Municipal Portal Guide

Special event permit applications require endorsement from the Municipal Clerk and Chief of Police to hold their event within the municipality: Social Affair, Catering and Extension of Premises.

ABC has implemented enhancements for the Municipal Clerk.

New Municipal Clerks will register their credentials with the Division; in turn, the Division will create an account and provide the login information to the new user via email. Use the below link to register credentials if you have not already done so.

Credential Link: https://www.nj.gov/oag/abc/posse/municipal-credentials.html

**NOTE:** If you are receiving notifications from the system, we already have your credentials there is no need to register again.

Please add the following email addresses to your email provider’s safe list:

1. POSSEAdmin@lps.state.nj.us – ABC will send notifications and respond to inquiries sent to this email address
2. ABCDoNotReply@njoag.gov – Event Notifications will be sent from this address by the system

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The below screens will address using the Municipal Portal for Permit enhancements

To access the Municipal Portal follow this URL: https://www.nj.gov/oag/abc/posse/index.html

Select the button to Login in under the MUNICIPAL USERS heading
Login Screen: When prompted enter the User ID credentials

Successful Login: Users will see the Main Menu screen, welcoming them onto the system

NOTE: This guide will address using the Permitting Menu
Parts of the Main Menu:

1. **Announcements**: The Division will post important announcements and information in this section

   **ANNOUNCEMENTS**

   *Welcome, the Division has implemented enhancements to the Municipal Portal. Event permit applications will be reviewed and endorsed online.*

2. **Navigational Buttons**:

   - **Main Menu**: First screen on entry
   - **My Profile**: Information such as name and password can be managed here
   - **Help Videos**: *Coming Soon* Tutorials offered by the Division to assist with using the portal
   - **Sign Out**: Successfully logs the user out of the system

   - **ABC Home**: Navigates user to the Division’s website
   - **Contact ABC**: Provides an email and phone number for ABC Assistance
   - **Licensing/Permits**: Navigates user to the Division’s Licensing and Permits webpage

   - **Help Button**: Shows the User helpful information
3. **Permitting Menu:**
   a. Navigates the user to their permit dashboard to see if there are any applications (files) pending response or to search for any permits

**Permit Dashboard:** After using the **Permitting Menu** button, the user will see the **Permits Dashboard**

### Action Items: Applications/Renewals Pending Response

- All files that are present in the listing need action by the user
- The system will only show ten (10) files, if there are more than ten, there will be a [Show More...] to see applications awaiting response
- The listing will show an overview of all the files
- The **Due Date** is the date a response is expected by ABC
1. Contains all the applicants’ information, the questions and answers they responded to as part of the application, and the documents they uploaded, such as Site Plan/Sketch Checklist items to be checked, to ensure that the Municipal User has reviewed all information. ABC will use this section to confirm that checklist actions were completed as part of the review.

**NOTE:** Specific application types may have different checklist items.
3. **Responses:** This area will provide the User with the responses of the users reviewing the application. Users can see responses from Law Enforcement, other Municipal Designees and themselves.

4. **Documents:** If a document(s) is uploaded by a User it will be available as READ-ONLY and cannot be removed. Users can see documents from Law Enforcement, other Municipal Designees and themselves.

   ![Table of Documents]

   **Endorsement Section:**

   1. **Special Conditions:** Posed as a question, which if answered with YES, will require a document containing those conditions to be uploaded:
      
      ![Special Conditions Question]

   2. **Comments/Reason:** The user can add any comments that they deem necessary to the application:
      
      ![Comments/Reason Section]

   3. **Documents:** Can be uploaded to support the responses being made by the user:
      
      ![Upload Documents]

   4. **Certification** (example only): The responding party will need to read a certification and follow the instructions:
      
      ![Certification Section]
      
      a. After the certification is completed a full name box will appear to enter your name as well as the response buttons of “Endorse” and “Do Not Endorse”.

5. **Buttons:**
   
   a. **Save:** Navigates the application back to the top and ensures all information entered is present
   
   b. **Hold:** Requires that a Comment/Reason be entered to put the application on hold to allow for additional review time
   
   c. **Endorse:** Submits the application to ABC after all checklist items and endorsement has been completed
d. Do Not Endorse: Submits the application to ABC after a comment/reason for denial was entered and the endorsement was completed.

**NOTE:** If the buttons are selected but the required documents, checklist items, or comments were not completed it will result in an error.

6. Submission: When an application has been submitted the user will be navigated back to the main menu. The application will no longer appear on their dashboard.

7. Review Endorsed Application: You can search for the application, a read only copy will be provided, no changes can be made.

8. Copy of Certificate: From within the read-only application, if ABC has issued the permit, a **REPORTS** section will appear. The permit certificate can be downloaded from within this section.

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![REPORTS](image)

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Other:

**Submission:**

- The system has been designed to submit an application to the Division once it has received the appropriate responses.
- If both parties endorse the application, it comes to the Division.
- If both parties do not endorse the application, it comes to the Division.
- If the application is not endorsed by one party, but the other parties response is to endorse, the application will result in an error. The User is prompted to reach out directly to the party that did not endorse the application.

**Review Period (Due Date):**

- From the date of submission there will be an identified time period in which the Municipal User has to respond, this is your Due Date.
- Two business days before Due Date a reminder email will be sent to the Municipal User.
- ABC will be made aware that the application has not been endorsed and may reach out.
Permitting Search:

Permit Application Search

<table>
<thead>
<tr>
<th>File Number</th>
<th>Permit Number</th>
<th>Permit Type</th>
<th>Application Type</th>
<th>Permittee</th>
<th>License Number</th>
<th>Licensee</th>
<th>Trade Name</th>
<th>Event Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>264533</td>
<td>64552</td>
<td>Catering</td>
<td>Permit Application</td>
<td>ORIENTAL</td>
<td>1234-33-456-789</td>
<td>ORIENTAL</td>
<td>CATCH</td>
<td>Apr 26, 2019 - Apr 26, 2019</td>
<td>Rejected</td>
</tr>
<tr>
<td>264554</td>
<td>64555</td>
<td>Catering</td>
<td>Permit Application</td>
<td>AGEE MERCANTILE</td>
<td>1234-33-456-789</td>
<td>AGEE</td>
<td>BRAND</td>
<td>Mar 22, 2019 - Mar 22, 2019</td>
<td>In Review</td>
</tr>
<tr>
<td>264655</td>
<td>64560</td>
<td>Extension of Premises</td>
<td>Permit Application</td>
<td>PIZZA</td>
<td>1234-33-456-789</td>
<td>PIZZA</td>
<td>PIZZA</td>
<td>May 01, 2019 - May 01, 2019</td>
<td>Municipal Review</td>
</tr>
</tbody>
</table>

NOTE: At the end of each column, the user will see the application status

Helpful Hint: Wildcard searching - When conducting a search place a % at the front of the search term or at the end or both will assist in broadening searches. When a phrase is searched the system will look exactly for the data entered, unless a wildcard is used

Example: Permittee: %Maurice
Non-Municipal Issuing Authority:

Applicants holding an event on property or premises that are owned by or under the control of a State or County entity, identified in question two (2) of the application, may not be under the jurisdiction of the town to approve:

Ex. Question 2) Is the event premise or property owned by or under the control of a A) municipality, B) county, C) State or D) other? Please identify the owner by one of the aforementioned codes. Provide the name of the owner, as well as a phone number for the owner and for what the premise is normally used.

If the applicant identified a County or State premises or property, which you do not have jurisdiction over, please contact the Division of Alcoholic Beverage Control at 609-984-2830 and request to speak with a representative of the Permit Unit.