# DOB NOW: *Safety* for Boiler Compliance Filings
# How to File Multiple Inspection Reports

This guide provides instructions for filing compliance reports on multiple devices at the same time within DOB NOW: *Safety.*

## Login

Enter your Email and Password and click **Login**.



Once logged in, hover over DOB NOW: *Safety* and select **Boilers** to access the Boilers Compliance Filings Dashboard
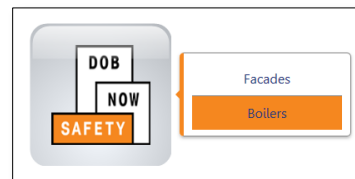


## Complete the Boiler Inspection Reports

If you haven't already, follow the steps to complete one or more Boiler Inspection Reports:

1. From the Boiler Compliance Filings Dashboard, select + Boiler Inspection Report
2. Add Boilers to Filing
3. Update Boiler Info
4. Verify Building, Owner, and Applicant Info
5. Report Defects. if applicable
6. Upload Supporting Documents
7. Sign Attestation

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# Making Multiple Payments from the Dashboard

Before your filings move from **Not Ready to File** to **Ready to File**, filings must be complete and the filing fee must be paid. From the Dashboard, you can pay for multiple filings at once by following the steps outlined below.



**1**     Select the **Bolier Inspection Reports** tab in the Dashboard

**2**     Select **Not Ready to File** which means a filing is either not paid for or incomplete. If the filing is incomplete, you will not be able to submit payment

**3**     Mark the checkboxes next to the devices for which you wish to pay
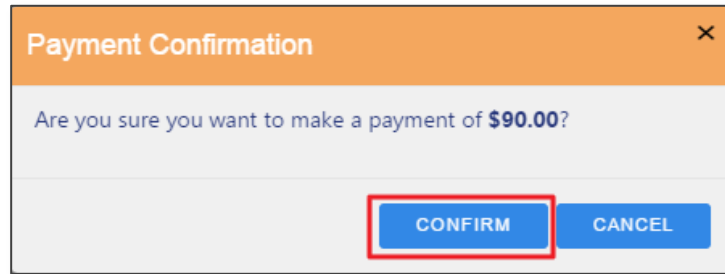
**4**     Select **Pay Now**

# Payment Summary

**Boiler Inspection Reports Payment Summary**

| Boiler ID | Tracking Number | Filing Fee | Remove |
|-----------|----------------|------------|--------|
| 30000108357N0001 | 2017-30000108357N0001-1283 | $30.00 | 🗑Delete |
| 30000104578N0001 | 2017-30000104578N0001-1284 | $30.00 | 🗑Delete |
| 30000068185N0002 | 2017-30000068185N0002-1286 | $30.00 | 🗑Delete |
| 30000057097N0001 | 2017-30000057097N0001-1285 | $30.00 | 🗑Delete |
| 30000068186N0001 | 2017-30000068186N0001-1287 | $30.00 | 🗑Delete |
| 30000059274N0001 | 2017-30000059274N0001-1288 | $30.00 | 🗑Delete |
| 30000068205N0001 | 2017-30000068205N0001-1289 | $30.00 | 🗑Delete |
| 30000111465N0003 | 2017-30000111465N0003-1272 | $30.00 | 🗑Delete |
| 30000111465N0002 | 2017-30000111465N0002-1273 | $30.00 | 🗑Delete |
| 30000111465N0001 | 2017-30000111465N0001-1274 | $30.00 | 🗑Delete |
| 30000108357N0002 | 2017-30000108357N0002-1275 | $30.00 | 🗑Delete |
| 30000070319N0001 | 2017-30000070319N0001-1276 | $30.00 | 🗑Delete |
| 30000056318N0001 | 2017-30000056318N0001-1277 | $30.00 | 🗑Delete |
| 30000067763N0001 | 2017-30000067763N0001-1278 | $30.00 | 🗑Delete |
| 30000056010N0001 | 2017-30000056010N0001-1279 | $30.00 | 🗑Delete |
| 30000103737N0001 | 2017-30000103737N0001-1280 | $30.00 | 🗑Delete |
| 30000103736N0001 | 2017-30000103736N0001-1281 | $30.00 | 🗑Delete |
| 30000165629N0001 | 2017-30000165629N0001-1265 | $30.00 | 🗑Delete |
| 30000165630N0001 | 2017-30000165630N0001-1266 | $30.00 | 🗑Delete |
| 30000165628N0001 | 2017-30000165628N0001-1267 | $30.00 | 🗑Delete |
| 30000162363N0001 | 2017-30000162363N0001-1268 | $30.00 | 🗑Delete |
| 30000162973N0001 | 2017-30000162973N0001-1269 | $30.00 | 🗑Delete |
| 30000162816N0001 | 2017-30000162816N0001-1270 | $30.00 | 🗑Delete |

**Total Amount Due: $690.00**

🖫 Pay Now

**1** Filing fee per device

**2** Option to delete individual device from the invoice

**3** Total of all individual device fees on the invoice

**4** Click **Pay Now** to proceed to next screen

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NYC Buildings

You will be asked to confirm the payment amount before the system takes you to the CityPay Portal for final payment processing.

Click **Confirm** to continue.

**Payment Confirmation** ✕

Are you sure you want to make a payment of **$90.00**?

**CONFIRM**    **CANCEL**

# File Reports

After payment in the NYC CIty Pay Portal is complete, you will be returned to the Dashboard. The Boiler Inspection Reports have now moved to the Ready to File tab.



① Select **Boiler Inspection Report**

② Select **Ready to File**

③ Mark the checkboxes of the devices to be filed

④ Select **File**

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A popup box will appear to confirm this filing. Click **Yes** to file the reports.

**Confirm**                                    ✕

Are you sure you want to file selected Boiler(s)?

Yes    No
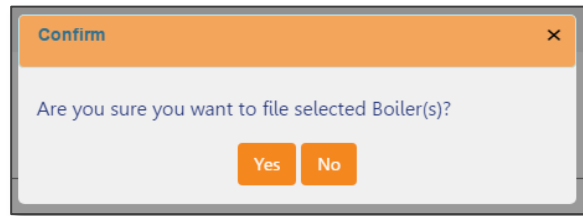
A confirmation box will appear. Click **OK** to confirm the notification.

**Notification**                               ✕

Boiler Inspection Report(s) filed successfully.

OK
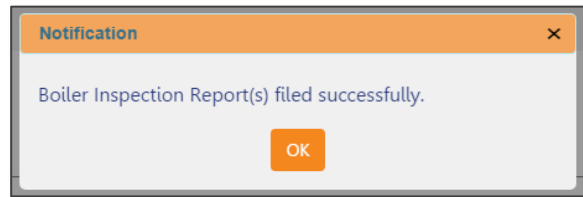
Your filings are now complete and will move to the **Filed** tab.

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