

## New Jersey Department of Health Portal Directions

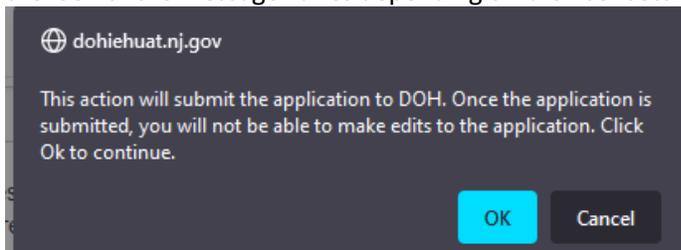
### Submitting a Safe Building Interior Certification Expansion in Same Building Application on the NJDOH Portal

Updated 10/25/2022

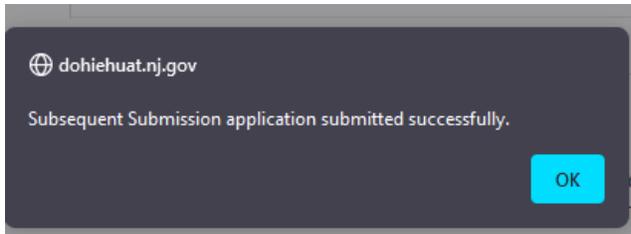


Once you have set up your account, you can follow the directions below to submit your application:

1. Go to <https://iehprogram.nj.gov/>
2. If you have an account set up, click **Sign In**. If you don't have an account, click **Sign up** (once you receive your invitation and have set up your account you can follow the directions below).
3. Click on *Child Care Center Applications* at top of page.
4. You should see a list with your center(s).
5. To the right of the listing for your center, there is a down arrow, click on that arrow and select *Subsequent Submission*.
6. Click *New Subsequent Submission* button on the right.
7. For "Please select a submission type", select "Expansion"
8. For "Is the expansion in the same location or a new location?", select "Same Location"
9. Complete all required fields (indicated with an \*) on the first page and then click *Save & Continue*.
10. When it is done saving, some new tabs will appear at the top. You will automatically be taken to the Indoor Environment Conditions tab.
11. Complete all required fields on that page and click *Next*, you will be taken to the Attach Documents tab.
12. On the *Attach Documents* tab, you will see a list of required attachments. You must upload a copy of every required attachment and each attachment must be uploaded into the correct category (see additional information on attachments below).
13. Click on the *Add Attachments* button
14. Select the attachment category
15. Click *Save*
16. Click *Choose Files* and then locate the document that matches the category you selected (ie. radon test results must be uploaded in the radon category).
17. Click *Add files*
18. Click *Save & Close*
19. Repeat steps 13-18 until you have added all documents required for this step. Once done, click *Next*
20. Complete the information on the Submit to DOH tab and click *Save*
21. Click the *Submit Application to DOH* button
22. If you have completed everything and have done all the required attachments correctly, you will receive a pop-up message letting you know that you are about ready to submit your application (see example below, the look of the message varies depending on browser settings). Click OK to submit the application.



23. Upon successful submission, you will receive the message below (appearance varies depending on browser settings) and an email will be sent to you confirming that the application has been submitted.



24. After you submit your application, it will be locked, and you can no longer make edits to it.

## Required Attachments:

These attachments are required for **ALL** expansion applications:

- Radon test results that are less than 5 years old

**Required for buildings built prior to 1978** (you can find the date of construction on the top of the “Indoor Environment Conditions” tab of the application; this date was provided to the DOH in prior environmental documentation submitted by an environmental firm):

- Lead-free certification  
**OR**
- A lead risk assessment no more than 3 years old **AND** a lead hazard-free certification

### ***\*Why we use Attachment Categories***

*There is no way to force users to name documents the same, so the system cannot tell what a document is if it is named “0001Scan.pdf” or “ABC2.pdf”. Because of this, we had to set up the categories above so that users can upload each attachment into the correct category. When users try to submit the application, the system checks for the required attachments. It will first look to make sure all required categories are being used and then it will look to make sure there is an uploaded document in each category. The system will not recognize any attachment that is not uploaded into the appropriate category. If anything is missing, you will get an error message. Please read the error message carefully so you know what is missing. When the message says you need to upload proof of payment. This does not mean you need to pay again, it means you haven’t uploaded a copy of the payment confirmation (that was emailed to you) or a copy of your certified check or money order. You can also refer to the information about the required attachments above.*

## Additional Information

Additional information can be found on the home page under the How To section at the bottom of the page:

Enter Subsequent Submission – User Guides:

- [Training Manual](#)
- [Training Videos](#)