

DOB NOW Account Management

Integration with NYC.ID

June 2024 Release

Updated May 2024

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The logo for DOB NOW is displayed on a dark blue background. It consists of two white rectangular boxes with black outlines. The top box contains the letters 'DOB' in a bold, black, sans-serif font. The bottom box contains the letters 'NOW' in the same font. The boxes are slightly offset, with the 'NOW' box appearing to be behind and to the right of the 'DOB' box.

DOB

NOW

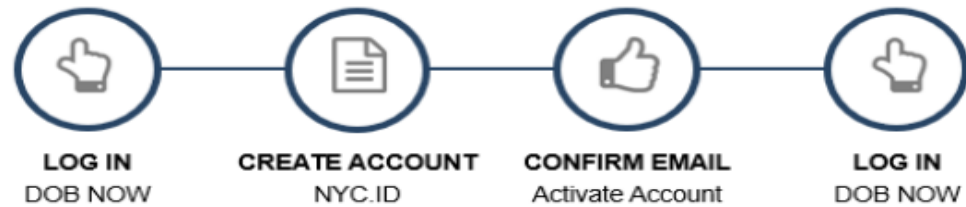
New York City is launching single sign-on accounts called NYC.ID for all online services as part of the **MyCity** initiative. Beginning on Monday, June 3, 2024, DOB NOW is integrating with NYC.ID, requiring all returning and new users to have a NYC.ID account to login to DOB NOW.

- Users will complete a **one-time** process of creating an NYC.ID account.
- An NYC.ID account is required to access **DOB NOW: *Build, Safety, BIS Options, and Licensing***.
- DOB NOW: *Inspections* and eFiling account registration is not changing and will not require an NYC.ID account.

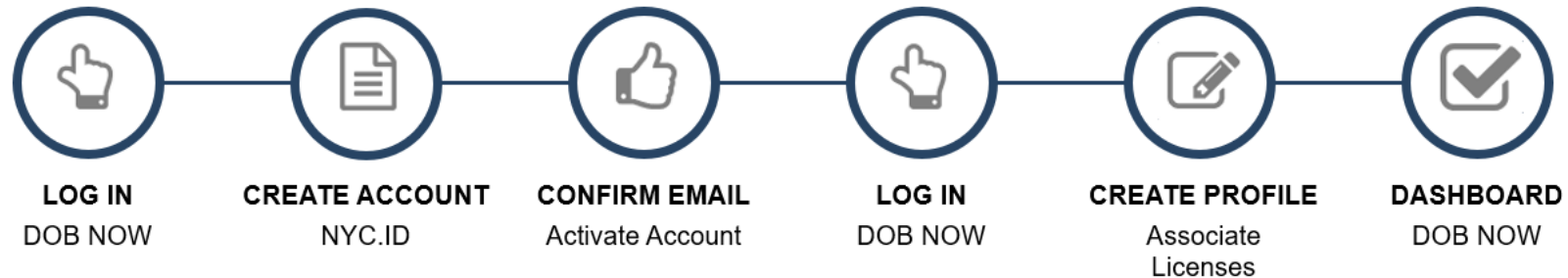
[May 2024 Service Notice](#)

PROCESS OVERVIEW

One-time process for **Existing DOB NOW Users:**





One-time process for **New Users:**





DOB NOW – USERS WITH EXISTING ACCOUNTS

- Users who already have an NYC.ID and DOB NOW account with the same email address will sign into DOB NOW and have access to all associated filings. **No action is required.**
- Users with only one of these accounts will need to:

EXISTING USER ACCOUNTS	ACTIONS
<ul style="list-style-type: none">▪ DOB NOW (eFiling account or DOB NOW: Licensing profile) 	<ul style="list-style-type: none">▪ Create account in NYC.ID▪ Navigate to DOB NOW Dashboard
<ul style="list-style-type: none">▪ NYC.ID only (not registered with DOB NOW) 	<ul style="list-style-type: none">▪ Log into DOB NOW▪ Create a profile as a non-Licensee or;▪ Create a profile as a Licensee (authentication required)

- Users who have never logged into DOB NOW will need to:

NEW USERS	ACTIONS
<ul style="list-style-type: none">▪ NON-LICENSEE 	<ul style="list-style-type: none">▪ Create an account in NYC.ID▪ Create a DOB NOW profile as a non-Licensee<ul style="list-style-type: none">▪ Owners, Building Managers, Owner Representatives and applicants for a new license
<ul style="list-style-type: none">▪ NYS/DOB LICENSEES 	<ul style="list-style-type: none">▪ Create an account in NYC.ID▪ Create a DOB NOW profile as a Licensee (authentication required)<ul style="list-style-type: none">▪ Professional Engineer/Registered Architect▪ Contractor, Master Plumber, Electrician, etc.



- A user who has an eFiling account, but has never logged into DOB NOW, is considered a **New User**.

- Users will be able to manage their DOB NOW Profiles to:
 - Update/change account details
 - Associate all **DOB licenses** (General Contractor, Master Plumber, Electrician, etc.)
 - Manage **New York State licenses** for:
 - Professional Engineer
 - Registered Architect
 - Registered Landscape Architect
 - Boiler Insurance Agency Inspector

DOB NOW –EXISTING USERS: NYC.ID ACCOUNT

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- If you **already have an NYC.ID and DOB NOW account**, you will be prompted to enter your password to access your dashboard for immediate use. No action required.
- If you **have an NYC.ID only**, you can log into DOB NOW using your NYC.ID credentials and then create a DOB NOW profile. See the **Create Profile** section for instructions.

Log into DOB NOW to view, sign and submit jobs, filings, and applications.

Enter your NYC.ID email address:

Email

Login

If you need an NYC.ID

Create Account

New login process as of June 3, 2024. Visit www.nyc.gov/dobnowtips for more information.

If you are a returning DOB NOW user who does not have a NYC.ID, select Create Account above and **use the same email address** as your eFiling account or DOB NOW profile to access your DOB NOW records.

Need more help? [Contact us.](#)

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CREATE AN NYC.ID ACCOUNT

New & Existing DOB NOW Users

Step 1: DOB NOW LOGIN

Before accessing DOB NOW, you need an NYC.ID account.

- If you have an **eFiling Account or DOB NOW profile**, enter the same email address associated with all your filings in DOB NOW to create an NYC.ID. You will be redirected to the NYC.ID registration page.
- **New Users** will select **Create Account** to be redirected to the NYC.ID registration page.



Log into DOB NOW to view, sign and submit jobs, filings, and applications.

Enter your NYC.ID email address:

Email

Login

If you need an NYC.ID

Create Account

New login process as of June 3, 2024. Visit www.nyc.gov/dobnowtips for more information.

If you are a returning DOB NOW user who does not have a NYC.ID, select Create Account above and **use the same email address** as your eFiling account or DOB NOW profile to access your DOB NOW records.

Need more help? Contact us.

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NYC.ID ACCOUNT

Existing Users

STEP 2: CREATE AN NYC.ID

- Complete the following fields to create an account:
 - Email
 - Password
 - First and Last Name
 - Click the checkbox to agree to terms

Create Account

The Official Website of the City of New York



Use your NYC.ID to access DOB NOW. Visit www.nyc.gov/dobnowtips for resources, FAQs, and videos.

Create Account

All fields are required.

Email

Email Address



Confirm Email Address:

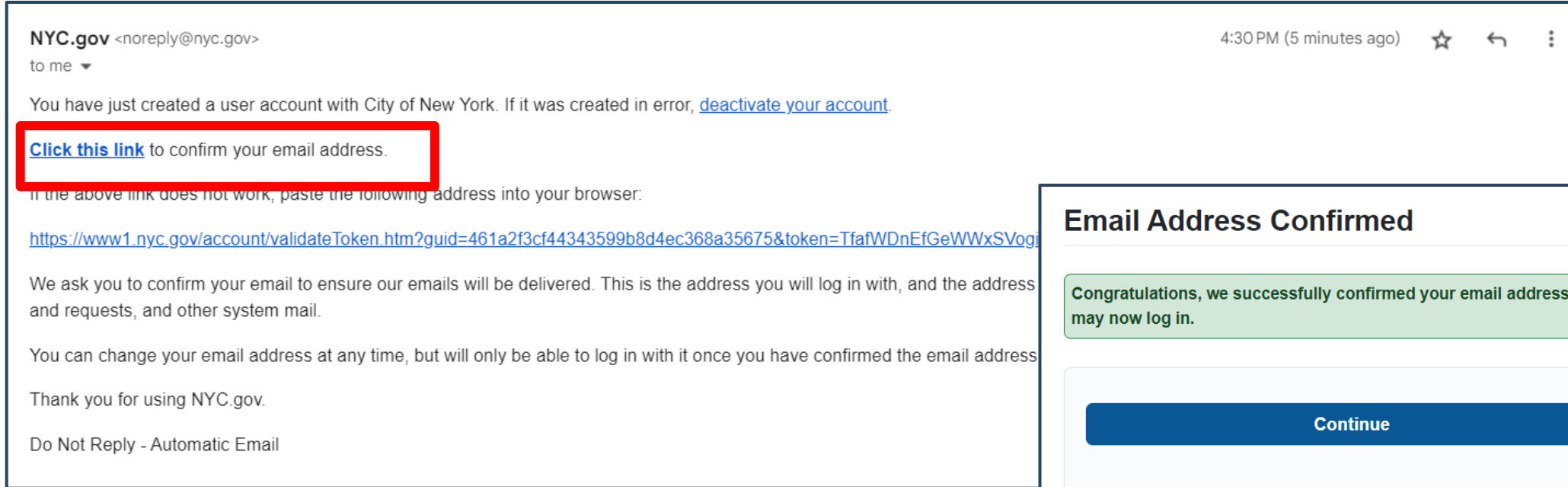
STEP 3: COMPLETE REGISTRATION FOR NYC.ID

- After completing the registration, you'll receive a **confirmation email**.
- Confirm your email address to activate your account and log into DOB NOW.

Confirmation Email Sent

Welcome! Your account was created. You cannot log in until your email address is confirmed. To confirm your email address, click on the link in the email that was sent to you. If you have not received the email, check your spam/junk folder.

Continue



STEP 4: ACTIVATE YOUR ACCOUNT

- Click the link in the email from NYC.ID. When you see the **Email Address Confirmed** message go to www.nyc.gov/dobnow to log in.
- You will not be able to log into DOB NOW unless you confirm your NYC.ID account email address.

STEP 5: LOG INTO DOB NOW WITH YOUR NYC.ID

- Once your NYC.ID is **active**, return to the DOB NOW login page.
- Enter your email in the field and click **Login**. You will be prompted to enter your password on the next screen. This will be the new sign in process.

Log into DOB NOW to view, sign and submit jobs, filings, and applications.

Enter your NYC.ID email address:

Email

Login

If you need an NYC.ID

Create Account

New login process as of June 3, 2024. Visit www.nyc.gov/dobnowtips for more information.

If you are a returning DOB NOW user who does not have a NYC.ID, select Create Account above and use the same email address as your eFiling account or DOB NOW profile to access your DOB NOW records.

Need more help? Contact us.

DOB NOW – CREATE AN NYC.ID ACCOUNT

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STEP 6: ENTER PASSWORD INTO NYC.ID LOGIN PAGE

- The email you entered will be autofilled on the NYC.ID page.
- Enter your **password**.
- Click **Login**.

Once the NYC.ID single sign on process is complete, the next step is to create a profile as a non-Licensee or DOB/NYS Licensee.

NYC | NYC.ID

The Official Website of the City of New York

NYC

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NYC Department of Buildings Self-service for online Permits, Appointments and Applications

Login

Log in using your NYC account

Email Address or Username *

trainingpera@gmail.com

Password *

.....

Login

Log in using one of these options

NYC Employees

or

[Forgot Password](#) [Create Account](#) [Report an Issue](#)

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CREATE AN NYC.ID ACCOUNT

City Employees

DOB NOW – CREATE AN NYC.ID ACCOUNT (CITY EMPLOYEES)

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STEP 1: LOG INTO DOB NOW

Before accessing DOB NOW, you need an NYC.ID account.

- Enter your **NYC Employee email address** and select Login. You will be redirected to the NYC.ID Login page.

Log into DOB NOW to view, sign and submit jobs, filings, and applications.

Enter your NYC.ID email address:

Email

Login

If you need an NYC.ID

Create Account

New login process as of June 3, 2024. Visit www.nyc.gov/dobnowtips for more information.

If you are a returning DOB NOW user who does not have a NYC.ID, select Create Account above and **use the same email address** as your eFiling account or DOB NOW profile to access your DOB NOW records.

Need more help? Contact us.

DOB NOW – CREATE AN NYC.ID ACCOUNT (CITY EMPLOYEES)

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STEP 2: ACCESS NYC EMPLOYEES LOGIN

- City Employees select the **NYC Employees** icon to access the City employee login page.

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NYC Department of Buildings Self-service for online Permits, Appointments and Applications

Login

Log in using your NYC account

Email Address *

DO NOT LOG IN HERE

Password *

.....

Login



Log in using one of these options

 Employees

or

DOB NOW – CREATE AN NYC.ID ACCOUNT (CITY EMPLOYEES)

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STEP 3: LOG IN WITH YOUR CITY EMPLOYEE CREDENTIALS

- Enter your city employee email address and network password (the password you use to log into your workstation).

NYC Access Manager

The Official Website of the City of New York NYC Text Size

Please use your City of New York employee credentials to log into this application.

⇒ CITYLOGIN@buildings.nyc.gov

.....

[Forgot Password?](#)

Sign in

DOB NOW – CREATE AN NYC.ID ACCOUNT (CITY EMPLOYEES)

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STEP 4: COMPLETE REGISTRATION FOR NYC.ID

- Check the **box** to agree to terms
- Select **Submit** to complete the registration.
- Your email address will be validated.
- Go to www.nyc.gov/dobnow to login

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NYC Department of Buildings Self-service for online Permits, Appointments and Applications

Registration Completion

To finish creating your account, provide the required information below

Check the box to indicate that you understand and agree to the [NYC.ID Terms of Use](#), the [overall Terms of Use for NYC.gov](#), and the [Privacy Policy for NYC.gov](#).

*



Submit

STEP 5: LOG INTO DOB NOW WITH YOUR NYC.ID

- Once your NYC.ID is **active**, return to the DOB NOW login page.
- Enter your **City Employee email** in the field and click **Login**.

If you had an **eFiling account** associated with your city employee email address, you will see all of your filings when you log in.

If you are a **new DOB NOW user**, once the NYC.ID single sign on process is complete, the next step is to create a profile as a non-Licensee or DOB/NYS Licensee.



Log into DOB NOW to view, sign and submit jobs, filings, and applications.

Enter your NYC.ID email address:

Email

Login

If you need an NYC.ID

Create Account

New login process as of June 3, 2024. Visit www.nyc.gov/dobnowtips for more information.

If you are a returning DOB NOW user who does not have a NYC.ID, select Create Account above and **use the same email address** as your eFiling account or DOB NOW profile to access your DOB NOW records.

Need more help? [Contact us.](#)

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CREATE PROFILE: NON-LICENSEE

New Users

Since this is **your first time logging into DOB NOW** with your NYC.ID, you will need to create a profile.

- The profile will enable you to access DOB NOW: Build, Safety, Licensing and BIS Options and perform actions as an owner/non-licensee.

Create Profile – DOB NOW Tracking Number: Not Yet Issued

Profile Status: Pre-filing

Do you have DOB Issued license/registration number?*

- No, I do not have a DOB issued license/registration number.** (includes owners, building managers, or owner representatives and applicants for a new license to be submitted in DOB NOW: BIS Options or DOB NOW: Licensing).
- Yes, I have a DOB issued license/registration number.** (includes professional engineers, registered architects, licensed tradespersons (e.g. master plumbers), general contractors, and filing representatives).

DOB NOW – CREATE PROFILE: NON-LICENSEE

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To create a profile as an owner, buildings manager, owner representative, or register for a new license, select “No, I do not have a DOB Issued license/registration number”

- Complete the **required fields**.
- **Check the box** to accept the terms, then click Accept on the Statements & Signatures.
- Select **Submit** or click **Save** to save your information and return to the registration process later.

Create Profile – DOB NOW Tracking Number: Not Yet Issued Profile Status: Pre-filing

Do you have DOB Issued license/registration number?*

No, I do not have a DOB issued license/registration number. (includes owners, building managers, or owner representatives and applicants for a new license to be submitted in DOB NOW: BIS Options or DOB NOW: Licensing).

Yes, I have a DOB issued license/registration number. (includes professional engineers, registered architects, licensed tradespersons (e.g. master plumbers), general contractors, and filing representatives).

Contact Information

First Name* DOB	Middle Initial 	Last Name* Test
Business Name 	House Number* 	Street Name*
City* 	State* New York	Zip Code*
Business Telephone* 	Mobile Phone 	

checking this box and clicking Submit (below) you are affirming that you have read and agree to the [terms](#) of the New York City Department of Buildings.*

Save Submit

- You will receive a notification on the screen that your account has been activated for use in DOB NOW.
- The system will then redirect you to the main dashboard.

New Profile Confirmation

Are you sure you want to submit your user profile? Please confirm.

Confirm Cancel

Confirm

Account activated for use in DOB NOW. Do you want to proceed to the main Dashboard?

Yes No

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CREATE PROFILE: ASSOCIATE LICENSE

New DOB NOW Users

STEP 1: INITIAL LOG IN TO DOB NOW

- Visit the DOB NOW login page.
- Since this is your first time, you will need to **associate your license(s)** to your email.



- Current DOB NOW users who already have an NYC.ID account will not have to link any licenses. The information will be automatically linked.

Log into DOB NOW to view, sign and submit jobs, filings, and applications.

Enter your NYC.ID email address:

Email

Login

If you need an NYC.ID

Create Account

New login process as of June 3, 2024. Visit www.nyc.gov/dobnowtips for more information.

If you are a returning DOB NOW user who does not have a NYC.ID, select Create Account above and **use the same email address** as your eFiling account or DOB NOW profile to access your DOB NOW records.

Need more help? Contact us.

DOB NOW – CREATE PROFILE: ASSOCIATE LICENSES

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STEP 2: CREATE A PROFILE & ASSOCIATE LICENSES

- Select “Yes, I have a DOB Issued license/registration number”
- Enter **Contact Information**
- Then click **+Add License** to select the type of license(s) you have.

Create Profile – DOB NOW Tracking Number: Not Yet Issued Profile Status: Pre-filing

Do you have DOB issued license/registration number?*

No, I do not have a DOB issued license/registration number. (includes owners, building managers, or owner representatives and applicants for a new license to be submitted in DOB NOW, BIS Options or DOB NOW Licensing).

Yes, I have a DOB issued license/registration number. (includes professional engineers, registered architects, licensed tradespersons (e.g. master plumbers), general contractors, and filing representatives).

Contact Information and License Details Upload Form and Submit

Contact Information

First Name* Middle Initial Last Name*

Business Name* House Number* Street Name*

City* State* Zip Code*

Business Telephone* Mobile Phone

DOB issued license/registration Information *

- 1 Select +Add License/Registration to add License/Registration information.
- 2 Click Save below and then the Print Authentication Form button.
- 3 Complete/sign/seal/notarize according to the directions on the form.
- 4 Select the Upload Form and Submit tab above.
- 5 Upload the form and a copy of your identification as one document.
- 6 Check the box to affirm your submission.
- 7 Select the Submit button. Your submission will not be reviewed until it is submitted.

+ Add License/Registration

STEP 3: COMPLETE LICENSE INFORMATION

- Select a **License Type**
- Enter the **License Class/Class Type** if applicable
- Type the **License Number**
- **Expiration Date** will auto-populate if applicable
- Click **Add** to associate the license.

Continue this step to associate all licenses.

License Information

License Type*
Select

License Class/Class Type*
Select

License Number*
License Number

Expiration Date

Add Cancel

STEP 3: COMPLETE LICENSE INFORMATION (CONTINUED)

- For **Landscape Architects, New York State Boiler Inspectors, Professional Engineers** or **Registered Architects**, the form will offer the ability to enter new Business Information or to use the business details entered in the Personal Information section.
- Click **Add** to associate the license.

License Information

License Type*	License Class/Class Type*	License Number*
Professional Engineer	N/A	License Number

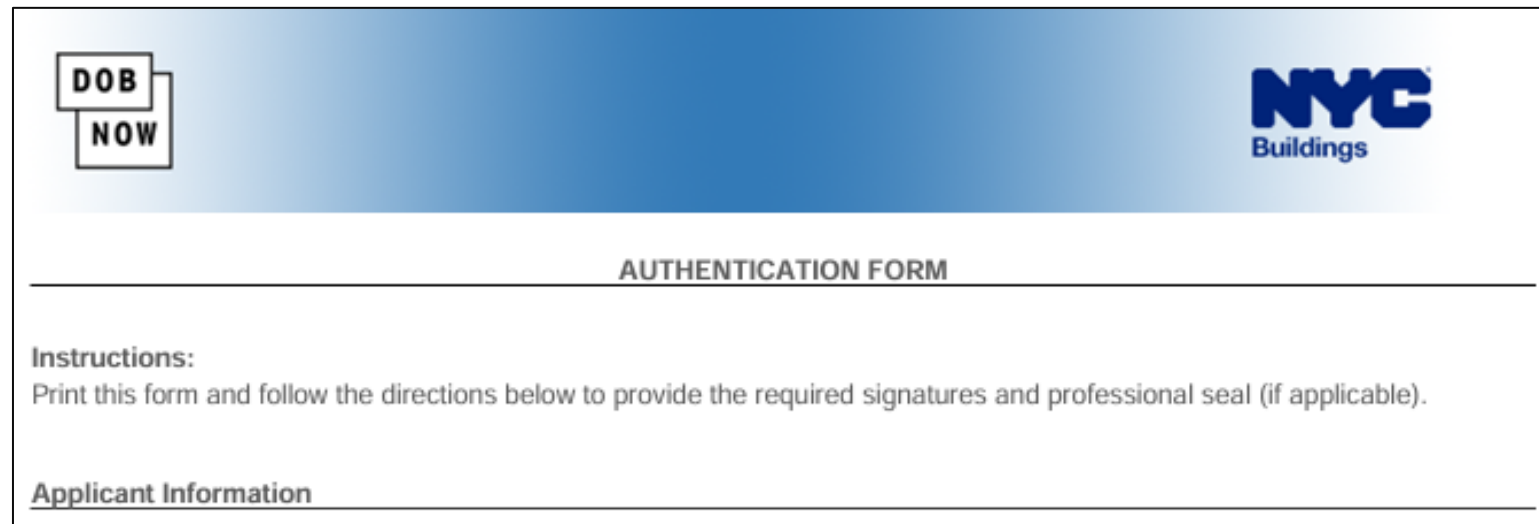
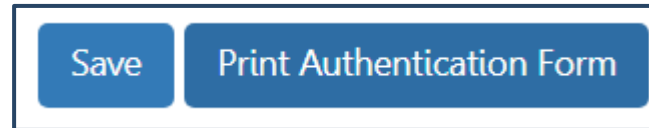
Business Information Use same business details entered in Contact Information.

Business Name*	House Number*	Street Name*
Business Name		
City*	State	Zip Code*
	Select State	
Business Telephone*	Mobile Phone	

[Add](#) [Cancel](#)

STEP 4: PRINT AUTHENTICATION FORM

- After adding a license, **Save** and click the **Print Authentication Form** button at the bottom of the page.

A screenshot of a web page showing the "AUTHENTICATION FORM" section. At the top left is the "DOB NOW" logo, and at the top right is the "NYC Buildings" logo. Below the logos, the text "AUTHENTICATION FORM" is centered. Underneath, there is a section titled "Instructions:" followed by the text "Print this form and follow the directions below to provide the required signatures and professional seal (if applicable).". At the bottom of the form, there is a section titled "Applicant Information" with a horizontal line below it.

STEP 5: UPLOAD AUTHENTICATION FORM

- Sign the Authentication form, stamp with your Professional Seal (if applicable) or have it notarized.
- Include a copy of your Driver’s License or DOB Issued photo ID.
- Upload the combined forms as one document in the **Upload Form and Submit** tab.

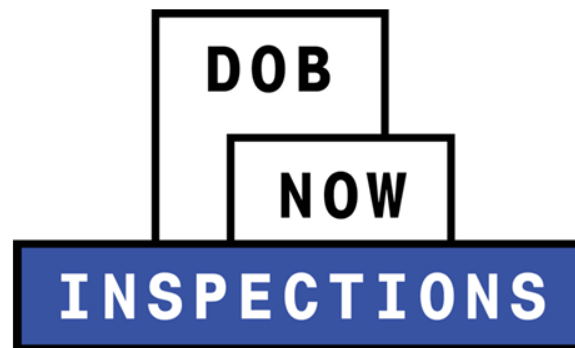
The screenshot shows a web form titled "Create Profile – DOB NOW Tracking Number: Not Yet Issued" with a "Profile Status: Pre-filing" indicator. The form contains a question: "Do you have DOB Issued license/registration number?*" with two radio button options: "No, I do not have a DOB issued license/registration number. (includes owners, building managers, or owner representatives and applicants for a new license to be submitted in DOB NOW: BIS Options or DOB NOW: Licensing)." and "Yes, I have a DOB issued license/registration number. (includes professional engineers, registered architects, licensed tradespersons (e.g. master plumbers), general contractors, and filing representatives)." Below this is a tabbed interface with "Contact Information and License Details" and "Upload Form and Submit". The "Upload Form and Submit" tab is active and highlighted with a red box. Underneath, there is a section titled "Upload Completed Authentication Form and ID (one PDF file)" with an "Upload" button also highlighted with a red box. At the bottom, there is a checkbox for terms and conditions and a "Submit" button.

DOB NOW – CREATE PROFILE: EFILING ACCOUNT ALSO REQUIRED

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If you are also using your license/registration for the first time in DOB NOW: *Inspections*, you will need a PIN. To get this PIN, you are required to create an eFiling account at www.nyc.gov/dobefiling.

- Before submitting the authentication form in DOB NOW, create an eFiling account with your license/registration information.
- Once you submit the form in DOB NOW, you will be authenticated in both DOB NOW and eFiling.
- You will then receive by email a PIN to connect the applications and permits filed under your license number to your account in [DOB NOW: Inspections](#). See the [Using Your Pin](#) guide for more information.



STEP 6: SUBMIT LICENSE DETAILS

- Check the box to view the Statements & Signature terms
- Select **Accept** on the **Statements & Signature**
- Click **Submit** to complete the profile registration

Statements & Signature

I, APPLE Paris hereby agree to register with the New York City Department of Buildings (the "Department").
PENALTY FOR FALSIFICATION: Falsification on any statement made while using DOB NOW with intent to defraud or deceive is a misdemeanor and is punishable by a fine, imprisonment or both. I understand that if I am found guilty after a hearing to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of the laws or rules enforced by the Department or of a law and/or rule of any agency, I may be barred from filing further applications or documents with the Department. I agree that I will only submit documents related to jobs for which I am authorized by the owner and/or applicant of record to do so.

I understand and agree that by personally clicking on the button marked ""Submit"" below I am electronically signing this registration application and my agreement with the above terms. I understand that the electronic signature shall have the same validity and effect as a signature affixed by hand.*

Contact Information and License Details | Upload Form and Submit 2

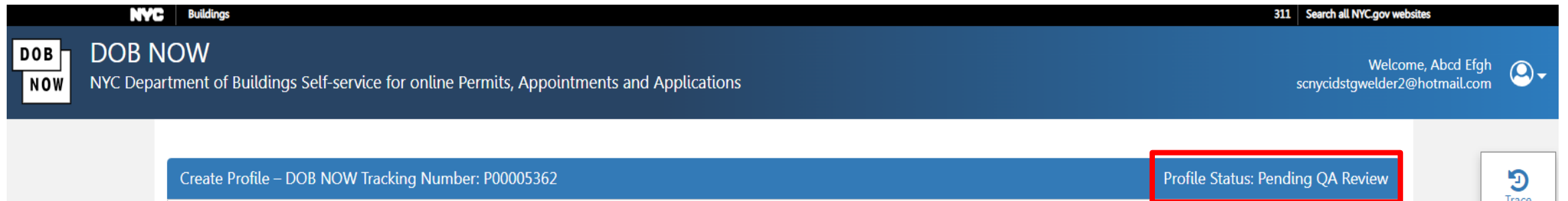
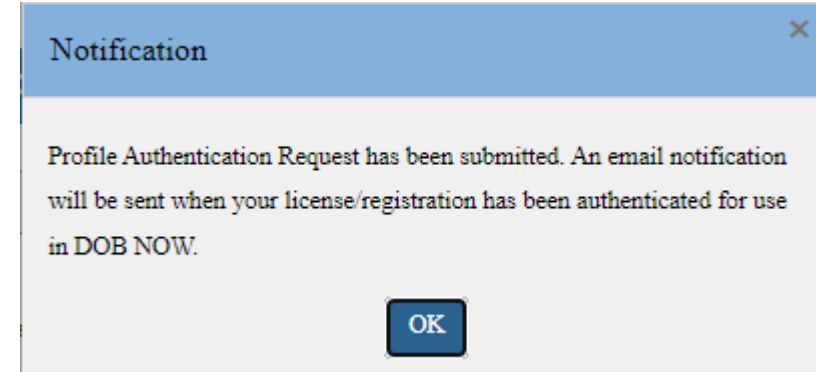
Upload Completed Authentication Form and ID (one PDF file)

1 By checking this box and clicking Submit (below) you are affirming that you have read and agree to the terms and conditions of the New York City Department of Buildings.*

3

STEP 7: ACTIVATE YOUR ACCOUNT

- Once your details are submitted, your information will undergo a Quality Assurance review.



- You will receive a message upon submitting and an email notification that your request is in review and **Profile Status** is updated to **Pending QA Review**.

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PROFILE QA REVIEW

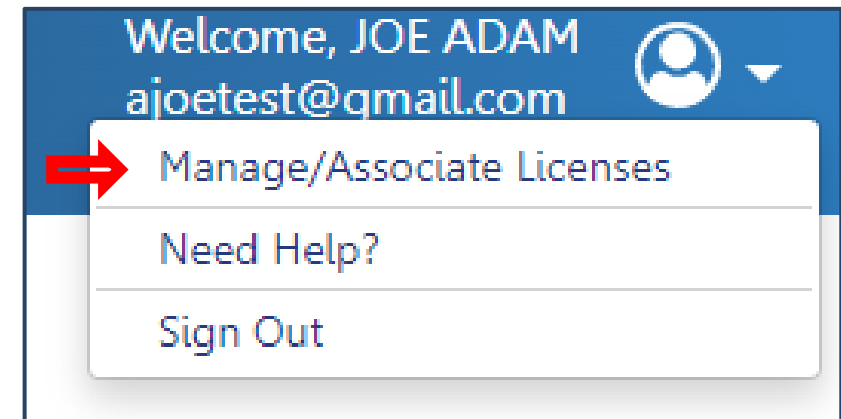
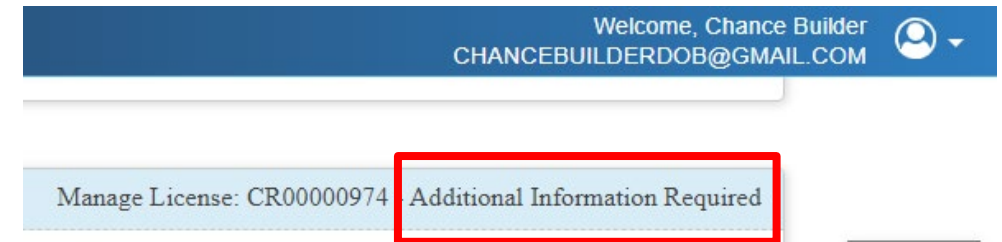
New & Existing Users

DOB NOW- PROFILE QA REVIEW: ADDITIONAL INFORMATION REQUIRED

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Once the profile is submitted for review, you will be able to access DOB NOW as a Non-Licensee. Notification will be sent by email if the profile is approved or if insufficient documentation was provided. If additional information is required:

- The profile status will be updated to **Additional Information Required**.
- Log into DOB NOW and select **Manage/Associate Licenses** to make changes and resubmit the profile request.



DOB NOW- PROFILE QA REVIEW: RESUBMIT

From the profile, you will be able to make any edits as indicated by the QA Reviewer.

- Edit the **Contact Information and License Details** and/or
- Upload a new **Authentication Form**
- **Check the box** to agree to the terms
- **Resubmit** the profile for review.

License Details Upload Form and Submit

Upload Completed Authentication Form and ID (one PDF file)

Upload Authentication Form test.pdf Preview

By checking this box and clicking Submit (below) you are affirming that you have read and agree to the [terms](#) of the New York City Department of Buildings.*

Re-Submit

DOB NOW – ACCOUNT ACTIVATED

You will receive an email when your account is activated:

Your account has been associated with your DOB license/registration and is activated for use in DOB NOW. Log into DOB NOW at least once at www.nyc.gov/dobnow for your account information to appear in a DOB NOW filing.

This is an automated message. Please do not reply. If you have any questions, submit an inquiry at www.nyc.gov/dobnowhelp.

DOB NOW Support
NYC Department of Buildings



Your license will appear on the Account Details page as an Associated License.

I have a DOB issued license/Registration number

- 1 Select +Add License/Registration to add License/Registration information.
- 2 Click Save below and then the Print Authentication Form button.
- 3 Complete/sign/seal/notarize according to the directions on the form.
- 4 Select the Upload Form and Submit tab below.
- 5 Upload the form and a copy of your identification as one document.
- 6 Check the box to affirm your submission.
- 7 Select the Submit button. Your submission will not be reviewed until it is submitted.

+ Add License/Registration

Save

Associated Licenses

License Type	License Class/ClassType	License Number	Expiration Date	License Status
Registered Architect	Not Applicable	RA - 122133	Not Applicable	Active

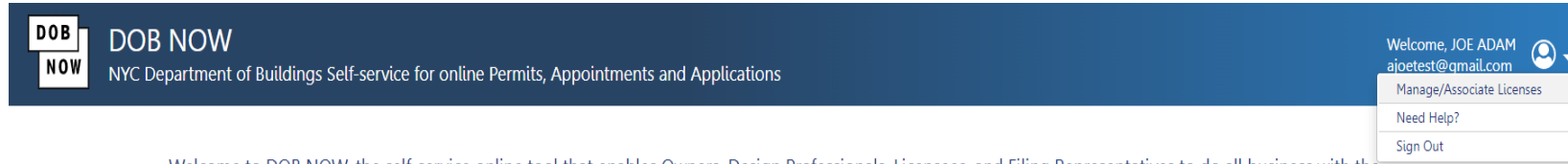
+ New Business

DOB NOW: MAIN DASHBOARD



All registered DOB NOW users can:

- Manage profiles
- Associate licenses
- Access **DOB NOW: Build, Safety, Licensing** and **BIS Options**



Welcome to DOB NOW, the self-service online tool that enables Owners, Design Professionals, Licensees, and Filing Representatives to do all business with the Department of Buildings online.

Get started using DOB NOW by selecting a module below:



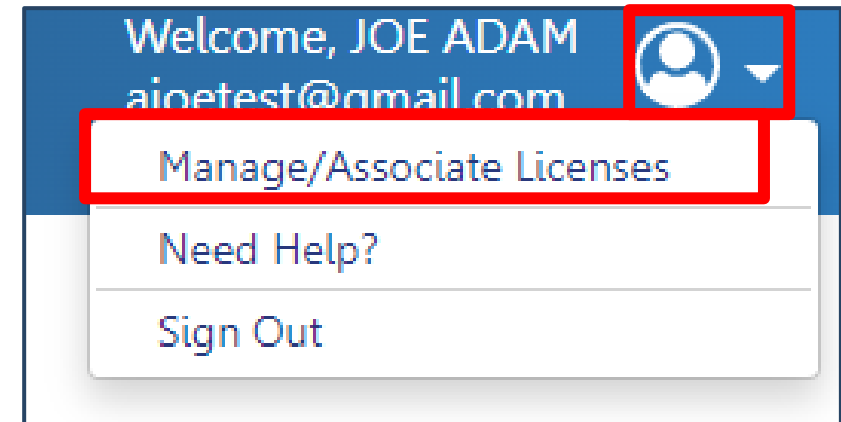
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MANAGE/ASSOCIATE LICENSES AFTER INITIAL ACCOUNT CREATION

New & Existing DOB NOW Users

- Once your account is set up, you will be able to log into DOB NOW and start your tasks.
- To update your associated license(s), hover over the dropdown arrow next to your login information in the upper right corner of the DOB NOW screen.
- Select **Manage/Associate Licenses**.



DOB NOW – MANAGE ACCOUNT DETAILS, CHANGE ADDRESS

- The system will display the **Account Details** for the user.
- Click on **Edit** next to the Address Information field. The new address will only update on filings where your role is not a DOB licensee or registrant.
- If you have a DOB license or registration associated with your account, follow the directions provided by the **Licensing Unit** for your License Type.
- For welder, journeyman, elevator agency licensees, log into **DOB NOW: Licensing** and submit a Change Address request.
- Once the Licensing Unit has updated the new address information, it will populate in DOB NOW the **next time you log in** on filings associated with your license/registration.

Account Details

To change your name or email address in Account Details, update your NYC.ID account. After the change is made in NYC.ID, the new information will populate in DOB NOW the next time you log in. If you change your email address in NYC.ID, all your filings (new and existing) in DOB NOW will update with the new email address.

APPLE PARIS
Email: applerome19@gmail.com

Address Information **Edit**

Business Name AR LLC	House Number Not Available	Street Name Not Available
City NYC	State NY	Zip Code 10000
Business Telephone (201) 333-0000	Mobile Phone Not Available	

[License Types Information](#)

- Existing **Licenses** associated with the login will be listed at the bottom of the page.
- Additional Licenses may be linked by clicking **+Add License/Registration**.
- State licensees** (Registered Architects, Professional Engineers and Registered Landscape Architects) can have multiple business names associated with their account.
- Select **+New Business**.
- Also select +New Business to update the address (use the same business name but update the address.)

I have a DOB issued license/Registration number

- 1 Select **+Add License/Registration** to add License/Registration information.
- 2 Click **Save** below and then the **Print Authentication Form** button.
- 3 Complete/sign/seal/notarize according to the directions on the form.
- 4 Select the **Upload Form and Submit** tab below.
- 5 Upload the form and a copy of your identification as one document.
- 6 Check the box to affirm your submission.
- 7 Select the **Submit** button. Your submission will not be reviewed until it is submitted.

+ Add License/Registration

Save

Associated Licenses				
License Type	License Class/ClassType	License Number	Expiration Date	License Status
Professional Engineer	Not Applicable	PE - 078712	Not Applicable	Active + New Business
Journeyman	Plumber - Basic	J - 007593	Not Applicable	Active

DOB

NOW

IMPORTANT NOTES

ACCOUNT CHANGES

- **Non-Licensees** update your First, Middle, and Last name in NYC.ID
- **State Licensees (PE/RA/RLA)**, update your First, Middle, and Last name in NYC.ID
- **DOB Licensees/Registrants**, update your name information as a DOB licensee/registrant, following the directions provided by the Licensing Unit for your License Type. Once updated with the Licensing Unit, the new name information will populate in DOB NOW on filings associated with your license/registration the next time you log in.
- **Welder/Journeyman/Elevator Agency Registrants**, use the Change name transaction in DOB NOW: *Licensing*.
- All changes will be automatically updated upon the next login. The details will be updated on the Contact information in DOB NOW and the existing filings will also be updated.



DO create your NYC.ID login with the same email you use for your DOB NOW login. This will enable you to see all activities you have already taken in DOB NOW.



DO NOT use a new email as your NYC.ID login or you will be treated as a new account with no history.



DO update your NYC.ID email as needed AFTER it has been linked with your DOB NOW account. Once the email is updated in NYC.ID all filings in DOB NOW will be updated with the new email.

Visit nyc.gov/dobnowtips for additional FAQs