

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

Change Primary Business Owner

- On the **My Workspace** page, click **Register a Business**.
- After reading the instructions, click **Continue**.

Search for the currently registered business

- Enter search criteria (address, for example) and click **Search**.
- If you don't fine the desired business in the search results—
- Use different search criteria
- If you still don't find it, process a New Registration.

- Select the existing registration to be transferred and click **Continue**.

- Review the **Business Information**.

- Select the **Transfer Registration** check box.

- 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.

The previous contact information will be cleared.

- On the **Contacts** screen—

- Enter information for the **Primary Business Owner**.

- Enter information for the **Preparer/Applicant**.

- Enter information in the **Billing Contact**.

- To add an additional contact—

- Select a title in the **Available Contact Type** dropdown (bottom of the screen)

- Click **Add Contact**.

- Enter information on the new contact.

- When the desired contacts have been 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**.

Submit Registration

- Review the submission details on the **Submittal Confirmation** screen and click **Return**. You will be returned to the **My Workspace** screen, where you can scroll down and check the status of the registration you submitted.

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