

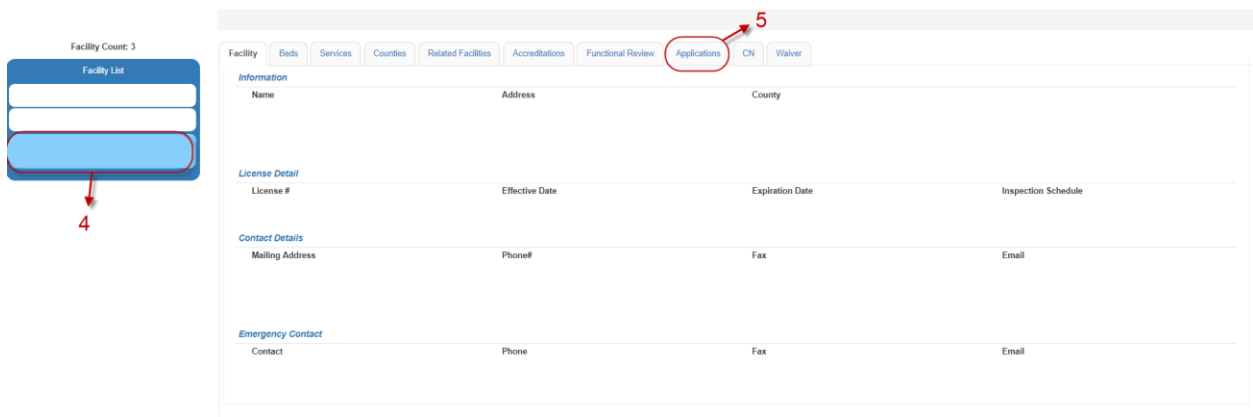
## How to Submit a License Renewal Application on the Portal


Visit the portal at <https://dohlicensing.nj.gov/> and navigate to the top of the homepage.

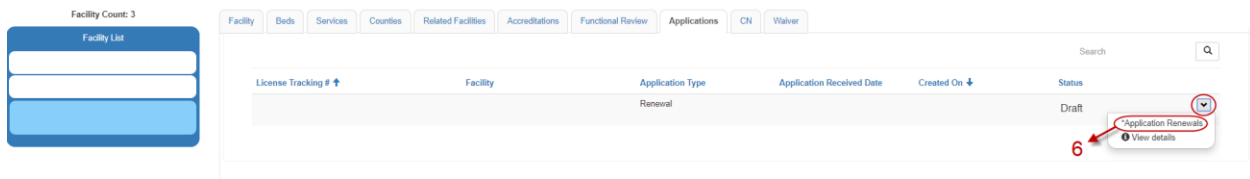




Please follow the instructions provided below in order to submit the license renewal application on the portal.

1. Please create an account on the portal. For instructions on how to create an account, please [click here](#).
2. Once the account is created, please sign in. For instructions on how to sign in, please [click here](#).
3. After signing into the portal, navigate to the menu bar and click on **My Facilities** to access the list of facilities that have been assigned to you.
4. Navigate to the left side of your screen to see the list of facilities that have been assigned to you. Click on the facility you would like to submit the renewal application for.  
**NOTE:** If you are unable to see the facility you are assigned to, please call us at **(609) 292-6552** or email us at **HFSPortal@doh.nj.gov**
5. Now click on the applications tab.





6. Next, click on the  button and then click on Application Renewals.

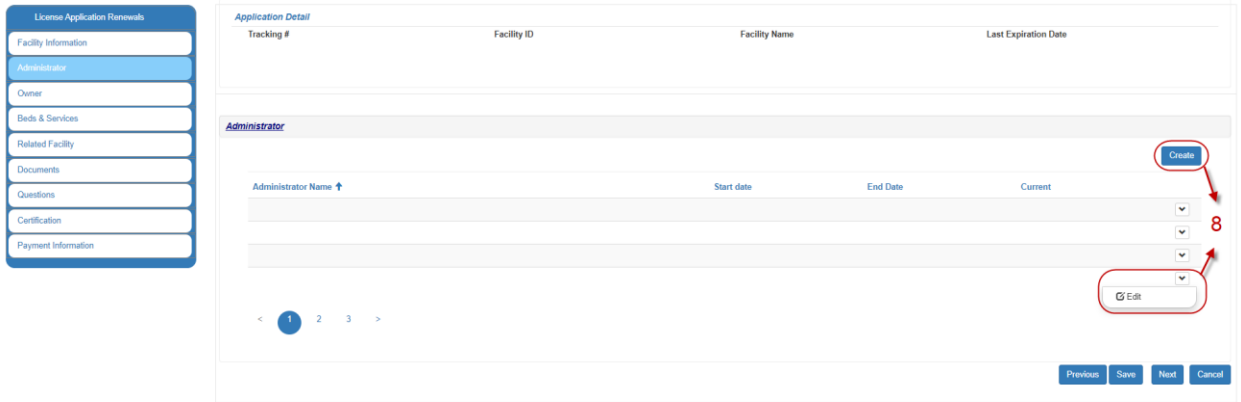


7. After clicking on application renewals, facility information will be displayed. Please review the facility information on the page and make appropriate corrections as needed. **Please note any field with an asterisk\* is required for a final submission of the application.** Finally, click on  to update the facility information page and then click on  to proceed to the next part of the application.

**NOTE:** Only some fields are editable on this page. If you want to edit anything else, an amendment application will be required to be submitted separately.

**NOTE:** Do not forget to click . If the page is refreshed or the browser back button is clicked prior to saving, the updated information will be lost, and you will need to re-enter it.

8. On the administrator page, you can create an administrator by clicking on the **Create** button or you can edit an existing administrator by clicking on the  button and clicking edit. Do not forget to submit the form after creating or editing an administrator.



The screenshot displays the 'License Application Renewals' interface. On the left is a vertical sidebar with menu items: Facility Information, Administrator, Owner, Beds & Services, Related Facility, Documents, Questions, Certification, and Payment Information. The main content area is titled 'Application Detail' and contains a table with columns: Tracking #, Facility ID, Facility Name, and Last Expiration Date. Below this is the 'Administrator' section, which features a table with columns: Administrator Name (with an upward arrow), Start date, End Date, and Current. To the right of the table are three dropdown menus. A red circle highlights the 'Create' button above the first dropdown, and another red circle highlights the 'Edit' button below the third dropdown. A red number '8' is placed to the right of the dropdowns. At the bottom of the page are navigation buttons: Previous, Save, Next, and Cancel. A pagination indicator at the bottom left shows a blue circle with the number '1' and arrows for navigation.

8.1 Fill out the form and click on **Submit** at the end of the form to create a new administrator. *Please note any field with an **asterisk\*** is required for submission.*

 Create → 8.1

x

**Salutation**

Mr.

**First Name \***

John

**Middle Name**

Harris

**Last Name \***

Doe

**Title \***

Director of Finance

**Email \***

John.Doe@testing.com


**Phone Number \***

1234567890

**Start date \***

1/1/2020

**Current Primary \*** No  Yes

8.2 To edit an existing administrator, click on  button and then click on edit. Whenever editing an administrator, if you select current primary as no, end date will need to be provided. Fill out the form and click on **Submit** at the end of the form to submit the changes.

*Please note any field with an **asterisk\*** is required for submission.*

 Edit → 8.2

x

**First Name**

**Middle Name**

**Last Name**

**Title \***

**Email \***


**Phone Number \***

**Start date \***

**Current Primary \***


No  Yes

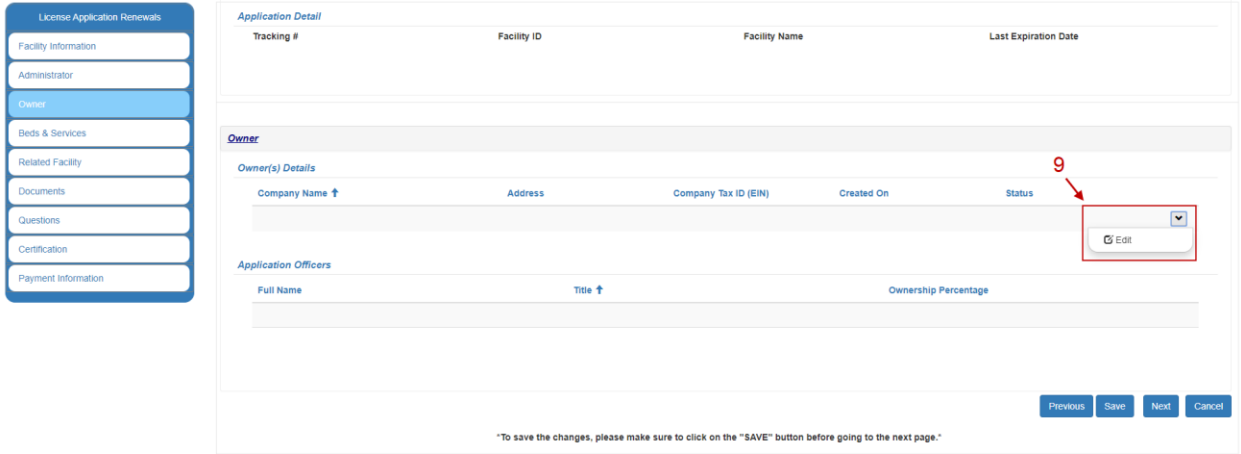
**End Date \***

**NOTE:** You need to have one primary administrator to final submit the application. You cannot have multiple primary administrators.

**NOTE:** Do not forget to click **Save**. If the page is refreshed or the browser back button is clicked prior to saving, the updated information will be lost, and you will need to re-enter it.

9. Clicking on **Next** will take you to the owner page of the application process. On this page you can edit some of the owner details by clicking on the  button.



The screenshot displays the 'License Application Renewals' interface. On the left is a vertical sidebar with menu items: Facility Information, Administrator, Owner (highlighted), Beds & Services, Related Facility, Documents, Questions, Certification, and Payment Information. The main content area is titled 'Application Detail' and contains several sections:

- Application Detail:** A table with columns: Tracking #, Facility ID, Facility Name, Last Expiration Date.
- Owner:** A section header.
- Owner(s) Details:** A table with columns: Company Name ↑, Address, Company Tax ID (EIN), Created On, Status. A red arrow labeled '9' points to a dropdown arrow icon in the Status column, which is enclosed in a red box. Below the table is an 'Edit' button.
- Application Officers:** A table with columns: Full Name, Title ↑, Ownership Percentage.

At the bottom right, there are buttons for 'Previous', 'Save', 'Next', and 'Cancel'. A footer note reads: '\*To save the changes, please make sure to click on the "SAVE" button before going to the next page.\*'

9.1 Verify the Company Name and Company Tax ID (EIN). If Company Tax ID (EIN) is blank, please fill in the information. Then fill in the other fields on the form and click on **Submit** to save. Then click on **Close** to go back to the application. You will get a pop-up asking for confirmation to close the window. Select OK to close the window and get redirected back to the application. ***Please note any field with an asterisk\* is required for a final submission of the application.***

General

Company Name \*

Company Tax ID(EIN) \*

Address Line

123 Front Avenue, Trenton, NJ

Address Not Found

Address \*

City \*

State \*

Zip \*

Telephone Number \*

(123) 456-7890

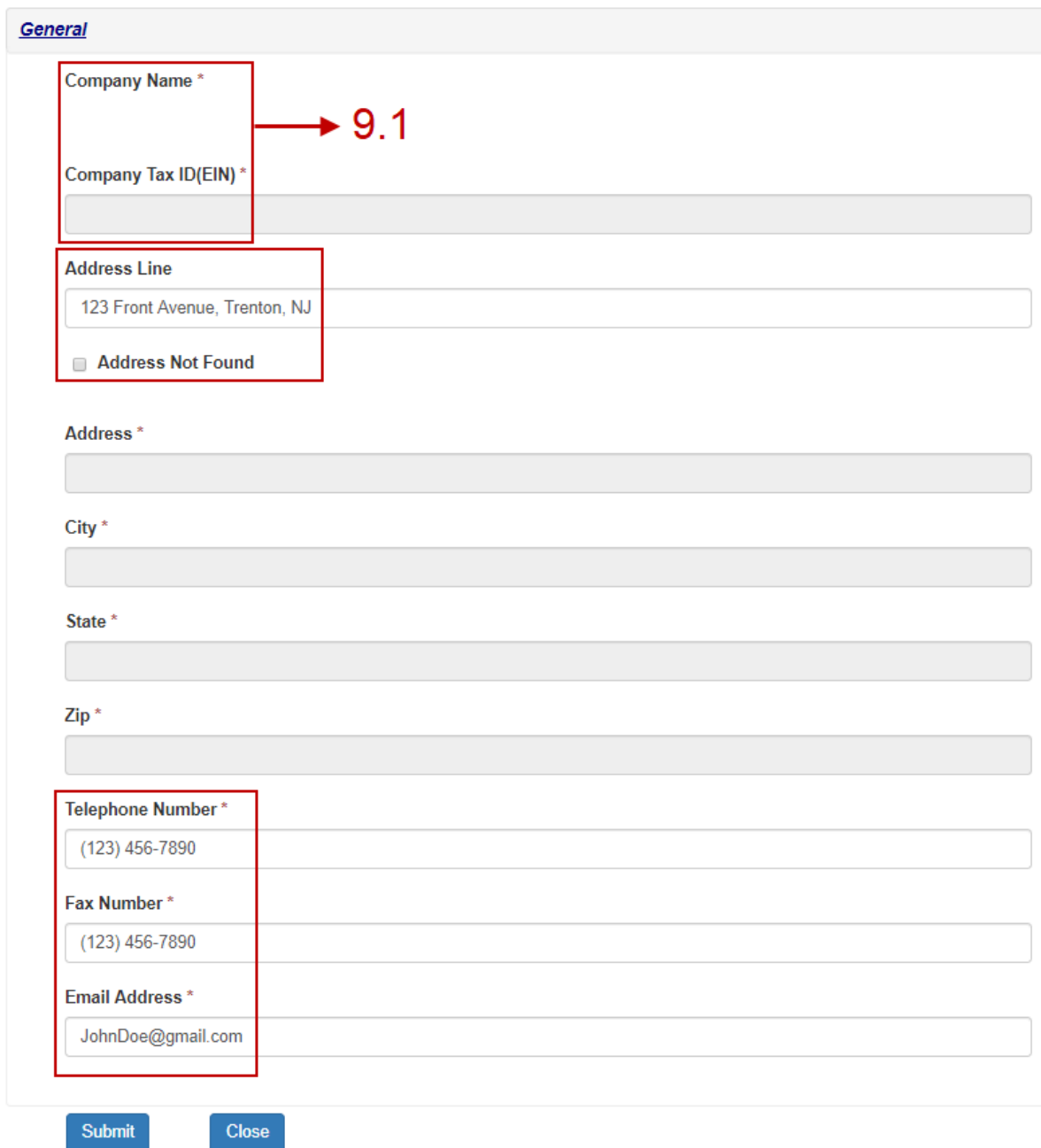
Fax Number \*

(123) 456-7890

Email Address \*

JohnDoe@gmail.com

**Submit** **Close**



**NOTE:** Click on **Address Not Found** checkbox to enter the address manually.

**NOTE:** Do not forget to click **Save**. If the page is refreshed or the browser back button is clicked prior to saving, the updated information will be lost, and you will need to re-enter it.

10. Clicking on next will bring you to the “**Beds & Services**” page.

**NOTE: This is a view-only page!**

**NOTE:** This is a view-only page!

11. Clicking next once more will take you the “**Related Facility**” page.

**NOTE: This is a view-only page!**

**NOTE:** This is a view-only page!



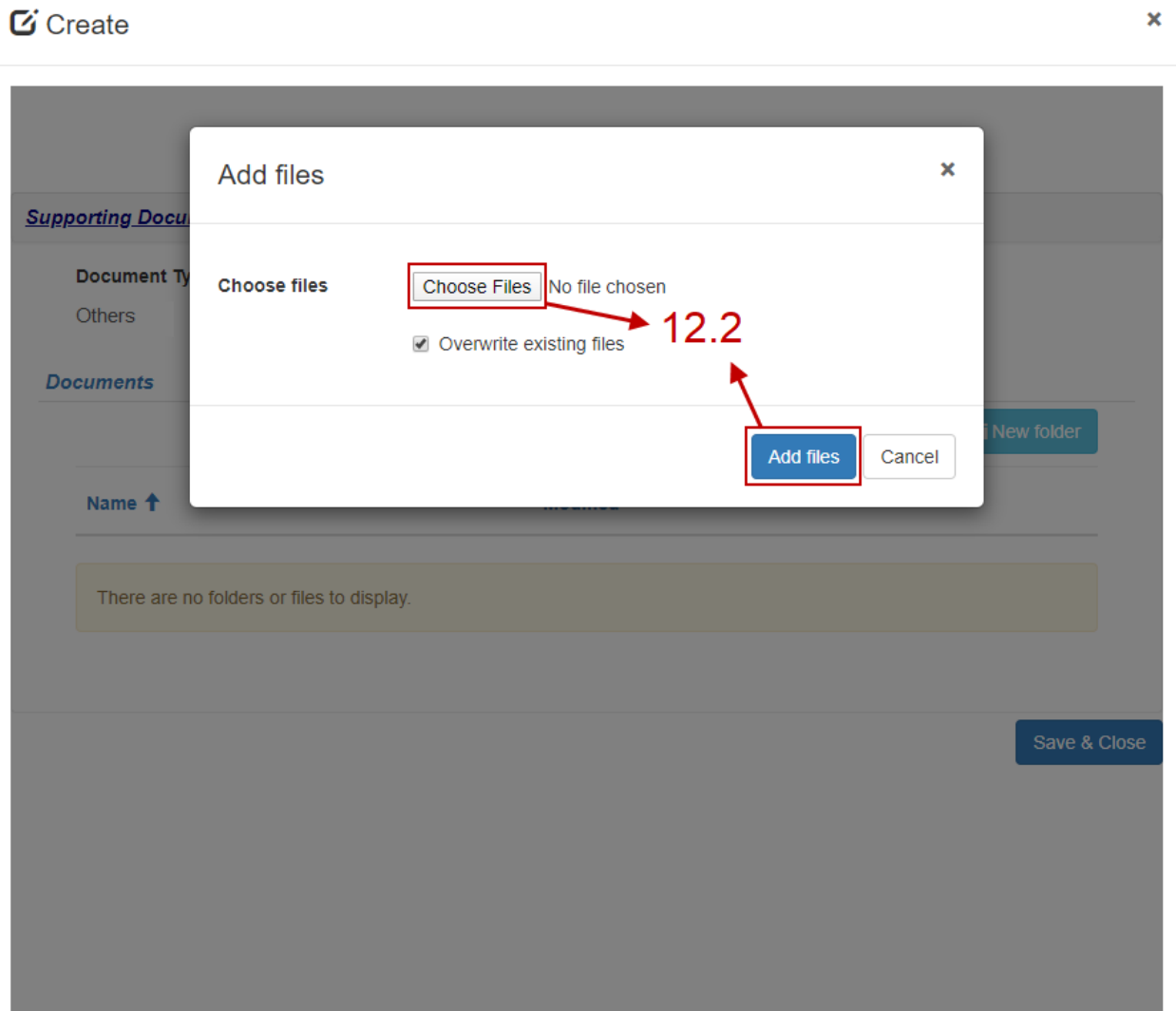
12. After viewing the information on Related Facility page, next step in the application is to add supporting documents, if needed. To add files, click on **Add Files** button.

The screenshot shows the 'License Application Renewals' interface. On the left is a vertical navigation menu with options: Facility Information, Administration, Owner, Beds & Services, Related Facility, Documents (highlighted), Questions, Certification, and Payment Information. The main area is titled 'Application Detail' and contains a table with columns: Tracking #, Facility ID, Facility Name, and Last Expiration Date. Below this is a 'Documents' section with a sub-header 'Supported Documents'. A red arrow labeled '12' points to an 'Add Files' button in the top right of this section. Below the button is a table with columns 'Document Type' and 'Created On'. A yellow message box states 'There are no records to display.' At the bottom right are buttons for 'Previous', 'Save', 'Next', and 'Cancel'.


12.1 Then select the document type and click on **Add File** button to proceed.

The screenshot shows a 'Create' dialog box with a 'General' tab. A dropdown menu for 'Document Type' is open, displaying a list of options: Applicant's Service History, DEA Application, DEA Approval, Federal/IRS, List of board of Directors/Trustees, List of board of Partners/Members, NJ CDS Application, NJ CDS Approval, NJ Tax ID Number Certificates, Organization Structure, Physical Plant Documentation, Policy and Procedures, Renewal Sheet, SAMHSA Application, SAMHSA Approval, Schedules, and Others. A red arrow labeled '12.1' points to an 'Add' button located to the left of the 'NJ CDS Application' option.

12.2 Next click on **Choose Files** button and select one or more files from your computer. After selecting the file(s), click on **Add Files** button to upload them to the selected document type.



12.3 After selecting the files, you can click on **Save & Close** button to proceed. You can also add a new folder by clicking on **New folder** button and add files within that folder. Lastly, you can also delete a file if it was uploaded accidentally.

 Edit ×









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**Supporting Documents**

Document Type \*  
Renewal Sheet

**Documents**

**Add files** **New folder**

Name ↑	Modified	
 Test.docx (17 KB)	1/13/2020 1:07 PM	  Delete
 Test.pdf (6 KB)	1/13/2020 1:07 PM	
 Test.xlsx (15 KB)	1/13/2020 1:07 PM	
 TestImage.jpeg (2447 KB)	1/13/2020 1:07 PM	

**12.3** ← **Save & Close**

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◀ ▶

12.4 Repeat Step 12.3 for each document type as needed. After adding all the required documents, you can proceed by clicking on **Save** and then clicking on **Next**.

The screenshot displays the 'License Application Renewals' interface. On the left is a vertical sidebar with menu items: Facility Information, Administration, Owner, Beds & Services, Related Facility, Documents (highlighted), Questions, Certification, and Payment Information. The main content area is titled 'Application Detail' and includes fields for Tracking #, Facility ID, Facility Name, and Last Expiration Date. Below this is the 'Documents' section, which contains a table of 'Supported Documents'. The table has two columns: 'Document Type' and 'Created On'. The 'Schedules' row is created on 1/13/2020 1:46 PM, and the 'Others' row is created on 1/13/2020 1:51 PM. A red box highlights the 'Schedules' and 'Others' rows. At the bottom right, there are four buttons: 'Previous', 'Save', 'Next', and 'Cancel'. A red arrow labeled '12.4' points to the 'Save' button.

Document Type	Created On
Schedules	1/13/2020 1:46 PM
Others	1/13/2020 1:51 PM

**NOTE:**

- Each document type requires **at least one file** to be uploaded within it in order to do a final submission of the application.
- A document type cannot be deleted when there are files/folders within that document type. You will need to delete the content inside first and then retry deleting the document type.

**NOTE:** Do not forget to click **Save**. If the page is refreshed or the browser back button is clicked prior to saving, the updated information will be lost, and you will need to re-enter it.

13. After uploading and saving the supporting documents, clicking **Next** will take you to a list of questions. Please select the appropriate response for each question and provide details, if answered **Yes** to any question.

**License Application Renewals Acute**

- Facility Information
- Administrator
- Owner
- Beds & Services
- Related Facility
- Documents
- Questions**
- Certification
- Payment Information

**Application Detail**

Tracking #	Facility ID	Facility Name	Last Expiration Date

**Questions** → 13

Have any of the principals of the operating entity ever applied, directly or indirectly, for health care facility approval in New Jersey or any other state, which was denied or revoked?  
 No  Yes

If Yes, indicate whom and give details (attach additional sheet if necessary):

Do any of the principals of the operating entity have an ownership, operational or management interest in any other licensed health care facility in New Jersey, or any other state?  
 No  Yes

Have any principals of the operating entity ever been found guilty of a criminal or administrative charge of resident/patient fraud, abuse and/or neglect? have any of these ever been indicted for the same charge?  
 No  Yes

Have any principals of the operating entity ever been indicted for or convicted of a felony crime?  
 No  Yes

Previous Save **Next** Cancel

14. After answering the questions, the next step is to certify the application by clicking the checkbox shown in the image below. The checkbox will autofill your name and title.  
 14.1 Telephone number is required to proceed.

**License Application Renewals Acute**

- Facility Information
- Administrator
- Owner
- Beds & Services
- Related Facility
- Documents
- Questions
- Certification**
- Payment Information

**Application Detail**

Tracking #	Facility ID	Facility Name	Last Expiration Date

**Certification** → 14

The applicant certifies: \*

- That all information contained in this application and attachments is true and correct, to the best of his/her knowledge and belief, and that willful misrepresentation of these facts may make the applicant subject to civil penalties;
- That the application has been duly authorized by the governing body of the applicant;
- That the facility has been and will be operated in accordance with applicable licensing requirements;
- That the facility is not suspended, debarred, or otherwise excluded for any reason from entering into the covered transaction; and
- That the facility is in compliance with the requirements of Section 6032 of the Federal Deficit Reduction Act.

Certified By: Test User

Certified By Title: Test

Certified By Telephone Number: (123) 456-7890

14.1

Previous Save **Next** Cancel

15. Next step in the renewal application process is the payment information page. On this page, please review the Total Due, Total Paid, Balance Due, Total Pending Payment, and Pending Balance Due. Refer below for more information.

**Total Due:** Total amount that is due calculated by adding application fee, inspection fee, and beds fee.

**Total Paid:** Total amount that has already been paid and posted to the application.

**Balance Due:** This is the amount that is currently due for the application. This amount **does not** include payments that are in transit and yet to be received, verified, and posted to the application.

**Total Pending Payment:** This is the total of payments that are in transit. Ex. Checks/Money Orders (refer to step 15.1 for more information)

**Pending Balance Due:** This is amount that needs to be paid in order to submit the application.

**Note:** If Pending Balance Due is 0 or less than 0, **Pay now** button will not be displayed, and E-Pay method will not be available.

**Payments**

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*Payment Information*

<b>Total Application Fee</b>	<b>Inspection Fee</b>	<b>Total Beds Fee</b>
\$1,500.00	\$1,500.00	\$1,800.00
<b>Total Fee</b>	<b>Total Due</b>	<b>Total Paid</b>
\$4,800.00	\$4,800.00	\$0.00
<b>Balance Due</b>	<b>Total Pending Payment</b>	<b>Pending Balance Due</b>
\$4,800.00	\$0.00	\$4,800.00

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*Pending Payments*

[ADD](#)

Type of Payment	Amount	Date ↓	Reference Number	Status Reason
There are no records to display.				

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*Posted Payments*

Pay Type	Amount Received	Received Date ↓	Reference Number	Status Reason
There are no records to display.				

[Pay now](#)
[Previous](#)
[Save](#)
[Preview](#)
[Cancel](#)

\*To save the changes, please make sure to click on the "SAVE" button before going to the next page.\*

15.1 To pay, you can either pay “Pending Balance Due” through **Pay now** button or click **ADD** button to add a pending payment that will be sent, or to notify us of a payment that is in transit and needs to be linked to this application.

**Payments**

*Payment Information*

<b>Total Application Fee</b> \$1,500.00	<b>Inspection Fee</b> \$1,500.00	<b>Total Beds Fee</b> \$1,800.00
<b>Total Fee</b> \$4,800.00	<b>Total Due</b> \$4,800.00	<b>Total Paid</b> \$0.00
<b>Balance Due</b> \$4,800.00	<b>Total Pending Payment</b> \$0.00	<b>Pending Balance Due</b> \$4,800.00

*Pending Payments*

**ADD**

Type of Payment	Amount	Date ↓	Reference Number	Status Reason
There are no records to display.				

*Posted Payments*

Pay Type	Amount Received	Received Date ↓	Reference Number	Status Reason
There are no records to display.				

**Pay now** Previous Save Preview Cancel

\*To save the changes, please make sure to click on the "SAVE" button before going to the next page.\*

Clicking **Pay now** will pop up a message to verify the amount. Click on **Pay now** again to be redirected to the E-Pay website. Once the payment process is complete on the E-Pay website, you will be redirected back to the portal application to verify and final submit the application.

For more information on how to submit an e-payment, please [click here](#).

**Pending Balance Due**

\$4,800.00

Close **Pay now**


On the License Renewal Holding Payment form, please select your **Pay Type** (Check/Money Order, Wire, E-Pay etc.), provide the **Amount**, the **Payment Date** (date that is on the check/money order/E-Pay transactions), and a **Reference Number** to help link/track the payment (Check #, E-Pay confirmation # or tracking #) and then click on the **Submit** button to submit the form and create a record.

 Create ×

License Renewals Holding Payments

**Pay Type \***

**Amount \***


**Payment Date \***  
 

**Reference Number \***

 **15.1**



After submitting the form, a record should be created under Pending Payments section. Once the Pending Balance Due is 0 or less than 0 then only will you be able to final submit the application.

You can also edit the record by clicking on the  button and clicking edit. You can edit the Pay Type, the Amount, Payment Date, and the Reference Number. The record can also be deleted by clicking on delete.

**Payments**

*Payment Information*

<b>Total Application Fee</b>	<b>Inspection Fee</b>	<b>Total Beds Fee</b>
\$1,500.00	\$1,500.00	\$1,800.00
<b>Total Fee</b>	<b>Total Due</b>	<b>Total Paid</b>
\$4,800.00	\$4,800.00	\$0.00
<b>Balance Due</b>	<b>Total Pending Payment</b>	<b>Pending Balance Due</b>
\$4,800.00	\$4,800.00	\$0.00

*Pending Payments*

[ADD](#)

Type of Payment	Amount	Date ↓	Reference Number	Status Reason
Check/Money Order	\$4,800.00	2/5/2020	011	Pending

⌵  
Edit  
Delete

*Posted Payments*

Pay Type	Amount Received	Received Date ↓	Reference Number	Status Reason
There are no records to display.				

Previous **Save** Preview Cancel

\*To save the changes, please make sure to click on the "SAVE" button before going to the next page.\*

After verifying the **Pending Balance Due is 0 or less than 0**, click on Save and then Preview to review the completed application.

**NOTE:** Once the pending payment is verified by NJ DOH, the payment record will be shown under the Posted Payments section instead of Pending Payments section.

16. After reviewing the information on the preview page, please click on **Submit** to do a final submit of the license renewal application.

**NOTE:** If there are any errors in the application, you will not be allowed to submit the application. Please fix the errors and proceed to submit again.

**Payment Information**

<b>Total Application Fee</b> \$1,500.00	<b>Inspection Fee</b> \$1,000.00	<b>Total Beds Fee</b> \$1,800.00
<b>Total Fee</b> \$4,800.00	<b>Total Due</b> \$4,800.00	<b>Total Paid</b> \$0.00
<b>Balance Due</b> \$4,800.00	<b>Total Pending Payment</b> \$4,800.00	<b>Pending Balance Due</b> \$0.00

**Pending Payments**

Type of Payment	Amount	Date ↓	Reference Number	Status Reason
Check/Money Order	\$4,800.00	2/5/2020	011	Pending

**Posted Payments**

Pay Type	Amount Received	Received Date ↓	Reference Number	Status Reason
There are no records to display.				

16

[Back](#) [Submit](#) [Cancel](#)