New Jersey Broadband Equity, Access, and Deployment and (NJ BEAD)

BPU e-Filing System Walkthrough

The BPU e-Filing System (Infoshare) will be used for submitting **all required documents** for the NJ BEAD Application

The following document provides step by step instructions on how to register, navigate this portal, and upload required materials

(Last updated 04/24/2025)

Step 1: To begin, visit <u>https://my.state.nj.us/</u>.

Step 2: To create an account, click on the "Sign Up" box located at the bottom right.

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	Log In to myNewJersey Login ID: Password: Log In Forgot your login ID? Forgot your login ID? Forgot your password? Need help?	If you need to register for Unemployment Benefits please go to <u>myunemployment.nj.gov.</u> Unemployment services are only accessed through that site. Otherwise, register for myNewJersey services here: Sign Up

Follow the instructions to complete the fields below. Make sure to take note of your Login ID and email to provide them to the BPU IT Helpdesk to begin the account activation process. (See next step)

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Step 3: Once you've created your account, you will need to contact BPU IT Helpdesk at <u>BPUITHELPDESK@bpu.nj.gov</u> and provide the following:

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

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

Step 4: Once you have your *authorization code*, you should log into your account at <u>https://my.state.nj.us/</u> using the myNewJersey Login ID and password that you chose.

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myunemployment.nj.gov. Unemployment services are
only accessed through that site.
Otherwise register for
myNewJersey services here:
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Step 5: Click "auth code". Note: This step will not be necessary each time, nor will you have to pass through this page/screen once you are registered.

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Step 6: After clicking, you will be directed to this screen. Please enter the authorization code you were given in an email by BPU IT Helpdesk (from Step 3). Click Finished. Again, you will only see this screen initially while setting up your portal ID.

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You will automatically be logged out after you click "Finished."

Step 7: Please log back into <u>https://my.state.nj.us/</u>. You will then see the screen below. Click on "BPU External Access" under "Applications.



Note: After you've entered your user authorization code, you should expect to get another email regarding your BPU external website Username and Password within 30 minutes. If you do not receive this information within a few hours, please contact <u>ithelpdesk@bpu.nj.gc</u>.

Step 8: Follow the instructions listed in the email and you will be able to login on the following screen.



Step 9: After logging into the BPU External Access Portal, you will see this "Welcome" screen. On the left, click on "Document w/o Docket Upload".



Step 10: You will see the following screen. Click "Search Docket #."



Step 11: Input the docket # "**TO25020078**" in the relevant text box on the left. Click "Search."

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Step 12: Click the radio button in the leftmost column as indicated below. Make sure you see the correct Docket number "**T025020078**" in the third column. Then click "Upload Document(s) w/ Docket #."



Step 13: Click on "Folder Category (Req.)" and then in the dropdown menu, click "PUBLIC".

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Step 14: Click on the "Folder Name (Req.)" dropdown button and select either "APPLICATIONS."

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Step 15: Click on "Subfolder name" and choose "YEAR-2025" as year of filing.

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Step 16: Click on "Add New Files."

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Step 17: Add all your required documents from your local storage. To see the list of documents to be submitted, please visit the <u>NJ BEAD</u> <u>Applicant Resources</u> page. Note: this list will be updated for each application phase. You do not have to add your documents at once.

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Step 18: Click "Upload Files."

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You should receive the following message:



Step 19: You will then see the following screen, where you **must ensure** that you click the check marks next to the relevant documents and next to "Confidential."

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You can then select "Save."

Step 20: Once you have uploaded all your necessary documents, you will see the following "Docs Pending Transmittal" page.

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A new window will pop up where you can edit the captions and check the uploaded document information for any errors. You can use the following terminology in your captions:

[Applicant Name]'s [Document Name] for [Project Name]

You should also check to ensure you have selected "Yes" under "Confidential?"

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Step 21: Click "Save". That window will automatically close and take you back to the previous window.

Step 22: To finish, select the relevant document(s), and click "Send Document(s) to BPU."

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The next screen will show you which documents were uploaded and their status in the BPU Case Management System. The screen will indicate

that your documents are pending review. It may take up to a day or two for Case Management to process your documents.

You will also receive an email confirming receipt of the document(s).

As a reminder, you can repeat this process as many times as needed to upload all the documents required for the NJ BEAD application.