

New Jersey Department of Health Portal Directions

Directions on how to Submit an Initial Consultant License Application on the NJDOH Portal

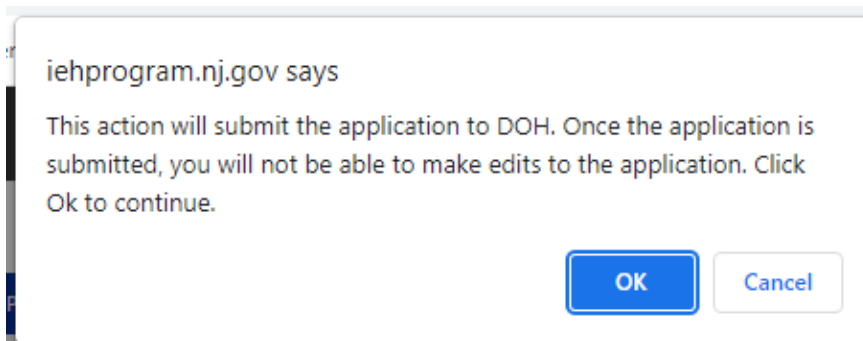
Updated 10/26/2022



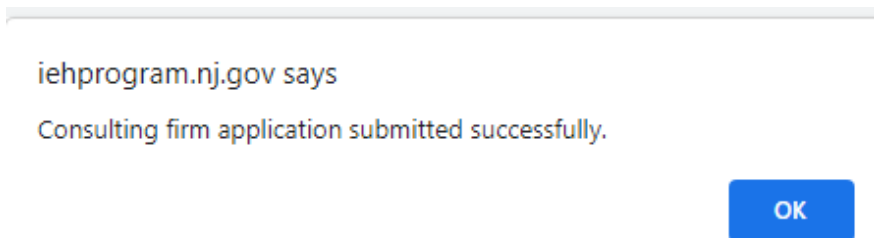
1. Go to <https://iehprogram.nj.gov/>
2. If you have an account set up, click **Sign In**. If you don't have an account, click **Sign up** and complete all required fields, then submit the request (once you register and an invitation sent to you, you can set up your account and follow the directions below).
3. Once you have signed in, click on "Consultant Applications" at the top of the page.
4. A page will appear with 7 tabs at the top (General Consultant Information, Primary Contact Information, Errors and Omissions Insurance, Lead Inspections and Risk Assessment, Asbestos Inspections, Radon Testing and General Indoor Environmental Assessments).
5. Complete all required fields (marked with an *). When done, click "Next".
6. Repeat Step 5 for the remaining tabs.
7. On the "General Indoor Environmental Assessments" tab, complete the required fields and click "Save & Next"
8. Four more tabs will appear (Payment, Ownership, Consultant Staff, Attachments and Submit to DOH).
9. On the "Payment" tab, select the type of payment. The only types of payment we accept are E-payments (credit cards and e-checks), Cashier's Checks, and Money Orders.
10. If you select a Cashier's check or Money Order, you will need to provide the date on the check and the check number (as the Payment Reference Number) and upload a copy of the check/money order. If you are doing an E-Payment, click on the "E-Payment" button on the bottom left of the page. This will take you to the NJDOH e-payment page. Once you submit payment, a confirmation email will be sent to you (this will need to be uploaded on the Attachments tab). The payment date and payment reference number fields should be populated by the system (if not just enter your information). Click "Save". Once it finishes saving, click "Next".
11. On the "Ownership" tab, the "Total Percentage of Active Ownership" field will be filled by the system as you add owners. Click on the "Add Owner Information" button (on right side of screen)
12. Indicate whether the Owner is made up of an organization or of individuals.
13. Complete all required fields.
14. Click "Save & Continue".
15. If you need to add more owners, follow steps 10-14 until finished. When done and back on the main Ownership tab, click "Next".
16. On the Consultant Staff tab, click the "Add New Staff" button on the right side of the page.
17. There are two tabs for each staff person you enter (General Information and Staff Qualifications). Complete all required information on the General Information tab and click "Next".
18. On the Staff Qualifications tab, check each area they are applying for. As you check each box, additional information will show. You must complete all required fields for each section selected. When done, click "Save & Continue"
19. Two additional tabs will appear (Associated Attachments and Staff Certification and Signature)
20. On the Associated Attachments tab, there will appear a list of required documentation. Click on "Add Documents" to begin uploading.
21. Select the appropriate Attachment Category for your document and click "Save & Continue"
22. Click "Choose Files" and navigate to the document you want to upload, select it and click "Open".
23. Click "Add files".
24. When done selecting all documents for this category, click "Save & Close"
25. Follow steps 20-24 to upload any other required attachments.
26. When done with the attachments, click "Next"
27. On the "Staff Certification and Signature" tab, check the "I confirm" box, and then click "Save"

28. When it is done saving click "Submit"
29. You should be on the main Consultant Staff tab. The Application Status should be "Ready to Submit" (if not see information on how to fix this problem in the Error Messages section below). If you need to add more staff, follow steps 15-28 above.
30. When done adding staff, click "Next" and you will be taken to the Attachments tab for the main application.
31. Click "Add Attachments" on right side of page
32. Select the appropriate attachment category and then click "Save"
33. Click "Choose Files" and navigate to the document you want to upload, select it and click "Open".
34. Click "Add files".
35. When done selecting all documents for this category, click "Save & Close"
36. Follow steps 29-35 to upload any other required attachments.
37. When done adding attachments, click "Next"
38. On the "Submit to DOH" tab, select Yes for the "Are you ready to submit the application for DOH review?"
39. Check the "I Agree" box
40. Complete the required fields and then click "Save"
41. Click "Submit Application to DOH"

If all required information has been entered and uploaded, you will receive this message:



42. Once the application is submitted, you will receive this message:



Error messages:

Missing information:

If you receive an error message like the one below, click on each message to go to that area and add any missing information.

Submitting consultant staff message:

The message below, indicates that staff applications have not been submitted. Go to the "Consultant Staff" tab. If the "Application Status" is Draft, click the down arrow on the right and select "Edit Staff Application". Go to the Staff Certification and Signature tab and click Submit. The "Application Status" should be changed to "Ready to Submit" (this is the status it should be).

If you have problems not addressed above, please use the **Contact Us** link at the top of the portal home page to send us an email. Describe your problem as clearly as possible.