Getting Started in Premier Business Services

The UEZ Business Certification System is accessible only through New Jersey Premier Business Services (PBS).

You will only need to register for PBS and My New Jersey **once**. After your initial registration, you will be able to log on **once** and access the UEZ Business Certification System as well as additional State of New Jersey online services.

Quick Start—

- On the Internet, go to <u>Premier Business Services</u> (https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp).
- 2. If you already have a My New Jersey account and a PBS account, **LOG ON** and conduct your business as usual.
- If you need to create one or both of these accounts, click the START button and follow the instructions on the screens.
 If you do not have a My New Jersey User ID and Password, you'll be able to set one up during the registration process.



- 4. After you have activated your PBS account, you can add business(es) to the account. After a business is added, you will have access to Service Centers such as applying for UEZ Certification.
- 5. Returning users can access their accounts at <u>Premier Business Services</u>. (Bookmark this page or add it to your Internet browser's favorites.)

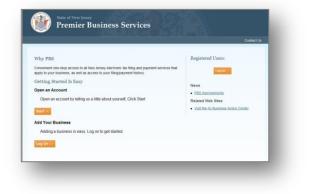
Detailed Instructions—

New PBS Users ONLY

To open a **PBS** account (including a **My New Jersey** account, if you don't already have one)

• Click Start →

If you already have a PBS account, **Log On**. **DO NOT START A NEW ACCOUNT**.



Open an Account

- Click Get Started →
 - You will be entering basic information about yourself on the next screen.
 - If you don't have a My New Jersey account, you'll be able to set one up during the registration process.



Your Information

- Enter your personal information* in the fields
- Click Continue →

*If you are the business owner's authorized representative (e.g., accountant, business manager, etc.), you may complete an application on the business owner's behalf. Enter your own personal information in these screens and enter the *business's* information in the Add a Business and UEZ Certification Application screens.

Linking PBS and My New Jersey accounts

This screen asks if you currently have a My New Jersey Logon ID.

• Select \bigcirc <u>Yes</u> or \bigcirc <u>No</u>

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First Name*			
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If you answered No

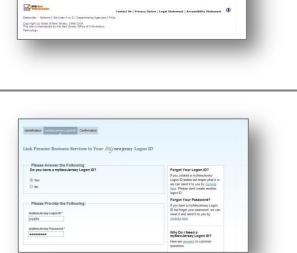
- Enter the requested information in each field to set up a My New Jersey account
- Click Continue

Note: Passwords are case sensitive, must be at least eight characters long, and must have a combination of at least TWO of the following—

- Lower case letters
- Upper case letters
- Numbers
- Other characters (except space, quotes, and backslash)

lf you	answered	Yes
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- Enter your My New Jersey Logon ID and Password*
- Click Continue



Identification Institution/Legon ID Confirmation

Please Answer the Following: Do you have a myNewJersey Logon ID?

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Welcome Identification myNewJerseyLog-on

Link Premier Business Services to Your My newjersey Logon ID

* *If you have forgotten your* **My New Jersey Logon ID** or **Password**, follow the instructions on the screen.

Confirmation

At this point your **PBS** account has been created and linked to your **My New Jersey** account.

To begin registering a business

• Click Add a Business

Adding a Business

• Select the Add a Business hyperlink (upper right)



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Adding a Business

At the Add a Business to My Account page

• Click Get Started →

Add a Business to My Account	
What you'll need:	Definitions
A New Jarsey Business ID The Kane of The Business A Field Provided by the State of Hele Jersey, or A Field Provided by the State of Hele Jersey, or The Type of The Business The Yara' The Business Registered for Taxes, and The ZPF within the Business Registered Taxes.	• New Acting Nuccess 10 The name to use and in register for trans. This what located in your freezeware beneficiation Kamine • PAI Angular PN issues for the fitting of trans. Acres Distance of Plantace for the Course of Relevance (PMID in VICE) PMIC on the course (PMID in VICE) PMIC on the course (PMID in VICE) PMIC on the course
Get started Not Now / Go Home	Innov your PPIS check with the Chert Financial Officer or Accounter for your firm which should be able to provide this information. To request a PHI <u>Click here</u>

Business Information

- Enter your business information in the fields
- Click Continue

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If you **don't know your PIN**, click the hyperlink at the bottom of the text box.

Terms and Conditions

- Read the Agreement/Terms of Use
- Select \bigcirc Yes or \bigcirc No
- Click Continue

 Name
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 Name

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If you select **No**, the business will not be added to your PBS account.

Confirm Business Association

- Enter YOUR information (as it relates to the business you are adding) in the fields
- Click Continue

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onfirm Your Information Associated With This Business	
User Information	
Title	
Owner	
Mailing Address	

Confirmation

The **Business Added** screen will confirm that the business has been added to your PBS account.

At this point you can add another business or return to the Home page, where all PBS Service Centers will be available for access.

Business Adde	d			
The following busin	ess has been added to your	account		
Business Inform	ation			
Business Name:				
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Service Center

Several State of New Jersey Service Centers are available on the PBS Service Center screen. More State Departments and Agencies will be added in the future.

To submit a UEZ Certification Application, Recertification Application, or Annual Report

• Click Urban Enterprise Zone

Urban Enterprise Zone Program

• Select the function you want to perform

Hyperlinks on the bottom of the page link to helpful resources, such as Certification Application Instructions, UEZ Help Desk, etc.



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Returning to PBS

The next time you want to use the UEZ Business Certification System—

- Go to <u>www.newjerseybusiness.gov</u>
- Click on UEZ Tax Incentives on the left side of the page



• Log On →

- Enter your Log On ID and Password
- Log On



Service Center

At the Premier Business Services screen-

• Click Urban Enterprise Zone



Related Web Sites	Program and PBS Assistance	Mailing Address
http://www.nj.gov/dca/affiliates/ uez	UEZ Help Desk Phone: 877-913-6837	NJ UEZ Program Department of Community Affairs
http://www.nj.gov/treasury/taxation	UEZ Help Desk Email: <u>HelpDesk@dca.state.nj.us</u>	PO Box 822
http://www.nj.gov/treasury/ revenue	PBS Help: doi:noise.state.nj.us	Trenton, NJ 08625