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DCA Portal filing instructions

In order to file online you must register for or have already have access to the DCA Portal. To obtain access to the DCA Portal click this link: <https://njconsumeraffairs.state.nj.us/create-user/> and register for portal access. In **24 to 48 hours** you should receive a confirmation email stating that portal access has been granted. If you do not receive within the allotted time, you must submit a work ticket by clicking this link: <https://www.state.nj.us/mynj/mailmynjs.html>.

As a reminder, all registration renewals, or requests for an extension of time to file, must be submitted with 180 days of the organization's fiscal year end. If not filed with the 180 day period, a late fee of \$25.00 will be added to the registration/extension fee.

Once access has been granted you may begin to file renewals, request extensions, pay applicable fees and update your organization's information all online. To file a registration online the process starts at the "Manage My Charity" section of the DCA Portal. Here you will look up the organization by name or Federal EIN Number, unless this is an initial registration where all information will have to be entered by the registrant. Once the charity you are registering appears on the screen, click on the name and complete the following steps:

- 1) Choose the "Charity Registrations" option.
- 2) Choose "Initial Registration", if the organization has never been registered with the Charity Registration Office, and complete the initial registration.
- 3) Choose "Renewal" if it is indeed a renewal.
- 4) Review the next screen carefully. If the fiscal year you are completing is already populated in the portal, (say you filed an extension for that year or you have a system generated delinquency), you will choose the "Edit" option next to the proper fiscal year end.
- 5) If the fiscal year end you are trying to complete does not show on the list, you will choose the "Create New Registration" option. From here you will begin to enter your information or request an extension if applicable. **Organizations below \$10,000.00 in total gross contributions the previous fiscal year or in a "non-compliant" status are not eligible to file an extension.**
- 6) Uploading of documents may also be required. Any applicable documents (i.e. IRS 990, certification statement and certified audit) should be scanned and available for upload into the DCA Portal **PRIOR** to beginning the renewal. The required certification statement (signature page) can be found by clicking this link: <https://www.njconsumeraffairs.gov/charities/Pages/charities-registration-forms.aspx>.

The online information must be completed and all questions answered step by step. You cannot move randomly through the online registration form. Then, based on how these questions are answered, you will be prompted when to upload the required forms and documents.

If you have any additional questions, please call our hotline at (973) 504-6215 for further assistance.