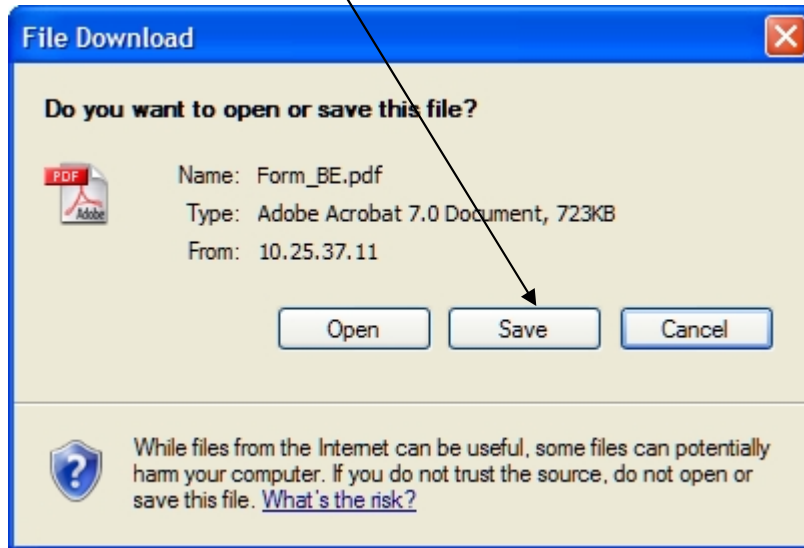


Pay-to-Play Website Filing Instructions

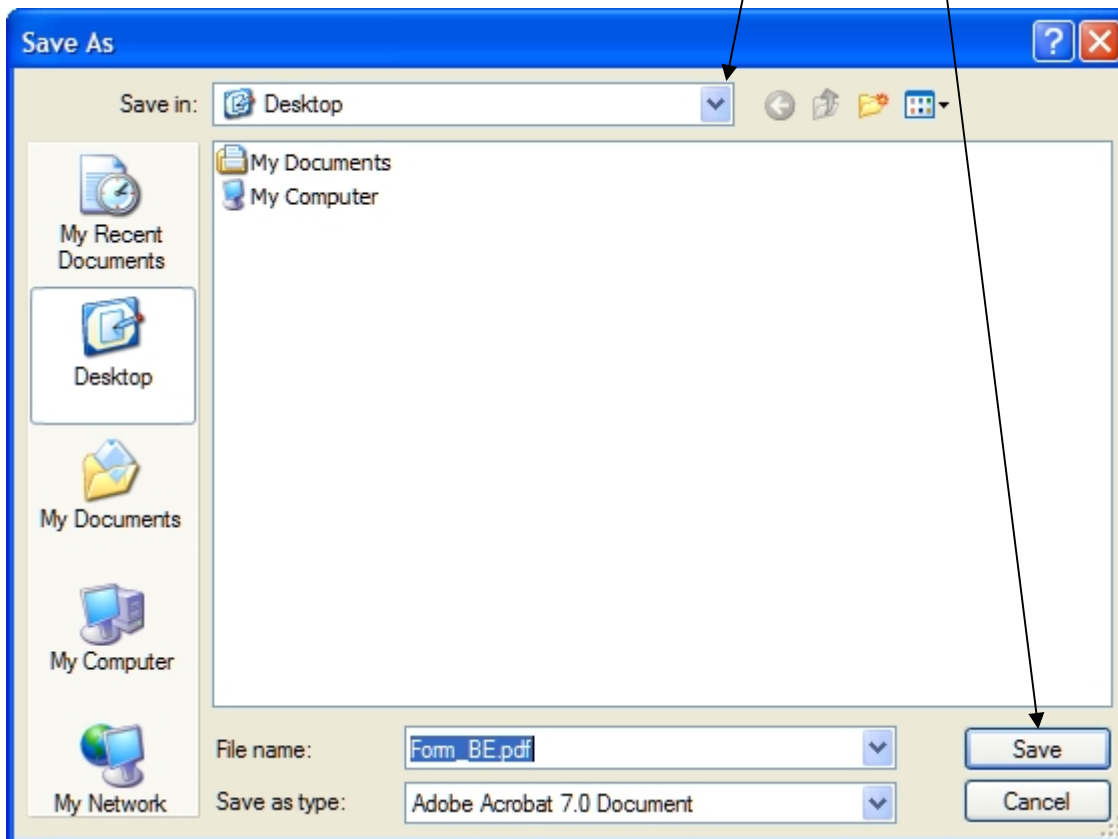
Step 1. Download the Pay-to-Play form (Form BE) to your computer.

a. Click here 

b. When this box comes up click Save



Save it to your desktop by selecting Desktop using the arrow, then click Save.



You may choose to give it a different name for example, **2006PaytoPlayForm.pdf**.

Be sure to write down the name you have given to the Form BE when you saved it. Also be sure to write down the location where you saved the form if it was not saved to the desktop.

Step 2. Close the Internet Browser and open the saved form by going to your desktop and double clicking on the form.

Step 3. Fill out the form and save.

Step 4. File the form with ELEC.

a. Go back to www.elec.state.nj.us

b. Click on Pay-to-Play

c. Click on File the Form BE

d. Fill in your Business name

e. Fill in your Federal Employer Identification Number (FEIN), if you don't have one click here

f. Select the filing year for your statement

g. Select the completed form by clicking on the Browse button.

h. Fill in contact information:
Name

Phone Number

Email Address
Same email Address

i. Click Submit

Business Name:

Federal Employer Identification Number (FEIN): If the Business Entity does not have a FEIN, click here.
(No Spaces or Dashes) Why is the FEIN required?

Select Filing Year:

Select the Completed Form:

Contact Information

Contact Person:

Phone Number: (optional)

Email Address:

Confirm Email Address:

Note: To ensure you receive Commission notices, please contact the Commission to report any changes to your email address.

If you filled in your FEIN above, skip to the next page (**Step 5**), otherwise you now see the following form.

This form should open in a separate window or tab in your browser.

Please complete the information requested. Then click on the Submit button to have a Commission identification number generated for you.

Pay-To-Play

ELEC Identification Request Form

Complete the required information below. Once submitted, a Commission identification number will be displayed in a new tab or window.

The issuance of this identification number is for the Commission's informational purposes only and is not valid for any other purpose.

Business Information

Business Name:

Contact Person:

Email :

Contact Phone:

Business Address

Address 1:

Address 2:

City:

State: ▼

Zip Code :

SUBMIT

Once a number has been generated, you'll see the following screen. Be sure to print this page for your records.

Pay-To-Play

ELEC Identification Number

Use the following ELEC identification number as an alternative for the FEIN when uploading your Business Entity Annual Statement.

The ELEC identification number is **XXXXXXXX**

Use the same identification number for any future reporting to the Commission.

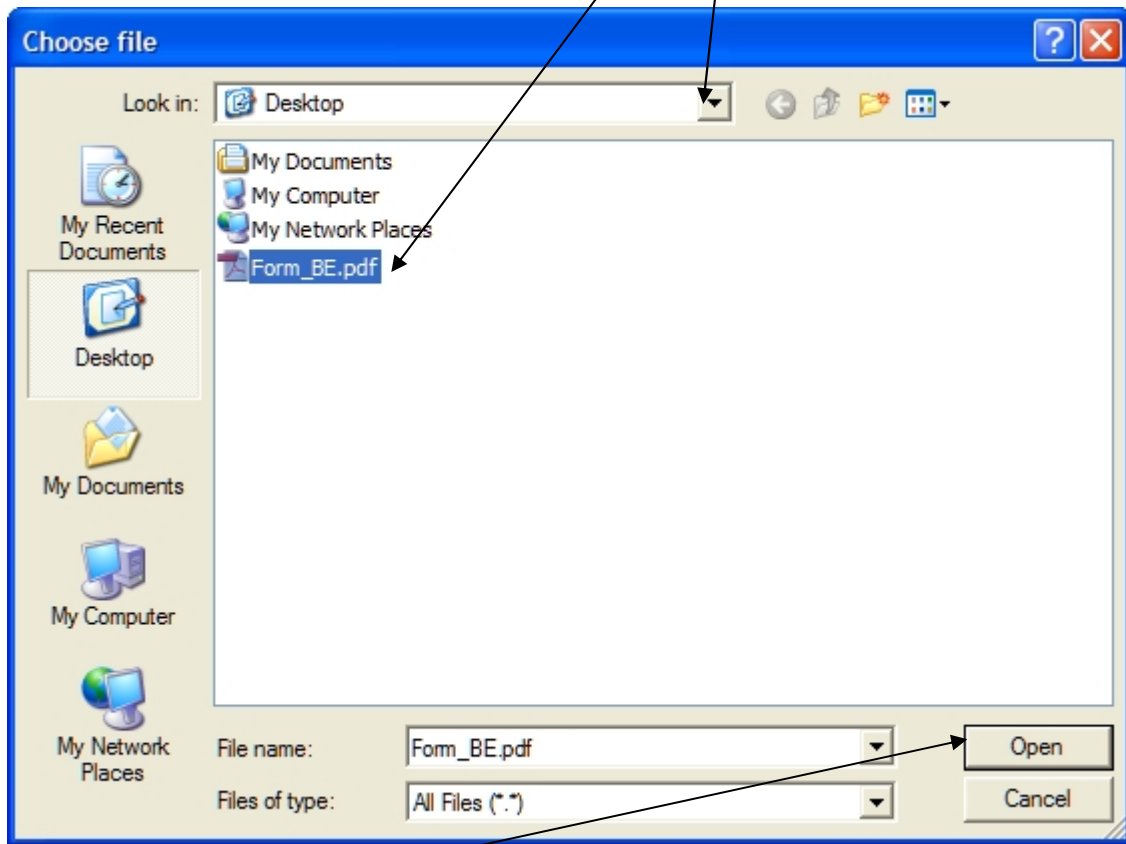
Print this page for your records.

Go back to **Step 4** using the ELEC identification number issued in place of your FEIN.

Step 5. After clicking on the Browse button, you will then see this window.

If the Form BE was saved to another location use the drop-down arrow in the Look in: box to locate the form.

Click on the name of the form you just filled out.



Then click Open

Your web page should look something like this...

A screenshot of a web form. It has four main sections: 1. 'Business Name:' with a text input field containing 'Your business name goes here'. 2. 'Federal Employer Identification Number (FEIN): (No Spaces or Dashes)' with a text input field containing '123456789' and a link that says 'If the Business Entity does not have a FEIN, click here. Why is the FEIN Required?'. 3. 'Select Filing Year:' with a dropdown menu showing '2006'. 4. 'Select the Completed Form:' with a text input field containing 'C:\Form_BE.pdf' and a 'Browse...' button. At the bottom center is a blue 'SUBMIT' button. An arrow from the text below points to the 'SUBMIT' button.

Click on Submit

Please wait while your form is being submitted....

Click on Continue



Continue

Cancel

Please confirm that the file selected is the Business Entity Annual Statement. The file is being uploaded from C:\Form_BE.pdf. If this is correct, press Continue.

You will receive a confirmation page that will look something like this ...

Pay-To-Play

Filing Confirmation

Thank you for filing electronically.

The Commission has received the following report: Form_BE.pdf

Confirmation number : 20063000073

Business Entity Name : Your business name goes here

Filing Year : 2006

The information was received on : 01/30/2007

Please print this page for your records.

Print this page for your records.

Your filing is complete.

If you are filing an amended report you will receive a confirmation page that will look something like this ...

Pay-To-Play

A Business Entity Annual Statement has previously been filed for calendar year 2006. Any subsequent filing for this calendar year will be considered an amendment. Please note when filing an amended report all information relevant to the calendar year must be reported.

Please confirm that the file selected is the Business Entity Annual Statement. The file is being uploaded from C:\Form_BE.pdf. If this is correct, press Continue.

Continue

Cancel



If this is correct press Continue, if not press Cancel.

If you pressed Continue above you will receive a confirmation page that will look something like this ...

<p>Pay-To-Play</p> <p>Filing Confirmation</p> <hr/> <p>Thank you for filing electronically.</p> <p>The Commission has received the following report: Form_BE.pdf</p> <p>Confirmation number : 20063000073</p> <p>Business Entity Name : Your business name goes here</p> <p>Filing Year : 2006</p> <p>The information was received on : 01/30/2007</p> <p>Please print this page for your records.</p>

Print this page for your records.

Your filing is complete.