Getting Started in Premier Business Services

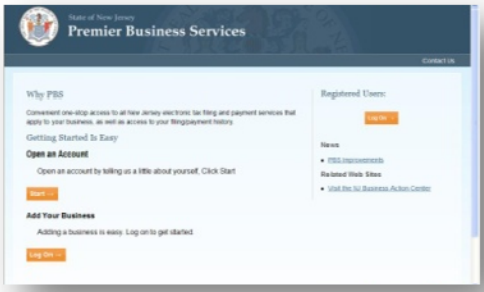
Many New Jersey State services will soon be accessible ***only*** through **New Jersey Premier Business Services** (PBS).

If you ***already have*** a PBS account, navigate to the PBS home page and **LOG ON** to access your services.

If you ***do not*** have a PBS account, follow the instructions below for your one-time registration process to create your PBS and My New Jersey accounts. After this registration, you will be able to log on and access the State's tax and employer service channel, the UEZ Business Certification System as well as additional State of New Jersey online services.

Quick Start—

1. On the Internet, go to Premier Business Services



2. If you already have a My New Jersey account and a PBS account, **LOG ON** and conduct your business as usual.

3. If you need to create one or both of these accounts, click the **START** button and follow the instructions on the screens.
   If you do not have a My New Jersey User ID and Password, you'll be able to set one up during the registration process.

4. After you have created your PBS account, you can add businesses to the account. After a business is added, you will have access to the State's online Service Centers – including the State's tax and employer service channel and the UEZ Business Certification System.

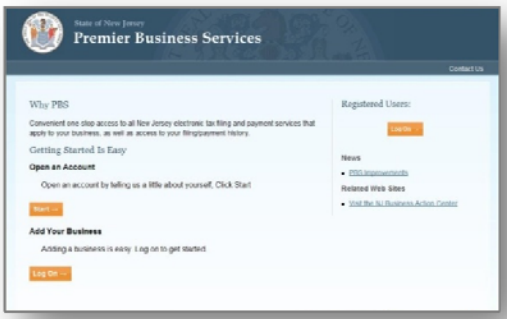
5. To make return visits to PBS easier, bookmark the Premier Business Services home page or add it to your Internet browser's Favorites.

Detailed Instructions—

New PBS Users ONLY

To open a **PBS** account (including a **My New Jersey** account, if you don't already have one)

- Click - -

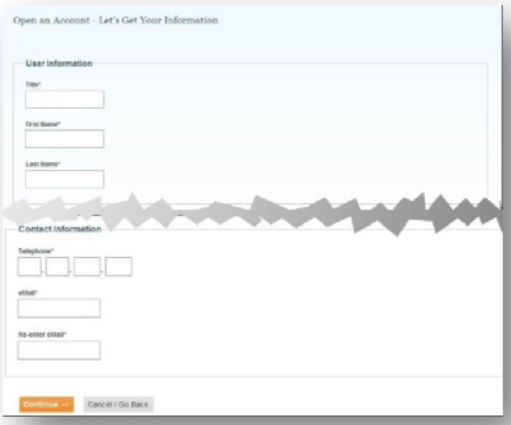


If you already have a PBS account, **Log On**.
DO NOT START A NEW ACCOUNT.

Open an Account

- Click **Get Started →**
  - You will be entering basic information about yourself on the next screen.
  - **If you don't** have a My New Jersey account, you'll be able to set one up during the registration process.

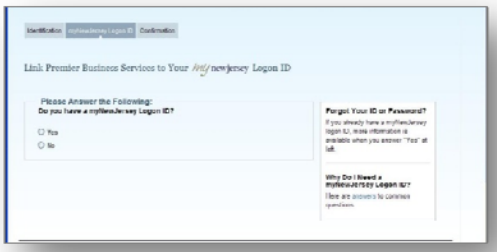
Your Information



- Enter your personal information* in the fields
- Click **Continue →**

*If you are the business owner's authorized representative (e.g., accountant, business manager, etc.), you may complete an application on the business owner's behalf. Enter your own personal information in these screens and enter the ***business's*** information in the **Add a Business** and **UEZ Certification Application** screens.

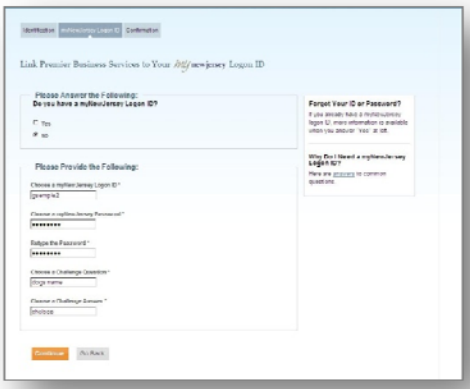
Linking PBS and My New Jersey accounts



This screen asks if you currently have a My New Jersey Logon ID.

- Select ○ **Yes** or ○ **No**

If you answered "No"

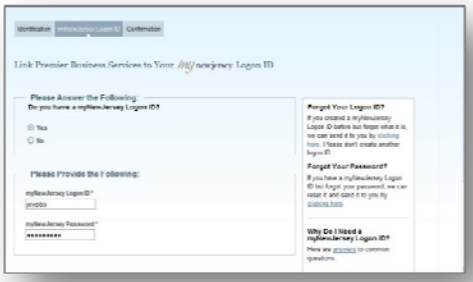


- Enter the requested information in each field to set up a My New Jersey account
- Click **Continue**

Note*: Passwords are case sensitive, must be at least eight characters long, and must have a combination of at least TWO of the following—*

- *Lower case letters*
- *Upper case letters*
- *Numbers*
- *Other characters (except space, quotes, and backslash)*

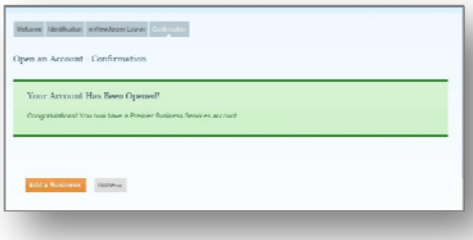
If you answered "Yes"



- Enter your My New Jersey **Logon ID** and **Password***
- Click **Continue**

* *If you have forgotten your* **My New Jersey Logon ID** or **Password**, follow the instructions on the screen.

Confirmation



At this point your **PBS** account has been created and linked to your **My New Jersey** account.

To access the PBS Services available to you

- Click Home →

To begin adding a business

- Click Add a Business

Adding a Business*

- Select the **Add a Business** hyperlink (upper right)

**You must register your business with the NJ Division of Revenue before adding it to your PBS account. An online Business Registration Certificate (BRC) look-up is available if you need to check on your registration status. The BRC page provides additional links to online service pages that will enable you to register the business if you have not already done so.*

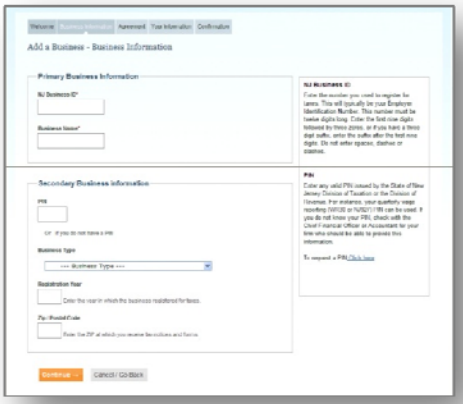
Adding a Business

At the **Add a Business to My Account** page

- Click **Get Started →**

Business Information

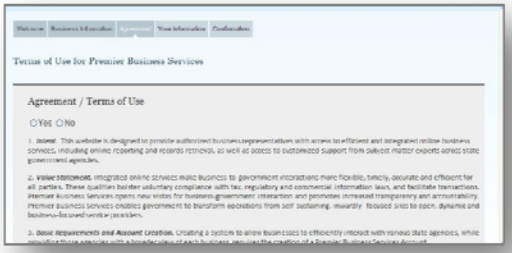
- Enter your business information in the fields
- Click **Continue**



Terms and Conditions

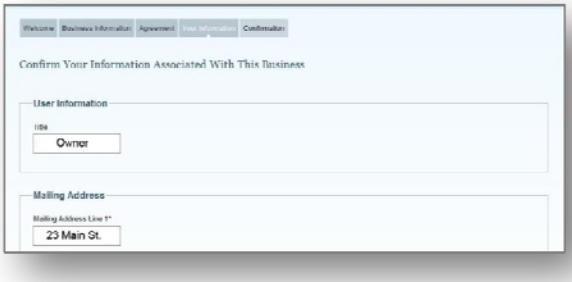
- Read the **Agreement/Terms of Use**
- Select ○ **Yes** or ○ **No**
- Click **Continue**

*If you select **No**, the business will not be added to your PBS account.*



Confirm Business Association

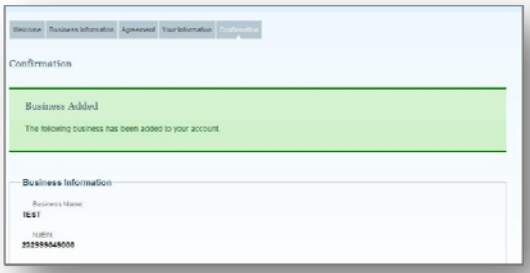
- Review your information
- Click **Continue**



Confirmation

The **Business Added** screen will confirm that the business has been added to your PBS account.

At this point, you can add another business or return to the Home page, where all PBS Service Centers will be available.



Service Center

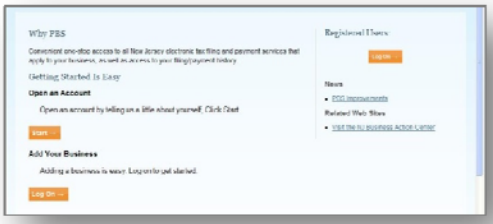
Several online services are available on the PBS Service Center screen. More State Departments and Agencies will be added in the future.

Returning to PBS

The next time you want to use any of the service channels including the tax and employer channel or the UEZ Business Certification System—

On the Internet, go to Premier Business Services .

- **Log On →**



- Enter your **Log On ID** and **Password**
- **Log On**

Related Web Sites	Help!
http://www.nj.gov/dca/affiliates/**uez**	UEZ Help Desk Phone: 877-913-6837
http://www.nj.gov/treasury/**taxation**	UEZ Help Desk Email: HelpDesk@dca.state.nj.us
http://www.nj.gov/treasury/**revenue**	PBS Help: dorinfo@treas.state.nj.us
http://nj.gov/njbusiness/	NJ Business Portal Help: 866-534-7789