

## Portal Production Link to User Guide

<http://firesolutions.dca.nj.gov>

## How to Register and Login into the DCA Service Portal

### Register for DCA Service Portal

1. If you have not registered for a DCA Service Portal account, click

**Register for DCA's Service Portal**

**DCA Service Portal**

**About Us**

Welcome to the New Jersey Department of Community Affairs (DCA) Service Portal.

The DCA Service Portal was created to provide online access to secure web-based system applications associated with DCA programs and services that are offered to local governments, nonprofit community organizations, and businesses and individuals.

We ask that you check back for new applications as the Department offers new online services as the Portal continues to improve and expand. Available applications are below. Please note, some applications will require user registration to request access to DCA applications.

**Online Services**

Login to DCA's Service Portal      Register for DCA's Service Portal

Quick Pay

**Fire Safety**

The Bureau of Fire Code Enforcement within the Division of Fire Safety is responsible for registering and inspecting businesses for adherence to the State's Uniform Fire Code.

This portal provides online access to procedures on file with Fire Safety inspection. Users may look up, print, and pay on-line, or print, inspection reports, certificates of registration, certificates of inspection and judgments. Owners or registered agents may register new properties, transfer ownership, update information, request an extension of time to abate violations or request an administrative hearing. Click Enter to get started.

Enter      Apply Smoke Certification

- a. Complete **Step 1. Request access to DCA Service Portal** by entering First Name, Last Name, Company Name and email.

*If you have previously registered a myNJ account, ENSURE you use your myNJ account email*

- If user is property/business owner, click Yes*
- If user is a State Agency representative, click yes*
  - Enter Manager / supervisor name
  - Enter Manager / supervisor email
- If user is a part of an LEA Team, click yes*
  - Enter Manager / supervisor name
  - Enter Manager / supervisor email
  - Enter County for LEA town
  - Select LEA Team

- b. Click Register

Existing myNJ Logon ID

- a. If you have an existing myNJ Logon ID, select Yes

Step 2. Link DCA Service Portal to myNewJersey

Do you have a myNewJersey Logon ID?

- Yes
- No

- b. Enter your existing myNJ account logon ID and Password

Step 2. Link DCA Service Portal to myNewJersey

Do you have a myNewJersey Logon ID?

- Yes
- No

Information about your existing myNewJersey account.  
myNewJersey Logon ID:

Password:

**Continue**

Do NOT have myNJ Logon ID

- a. If you do NOT have a myNJ logon ID, select No
- b. Enter all below information.

**Link DCA Fire Safety Box to myNewJersey**

Do you have a myNewJersey Logon ID?

Yes

No

Information to create your new myNewJersey account

First Name (Last Name, First Name)

Phone (Area Code)

Work Email Address

Address

City

State

Zip

City/State/Zip (E.g. Denver, CO 80202) (If you do not have a ZIP code, you can leave this blank)

Mobile Phone Number

Cell Phone

DOB (MM/DD/YYYY)

MyNewJersey Account Number

MyNewJersey Account ID

**Important:** Logon ID is myNewJersey account you already use for myNewJersey services. Do not create a new myNewJersey account if you already have one. If you have a myNewJersey account, you must use it to log in to myNewJersey services.

**Continue**

- c. Click Continue