

Bureau of Fire Code Enforcement – Business Administrator – Submitting an LEA Annual Report

- In **My Workspace**, click the **Certifications** tab.

You will be taken to the **My Certifications** screen. If you are the Business Administrator for more than one town, each of the towns will be listed under **LEA Reports**, and you will need to certify the LEA Annual Report for each of the towns individually.

- Click the **Certify** icon (blue ribbon) for the **LEA Report** you wish to certify.

In the **Certification - Single Submission Summary** screen, the Fire Official's LEA Annual Report Certification will be listed, including the **Certification Status** date. You will be able to review the contents of the report on the next screen.

- Click the **Certify Electronically** icon (blue ribbon).

You will be brought to the **Certification - Single Application - Jurisdictional Business Administrator** screen.

- To review the **LEA Annual Report** submitted by the Fire Official—

- Click the **View** icon at the far right of the row.
- You may **Print** the report for your records.
- Click **Return** to go back to the **Certification** page.

- Enter your **Certification PIN**.

- Click the **Certify** button.

You will be taken back to the **Certification Summary** screen. Now, your **Certified Status** date will be listed under the Fire Official's.

- Click **Continue** on the **Certification Summary** screen.
- Click **Return** on the **Submission Confirmation** screen.



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