

How to Create a New Business

Click **My Businesses** tab and click "Enter New Business".

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Cari Fais
Acting Director
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Home / Businesses

Businesses

Below is a list of the active businesses in which you own or have ownership in. To add a new business, click the 'Enter New Business' button below.

Name ↑	Business Type	Main Phone	Email	Actions
Enter New Business				

Enter all the ***required sections** and select one of the business organizations.

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Home / Add a New Business

Add a New Business

Please provide the following business information

Business name as it will appear on the license/registration *

Type of business organization *

Phone *

Email *

- Sole Proprietorship
- Partnership
- Corporation
- Limited Liability Corporation (LLC)
- Limited Liability Partnership (LLP)

Corporation, LLC, LLP Application example:



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[Home](#) / [Add a New Business](#)

Add a New Business

Please provide the following business information

Business name as it will appear on the license/registration *	Phone *	
<input type="text"/>	<input type="text" value="Provide a telephone number"/>	
Type of business organization *	Email *	
<input type="text" value="Corporation"/> <input type="text" value="Limited Liability Corporation (LLC)"/> <input type="text" value="Limited Liability Partnership (LLP)"/> <input type="checkbox"/> Out of State Corporation	<input type="text"/>	
Federal Employer Identification Number (FEIN) *		
<input type="text"/>		
Provide the name and address of an agent in the State of New Jersey for service of process.		
Registered Agent Name *		
<input type="text"/>		
Telephone *		
<input type="text" value="Provide a telephone number"/>		
Street 1 *	Street 2	
<input type="text"/>	<input type="text"/>	
City *	State *	ZIP Code *
<input type="text"/>	<input type="text" value="NJ"/>	<input type="text"/>

Click "Enter Address"



Home / [Business - Edit/Incomplete](#)

Business - Edit/Incomplete

Please provide a business address and a mailing address for your business.

Address Type	Street 1	Street 2	City	State	ZIP Code	Actions
There are no records to display.						

[Previous](#) [Next](#)

Enter Address

You must complete both Mailing and Business address types.

Create ×

Address Type *

Mailing Business

Street 2

City *

State *

ZIP Code *

Submit

Once both address types are complete, click Next.



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Portal Access Request [Home](#) [My Applications](#) [My Agent Applications](#) [My Licenses/Registrations](#) [My Businesses](#)

Home / [Business - Edit/Incomplete](#)

Business - Edit/Incomplete

Please provide a business address and a mailing address for your business.

[Enter Address](#)

Address Type	Street 1	Street 2	City	State	ZIP Code	Actions
Mailing	124 Halsey St		Newark	NJ	07102-3096	▼
Business	124 Halsey St		Newark	NJ	07102-3096	▼

[Previous](#) [Next](#)

DBA is Optional.



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Portal Access Request [Home](#) [My Applications](#) [My Agent Applications](#) [My Licenses/Registrations](#) [My Businesses](#)

Home / [Business - Edit/Incomplete](#)

Business - Edit/Incomplete

Provide all other names under which the applicant does business.

Click on the 'Enter a Doing Business As (DBA)' button below to provide an alternate name.

[Enter a Doing Business As \(DBA\)](#)

Doing Business As ↑ Actions

There are no records to display.

[Previous](#) [Next](#)

Click only if you have a DBA

Please **DO NOT REMOVE** yourself from the list.

If you remove yourself from the list you will no longer have access to the business and license application.

You may add other owners by clicking on the "Add Person with Ownership Interest" or "Add Ownership Interest".

Click Edit under Actions.



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Portal Access Request [Home](#) [My Applications](#) [My Agent Applications](#) [My Licenses/Registrations](#) [My Businesses](#)

Home / [Business - Edit/Incomplete](#)

Business - Edit/Incomplete

When you are the same person as the one who created the business profile, click the "Actions" dropdown and select "Edit" to add the detailed information required about your ownership in the business.

If you are adding other individuals, then click on the "Add Person with Ownership Interest" button.

[Add Person with Ownership Interest](#) [Add Ownership Interest](#)

Owner Type	Name	Email (Contact)	Title ↑	Percentage of Ownership	Actions
Individual	Test Test	test@test.com		0	<input type="button" value="v"/> Edit Remove Edit

[Previous](#) [Submit](#)

DO NOT REMOVE
yourself from the list,
only click Edit.

In Edit, enter all required sections and click Submit.

Owner Type
Individual

Are you filing this application on behalf of the business? *
Selecting Yes will prevent you from certifying and submitting the application.
 Yes
 No

First Name * **Last Name ***

Phone Number **Email ***

Title **Business Email**

Percentage of Ownership *
Note - If you do not have an ownership interest please enter a zero in this field.

Home Street 1 *

Previous

Your business is only complete when you receive this message

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Portal Access Request [Home](#) My Applications My Agent Applications My Licenses/Registrations My Businesses [Test Test](#)

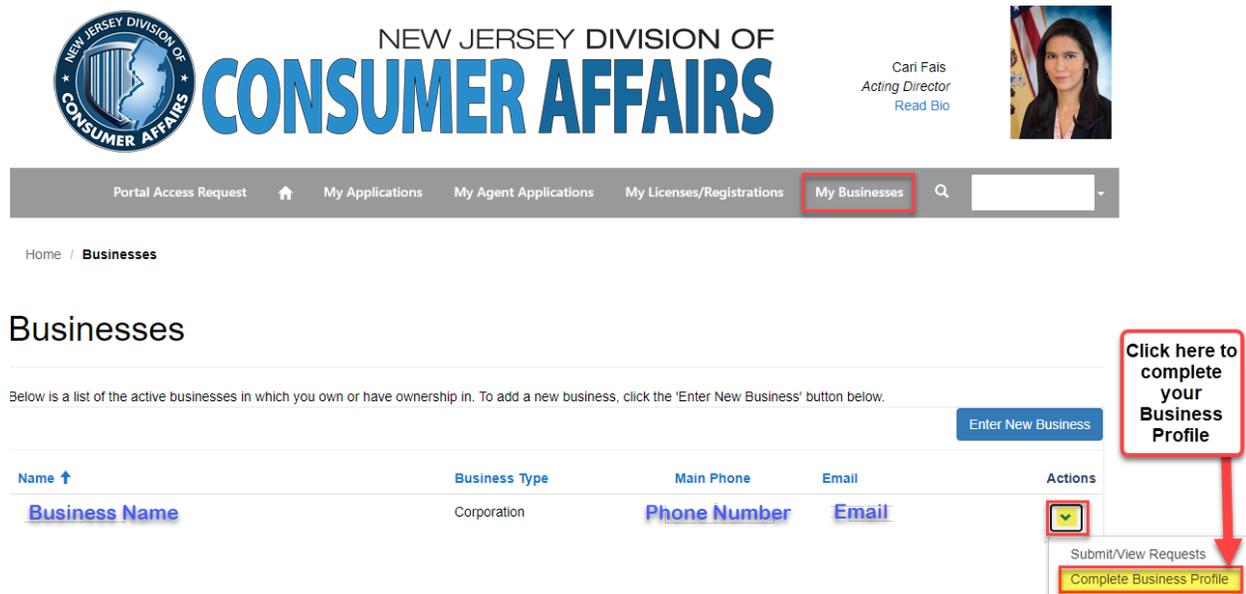
Home / Business - Edit/Incomplete

Business - Edit/Incomplete

The profile for your business has been created successfully.

If you don't know if your Business Profile is complete

Go to “My Businesses” tab and click the Actions button and if says “Complete Business Profile” you must click that option and finish your business first.



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Portal Access Request [Home](#) [My Applications](#) [My Agent Applications](#) [My Licenses/Registrations](#) **My Businesses**

Home / **Businesses**

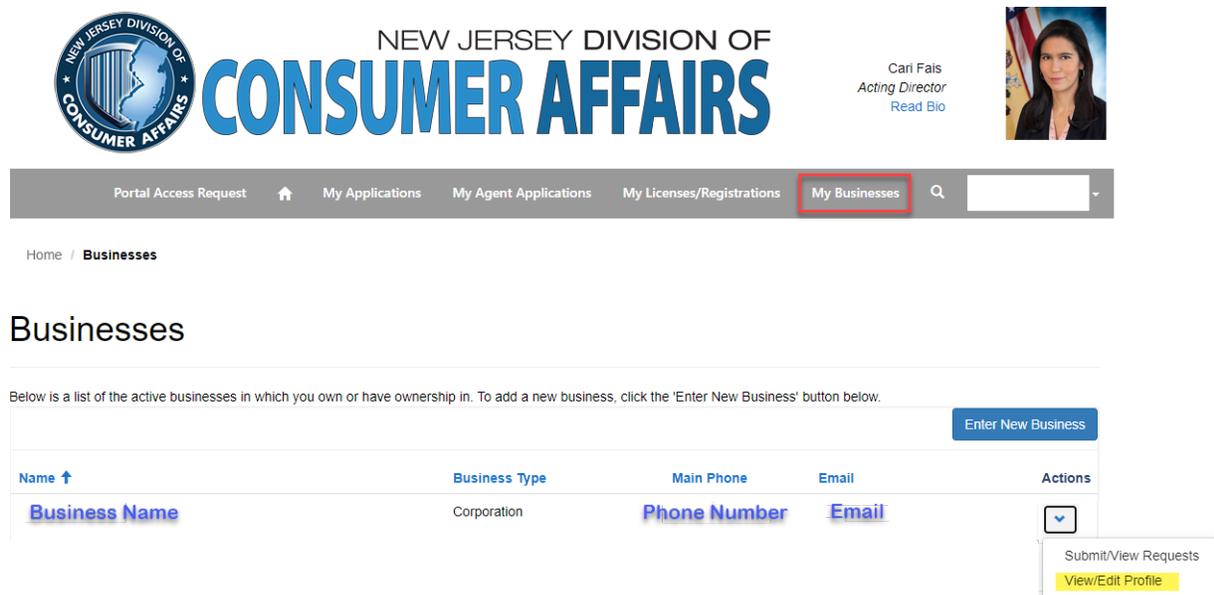
Businesses

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[Enter New Business](#)

Name ↑	Business Type	Main Phone	Email	Actions
Business Name	Corporation	Phone Number	Email	Submit/View Requests Complete Business Profile

If your business does not say “Complete Business Profile” and says “View/Edit Profile” your Business Profile is complete.



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Home / **Businesses**

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