

# New Jersey Department of Health Portal Directions

## Renewing License, Revising Consultant Information and Adding, Removing or Revising Staff

Updated 10/26/2022



## Starting Application

1. Login to the [NJ DOH portal \(https://iehprogram.nj.gov/\)](https://iehprogram.nj.gov/)
2. Click on the “Consultant Applications” link at top of page
3. Click on the “Create New Renewal/Revision/Reactivation Application” button (right side of page)
4. Under “Select the Application Type” select “Renewal” or “Revision” (see additional information in “Revised Consultant Applications” and “Consulting Staff Additions, Revisions and Inactivations” below)

## Renewal applications

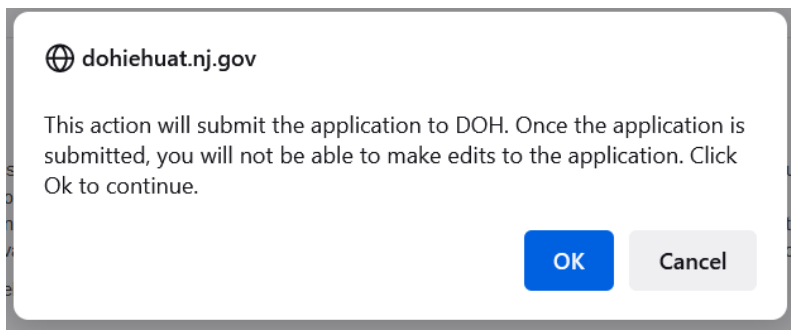
Note: if any field marked with an \* is blank, you will be required to complete the information in order to submit.

1. When you first start the application, there are seven (7) different tabs at the top of the page. You will need to enter information on each tab.
2. **General Consultant Information:** Answer “Have there been any changes to general consultant information since you last application?” If you select, “Yes” you will be able to revise the information on tab. When done, go to the bottom of page and click “Next”
3. **Primary Contact Information:** Answer “Have there been any changes to primary contact information since your last application?” If you select, “Yes” you will be able to revise the information on tab. When done, go to the bottom of page and click “Next”
4. **Errors and Omissions Insurance:** This tab must be fully updated for each renewal. When done, click “Next”
5. **Lead Inspections and Risk Assessments:** Answer “Have there been any changes to Lead Inspections section since your last application?” If you select, “Yes” you will be able to revise the information on tab. When done, go to the bottom of page and click “Next”
6. **Asbestos Inspections:** Answer “Have there been any changes to asbestos inspection information since your last application?” If you select, “Yes” the only change required on this tab is to change the answer to “Is the above statement true?” If you are adding or inactivating staff, you will need to make those changes when you get to the Staff step. When done, go to the bottom of page and click “Next”
7. **Radon Testing:** Answer “Have there been any changes to radon testing information since your last application?” If you select, “Yes” you will be able to revise the information on tab. If you select “No”, go to the bottom of page and click “Next”
8. **General Indoor Environmental Assessments:** Answer “Have there been any changes to general assessment information since your last application?” If you select, “Yes” there are no revisions required to this tab, but you must add or revise consultant staff information. When done, go to the bottom of page and click “Save & Continue”
9. After all information is saved, additional staff will appear at the top of the page:
10. **Payment:** Select payment type. To do an E-Payment, click on the “E-Payment” button at the bottom of the page. If you have already done an epayment, enter all information pertaining to the payment (Payment Reference Number is either the epayment confirmation number or check/money order number). When done, click “Save & Continue”
11. **Ownership:** “Have there been any changes to the ownership section since your last application?” will default to “No”. If you change it to “Yes” you must revise the information on tab. When done, go to the bottom of page and click “Save & Continue”

12. **Consultant Staff:** “Have there been any changes to staff information since your last application?” will default to “No”. If you change it to “Yes” the “Add New Staff” button will appear on the right. If you need to revise or deactivation one of the staff listed, click on down-arrow (right side of screen) for the individual you need to make changes to and select “View/Edit Staff Application”. **For additional information on adding or revising staff, see the “Consulting Staff Additions, Revisions and Deactivations” section below.** When done adding, revising or deactivating staff, click “Save & Continue”
13. **Attachments:** There will be a list of required documents that need to be uploaded.
  - a. Click “Add Attachments” button (right side of page)
  - b. Select the attachment category and click “Save”
  - c. Browse and select document(s) and click “Add files”
  - d. Click “Save & Close”
  - e. Follow steps a-d above until you have uploaded all required attachments/documents
  - f. Click “Next” when done
14. **Submit to DOH:** Answer “Yes” to “Are you ready to submit the application for DOH review?”
15. Check the “I Agree” box
16. Enter “Representative Name” and “Representative Title”
17. Click “Save”.
  - a. If there is any missing or incomplete information, a message will appear at the top of the page, click on the message to go to that section.
  - b. If there is an error message about staff not being submitted. Check the “Approval Status” column for each staff person. If are “Draft” you will need to “View/Edit” the application, uncheck and then re-check the “I confirm” button and click “Submit”. The status should change to “Ready to Submit”. Go back to “Submit to DOH” tab.

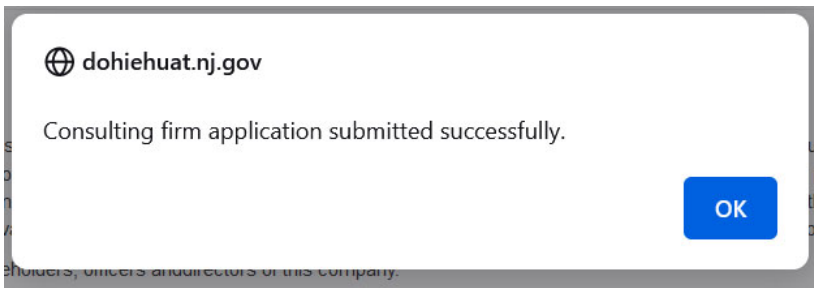
**Please note:** The first time you do an online application, there will be some gaps in information that is now required to be entered. You will need to complete that information at this time in order to submit the application. To locate each required field, click on the message for each missing item and the system will take you to that page.

18. Click “Submit Application to DOH”. If everything is complete, you will receive the following pop-up box:



Click “OK” to continue.

19. Once the application is submitted you will receive the message below:



## Revised Consultant Application

1. Login to the [NJ DOH portal \(https://iehprogram.nj.gov/\)](https://iehprogram.nj.gov/)
2. Click on the “Consultant Applications” link at top of page
3. Click on the “Create New Renewal/Revision/Reactivation Application” button (right side of page)
4. Under “Select the Application Type” select “Revision”
5. When you first start the application, there are seven (7) different tabs at the top of the page.
6. **General Consultant Information:** Answer “Please select all the types of revisions you would like to do” by click the None Selected box. The box below will pop-up. Click all sections you need to revise (this will unlock each tab for editing):

Please select all the types of revisions you would like to do \*

None selected ▾

- Change in Address, Contact information
- Change in Legal Name of the Firm
- Change in Insurance Information
- Change in Ownership for existing owner
- Adding new owner who has less than 10% ownership
- Adding new owner who has 10% or more ownership
- Change in Staff Information

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7. Follow directions under “Renewal Applications” regarding how to make changes and submit the application. You can also follow the directions below on how to add new staff or make revisions to existing staff.

## Adding staff

1. **General Information:** Complete all required fields (\*) and click “Next”
2. **Staff Qualifications:** Click all areas applying for. When you click a section, it will be expanded so that additional information can be entered.
3. Complete all required fields (\*) for each section checked.
4. When done click “Save & Continue”
5. Once information is saved, two more tabs will appear
6. **Associated Attachments:** A list of all required attachments will appear on the page. To add attachments:
  - a. Click “Add Documents” button (right side of page)

- b. Select the attachment category and click "Save & Continue"
  - c. Browse and select document(s) and click "Add files"
  - d. Click "Save & Close"
  - e. Follow steps a-d above until you have uploaded all required attachments/documents
  - f. Click "Next"
7. **Staff Certification and Signature:** Read statement and then check the "I confirm" box (the date will be automatically populated when you check the box).
  8. Click "Save"
  9. When done saving, click "Submit". If there is any missing information or documents, a message box will appear with directions on what needs to be corrected/uploaded. Once you have corrected any errors, go back to Staff Certification and Signature tab and click "Submit" again.
  10. If the staff application is submitted correctly, the system will take you back to the main staff list and new individual will appear in the Consulting Staff tab with the Approval Status of "Ready to Submit".

## Editing or Deactivating Existing Staff

To edit an existing staff person's credentials or inactivate a staff person, click on the down-arrow (on the right) for the staff person you want to edit and select "View/Edit Staff Application".

### 1. General Information:

- a. If you will be deactivating a staff person, check the box for "Deactivate the current user" at bottom of this tab. Then click on the "Staff Certification and Signature" tab, check the "I confirm" box and then click "Save" and the "Submit". On the main Consulting Staff page, their "Consultant Staff Status" will be changed to "Inactive".
- b. If you need to reactivate a staff person, click "View/Edit Staff Application" and uncheck the "Deactivate the current user" then follow the directions below for uploading any required information below.
- c. If you need to revise information for a staff person, under "Please select all types of revisions you would like to do" click on "None selected" box and check each area you need to revise. When done, click "Next"

2. **Staff Qualifications:** Enter revised information and click "Next" when done.

3. **Associated Attachments:** A list of all required attachments will appear on the page (former attachments will appear on this page, unless they have been updated or revised, you do not need to add them again), to add attachments:

- a. Click "Add Documents" button (right side of page)
- b. Select the attachment category and click "Save & Continue"
- c. Browse and select document(s) and click "Add files"
- d. Click "Save & Close"
- e. Follow steps a-d above until you have uploaded all required attachments/documents
- f. Click "Next"

4. **Staff Certification and Signature:** Read statement and then check the "I confirm" box (the date will be automatically populated when you check the box).

5. Click "Save".

6. When done saving, click "Submit". If there is any missing information or documents, a message box will appear with directions on what needs to be corrected/uploaded. Once you have corrected any errors, go back to Staff Certification and Signature tab and click "Submit" again.

7. If the staff application is submitted correctly, the system will take you back to the main staff list and new individual will appear in the Consulting Staff list with the Approval Status of "Submitted".