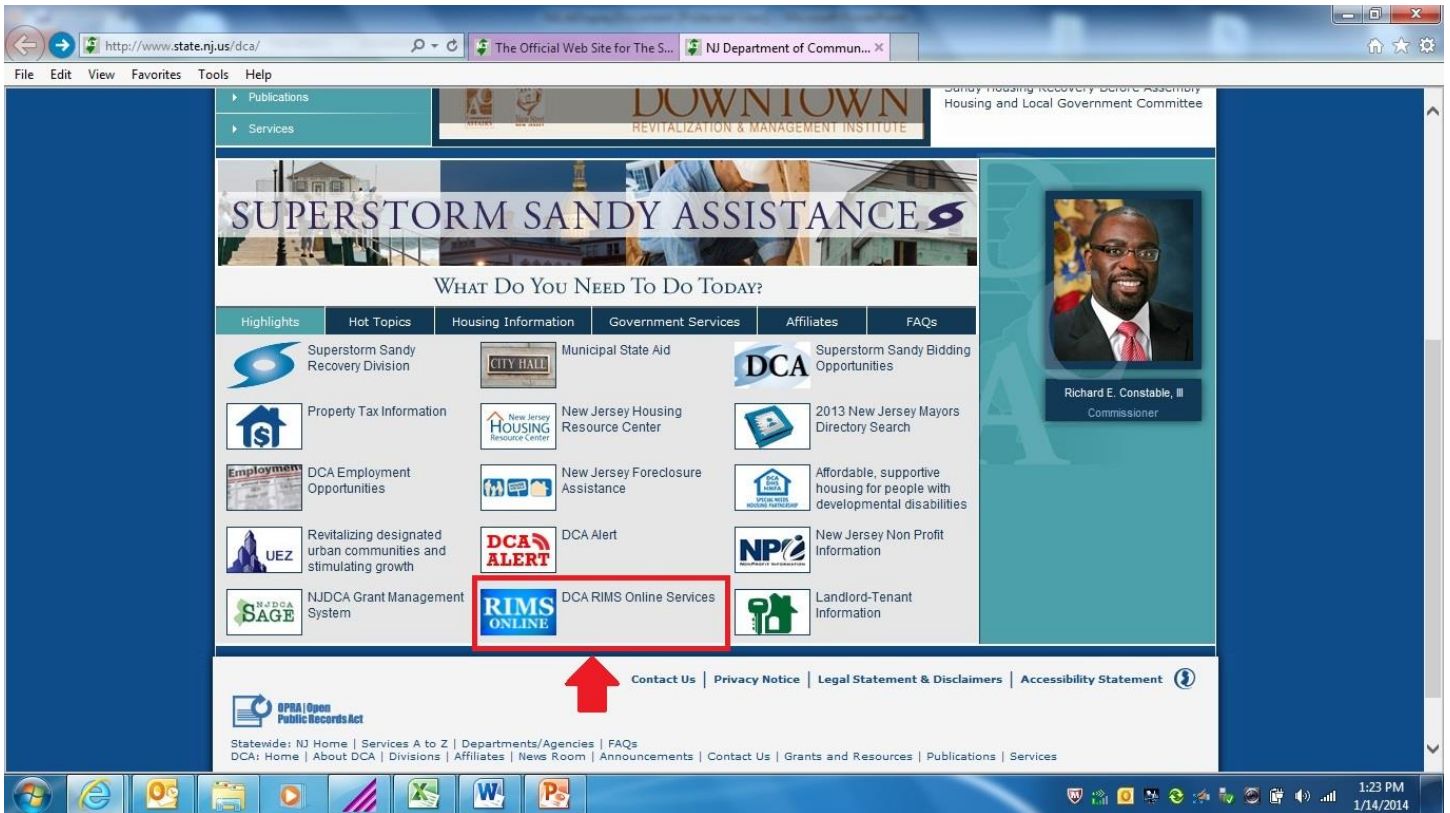


To request access to RIMS:

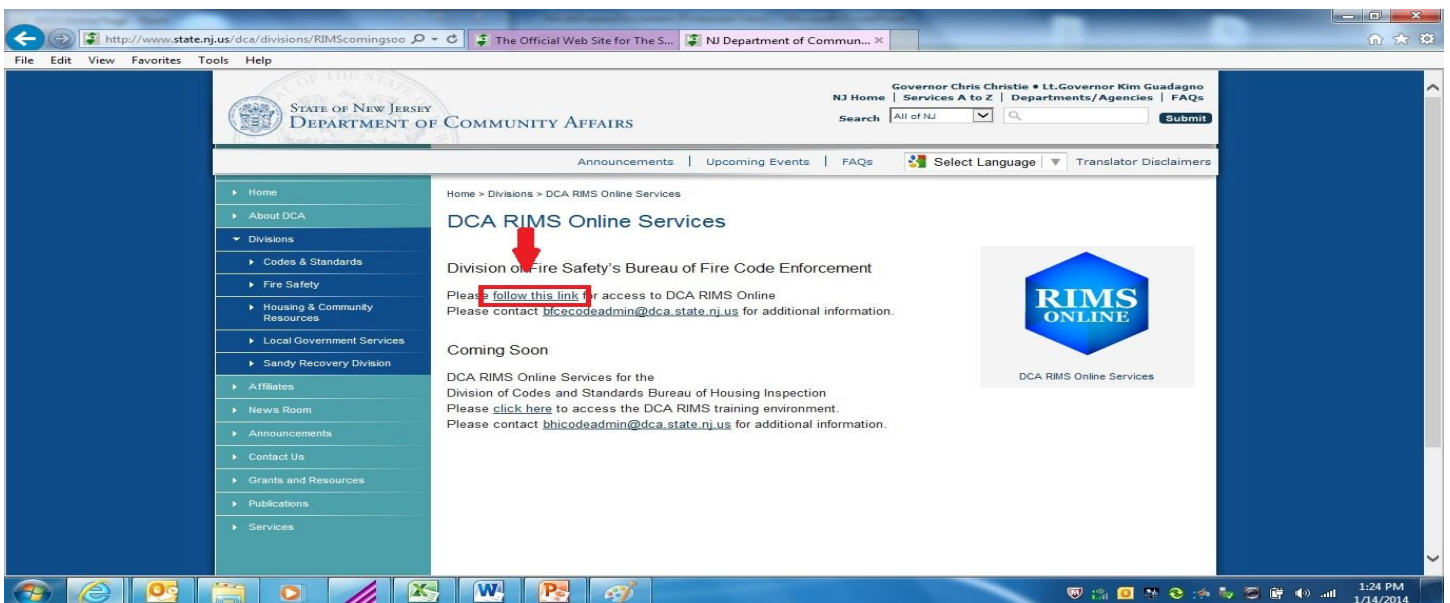
Step 1:

Go to the Department of Community Affairs website www.state.nj.us/dca. 2/3 of the way down in the center of the page select the “DCA RIMS Online Service” link



Step 2:

Click on the “follow this link” on the following page



Step 3:

Click "Request Access" Link

The screenshot shows the website header with the State of New Jersey Department of Community Affairs logo and navigation tabs for Documents and Forms, Non-Registered Services, and Registered Services. The 'NON-REGISTERED SERVICES' section is active, displaying a list of services. A red box highlights the 'Request Access to RIMS' link, and a red arrow points to it. Other services listed include Invoicing and Billing, Bureau of Housing Inspections, and Submit/Withdraw an Appeal Request. A footer contains various departmental links.

Step 4:

Enter contact information and click the "Request" icon

The screenshot shows the 'Request Access to RIMS - Request Access' page. It features a navigation bar with three steps: '1. Request access to RIMS Online', '2. Link Your RIMS Online service to your myNewJersey account', and '3. Use RIMS Online'. Below the navigation bar, there is a form with four input fields: '* Contact Name:', 'Organization Name:', '* E-Mail Address:', and '* Confirm E-Mail:'. A red box highlights the entire form area. To the right of the form, there is a blue 'Request' button, also highlighted with a red box.

Step 5:

Link Request to existing MYNewJersey account. If you do NOT have an account, select No and you prompted to create one. Click the "Continue" icon at the bottom of the page

****Please DO NOT create another account if you already have one***

Browser address bar: <https://portal01.state.nj.us/http://portal20.sa.state.nj.us>

Page Title: STATE OF NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS + mynewjersey

Navigation: Documents and Forms | Non-Registered Services | Registered Services

Progress: 1. Request access to RIMS Online | 2. Link RIMS Online to your myNewJersey account | 3. Use RIMS Online

Link RIMS Online to Your myNewJersey Logon ID

Do you have a myNewJersey Logon ID?

Yes
 No

Information About Your Existing myNewJersey Account

* myNewJersey Logon ID:
 * myNewJersey Password:

Forgot Your Logon ID?

If you created a myNewJersey Logon ID before but forgot what it is, we can send it to you by [clicking here](#). Please don't create another logon ID.

Forgot Your Password?

If you have a myNewJersey Logon ID but forgot your password, we can reset it and send it to you by [clicking here](#).

Why Do I Need a myNewJersey Logon ID?

Here are [answers](#) to common questions.

Step 6:

Enter your contact information and click "Continue"

**Staff members and Business Administrators may leave the "credentials" field blank*

[Skip Navigation](#)

STATE OF NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

Navigation: Documents and Forms | Non-Registered Services | Registered Services

Version: 1.0 Alpha

Welcome MyNewJersey Portal user. Please provide the following information to create your RSP account. [Create Account - Create Account](#) [Help | Back to MyNJ](#)

CONTACT INFORMATION

1 - Create User ID

2 - Choose Password

3 - Add Contact Info

4 - Specify User Group

5 - Request Certification PIN

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

* First Name:	<input type="text"/>	Address Line 1:	<input type="text"/>
Middle Initial:	<input type="text"/>	Address Line 2:	<input type="text"/>
* Last Name:	<input type="text"/>	Address Line 3:	<input type="text"/>
Title:	<input type="text"/>	City:	<input type="text"/>
* E-Mail Address:	<input type="text"/>	State:	<input type="text"/>
* Confirm E-Mail:	<input type="text"/>	Zip:	<input type="text"/>
Organization Name:	<input type="text"/>		
Organization Type:	<input type="text"/>		

Contact Numbers

* At least 1 phone number is required.

A	*Type	B	*Contact Number (must be 10 digits)	C	Extension	D	Comments	Remove
	Work Phone Number		987 654 3211					


Add Number

Credentials

* When adding credentials, Credential Type and Credential Number are required.

E	Credential Type	F	Credential Number	G	Expiration Date (MM/DD/YYYY)	Remove
	Certification		23455432			

Add Row


Continue **Clear**


Step 7:

Select your User Group;

The User Group will be: **BFCE-LEA Staff**, then select County, Municipality, access type and click "Continue"

***Correct Access Types: Supervisor = Fire Official, Inspector = Inspector, Staff = Fire Prevention Office Staff
Business Administrator = Business Administrator (or whomever certifies the LEA's Annual Report)**

[Skip Navigation](#)


 STATE OF NEW JERSEY
 DEPARTMENT OF COMMUNITY AFFAIRS

Documents and Forms | Non-Registered Services | Registered Services

Version: 1.0 Alpha
 Welcome MyNewJersey Portal user. Please provide the following information to create your RSP account. [Create Account - Create Account](#) [Help | Back to MyNJ](#)


SPECIFY USER GROUP

* Please indicate the user group you belong to: **A**

Locations

* County	* Municipality	* Access Type	Remove
<input type="text"/> B	<input type="text"/> C	<input type="text"/> D	

Add Row


Continue

Please Note
 You may click on a previously visited page (above) to navigate back to that screen.

Step 8:

Request PIN

***PIN will be sent to email address provided, note it may be sent to your junk mail folder**

Version: 1.0 Alpha

Welcome MyNewJersey Portal user. Please provide the following information to create your RSP account.

[Create Account - Create Account](#)

[Help](#) | [Back to MyNJ](#)

REQUEST CERTIFICATION PIN

- 1 - Create User ID
- 2 - Choose Password
- 3 - Add Contact Info
- 4 - Specify User Group
- 5 - Request Certification PIN

Note: The Certification PIN is used to certify NJDCA online submittals . In order to electronically certify a submittal, you must have a Certification PIN which is different from your password .

On clicking the "Request PIN" button a certification PIN will be emailed to you.



Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Step :

Log out of RIMS and wait to receive email indicating that your request has been approved.