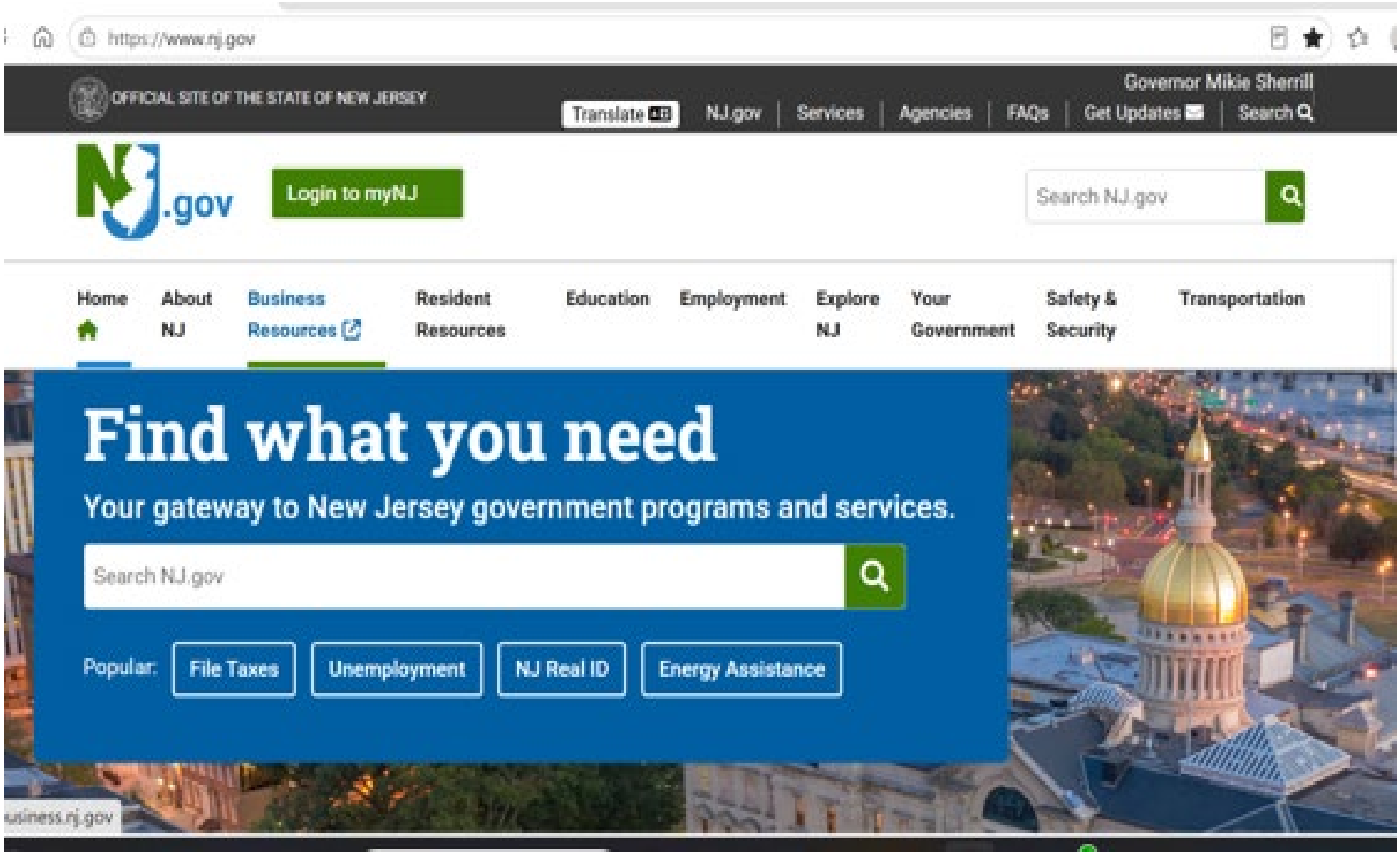
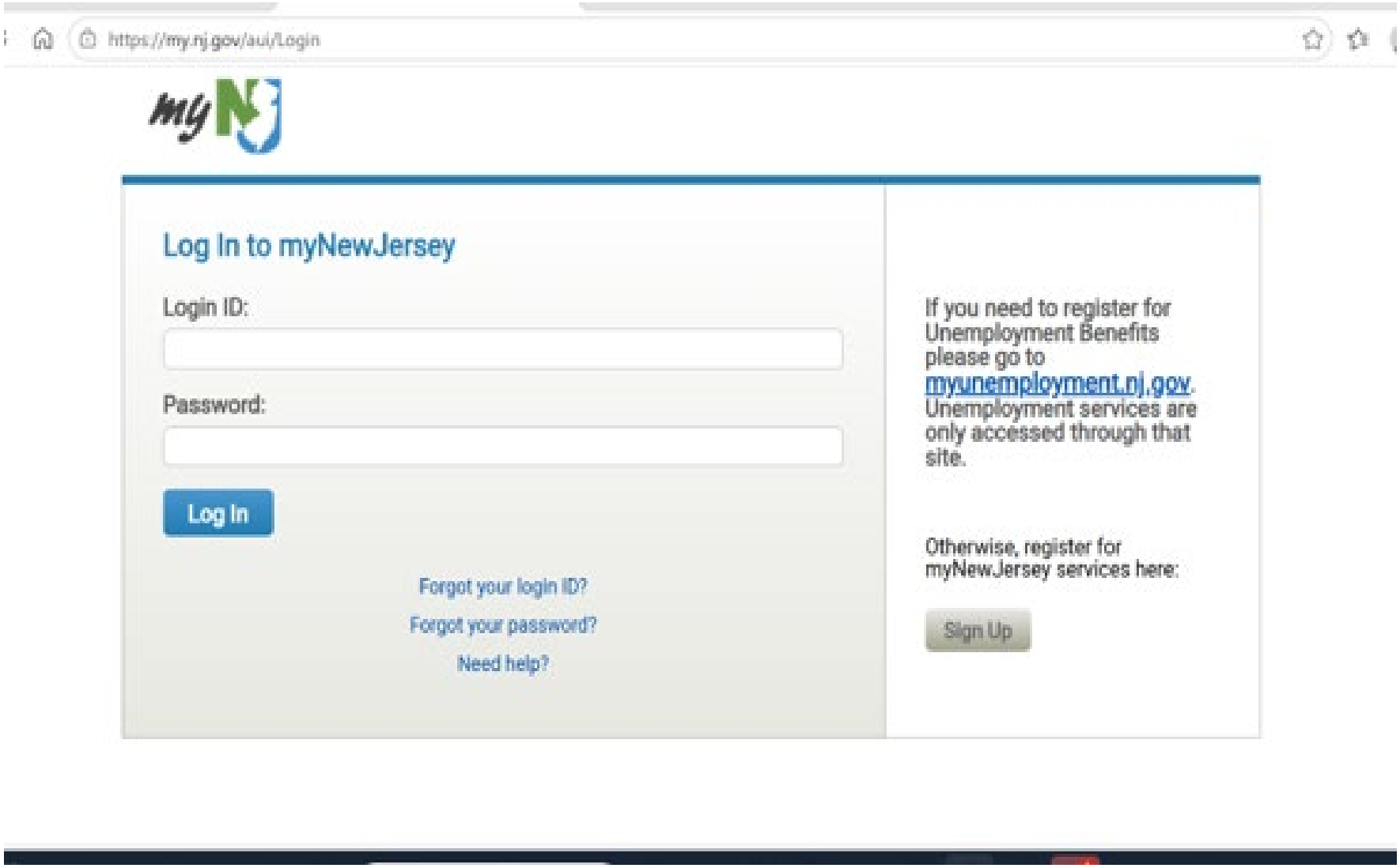
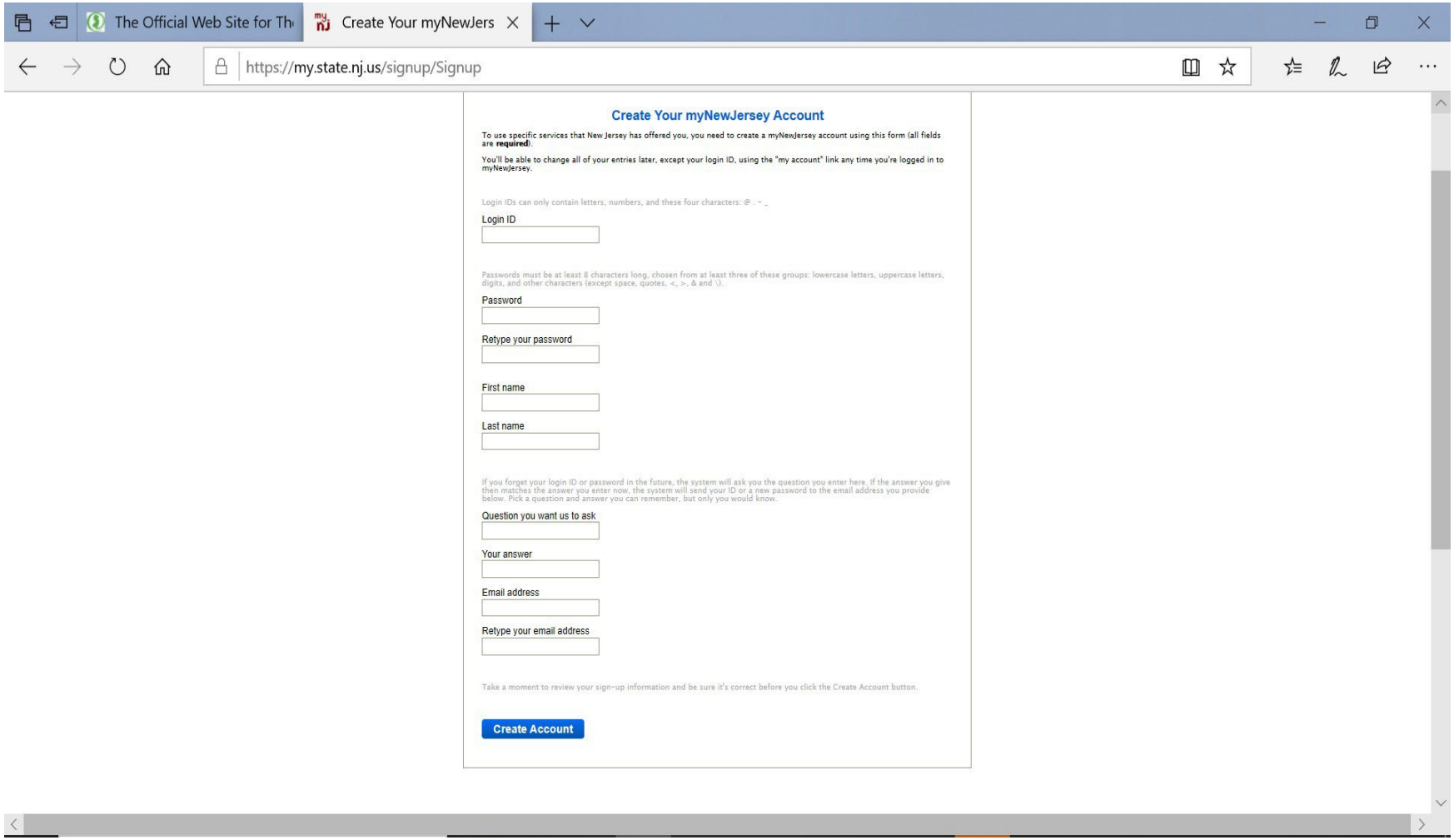
INSTRUCTIONS
FOR
E-FILING



Go to www.nj.gov to register and create your MyNewJersey Account. Upon completion, you will have a MyNewJersey Portal ID.



Click on the “Sign Up” box located at the bottom right to create an account.

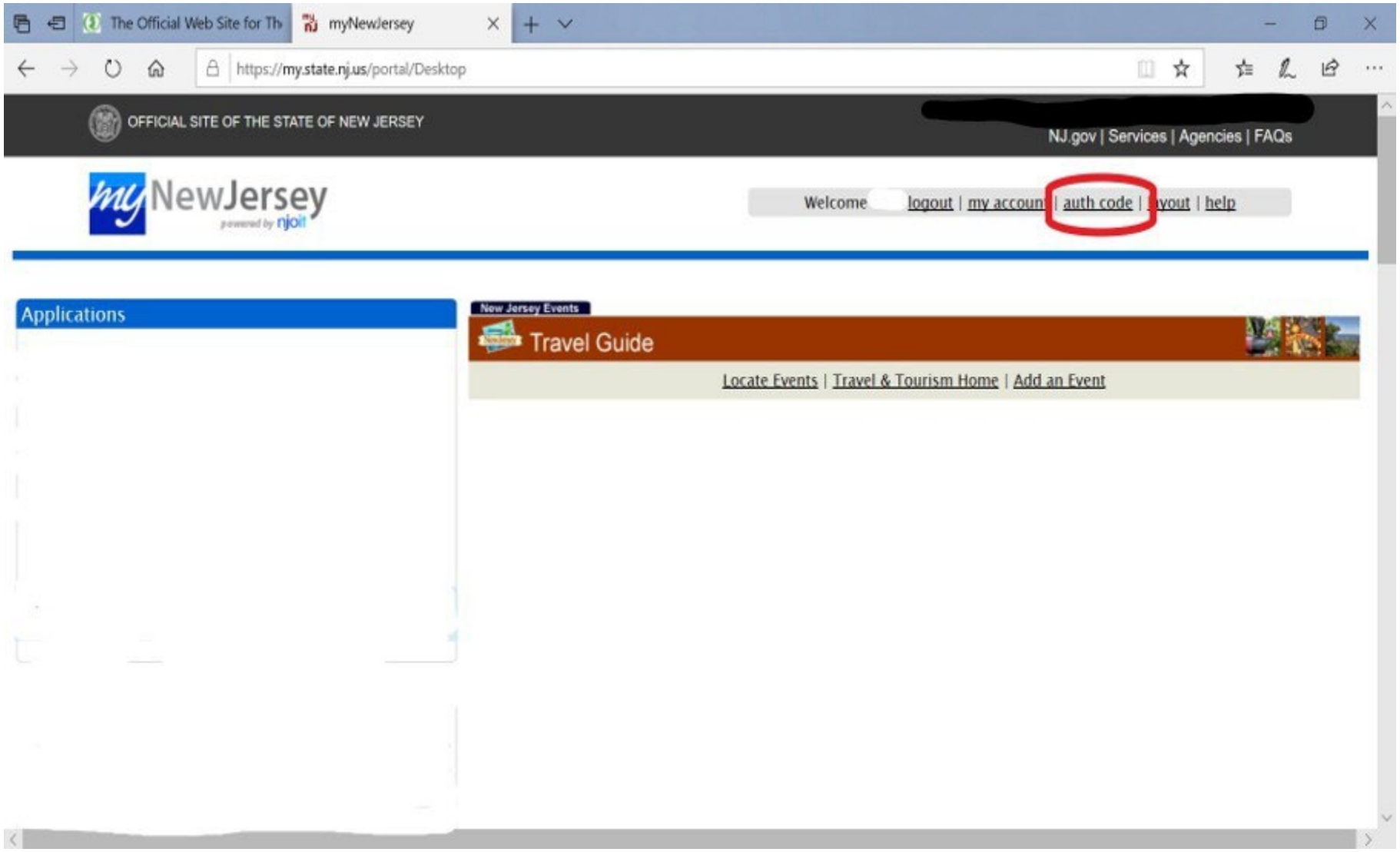


Follow instructions.

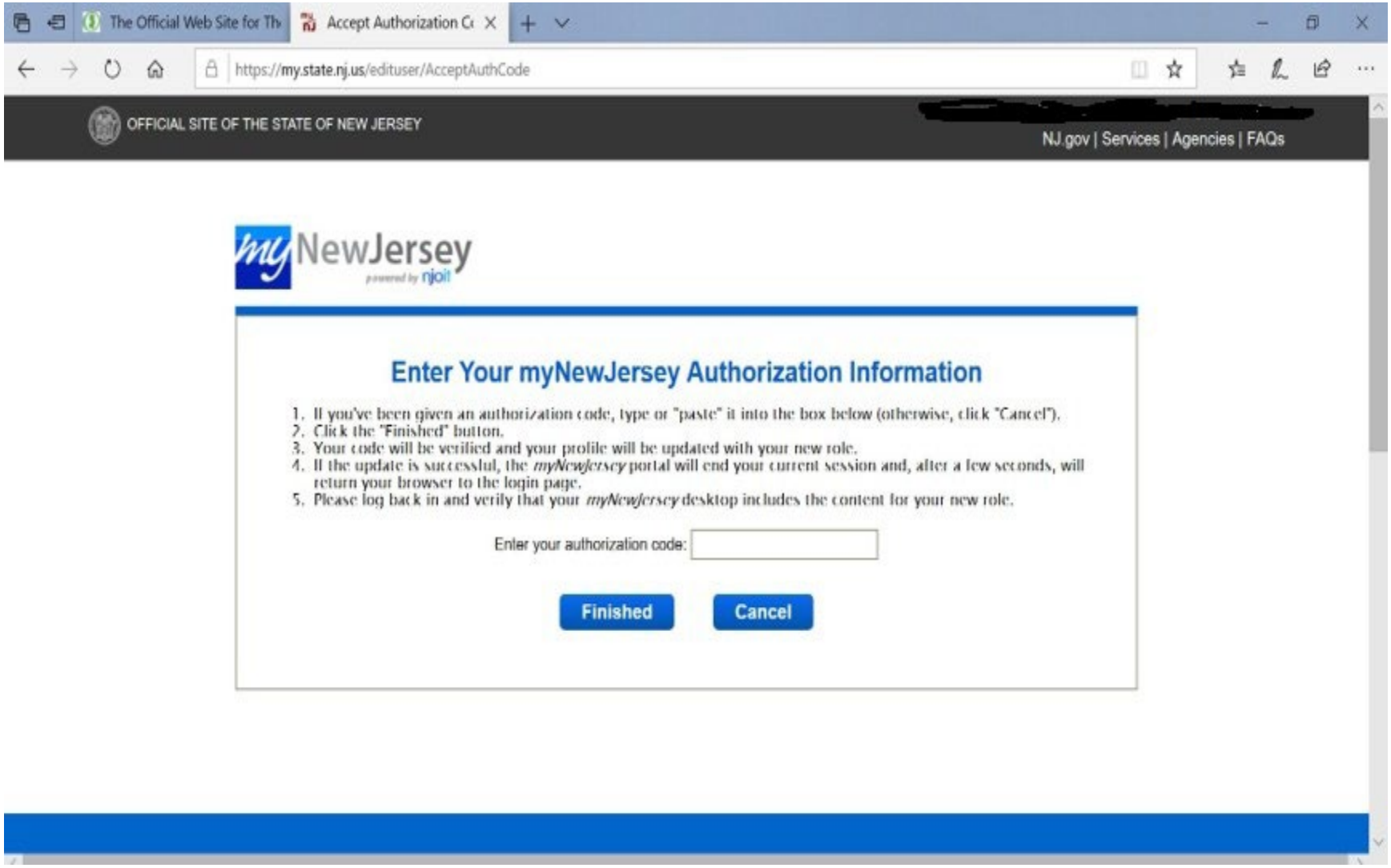
Once that process is complete, you will need to contact BPU IT Helpdesk at BPUITHELPDESK@bpu.nj.gov and provide the following:

- your myNewJersey ID
- first name
- last name
- your company name (If applicable)
- your email address

Typically, within two business days, you will receive an email containing an *authorization code*.

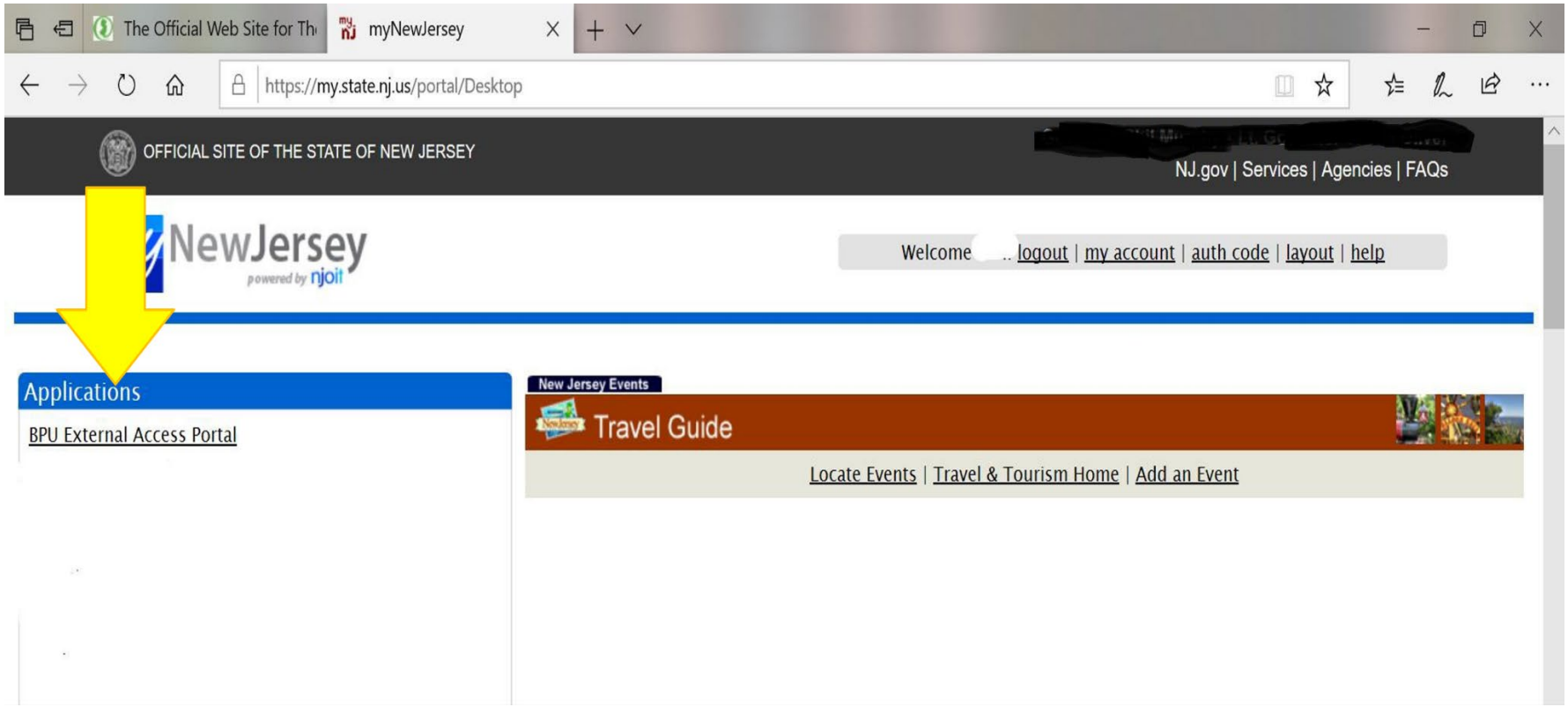


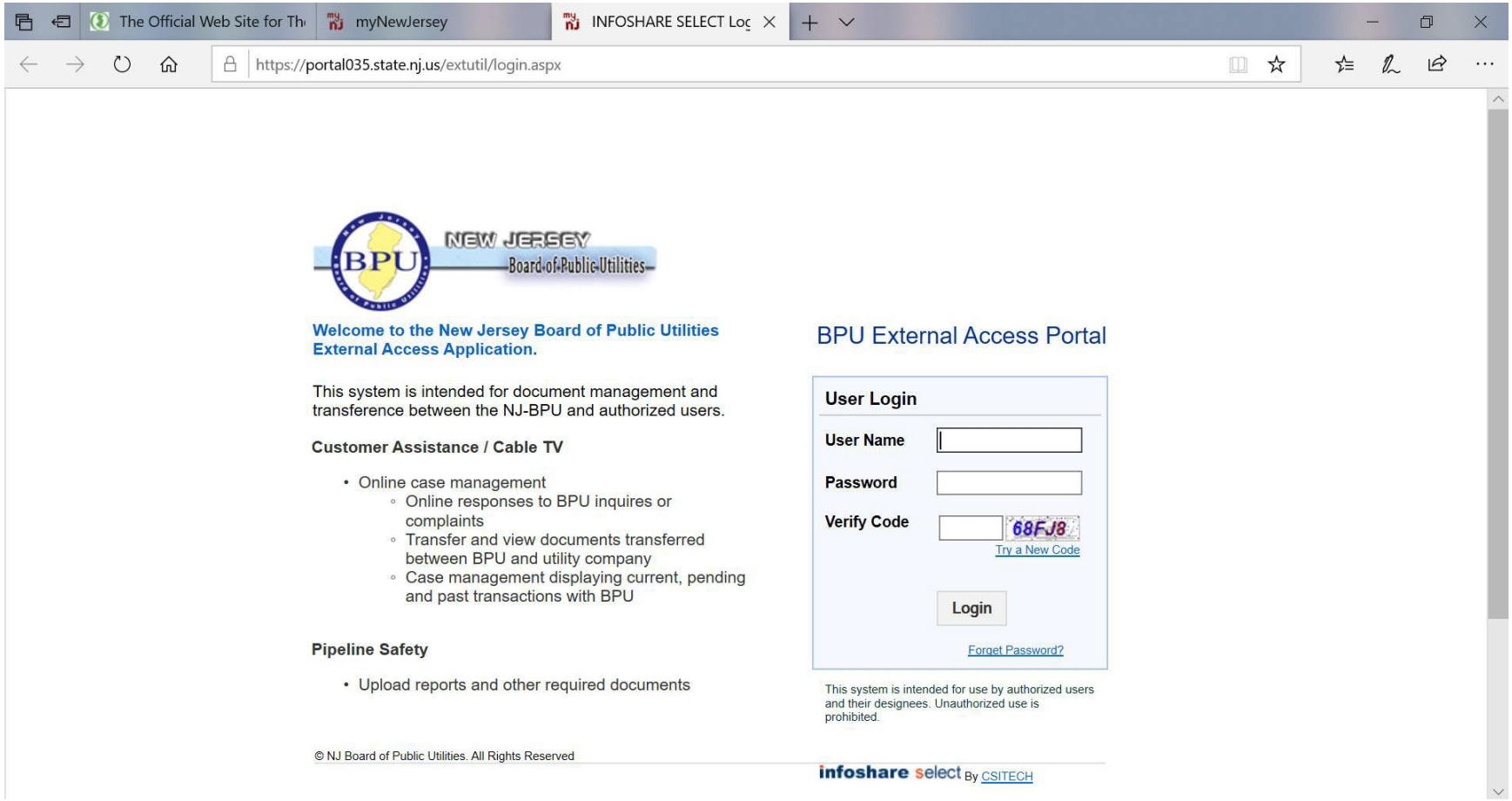
Click “enter authorization code”. This step will not be necessary each time nor will you have to pass through this page/screen once you are registered.



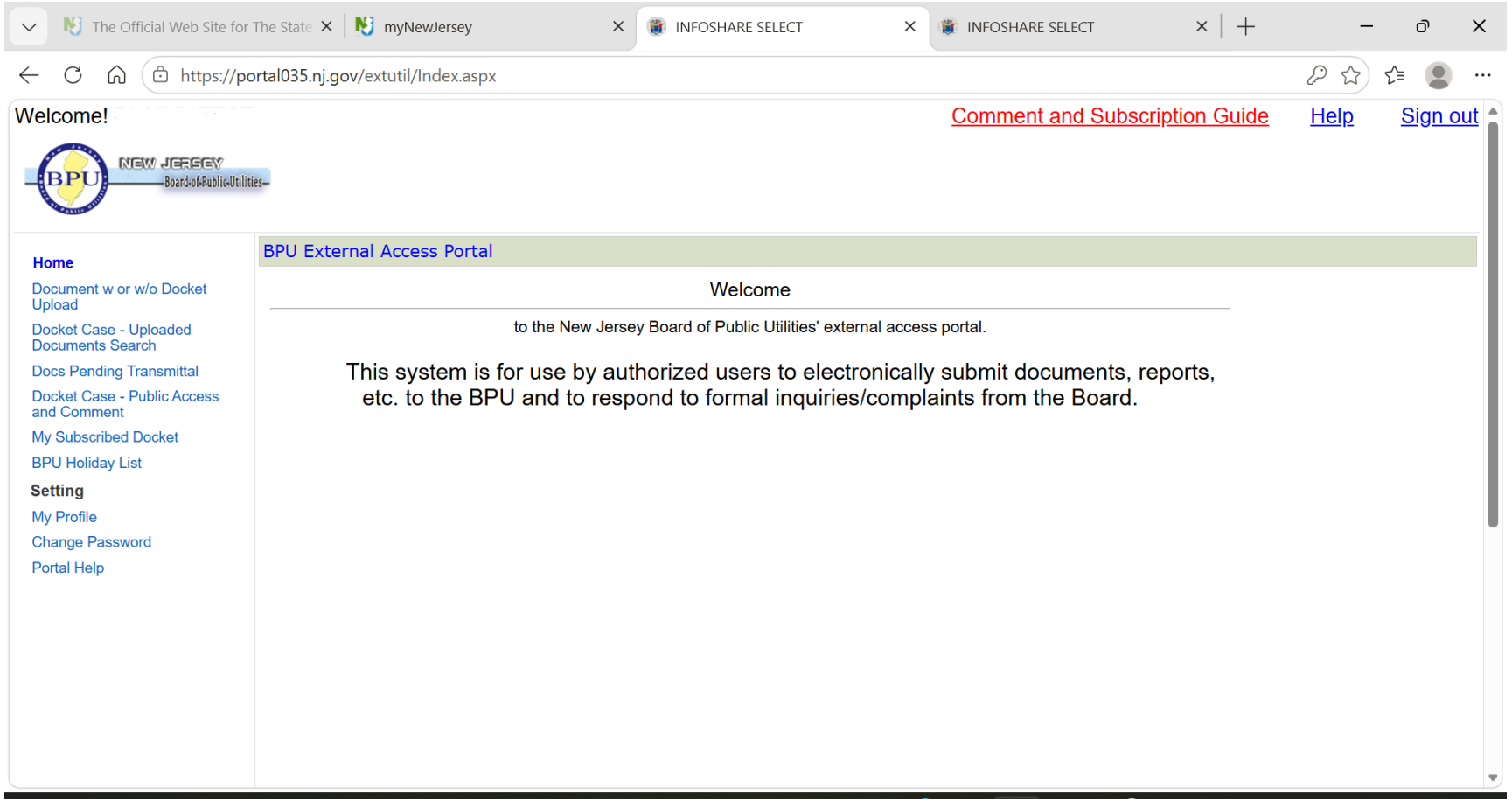
After clicking, you will be directed to this screen. Please enter the code you were given. Click *Finished*. Again, you will only see this screen initially while setting up your portal ID.

That will automatically log you out. Please LOG BACK INTO www.nj.gov which will bring you to the screen below.

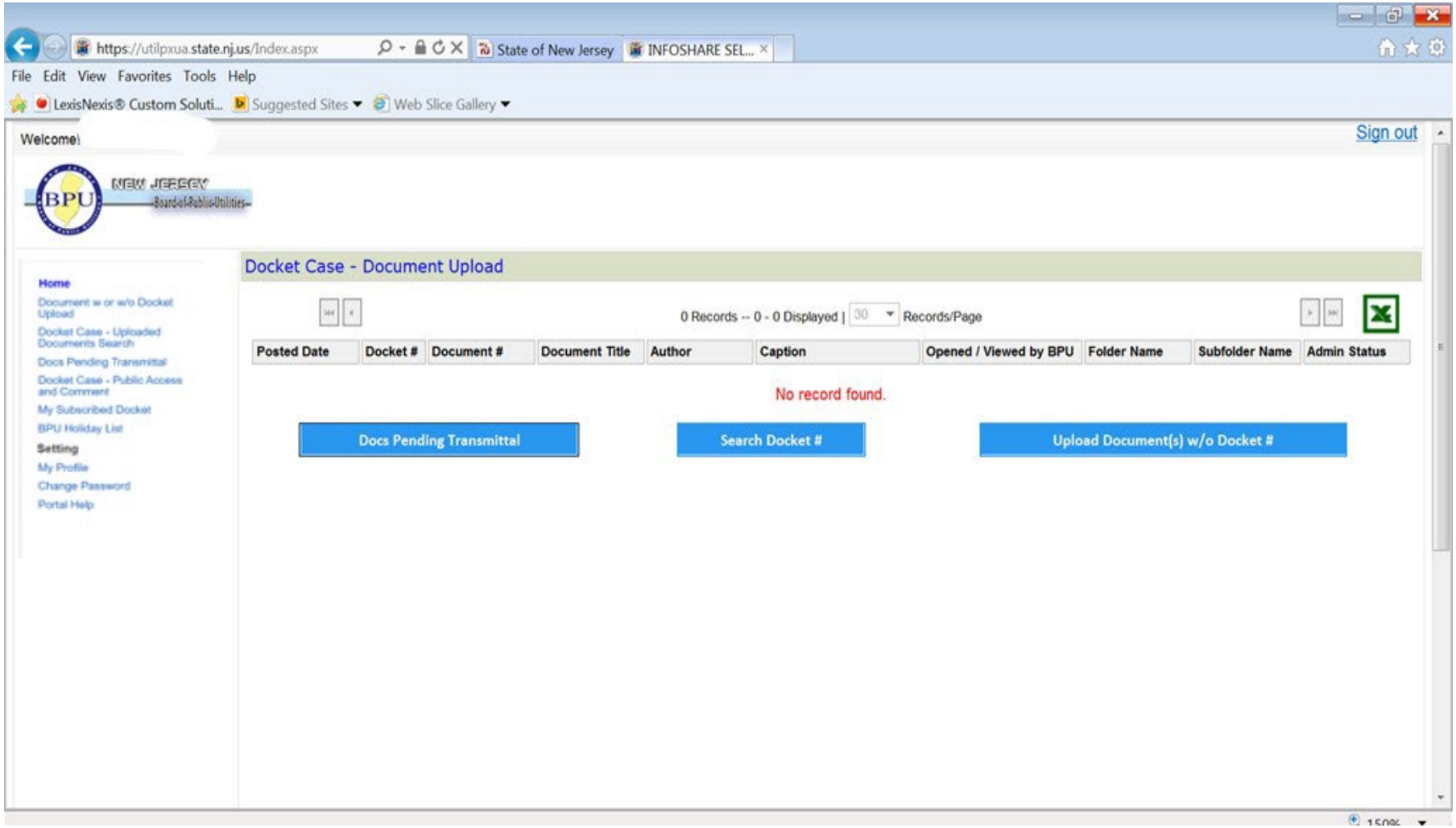




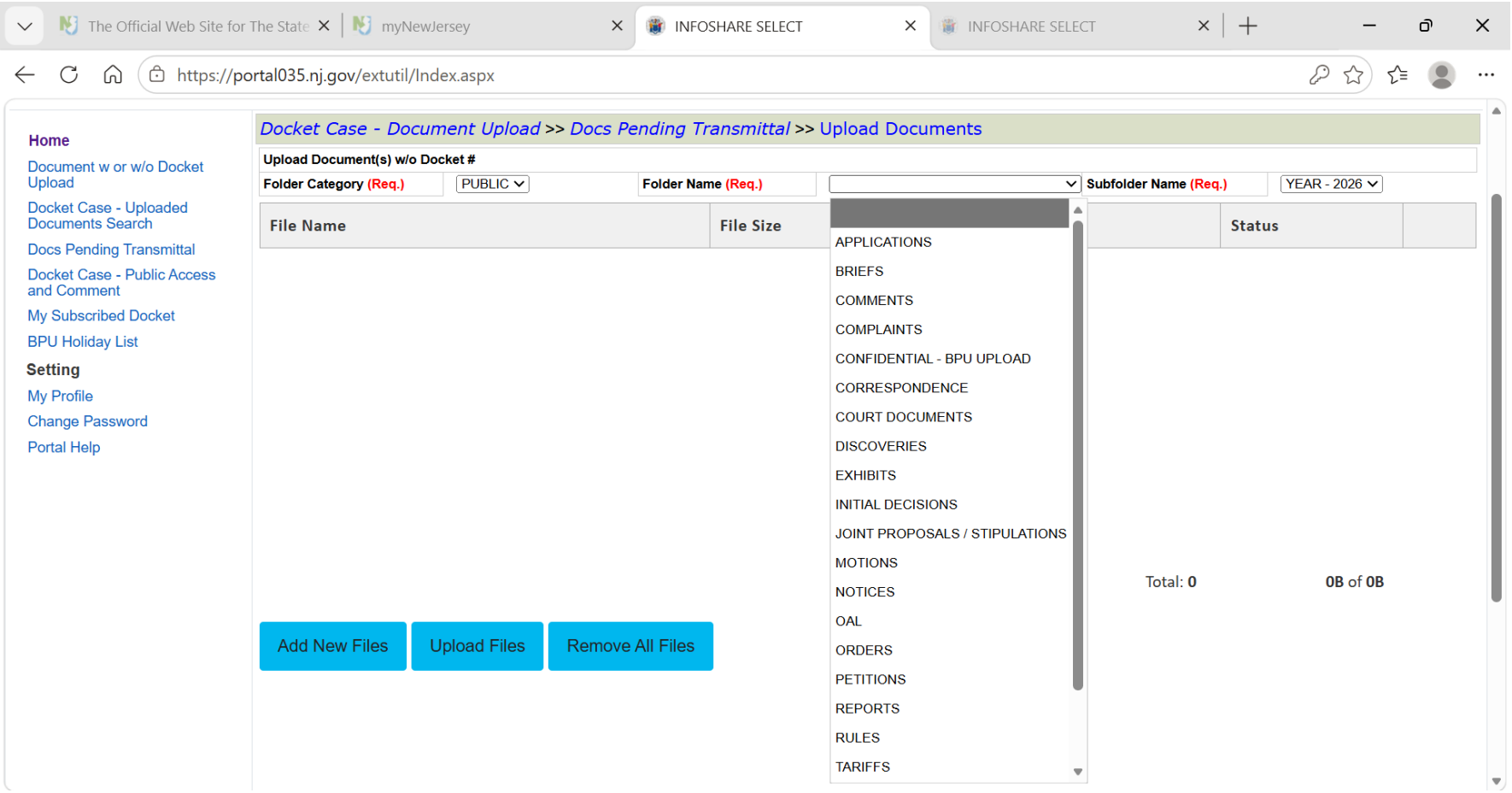
Once you've completed the procedure to apply the user authorization code, you will get another email regarding your BPU external website User Name and Password, shown here. Follow the instructions listed in the email and you will be able to login.



After logging in to Infoshare as a portal user, you will see this “Welcome” screen. On the left, click on “Document w or w/o Docket Upload”.

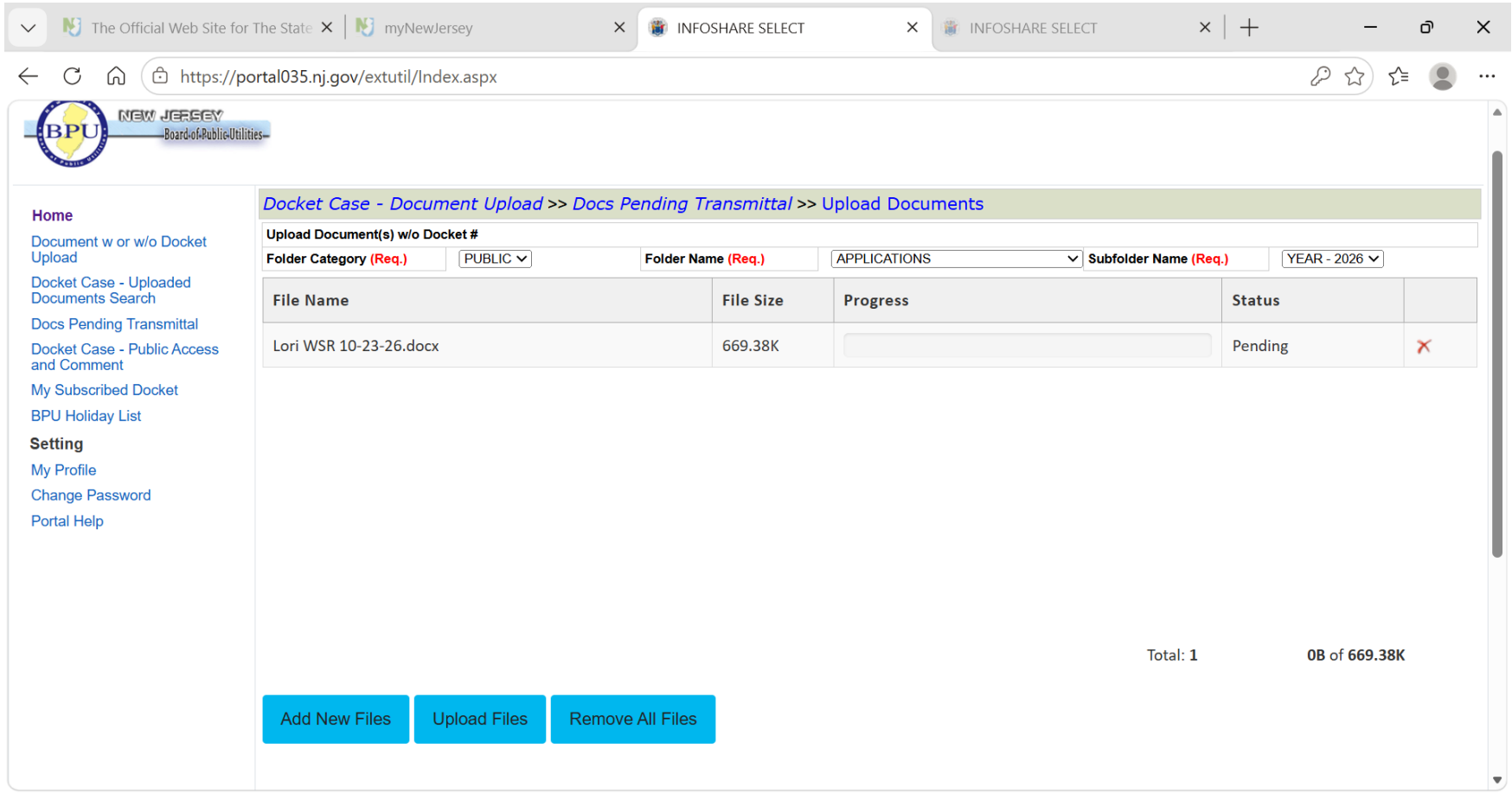


That will bring you to this screen. If you have a docket number, please click Search Docket # tab for your submission. You can also click “Upload document(s) w/o docket #” on the right.

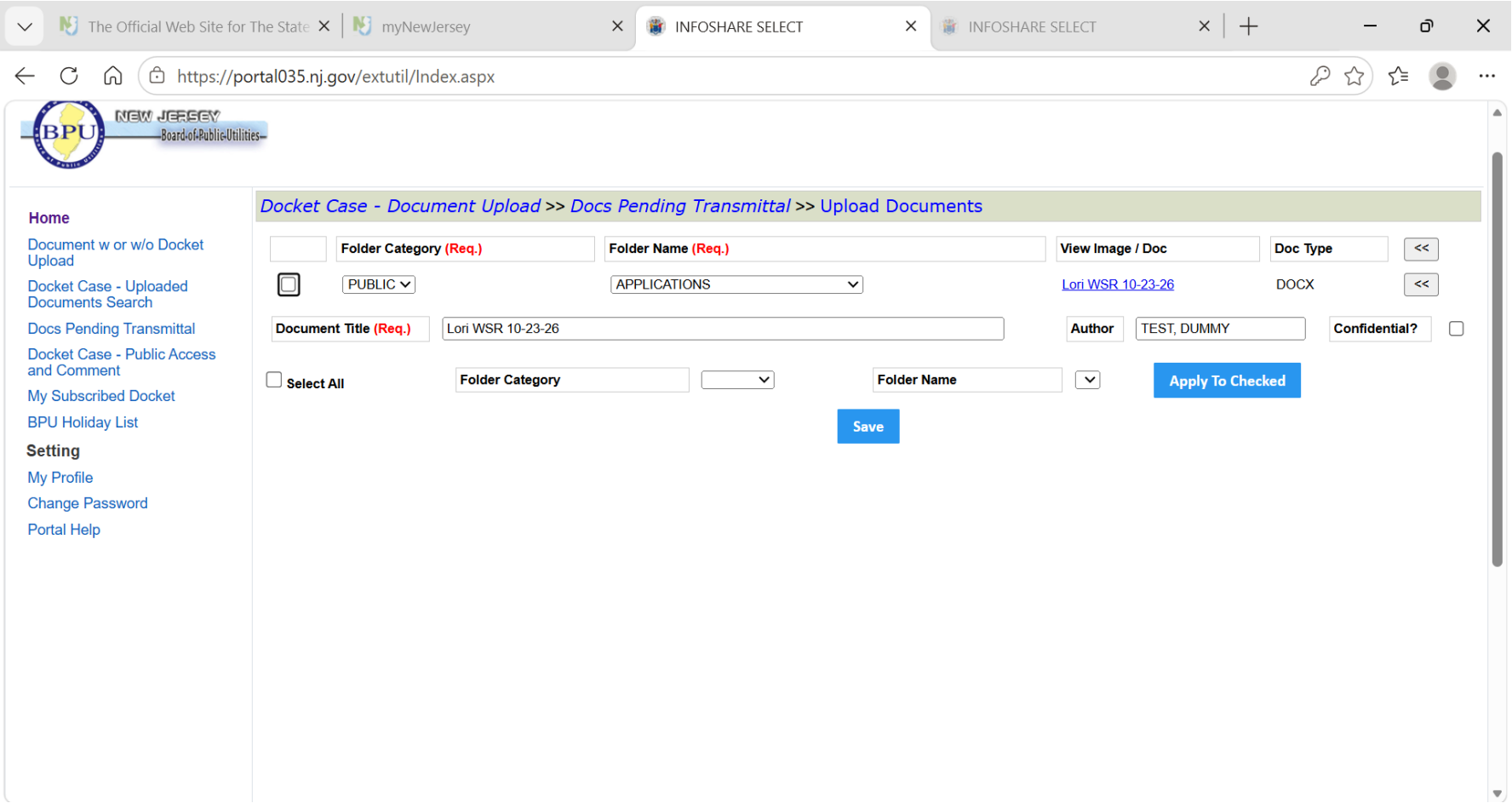


Click on “Folder Category (Req.)” and the dropdown menu, click “Public”. Then click on the corresponding Folder name and the correct Year.

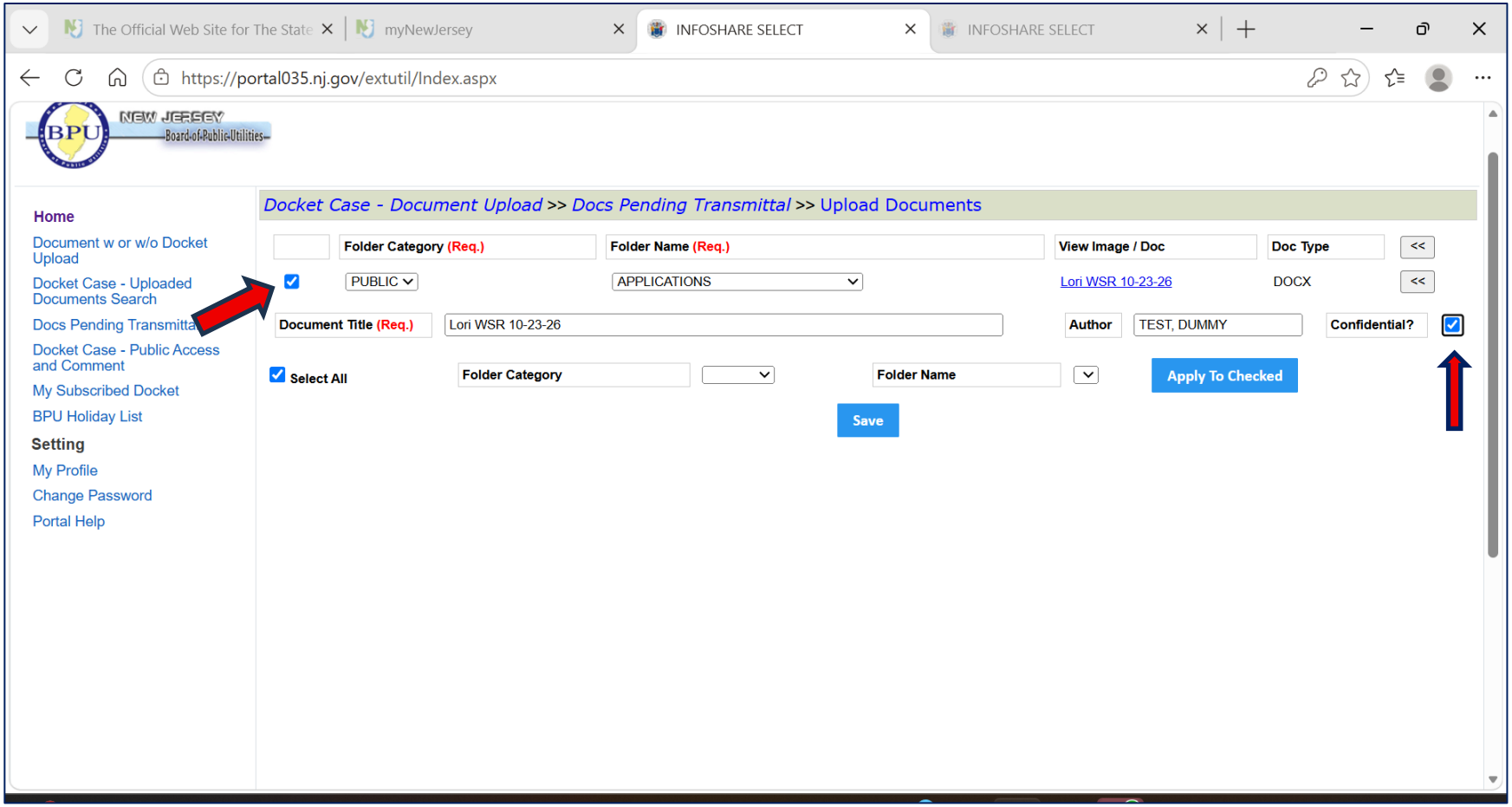
Then click on “Add New Files” and select the file or files you want to upload.



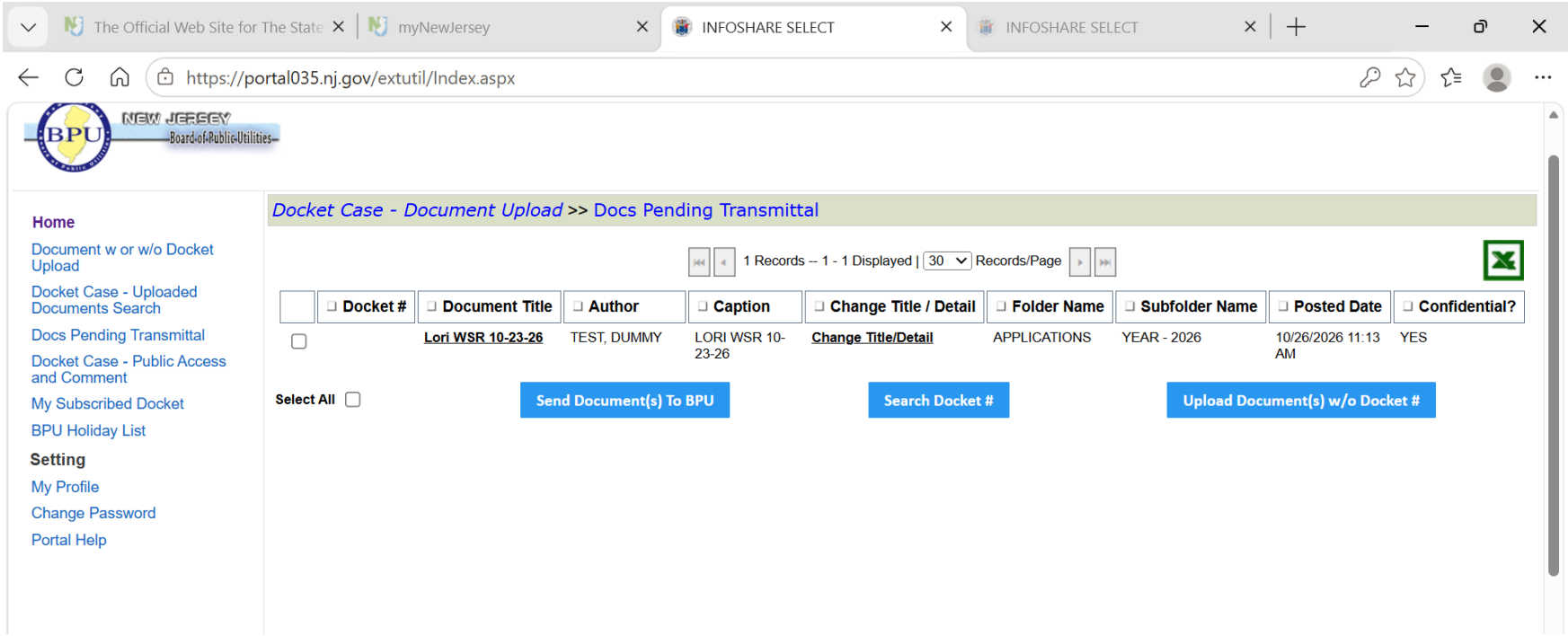
After selecting “Add New Files,” the screen will begin to process the upload.



This screen will provide a detail preview of document upload and folder designated.



If the document is CONFIDENTIAL please select the document(s) by clicking the box to the left of the Folder Category (NOTE: Ignore the Folder Category “PUBLIC”). Then click the box to the FAR RIGHT next to “Confidential”. Finally click SAVE when you are done.

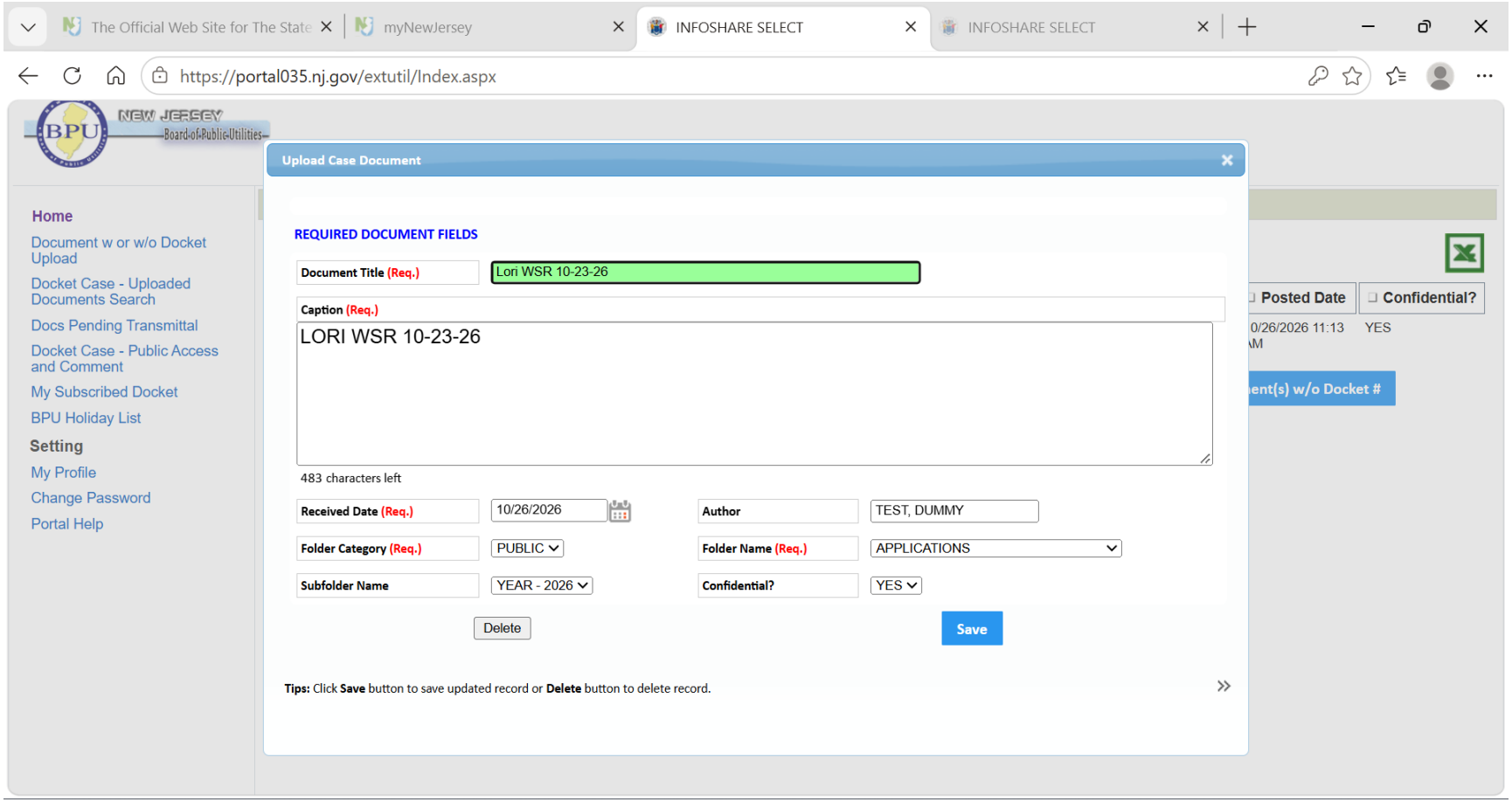


This screen shows the “Confidential” status was applied.

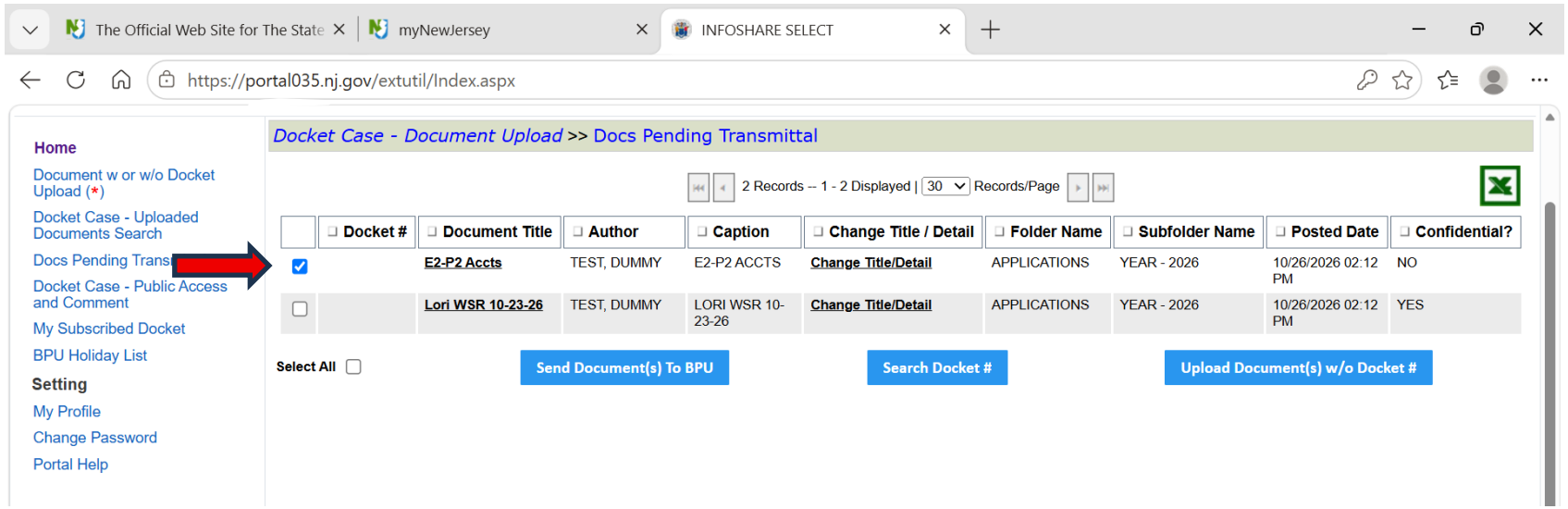
CONFIDENTIALITY

E-filing does NOT waive confidentiality:

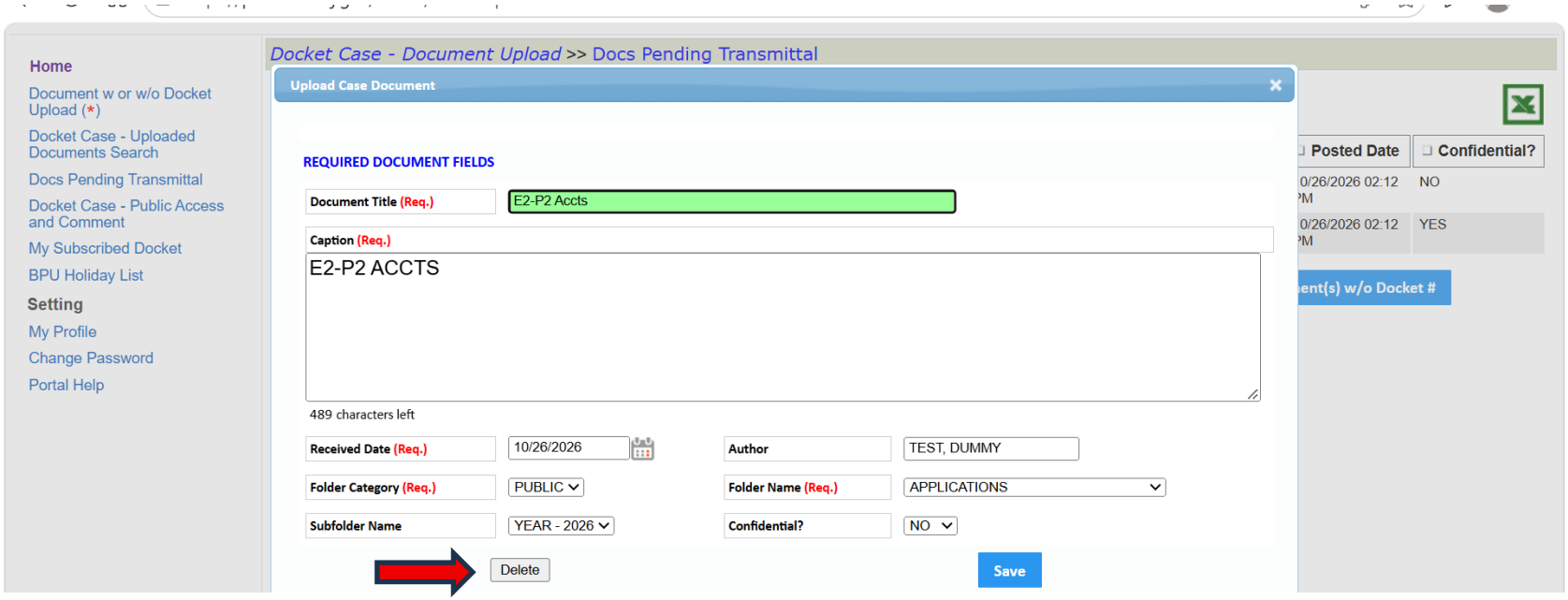
- N.J.A.C. 14:1-12.1 et seq. applies, with exception, pursuant to the “waiver order”, of the requirement to provide confidential paper filings and mailings.
- You are always given a “confidentiality” option when filing a document.
- If you are uploading a confidential document, please make sure that all necessary letters and affidavits of confidentiality are included.



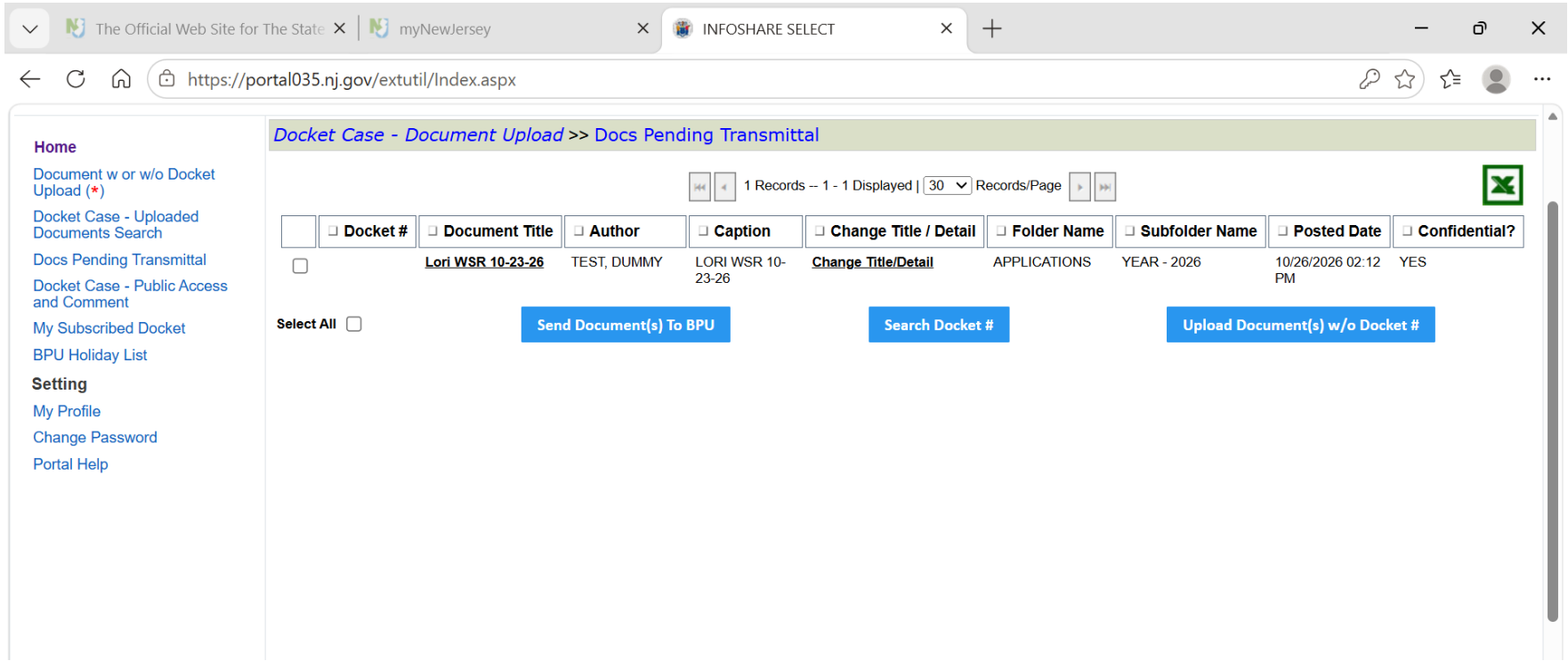
Click on “Change Title/Detail”. A new window will pop up where you can input the caption, title, and check the inputted information for any errors. Click “SAVE”. That window will automatically close and take you back to the previous window.



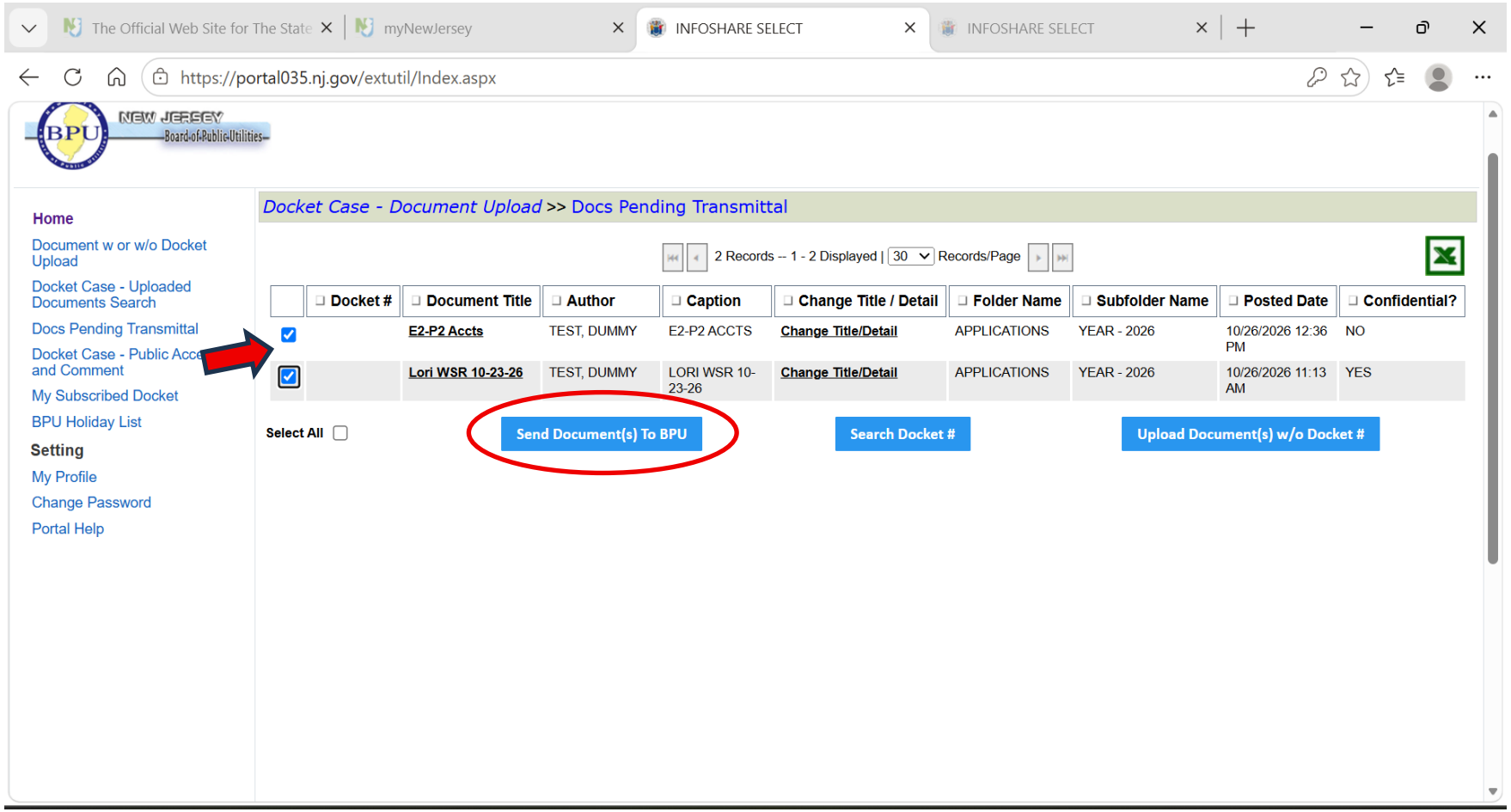
If you uploaded the wrong file or duplicate you can also use the Change Title/Detail to delete the file BEFORE sending to the BPU. Select the document then Click on “Change Title/Detail”. Then Delete.



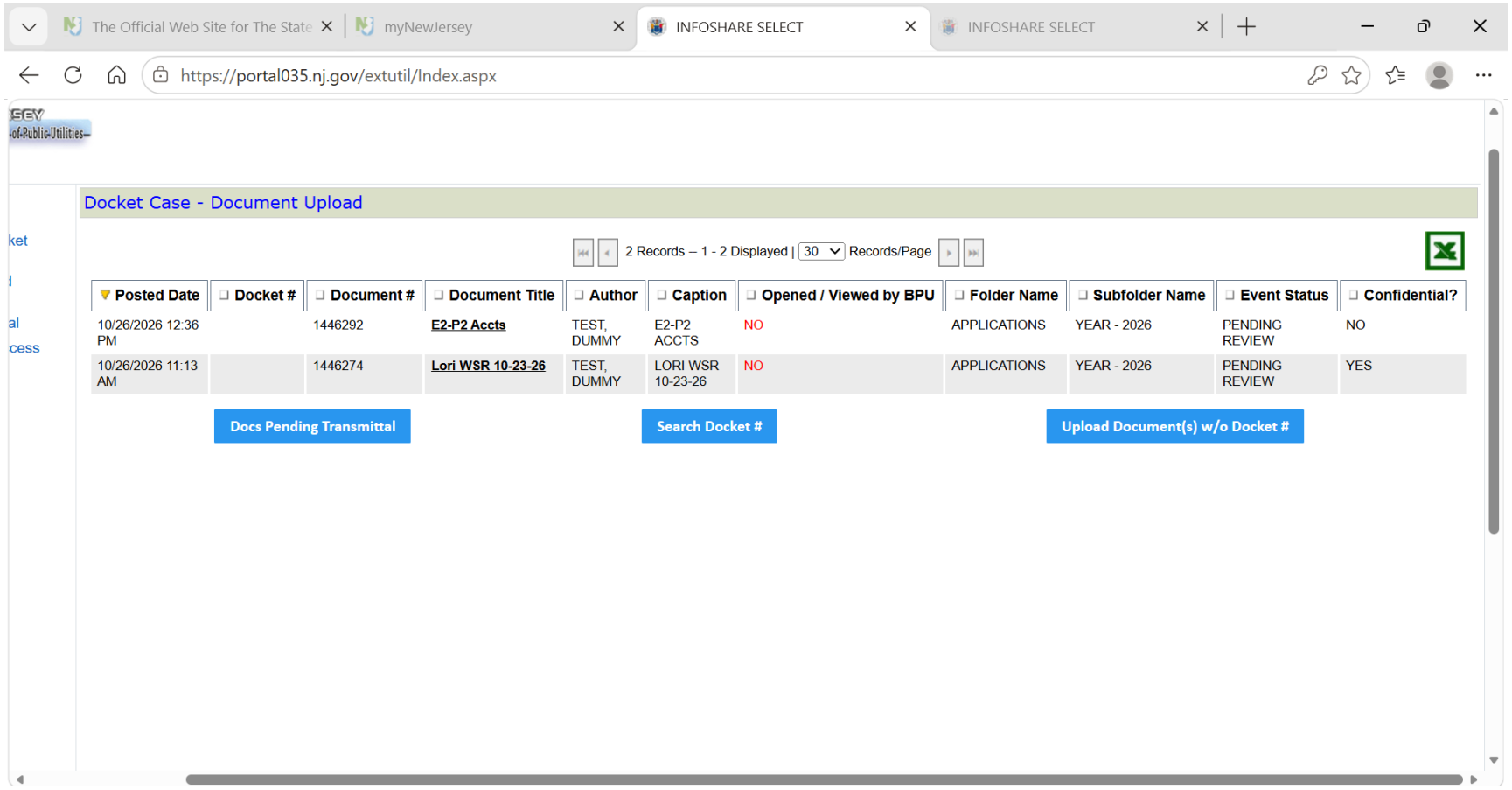
YOU will be asked if you are sure you want to delete this file… Click OK.



The Document will no longer appear in the Doc Pending Transmittal list.



To Send the documents to the BPU, check the small box to the left of the “Document Title” column then click on “Send Document(s) to BPU” button.



This screen shows you what documents were uploaded and their status in the BPU Case Management System. The screen indicates that the documents are “pending review”. It may take up to a day or two for Case Management to process your documents and assign a docket number.

BPU E-Filing Confirmation

- Once you have successfully uploaded and submitted your document(s), the E-filing portal generates a TIME/DATE stamped page for Case Management to review;
- Case Management reviews the E-filed submission;
- The entity/petitioner will be contacted by Case Management within three (3) business days as long as you have successfully submitted the e-Filing properly;

Please note:

- If you do not have a valid My NewJersey Portal ID and have not received the proper Role Authorization Code you will not be given access to the BPU External Access Portal.
- E-filed documents will be considered filed as of the TIME/DATE on the computer generated page you receive from the External Access Portal (see example on next page).
- If these requirements are not met, the filing will be rejected. The filing must then be resubmitted and will be considered filed the date of the *successful* filing.



Gmail by Google

NJ BPU POR Document(s) Receipt (Docket #: EC16010005-)

1 message

** PLEASE DO NOT RESPOND TO THIS EMAIL **

This is a receipt for the following document(s) which have been received, reviewed and accepted into

Docket Number: EC16010005-

by the Office of Case Management of the New Jersey Board of Public Utilities

LIST DOCUMENT(S) ACCEPTED

- Tewksbury Letter 9-3-15

Thank you,
The New Jersey Board of Public Utilities

Lastly, you will receive an e-mail confirming receipt.