



State of New Jersey

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TO: LICENSED SECURITY AGENCIES:

The "Self Audit" component of the Security Officer Registration Act (SORA), is now available to agency owners and HR managers. This component will allow licensed Security Agencies to request a list of all employees registered by their agency. Agencies must log onto the Private Detective Unit homepage located at <http://www.njsp.org/about/private-detective.html> Select "Sora Updates" and click on the "Licensed Security Agency HR Functions" link. Once you log into the system, click on the "Agency" tab and select the "Self Audit" prompt. Select a time period and submit the \$100.00 audit fee. The list will be accessible for one week and will be updated in real time as you conduct business. If you cannot view the employee list, you must edit your security settings by doing the following:

1. Above the internet address bar, select "tools", then "internet options."
2. Click on the "Security" tab at the top, then "Trusted Sites."
3. In the space titled "Add this web site to the zone" type in, <https://eagency.njsp.org>

This will allow your system to accept the data from the Private Detective Unit server. You will then be able to save the excel spreadsheet on your system. If you need further assistance, contact the Private Detective Unit at pdu@gw.njsp.org.

Thank you for your cooperation.

FOR COLONEL JOSEPH R. FUENTES
SUPERINTENDENT

Sincerely,

Lieutenant Edward McDonough
Unit Supervisor
Private Detective Unit

