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Portal Status Definitions

The statuses below are verification that the Charity Registration Office has received your online filing and/or extension payment for a particular fiscal year end. Please bear in mind that the organization submission will be awaiting review by our auditors and the organization can no longer edit any information until said review is complete with the exception of extension requests.

- 1) Pending review
- 2) Extended pending registration (file can be revised/edited when submitting renewal)
- 3) Extended registration pending review
- 4) Amended registration pending review
- 5) Lapsed payment pending review (rarely used)

Once the information has been reviewed by our auditors the status will be changed to either approved or deficient. If approved, there is no further action required on behalf of the organization for the fiscal year end being reported. . If information is found to be deficient, the organization will receive a written notice requesting the missing material. The status will then be changed to one of the following:

- 1) Pending correction
- 2) Extension denied/Extension pending registration
- 3) Amended registration pending corrections
- 4) Lapsed payment pending corrections

At this time this time the organization will see the “edit” option to the left of the fiscal year end in question. Using the “edit” option, they will be able to correct the filing and or submit the required report, payment or document.

In the DCA Portal there will be 3 reasons that an organization will have a “non-compliant status”.

- 1) It is and initial registration and is awaiting review.
- 2) The filing(s) is “delinquent”. In such case a report should be completed for the delinquent fiscal year(s). **All renewals and/or extension requests are due within 180 of the organization’s fiscal year end.**
- 3) The filing submitted is “deficient”. If so the person(s) responsible for the filing of renewal registrations may call our hotline at (973) 504-6215 for more information. Please request to speak to the auditor that signed the deficiency notice sent to the organization.

If you have any additional questions, please call our hotline at (973) 504-6215 for further assistance. Please have the organization’s charity registration number available and, if possible, be logged into the DCA Portal. Doing so will greatly assist in reviewing and possibly correcting a “non-compliant” registration.