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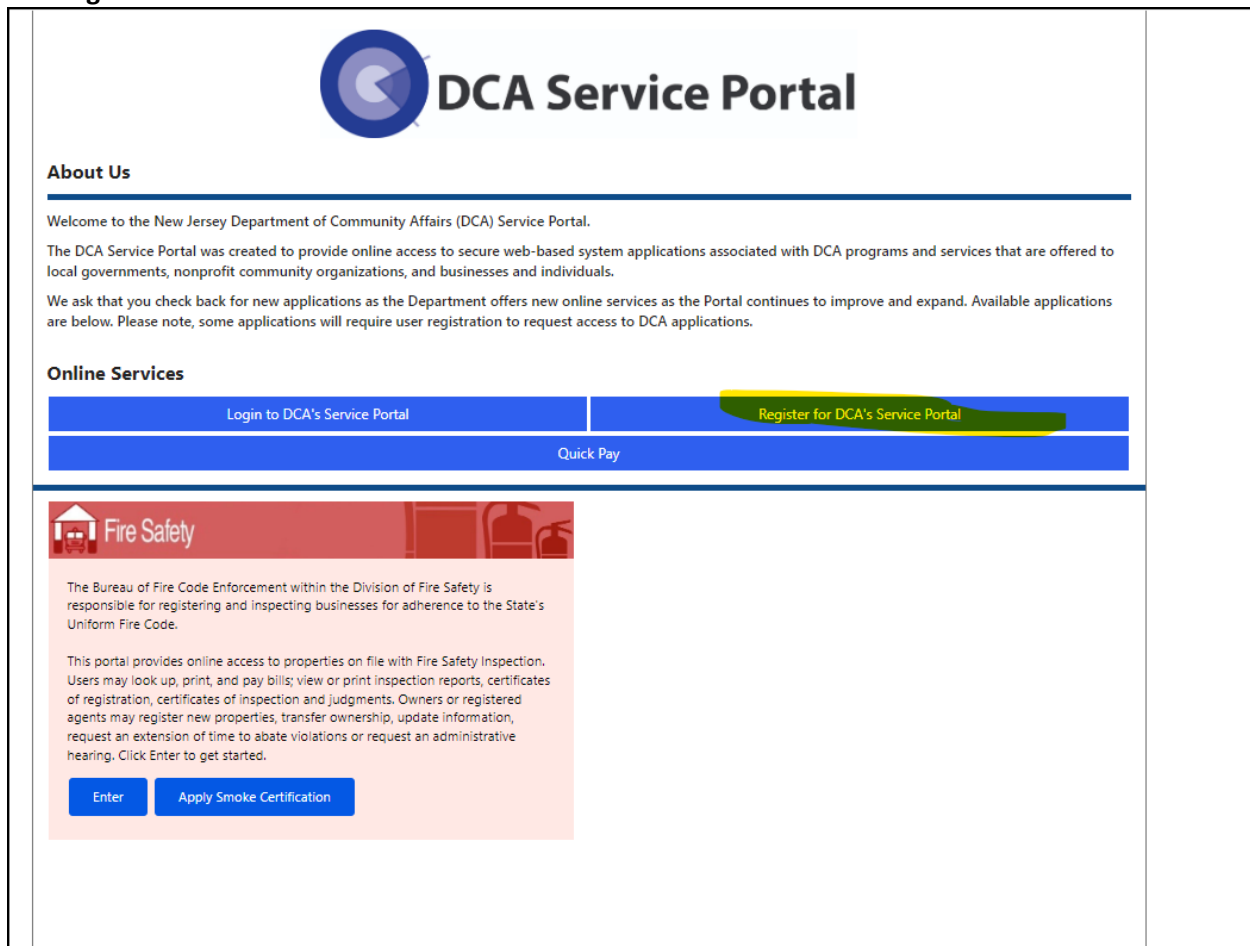
Portal Production Link to User Guide

<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**



The screenshot shows the DCA Service Portal homepage. At the top, there is a logo for the DCA Service Portal, which consists of a blue circle with a white 'C' inside, followed by the text 'DCA Service Portal'. Below the logo is a section titled 'About Us' with a blue underline. The text in this section reads: 'Welcome to the New Jersey Department of Community Affairs (DCA) Service Portal. The DCA Service Portal was created to provide online access to secure web-based system applications associated with DCA programs and services that are offered to local governments, nonprofit community organizations, and businesses and individuals. We ask that you check back for new applications as the Department offers new online services as the Portal continues to improve and expand. Available applications are below. Please note, some applications will require user registration to request access to DCA applications.'

Below the 'About Us' section is a section titled 'Online Services' with a blue underline. This section contains three blue buttons: 'Login to DCA's Service Portal', 'Register for DCA's Service Portal' (which is highlighted with a yellow and green brush), and 'Quick Pay'.

At the bottom of the page is a section titled 'Fire Safety' with a red background and a white house icon. The text in this section reads: 'The Bureau of Fire Code Enforcement within the Division of Fire Safety is responsible for registering and inspecting businesses for adherence to the State's Uniform Fire Code. This portal provides online access to properties on file with Fire Safety Inspection. Users may look up, print, and pay bills; view or print inspection reports, certificates of registration, certificates of inspection and judgments. Owners or registered agents may register new properties, transfer ownership, update information, request an extension of time to abate violations or request an administrative hearing. Click Enter to get started.' Below this text are two blue buttons: 'Enter' and 'Apply Smoke Certification'.

- 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 Service Portal to 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 Service 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? *
 No Yes

Register

Property or Business Representative? *
 No Yes

State Agency User? *
 No Yes

FIRE LEA Staff? *
 No Yes

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*

- b. Click **Register**

Existing myNJ Logon ID

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

Step 2. Link DCA Service Portal to myNewJersey

Do you have a myNewJersey Logon ID?

- Yes
 No

- b. Enter your existing myNJ account logon ID and Password

Step 2. Link DCA Service Portal to myNewJersey

Do you have a myNewJersey Logon ID?

- Yes
 No

Information about your existing myNewJersey account:
myNewJersey Logon ID:

Password:

[Continue](#)

Do NOT have myNJ Logon ID

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

Link DCA Fire Safety Dev to myNewJersey

Do you have a myNewJersey Logon ID?

Yes
 No

Information to create your new myNewJersey account:

Choose a myNewJersey Logon ID:

Choose a password:

Retype your password:

First name:

Last name:

If you forget your ID or password later, we'll ask you the following question. If you answer it correctly, we'll send your ID or a new password to your email address.

Question you want us to ask:

Your answer:

Email address:

Retype your Email address:

Forgot the Logon ID to a myNewJersey account you already set up?
If you created a myNewJersey Logon ID before but forgot what it is, we can send it to you by tapping or clicking [here](#).
Don't create another logon ID.


[Continue](#)

- 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 steps from the above sections

Please Note: You must be a registered user to access these Services. If you are already a registered user, select Login to DCA's Service Portal. If you are not a registered user, select Register for DCA's Service Portal.

<h3>Existing User</h3> <p>If you have already registered please Sign In</p>	<h3>First Time User</h3> <p>If you are a first time user please create an account and link it to MyNJ</p> <p>Link DCA Service Portal to </p> <ol style="list-style-type: none">1. Request access to DCA Service Portal2. Link DCA Service Portal to your myNJ account3. Use DCA Service Portal <h4>Step 1. Request access to DCA Service Portal</h4> <p>First Name *</p> <input type="text"/> <p>Last Name *</p> <input type="text"/> <p>Company Name</p> <input type="text"/> <p>Email Address</p> <input type="text"/> <p>Confirm Email Address</p> <input type="text"/> <p>Register</p>
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Login to DCA Service Portal account

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

About Us

Welcome to the New Jersey Department of Community Affairs (DCA) Service Portal.

The DCA Service Portal was created to provide online access to secure web-based system applications associated with DCA programs and services that are offered to local governments, nonprofit community organizations, and businesses and individuals.


We ask that you check back for new applications as the Department offers new online services as the Portal continues to improve and expand. Available applications are below. Please note, some applications will require user registration to request access to DCA applications.

Online Services

[Login to DCA's Service Portal](#)

[Register for DCA's Service Portal](#)

[Quick Pay](#)



Elevator Safety

The Elevator Safety Unit registers all elevator devices in the State of New Jersey as required by the elevator subcode, which is regulated under the Uniform Construction Code in Subchapter 12.

The Elevator Safety (ELSA) application was created to provide online access for building owners to make it easier to register new buildings and new installed devices, transfer ownership, and amend registration information. ELSA allows users to manage their accounts, look up and print bills and inspection reports, print certificates of passing inspections, and pay annual inspection bills, registration and penalty fees.




Housing Inspection

The Bureau of Housing Inspection oversees the registration and periodic inspection of hotels, motels and multiple dwellings as mandated under the Hotel and Multiple Dwelling Law, to ensure the health, safety and welfare of residents, guests and the general public.

This portal provides online access to properties on file with Housing Inspection. Users may look up, print, and pay bills; view or print inspection reports, certificates of registration, certificates of inspection and judgments. Owners or authorized agents may register new properties, transfer ownership, update information, request an extension of time to abate violations or request an administrative

2. Enter Login Credentials to myNewJersey



Log In to myNewJersey

Login ID:

Password:

[Log In](#)

[Forgot your login ID?](#)
[Forgot your password?](#)
[Need help?](#)

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 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 #

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
- 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 #

I am a New Owner of a Newly Constructed 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
- Complete a property search 3 times using different search criteria
- After confirming the property does not exist, click Register New Property, 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 #

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

- 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.

Request for 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. Search for property using one or more of the following criteria:
 - Registration Number
 - Property Name
 - Building Name
 - Block Number
 - Lot Number
 - County
 - Street Number and Name
 - Municipality
3. Select property from the list by clicking the **registration number** link.
4. From View Properties Details page click the 'I Want To:' dropdown and select Request Appeal.

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

5. Complete the requested data.

6. Click **Continue**.

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.

Request for 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. Search for property using one or more of the following criteria:
 - a. Registration Number
 - b. Block Number
 - c. Lot Number
 - d. Street Number and Name
 - e. County
 - f. Municipality
 - g. Property Name
3. Select property from the list by clicking the **registration number** link.
4. From *View Properties Details* page click the "I Want To" dropdown and select **Request Extension**
5. Complete the drop downs and fill out any information as required.
6. 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.
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.

Property Search

Print PDF

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
- Complete the requested Smoke Cert data, click submit, then select a payment option
- 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 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 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.

From View Property Details, on the 'I Want To:' dropdown, Select Permit Application

- 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 Renewal

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 an Annual Permit Renewal
- Have ready the **Permit#** or **Registration #** found on the Permit Certificate.
- Complete the requested Annual Permit Reapplication information, click submit
- Once the Annual Permit Renewal status reason is In Review, you will receive a confirmation message

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.

I no longer own property (Coming Soon)

From the FIRE Safety homepage under General

- Click No Longer own Property button
- Search for property
- Select property by clicking the registration number link
- Select No Longer Own Property button
- Enter the estimated date of ownership transfer, Request name and Requestor contact phone number
- If any New owner's information is known, it can be entered. If not, simply click submit.

From View Property Details page, click the 'I Want To:' dropdown

- Click No Longer own Property
- Click Go
- Enter the estimated date of ownership transfer, Request name and Requestor contact phone number
- If any New owner's information is known, it can be entered. If not, simply click submit.