

NJ Security Renewal Instructions

You must use Microsoft edge and a laptop or desktop

Log into the Security Agency HR Function at:

<https://eagency.njsp.org:4602/soa/logon.do>

Please renew or terminate **Employees** to ensure your employee list is up to date and accurate. Please do this before starting your renewal. Please refer to your HR Manual to Audit your employee list.

From the Menu bar, Click on Agency

Scroll down to Submit Renewal

Select **Renew Agency**

Pay fee

Select **Renew Owner**

Pay fee (Do this for each owner)

If you are not renewing an owner, click "Do Not Renew" (to terminate.)

Each Owner will answer **Questions**

Each Owner will upload a new **Photo**. Photo must be 649X820 pixels

And at least 50KB's must be a jpeg.

Upload a **Continuation Bond Certificate**- Must reflect your renewal period, (expiration date plus two years.)

Upload a **Current Annual Report** from current year or one year prior.

You are required to upload or email your **Worksite location list**. Please have your license number and business name an address on your submission.

When all items are complete, click on **Renewal Complete**- this will notify the Private Detective Unit that you have submitted your renewal. If you do not click on **Complete Renewal** button we will not be notified.