

Pay-to-Play Website Filing Instructions

To file the form with ELEC:

- a. Go to www.elec.nj.gov
- b. Click on Pay-to-Play
- c. Click on File the Form BE

- d. Fill in the Business name

The screenshot shows a form with the following fields and annotations:

- Business Name:** A text input field with an arrow pointing to it from the instruction 'Fill in the Business name'.
- Federal Employer Identification Number (FEIN):** A text input field with an arrow pointing to it from the instruction 'Fill in the Federal Employer Identification Number (FEIN), *if you don't have one click here'. Below the field is the text '(No Spaces or Dashes)'. To the right of the field is a link: 'If the Business Entity does not have a FEIN, click here.' An arrow points from this link to the instruction 'if you don't have one click here'.
- Select Filing Year:** A dropdown menu with an arrow pointing to it from the instruction 'Select the filing year for the Form BE'.
- Select the Completed Form:** A text input field with a 'Browse...' button to its right. An arrow points from the instruction 'Select the completed Form BE by clicking on the Browse button.' to the 'Browse...' button.

- f. Select the filing year for the Form BE
- g. Select the completed Form BE by clicking on the Browse button.

- h. Fill in contact information: Name

The screenshot shows a form titled 'Contact Information' with the following fields and annotations:

- Contact Person:** A text input field with an arrow pointing to it from the instruction 'Name'.
- Phone Number: (optional):** A text input field with an arrow pointing to it from the instruction 'Phone Number'.
- Email Address:** A text input field with an arrow pointing to it from the instruction 'Email Address'.
- Confirm Email Address:** A text input field with an arrow pointing to it from the instruction 'Same email Address'.
- Submit Button:** A blue button labeled 'SUBMIT' with an arrow pointing to it from the instruction 'Click Submit'.
- Note:** A red note at the bottom of the form reads: 'Note: To ensure you receive Commission notices, please contact the Commission to report any changes to your email address.'

- i. Click Submit

**If the Business Entity does not have a FEIN, this is how to request an ELEC Identification number.*

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.

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 :

Once a number has been generated, the following screen will appear. 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.

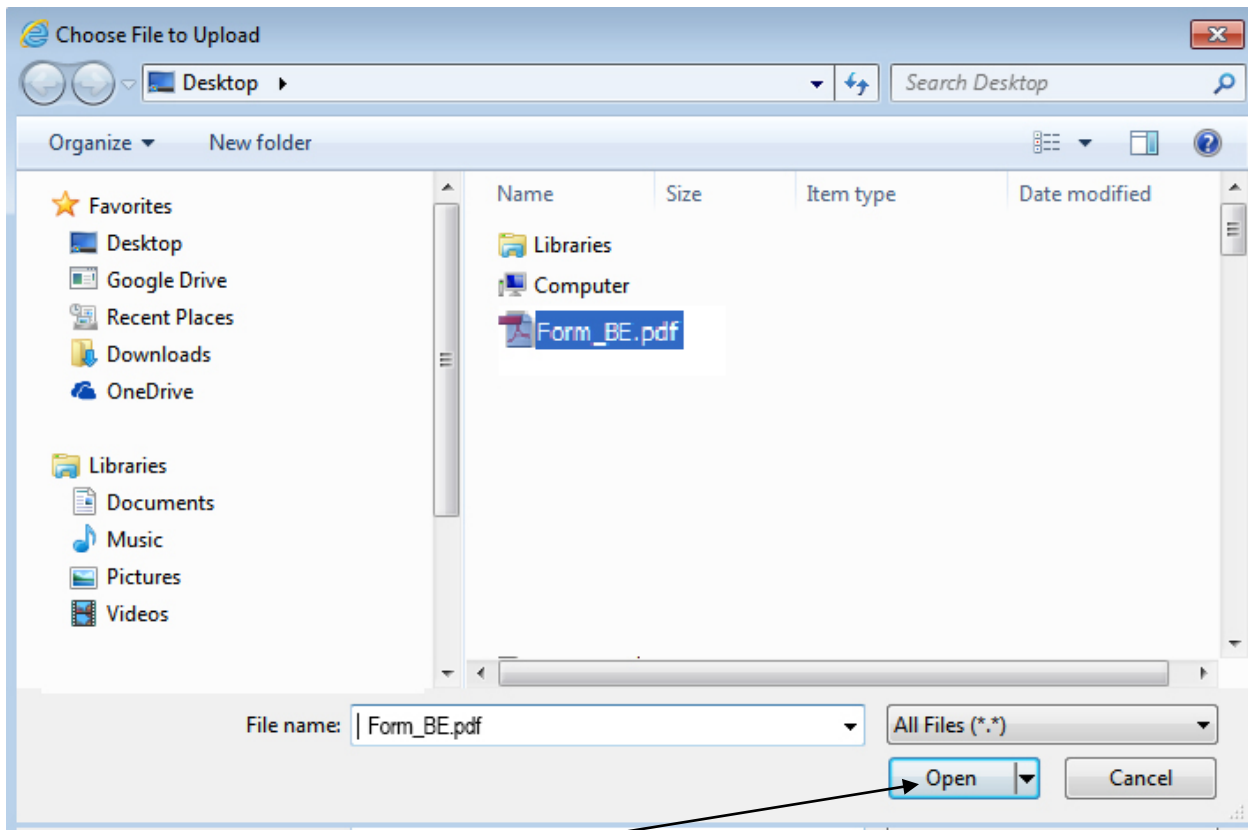
The ELEC identification number is **XXXXXXXX**

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

Print this page for your records.

Go back to using the ELEC identification number issued in place of your FEIN. 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 to locate the form.
Click on the name of the form you just filled out.



Then click Open

The following screen will appear.

Click on Submit

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

Click on Continue

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.

A confirmation page will appear.

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.

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

If you pressed Continue, you will receive the following confirmation page.

<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.