

New Jersey Broadband Equity, Access, and Deployment and (NJ BEAD)

BPU e-Filing System Walkthrough

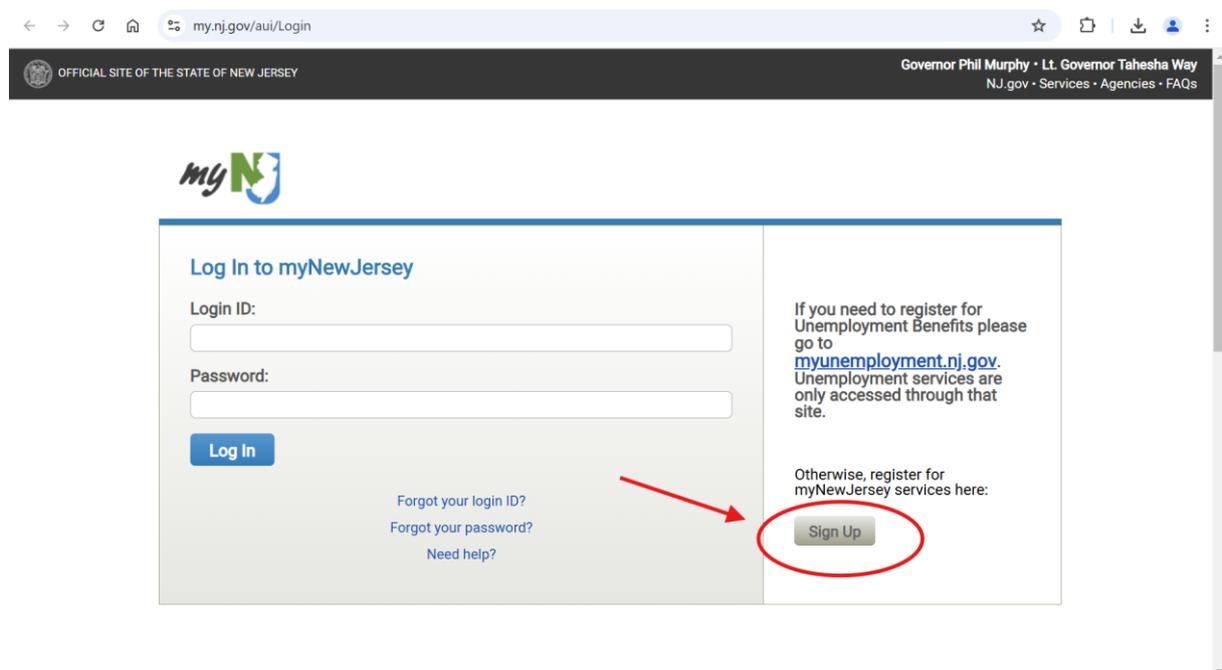
*The BPU e-Filing System (Infoshare) will be used for submitting **all required documents** for the NJ BEAD Application*

The following document provides step by step instructions on how to register, navigate this portal, and upload required materials

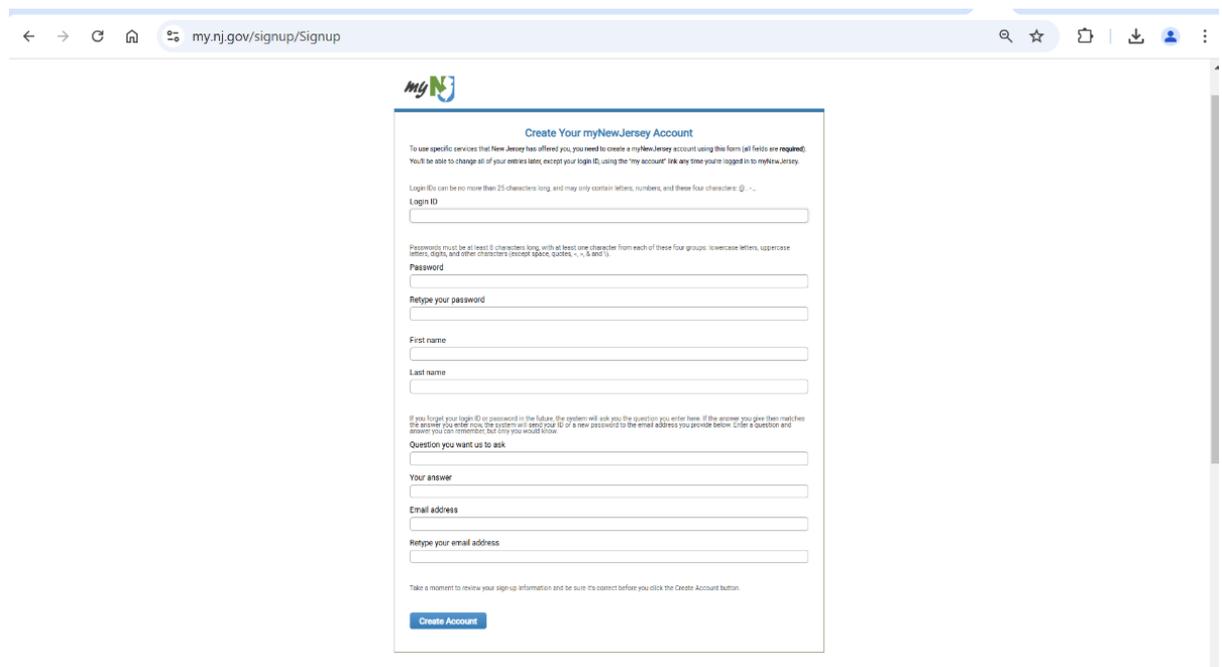
(Last updated 04/24/2025)

Step 1: To begin, visit <https://my.state.nj.us/>.

Step 2: To create an account, click on the “Sign Up” box located at the bottom right.



Follow the instructions to complete the fields below. Make sure to take note of your Login ID and email to provide them to the BPU IT Helpdesk to begin the account activation process. (See next step)

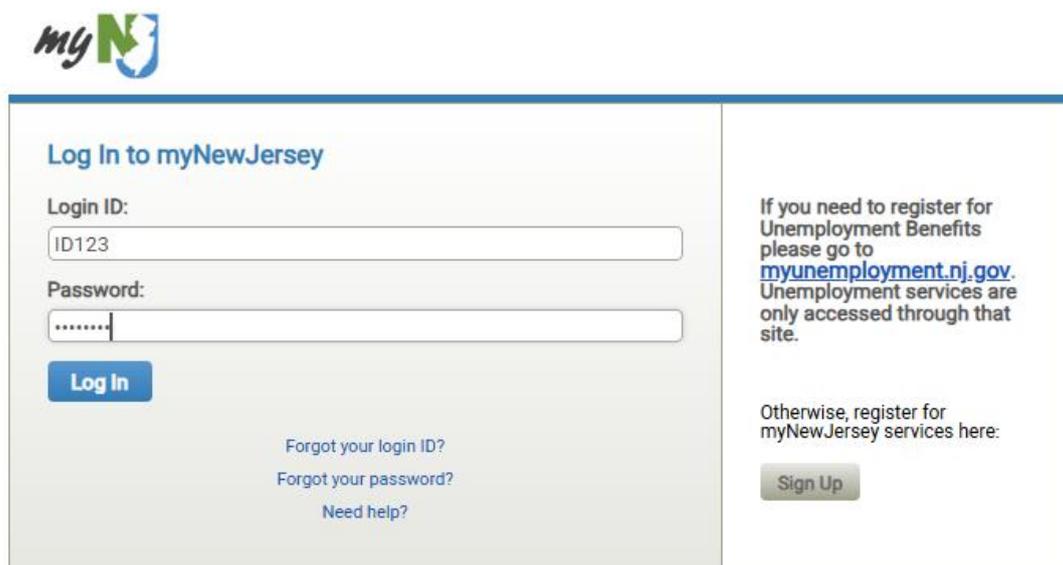


Step 3: Once you've created your account, you will need to contact BPU IT Helpdesk at BPUITHELPDESK@bpu.nj.gov and provide the following:

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

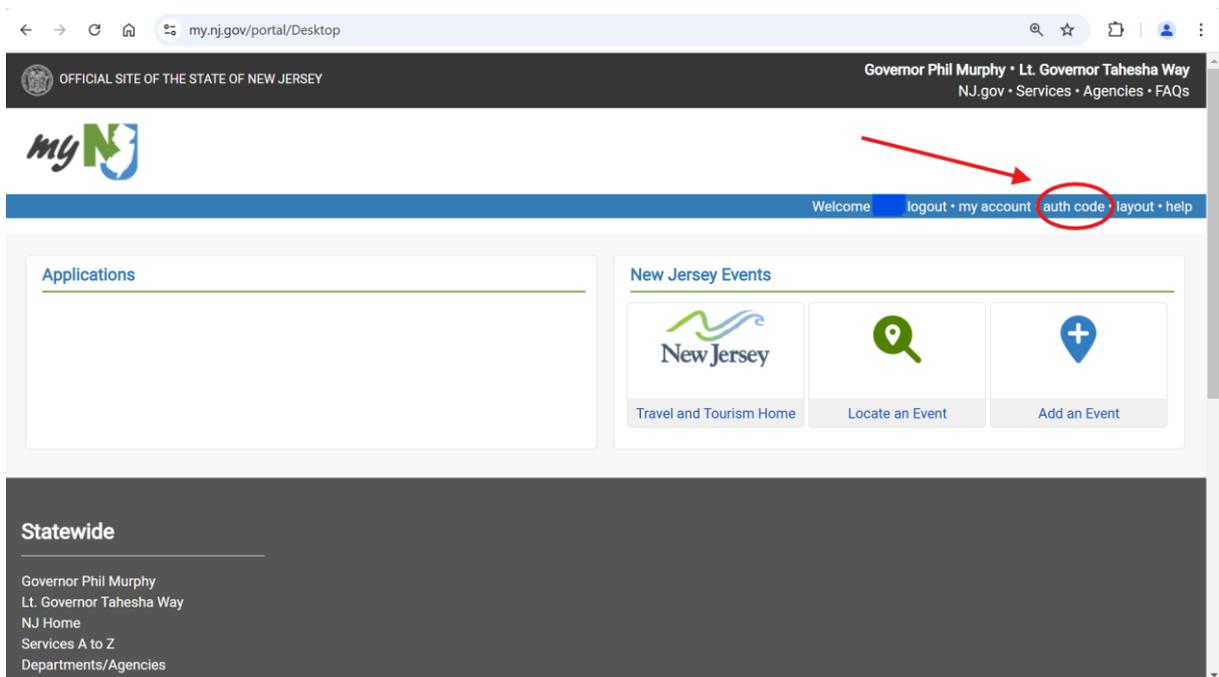
Typically, within two business days, you will receive an email containing an *authorization code*.

Step 4: Once you have your *authorization code*, you should log into your account at <https://my.state.nj.us/> using the myNewJersey Login ID and password that you chose.

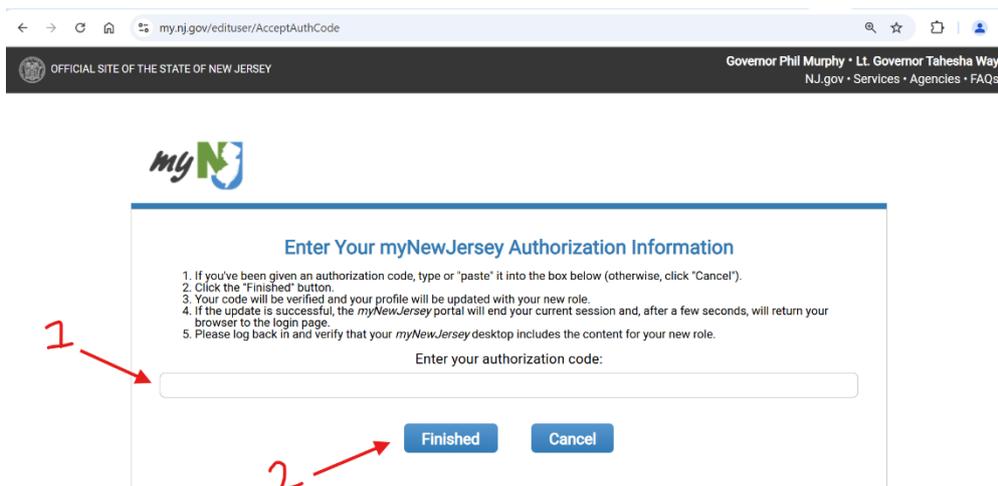


The image shows a screenshot of the myNewJersey login page. At the top left is the myNJ logo. The main heading is "Log In to myNewJersey". Below this are two input fields: "Login ID:" with the text "ID123" and "Password:" with a masked password ".....". A blue "Log In" button is positioned below the password field. To the right of the login form, there is a text block: "If you need to register for Unemployment Benefits please go to myunemployment.nj.gov. Unemployment services are only accessed through that site." Below this text is a "Sign Up" button. At the bottom of the login form, there are three links: "Forgot your login ID?", "Forgot your password?", and "Need help?".

Step 5: Click “auth code”. Note: This step will not be necessary each time, nor will you have to pass through this page/screen once you are registered.

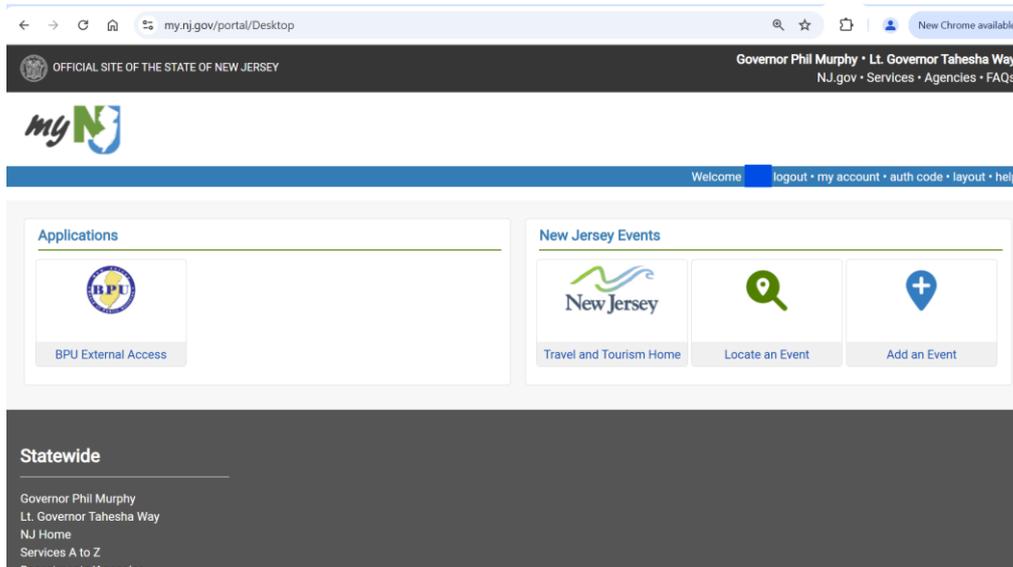


Step 6: After clicking, you will be directed to this screen. Please enter the authorization code you were given in an email by BPU IT Helpdesk (from Step 3). Click Finished. Again, you will only see this screen initially while setting up your portal ID.



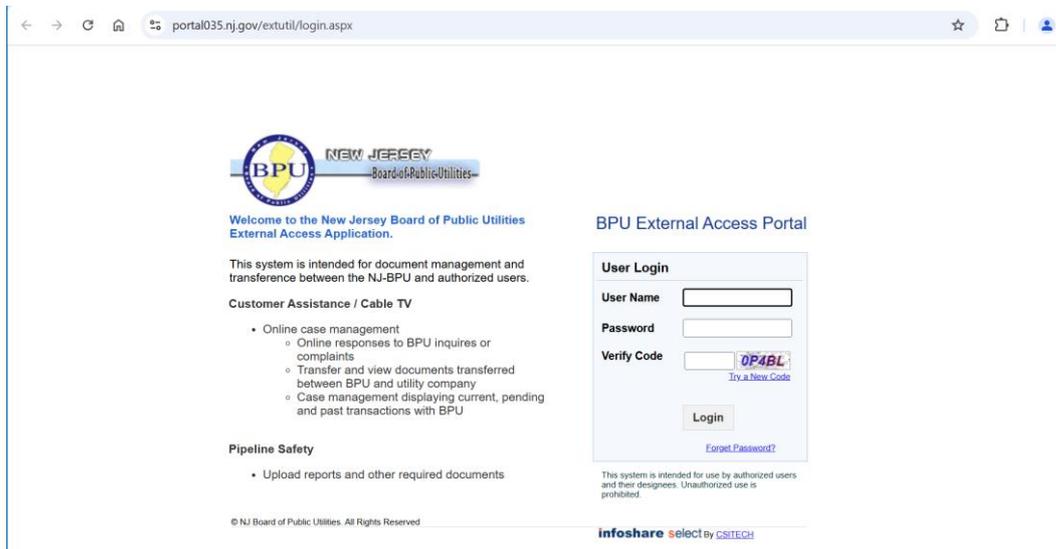
You will automatically be logged out after you click “Finished.”

Step 7: Please log back into <https://my.state.nj.us/>. You will then see the screen below. Click on “BPU External Access” under “Applications.



Note: After you’ve entered your user authorization code, you should expect to get another email regarding your BPU external website Username and Password within 30 minutes. If you do not receive this information within a few hours, please contact ithelpdesk@bpu.nj.gc.

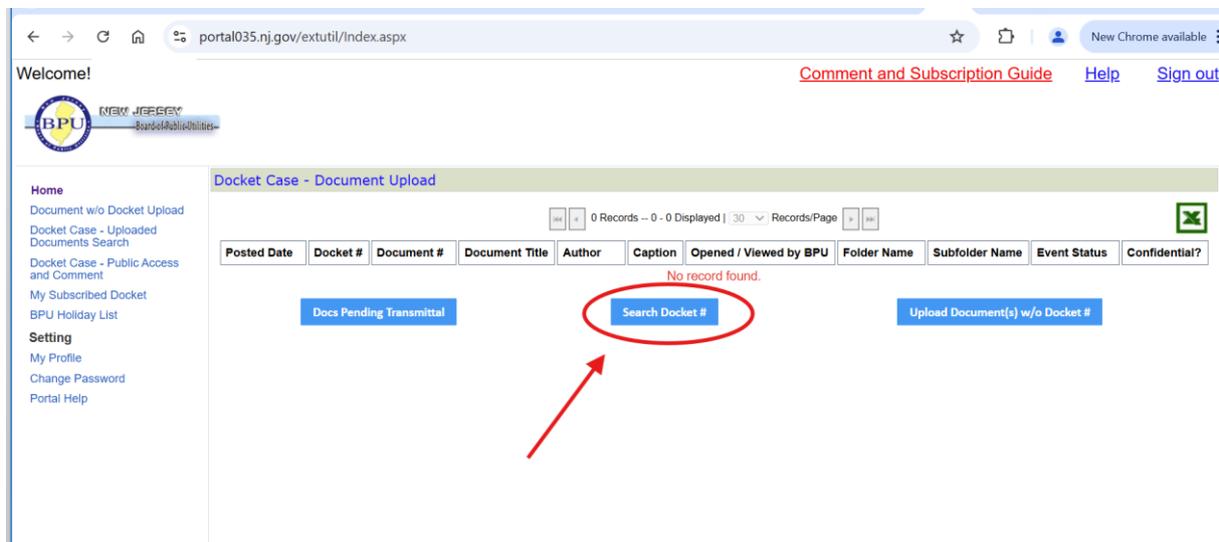
Step 8: Follow the instructions listed in the email and you will be able to login on the following screen.



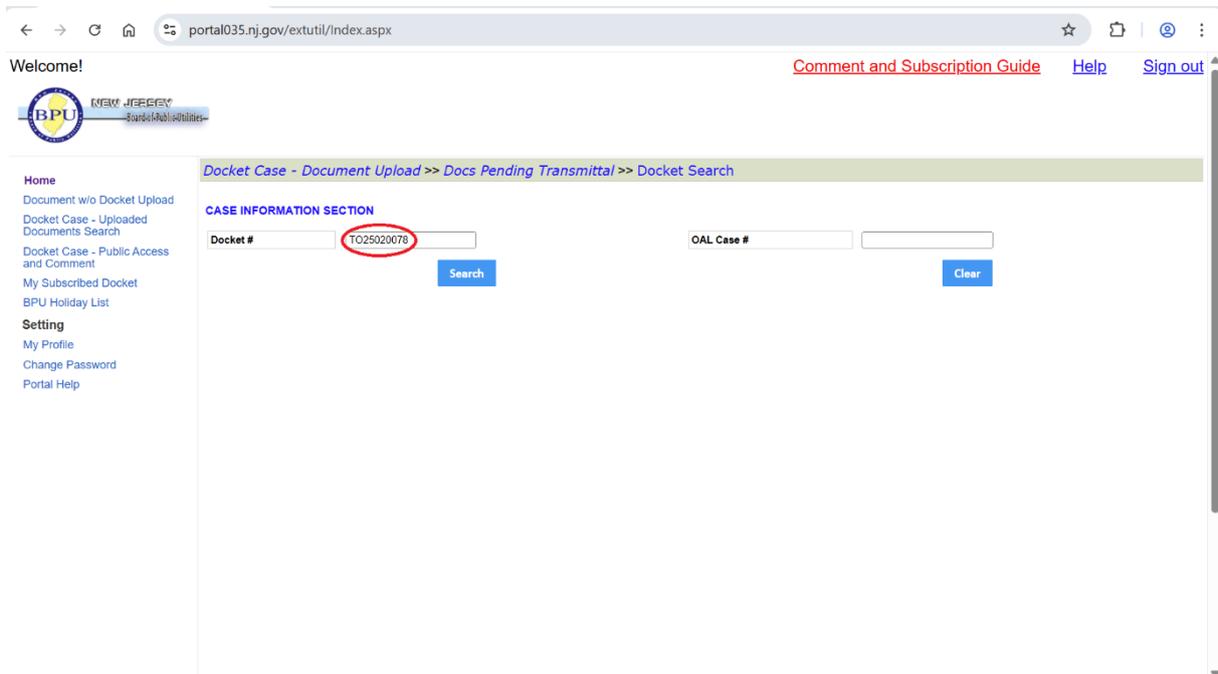
Step 9: After logging into the BPU External Access Portal, you will see this “Welcome” screen. On the left, click on “Document w/o Docket Upload”.



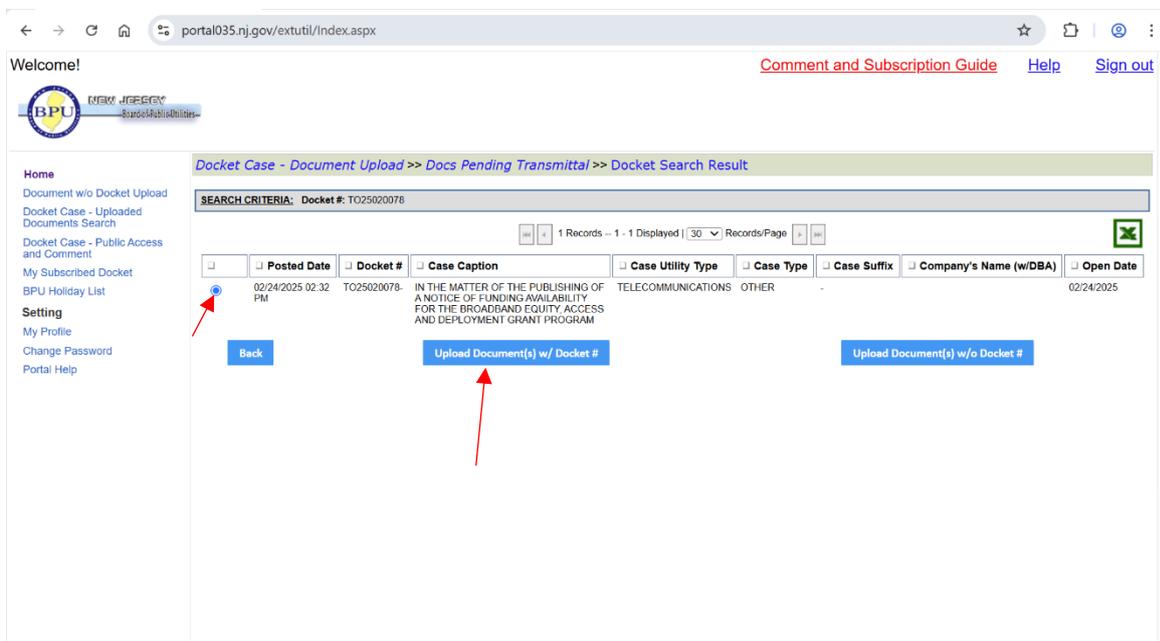
Step 10: You will see the following screen. Click “Search Docket #.”



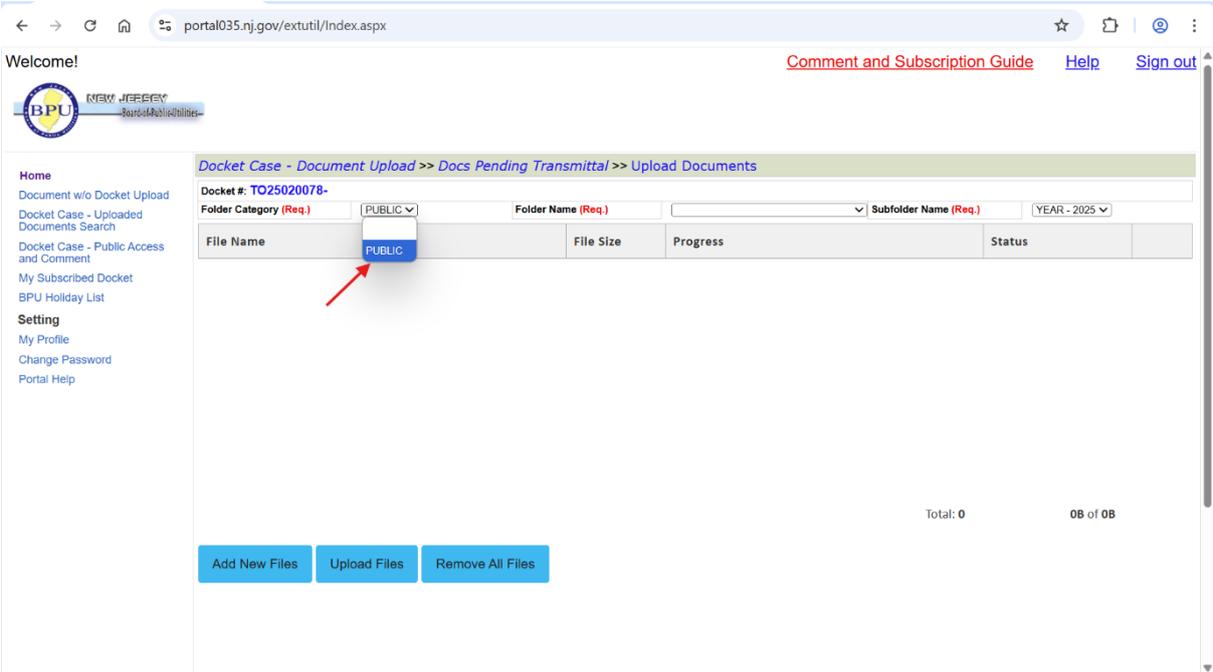
Step 11: Input the docket # “T025020078” in the relevant text box on the left. Click “Search.”



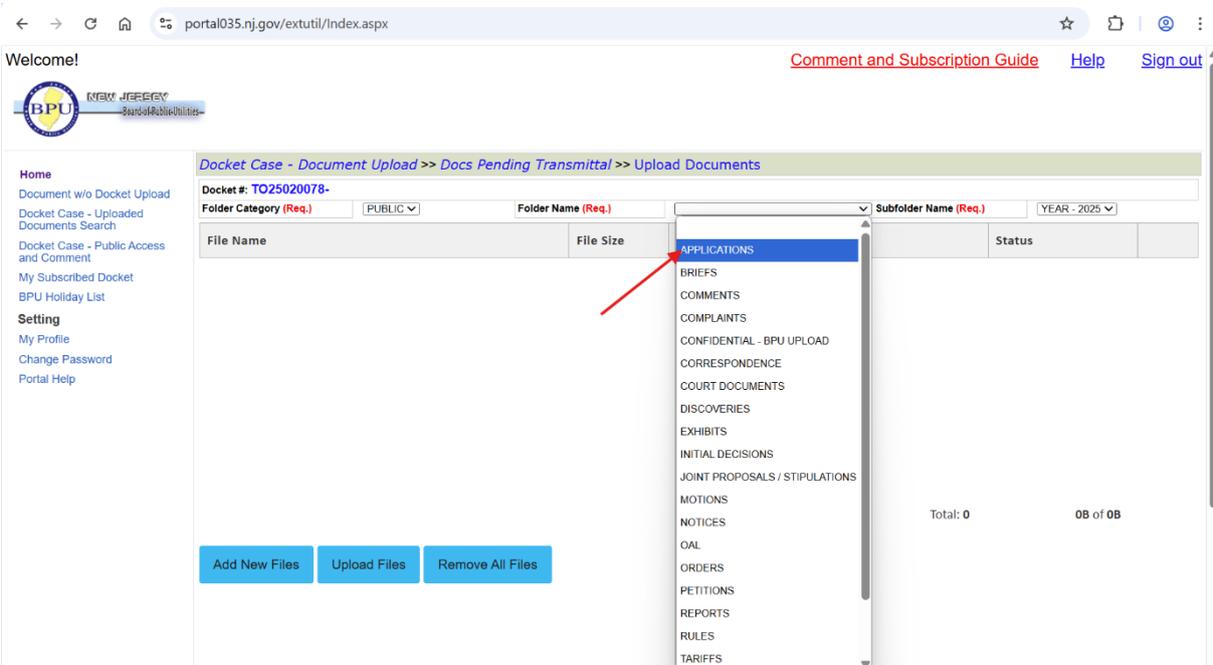
Step 12: Click the radio button in the leftmost column as indicated below. Make sure you see the correct Docket number “T025020078” in the third column. Then click “Upload Document(s) w/ Docket #.”



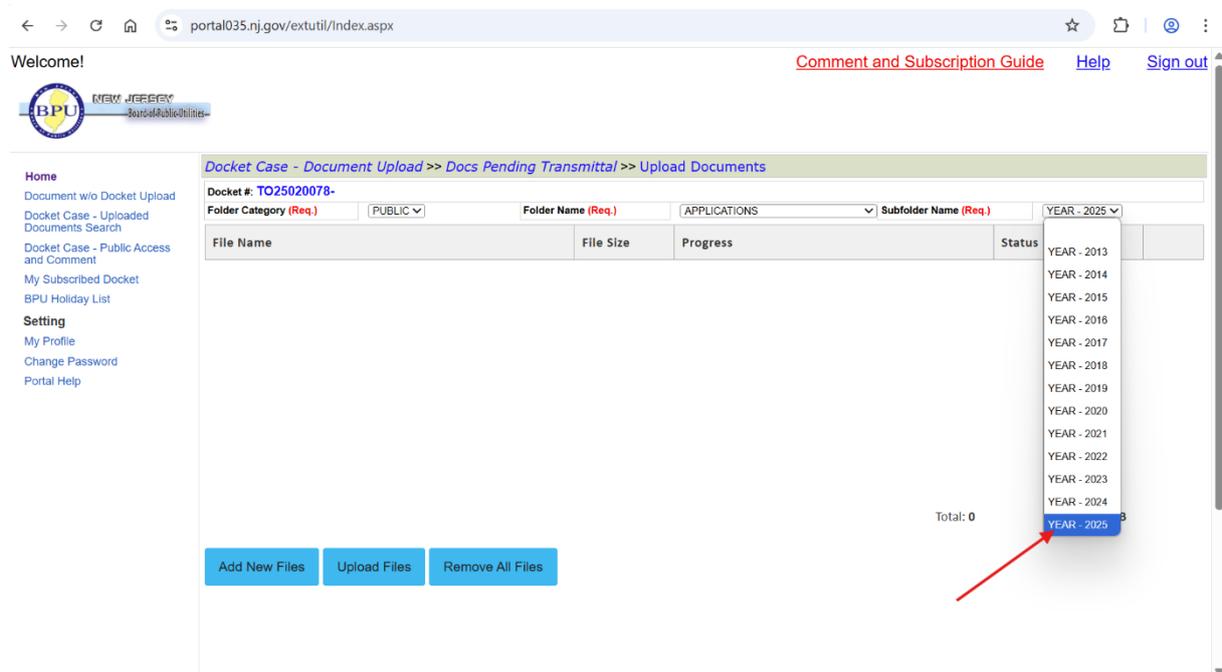
Step 13: Click on “Folder Category (Req.)” and then in the dropdown menu, click “PUBLIC”.



Step 14: Click on the “Folder Name (Req.)” dropdown button and select either “APPLICATIONS.”



Step 15: Click on "Subfolder name" and choose "YEAR-2025" as year of filing.



portal035.nj.gov/extutil/Index.aspx

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Home
Document w/o Docket Upload
Docket Case - Uploaded Documents Search
Docket Case - Public Access and Comment
My Subscribed Docket
BPU Holiday List

Setting
My Profile
Change Password
Portal Help

Docket Case - Document Upload >> Docs Pending Transmittal >> Upload Documents

Docket #: **TO25020078-**

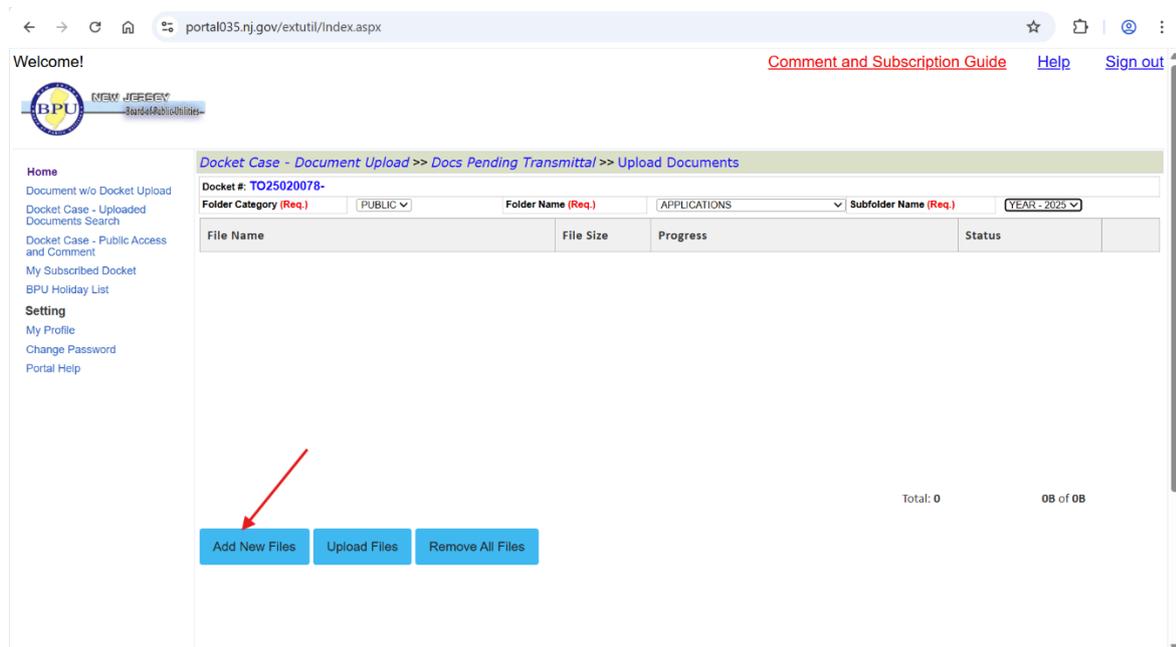
Folder Category (Req.) PUBLIC Folder Name (Req.) APPLICATIONS Subfolder Name (Req.) YEAR - 2025

File Name	File Size	Progress	Status
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Total: 0

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Step 16: Click on "Add New Files."



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Home
Document w/o Docket Upload
Docket Case - Uploaded Documents Search
Docket Case - Public Access and Comment
My Subscribed Docket
BPU Holiday List

Setting
My Profile
Change Password
Portal Help

Docket Case - Document Upload >> Docs Pending Transmittal >> Upload Documents

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Folder Category (Req.) PUBLIC Folder Name (Req.) APPLICATIONS Subfolder Name (Req.) YEAR - 2025

File Name	File Size	Progress	Status
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Total: 0 08 of 08

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Step 17: Add all your required documents from your local storage. To see the list of documents to be submitted, please visit the [NJ BEAD Applicant Resources](#) page. Note: this list will be updated for each application phase. You do not have to add your documents at once.

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Home
Document w/o Docket Upload
Docket Case - Uploaded Documents Search
Docket Case - Public Access and Comment
My Subscribed Docket
BPU Holiday List

Setting
My Profile
Change Password
Portal Help

Docket Case - Document Upload >> Docs Pending Transmittal >> Upload Documents

Docket #: **TO25020078-**

Folder Category (Req.) PUBLIC Folder Name (Req.) APPLICATIONS Subfolder Name (Req.) YEAR - 2025

File Name	File Size	Progress	Status	
[ApplicantName]_[ProjectName]_[DocumentName].docx	19.43K		Pending	✘

Total: 1 0B of 19.43K

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Step 18: Click “Upload Files.”

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Home
Document w/o Docket Upload
Docket Case - Uploaded Documents Search
Docket Case - Public Access and Comment
My Subscribed Docket
BPU Holiday List

Setting
My Profile
Change Password
Portal Help

Docket Case - Document Upload >> Docs Pending Transmittal >> Upload Documents

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Folder Category (Req.) PUBLIC Folder Name (Req.) APPLICATIONS Subfolder Name (Req.) YEAR - 2025

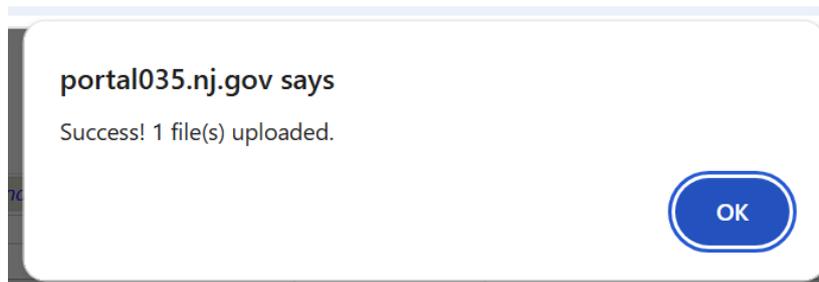
File Name	File Size	Progress	Status	
[ApplicantName]_[ProjectName]_[DocumentName].docx	19.43K		Pending	✘

Total: 1 0B of 19.43K

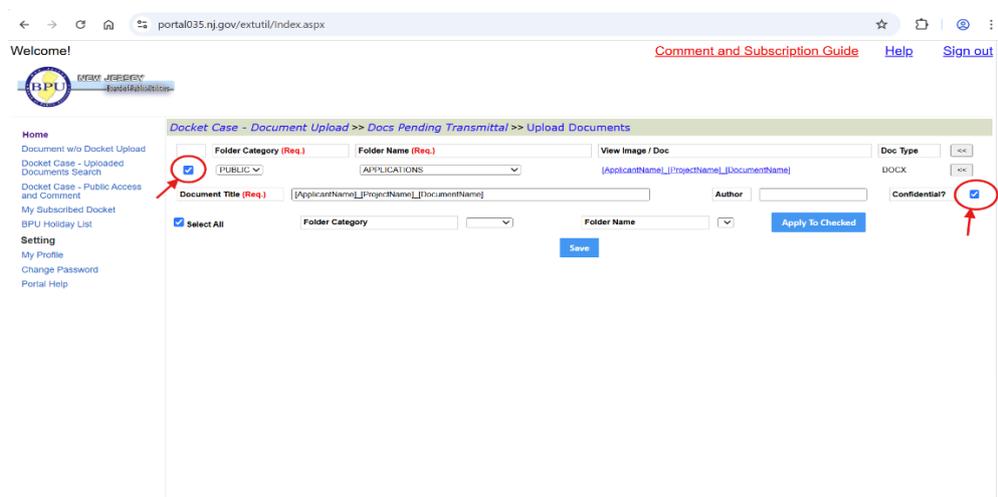
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You should receive the following message:

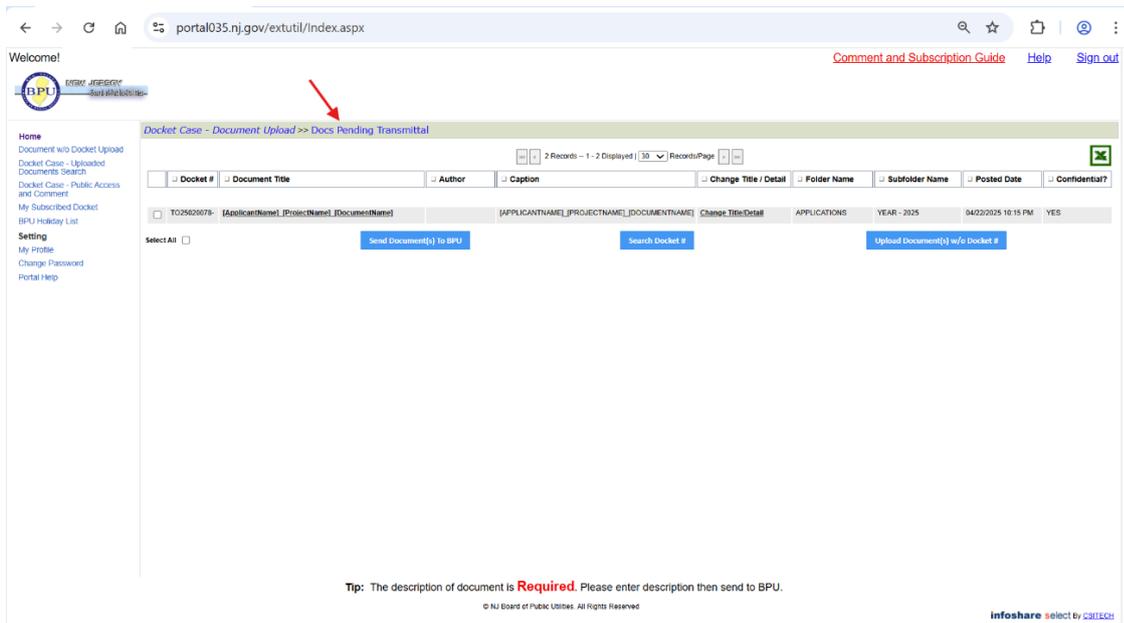


Step 19: You will then see the following screen, where you **must ensure that you click the check marks next to the relevant documents and next to “Confidential.”**

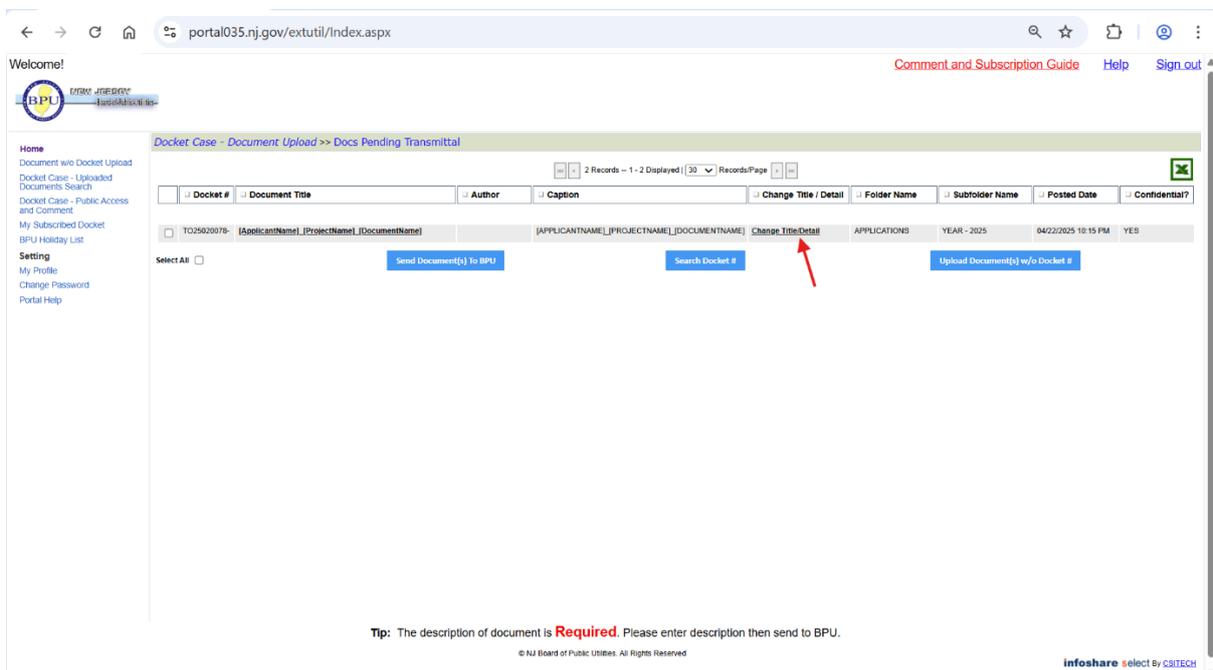


You can then select “Save.”

Step 20: Once you have uploaded all your necessary documents, you will see the following “Docs Pending Transmittal” page.



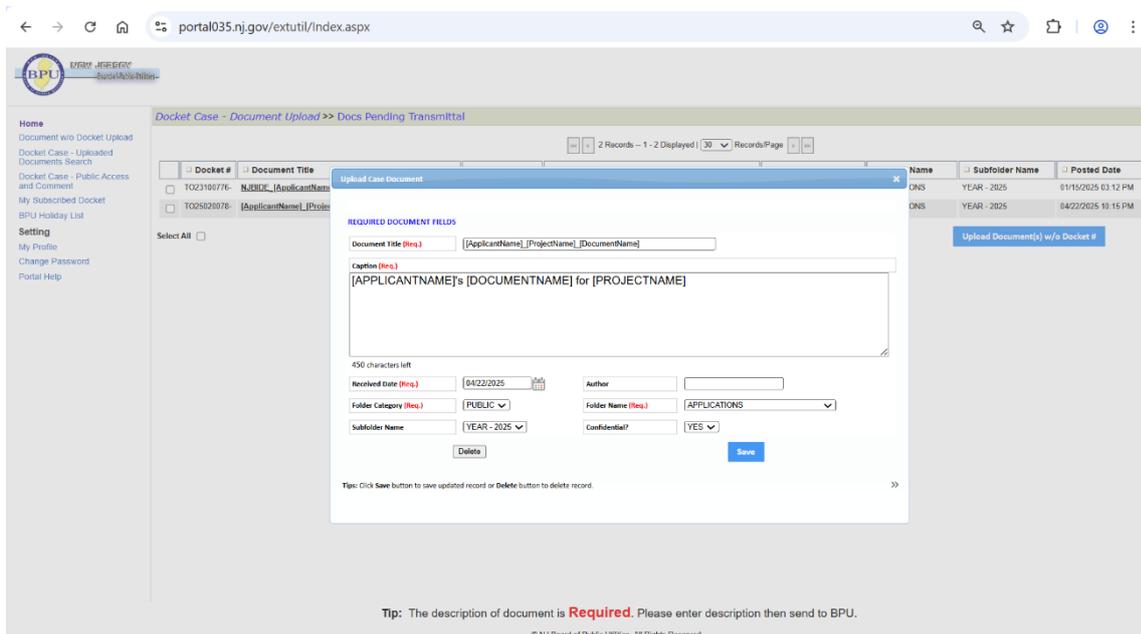
Click on “Change Title/Detail”.



A new window will pop up where you can edit the captions and check the uploaded document information for any errors. You can use the following terminology in your captions:

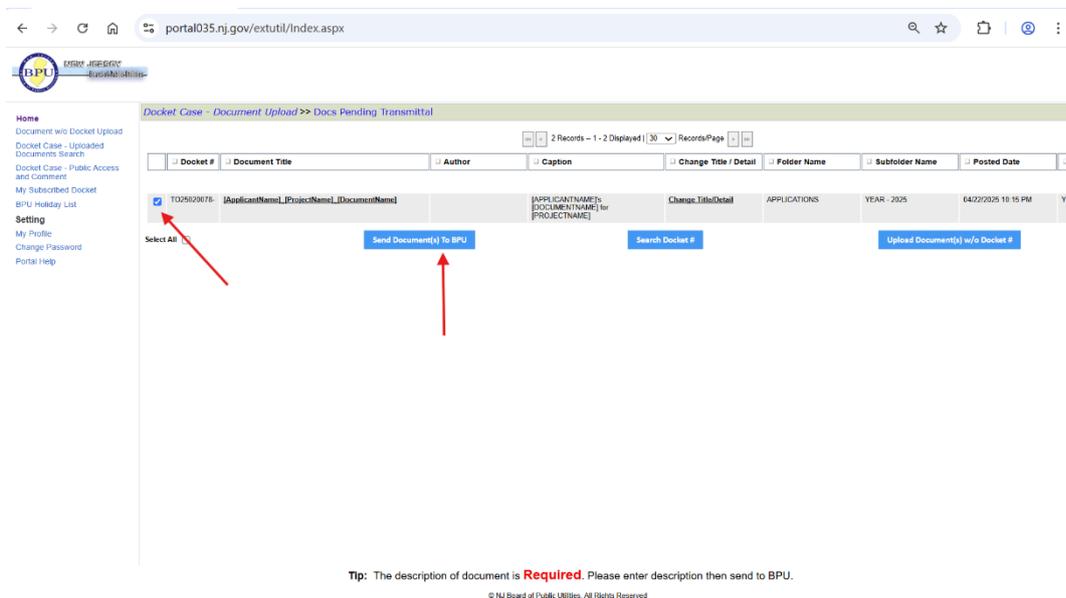
[Applicant Name]’s [Document Name] for [Project Name]

You should also check to ensure you have selected “Yes” under “Confidential?”



Step 21: Click “Save”. That window will automatically close and take you back to the previous window.

Step 22: To finish, select the relevant document(s), and click “Send Document(s) to BPU.”



The next screen will show you which documents were uploaded and their status in the BPU Case Management System. The screen will indicate

that your documents are pending review. It may take up to a day or two for Case Management to process your documents.

You will also receive an email confirming receipt of the document(s).

As a reminder, you can repeat this process as many times as needed to upload all the documents required for the NJ BEAD application.