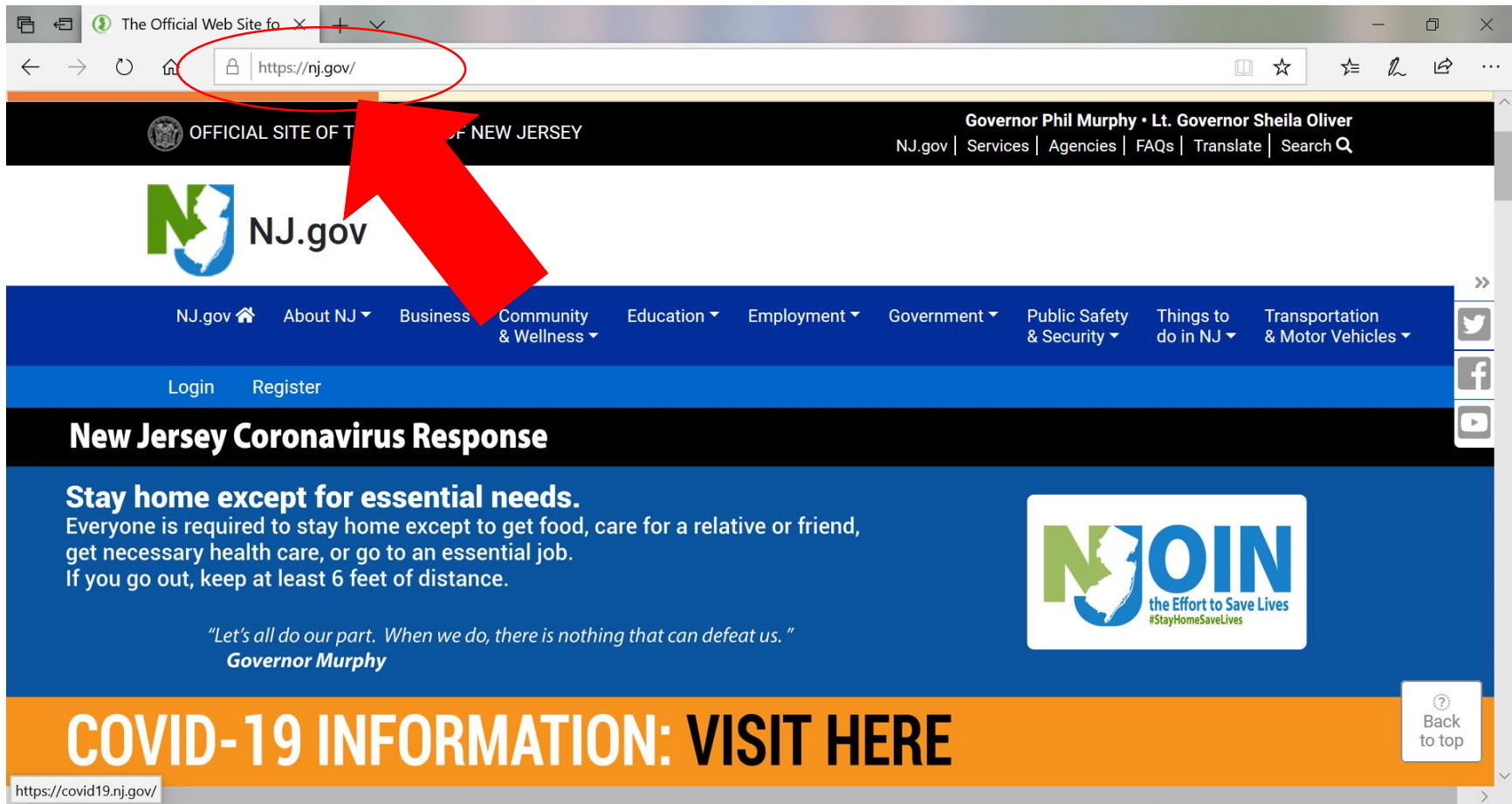
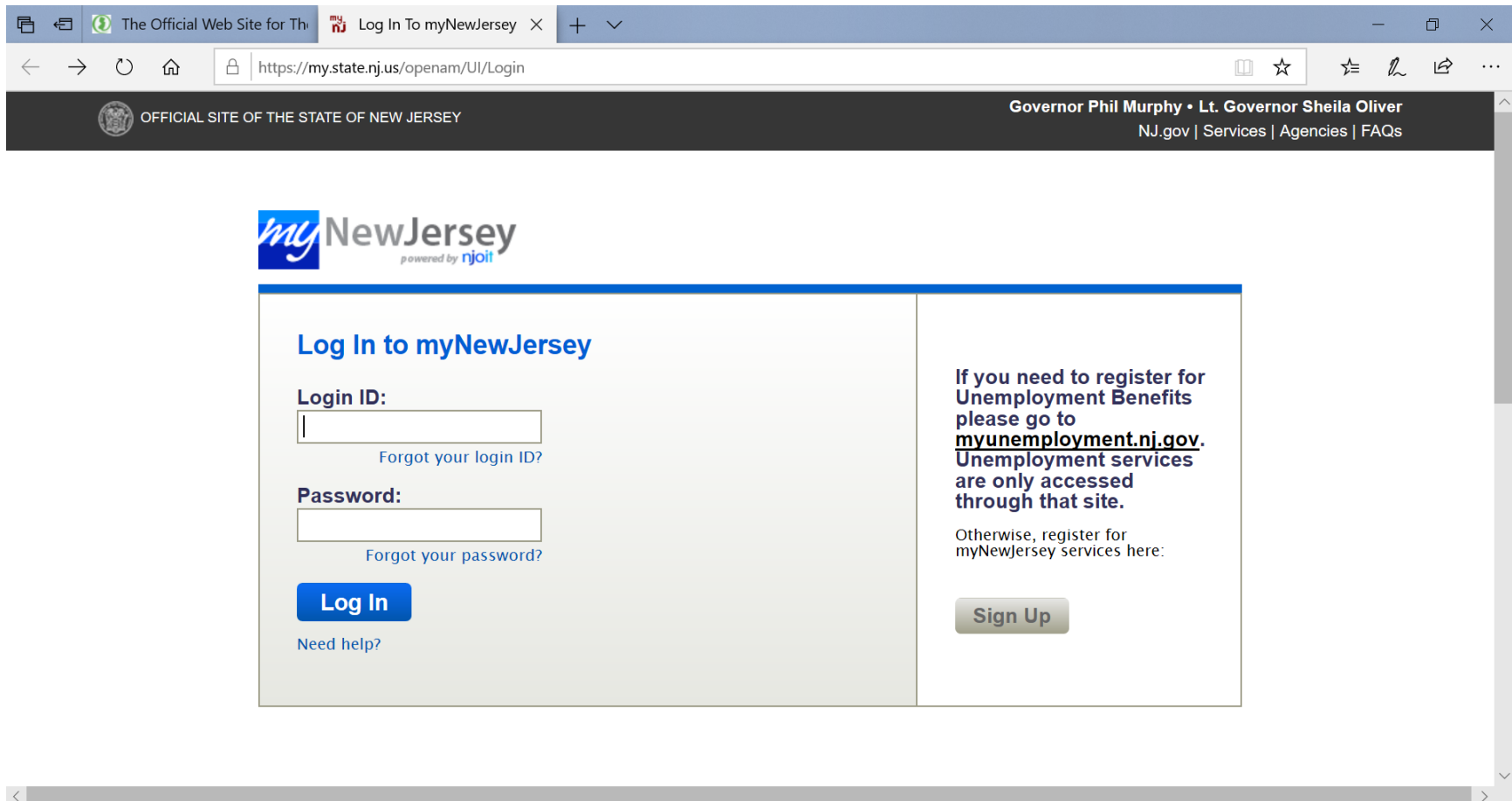


# **INSTRUCTIONS FOR E-FILING**



Go to [www.nj.gov](https://www.nj.gov) to register and create your MyNewJersey Account. Upon completion, you will have a MyNewJersey Portal ID.



Click on the “Sign Up” box located at the bottom right to create an account.

The Official Web Site for Th myNJ Create Your myNewJers X + v

https://my.state.nj.us/signup/Signup

### Create Your myNewJersey Account

To use specific services that New Jersey has offered you, you need to create a myNewJersey account using this form (all fields are required).

You'll be able to change all of your entries later, except your login ID, using the "my account" link any time you're logged in to myNewJersey.

Login IDs can only contain letters, numbers, and these four characters: @ . - \_

**Login ID**

Passwords must be at least 8 characters long, chosen from at least three of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and ).

**Password**

**Retype your password**

**First name**

**Last name**

If you forget your login ID or password in the future, the system will ask you the question you enter here. If the answer you give then matches the answer you enter now, the system will send your ID or a new password to the email address you provide below. Pick a question and answer you can remember, but only you would know.

**Question you want us to ask**

**Your answer**

**Email address**

**Retype your email address**

Take a moment to review your sign-up information and be sure it's correct before you click the Create Account button.

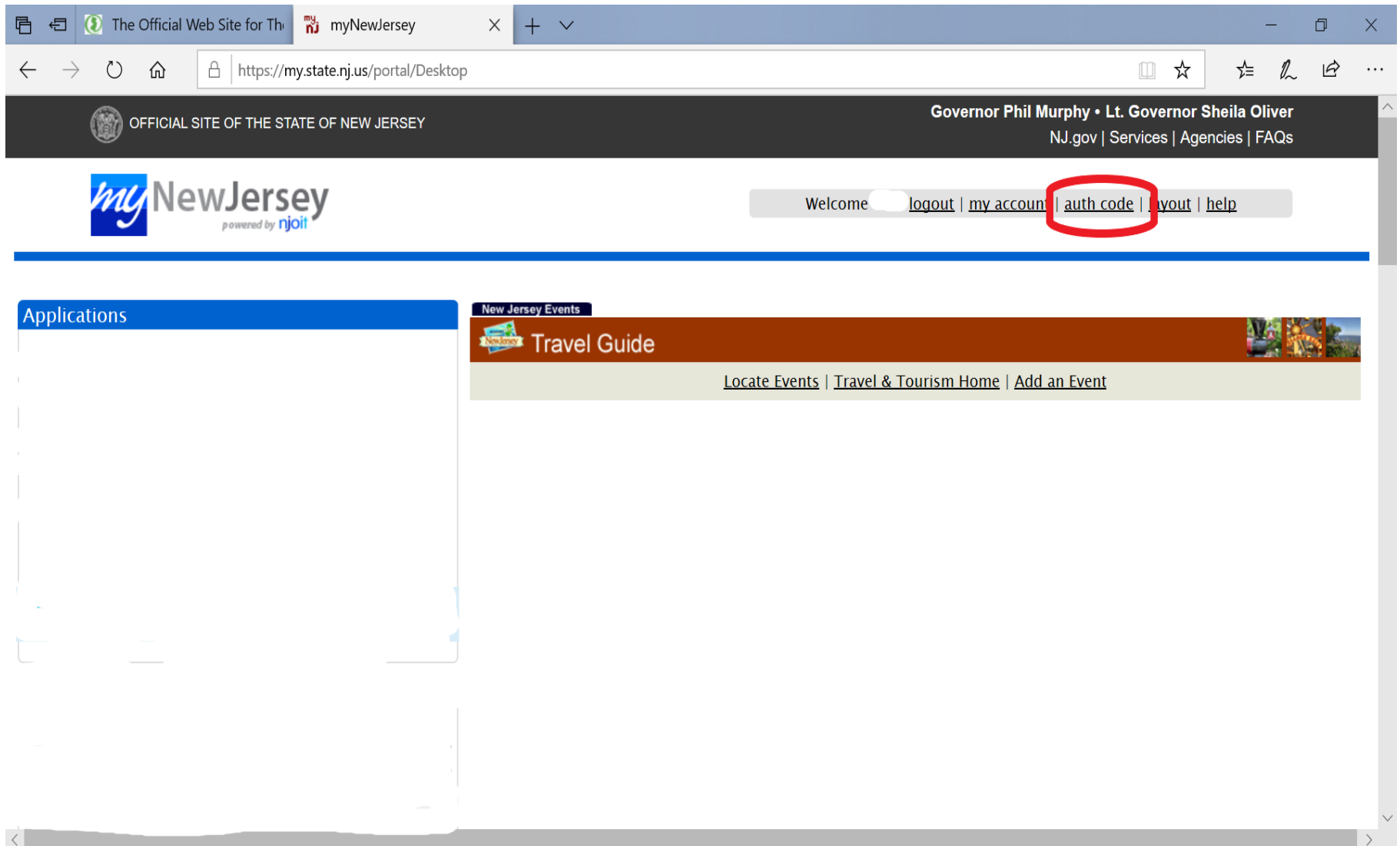
**Create Account**

Follow instructions.

Once that process is complete, you will need to contact BPU IT Helpdesk at [ITHELPDESK@bpu.nj.gov](mailto:ITHELPDESK@bpu.nj.gov) and provide the following:

- your myNewJersey ID
- first name
- last name
- your company name (If applicable)
- your email address

Typically, within two business days, you will receive an email containing an *authorization code*.



Click “enter authorization code”. This step will not be necessary each time nor will you have to pass through this page/screen once you are registered.

The Official Web Site for The mynj Accept Authorization Cr X + v

← → ↻ 🏠 🔒 https://my.state.nj.us/edituser/AcceptAuthCode

OFFICIAL SITE OF THE STATE OF NEW JERSEY Governor Phil Murphy • Lt. Governor Sheila Oliver  
NJ.gov | Services | Agencies | FAQs

**myNewJersey**  
powered by njoit

### Enter Your myNewJersey Authorization Information

1. If you've been given an authorization code, type or "paste" it into the box below (otherwise, click "Cancel").
2. Click the "Finished" button.
3. Your code will be verified and your profile will be updated with your new role.
4. If the update is successful, the *myNewJersey* portal will end your current session and, after a few seconds, will return your browser to the login page.
5. Please log back in and verify that your *myNewJersey* desktop includes the content for your new role.

Enter your authorization code:

**Finished** **Cancel**

After clicking, you will be directed to this screen. Please enter the code you were given. Click *Finished*. Again, you will only see this screen initially while setting up your portal ID.


That will automatically log you out. Please LOG BACK INTO [www.nj.gov](http://www.nj.gov) which will bring you to the screen below.

The screenshot shows a web browser window with the address bar displaying <https://my.state.nj.us/portal/Desktop>. The page header includes the text "OFFICIAL SITE OF THE STATE OF NEW JERSEY" and "Governor Phil Murphy • Lt. Governor Sheila Oliver" with links for "NJ.gov | Services | Agencies | FAQs". A yellow arrow points to the "New Jersey powered by njoit" logo. Below the logo is a navigation bar with "Welcome" and links for "logout | my account | auth code | layout | help". The main content area is divided into two sections: "Applications" on the left, which contains a link for "BPU External Access Portal", and "New Jersey Events" on the right, which features a "Travel Guide" banner and links for "Locate Events | Travel & Tourism Home | Add an Event".



The Official Web Site for Th myNewJersey INFOSHARE SELECT Log

https://portal035.state.nj.us/extutil/login.aspx



**Welcome to the New Jersey Board of Public Utilities External Access Application.**

This system is intended for document management and transference between the NJ-BPU and authorized users.

**Customer Assistance / Cable TV**

- Online case management
  - Online responses to BPU inquires or complaints
  - Transfer and view documents transferred between BPU and utility company
  - Case management displaying current, pending and past transactions with BPU

**Pipeline Safety**

- Upload reports and other required documents

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**BPU External Access Portal**

**User Login**

User Name

Password

Verify Code  68FJ8  
[Try a New Code](#)

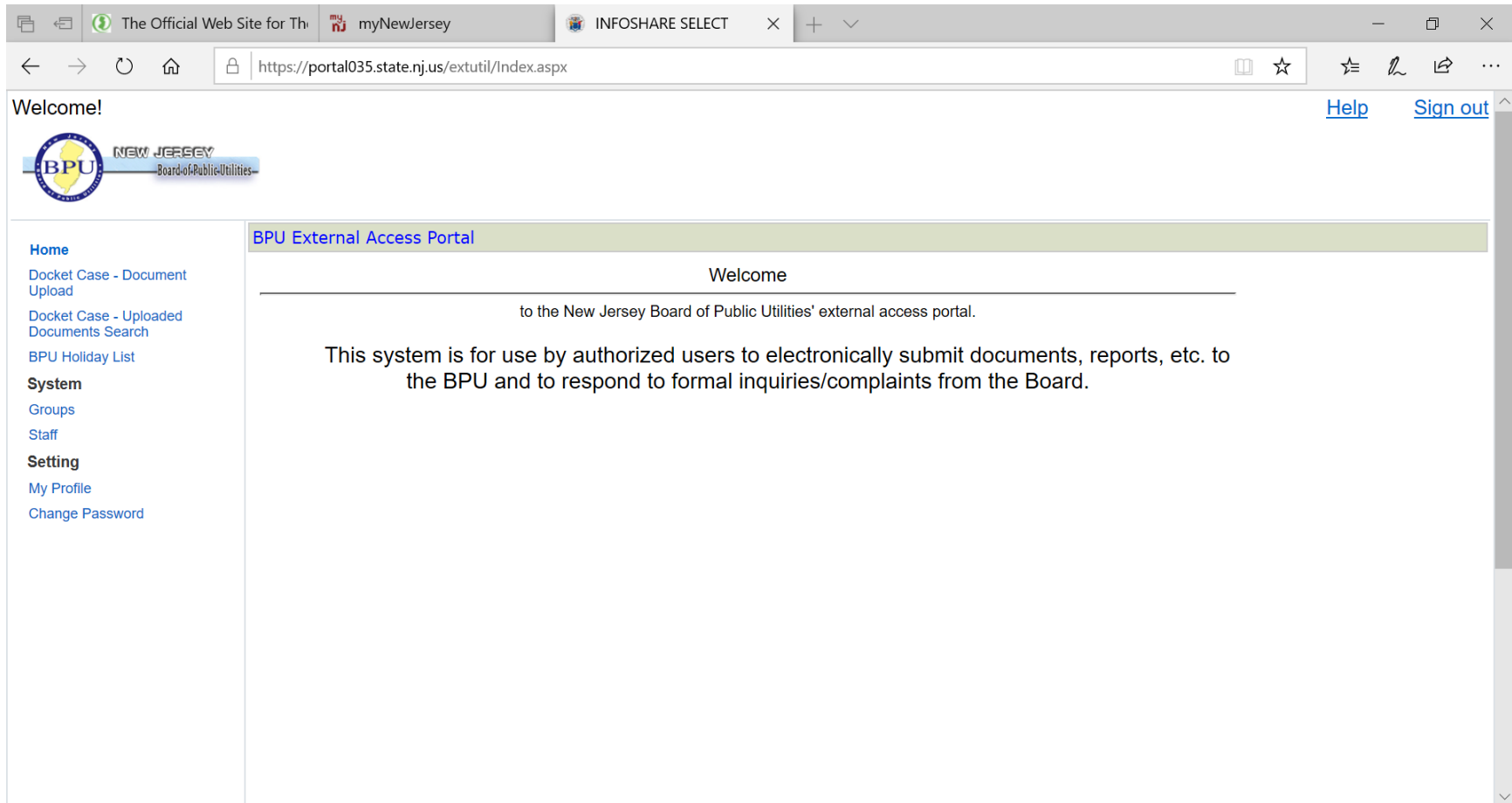
Login

[Forget Password?](#)

This system is intended for use by authorized users and their designees. Unauthorized use is prohibited.

infoshare select By CSITECH

Once you've completed the procedure to apply the user authorization code, you will get another email regarding your BPU external website User Name and Password, shown here. Follow the instructions listed in the email and you will be able to login.



After logging in to Infoshare as a utility, you will see this “Welcome” screen. On the left, click on “Docket case – Document Upload”.

https://utilpxua.state.nj.us/Index.aspx

State of New Jersey

LexisNexis® Custom Soluti... Suggested Sites Web Slice Gallery

Welcome! [Sign out](#)

**BPU** NEW JERSEY Board of Public Utilities

**Home**

- Docket Case - Document Upload
- Docket Case - Uploaded Documents Search
- BPU Holiday List

**Setting**

- My Profile
- Change Password

**Docket Case - Document Upload**

0 Records -- 0 - 0 Displayed | 30 Records/Page

Posted Date	Docket #	Document #	Document Title	Author	Caption	Opened / Viewed by BPU	Folder Name	Subfolder Name	Admin Status
No record found.									

Docs Pending Transmittal      Search Docket #      Upload Document(s) w/o Docket #

That will bring you to this screen. If you have a docket number, please click Search Docket # tab for your submission. You can also click “Upload document(s) w/o docket #” on the right.

https://utilpxua.state.nj.us/Index.aspx

State of New Jersey

INFOSHARE SEL...

Welcome!

Sign out

**BPU** NEW JERSEY Board of Public Utilities

**Home**

- Docket Case - Document Upload
- Docket Case - Uploaded Documents Search
- BPU Holiday List

**Setting**

- My Profile
- Change Password

*Docket Case - Document Upload >> Docs Pending Transmittal >> Upload Documents*

Upload Document(s) w/o Docket #

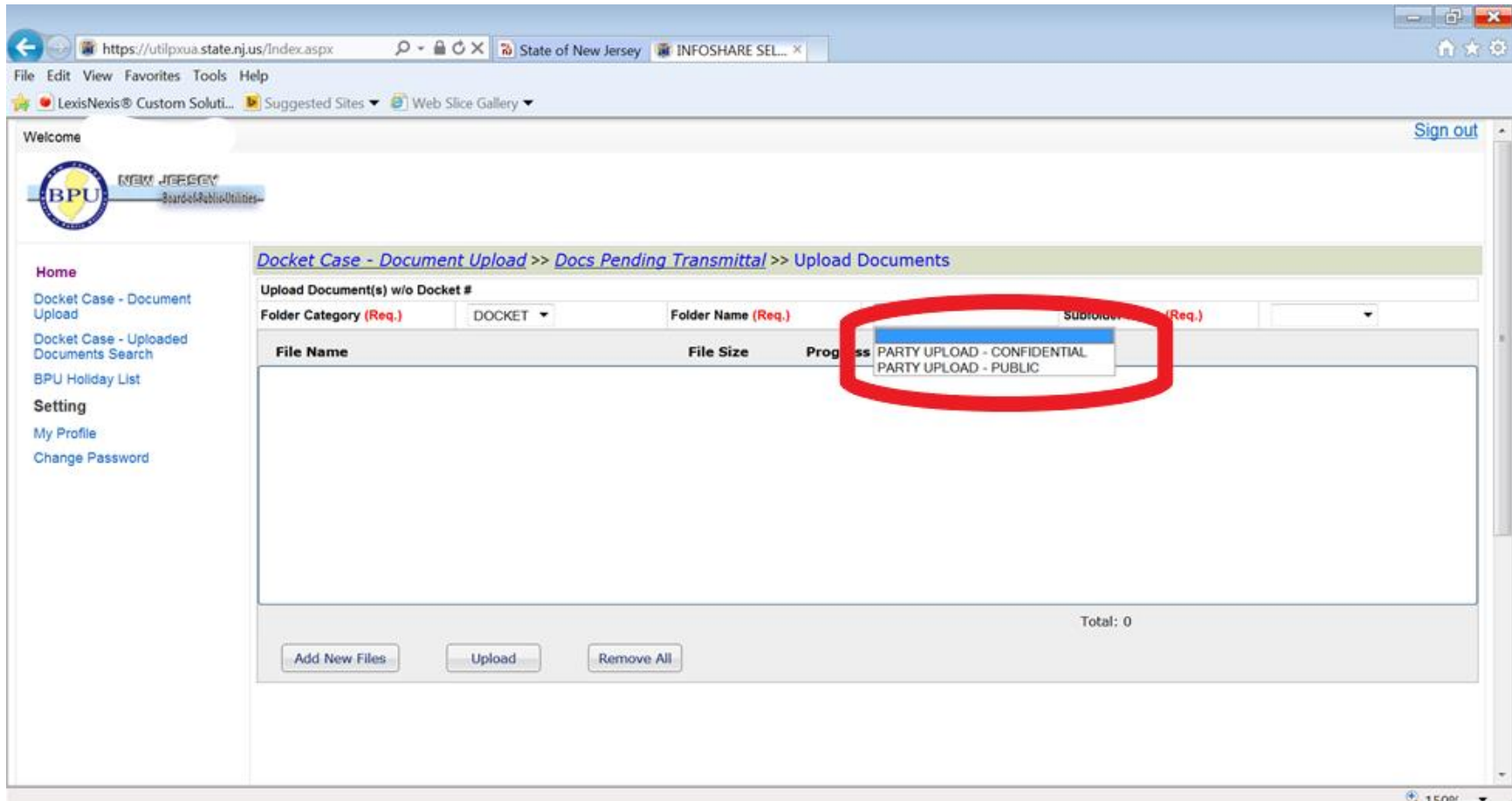
Folder Category (Req.) Folder Name (Req.) Subfolder Name (Req.)

File Name	File Size	Progress	Status
DOCKET			

Total: 0

Add New Files Upload Remove All

Click on “Folder Category (Req.)” and the dropdown menu, click “Docket”.



Then click on the “Folder Name (Req.)” dropdown button and select either “Confidential” or “Public”:

## **CONFIDENTIALITY**

### **E-filing does NOT waive confidentiality:**


- N.J.A.C. 14:1-12.1 et seq. applies, with exception, pursuant to the “waiver order”, of the requirement to provide confidential paper filings and mailings.
- You are always given a “confidentiality” option when filing a document.
- If you are uploading a confidential document, please make sure that all necessary letters and affidavits of confidentiality are included.
- **Also please make sure that you are uploading the correct document to the relevant folder (confidential to the “Confidential” folder, public to the “Public” folder), as the uploaded documents are NOT screened by BPU staff.**

https://utilpxua.state.nj.us/index.aspx

BPU Intranet myNewJersey INFOSHARE SELECT

Office 365 Login Suggested Sites Log In Smartsheet Google Google Maps Board of Public Utilities

Welcome! [Sign out](#)



**Home**

- Docket Case - Document Upload
- Docket Case - Uploaded Documents Search
- BPU Holiday List

**Setting**

- My Profile
- Change Password

[Docket Case - Document Upload](#) >> [Docs Pending Transmittal](#) >> Upload Documents

Upload Document(s) w/o Docket #

Folder Category (Req.) [DOCKET] Folder Name (Req.) [PARTY UPLOAD - CONFIDENTIAL] Subfolder Name (Req.) [YEAR - 2016]

File Name	File Size	Progress	Status
Pilot Review1.docx	14.3 KB	0.0%	Pending <span style="color: red;">✘</span>

Total: 1 0 KB of 14.3 KB

[Add New Files](#) [Upload](#) [Remove All](#)

After selecting “Add New Files,” the screen will begin to process the upload.

https://utilpxua.state.nj.us/Index.aspx

BPU Intranet myNewJersey INFOSHARE SELECT

Office 365 Login Suggested Sites Log In Smartsheet Google Google Maps Board of Public Utilities

Welcome [Sign out](#)

**BPU** NEW JERSEY Board of Public Utilities

**Home**

- Docket Case - Document Upload
- Docket Case - Uploaded Documents Search
- BPU Holiday List

**Setting**

- My Profile
- Change Password

**Docket Case - Document Upload >> Docs Pending Transmittal**

1 Records -- 1 - 1 Displayed | 30 Records/Page

<input type="checkbox"/>	Docket #	Document Title	Author	Caption	Change Title/Detail	Folder Name	Subfolder Name	Posted Date
<input type="checkbox"/>		Pilot Review1		THIS IS A TEST CAPTION	<a href="#">Change Title/Detail</a>	PARTY UPLOAD - CONFIDENTIAL	YEAR - 2016	10/21/2016

Select All

[Send Document\(s\) To BPU](#) [Search Docket #](#) [Upload Document\(s\) w/o Docket #](#)

This screen will provide a detail preview of document upload and folder designated



https://utilpxua.state.nj.us/Index.aspx

State of New Jersey

INFORMSHARE SEL...

File Edit View Favorites Tools Help

LexisNexis® Custom Soluti... Suggested Sites Web Slice Gallery

Welcome!

[Sign out](#)

**BPU** NEW JERSEY Board of Public Utilities

**Home**

- [Docket Case - Document Upload](#)
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**Setting**

- [My Profile](#)
- [Change Password](#)

[Docket Case - Document Upload >> Docs Pending Transmittal >> Upload Documents](#)

Upload Document(s) w/o Docket #

Folder Category (Req.) DOCKET Folder Name (Req.) PARTY UPLOAD - PUBLIC Subfolder Name (Req.)

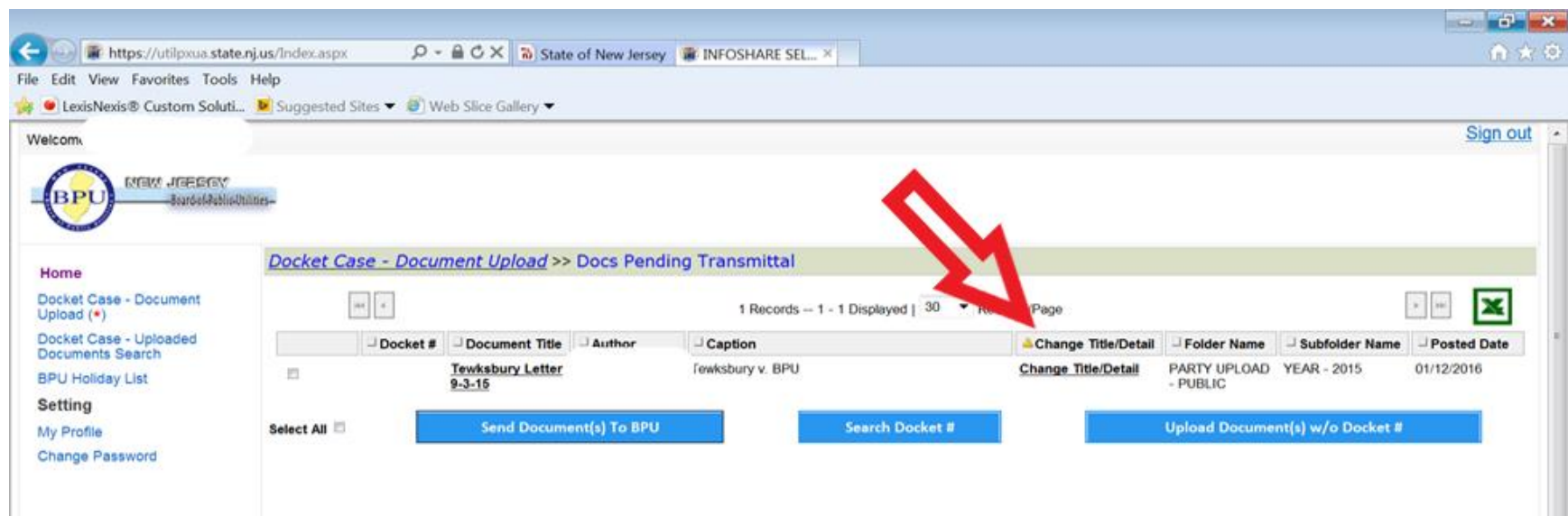
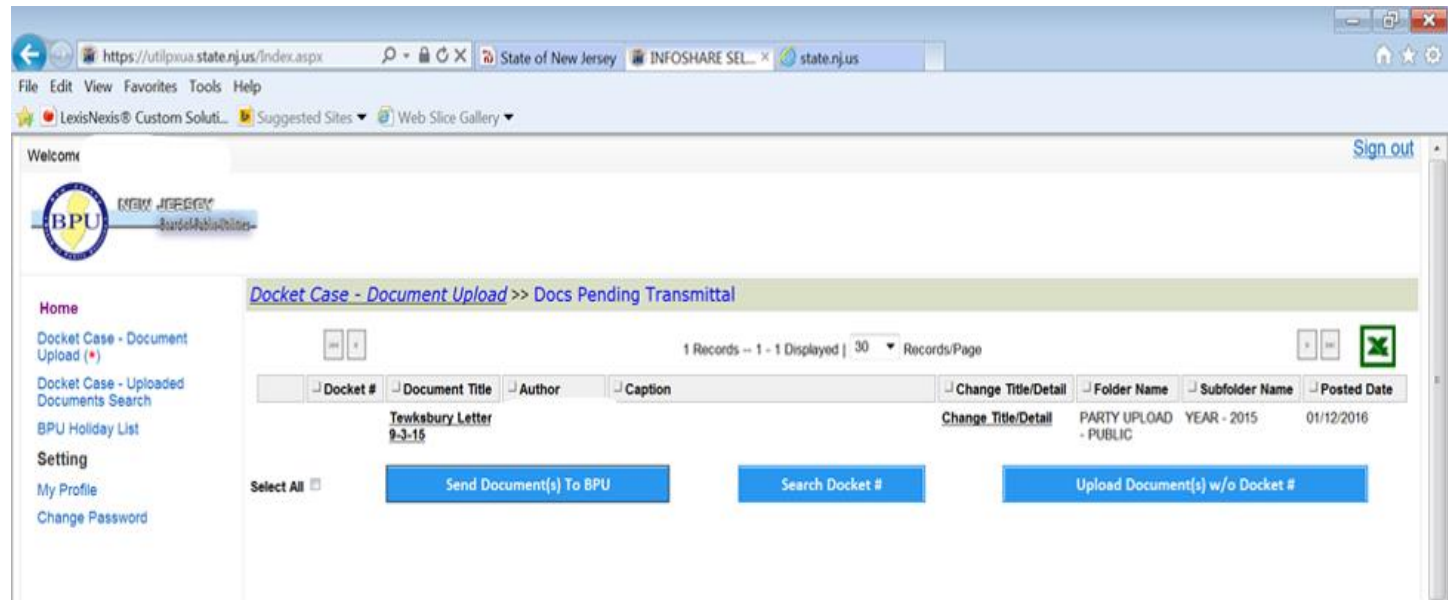
File Name	File Size	Progress	Status
-----------	-----------	----------	--------

Total: 0

[Add New Files](#) [Upload](#) [Remove All](#)

Click on “Subfolder name” and choose a year of filing.

Once you have uploaded all of the necessary documents, you will see “Docs Pending Transmittal”.



Click on “Change Title/Detail”. A new window will pop up where you input the caption, title, and check the inputted information for any errors. Click “Update”. That window will automatically close and take you back to the previous window.

The screenshot shows a web browser window with the URL <https://utilpxua.state.nj.us/Index.aspx>. The page title is "State of New Jersey" and "INFOSHARE SEL...". The browser menu includes "File", "Edit", "View", "Favorites", "Tools", and "Help". There are also "Suggested Sites" and "Web Slice Gallery" options.

The main content area is titled "Welcome!" and features the BPU logo (New Jersey Board of Public Utilities). A navigation menu on the left includes "Home", "Docket Case - Document Upload (\*)", "Docket Case - Upload Document", "BPU Holiday List", "Setting", "My Profile", and "Change Password".

The main content area displays a table titled "Docket Case - Document Upload >> Docs Pending Transmittal". The table has columns for "Docket #", "Document Title", "Author", "Caption", "Change Title/Detail", "Folder Name", "Subfolder Name", and "Posted Date". A single record is shown with the following details:

Docket #	Document Title	Author	Caption	Change Title/Detail	Folder Name	Subfolder Name	Posted Date
<input checked="" type="checkbox"/>	<u>Tewksbury Letter 9-3-15</u>	Tewksbury v. BPU		<a href="#">Change Title/Detail</a>	PARTY UPLOAD	YEAR - 2015	01/12/2016

Below the table, there are three buttons: "Send Document(s) To BPU", "Search Docket #", and "Upload Document(s) w/o Docket #". A "Select All" checkbox is also present. A green "X" icon is visible in the top right corner of the table area.


Check the small box to the left of the “Document Title” column then click on “Send Document(s) to BPU” button.

https://utilpxua.state.nj.us/Index.aspx State of New Jersey INFOSHARE SEL...

File Edit View Favorites Tools Help

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Welcome [Sign out](#)



**Home**

- [Docket Case - Document Upload \(+\)](#)
- [Docket Case - Uploaded Documents Search](#)
- [BPU Holiday List](#)
- Setting**
- [My Profile](#)
- [Change Password](#)

### Docket Case - Document Upload

3 Records -- 1 - 3 Displayed | 30 Records/Page

Posted Date	Docket #	Document #	Document Title	Author	Caption	Opened / Viewed by BPU	Folder Name	Subfolder Name	Admin Status
01/12/2016		1143537	<u>Tewksbury Letter 9-3-15</u>		Tewksbury v. BPU	NO	PARTY UPLOAD - PUBLIC	YEAR - 2015	PENDING REVIEW
01/12/2016		1143535	<u>ACRONYMS</u>		asdf	NO	PARTY UPLOAD - PUBLIC	YEAR - 2015	PENDING REVIEW
01/12/2016		1143534	<u>Tewksbury Letter 9-3-15</u>		THIS IS A TEST CAPTION	NO	PARTY UPLOAD - CONFIDENTIAL	YEAR - 2015	PENDING REVIEW

[Docs Pending Transmittal](#)
[Search Docket #](#)
[Upload Document\(s\) w/o Docket #](#)

The next screen will show you what documents were uploaded and their status in the BPU Case Management System. The screen indicates that the documents are pending review. It may take up to a day or two for Case Management to process your documents and assign a docket number.

## **BPU E-Filing Confirmation**

- Once you have successfully uploaded and submitted your document(s), the E-filing portal generates a TIME/DATE stamped page for Case Management to review;
- Case Management reviews the E-filed submission;
- The entity/petitioner will be contacted by Case Management within three (3) business days as long as you have successfully submitted the e-Filing properly;

Please note:

- If you do not have a valid My NewJersey Portal ID and have not received the proper Role Authorization Code you will not be given access to the BPU External Access Portal.
- E-filed documents will be considered filed as of the TIME/DATE on the computer generated page you receive from the External Access Portal (see example on next page).
- If these requirements are not met, the filing will be rejected. The filing must then be resubmitted and will be considered filed the date of the *successful* filing.



---

**NJ BPU POR Document(s) Receipt (Docket #: EC16010005-)**

1 message

---

**\*\* PLEASE DO NOT RESPOND TO THIS EMAIL \*\***

This is a receipt for the following document(s) which have been received, reviewed and accepted into

Docket Number: **EC16010005-**

by the Office of Case Management of the New Jersey Board of Public Utilities

**LIST DOCUMENT(S) ACCEPTED**

- Tewksbury Letter 9-3-15

Thank you,  
The New Jersey Board of Public Utilities

Lastly, you will receive an e-mail confirming receipt.