

Bureau of Fire Code Enforcement – Staff – Amending a Registered Business

Change Contact Information

- On the **My Workspace** page, click Registration Services.
- After reading the instructions, click **Continue**.

If you don't know the Registration Number...

- Enter search criteria (business name and/or address, for example) and click **Search**.
- Select the registration to be updated click **Continue**.

If you DO know the Registration Number or have searched and selected the desired business registration...

Business Information

- Review and edit the **Business Information**, if needed.
- Click **Continue**.

Contacts

Navigate the **Contacts** screens by selecting the desired contact's title in the tabs at the top or by clicking **< Previous** or **Next >** to move forward or back.

To change information in the **Contacts** screens, overwrite the old information in the fields.

- Review the contacts and edit the information, as needed.
- To add an additional contact—
 - Select a title in the **Available Contact Type** drop down
 - Click **Add Contact**
 - Enter information on the new contact.
 - When the desired contacts have been edited and/or added, click **Continue**.

Attachments

- If you don't need to upload any documents, click **Continue** and skip this step.
- To upload (attach) documents—
 - Enter the **Attachment Name** and other relevant information.
 - Click **Browse** on the **Attachment Upload** screen.
 - When the **File Upload** window opens up, select the desired document.
 - Click **Open**.
 - Click **Upload** on the **Attachment Upload** screen.

- When you have uploaded all the desired documents, click **Continue**.

Amended Registration Submitted

- Review the submission details on the **Submittal Confirmation** screen

- Click **Return**.

You will be returned to the **My Workspace** screen, where you can scroll down and check the status of the amended registration you submitted.

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