

User Manual:

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General Information:

- Using the Portal Management System:
 - o System Requirements:
 - Portal is designed to operate on both Macintosh and Windows.

- Portal can run under IE/Edge/Firefox/Chrome web browsers. System runs best with Chrome.
- Help:
 - This Help System is designed to answer common questions about using the system. If you have questions that aren't answered here, please contact the DCA Help Desk (helpdesk@dca.nj.gov).

Registering for a Portal Account:

- From the Portal log in page, select the [Register](#) tab.
- Enter and confirm your [email](#).
- Enter and confirm your [password](#).
 - *Password be at least 8 characters and contain three of the following four classes: uppercase, lowercase, digit, and non-alphanumeric (special).*
- Select [Register](#).
- Check for email from <donotreply@dca.nj.gov> for confirmation on account registration.

Signing in with a Registered Portal Account:

- From the Portal log in page, select the [Sign In](#) tab.
- Enter [email](#) and [password](#) to log in.
- Select [Sign In](#).

Forgot Your Password:

- From the Portal log in page, select the [Sign In](#) tab.
- Select [Forgot Your Password](#).
- Enter your [email address](#) to request a password reset.
- Check your email to reset your password.

Completing Your Portal User Profile:

- If you signed out you will need to log in again.
- From the Portal log in page, select the [Sign In](#) tab.
- Enter [email](#) and [password](#) to logon.
- Select on [Your Name](#) (top-right corner of window).
- Enter [Your Information](#). Asterisk (*) indicates a required field.
 - First Name*
 - Middle Name
 - Last Name *
 - Mailing Address 1*
 - Mailing Address 2
 - City*
 - State*
 - Zip Code*
 - Business Phone Number*
 - Mobile Phone Number
 - Fax Number
- Select [Update](#).

Changing Your Password:

- In your profile page under Security, select Change password.
- The Username field will be greyed out and unable to be edited in this area.
- Type in Old password.
- Type in New password.

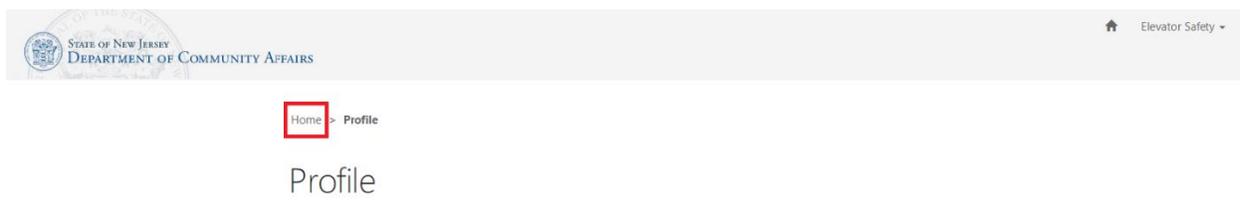
- Password be at least 8 characters and contain three of the following four classes: uppercase, lowercase, digit, and non-alphanumeric (special).
- Type in Confirm password.
- Select [Change password](#).

Changing Your Email:

- In your profile page under Security, select Change email.
- Edit your email in the email field.
- Select Change and confirm email.

How to Navigate from Profile Page Back to Elevator Home Page:

- From the profile page, select the Home > above Profile from the left side of the page.



How to Sort on Views

- From any view within the Elevator Safety section of the portal. You will notice that there are blue fields in the headers that you can select. Doing so will allow you to sort any of the records by column in ascending or descending order.

How to Perform Actions on Devices

- While on a registration request, locate the [Device Registrations](#) section.
- If you there are devices listed, review the devices.
- Actions allowed on a device are: [Edit device details](#), [create a copy](#), or [remove the device](#)
 - Select the dropdown arrow shown to the right of your device listing.
 - Select the action you want to perform
 - Edit Device Details
 - Create a Copy
 - Remove Device
 - This will allow you to
 - view and change more information about the device
 - create a clone to aid in quickly creating multiple devices.
 - remove a device from your building as needed.

How to Contact DCA For Additional Help or Information:

- From the [Elevator Safety](#) page, use the portal navigation buttons and select [Email Helpdesk](#).
 - If you have an email client that is set as default, it will open and prepopulate information for you.
- Alternatively, you can send an email via helpdesk@dca.nj.gov.

Portal Search Feature:

- From the DCA Service Portal landing page, select Elevator Safety [Enter Here](#).
- On the [Elevator Safety](#) page, use the portal navigation buttons and select [Building Search](#) to search to find your property/building.

- On the [Building Search](#) page, use the portal search feature to find your property/building:
 - Please Note: Prior to the registration process, the system must be searched to ensure the building is not already registered with the State of New Jersey.
- Enter any combination of the following:
 - Enter Building Name
 - Enter Registration Number
 - Enter Block No.
 - Enter Lot No.
 - Enter Street Number and Name
 - Enter Municipality
 - Enter county
 - Property
- Select [Search](#).
- Review search results.

Associate Yourself to a Property:

- From the [Elevator Safety](#) page, use the portal navigation buttons and select [Building Search](#) to search to find your property/building.
- On the [Building Search](#) page, use the portal search feature to find your property/building:
- Enter any combination of the following:
 - Enter Building Name
 - Enter Registration Number
 - Enter Block No.
 - Enter Lot No.
 - Enter Street Number and Name
 - Enter Municipality
 - Enter County
 - Enter Property
- Select [Search](#).
- Review search results.
- If registered, review [property details](#).
- Select the [Associate Yourself to this Property](#) button at the bottom of the page.
- Select a [Contact Type](#).
 - Property Owner
 - In-State Agent
 - Elevator Maintenance Company
 - Legal Counsel
 - Accountant
 - Other
- Select [Associate](#).
- Your information will appear in the Associated Contacts on the [View Property Details](#).

Initiating a NEW Registration Request:

1. Registering a Standalone Building
 2. Registering a Building to an Unregistered Property
 3. Registering a Building to a Registered Property
 4. Registering Additional Buildings to an Unregistered Property
1. Registering a Standalone Building
 - From the [Elevator Safety](#) page, use the portal navigation buttons and select [Building Search](#) to search to the property/building to ensure it is not already registered.
 - On the [Building Search](#) page, use the portal search feature to find your property/building:

- Enter any combination of the following:
 - Enter Building Name
 - Enter Registration Number
 - Enter Block No.
 - Enter Lot No.
 - Enter Street Number and Name
 - Enter Municipality
 - Enter county
 - Enter Property
- Select [Search](#).
- Review search results.
- If not registered/found, select the [Register New Building](#) button on the bottom of the [Building Search](#) page.
- Select Request Attributes:
 - Are you registering a building that is part of a multi-building property/complex?
 - Select No or Yes.
 - If selecting Yes, you must submit the first building fully to be prompted to start registration on the next building.
- Enter [Building Information](#). Asterisk (*) indicates a required field.
 - Enter Building Name*
 - Select a Use Group*
 - Select the magnifying glass on the right side of the field and choose from the selection.
 - Enter Street Address*
 - Enter Block Number
 - Enter Lot Number
 - Select State*
 - Select County*
 - Select the magnifying glass on the right side of the field and choose from the selection.
 - Select Municipality*
 - Select the magnifying glass on the right side of the field and choose from the selection.
 - Select Ownership Type*
 - Corporate
 - County
 - Federal
 - Individual/Sole Proprietorship
 - Montclair State University
 - Municipal
 - Partnership
 - Port Authority
 - Rutgers University
 - State
- Enter [Property Owner Information](#). (visible if Ownership Type is Corporate or Partnership) Asterisk (*) indicates a required field.
 - Enter Company Name*
 - Enter FEIN #
 - NJ Corp Registration #
 - Enter First Name*
 - Enter Middle Name
 - Enter Last Name*
 - Enter Address Line 1*

- Enter Address Line 2
 - Enter City*
 - Enter State*
 - Enter Zip Code*
 - Enter Business Phone Number*
 - Enter Mobile Phone Number
 - Enter Fax Number
 - Enter Email Address*
 - Read Property Owner Disclaimer
 - If you agree check
 - If you disagree uncheck
- Is Owner Contact same as Property Owner?
 - If NO or not visible, enter [Owner Contact Information](#) (optional). Asterisk (*) indicates a required field.
 - Enter Company Name* (required if Ownership Type is Corporate or Partnership)
 - Enter FEIN #
 - NJ Corp Registration #
 - Enter First Name*
 - Enter Middle Name
 - Enter Last Name*
 - Enter Address Line 1*
 - Enter Address Line 2
 - Enter City*
 - Enter State*
 - Enter Zip Code*
 - Enter Business Phone Number*
 - Enter Mobile Phone Number
 - Enter Fax Number
 - Enter Email Address*
- Is In-state Agent same as Property Owner?
 - If NO or not visible, enter [In-State Agent Information](#). Asterisk (*) indicates a required field.
 - Enter Company Name* (required if Ownership Type is Corporate or Partnership)
 - Enter FEIN #
 - NJ Corp Registration #
 - Enter First Name*
 - Enter Middle Name
 - Enter Last Name*
 - Enter Address Line 1*
 - Enter Address Line 2
 - Enter City*
 - Enter State*
 - Enter Zip Code*
 - Enter Business Phone Number*
 - Enter Mobile Phone Number
 - Enter Fax Number
 - Enter Email Address*
 - Read Property Owner Disclaimer
 - If you agree check
 - If you disagree uncheck

- Enter Maintenance Company Information (optional):
 - Enter Company Name
 - Enter First Name
 - Enter Middle Name
 - Enter Last Name
 - Enter Street Address Line 1
 - Enter Street Address Line 2
 - Enter City
 - Enter State
 - Enter Zip Code
 - Enter Business Phone Number
 - Enter Mobile Phone Number
 - Enter Fax Number
 - Enter Email Address
- Enter a comment for [Requester's Comments](#) (optional).
- Include Attachments (optional).
 - Select [Choose Files](#).
 - Select a file to attach.
- Select Save
- Under Device Registrations, select [Register New Device](#).
- [Enter Device Information](#) Asterisk (*) indicates a required field
 - Enter Building Device ID*
 - Enter Location in Building
 - Select Yes or No for Is this Device a Dumb Waiter?
 - Select Device Type*
 - Select Device Classification
 - Enter Manufacturer
 - Enter Model
 - Select Installation Date*

Enter [Device Attributes](#) *NOTE* not all fields may be visible.

 - Select number of Floors (required for certain traction devices)
 - Select number of Oil Buffer.
 - Select YES/NO for Auxiliary Generator?
 - Select YES/NO for Governor and Safeties?
 - Enter # of Stories Served
 - Enter Distance of Travel
 - Enter Rated Speed (Feet per Minute)
 - Enter Rated Load (In Pounds)
 - Select [Submit](#)
- Your new device listed will be listed.
- Select [Register New Device](#) to add more devices as required.
- Review the Registration Fee Total.
- Select [Save/Submit](#).

2. Registering a Building to a New Property:

- From the [Elevator Safety](#) page, use the portal navigation buttons and select [Building Search](#) to search to the property/building to ensure it is not already registered.
- On the [Building Search](#) page, use the portal search feature to find your property/building:
- Enter any combination of the following:
 - Enter Building Name
 - Enter Registration Number
 - Enter Block No.
 - Enter Lot No.

- Enter Street Number and Name
 - Enter Municipality
 - Enter county
 - Enter Property
- Select [Search](#).
- Review search results.
- If not registered/found, select the [Register New Building](#) button from the [Building Search](#) page.
- Select Request Attributes:
 - Are you registering a building that is part of a multi-building property/complex?
 - Select YES.
 - Are you adding a new building to an existing property/complex?
 - Select NO.
 - Is this registration request related to an existing registration request?
 - Select NO.
- Enter [Property Information](#).
 - Enter New Property Name.
 - Enter Street Address.
- Enter [Building Information](#). Asterisk (*) indicates a required field.
 - Enter Building Name*
 - Select a Use Group*
 - Enter Street Address*
 - Enter Block Number
 - Enter Lot Number
 - Select State*
 - Select County*
 - Select Municipality*
 - Select Ownership Type*
- Enter [Property Owner Information](#). (visible if Ownership Type is Corporate or Partnership)
Asterisk (*) indicates a required field.
 - Enter Company Name*
 - Enter FEIN #
 - NJ Corp Registration #
 - Enter First Name*
 - Enter Middle Name
 - Enter Last Name*
 - Enter Address Line 1*
 - Enter Address Line 2
 - Enter City*
 - Enter State*
 - Enter Zip Code*
 - Enter Business Phone Number*
 - Enter Mobile Phone Number
 - Enter Fax Number
 - Enter Email Address*
 - Read Property Owner Disclaimer
 - If you agree check
 - If you disagree uncheck
- Is Owner Contact same as [Property Owner](#)?
 - If NO or not visible, enter [Owner Contact Information](#) (optional). Asterisk (*) indicates a required field.
 - Enter Company Name* (required if Ownership Type is Corporate or Partnership)
 - Enter FEIN #

- NJ Corp Registration #
 - Enter First Name*
 - Enter Middle Name
 - Enter Last Name*
 - Enter Address Line 1*
 - Enter Address Line 2
 - Enter City*
 - Enter State*
 - Enter Zip Code*
 - Enter Business Phone Number*
 - Enter Mobile Phone Number
 - Enter Fax Number
 - Enter Email Address*
- Is In-state Agent same as [Property Owner](#)?
 - If NO or not visible, enter [In-State Agent Information](#). Asterisk (*) indicates a required field.
 - Enter Company Name* (required if Ownership Type is Corporate or Partnership)
 - Enter FEIN #
 - NJ Corp Registration #
 - Enter First Name*
 - Enter Middle Name
 - Enter Last Name*
 - Enter Address Line 1*
 - Enter Address Line 2
 - Enter City*
 - Enter State*
 - Enter Zip Code*
 - Enter Business Phone Number*
 - Enter Mobile Phone Number
 - Enter Fax Number
 - Enter Email Address*
 - Read Property Owner Disclaimer
 - If you agree check
 - If you disagree uncheck
- Enter Maintenance Company Information (optional):
 - Enter Company Name
 - Enter First Name
 - Enter Middle Name
 - Enter Last Name
 - Enter Street Address Line 1
 - Enter Street Address Line 2
 - Enter City
 - Enter State
 - Enter Zip Code
 - Enter Business Phone Number
 - Enter Mobile Phone Number
 - Enter Fax Number
 - Enter Email Address
- Enter a comment for [Requester's Comments](#) (optional).
- Include Attachments (optional).
 - Select [Choose Files](#).

- Select a file to attach.
- Select Save
- Under Device Registrations, select [Register New Device](#).
- [Enter Device Information](#) Asterisk (*) indicates a required field
 - Enter Building Device ID*
 - Enter Location in Building
 - Select Yes or No for Is this Device a Dumb Waiter?
 - Select Device Type*
 - Select Device Classification
 - Enter Manufacturer
 - Enter Model
 - Select Installation Date*

Enter [Device Attributes](#) *NOTE* not all fields may be visible.

 - Select number of Floors (required for certain traction devices)
 - Select number of Oil Buffer.
 - Select YES/NO for Auxiliary Generator?
 - Select YES/NO for Governor and Safeties?
 - Enter # of Stories Served
 - Enter Distance of Travel
 - Enter Rated Speed (Feet per Minute)
 - Enter Rated Load (In Pounds)
 - Select [Submit](#)
- Your new device listed will be listed.
- Select [Register New Device](#) to add more devices as required.
- Review the Registration Fee Total.
- Select [Save/Submit](#).

3. Registering Additional Buildings to a New Property

- From the [Elevator Safety](#) page, use the portal navigation buttons and select [Building Search](#) to search to the property/building to ensure it is not already registered.
- On the [Building Search](#) page, use the portal search feature to find your property/building:
- Enter any combination of the following:
 - Enter Building Name
 - Enter Registration Number
 - Enter Block No.
 - Enter Lot No.
 - Enter Street Number and Name
 - Enter Municipality
 - Enter county
 - Enter Property
- Select [Search](#).
- If not registered/found, select the [Register New Building](#) button from the [Building Search](#) page.
- Select Request Attributes:
 - Are you registering a building that is part of a multi-building property/complex?
 - Select YES.
 - Is this registration request related to an existing registration request?
 - Select YES.
 - Enter a [Related Registration Request Number](#).
- Enter [Building Information](#). Asterisk (*) indicates a required field.
 - Enter Building Name*
 - Select a Use Group*
 - Enter Street Address*
 - Enter Block Number

- Enter Lot Number
- Enter [Property Owner Information](#). (visible if Ownership Type is Corporate or Partnership)
Asterisk (*) indicates a required field.
 - Enter Company Name* (required if Ownership Type is Corporate or Partnership)
 - Enter FEIN #
 - NJ Corp Registration #
 - Enter First Name*
 - Enter Middle Name
 - Enter Last Name*
 - Enter Address Line 1*
 - Enter Address Line 2
 - Enter City*
 - Enter State*
 - Enter Zip Code*
 - Enter Business Phone Number*
 - Enter Mobile Phone Number
 - Enter Fax Number
 - Enter Email Address*
- Is Owner Contact same as [Property Owner](#)?
 - If NO or not visible, enter [Owner Contact Information](#) (optional). Asterisk (*) indicates a required field.
 - Enter Company Name* (required if Ownership Type is Corporate or Partnership)
 - Enter FEIN #
 - NJ Corp Registration #
 - Enter First Name*
 - Enter Middle Name
 - Enter Last Name*
 - Enter Address Line 1*
 - Enter Address Line 2
 - Enter City*
 - Enter State*
 - Enter Zip Code*
 - Enter Business Phone Number*
 - Enter Mobile Phone Number
 - Enter Fax Number
 - Enter Email Address*
- Is In-state Agent same as [Property Owner](#)?
 - If NO or not visible, enter [In-State Agent Information](#). Asterisk (*) indicates a required field.
 - Enter Company Name* (required if Ownership Type is Corporate or Partnership)
 - Enter FEIN #
 - NJ Corp Registration #
 - Enter First Name*
 - Enter Middle Name
 - Enter Last Name*
 - Enter Address Line 1*
 - Enter Address Line 2
 - Enter City*
 - Enter State*
 - Enter Zip Code*
 - Enter Business Phone Number*

- Enter Mobile Phone Number
 - Enter Fax Number
 - Enter Email Address*
- Enter Maintenance Company Information (optional):
 - Enter Company Name
 - Enter First Name
 - Enter Middle Name
 - Enter Last Name
 - Enter Street Address Line 1
 - Enter Street Address Line 2
 - Enter City
 - Enter State
 - Enter Zip Code
 - Enter Business Phone Number
 - Enter Mobile Phone Number
 - Enter Fax Number
 - Enter Email Address
- Enter a comment for [Requester's Comments](#) (optional).
- Include Attachments (optional).
 - Select [Choose Files](#).
 - Select a file to attach.
- Select Save
- Under Device Registrations, select [Register New Device](#).
- [Enter Device Information](#) Asterisk (*) indicates a required field
 - Enter Building Device ID*
 - Enter Location in Building
 - Select Yes or No for Is this Device a Dumb Waiter?
 - Select Device Type*
 - Select Device Classification
 - Enter Manufacturer
 - Enter Model
 - Select Installation Date*

Enter [Device Attributes](#) *NOTE* not all fields may be visible.

 - Select number of Floors (required for certain traction devices)
 - Select number of Oil Buffer.
 - Select YES/NO for Auxiliary Generator?
 - Select YES/NO for Governor and Safeties?
 - Enter # of Stories Serviced
 - Enter Distance of Travel
 - Enter Rated Speed (Feet per Minute)
 - Enter Rated Load (In Pounds)
 - Select [Submit](#)
- Your new device listed will be listed.
- Select [Register New Device](#) to add more devices as required.
- Review the Registration Fee Total.
- Select [Save/Submit](#).

4. Registering a Building to an Existing Property

- From the [Elevator Safety](#) page, use the portal navigation buttons and select [Building Search](#) to search to the property/building to ensure it is not already registered.
- On the [Building Search](#) page, use the portal search feature to find your property/building:
- Enter any combination of the following:
 - Enter Building Name

- Enter Registration Number
 - Enter Block No.
 - Enter Lot No.
 - Enter Street Number and Name
 - Enter Municipality
 - Enter county
 - Enter Property
- Select [Search](#).
- Review search results.
- If not registered/found, select the [Register New Building](#) button from the [Building Search](#) page.
- Select Request Attributes:
 - Are you registering a building that is part of a multi-building property/complex?
 - Select YES.
 - Are you adding a new building to an existing property/complex?
 - Select YES.
 - Enter [Related Property Registration Number](#).
- Enter [Building Information](#). Asterisk (*) indicates a required field.
 - Enter Building Name*
 - Select a Use Group*
 - Enter Street Address*
 - Enter Block Number
 - Enter Lot Number
- Enter Maintenance Company Information (optional):
 - Enter Company Name
 - Enter First Name
 - Enter Middle Name
 - Enter Last Name
 - Enter Street Address Line 1
 - Enter Street Address Line 2
 - Enter City
 - Enter State
 - Enter Zip Code
 - Enter Business Phone Number
 - Enter Mobile Phone Number
 - Enter Fax Number
 - Enter Email Address
- Enter a comment for [Requester's Comments](#) (optional).
- Include Attachments (optional).
 - Select [Choose Files](#).
 - Select a file to attach.
- Select Save
- Under Device Registrations, select [Register New Device](#).
- [Enter Device Information](#) Asterisk (*) indicates a required field
 - Enter Building Device ID*
 - Enter Location in Building
 - Select Yes or No for Is this Device a Dumb Waiter?
 - Select Device Type*
 - Select Device Classification
 - Enter Manufacturer
 - Enter Model
 - Select Installation Date*
- Enter [Device Attributes](#) *NOTE* not all fields may be visible.
 - Select number of Floors (required for certain traction devices)
 - Select number of Oil Buffer.

- Select YES/NO for Auxiliary Generator?
- Select YES/NO for Governor and Safeties?
- Enter # of Stories Serviced
- Enter Distance of Travel
- Enter Rated Speed (Feet per Minute)
- Enter Rated Load (In Pounds)
- Select [Submit](#)
- Your new device listed will be listed.
- Select [Register New Device](#) to add more devices as required.
- Review the Registration Fee Total.
- Select [Save/Submit](#).

Initiating a TRANSFER Registration Request:

- From the [Elevator Safety](#) page, use the portal navigation buttons and select [Building Search](#) to search to the property/building to ensure it is not already registered.
- On the [Building Search](#) page, use the portal search feature to find your property/building:
- Enter any combination of the following:
 - Enter Building Name
 - Enter Registration Number
 - Enter Block No.
 - Enter Lot No.
 - Enter Street Number and Name
 - Enter Municipality
 - Enter county
 - Enter Property
- Select [Search](#).
- Review search results.
- If registered, review [building/property details](#).
- Select the [Request Transfer of Ownership](#) button at the bottom of the page.
- Select a date for [Date of Ownership Transfer](#).(required)
- Enter [New Property Information](#)
 - Enter New Property Name. (optional)
 - Select Ownership Type* ([should this be here?](#))
- Enter [Property Owner Information](#). (visible if Ownership Type is Corporate or Partnership)
Asterisk (*) indicates a required field.
 - Enter Company Name*
 - Enter FEIN #*
 - NJ Corp Registration #*
 - Enter First Name
 - Enter Middle Name
 - Enter Last Name
 - Enter Address Line 1*
 - Enter Address Line 2
 - Enter City*
 - Enter State*
 - Enter Zip Code*
 - Enter Business Phone Number*
 - Enter Mobile Phone Number
 - Enter Fax Number
 - Enter Email Address*
- Is Owner Contact same as [Property Owner](#)?
 - If NO or not visible, enter [Owner Contact Information](#) (optional). Asterisk (*) indicates a required field.

- Enter Company Name* (required if Ownership Type is Corporate or Partnership)
 - Enter FEIN #
 - NJ Corp Registration #
 - Enter First Name*
 - Enter Middle Name
 - Enter Last Name*
 - Enter Address Line 1*
 - Enter Address Line 2
 - Enter City*
 - Enter State*
 - Enter Zip Code*
 - Enter Business Phone Number*
 - Enter Mobile Phone Number
 - Enter Fax Number
 - Enter Email Address*
- Is In-state Agent same as [Property Owner](#)?
 - If NO or not visible, enter [In-State Agent Information](#). Asterisk (*) indicates a required field.
 - Enter Company Name* (required if Ownership Type is Corporate or Partnership)
 - Enter FEIN #
 - NJ Corp Registration #
 - Enter First Name*
 - Enter Middle Name
 - Enter Last Name*
 - Enter Address Line 1*
 - Enter Address Line 2
 - Enter City*
 - Enter State*
 - Enter Zip Code*
 - Enter Business Phone Number*
 - Enter Mobile Phone Number
 - Enter Fax Number
 - Enter Email Address*
- Enter a comment for [Requester's Comments](#) (optional).
- Include Attachments (optional).
 - Select [Choose Files](#).
 - Select a file to attach.
- Select Save
- Review the [Registration Fee Total](#).
- Select [Save/Submit](#).

Initiating an AMENDED Registration Request

- From the [Elevator Safety](#) page, use the portal navigation buttons and select [Review Buildings](#).
- On the [My Buildings](#) page, select the building that you want to amend a registration request for.
- On the [View Property Details](#) page, go to the bottom and select Request Amended Registration.
- *NOTE* Any boxes coded in gray cannot be edited.
- Enter [Property Information](#)
 - Enter New Property Name
- Enter [Property Owner Information](#) Asterisk (*) indicates a required field
 - Enter Address Line 1*
 - Enter Address Line 2
 - Enter City*
 - Enter State*
 - Enter Zip Code*

- Enter Business Phone Number*
- Enter Mobile Phone Number
- Enter Fax Number
- Enter Email Address*
- New Owner Contact?
 - If Yes, Select Yes
 - Enter [Owner Contact Information](#)
 - Enter Company Name
 - Enter FEIN #
 - Enter NJ Corp Registration #
 - Enter First Name
 - Enter Middle Name
 - Enter Last Name
 - Enter Address Line 1
 - Enter Address Line 2
 - Enter City
 - Enter State
 - Enter Zip Code
 - Enter Business Phone Number
 - Enter Mobile Phone Number
 - Enter Fax Number
 - Enter Email Address
 - If No, Select No
- Remove Owner Contact?
 - If Yes, Select Yes
 - Enter [Owner Contact Information](#)
 - Enter Address Line 1
 - Enter Address Line 2
 - Enter City
 - Enter State
 - Enter Zip Code
 - Enter Business Phone Number
 - Enter Mobile Phone Number
 - Enter Fax Number
 - Enter Email Address
 - If No, Select No
- New In-state Agent? Asterisk (*) indicates a required field
 - If Yes, Select Yes
 - Enter [In-state Agent Information](#)
 - Enter Address Line 1*
 - Enter Address Line 2
 - Enter City*
 - Enter State*
 - Enter Zip Code*
 - Enter Business Phone Number*
 - Enter Mobile Phone Number
 - Enter Fax Number
 - Enter Email Address*
 - If No, Select No
- Include Attachments (optional).
 - Select [Choose Files](#).
 - Select a file to attach.
- Select [Save/Submit](#).

Adding a Device to an Existing Building

- From the [Elevator Safety](#) page, use the portal navigation buttons and select [Add A Device](#)
- On the [My Buildings](#) page, review results and determine if building is registered
- If registered, review [Building Details](#)
- At the bottom of the [View Building Details](#) page select [Add Device\(s\)](#)
 - o Enter Requester's Comments (optional)
 - o Add attachment (optional)
 - o Select [Save](#)
 - Under Device Registrations, select [Register New Device](#).
 - [Enter Device Information](#) Asterisk (*) indicates a required field
 - o Enter Building Device ID*
 - o Enter Location in Building
 - o Select Yes or No for Is this Device a Dumb Waiter?
 - o Select Device Type*
 - o Select Device Classification
 - o Enter Manufacturer
 - o Enter Model
 - o Select Installation Date*
 - Enter [Device Attributes](#) *NOTE* not all fields may be visible.
 - o Select number of Floors (required for certain traction devices)
 - o Select number of Oil Buffer.
 - o Select YES/NO for Auxiliary Generator?
 - o Select YES/NO for Governor and Safeties?
 - o Enter # of Stories Serviced
 - o Enter Distance of Travel
 - o Enter Rated Speed (Feet per Minute)
 - o Enter Rated Load (In Pounds)
 - o Select [Submit](#)
- Your new device listed will be listed.
- Select [Register New Device](#) to add more devices as required.
- Review the Registration Fee Total.
- Select [Save/Submit](#).

How to Pay My Bills

- From the [Elevator Safety](#) page, use the portal navigation buttons and select [Review Invoices](#).
 - o When on the [My Bills](#) page, if you have any outstanding bills to pay they will be listed under outstanding bills section.
 - o If listed, select one of your outstanding bills then proceed to review Bill along with the Payment Summary and Payment Methods.
- To begin the payment process, start by selecting your payment method.
 - o If you are paying with a credit card
 - Select [Pay Using Credit Card](#)
 - Review the Credit Card Disclaimer
 - Select [Proceed With Payment](#)
 - Enter [Customer Billing Information](#) Asterisk (*) indicates a required field
 - Enter Name *
 - Enter Company Name
 - Enter Billing Address *
 - Enter Billing Address 2
 - Enter Billing City *
 - Select Country *
 - Select State *

- Enter ZIP/Postal Code *
- Enter Phone Number* (###-###-####) or (#####)
- Enter Fax Number (###-###-####) or (#####)
- Enter Email Address
- Enter Receipt Email Addresses
- Enter [Credit Card Information](#) Asterisk (*) indicates a required field
 - Select Credit Card Type *
 - Enter Credit Card Number *
 - Expiration Date *
 - Select Month
 - Select Year
 - Enter Name on Credit Card *
 - Enter Verification Code *
 - Verification number found on the back of Visa, MasterCard & Discover and on the right of the front of Amex.
 - Select [Continue](#)
- If you are paying with a E-Check
 - Select [Pay Using E-Check](#)
 - Review & answer the payment origin question
 - If Yes
 - Select Yes, the E-Check payment cannot be accepted
 - Please use a bank that is within the USA or a utilize a different payment method.
 - If No
 - Select No, Enter [Personal Information](#) Asterisk (*) indicates a required field
 - Enter Facility Name
 - Enter Contact Name*
 - Enter Contact Phone No*
 - Enter Contact Phone No. Extn
 - Enter Contact Email*
 - Enter Confirm Email*
 - Enter Credit Card Information
 - Enter Bank Routing No
 - Enter Confirm Routing No.
 - Enter Bank Account no
 - Enter Confirm Account No.
 - Enter Account Type*
 - Enter Name on Account
 - Enter Billing Address*
 - Enter City
 - Enter State
 - Enter Zip code
 - Enter Country
 - Select [Submit](#)

Placeholders (to revisit):

How to View Inspection Results:

How to View/Print Certificates:

How to Print My Bills