Contents

Portal Production Link to User Guide2
How to Register and Login into the DCA Service Portal2
Register for DCA Service Portal 2
Existing myNJ Logon ID4
Do NOT have myNJ Logon ID4
Login / Register Buffer Page When Attempting to Access a Service
Login to DCA Service Portal account
I am a Registered Business/Property Owner7
I want to Associate my Portal Account with a Registered Business
I have received a Notice or Order to Register9
I am a New Owner of a Newly Constructed Property/Business10
I would Like to Submit a Request to Transfer a Property/Business to a New Owner
I would Like to Submit an Update to My Information for My Property/Business
I would Like to Pay Bills
I would like to Request an Appeal15
I would like to Request for an Extension of Time to Correct Violations
I want to Apply for a CSDCMAC (Smoke Detector) Certification17
I want to Apply for a Temporary Permit17
I want to Apply for an Annual Permit18
I want to Apply for a Carnival Certification19
I want to Amend my Carnival Application19
I want to Submit an Out of Business Request20
I want to Upload a Fire Protection Report for a Property/Business
I want to see a list of NJ permitted Fire Protection Equipment Contractors

Portal Production Link to User Guide http://firesolutions.dca.nj.gov

How to Register and Login into the DCA Service Portal

Register for DCA Service Portal

- 1. If you have not registered for a DCA Service Portal account, click
 - Register for DCA's Service Portal

ome to the New Jersey Department of Community Affairs (DCA) Service Po	ortal.
XA Service Portal was created to provide online access to secure web-base governments, nonprofit community organizations, and businesses and indi-	ed system applications associated with DCA programs and services that are offered to ividuals.
sk that you check back for new applications as the Department offers new o elow. Please note, some applications will require user registration to reques	online services as the Portal continues to improve and expand. Available applications st access to DCA applications.
ine Services	
Login to DCA's Service Portal	Register for DCA's Service Portal
d	Duick Pay
e Bureau of Fire Code Enforcement within the Division of Fire Safety is sponsible for registering and inspecting businesses for adherence to the State's niform Fire Code.	

a. Complete **Step 1. Request access to DCA Service Portal** by entering First Name, Last Name, Company Name and email.

If you have previously registered a myNJ account, ENSURE you use your myNJ account email

Link DCA Sonvice Portal to KryNew	Jaman	
LINK DCA Service Portar to my new	Jersey	
Request access to DCA Service Portal	Link DCA Service Portal to your myNJ account	Use DCA Service Portal
Step 1. Request access to DCA Se	rvice Portal	
First Name *		
JOHN		
Last Name *		
DOE		
Company Name		
TEST CORPORATION		
Email Address *		
TEST@GMAIL.COM		
Confirm Email Address		
TEST@GMAIL.COM		
Property or Business Representative? *		
O NO Ves		
Register		
erty or Business Representative? *		
O Yes		
Agency User? *		
O Yes		
LEA Staff? *		
0 0 100		

If user is property/business owner, click Yes If user is a State Agency representative, click Yes

- Enter Manager / supervisor name
- Enter Manager / supervisor email

If user is a part of an LEA Team, click Yes

- Enter Manager / supervisor name
- Enter Manager / supervisor email
- Enter County for LEA town
- Select LEA Team

If user is part of an emergency responder team, click Yes

- Enter County
- Enter Fire Team
- Enter Member Role
- b. Click Register

Existing myNJ Logon ID

a. If you have an existing myNJ Logon ID, select Yes







Do NOT have myNJ Logon ID

- a. If you do **NOT** have a myNJ logon ID, select No
- b. Enter all below information.

Do you have a myNewJersey	Logon ID?
O Yes	
No	
Information to create your n	ew myNewJersey account:
Choose a myNewJersey Logon IE	20 H
Choose a password:	
Retype your password	
First name:	
JOHN	
Last name	
DOF	
your ID or a new password to you	r email address.
Question you want us to ask:	
Question you want us to ask:	
Question you want us to ask:	
Question you want us to ask: Your answer: Email address: TEST@GNAIL.COM	
Question you want us to ask: Question you want us to ask: Your answer: Email address: TEST@GMAIL.COM Retype your Email address.	
Vour answer: Email address: TEST@GMAIL.COM Retype your Email address. TEST@GMAIL.COM	

c. Click Continue

Login / Register Buffer Page When Attempting to Access a Service

1. If a service request requires login / register to access a service, select Sign In if an existing user,

or Register as a First Time User and follow the st	teps from the above sections
--	------------------------------

Please Note: You must be a registered user to access these Services. If you are alrea user, select Register for DCA's Service Portal.	dy a registered user, select Login to DCA's Service Portal. If you are not a registered
Existing User	First Time User
If you have already registered please Sign In	If you are a first time user please create an account and link it to MyNJ Link DCA Service Portal to New Jersey
	3. Use DCA Service Portal Step 1. Request access to DCA Service Portal First Name *
	Last Name *
	Email Address
	Confirm Email Address
	Register

Login to DCA Service Portal account

1. If you have registered for a DCA Service Portal account, select "login to DCA Service Portal"



2. Enter Login Credentials to myNewJersey

Log In to myN	lewJersey	
Login ID:		
chadtest		
Password:		
Log In		
	Forget your legin ID?	
	Freedow (Construction)	

3. Click Log In

I am a Registered Business/Property Owner

From the FIRE Safety homepage under Quick Actions, select Property Search

- Search for a Property/Business using one or more of the following criteria:
 - Registration Number
 - Property Name
 - Building Name
 - Block Number
 - Lot Number
 - County
 - Street Number and Name
 - Municipality
- Select the Property/Business from the list by clicking the registration number link

NOTE: To search for a property/business and perform any actions from the View Property Details page, except **Apply for a Smoke Certification**, you will be **required** to **sign in**.

I want to Associate my Portal Account with a Registered Business

NOTE: To search for a property/business and perform any actions from the View Property Details page, you will be required to sign in.

From the FIRE Safety homepage under Quick Actions, select Property Search

- 1. Search for a Property/Business using one or more of the following criteria:Registration Number
 - a. Property Name
 - b. Building Name
 - c. Block Number
 - d. Lot Number
 - e. County
 - f. Street Number and Name
 - g. Municipality

2. Select the Property/Business from the list by clicking the registration number hyperlink.

3. When viewing the Property Interest, Click the "I want to:" dropdown located at the top right part of the Property and select Associate yourself to this Property.

4. Enter what type of contact you are for the Property and Click Associate.

5. Return to the Fire Safety Homepage and click My Bills, My Business/Properties, or My Inspection Reports and Certificates to see a list of Bills, Businesses, Properties, or Inspection Reports you are associated to.

I have received a Notice or Order to Register

From the FIRE Safety homepage under General, select Complete Notice/Order to Register NOTE: You will be required to sign in to complete this action.

- Enter the property registration number shown on the Notice or Order to Register document
- Complete the requested registration information and click submit
- Once the registration request status is In Review, you will receive a confirmation message with a registration request #

OR

From the View Properties Details page, select Complete Notice/Order to Register from the 'I Want To:' dropdown and click Go

NOTE: You will be **required** to sign in to complete this action.

- Enter the property registration number shown on the Notice or Order to Register document
- o Complete the requested registration information and click submit
- Once the registration request status is In Review, you will receive a confirmation message with a registration request #

NOTE: You will first need to perform a property search to ensure the property is not already on file. To search for a property/business, you will be **required** to **sign in**.

From the FIRE Safety homepage under Quick Actions, select Property Search

- Search for property/Business using one or more of the following criteria:
 - Registration Number
 - Property Name
 - Building Name
 - Block Number
 - Lot Number
 - County
 - Street Number and Name
 - Municipality
- Complete a property search **3** times using different search criteria
- o After confirming the property does not exist, click Register New Property
- You will then be taken into the Initial registration process. On the **request summary** page, click the "**next**" button.
- Complete the Property Summary page with the required information and click the "Next" button.
- Complete the **Primary Owner** page, once completed click "**Next**".
- If the In-State Agent for the property/business is the same as the primary owner of the property/business, select the "No" button and click the "Next" button. Otherwise, complete the page and click the "Next" button.
- On the **Other Owners & Contacts** page, click the "**Add Contact**" button to add any/all contacts that will be associated with the property/business.
 - At minimum, you will be required to add at least one Property Owner and one Emergency Contact to continue. When finished, click the "Next" button.
- On the **Building Registratio**ns page, click the "Add New Building" button
 - When in the building create pop-up box, complete the building summary, location, building characteristics, and roof characteristics sections. Click the "Save" button at the bottom of the page when finished.
 - Complete the additional building details by navigating through the create popup and click the "Create" button(s). You must have at least one Use Code or Annual Permit.
 - When finished, click "Save" at the bottom of the form.
- From the Building Registrations page, click the "**Next**" button.
- On the **Attachments** page, enter any attachments needed for registration approval by clicking the "**Add Attachment**" button. When finished, click the "**Next**" button.
- On the Requester Comments page, enter any comments into the text field. Checkmark the statement at the bottom of the page stating you "certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information." When finished, review your request and when ready, press the "Submit" button.
- Once the registration request status is In Review, you will receive a confirmation message with a registration request #

I would Like to Submit a Request to Transfer a Property/Business to a New Owner

NOTE: You will first need to perform a property search to ensure the property is not already on file. To search for a property/business, you will be **required** to **sign in**.

From the FIRE Safety homepage under Quick Actions, select Property Search

- Search for property/Business using one or more of the following criteria:
 - Registration Number
 - Property Name
 - Building Name
 - Block Number
 - Lot Number
 - County
 - Street Number and Name
 - Municipality
- Once you locate the property/business, select the "Registration #" to open it.
- At the top of the page, in the "I want to" section, click the drop-down and select "Transfer Business Owner". Click the "Go" button.
- On the **Request Summary** page, review the information and click the "**Next**" button.
- On the **Property Summary** page, enter the required information and click the "**Next**" button.
 - Please note: Date of Transfer is when a new business owner has purchased/acquired a business from a previous owner and started operating.
 - THIS IS <u>NOT</u> TO BE USED AS THE DATE YOU CREATED AN INITIAL/TRANSFER REGISTRATION REQUEST
- On the **Primary Owner** page, enter details for the owner of the property/business. When finished, click the "**Next**" button.
- If the In-State Agent for the property/business is the same as the primary owner of the property/business, select the "No" button and click the "Next" button. Otherwise, complete the page and click the "Next" button.
- On the **Other Owners & Contacts** page, click the "**Add Contact**" button to add any/all contacts that will be associated with the property/business.
 - At minimum, you will be required to add at least one Property Owner and one Emergency Contact to continue. When finished, click the "Next" button.
- On the **Building Registration page**, you can optionally update the existing building or add a new building.
 - If updating an existing building, click the "Actions" drop-down arrow next to the existing building and select "Edit Building Details"
 - If adding a new building, click the "Add a New Building" button.
- Once finished, click the "**Next**" button.
- On the **Attachments** page, enter any attachments needed for registration approval by clicking the "**Add Attachment**" button. When finished, click the "**Next**" button.
- On the **Requester Comments** page, enter any comments into the text field.
- **Checkmark** the statement at the bottom of the page stating you "certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."
- When finished, review your request and when ready, press the "**Submit**" button.

• Once the registration request status is **In Review**, you will receive a confirmation message with a registration request #

I would Like to Submit an Update to My Information for My Property/Business

NOTE: You will first need to perform a property search to ensure the property is not already on file. To search for a property/business, you will be **required** to **sign in**.

From the FIRE Safety homepage under Quick Actions, select Property Search

- Search for property/Business using one or more of the following criteria:
 - Registration Number
 - Property Name
 - Building Name
 - Block Number
 - Lot Number
 - County
 - Street Number and Name
 - Municipality
- Once you locate the property/business, select the "Registration #" to open it.
- At the top of the page, in the "I want to" section, click the drop-down and select "Update Property Information". Click the "Go" button.
- On the **Request Summary** page, review the information and click the "**Next**" button.
- On the **Property Summary** page, review the information and correct any as necessary.
 When finished click the "**Next**" button.
- On the **Primary Owner** page, update any details for the owner of the property/business as needed. When finished, click the "**Next**" button.
- If the In-State Agent for the property/business is the same as the primary owner of the property/business, select the "No" button and click the "Next" button. Otherwise, update the page and click the "Next" button.
- On the Other Owners & Contacts page, update the existing contacts as needed by clicking the "Actions" drop-down and choosing "Edit Contact". If a new contact is needed, click the "Add Contact" button and enter the contact details.
 - At minimum, you will be required to add at least one Property Owner and one Emergency Contact to continue. When finished, click the "Next" button.
- On the **Building Registration page**, you can optionally update the existing building or add a new building.
 - If updating an existing building, click the "Actions" drop-down arrow next to the existing building and select "Edit Building Details"
 - If adding a new building, click the "Add a New Building" button.
- Once finished, click the "**Next**" button.
- On the **Attachments** page, enter any attachments needed for registration approval by clicking the "**Add Attachment**" button. When finished, click the "**Next**" button.
- On the Requester Comments page, enter any comments into the text field. Checkmark the statement at the bottom of the page stating you "certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information." When finished, review your request and when ready, press the "Submit" button.
- Once the registration request status is In Review, you will receive a confirmation message with a registration request #

I would Like to Pay Bills

From Quick pay on the DCA Service Portal or from the FIRE Safety homepage under Quick Actions

- Enter property registration number or bill number.
- Select payment method
- Proceed with payment, complete requested payment information and submit
- You will receive an email confirmation of payment. We recommend you also print the confirmation page with reference number for your records.

From View Property Details page

- o Select Bills in the JUMP TO section, then click Go
- Click on the bill number link
- Select payment method
- Proceed with payment, complete requested payment information and submit
- You will receive an email confirmation of payment. We recommend you also print the confirmation page with reference number for your records.

I would like to Request an Appeal

NOTE: You will be **required** to **sign in** to complete this action.

If the request is not made within 15 days of service, (24 hours for imminent hazards) it will automatically be denied.

Have ready the **Notice#** or **Bill#** or **Request#** found on the document related to the Bill or Inspection or Notice/Order to Register you are requesting a hearing for.

If appealing inspection violations, a list of all violations specific to that inspection will appear for you to appeal one or all.

To contest Use Codes and/or jurisdiction, enter the request# found on the Notice or Order to Register. If you do not have a Notice or Order, select Dispute Jurisdiction in the Reason for Hearing, and provide an explanation in the Reason Clarification.

If applicable, in PDF format, prepare any document(s) and/or evidence to substantiate your request for hearing.

- 1. From FIRE Safety homepage under General, click **Request Appeal.**
- 2. Enter your business Registration #.

NOTE: Confirm owner listed is the legal owner of Property.

- 3. Complete the requested data.
- 4. Enter your Bill #, Inspection Notice # found on the document you are contesting
- 5. Click Search

6. Enter Reason for Appeal and Appeal Resolution

NOTE: If applicable, in PDF format, prepare any document(s) and/or evidence to substantiate your request for hearing and **choose file** upload at the bottom of the page.

7. Click **checkbox** to certify as either the owner or the owner's legal agent that all information is accurate and truthful to the best of your knowledge.

8. Click **Submit** at the bottom of the page.

I would like to Request for an Extension of Time to Correct Violations

NOTE: You will be **required** to **sign in** to complete this action.

If applicable, in PDF format, prepare any document(s) and/or evidence to substantiate your request for an extension.

- 1. From *FIRE Safety* homepage under General click **Request Extension**.
- 2. Enter your Business' Registration #
- 3. Complete the drop downs and fill out any information as required.
- 4. Click **Continue** at the bottom of the page
 - **Note:** If you choose **No** to requesting all violations. **Select** the violation(s) you wish to extend. If applicable, click the **Choose Files** button to upload any supporting documentation.
- 5. Click **checkbox** to certify as either the owner or the owner's legal agent that all information is accurate and truthful to the best of your knowledge.
- 6. Click **Submit** at the bottom of the page.

I want to Apply for a CSDCMAC (Smoke Detector) Certification

From the FIRE Safety homepage under General, select Apply for an Application

- Click Apply for Smoke Certification
- o Complete the requested Smoke Cert data, click submit, then select a payment option
- o Proceed with payment, complete requested payment information and submit
- Once the Smoke Certification status reason is Approved-Pending Inspection, you will receive a confirmation message with a payment reference #
- You will receive an email confirmation of payment. We recommend you also print the confirmation page with reference number for your records.

I want to Apply for a Temporary Permit

NOTE: You will be **required** to **sign in** to complete this action.

From the FIRE Safety homepage under General, select Apply for an Application

- Click Apply for a Temporary Permit
- Complete the requested Permit Application information, click submit, then select a payment option
- Proceed with payment, complete requested payment information and submit
- Once the Permit Application status reason is In Review, you will receive a confirmation message with a payment reference #

You will receive an email confirmation of payment. We recommend you also print the confirmation page with reference number for your records.

I want to Apply for an Annual Permit

NOTE: To search for a property/business and perform any actions from the View Property Details page, you will be required to sign in.

From the FIRE Safety homepage under Quick Actions, select Property Search

1. Search for a Property/Business using one or more of the following criteria:

- Registration Number
- Property Name
- Building Name
- Block Number
- Lot Number
- County
- Street Number and Name
- Municipality

2. If unable to locate the property or it is not currently registered in the system, after 3 failed search attempts, click Register New Property (proceed to step 5).

3. Once the correct Property/Business is displayed, select the Property/Business from the list by clicking the registration number link

4. On the Property Interest View, use the "I Want to" menu to the right to select the registration service type you wish to perform.

5. When completing the selected registration service type, enter in all required business and contact information.

6. Update an existing building or Add a new building.

7. On the edit page of the building, under the Use Codes & Annual Permits table, click Create.

8. Select Yes to the question prompt "Is this an annual permit?", enter all required information for the permit type, then click Submit.

9. On the Building page, click Save.

10. Certify the registration request and click submit

I want to Apply for a Carnival Certification

NOTE: You will be **required** to **sign in** to complete this action.

From the FIRE Safety homepage under General, select Apply for an Application

- Click Apply for a Carnival Certification
- Complete the Carnival Application information, click submit, then select a payment option
- Proceed with payment, complete requested payment information and submit
- Once the Carnival Application status reason is In Review, you will receive a confirmation message with a payment reference #

You will receive an email confirmation of payment. We recommend you also print the confirmation page with reference number for your records.

I want to Amend my Carnival Application

NOTE: You will be **required** to **sign in** to complete this action.

From the FIRE Safety homepage under General, select Apply for an Application

- Click Amend a Carnival Application
- Have ready the **Carnival Application#** or **Registration #** found on the Carnival Certificate.
- Complete the Amend Carnival Application information, click submit, then select a payment option if the number of Carnival Locations has changed
- Proceed with payment, complete requested payment information and submit
- Once the Carnival Application status reason is In Review, you will receive a confirmation message with a payment reference #

You will receive an email confirmation of payment. We recommend you also print the confirmation page with reference number for your records.

From the FIRE Safety homepage under General

- Go to Process Out of Business Request and click "Go".
- Enter the Property Registration Number and click "View"
- o On the **Request Summary** page, verify the information is correct and click "Next".
- On the **Property Summary** page, enter the date that the business closed. Click "Next"
- On the **Attachments** page, click "**Choose Files**" to attach any documentation.
- On the Requester Comments page, enter any comments into the text field. Checkmark the statement at the bottom of the page stating you "certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information." When finished, review your request and when ready, press the "Submit" button.
- Once the request status is In Review, you will receive a confirmation message with a registration request #

I want to Upload a Fire Protection Report for a Property/Business

NOTE: To upload a fire protection report for a property/business, you will be required to sign in to complete this action.

From the FIRE Safety homepage under General, select Upload Fire Protection Report

1. Search for a Property/Business using one or more of the following criteria:

- Registration Number
- Property Name
- Building Name
- Block Number
- Lot Number
- County
- Street Number and Name
- Municipality

If you are unable to locate the property that you are trying to upload your report to after 3 search attempts, click Upload Fire Protection Report; Otherwise, proceed to step #2.

2. Select the Property/Business from the list by clicking the registration number link.

3. On the Property Interest View, after confirmation that the correct business is displayed, use the "I Want to" menu to the right to select Upload Fire Protection Report.

4. In the buildings field, click the magnifying glass icon to select one of the buildings associated to this property.

5. On the Building Lookup message, click (checkmark) the building the report is being uploaded to.

6. Enter the following report information:

- Fire Protection Contractor Name and Contact Information.
- Enter the report details including if the report has any deficiencies or impairment.
- Select the Report Type(s) from the Report Type dropdown. You may select multiple options from this drop down.

7. Attach 1 or multiple files by selecting the "Choose Files" button. If more than 1 file needs to be attached, hold the Ctrl key on your keyboard while selecting files.

8. Click the "Submit" button to submit the report

I want to see a list of NJ permitted Fire Protection Equipment Contractors

Go to NJDCA's Website by clicking the "Contractor Certification" button below and select "Fire Protection Equipment Contractor – Permitted Business" <u>New Jersey Department of Community Affairs | Contractor Certification</u>