

GovOnline Quick Reference Guide

New to GovOnline System?

To get started on using the GovOnline system:

- You would need to **establish a user account** first (for more details, please see "Quick Reference Guide to Common Tasks - (A)" below)
- Once the account is created, a randomly generated **password** will be emailed to you
- You can then **log in to GovOnline** by using your designated user name with the password you received in your email
- Once logged in to the GovOnline system, you can **change the system generated password** to one you prefer
- Reference the **Quick Reference Guide** section to learn more about some of the more commonly performed tasks offered by the GovOnline system

What can GovOnline System do for you?

- Submit permit applications online
- Pay fees online
- Make inspection requests online
- Check application statuses online
- Print out permits or certificates online
- Receive email notifications of any application status changes
- Receive email notifications of any inspection requests
- Receive email notifications of inspection results

Extra Benefits to Contractors (For Contractors only)

- Add additional sub-contractors at any time to a contractor's profile
- The added sub-contractors can then be selected (via a drop-down list) when filling out the application form
- If the sub-contractor is defined as the **default sub-contractor**, the sub-contractor information will be automatically populated when filling out the application form

Quick Reference Guide to Common Tasks

- To create a new user account
- To change your password
- To create and use sub-contractor information (For Contractor only)
- To submit an application
- To make an inspection request

A. To create a new user account :

I. Click on "Create a new account"

Public Login

User name

Password

Login

[Need more help?](#)

[Create a new account](#)

[Forgot your login user name or password?](#)

Release Date: December 08, 2011
Version: 1.1011.1208.32947

II. Enter required information on "Create Account" screen

CREATE ACCOUNT

For public user to create user account. (*) Denotes a required field.

General Information

If you want to receive SMS messages through a mobile phone, please input your mobile phone No. and select a service provider.

* First Name: * Last Name: * Username:

Business Name: Job Title:

* Address Line 1: Address Line 2:

* City: Country: * State: * Zip:

* Primary Phone Number: Extension: Mobile Phone Number: Mobile Provider:

want to receive SMS messages through a mobile phone.

Fax Number: * Email:

Back To Login **Next >>**

- Note:
- a. An asterisk (*) denotes a required information field.
 - b. All mobile device information is required to receive SMS messages
 - c. User name will be the ID used to log into GovOnline system.

III. Click Next to set up security questions

Create Account

For public user to create user account. (*) Denotes a required field.

Security Questions

All following security questions need to be answered for later application submission purpose.

Question 1:
What is the first and middle name of your oldest sibling? ▼
Answer:

Question 2:
what is your favorite book? ▼
Answer:

Question 3:
what is the name of the hospital where you were born? ▼
Answer:

Question 4:
what is your best friend's last name? ▼
Answer:


Question 5:
what is the last name of your favorite teacher? ▼
Answer:

[Back To Login](#) [<< Previous](#) [Next >>](#)

IV. Verify picture and then create account

Picture Verification

Enter the characters you see in the picture (case sensitive), and sending spam.



* Enter the characters you see:

[Back To Login](#) [<< Previous](#) [Create Account](#)

V. Once the "Create Account" button is clicked, the user account will be created

- A randomly generated password will be emailed to you
- Log in to GovOnline by using the user name and password to customize the password immediately

B. To change your password:

I. Click on “My Account” and then select “Password”

The screenshot shows the GovONLINE interface. At the top, there is a navigation bar with 'My Dashboard', 'Application', 'Inspection', 'eService', and 'My Account'. The 'My Account' tab is selected and circled in red with a '1'. Below the navigation bar, there is a 'Profile Management' sidebar with four options: 'Basic Information', 'Password', 'Security Questions', and 'Manage Consultants and Prepares'. The 'Password' option is circled in red with a '2'. The main content area shows the 'My Account > Profile Management > Basic Information' page. It has three tabs: 'General Information', 'Address Information', and 'Attachment'. The 'General Information' tab is active. A yellow banner at the top of the main content area says 'To verify and update your basic user information below as needed.' Below this, there is a section for 'General Information' with several form fields: 'First Name' (Prashant), 'M.I.', 'Last Name' (Shah), 'Company' (Enfotech), 'Job Title', 'Primary Phone Number' (732 839 1688), 'Extension', 'Mobile Phone Number', 'Mobile Provider' (dropdown), 'Do you want to receive SMS messages through a mobile phone?' (checkbox), 'Fax Number', and 'Email' (prashant_shah@enfotech.com). There is also a checkbox for 'Show startup popup on Dashboard page.' Below this is the 'Account Type Information' section, showing 'Current Account Type: Owner (Status: Active)' and a 'Change Account Type' button. At the bottom of the main content area is a 'Save Profile Info' button.

II. Key in old password, new password and confirm it

The screenshot shows the GovONLINE interface. At the top, there is a navigation bar with 'My Dashboard', 'Application', 'Inspection', 'eService', and 'My Account'. The 'My Account' tab is selected. Below the navigation bar, there is a 'Profile Management' sidebar with four options: 'Basic Information', 'Password', 'Security Questions', and 'Manage Consultants and Prepares'. The 'Password' option is highlighted in yellow. The main content area shows the 'My Account > Profile Management > Password' page. It has a yellow banner at the top that says 'Change your password.' Below this, there is a text box that says 'To change your password, enter old password then new password. New password must be password.' Below that, another text box says 'New password will be emailed to the account's email address. Password is case sensitive.' Below this is a section for 'Change Password' with a green banner that says 'Password must have at least one uppercase letter, one lowercase letter and one digit number.' Below this is a form with three fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. The 'Old Password', 'New Password', and 'Confirm New Password' fields are highlighted with a red box. At the bottom of the main content area is a 'Save Password' button.

C. To create and use sub-contractor information :
(For Contractors only)

I. *Once log into GovOnline system:*

1. Click on “**My Account**” and then
2. Click on “Change Account Type” button
3. Select “**Contractor**” and click “**Save Profile Info**” button.
4. Click on “**Associated Contractor**”

The screenshot shows the GovOnline interface. At the top, there is a navigation bar with tabs: My Dashboard, Application, Inspection, eService, and My Account. The 'My Account' tab is selected and highlighted with a red box and a circled '1'. Below the navigation bar, there is a breadcrumb trail: My Account > Profile Management > Basic Information. The 'Basic Information' page has four tabs: General Information, Address Information, Associated Contractor, and Attachment. The 'Associated Contractor' tab is selected and highlighted with a red box and a circled '2'. Below the tabs, there is a yellow banner with the text: 'To verify and update your basic user information below as needed.' and a note: '* Denotes a required field'. Below the banner, there is a green banner with a checkmark and the text: 'Saved successfully.'. Below the green banner, there is a section titled 'General Information' with the following fields: * First Name: Prashant, M.I.: (empty), * Last Name: Shah, Company: Enfotech, Job Title: (empty), Primary Phone Number: 732 839 1688, Extension: (empty), Mobile Phone Number: (empty), Do you want to receive SMS messages through a mobile phone? (checkbox), Fax Number: (empty), * Email: prashant_shah@enfotech.com, and Show startup popup on Dashboard page. (checkbox).

II. *To add sub-contractor information:*

1. Click on “Sub Contractor” and then
2. Click on “Add Contractor” button to add sub-contractor

GovONLINE

My Dashboard Application Inspection eService **My Account**

Profile Management

My Account > Profile Management > Basic Information

General Information Address Information **Associated Contractor** Attachment

Principal Contractor **Sub Contractor** ①

SubContractorInfo not found.
* Denotes a required field

Sub Contractor License List

1 - 1 of 1 item(s)

View/Edit	Remove	Status	License No.	Expired Date	License Type
		Active	1234567890	12/31/2015	Certified Landscape Architect

Add Contractor ②

Save

Note: The principal contractor will be the default subcode sub-contractor.

III. *Key in sub-contractor's license number to select the sub-contractor from existing list*

General Information Add

Select Contractor License

Search existing Contractor License based on entered License No., you can select if found otherwise you can create new one.

* License No.: Load

Contractor Info

Business Name: First Name: Last Name:

* Address: * City: * State: * Zip:

* Phone Number: Mobile Phone Number: Mobile Provider:

Fax Number: * Email:

I want to receive SMS messages through a mobile phone.

Federal Employer ID No.: * Status:

License List

Please click the "+" to add a license.

Save Cancel

IV. *If sub-contractor does not exist in the system:*

1. Key in sub-contractor information.
2. Click the "+" icon to add sub-contractor's license information.
3. Repeat the same procedure until all desired sub-contractors are all added.
4. Make sub-contractor as **default contractor** to be automatically selected when submitting applications.

Contractor Info

Business Name: Joe, the Plumber **First Name:** Joe **Last Name:** Doe

*** Address:** 222 Main Street *** City:** MyCity *** State:** NJ *** Zip:** 99999

*** Phone Number:** 9999999999 **Mobile Phone Number:** **Mobile Provider:**

Fax Number: *** Email:** Joe_Doe@MyMail.com

I want to receive SMS messages through a mobile phone.

Federal Employer ID No.: *** Status:** Active

1

License List

Please click the "+" to add a license.

+ **2** License Detail

Is Default?

*** License No.:** *** License Type:**

Issued Date: **Expired Date:** *** License Status:** Active

D. To submit an application :

- Once logged into the GovOnline system, click either one of the following links to submit an application**

GovONLINE

My Dashboard Application Inspection eService My Account

Use keyword to find applications

Start a New Application

Construction Permit Application
Roofing, Siding, Furnace, AC, Water Heater, Water Boiler, Security System, Radon, System & Electrical permits.

Apply

My Unfinished Applications (1)

(11) Construction Permit Application
Last Updated on 08/15/2013

Pending

Click here for more...

Application(s) Requiring Attention payment Comment Correspondence

- Click the "Apply" button link to select the corresponding application**

Application > Application Management > Create a New Application

Click "Apply" button to create your permit application.
Intermediate draft application can be saved at anytime for future submission.

Keyword: Application Name: Type: (All)

Applications

1 - 1 of 1 item(s)

Apply Online	View Form(s)	Instruction	Application Name	Department	Type
Apply			Quick Home Improvement Permit Application	Uniform Construction Code	Construction Code

III. *Fill in all permit application information and follow wizard instructions*

Quick Home Improvement Permit (Application ID: 64)

Complete the form below for your permit application.

Project Site Location

* Address 1	Address 2	
<input type="text"/>	<input type="text"/>	
* City	* State	* Zip Code
<input type="text"/>	NJ <input type="text"/>	<input type="text"/>
<input type="checkbox"/> Validate Block/Lot		
Block	Lot	Qualification Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Owner in Fee

Ownership in Fee Public Private

* First Name	* Last Name
<input type="text"/>	<input type="text"/>

E. To make an inspection request (For Construction Permit only):

- I. Once construction permit is issued and construction job is done:
 1. Click on "Inspection" menu item.
 2. Select items to be inspected (multiple items can be selected simultaneously).
 3. Click "Request" button to make inspection request.

Inspection Management

Inspection Request

Inspection Result

Inspection > Inspection Management > Current Inspection

Inspection

Click "Request" button or "Inspection Name" link to make inspection request.

Inspection List

Request Quick Home Improvement Permit Application (Application ID: 65)

Building Subcode	Status
<input type="checkbox"/> Quick Home Improvement Building Inspection Roofing,Siding,Radon	Required
<input type="checkbox"/> Quick Home Improvement Electrical Inspection Furnace,AC	Required
<input type="checkbox"/> Quick Home Improvement Plumbing Inspection Furnace,AC,Gas,Electric,Boiler	Required

- II. Select the desired time slot to make inspection request

Inspection Request

Please select the time slot for your inspection and submit request.
STEP1: Click "green box" (#) from left calendar to select available time slot.
STEP2: Click CheckBox (input type="checkbox") on the right grid to select the time slot.
STEP3: Click "Submit Request" button (Submit Request) under the right grid to confirm the request.

1. Time Slots Calendar

April 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

■ : # of available inspection time slots
■ : Holiday

2. Time Slots of date: Monday, April 25, 2011

1 - 3 of 3 item(s)

	Time Slot	Duration	Inspection Cat.	Available Slots
<input type="checkbox"/>	9:30 AM ~ 3:00 PM	5.5 hrs	Building Subcode	10
<input type="checkbox"/>	9:30 AM ~ 3:00 PM	5.5 hrs	Electrical Subcode	10
<input type="checkbox"/>	9:30 AM ~ 3:00 PM	5.5 hrs	Plumbing Subcode	10

3. Submit Request

Close