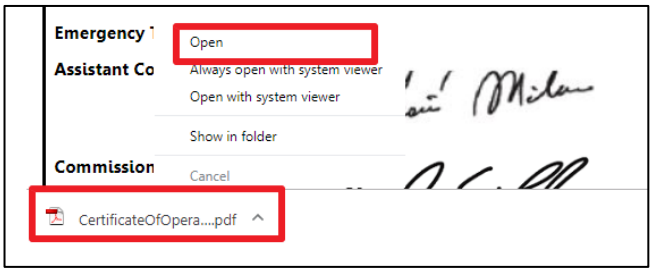
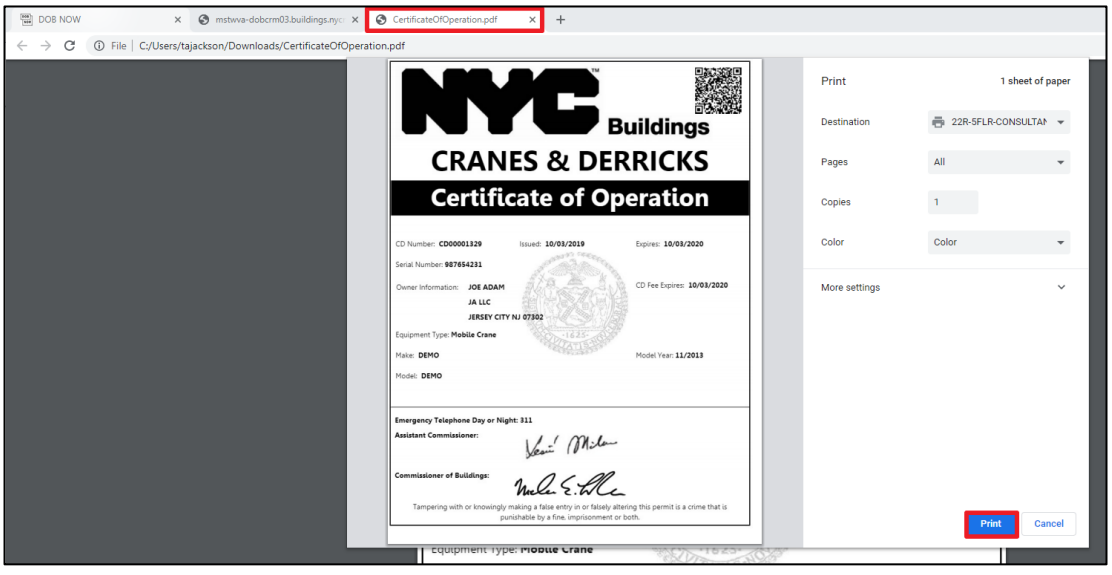
Step	Action
APPLICANT OF RECORD	
1.	At the top-left of the screen, click **Review and File**. 
2.	The **Application Preview** displays. Click **Next** to read and progress through the Application Preview to the final page. 
Note:	*If errors are discovered when Review and File is selected, click **Return to Filing View**, correct the errors, re-attest, and Review and File again.*

Step	Action
3.	On the final page, click the checkbox to attest reviewing the application. 
4.	The **Name** and the **Date** field's auto-populate after the check-box is clicked. Click **File**, to proceed. 
5.	A **Notification** pop-up windows displays with the message: Job filing has been submitted. An email notification will be sent with the status of the review. Click **OK** to close the Confirm pop-up window. 
Note:	*The Status Bar updates to the next stage in the job filing process (e.g.,* ***Pending QA Assignment****).* 
You have completed the **Self Erecting Tower Crane CD Number**: **Register a Crane Device** Step-by-Step Guide.	

Print Certificate Complete: From the Dashboard

Complete the following steps to print the CD Certificate from the dashboard:

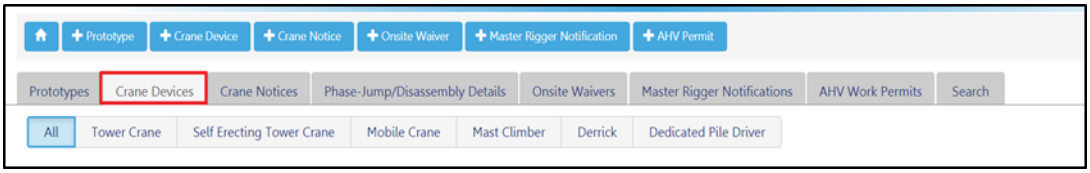
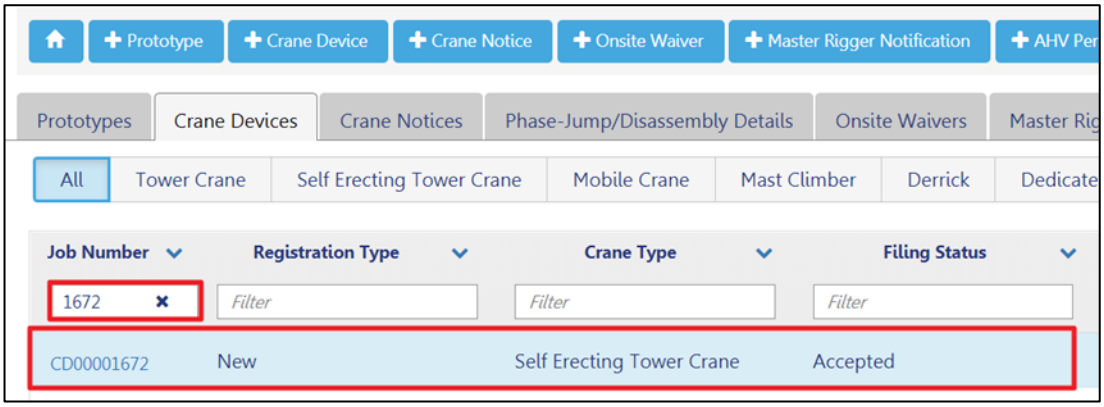
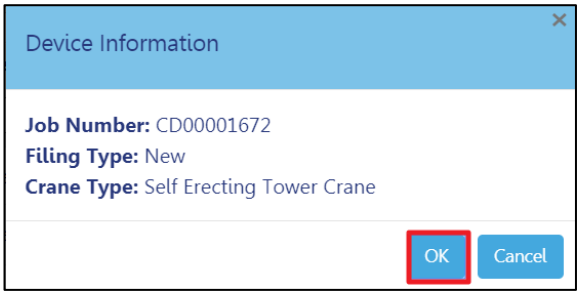
Step	Action
1.	From the Dashboard, select the **Crane Devices** tab.
2.	Locate the Crane Device application. Under the **Actions** column, click the **Print (** **)** icon on the application. 
3.	Ensure that your pop-up blocker is turned-off. The Cranes & Derricks Certificate of Operation opens in a second tab. 

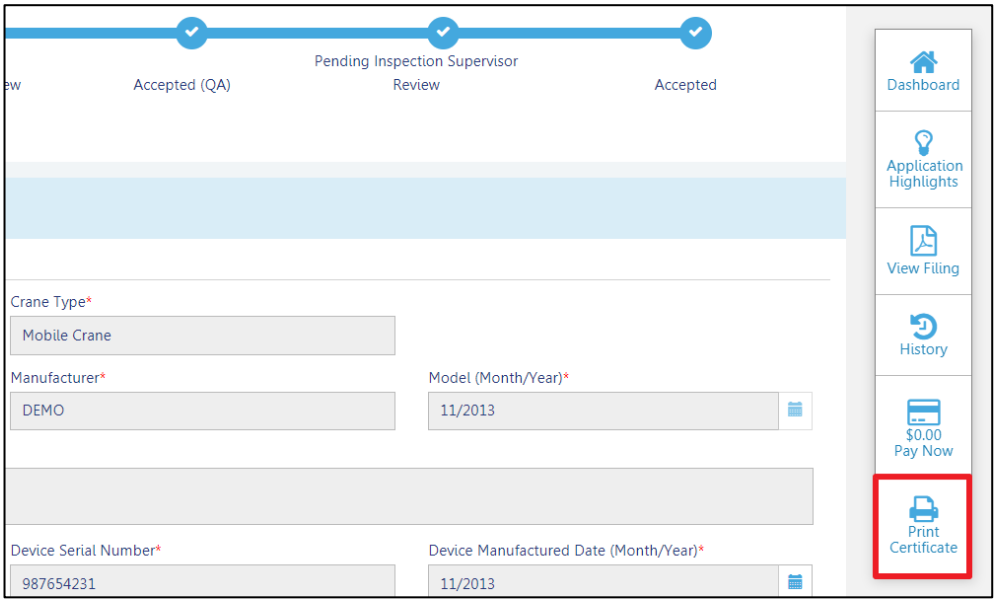
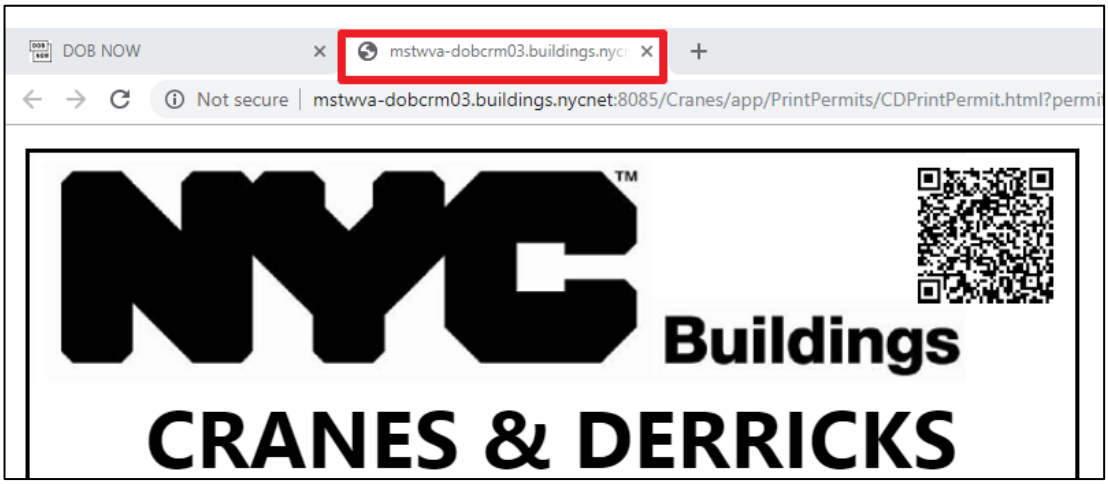
Step	Action
4.	From the bottom of the page click **Print to PDF**. 
5.	The internet browser downloads the certificate. Click the file arrow and select **Open**. 
6.	A third tab opens with the print options. Click **Print**. 

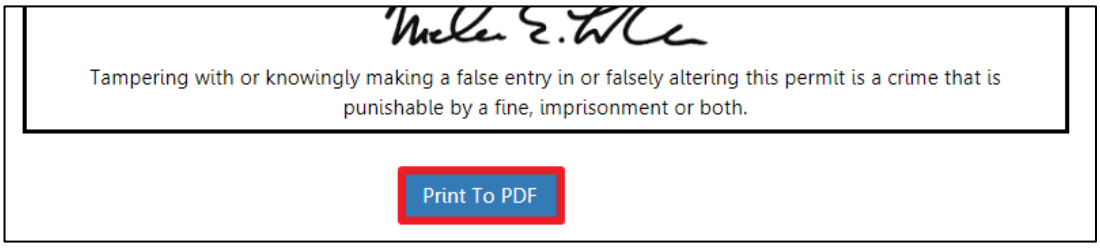
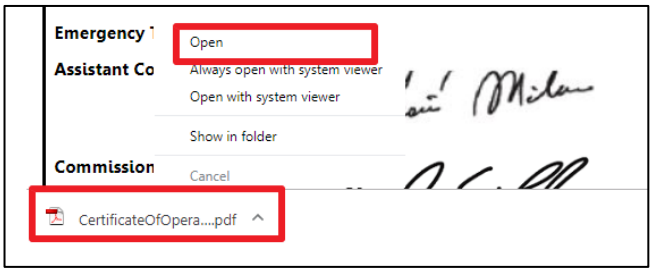
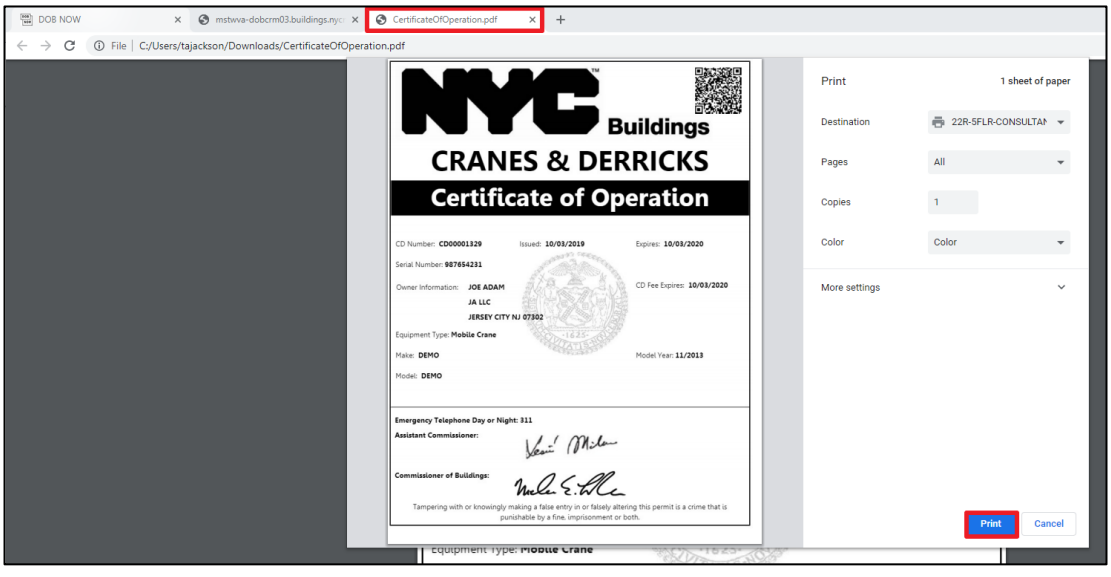
You have completed the Print a Certificate: From the Dashboard Step-by-Step Guide.

Print Certificate Complete: From within the Application

Complete the following steps to print the CD Certificate from within the application:

Step	Action
1.	From the Dashboard, select the **Crane Devices** tab. 
2.	Locate the Crane Device application. Double-click the application. 
3.	The **Device Information** pop-up window displays with the message: **Job Number:** CD00001672 Filing Type: New **Crane Type:** Self Erecting Tower Crane Click **OK** to proceed. 

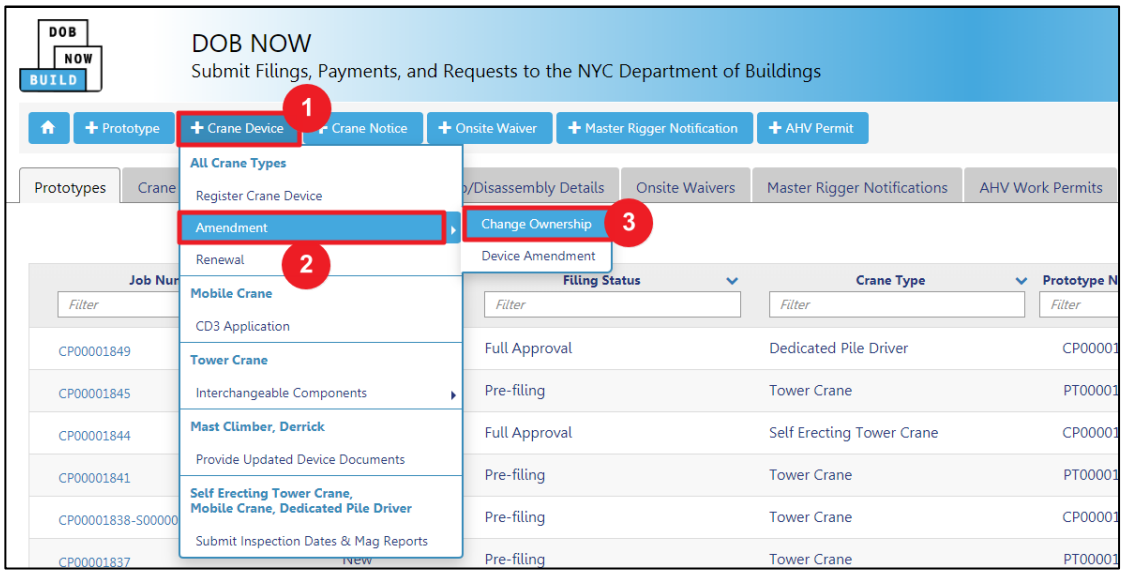
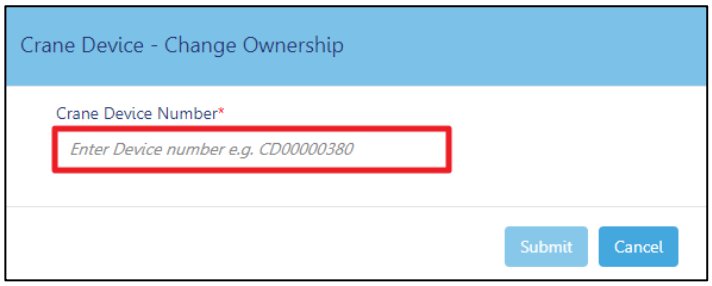
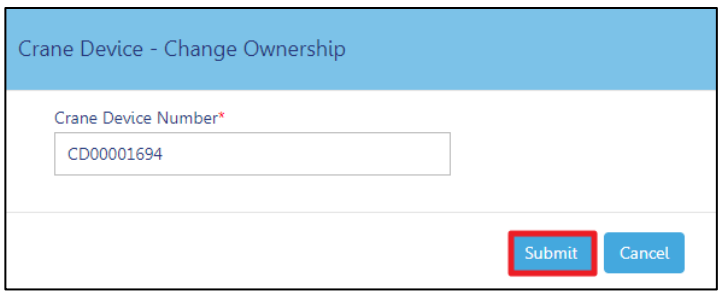
Step	Action
4.	The Crane Device application displays. On the bottom-right, click **Print Certificate**. 
5.	Ensure that your pop-up blocker is turned-off. The Cranes & Derricks Certificate of Operation opens in a second tab. 

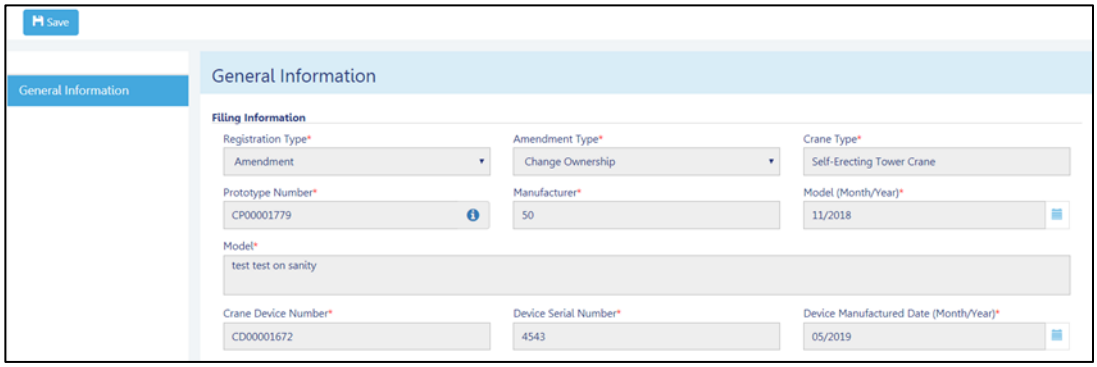
Step	Action
6.	From the bottom of the page click **Print to PDF**. 
7.	The internet browser downloads the certificate. Click the file arrow and select **Open**. 
8.	A third tab opens with the print options. Click **Print**. 

You have completed the Print a Certificate: From within the Application Step-by-Step Guide.

Self-Erecting Tower CD Number: Amendment: Change Ownership

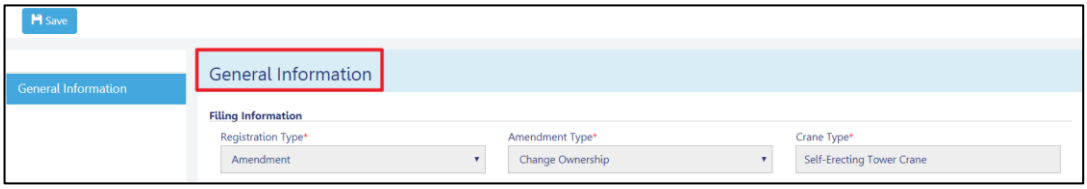
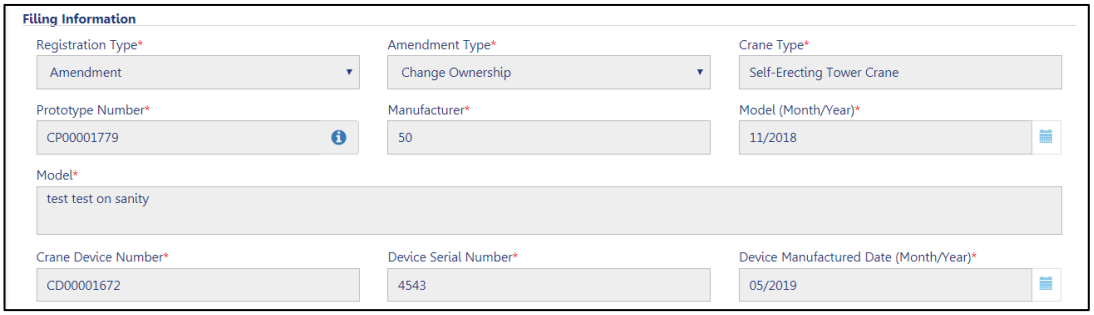
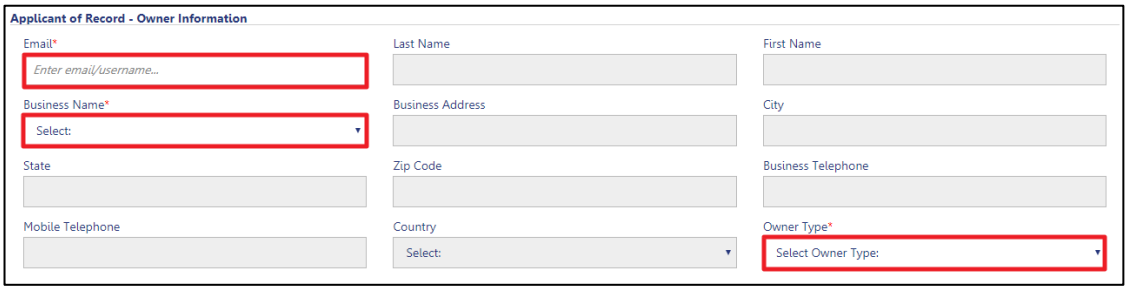
Complete the following steps to Change Ownership on a Crane Device:

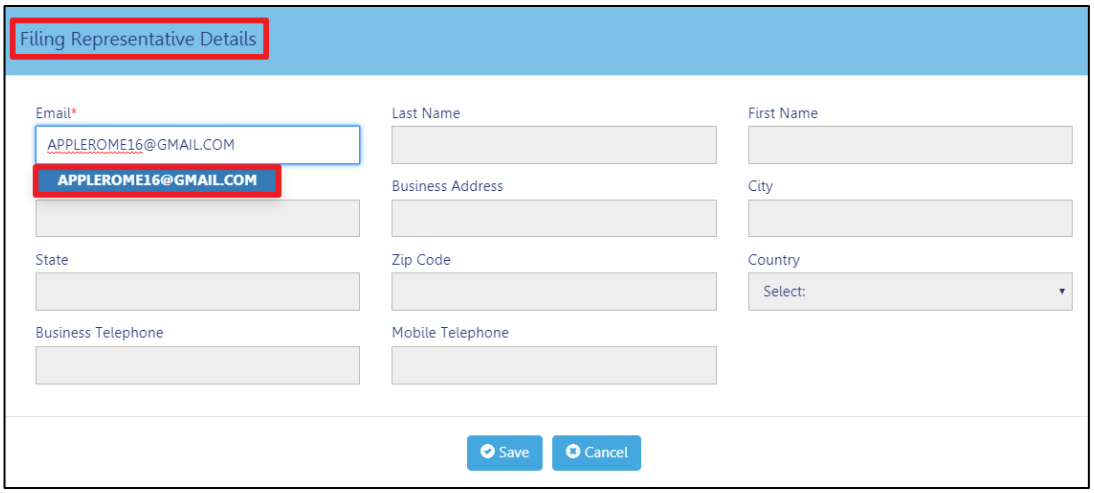
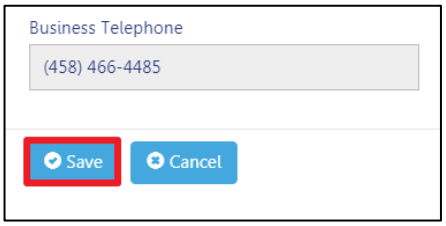
Step	Action
1.	***Hover the cursor over +Crane Device, then hover the cursor over +Amendment and then select Change Ownership from the drop-down list.*** 
2.	***Enter the Crane Device Number.*** 
3.	Click **Submit.** 

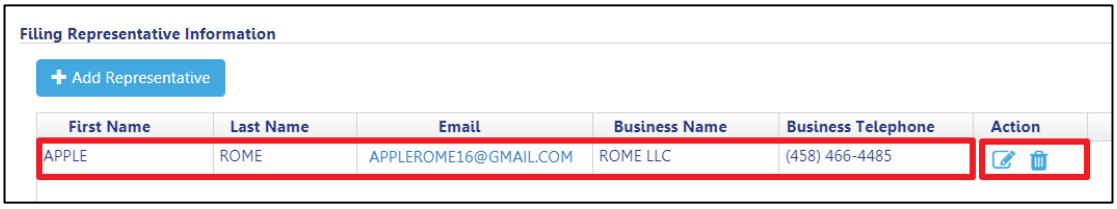
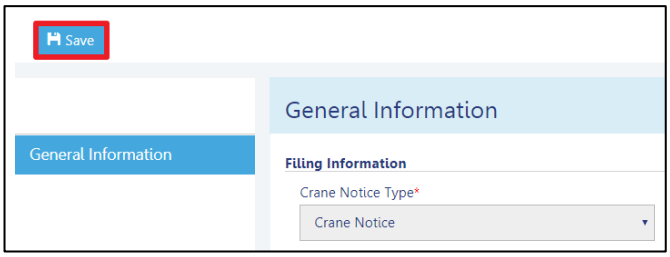
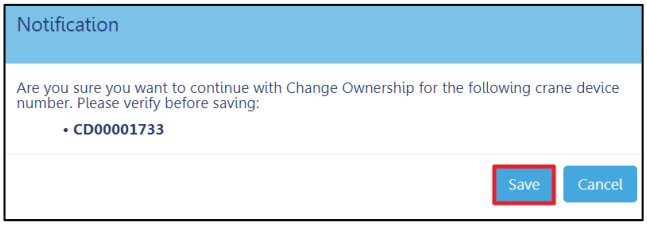
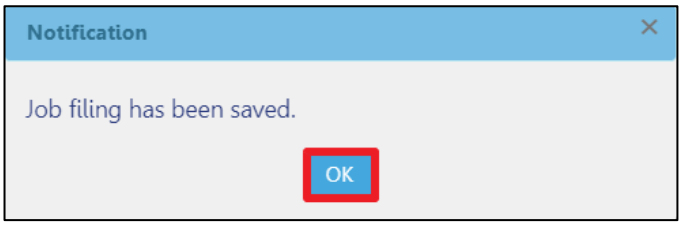
Step	Action
4.	The page refreshes and displays the General Information tab**.** 
You have begun the Change Ownership Amendment process for a Crane Device. ***Continue to the Complete General Information tab section.***	

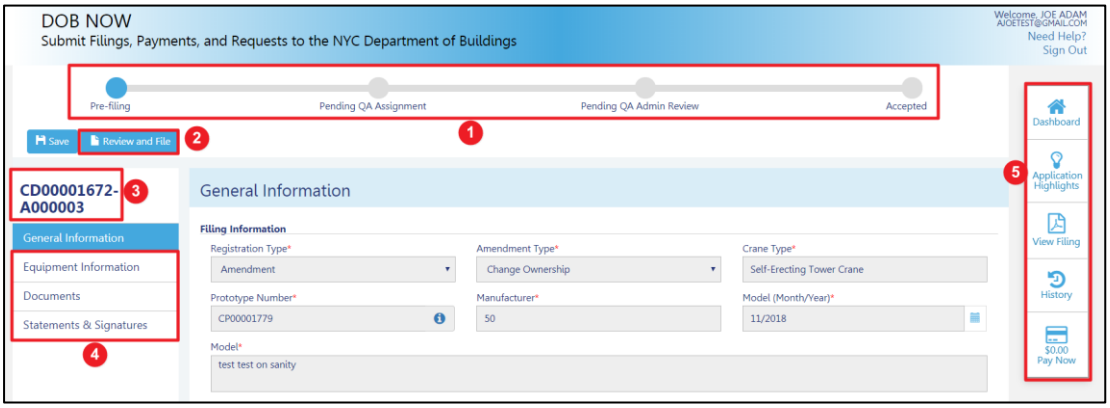
Complete General Information

Complete the following steps to complete the **General Information** tab to associate the Stakeholders (*e.g. Filing Representatives, Manufacturers etc.)* to the application:

Step	Action
1.	*The General Information section displays.* 
2.	*The Filing Information fields: Crane Notice Type, Filing Type and Crane Type are greyed-out and cannot be edited.* 
3.	***Enter the Applicant Information:*** Type the **Email** and then select the Email Address from the blue drop-down Select the **License Type** (*e.g., Individual*) from the License Type drop-down list Select the **Business Name** from the Business Name drop-down list ***The Last Name, First Name, Business Address, City, State, Zip Code, Business Telephone, Mobile Telephone, and Country are greyed-out and Read-Only.*** 

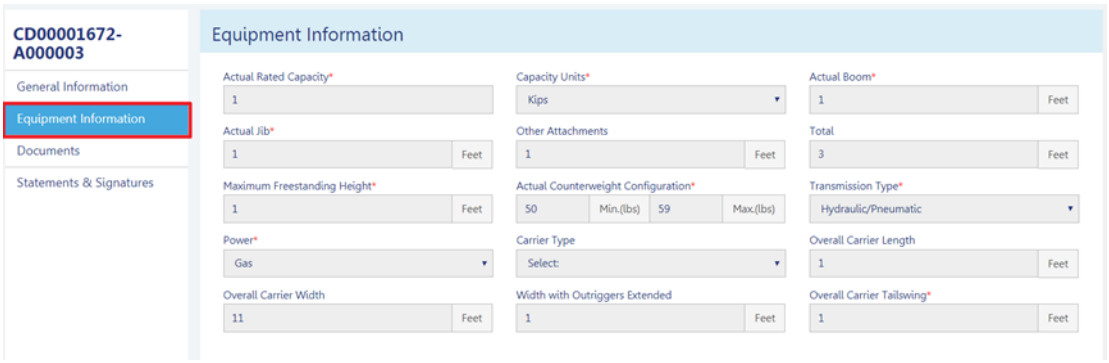
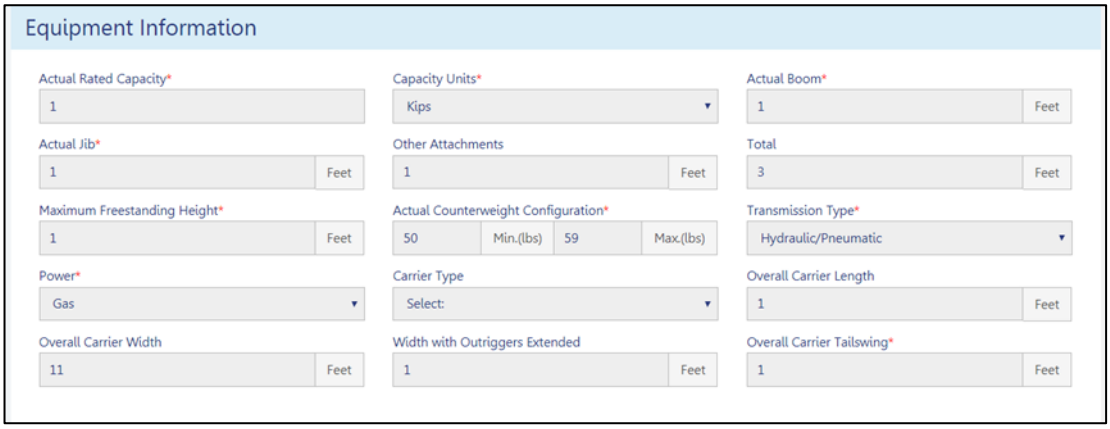
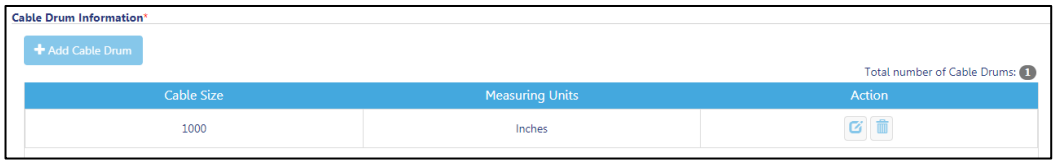
Step	Action
Note:	The Existing Owner Information is displayed.
4.	*If applicable, click + Add Representative to add Filing Representative.*
5.	*The Filing Representative Details pop-up window displays.* *Type the Email and then select the Email Address from the blue drop-down.* 
6.	*Click **Save.*** 

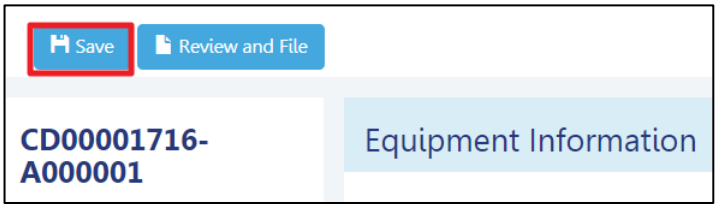
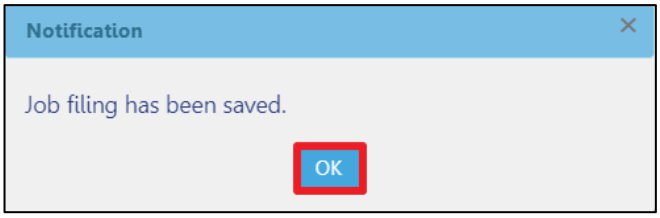
Step	Action
Note:	The Filing Representative added displays within the Filing Representative information table. Click the edit ( ) icon to update the information. Click the trash can ( ) icon to delete the Filing Representative. 
7.	*At the top-left of the screen, click* ***Save.*** 
8.	*Click* ***Save.*** 
9.	*A Notification pop-up window displays with the message:* ***Job filing has been saved.*** *Click* ***OK*** *to continue.* 

Step	Action
Note:	The page refreshes and displays the additional items: 1. Status Bar 2. Review and File 3. Crane Notice Filing Number 4. Additional Tabs: Prototype & Phase Information, Document and Statements & Signatures 5. Application Information: Application Highlights, View Filing, History and Fee 
You have completed the Complete General Information tab. Continue to the next section.	

Complete Equipment Information Tab

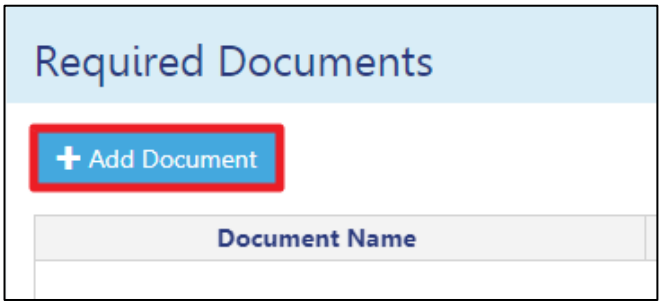
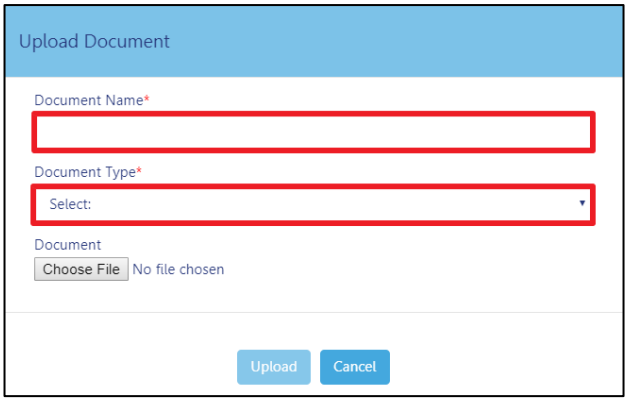
Complete the following steps to complete the Equipment Information tab:

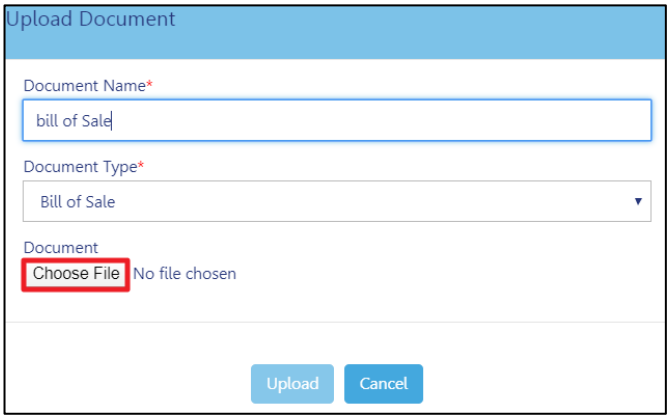
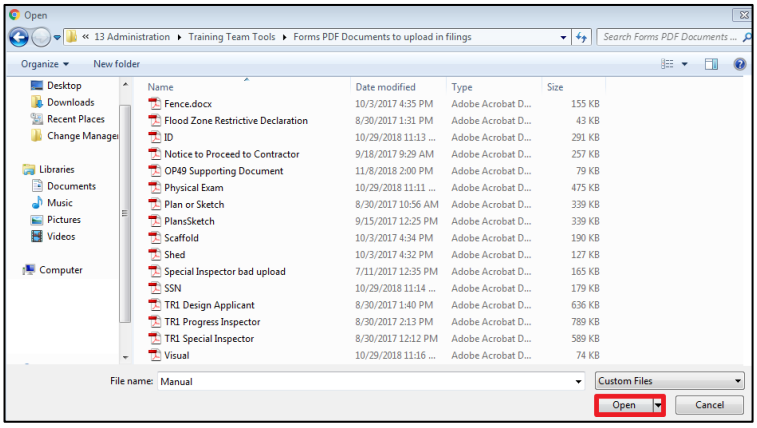
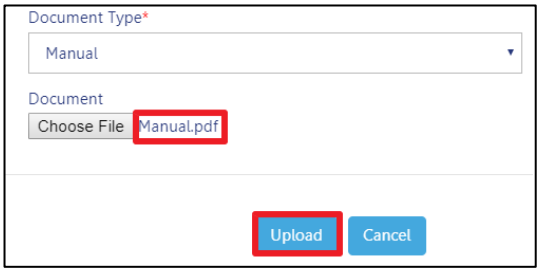
Step	Action
1.	*Click Equipment Information to display the Equipment Information section.* 
Note:	The Equipment Information and Boom Type Information fields are greyed-out and cannot be edited. 
Note:	The Cable Drum Information field is greyed-out and cannot be edited. 

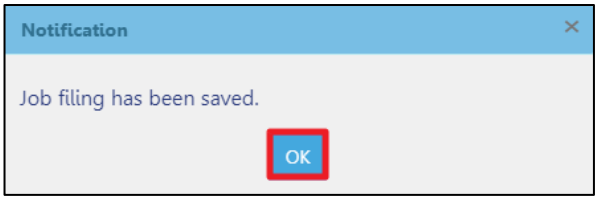
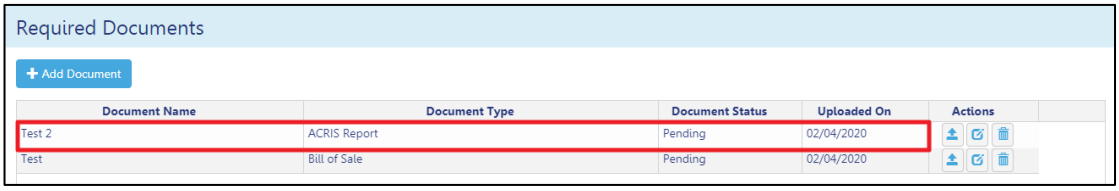
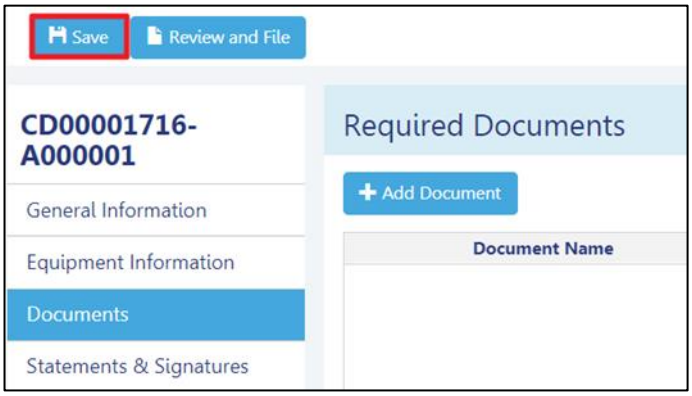
Step	Action
2.	*At the top-left of the screen, click* ***Save.*** 
3.	*A Notification pop-up window displays with the message:* ***Job filing has been saved.*** *Click* ***OK*** *to continue.* 
You have completed the Complete Equipment Information tab. Continue to the next section.	

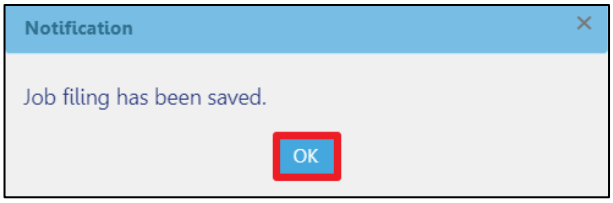
Upload Documents

Complete the following steps to upload documents in the **Documents** tab to support the application:

Step	Action
1.	*Click **Documents** to display the Documents section.*
2.	*Click **+Add Document.*** 
3.	The Upload Document pop-up window displays. Type the Document Name. Select the **Document Type** (e.g., Manual) from the Document Type drop-down list. 

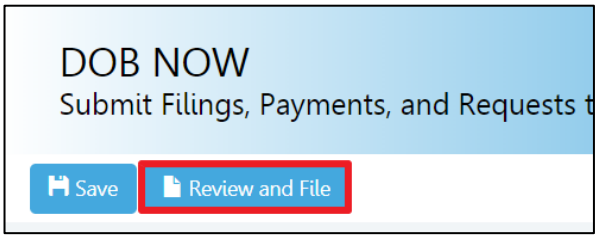
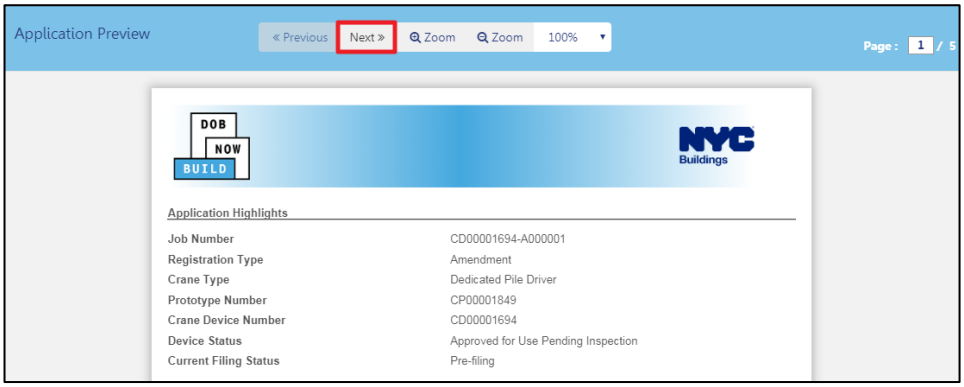
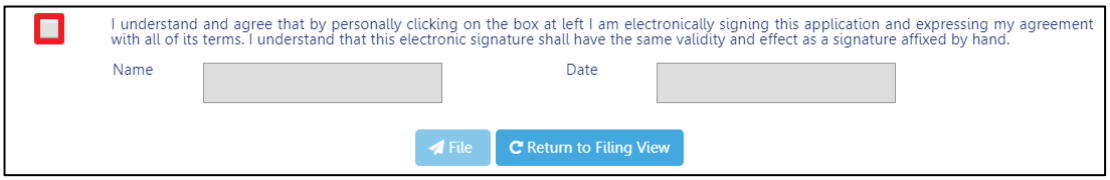
Step	Action
4.	Click **Choose File** to upload the Document Type selected. 
5.	***The Document pop-up window displays.*** ***Select the Document and click Open.*** 
6.	***The Document displays next to Choose File.*** ***Click Upload.*** 

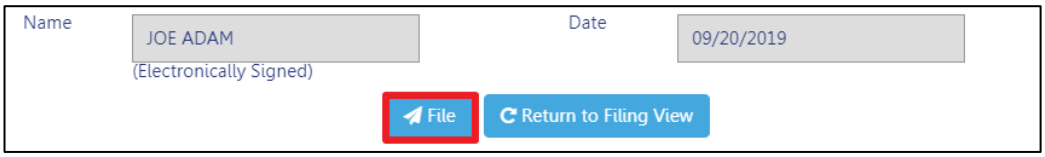
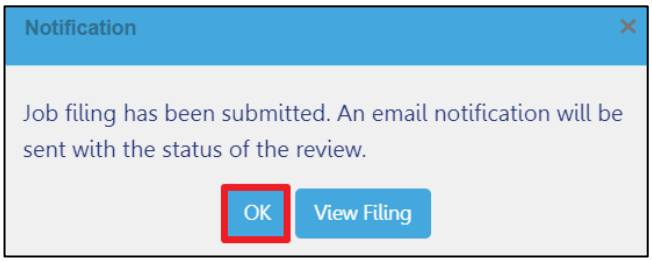
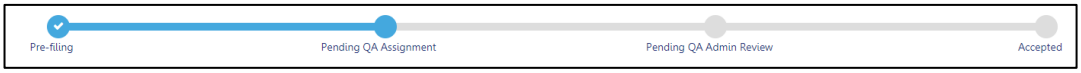
Step	Action
7.	***A Notification pop-up window displays with the message:*** ***Document has been uploaded.*** ***Click OK to continue.*** 
Note:	The Document uploaded displays within the Document table. Click the edit ( ) icon to update the Document information. Click the trash can ( ) icon to delete the Document. Click the upload ( ) icon to replace the Document previously uploaded. 
8.	***At the top-left of the screen, click Save.*** 

Step	Action
9.	***A Notification pop-up window displays with the message:*** ***Job filing has been saved.*** ***Click OK to continue.*** 
You have completed the Upload Documents. Continue to the next section.	

Complete Review and File

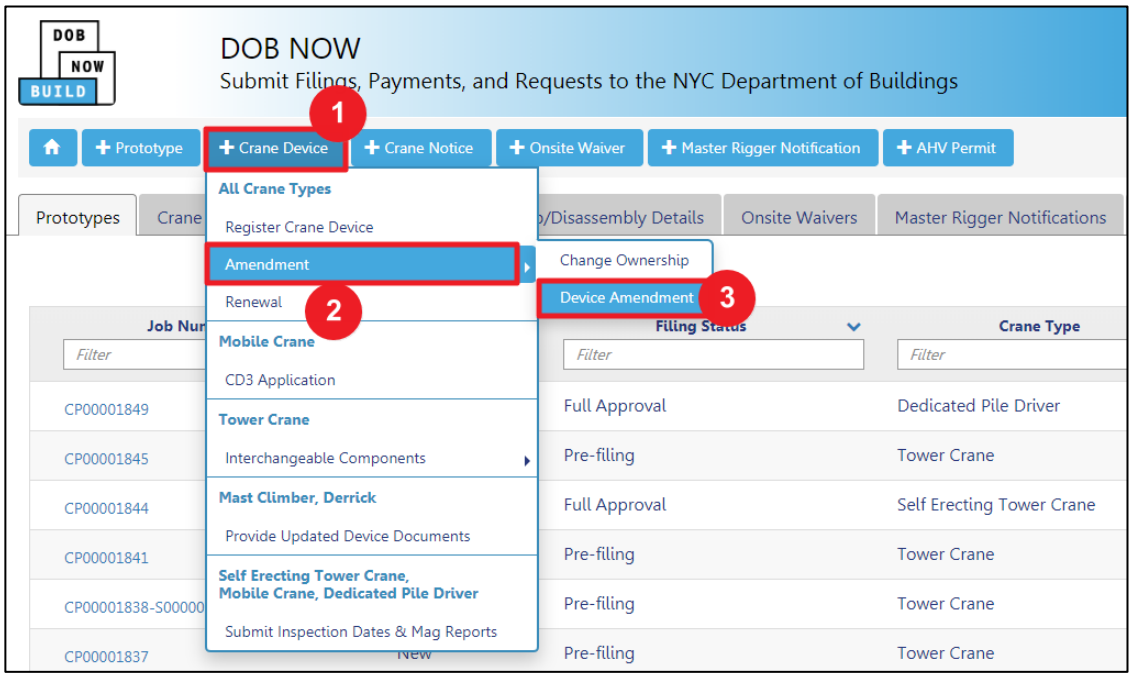
Complete the following steps to review and submit the application to the NYC Department of Buildings.

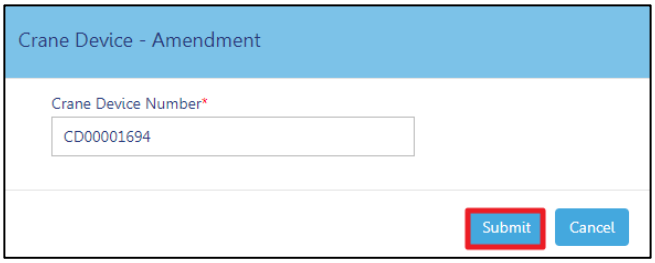
Step	Action
1.	***At the top-left of the screen, click Review and File.*** 
2.	***The Application Preview displays.*** ***Click Next to read and progress through the Application Preview to the final page.*** 
Note:	***If errors are discovered when Review and File is selected, click Return to Filing View, correct the errors, re-attest, and Review and File again.***
3.	***On the final page, click the checkbox to attest reviewing the application.*** 

Step	Action
4.	***The Name and the Date field's auto-populate after the check-box is clicked.*** ***Click File, to proceed.*** 
5.	***A Notification pop-up windows displays with the message:*** ***Job filing has been submitted. An email notification will be sent with the status of the review.*** ***Click OK to close the Confirm pop-up window.*** 
Note:	***The Status Bar updates to the next stage in the job filing process (e.g., Pending QA Assignment).*** 
You have completed the Self-Erecting CD Number: Amendment Step-by-Step Guide.	

Self-Erecting Tower Crane CD Number: Device Amendment

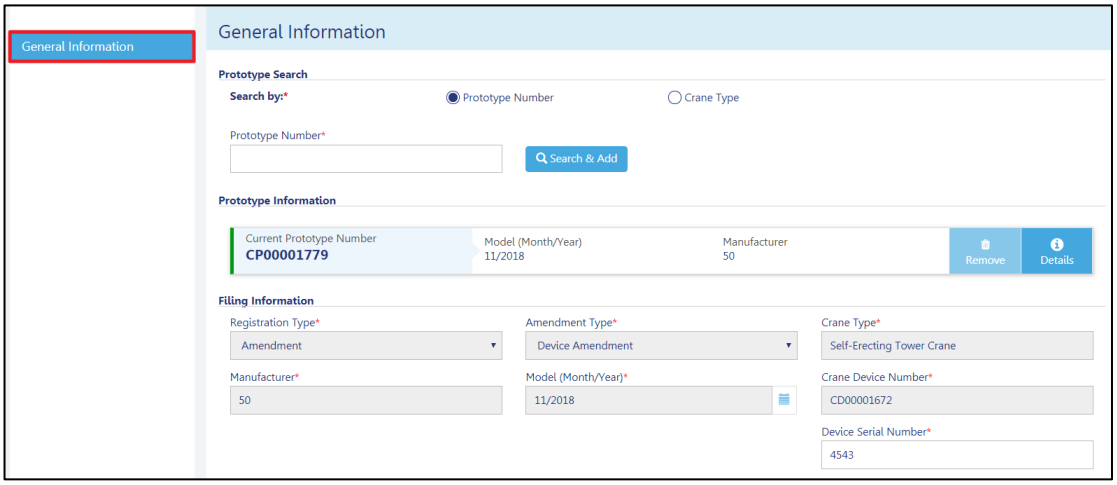
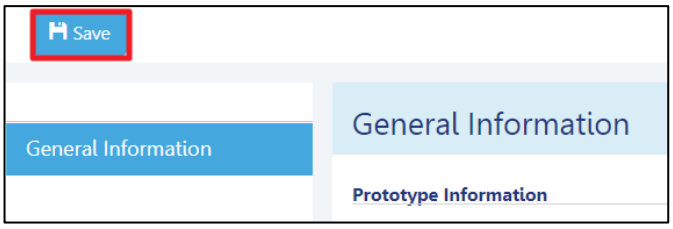
Complete the following steps to register a Crane Device:

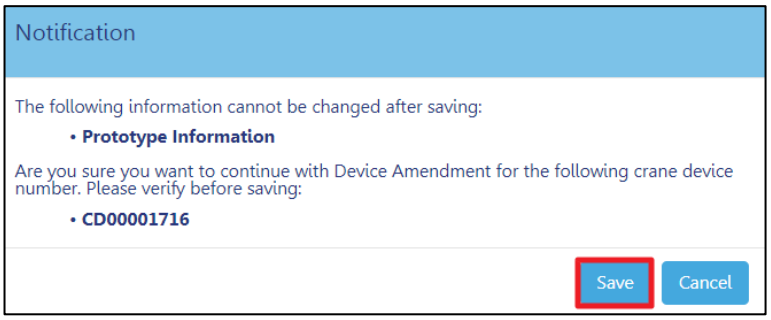
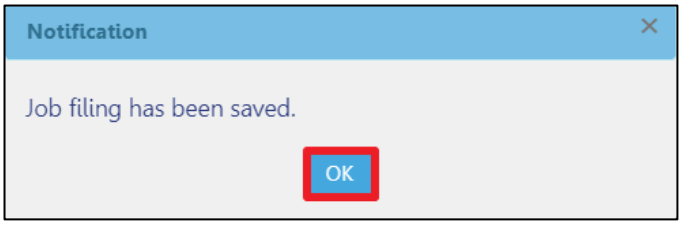
Step	Action
1.	***Hover the cursor over +Crane Device, then hover the cursor over +Amendment and then select Device Amendment from the drop-down list.*** 
2.	Enter the **Crane Device Number**.

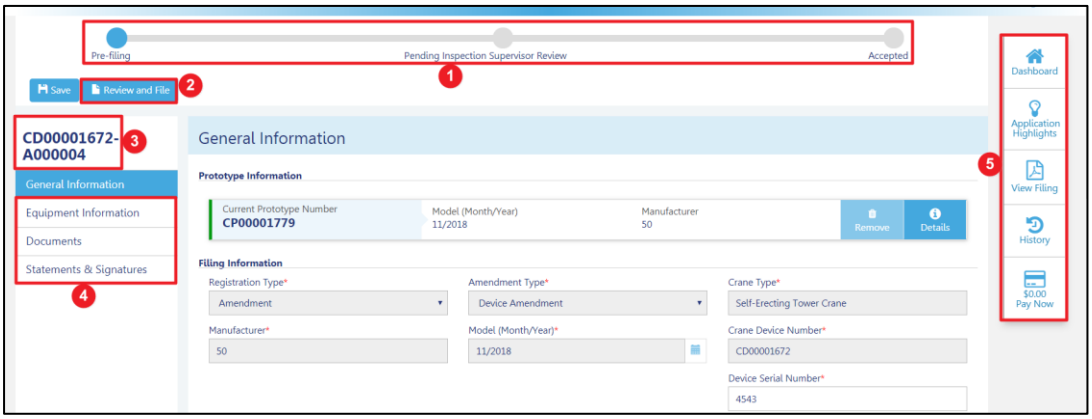
Step	Action
3.	***Click Submit.*** 
You have begun the Device Amendment process for a Crane Device. ***Continue to the Complete General Information tab section.***	

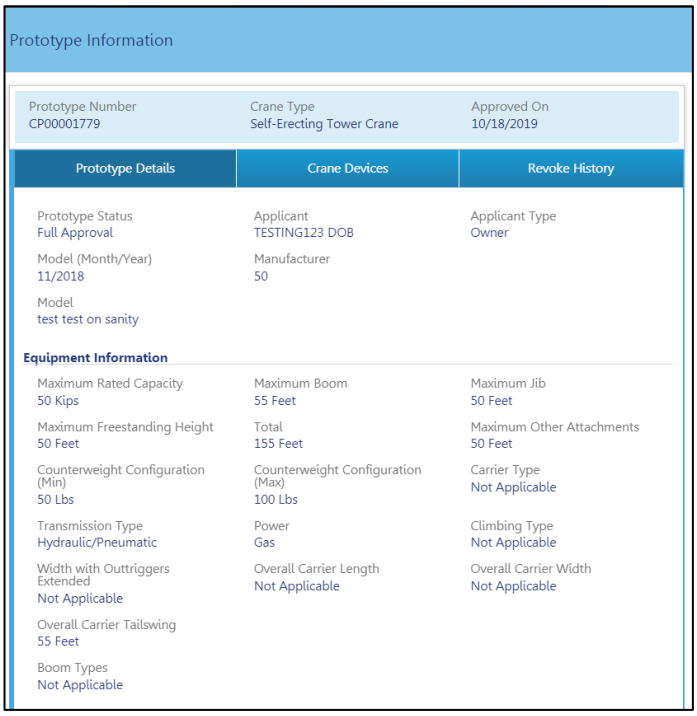
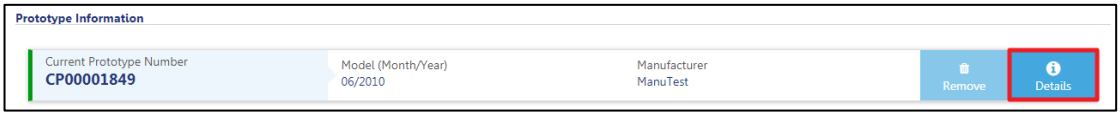
Complete General Information

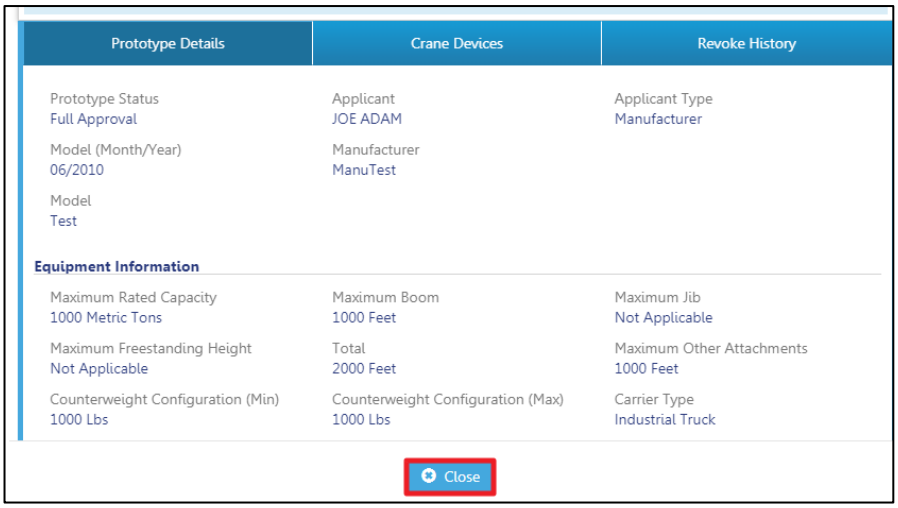
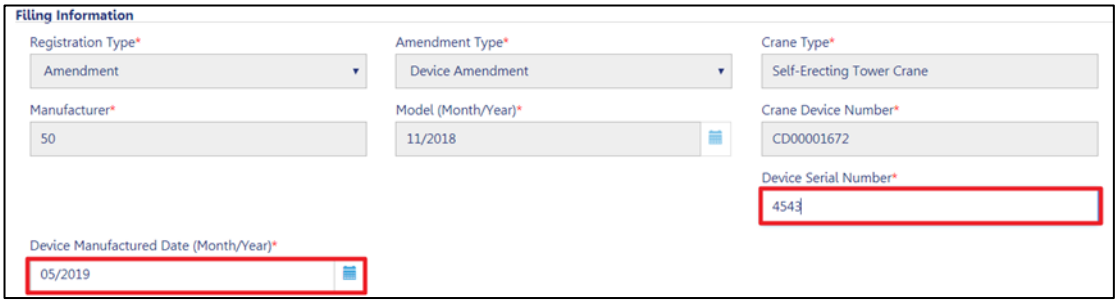
Complete the following steps to complete the **General Information** tab to associate the Stakeholders (*e.g. Filing Representatives, Manufacturers etc.)* to the application:

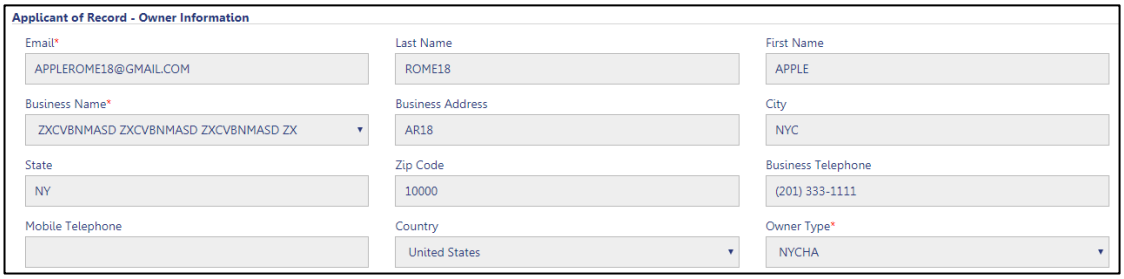
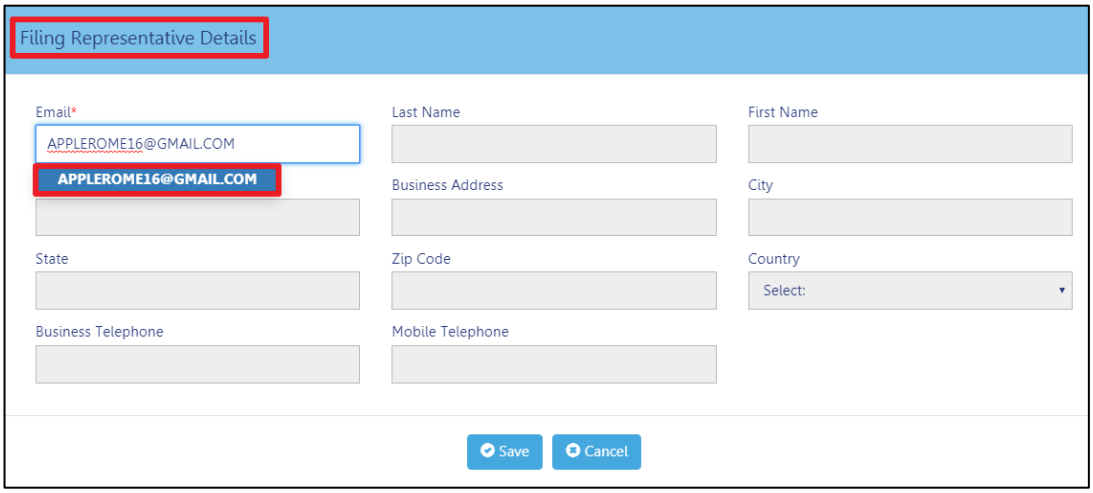
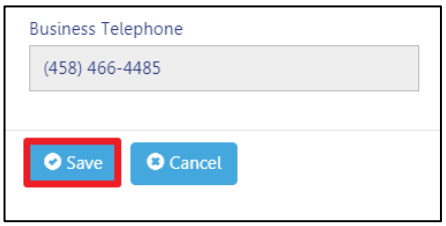
Step	Action
1.	*The **General Information** section displays.* 
2.	At the top-left of the screen***, click Save.*** 

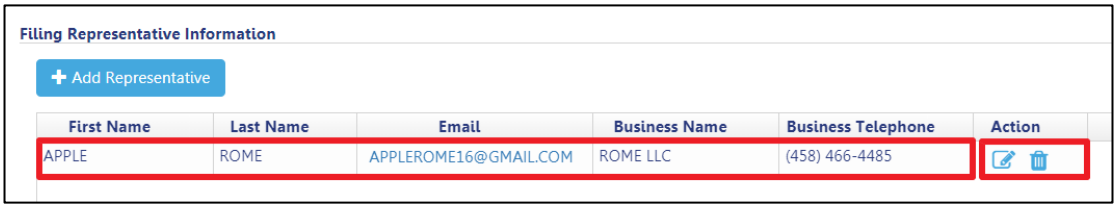
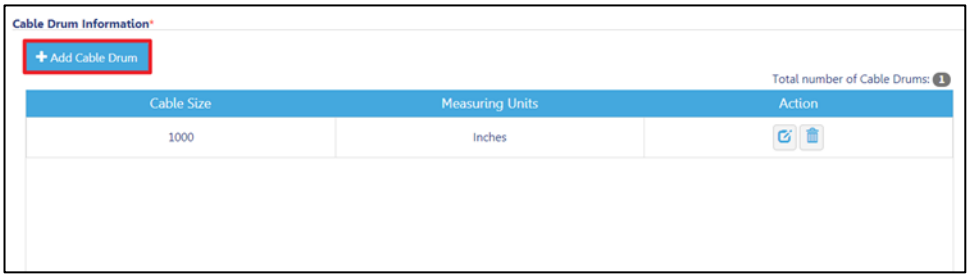
Step	Action
3.	A Notification pop-up windows displays with the message: **The following information cannot be changed after saving:** • **Prototype Information** **Are you sure you want to continue with Device Amendment for the following crane device number. Please verify before saving:** • **CD00001716** **Click OK** to close the Notification pop-up window. 
4.	A Notification pop-up window displays with the message: Job filing has been saved. ***Click OK** to continue.* 

Step	Action
Note:	The page refreshes and displays the additional items: 1. Status Bar 2. Review and File 3. Crane Notice Filing Number 4. Additional Tabs: Prototype & Phase Information, Document and Statements & Signatures 5. Application Information: Application Highlights, View Filing, History and Fee 

Step	Action
5.	***The Search Results pop-up window displays.*** ***If applicable, select the applicable Prototype Number.*** ***Click +Add to proceed.*** 
6.	***The Prototype Information field will populate with the Current Prototype Number.*** ***Click Details to view the Current Prototype Number.*** 

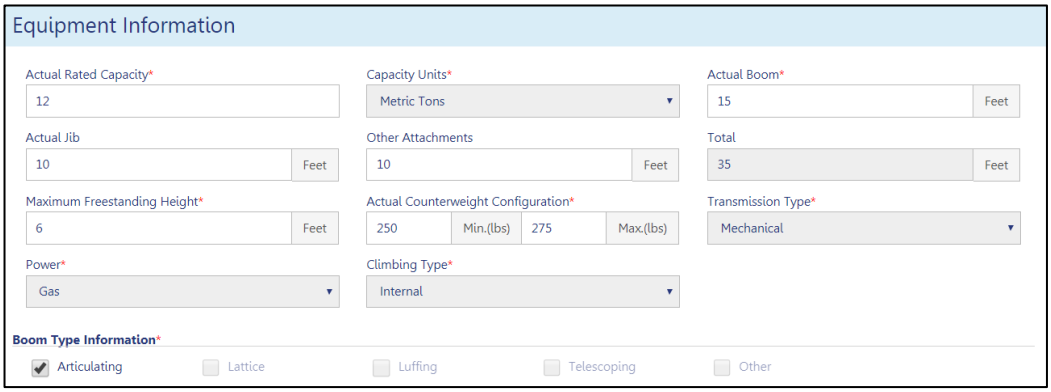
Step	Action
7.	Click **Close.** 
8.	***Enter the Applicant Information:*** Type the Device Serial Number. Select the Device Manufactured Date (Month/Year) ***The Filing Information fields: Registration Type, Amendment Type, Crane Type, Manufacturer, Model (Month/Year), Model and Crane Device Number are greyed-out and cannot be edited.*** 

Step	Action
9.	***The Applicant of Record – Owner Information is greyed-out and cannot be edited.*** 
10.	***If applicable, click + Add Representative to add Filing Representative.***
11.	***The Filing Representative Details pop-up window displays.*** ***Type the Email and then select the Email Address from the blue drop-down.*** 
12.	***Click Save.*** 

Step	Action
Note:	The Filing Representative added displays within the Filing Resprentative information table. Click the edit ( ) icon to update the information. Click the trash can ( ) icon to delete the Filing Representative. 
13.	***Click +Add Cable Drum to display the Cable Size action field.*** 

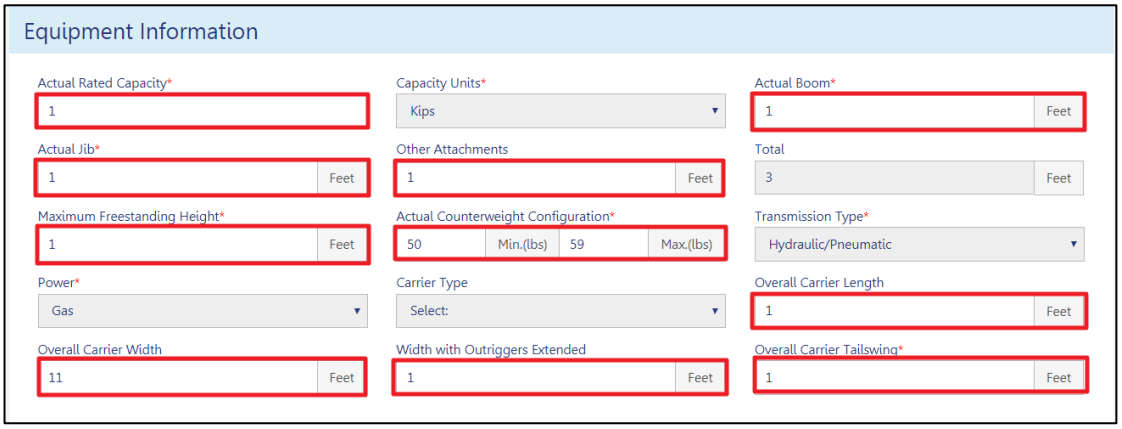
Complete Equipment Information Tab

Complete the following steps to complete the Equipment Information tab:

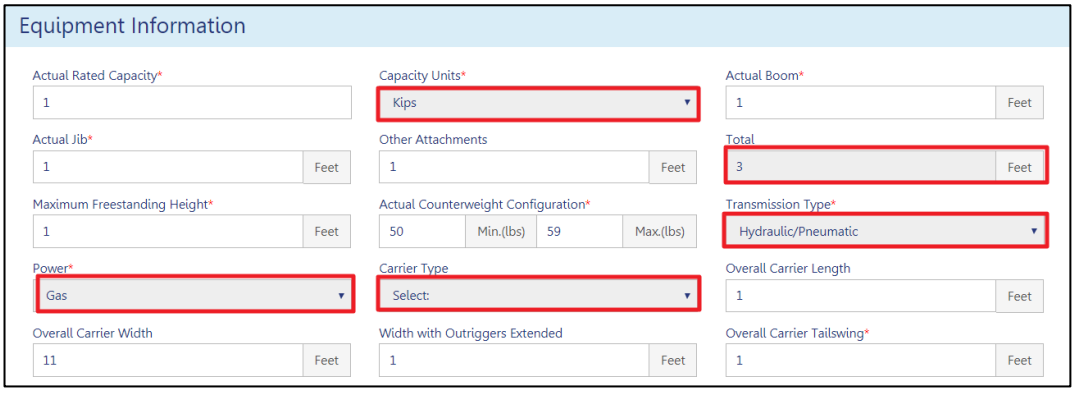
Step	Action
14.	***Click Equipment Information to display the Equipment Information and Boom Type Information sections.*** 

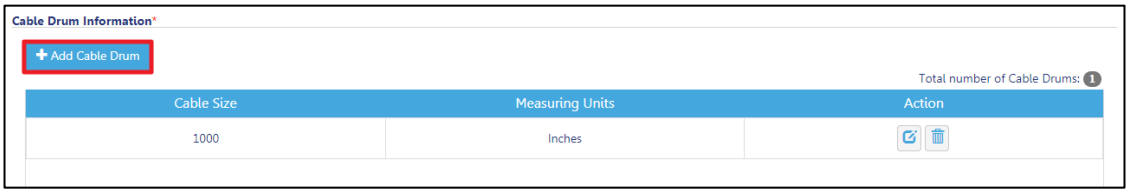
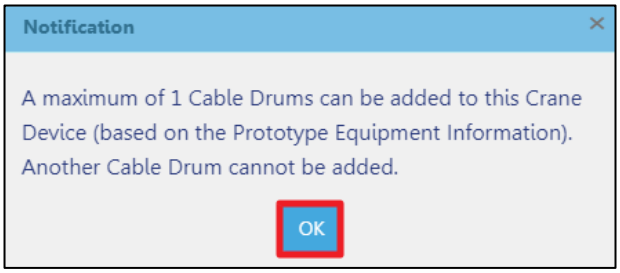
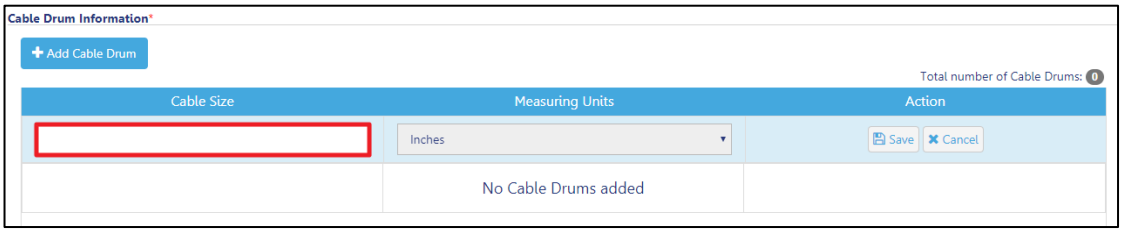
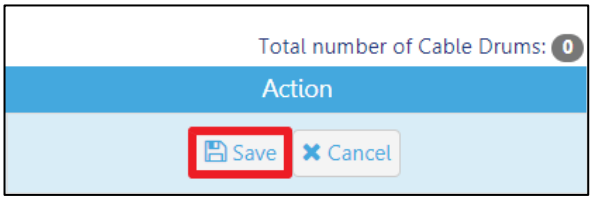
Step	Action
15.	***Enter the Filing Information:***

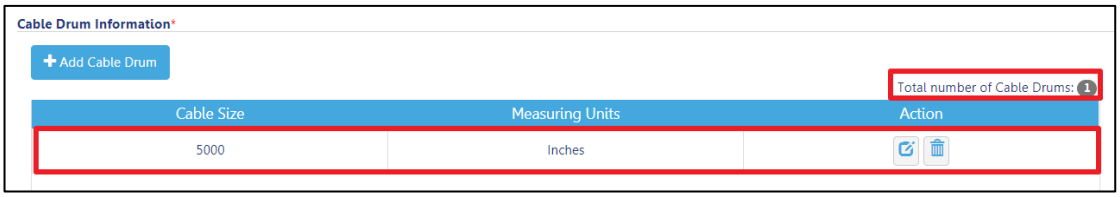
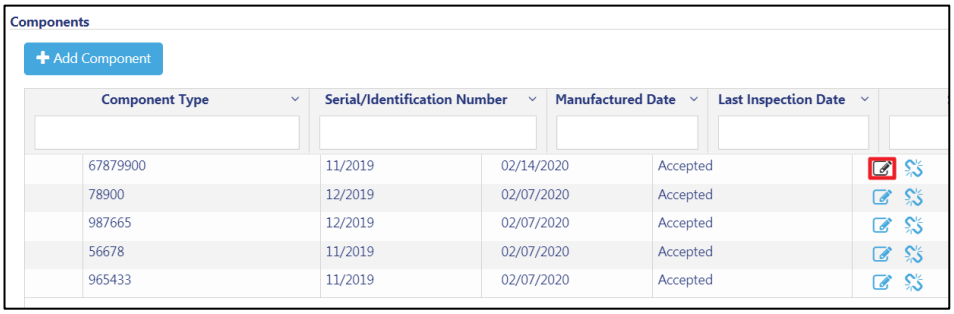
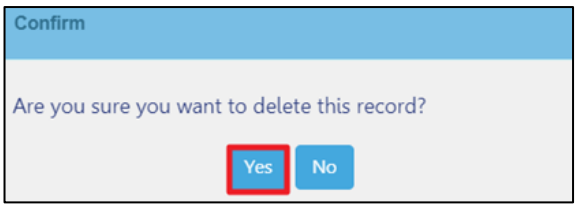
Actual Rated Capacity	Actual Boom
Overall Carrier Length	Overall Carrier Tailswing
Actual Jib	Other Attachments
Maximum Freestanding Height	Actual Counterweight Configuration
Overall Carrier Width	Width with Outriggers Extended

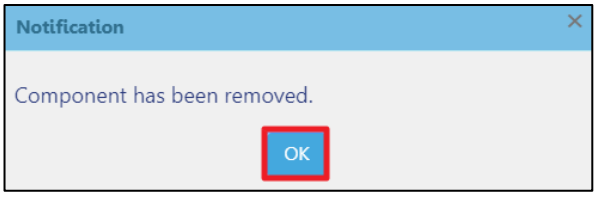
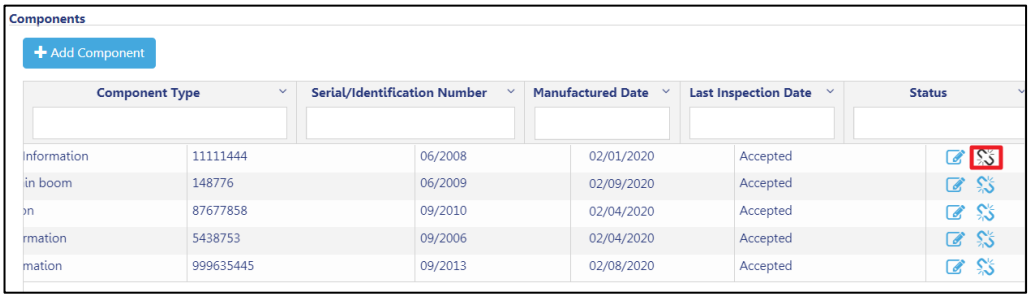
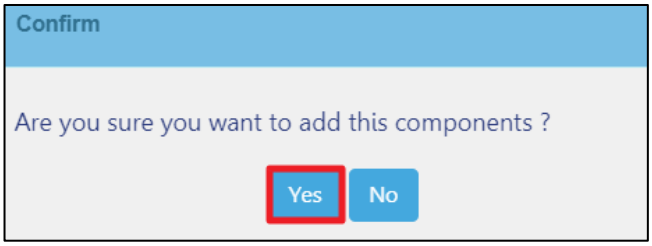
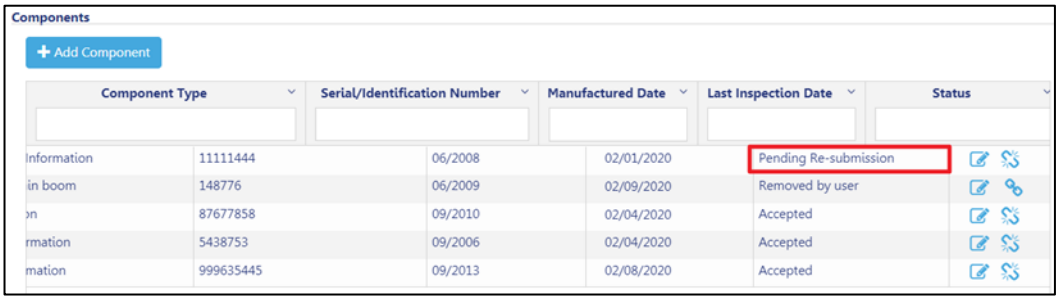


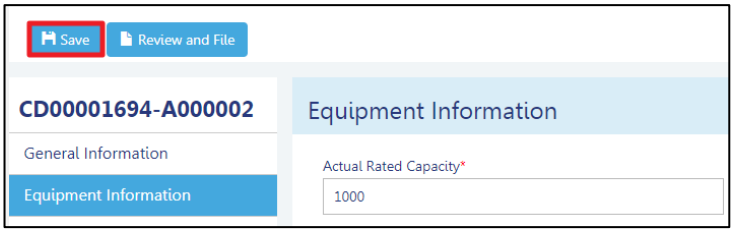
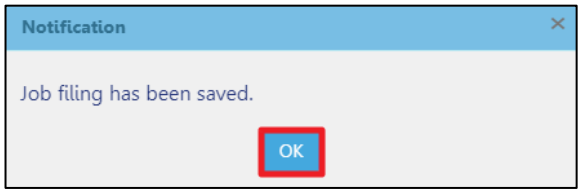
Note: The Equipment Information fields: Capacity Units, Total, Transmission Type, Power, and Carrier Type, are greyed-out and cannot be edited.



Step	Action
16.	***Click +Add Cable Drum to display the Cable Size action field.*** 
Note:	***A Notification pop-up windows displays with the message:*** ***A maximum of 1 Cable Drums can be added to this Crane Device Based on the Prototype Equipment Information). Another Cable Drum cannot be added.*** ***Click OK to close the Notification pop-up window.*** 
17.	***To add the Cable Size:*** Type the Cable Size 
18.	***Under the Action column, click Save.*** 

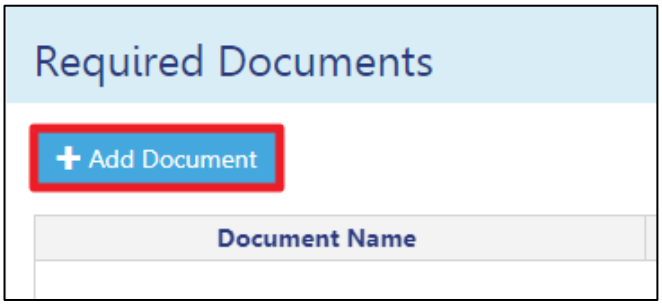
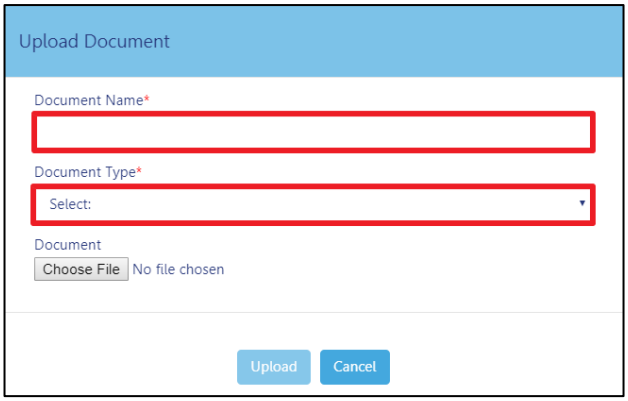
Step	Action
19.	The Total number of Cable Drums updates. The Cable Drum added displays within the Cable Drum table. Click the edit ( ) icon to update the Cable Drum information. Click the trash can ( ) icon to delete the Cable Drum. 
20.	The Component Last Inspection Date can be updated. 
21.	Components can be deleted and new Component can be added. Click the icon for ( ) **Delete**.
22.	***A Confirmation pop-up windows displays with the message:*** ***Are you sure you want to delete this record?*** ***Click Yes*** 

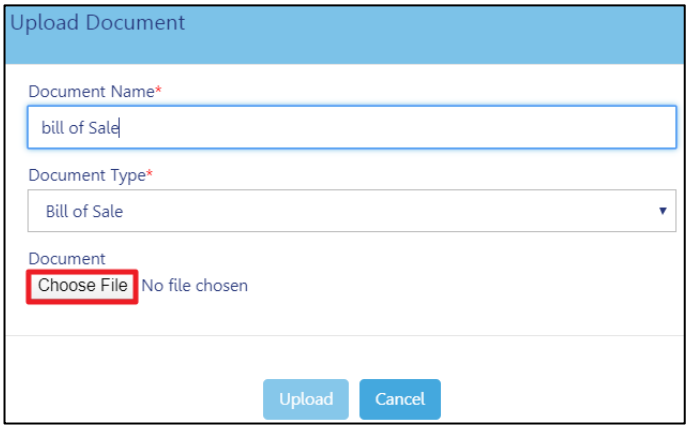
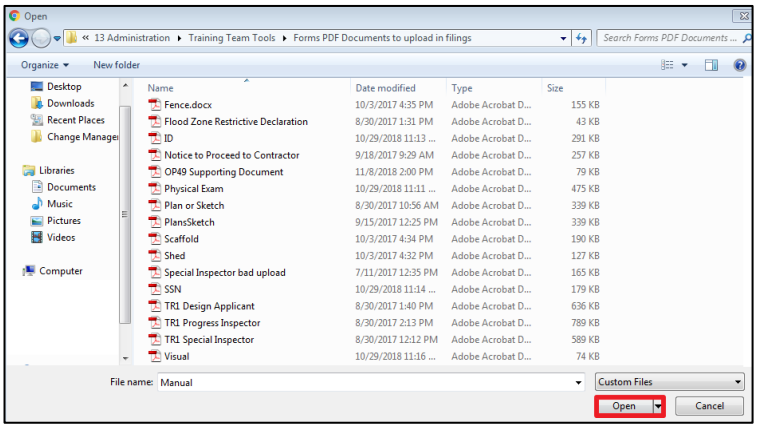
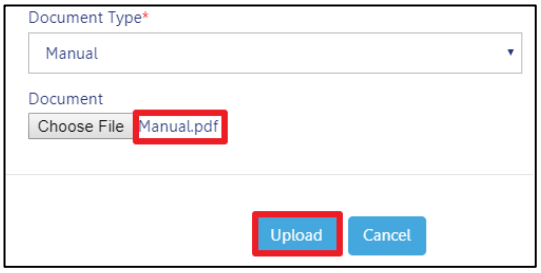
Step	Action
23.	*A Confirmation pop-up windows displays with the message:* *Component has been removed.* ***Click OK*** 
24.	Click the delete icon again to put the Component back. Click the **Delete** icon ( ) for Re-submission of the same Component. 
25.	*A Confirmation pop-up windows displays with the message:* Are you sure you want to add this component? **Click Yes** 
26.	The Component display Pending Re-submission. 

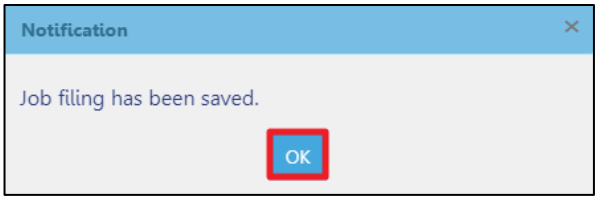
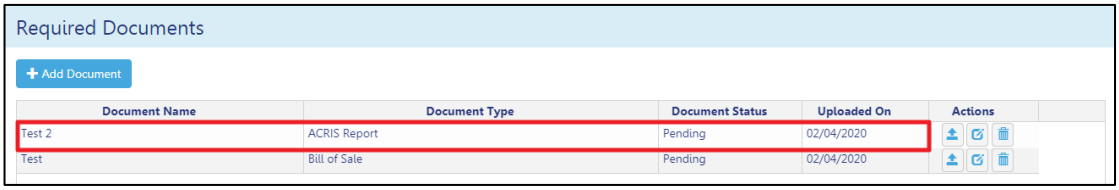
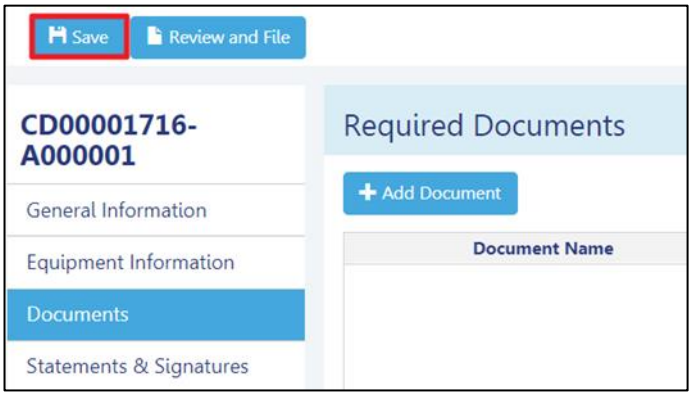
Step	Action
Note:	To add a new Component click **+Add Component**.
27.	At the top-left of the screen, **click Save.+** 
28.	A Notification pop-up window displays with the message: **Job filing has been saved.** **Click OK** to continue. 
You have completed the Complete Equipment Information tab. Continue to the next section.	

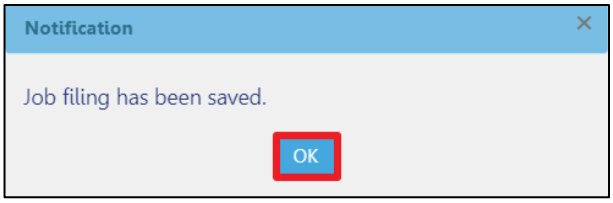
Upload Documents

Complete the following steps to upload documents in the **Documents** tab to support the application:

Step	Action
1.	*Click **Documents** to display the Documents section.*
2.	*Click **+Add Document.*** 
3.	The Upload Document pop-up window displays. Type the Document Name. Select the **Document Type** (e.g., Manual) from the Document Type drop-down list. 

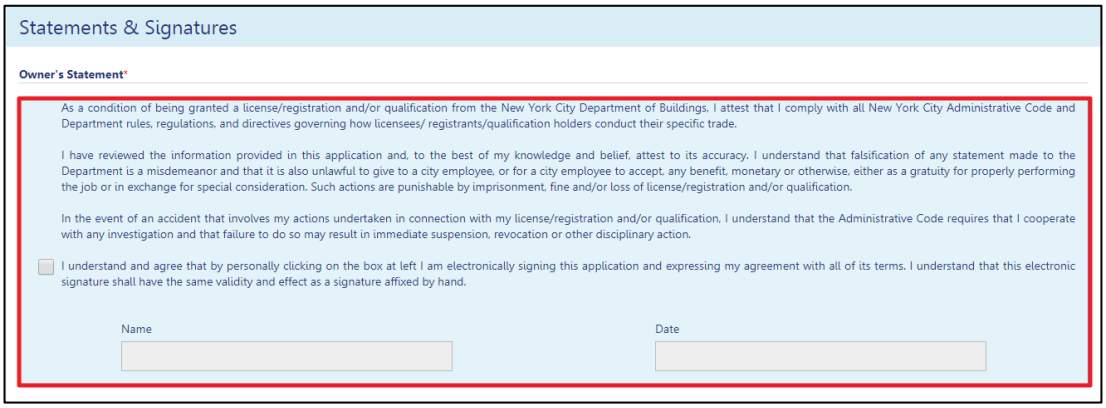
Step	Action
4.	Click **Choose File** to upload the Document Type selected. 
5.	***The Document pop-up window displays.*** ***Select the Document and click Open.*** 
6.	***The Document displays next to Choose File.*** ***Click Upload.*** 

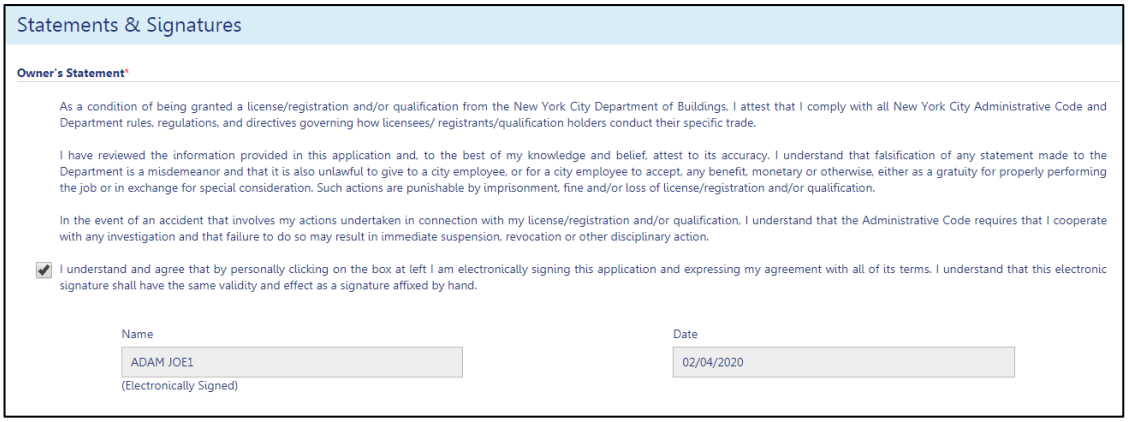
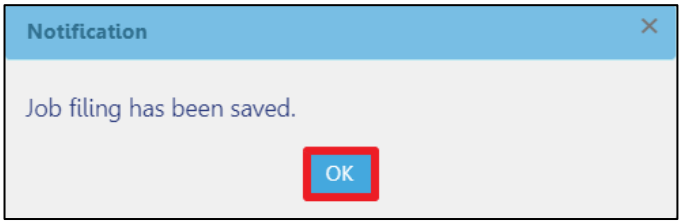
Step	Action
7.	***A Notification pop-up window displays with the message:*** ***Document has been uploaded.*** ***Click OK to continue.*** 
Note:	The Document uploaded displays within the Document table. Click the edit ( ) icon to update the Document information. Click the trash can ( ) icon to delete the Document. Click the upload ( ) icon to replace the Document previously uploaded. 
8.	***At the top-left of the screen, click Save.*** 

Step	Action
9.	***A Notification pop-up window displays with the message:*** ***Job filing has been saved.*** ***Click OK to continue.*** 
You have completed the Upload Documents. Continue to the next section.	

Complete Statements & Signatures

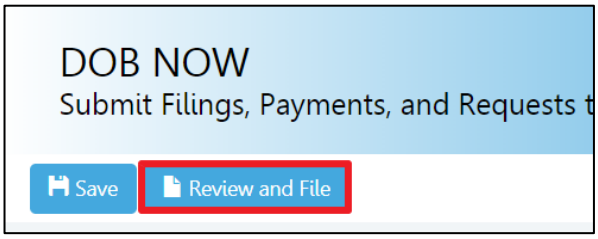
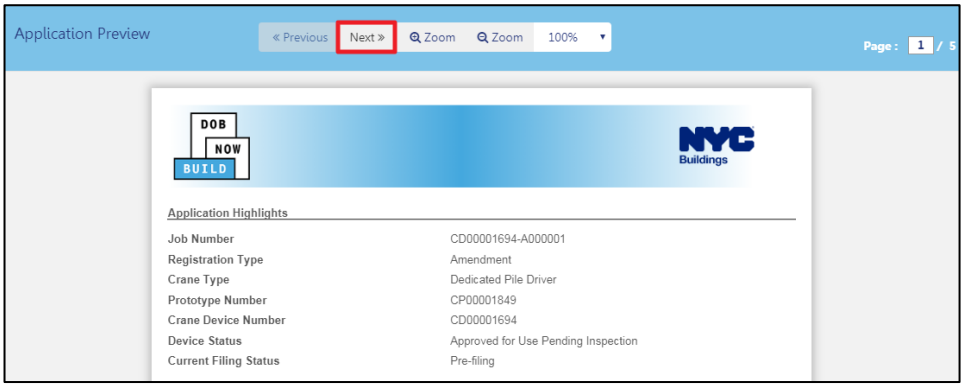
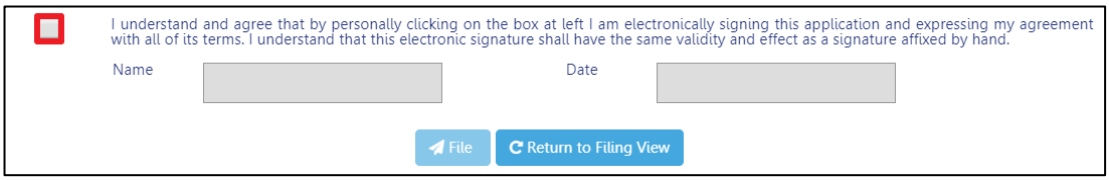
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

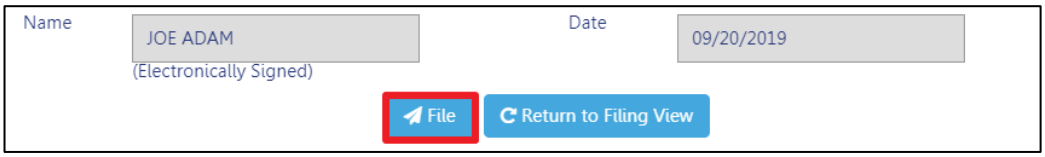
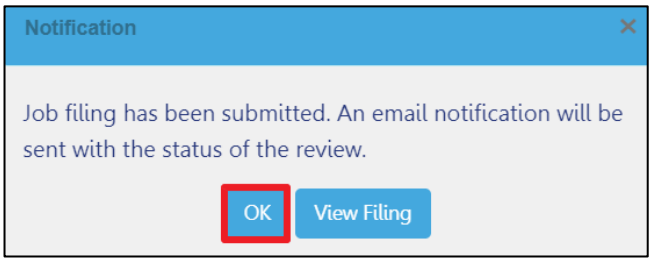
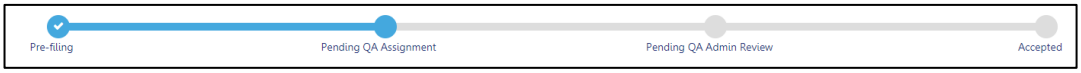
Step	Action
10.	***Click Statements & Signatures to display the Statements & Signatures section.***
Note:	The statement applicable to the stakeholder that's logged in highlights in blue. 

Step	Action
OWNER	
11.	***Click the Owner's Statement checkbox to electronically attest.*** ***The Name and Date field's auto-populate by the system.*** 
12.	***At the top-left of the screen, click Save.***
13.	***A Notification pop-up window displays with the message:*** ***Job filing has been saved.*** ***Click OK to continue.*** 
You have completed the Statement & Signatures section. Continue to the next section.	

Complete Review and File

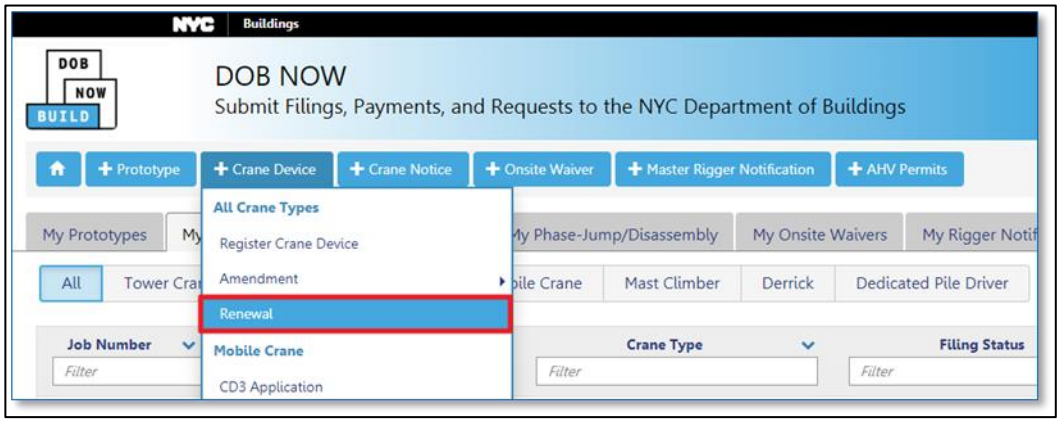
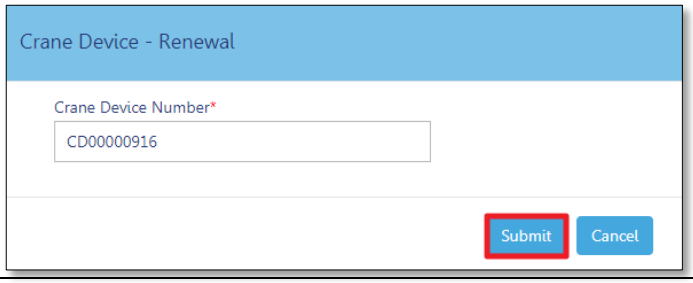
Complete the following steps to review and submit the application to the NYC Department of Buildings.

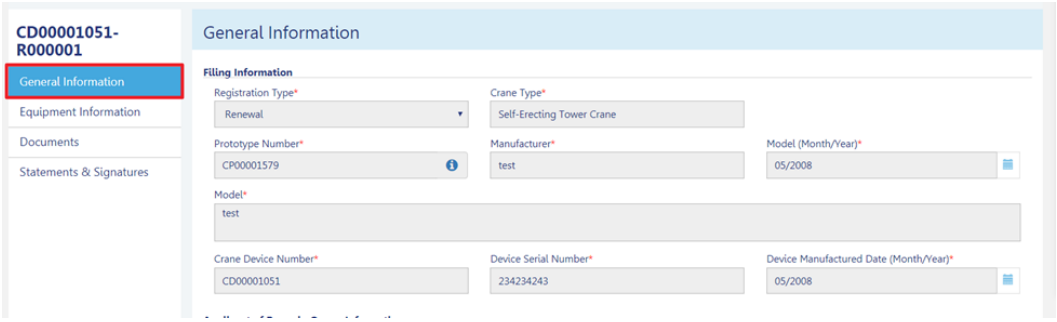
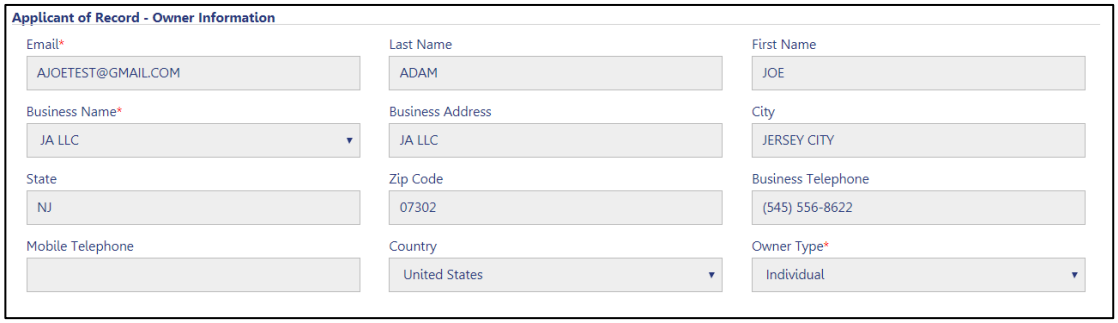
Step	Action
1.	***At the top-left of the screen, click Review and File.*** 
2.	***The Application Preview displays.*** ***Click Next to read and progress through the Application Preview to the final page.*** 
Note:	***If errors are discovered when Review and File is selected, click Return to Filing View, correct the errors, re-attest, and Review and File again.***
3.	***On the final page, click the checkbox to attest reviewing the application.*** 

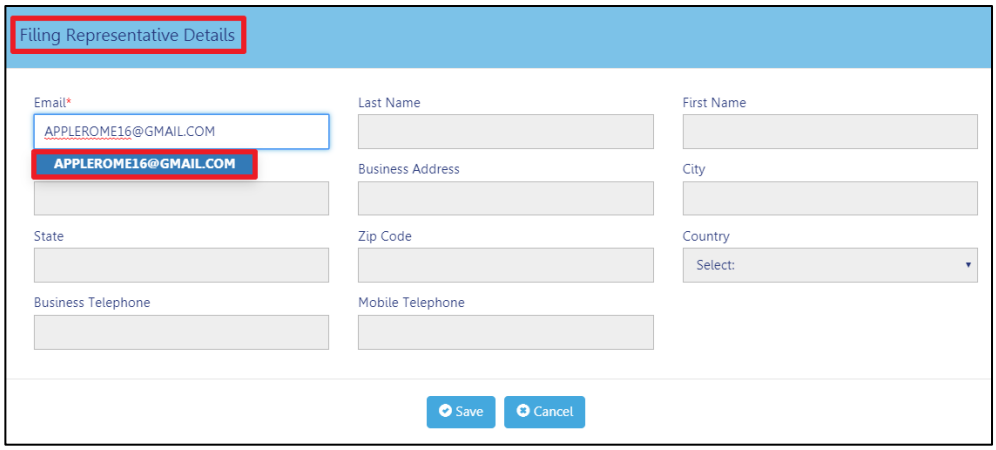
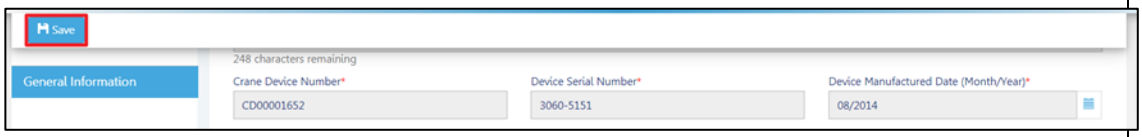
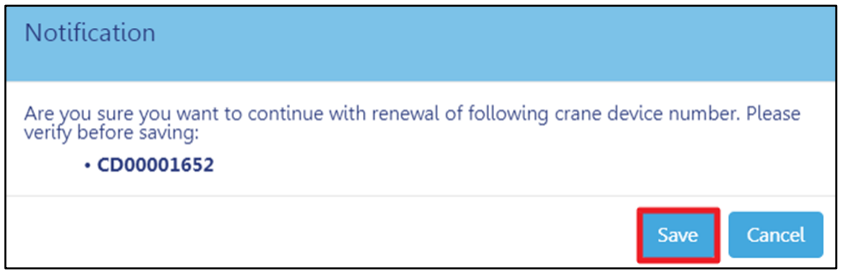
Step	Action
4.	***The Name and the Date field's auto-populate after the check-box is clicked.*** ***Click File, to proceed.*** 
5.	***A Notification pop-up windows displays with the message:*** ***Job filing has been submitted. An email notification will be sent with the status of the review.*** ***Click OK to close the Confirm pop-up window.*** 
Note:	***The Status Bar updates to the next stage in the job filing process (e.g., Pending QA Assignment).*** 
You have completed the Self-Erecting Tower Crane CD Number: Amendment Step-by-Step Guide.	

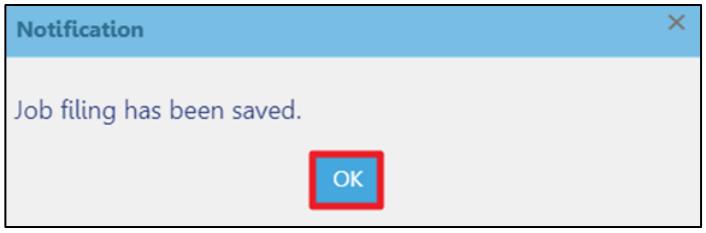
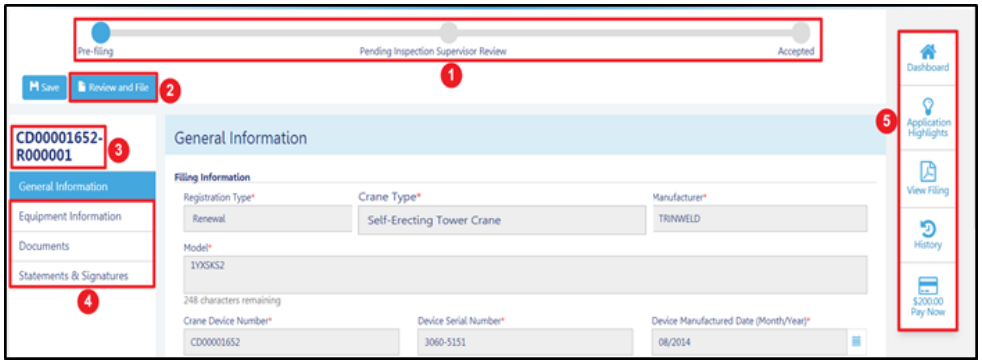
Self-Erecting CD Number: Renewal

Complete the following steps to review and submit the application to the NYC Department of Buildings.

Step	Action
6.	Hover the cursor over Renewal, then hover the cursor over +Renewal and then select Device Amendment from the drop-down list. 
7.	Enter the **Crane Device Number**.
8.	**Click Submit.** 

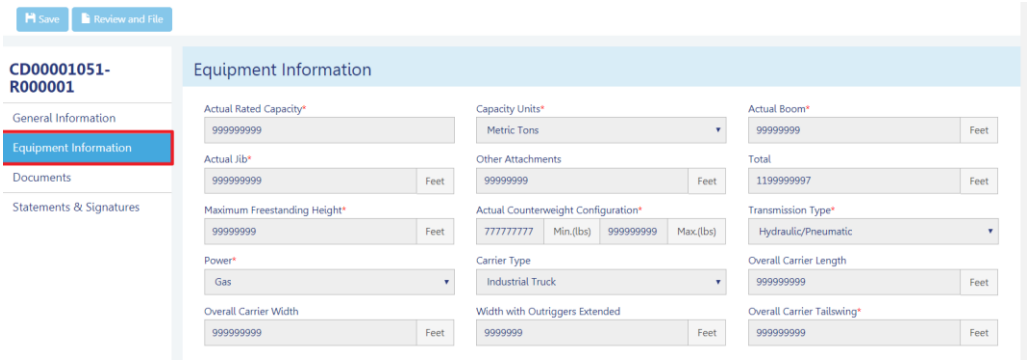
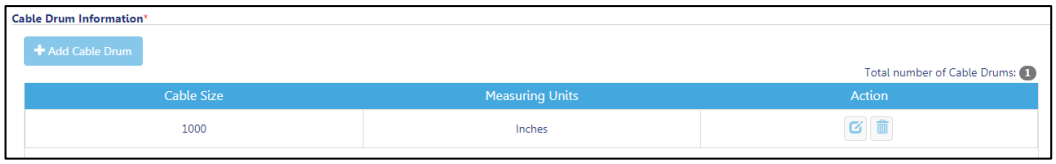
Step	Action
9.	The **General Information** section is displayed, all sections are greyed-out. 
10.	***The Applicant of Record - Owner Information section is displayed. All section are greyed out.*** 
11.	***If applicable, click + Add Representative to add Filing Representative.***

Step	Action
12.	***The Filing Representative Details pop-up window displays.*** ***Once Save is click the user can type the Email and then select the Email Address from the blue drop-down.*** 
13.	***Click Save.*** 
14.	***A Notification pop-up window displays with the message:*** ***Are you sure you want to continue with renewal of following crane device number. Please verify before saving:*** • ***CD00001652*** ***Click Save*** 

Step	Action
15.	***A Notification pop-up window displays with the message:*** ***Job filing has been saved.*** ***Click OK*** 
Note:	The page refreshes and displays the additional items: 1. Status Bar 2. Review and File 3. Crane Notice Filing Number 4. Additional Tabs: Prototype & Phase Information, Document and Statements & Signatures 5. Application Information: Application Highlights, View Filing, History and Fee 
You have completed the Complete General Information tab. Continue to the next section.	

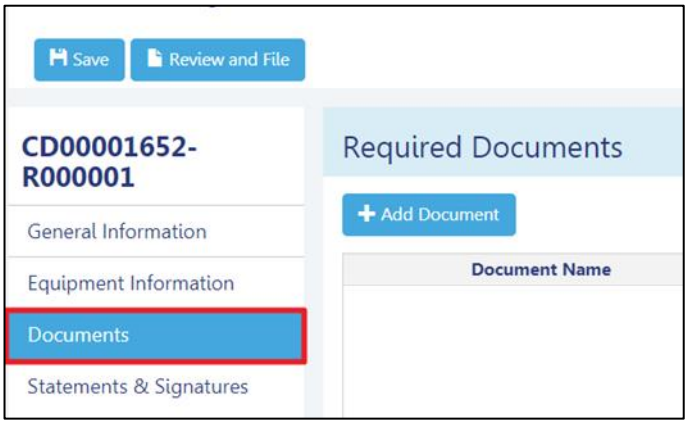
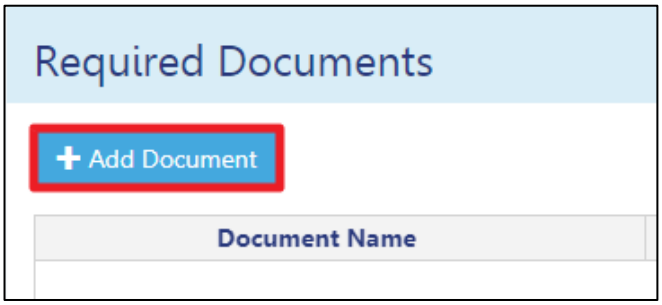
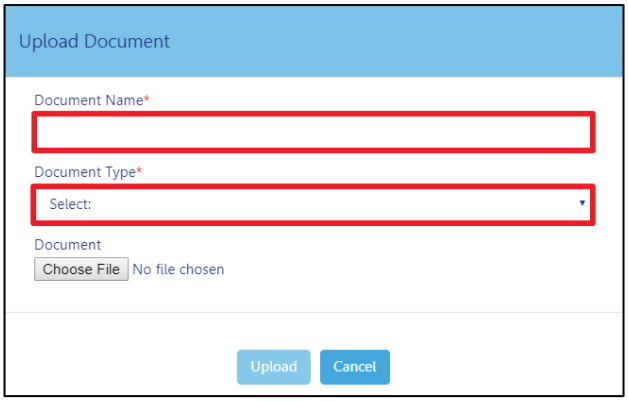
Complete Equipment Information Tab

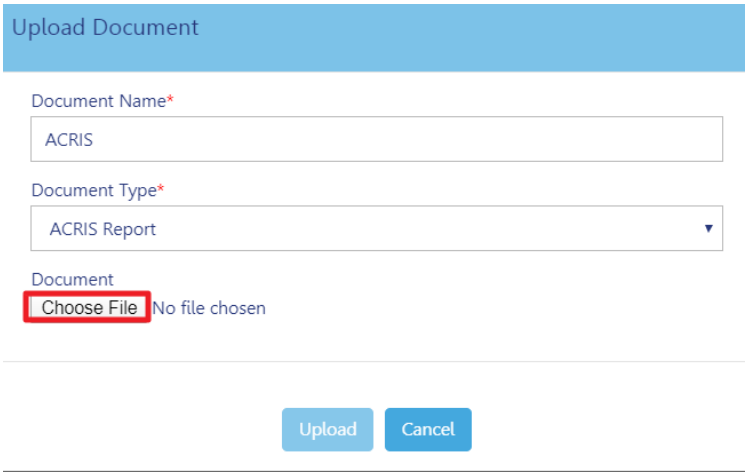
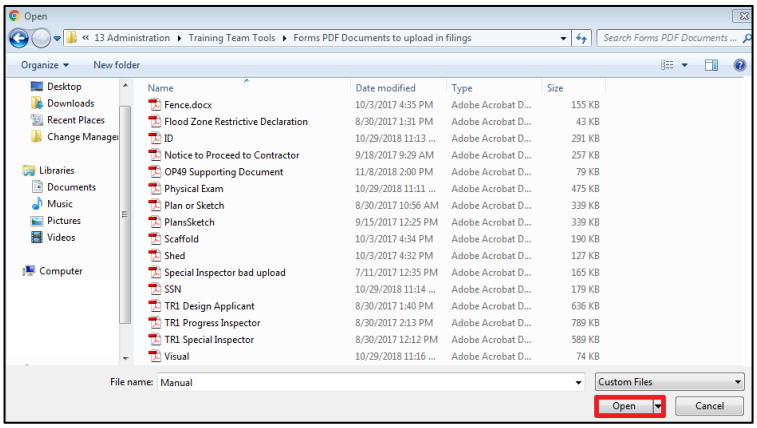
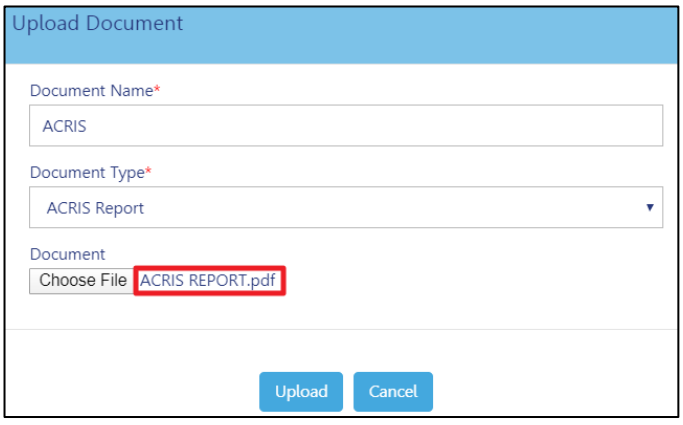
Complete the following steps to complete the Equipment Information tab:

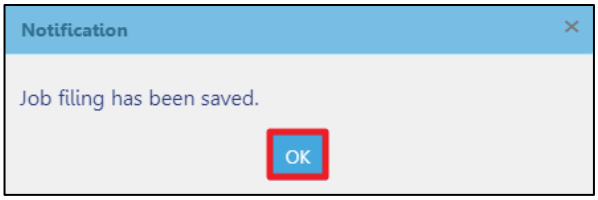
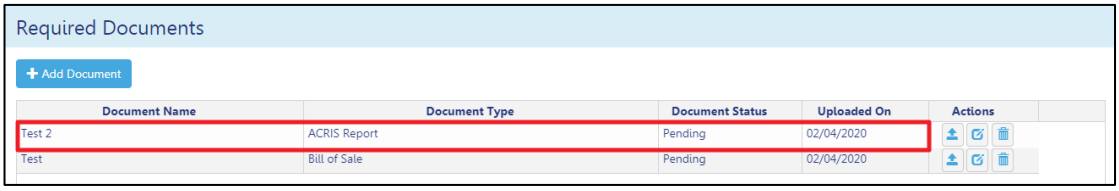
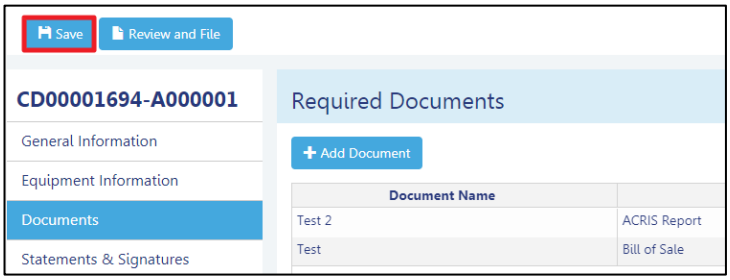
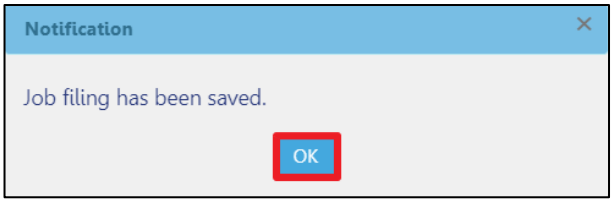
Step	Action
16.	***Click Equipment Information to display the Equipment Information section.*** 
Note:	The Cable Drum Information field is greyed-out and cannot be edited. 
You have completed the Complete Equipment Information tab. Continue to the next section.	

Upload Documents

Complete the following steps to upload documents in the **Documents** tab to support the application:

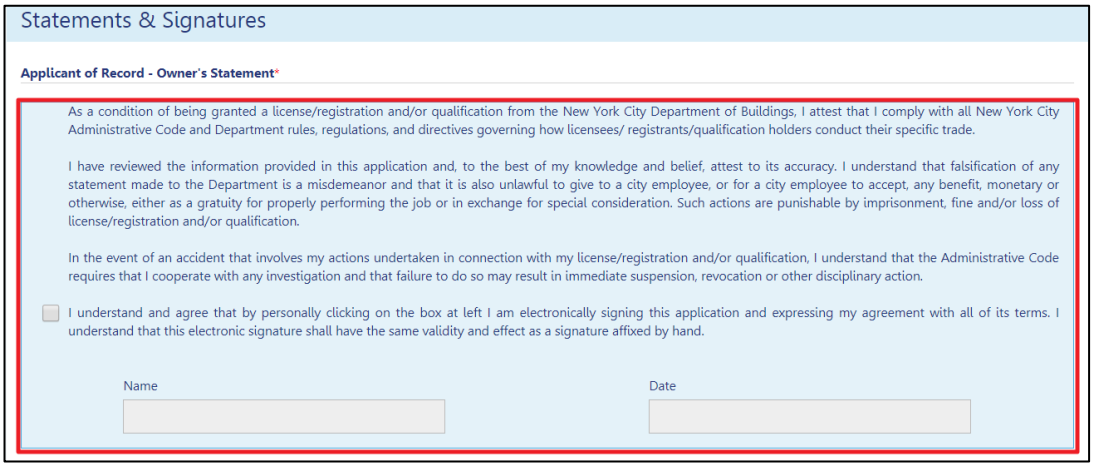
Step	Action
17.	***Click Documents to display the Documents section.*** 
•	***Click +Add Document.*** 
•	***The Upload Document pop-up window displays.*** Type the Document Name. Select the **Document Type** (*e.g., Manual*) from the Document Type drop-down list. 

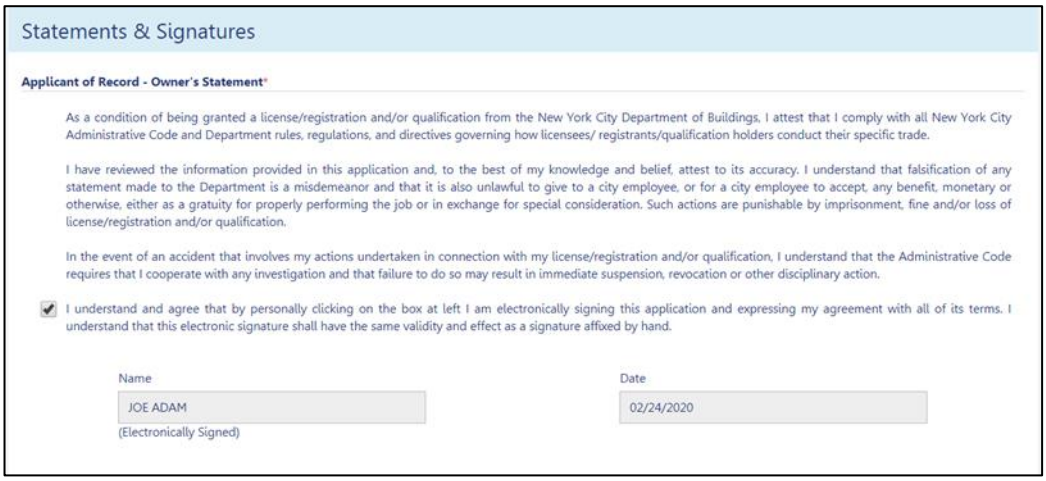
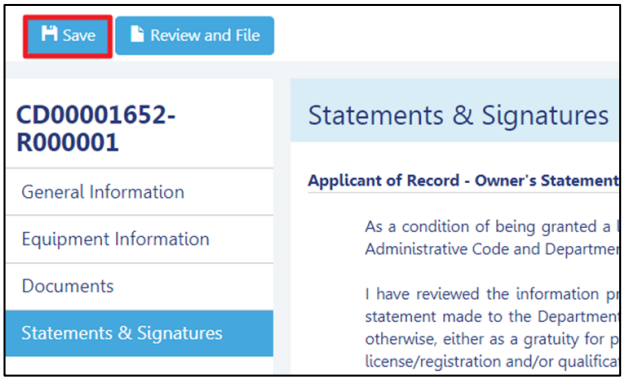
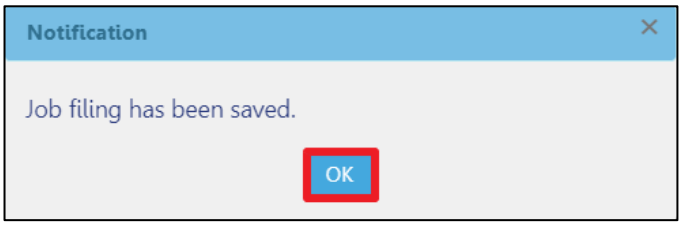
Step	Action
•	***Click Choose File to upload the Document Type selected.*** 
•	***The Document pop-up window displays.*** ***Select the Document and click Open.*** 
•	***The Document displays next to Choose File.*** ***Click Upload.*** 

Step	Action
•	***A Notification pop-up window displays with the message:*** ***Document has been uploaded.*** ***Click OK to continue.*** 
Note:	The Document uploaded displays within the Document table. Click the edit ( ) icon to update the Document information. Click the trash can ( ) icon to delete the Document. Click the upload ( ) icon to replace the Document previously uploaded. 
•	***At the top-left of the screen, click Save.*** 
•	***A Notification pop-up window displays with the message:*** ***Job filing has been saved.*** ***Click OK to continue.*** 
You have completed the Upload Documents. Continue to the next section.	

Complete Statements & Signatures

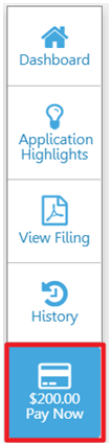
Complete the following steps to complete the attestations in the **Statement & Signatures** tab:

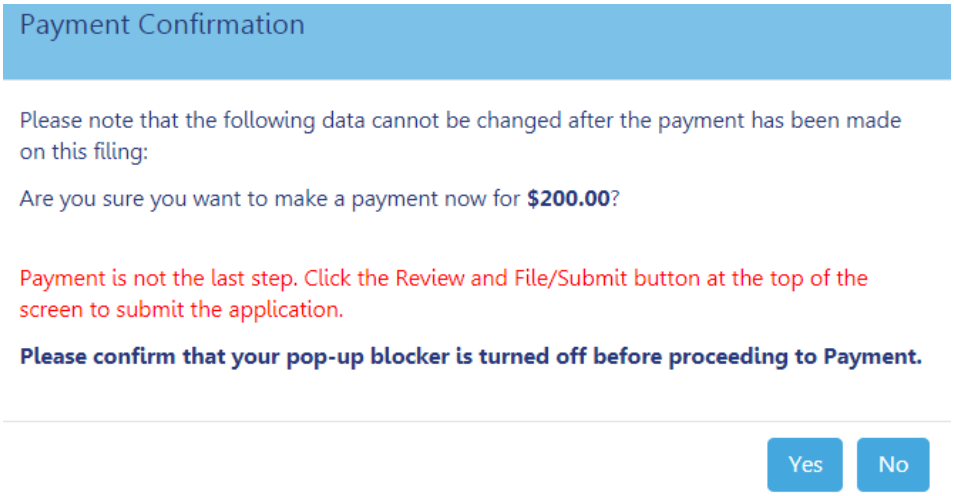
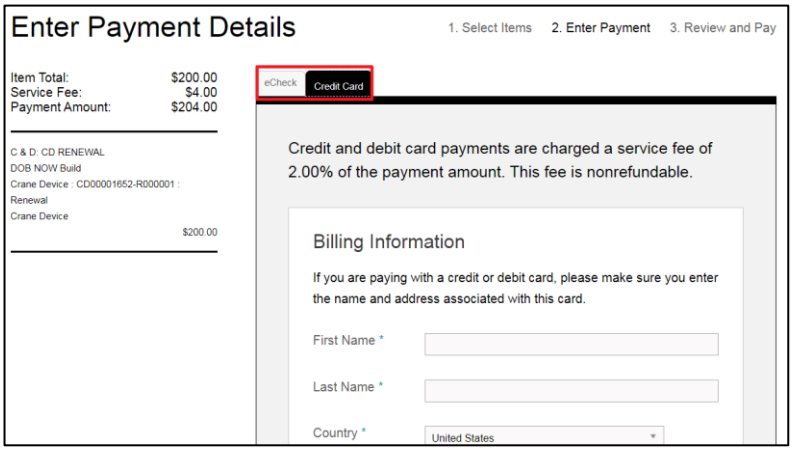
Step	Action
18.	***Click Statements & Signatures to display the Statements & Signatures section.***
Note:	The statement applicable to the stakeholder that's logged in highlights in blue. 
OWNER	

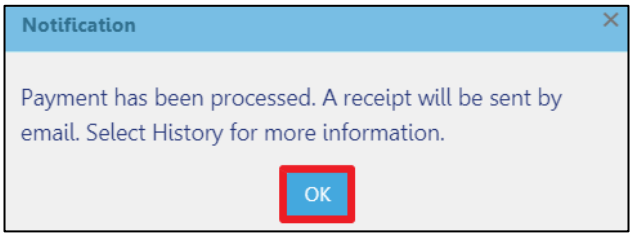
Step	Action
19.	***Click the Applicant of Record - Owner's Statement checkbox to electronically attest.*** ***The Name and Date field's auto-populate by the system.*** 
•	***At the top-left of the screen, click Save.*** 
•	***A Notification pop-up window displays with the message:*** ***Job filing has been saved.*** ***Click OK to continue.*** 
You have completed the Statement & Signatures section. Continue to the next section.	

Pay Fees

Complete the following steps to submit a payment application to the NYC Department of Buildings.

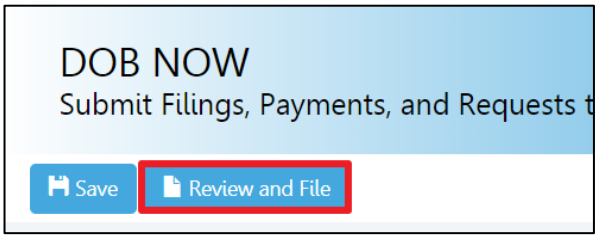
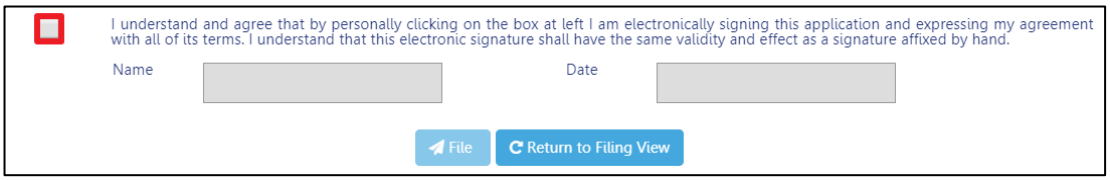
Step	Action
Note:	*The job filing's fees must be paid before continuing to Preview to File.*
20.	At the bottom-right of the screen, click **Pay Now**. 

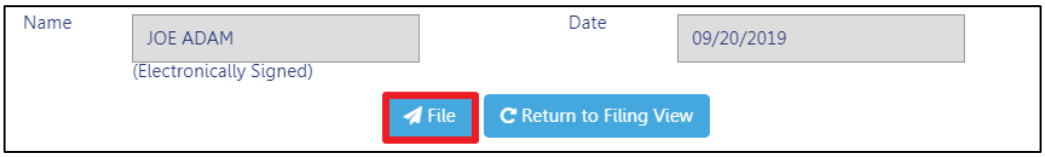
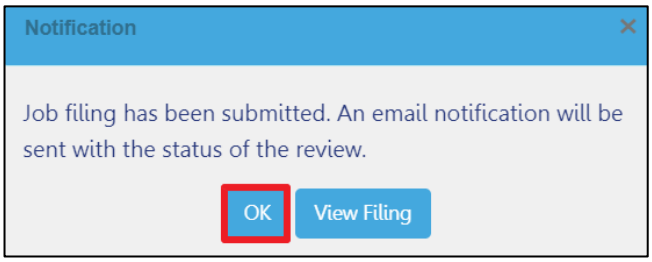
Step	Action
21.	The **Payment Confirmation** pop-up window displays with the message: Please note that the following data cannot be changed after the payment has been made on this filing: Are you sure you want to make a payment now for **$200.00**? Payment is not the last step. Click the Review and File/Submit button at the top of the screen to submit the application. Please confirm that your pop-up blocker is turned off before proceeding to Payment. Click **Yes**, to proceed. 
22.	The page is redirected to **NYC City Pay**. Pay the application fees via **eCheck** or **Credit Card** by selecting the applicable tab. 

Step	Action
23.	The **Notification** pop-up window displays on the DOB NOW page with the message: Payment has been processed. A receipt will be sent by email. Select History for more information. Click **OK** to proceed. 
You have completed the **Pay Fees** section. Continue to the next section.	

Complete Review and File

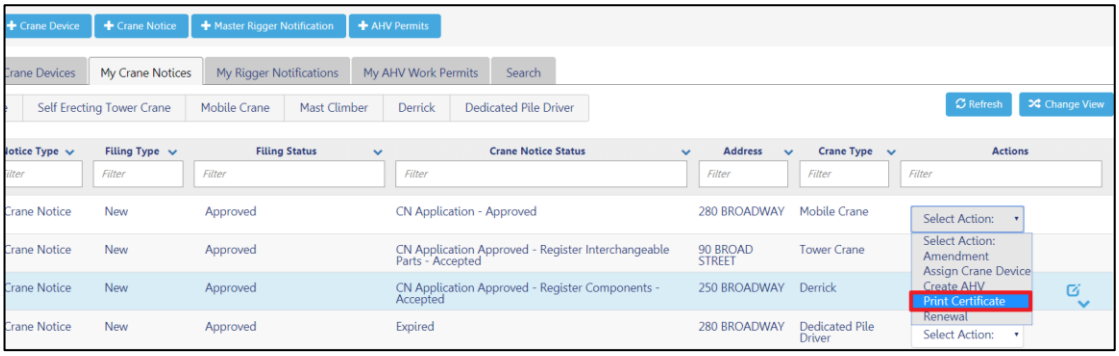
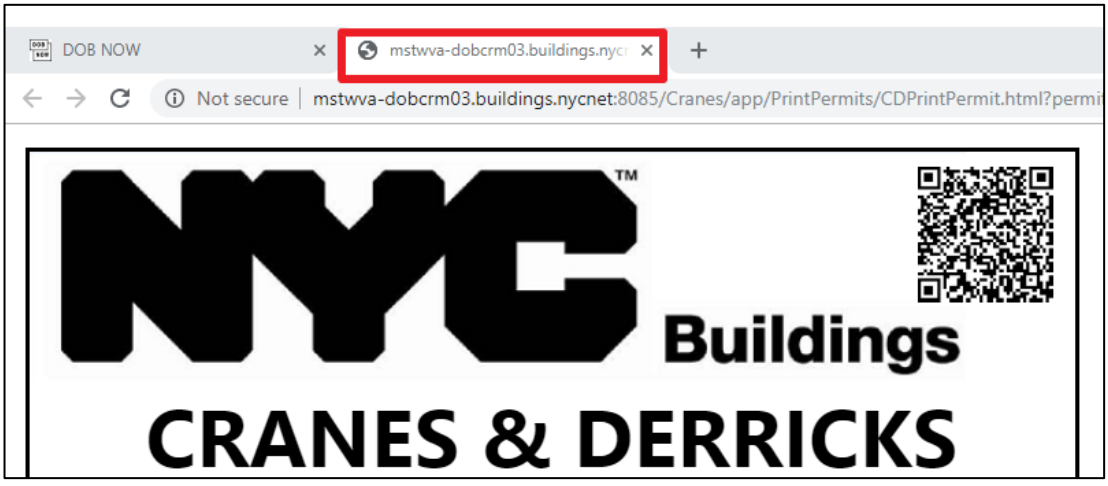
Complete the following steps to review and submit the application to the NYC Department of Buildings.

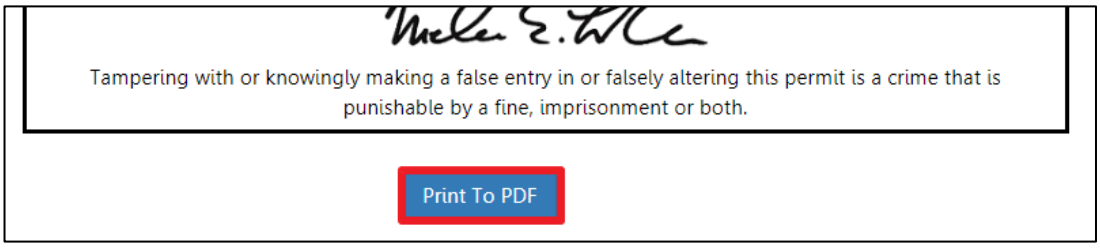
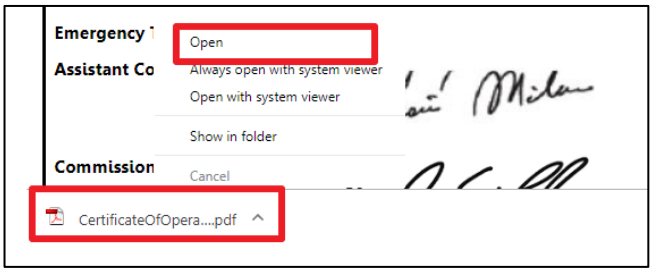
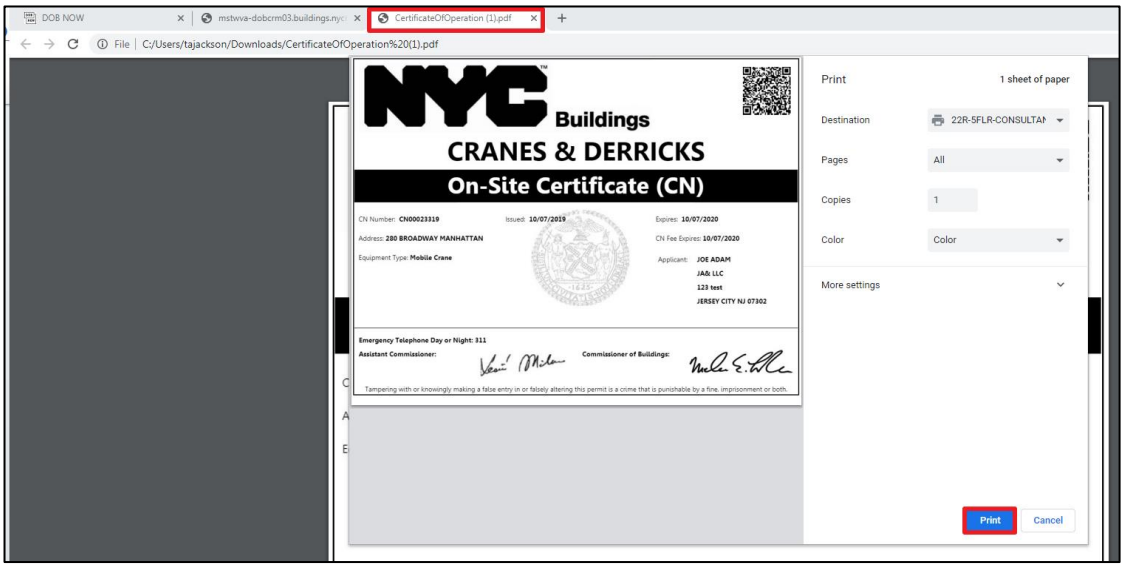
Step	Action
24.	***At the top-left of the screen, click Review and File.*** 
25.	***The Application Preview displays.*** ***Click Next to read and progress through the Application Preview to the final page.***
Note:	***If errors are discovered when Review and File is selected, click Return to Filing View, correct the errors, re-attest, and Review and File again.***
26.	***On the final page, click the checkbox to attest reviewing the application.*** 

Step	Action
27.	***The Name and the Date field's auto-populate after the check-box is clicked.*** ***Click File, to proceed.*** 
28.	***A Notification pop-up windows displays with the message:*** ***Job filing has been submitted. An email notification will be sent with the status of the review.*** ***Click OK to close the Confirm pop-up window.*** 
Note:	***The Status Bar updates to the next stage in the job filing process (e.g., Pending Inspection Supervisor Review.***
You have completed CD Number Renewal: Step-by-Step Guide.	

Print On-Site Certificate: From the Dashboard

Complete the following steps to print the On-Site Certificate from the dashboard:

Step	Action
1.	From the Dashboard, select the **Crane Notices** tab.
2.	Locate the Crane Notice application. Under the **Actions** column drop-down list, click the **Print Certificate** on the application. 
3.	Ensure that your pop-up blocker is turned-off. The Cranes & Derricks Certificate of Operation opens in a second tab. 

Step	Action
4.	From the bottom of the page click **Print to PDF**. 
5.	The internet browser downloads the certificate. Click the file arrow and select **Open**. 
6.	A third tab opens with the print options. Click **Print**. 
	You have completed the **On-Site Certificate: From the Dashboard** Step-by-Step Guide.