

# State Body Armor Online Filing Instructions

## A. Login process:

1. For best results, close all nonessential programs before beginning this process.
2. Using Internet Explorer, go to the Body Armor home page at:

<https://www.nj.gov/oag/body-armor/> This is *case sensitive*, type *exactly* as shown

3. Click on the link that says: **Body Armor Replacement Program Application**
4. Enter your Agency's ID and your PIN into the boxes provided and click the box labeled **Submit**

Note that the Chief Law Enforcement Officer's PIN is different than the Chief Financial Officer's PIN.

## B. Reporting instructions:

### Chief Law Enforcement Officer:

1. After successfully entering your Agency's ID and the CLEO's PIN number, you will be presented with a partially completed application form. The CLEO *must* complete their portion of the application before the CFO is able to access their portion of the application. Some of the information on the form cannot be modified, and is identified with a red font. If changes are necessary to this data, a letter or email must be sent to the Division of Criminal Justice at the address on the bottom of this page.
2. Confirm the contact information for the CLEO and Contact person, making any necessary changes. Then enter the number of eligible officers in your department. When you have finished, click on the button labeled: **Submit**. The data entered will be validated and if there are any errors or omissions, you will be asked to correct/enter the data.
3. All law enforcement agencies should ensure that all contact information recorded in the Body Armor system, including names and e-mail addresses, reflects the most current information. All Body Armor correspondence, such as application period, award announcements, and payment confirmations are sent electronically, via e-mail. **Failure to maintain updated contact information in the Body Armor system could result in your agency not receiving important Body Armor messages.**
4. When the form has been validated, you must "sign" the application to certify that the information you entered is correct. The application is "signed" by reentering the CLEO's PIN and clicking the **Submit** button.
5. Changes can be made to the CLEO's information until the CFO completes and files the application. After the application has been filed, the number of officers cannot be modified.

### **Chief Financial Officer:**

6. After successfully entering your Agency's ID and the CFO's PIN number, you will be presented with a partially completed application form. The CLEO *must* complete their portion of the application before you are able to complete your portion of the application. Some of the information on the form cannot be modified, and is identified with a red font. If changes are necessary to this data, a letter or email must be sent to the Division of Criminal Justice at the address at the bottom of this page.
7. Confirm your contact information, making any necessary changes. Then enter detailed information regarding vests purchased during the prior fiscal year. This is accomplished by clicking on the button labeled **Click here to enter Vest Purchase Details**. Click **Save** after you have entered vest model and cost information for each manufacturer. When all of the vest information has been entered, click **Save**. When you have finished, click on the button labeled: **Submit**. The data entered will be validated and if there are any errors or omissions, you will be asked to correct/enter the data.
8. All law enforcement agencies should ensure that all contact information recorded in the Body Armor system, including names and e-mail addresses, reflects the most current information. All Body Armor correspondence, such as application period, award announcements, and payment confirmations are sent electronically, via e-mail. **Failure to maintain updated contact information in the Body Armor system could result in your or agency not receiving important Body Armor messages.**
9. When the form has been validated, you must "sign" the application to certify that the information you entered is correct. The application is "signed" by reentering the CFO's PIN and clicking the **Submit** button.
10. Changes can be made to the CFO's information until the Division of Criminal Justice has accepted the application. After the application has been accepted, the vest information cannot be modified. If changes are necessary, a letter or email must be sent to the Division of Criminal Justice at the address on the end of these instructions.
11. Contact information can be updated anytime by clicking on the **Update Contact Information** button located near the top of the application.
12. A printable version of this application can be obtained by clicking the **Printable Version** button located near the top of the page. You should keep this printed copy for your records.

### **C. To request changes to the application (including contact information):**

please write:      Division of Criminal Justice  
                            Program Development/Grants Section  
                            P.O. Box 085  
                            Trenton, NJ 08625-0085

Attn: Body Armor Office

email:                [BodyArmor@njdcj.org](mailto:BodyArmor@njdcj.org)

fax:                   (609) 984-1451

for questions please call (609) 376-2446