

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

Change Life Hazard Use(s) or Non-Life Hazard Use(s)

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

Search for the currently registered business

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

Update Building Details

- Scroll to the far right and click the **Details** icon.
- The **Building Details** screen will be pre-populated with information entered previously.

In addition to updating the details of an existing building, you may delete one or more existing buildings (using the **Delete** icon), or add one or more new buildings (using the **Add Row** or **Copy Row** buttons).

- Update the information on the **Building Details** screen by entering new information or overwriting or deleting existing information.
- Click the **Details** icon in the **Floor Characteristics** section.
- If applicable, add one or more new floors, delete existing floors, or update existing floors.
- When finished, click **Save**.
- On the **Building Details** screen, click **LHU Details**.
- If applicable, add, delete, or change LHUs as needed. Add or delete rows and/or overwrite existing information to make changes.
- When finished, click **Save**.
- On the **Building Details** screen, click **Save**.
- On the Business Information screen, click **Continue**.

Contacts

During a Registration Update, you may also modify contact information (see Amend Registration).

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**.



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 Registration Inspections Management System
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 Contact the DCA RIMS Help Desk.

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

- Click **Return**.
- Review the submission details on the **Submittal Confirmation** screen.

Submit Updated Registration

- When you have uploaded all the desired documents, click **Continue**.
- Click **Upload** on the **Attachment Upload** screen.