

New Jersey Department of Health Portal Directions

Submitting a Safe Building Interior Certification Renewal Application on the NJDOH Portal



Updated 11/2/2022

Before Beginning: All required fields are marked with an *

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 yet, click **Sign up** (once you submit your registration request, receive your invitation and have set up your account, you can follow the directions below).

Starting your application

3. Click on *Child Care Center Applications* at the top of the page. On the next screen, you should see a list of your center(s).
4. To the right of each listing is a down arrow, click on the down arrow for the center you want to renew and select "*Subsequent Submission*".
5. Click the "*New Subsequent Submission*" button on the right.
6. On the **Subsequent Submission** tab, complete all required fields
DCF License Number Note: If your license number is listed as "*Pending Lic. No.*" you must answer "*Yes*" to "*Is your DCF License Number different than the above?*" and then enter the correct license number in the field that appears.
7. When done, click the "*Save & Continue*" button. When it finishes saving, new tabs will appear at the top.
8. Click "*Next*" and you will be taken to the **Indoor Environment Conditions** tab.
9. Complete all required fields on the page and click "*Next*".

Payments

10. On the **Payment** tab, select your Payment Type. The message to the right will pop up. It basically says if you've already paid, don't pay again, just enter your payment information. If you have not already paid, go to the next step on how to do a payment.
11. Epayments: Click on the "*Submit E-Payment*" button in the bottom left of the screen. This will take you to the Epayment page. Once you have completed payment, the information on the payment tab (of the portal) will be completed. If the epayment button doesn't work, you can also go here to complete your payment: <https://www.nj.gov/health/ceohs/environmental-occupational/epayments.shtml>. When done, you will need to manually enter the payment information. A copy of your epay confirmation must be uploaded on the next step.
Cashier's Check or Money Order: We cannot start our review without payment, so if you pay this way it will take longer to process your application.
Personal or Company Checks: WE **DO NOT ACCEPT** PERSONAL OR COMPANY CHECKS. THEY WILL BE RETURNED AND PROPER PAYMENT WILL BE REQUESTED.
12. When done, click the "*Save*" button. Once it finishes saving, click the "*Next*" button.

iehprogram.nj.gov says

If you have already done an epayment, only complete the Payment Date and Payment Reference Number, do not repay.

OK

Required Attachments

13. On the **Attach Documents** tab the system will generate a list (see below example) of all required attachments.

Upload a copy of the following documents.

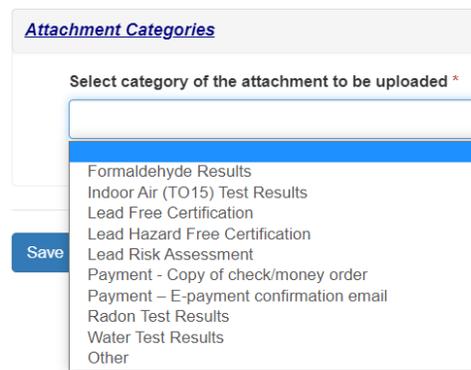
- Radon Test Results
- Lead Free Certification
- Payment – E-payment confirmation email

Uploading Documents

You can find additional information on required attachments at the bottom of this document.

14. Click on the “Add Attachments” button (right side of screen)

15. Select one of the attachment categories:



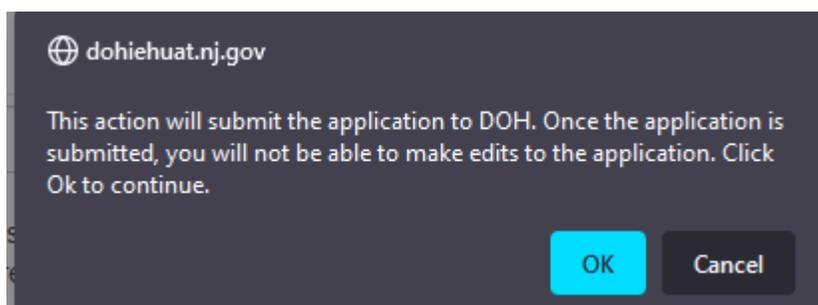
The screenshot shows a dropdown menu titled "Attachment Categories". The menu is open, displaying a list of categories. The first category, "Formaldehyde Results", is highlighted in blue. Below the list is a "Save" button.

Attachment Categories
Select category of the attachment to be uploaded *
Formaldehyde Results
Indoor Air (TO15) Test Results
Lead Free Certification
Lead Hazard Free Certification
Lead Risk Assessment
Payment - Copy of check/money order
Payment – E-payment confirmation email
Radon Test Results
Water Test Results
Other

16. Click “Save”
17. Click “Choose Files” and navigate to the document that matches the category you selected (ie. an epayment must be uploaded in the *Payment - Epayment confirmation email* category).
18. Click “Add files”
19. Click “Save & Close”
20. Repeat steps 14-19 until you have added all required documents. Once done, click “Next”

Submitting the Application

21. On the **Submit to DOH** tab complete all required fields and click “Save”
22. When it finishes saving, click the “Submit Application to DOH” button
23. If you have completed everything and have uploaded 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 message color varies depending on browser settings). Click “OK” to submit the application.



If you get a message that says something other than the above, it usually means that something is missing. Read it carefully to figure out what is missing, then go to the appropriate tab and fix the problem. Follow steps 21-23 to submit the application.

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

Troubleshooting Problems with the Application or Portal

- System timed out before I finished the application – for security reasons, the system will automatically log you out after 15-30 minutes of being inactive. Below are steps to resume working on the application. Note: if you were on the 1st tab and had not saved the information on that tab, there will be no draft application and you will need to start a new application following the steps above.
 - Follow steps 1 – 4 above to get back to the application.
 - The status of the application you were working on should be “Draft”.
 - To edit the application, click on the down arrow to the right of the application and select “Subsequent Submission”. This will open your application.
 - Click through each tab at the top to find out which tabs were left incomplete.
 - Follow the appropriate steps above to finish completing your application.
 - If you missed anything, the system will display a message at the top of the screen with fields that are incomplete. Click on each item to go to that field.
 - If a pop-up box says you must upload copy of your proof of payment, it DOES NOT mean you need to pay again. You need to upload a copy of your Epayment confirmation (emailed to you when you completed payment) or a copy of the cashier’s check or money order you will be submitting.
- Forgot my username or password:
 - Go to <https://iehprogram.nj.gov/>
 - Click “Sign In” at top of page
 - Click on the “Forgot your password/username?” button
 - Enter email address.
 - An email will be sent to you with your username and a link to reset your password (if you know your password and only need the username, you do not need to click on the password reset link and your password will remain unchanged).
Note on Usernames: if the username you created is not your email address, you must use your username because they **are not interchangeable**
- Accidentally started or submitted the wrong application or you are being forced to do a New Owner application when you are not a new owner
 - You will need to start another application following the steps above
 - If you already did a \$450 payment, you can use that payment information for the correct application
 - If you are being forced to do a “New Owner” application and your center has not changed ownership since the last time the DOH issued a Safe Building Interior Certification, start a new application and make sure to answer “No” for the first question, “Has the owner/sponsor changed since last certification?” If this does not work, use the *Contact Us* link at the top of the page to let us know about the problem.
 - If you accidentally submitted the wrong application, use the *Contact Us* link at the top of the page to let us know.
- How do I find out the status of my application?
 - Go to <https://iehprogram.nj.gov/>
 - Login to your account
 - Follow steps 1 – 4 above so you can view your application. If the Application Status is “Draft”

your application has not been submitted to the NJ DOH. Follow the directions in the first bullet at the top of this page to access your application and submit it.

- If the “Application Status” is “Pending” then it has been submitted. Click “Contact Us” at the top of the page.
- When you complete the required information on the Contact Us form, please indicate that you would like to know that status of your application is. If you have additional questions, you can also include those questions.

Additional Information on Attachments

Required Attachments – All Applications

The two attachments listed below are required for **ALL** applications:

- Proof of payment (you must upload a copy of the check/money order or a copy of your epayment confirmation that was emailed when you completed your payment)
- Radon test results that are less than 5 years old

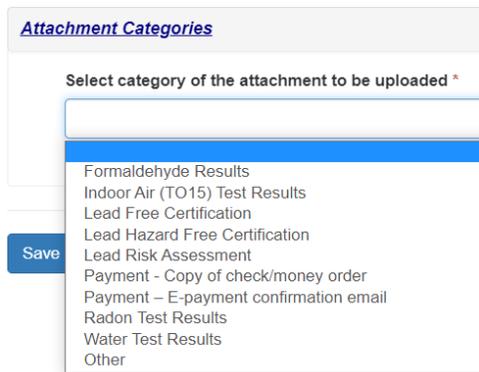
Required Attachments – Buildings Built Prior to 1978

If your building was **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 in documentation previously submitted to the DOH) you must submit one of the following:

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

Attachment Categories

When uploading the required documents, you must upload each document into a category:



The screenshot shows a web form titled "Attachment Categories". It features a dropdown menu with the text "Select category of the attachment to be uploaded *". The dropdown is open, showing a list of categories: Formaldehyde Results, Indoor Air (TO15) Test Results, Lead Free Certification, Lead Hazard Free Certification, Lead Risk Assessment, Payment - Copy of check/money order, Payment - E-payment confirmation email, Radon Test Results, Water Test Results, and Other. A blue "Save" button is visible to the left of the dropdown.

Why we use Attachment Categories:

There is no way to force users to name documents the same way, so the system cannot tell what a document is and whether or not it meets our requirements. Because of this, we had to set it up the categories to the left so that users can upload each attachment into the correct category. When users try to submit the application, the system checks for the required categories and if there are attachments in that category. At the time of the review, your inspector will ensure that the document meets our requirements. Any incorrect document will result in review delays due to having to wait for the correct document.

Note: The system will not recognize any attachment that is not uploaded into the appropriate category.

- When you try to submit your application, 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 epayment confirmation that was emailed to you or a copy of your cashier's check or money order.**

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](#)