

iDMS Secure Online Portal Instructions

- Access the iDMS online secure portal by following the link in the email sent to you or by clicking here: <https://iDMS.njeda.com>
- Enter the username and password you received via email. When logging in for the first time, please change your password by clicking on the Project Number (P#) located in the bottom right-hand corner of the screen. **Passwords must be 8-20 characters long and must contain at least one uppercase letter, lowercase letter, number and symbol.**
- Select the reporting year you wish to access (2016 to file required annual documents) and click "Open Project".
- Important! You will be uploading documents directly from your local directory to iDMS; please know where you have stored these files on your computer/network.

I. To File 2016 Reporting Documents (Initial, Annual & Post-Payment Reports):

- ❖ For the 2016 filing, iDMS will automatically direct customers to complete the Post-payment, Initial and/or Annual Report documents based on the specific details of each grant's Agreement with the EDA. Please refer to the [2016 Annual Progress Reporting Instructions](#) to understand which documents will need to be filed for the report type(s) indicated by iDMS.
- ❖ Customers completing the Initial and/or Annual Report will be required to enter the number of "BEIP Jobs", "Total New Jersey Jobs"¹ and "Last Day of Tax Filing Accounting Period" into iDMS. **Please ensure job numbers are accurate and entered correctly;** they determine if a grant is compliant with certain program requirements and eligible to receive an award and also guides users to the appropriate reporting screen.
 - * If a grant in the award phase is determined to be non-compliant, only the Initial Report will be filed and no award will be allocated for 2016.

¹ BEIP Jobs:

Initial Report: Total number of employees listed on Initial Report

Annual Report: Total sum of "Combined Reports" (Column L) on the Project Tab of the Annual Report template.
(If filing both the Initial and Annual Report, enter the Annual Report BEIP Jobs)

¹Total New Jersey Jobs

Initial or Annual Report: Total number of employees the grantee company(ies) and affiliates had at any location in NJ as of December 31, 2016. **This includes BEIP and non-BEIP jobs.**

For Annual Report filers: this is the same number entered in "Total Number of ALL NJ Employees on 12/31" on the Project Tab of the Annual Report template.

Last Day of Tax Filing Accounting Period

Please provide the last day/date in which the company can file their NJ State taxes

- ❖ Customers in the post-maturity phase of the grant are not required to enter job numbers and will be routed directly to the post-maturity section of iDMS upon log in.

Adding Documents to iDMS

1. Click on the green "Add a new document" button
2. Browse your local directory for the document you wish to add
3. Click "open" to add to iDMS
4. Select the document "Type" that corresponds to the document you've selected
5. Click "Save Documents"*
6. Repeat these steps until all required documents have been added²

*If you are filing the Annual Report, please add and save your Annual Report Excel template before adding any other documents; clicking "Save Documents" automatically begins the error validation process for your template. Once the template has successfully been saved the remaining required documents can be added.

A. Initial Report:

Please prepare and upload the required documents. Exhibit B can be completed using the form-fill function of iDMS ([click here for instructions](#)) or you may complete the copy provided in the Grant Agreement. If you select the form-fill option, you will still be required to print the completed document, obtain the required signatures, scan it to your local directory and upload the executed document to iDMS following the instructions in "Adding Documents to iDMS" above.

B. Annual Report:

If the Annual Report does not have validation errors:

You will receive a message stating the Annual Report contains no errors; continue adding supporting documentation to complete your submission. (Annual Report supporting documents are: NJ-9000, New Jersey W-3, Exhibit C of Grant Agreement, Exhibit D of Grant Agreement and W-2s for Pennsylvania residents)

If the Annual Report has Validation errors:

- Select "Validation Report" to review the errors that need to be addressed. On this screen you will be able to view, print and download the Validation Report.
- There are 2 possible types of errors you may encounter:
Required: Mandatory information is missing or incorrect and must be revised in the Annual Report template (denoted by "ER" in front of the error number); or
Questionable: Information provided requires clarification (denoted by "EQ" in front of the error number). These errors should be revised in the Annual Report template **AND/OR** further explained under the "**Validation Error Explanations**" section as appropriate.

Validation Error Explanations:

- This section allows customers to provide comments/clarification for questionable errors. Important! Required errors will not appear under this section - they must be fixed in the Annual Report prior to completing the validation error explanation and will only appear on the Validation Report.
- In order to fix the error in the annual report, please click on the annual report tab. In the upper right hand corner you will see a + symbol, pencil or a minus sign. In order to make changes to the annual report, you must first highlight the line that requires a change, then click on the + sign to add to the report; the pencil to edit the report; and the – sign to delete the entire line from the report. After any change to the annual report, you must click save and refresh the report. When complete, click the **run validations tab** at the top of the page. If any other required errors appear, you must repeat this process again until you receive a message stating that there are no validations.
- Provide comments/clarification in the "Explanation" column for those employees whose information is accurate in the Annual Report but still appear in the section*. You MUST click "Save" for your entries to be recorded. Something MUST be entered for all employees who appear under this section in order to obtain a confirmation number.

* Some questionable errors require comment and cannot be addressed solely by adjustments to the Annual Report, even if adjustments to the report are necessary.

Helpful tips:

- ✓ The "Apply to All" button allows users to apply the explanation typed in the first row of an error to all employees identified by that error (if appropriate).
- ✓ The information on this screen can be sorted/collapsed by clicking on the small triangles at the top of each column or to the left-hand side of each category (company/error).
- Once reporting documents have been submitted and a confirmation number received, error explanations will be reviewed by the Incentives officer. Upon officer review, you will be notified via email if the officer requires you to log back into iDMS to provide additional information/revisions.

IMPORTANT Things to Note:

- Refer to the [Comprehensive 2016 Annual Report Template Instructions](#) if you have questions about how to properly complete the template.
- You'll need to follow the validation error process as many times as necessary until you've received the message that your Annual Report template is free of errors and/or all questionable errors have been explained accordingly. If you have addressed all questionable errors in the Validation Error Explanation section and continue to receive a message that your template has errors, this is a likely indicator that all required errors (ER) have not been updated satisfactorily; please review the Validation Report again for any ER errors.

C. Post-maturity Grantees:

Please prepare and upload the required documents. Exhibit C-1 can be completed using the form-fill function of iDMS ([click here for instructions](#)), or you may complete the copy provided in the Grant Agreement. If you select the form-fill option, you will still be required to print the completed document, obtain the required signatures, scan it to your local directory and upload the executed document to iDMS following the instructions in "Adding Documents to iDMS" above.

Confirmation Number:

For ALL reporting customers, you must receive a Confirmation number no later than March 1, 2017 to have your 2016 Annual Report submission be recorded as complete. To generate a Confirmation Number, all validation errors must be addressed and supporting documents uploaded. Once all of your documentation is in order, click the "Generate Confirmation Number" button. **Please print a copy of your Confirmation Number for your records.**

Once you have generated a Confirmation Number, you will not be able to add or delete documents or modify your submission. If you need to modify any documents after a confirmation number has been granted prior to the March 1, 2017 filing deadline, please contact your Incentives Officer.

II. *Once a Confirmation number has been received:*

Initial Report Customers:

You have completed the 2016 reporting process and nothing further will be required from you at this time. If your company did not reach the MET prior to filing for 2016 and does so during 2017, please notice your officer in writing within 30 days, pursuant to the Grant Agreement.

Annual Report Customers:

If your Annual Report template generated no Questionable errors on the Validation Report, you have completed the 2016 reporting process and should wait for further notice from your Incentives Officer regarding your 2016 award.

If you provided explanations for any errors under the Validation Error Explanations section, you may receive email notification that your responses require additional clarification. You will need to log back into iDMS and respond accordingly to the comments under the "NJEDA Officer Comments" section, clicking the "Send Notification to Officer" button once their concerns have been addressed by either revising the template or providing additional explanations. Please note: you may not receive notification for several months, as we continue to finalize the backlog of prior years' submissions. If you do not receive an email notification, nothing further is required for the year in question and you should wait for further information from your officer regarding that year's award.