

iDMS Portal FAQs

Where do I go to file my BEIP Annual Report online?

<https://iDMS.njeda.com>

Is the iDMS Portal a secure website?

Yes. All transactions are conducted over a secure server, and are supported by industry-standard data encryption. This 128-bit encryption is available through your browser and is called Secure Socket Layer (SSL).

Do I need to install software to my PC?

No.

Can I use any browser?

Yes.

After I log in to iDMS, why am I being asked to provide contact information if you already have it?

We want to ensure that we have the most up to date contact information for BEIP annual reporting as well as for tax credit issuance. Providing your contact information will be a requirement each year and you will not be able to access the portal until this information is provided.

Do I have to input the BEIP job numbers and total NJ job numbers when I log in to iDMS or can I bypass this screen?

All applicants' will be required to enter the number of "BEIP Jobs", "Total New Jersey Jobs" and "Last Day of Tax Filing Accounting Period" into iDMS. **Please ensure job numbers are accurate and entered correctly.** These numbers determine if a grant is compliant with certain program requirements, is eligible to receive an award and also guides users to the appropriate reporting screen. If it is determined you are non-compliant in the award phase, you will be prompted to file an Initial Report, Exhibit B and tax clearance certificate. No award will be allocated for 2019.

Can I submit my Annual Report template directly to my Incentives Officer using email, regular mail or some other method?

No. All Annual Reporting documents must be submitted using the secure iDMS portal.

Can I submit Annual Report documents *other than the Excel template* to my Incentives Officer using email, regular mail or some other method?

No. You must upload *all* documents to the iDMS website. You must satisfy all requirements necessary to receive a Confirmation Number. If you do not receive your confirmation number, your reporting will be considered incomplete and the 2019 grant award may be forfeited.

What if I've forgotten my username or password and I can't locate the email containing it?

Please check your spam folder. The username and password emails were sent separately on January 6, 2020 from Portfolio Services. If you still can't locate, please contact your Incentives Officer for assistance.

What if my company has more than one BEIP grant?

You will need to log on separately for each project using the username and password information provided for that Project (P#).

What if I receive an error when trying to upload my Annual Report template or other reporting documents?

Please make sure of the following:

- The Annual Report template being submitted is on the [2019 Excel template](#).
- Make sure the file that you are trying to upload is not open in the respective program. I.e., if you are trying to upload the annual report, make sure excel is closed before trying to upload to iDMS.
- The Project Number (no P, only numbers) and company name(s) are entered on the "Project" tab of the Annual Report template.
- When entering the social security numbers, do not use hyphens.
- You have selected the correct file "Type" that corresponds to the document(s) you've uploaded before clicking "Save documents"
- The supporting documents are in an accepted file format (PDF, Word, XLSX, etc.)
- Try logging off the portal website and starting again.

If the above troubleshooting suggestions do not work, please contact your Incentives Officer for assistance.

What are Validation errors?

Validation errors indicate incorrect, missing or questionable information in the Annual Report Excel template. The error details can be found in the Validation Report and must be addressed before your Annual Report template will be accepted. **NOTE: YOU MUST CORRECT ALL "ER" ERRORS THAT APPEAR ON THE VALIDATION REPORT BEFORE YOU UPLOAD YOUR ANNUAL REPORT TEMPLATE TO IDMS.** *A Confirmation Number will not be generated unless all validation errors have been addressed.*

What types of Validation Errors are listed on the Validation Report?

There are two types of errors that could appear on the Validation Report:

ER errors (Required errors) – information is missing or incorrect and must be fixed on the Annual Report.

EQ errors (Questionable errors) – information provided is questionable and should be edited in the Annual Report (as appropriate) and/or comments provided under "Validation Error Explanations". Please do not provide explanations to these errors in the comments section of the Annual Report template. **You MUST correct the ER errors on the Annual Report PRIOR to providing explanations for the EQ errors on the validation error explanation tab.**

Which error types appear under the Validation Error Explanation section?

Only "EQ" errors (questionable errors) will appear here and can be commented on in the section. Any errors that appear on the Validation Report but DO NOT appear under this section are Required errors (ER) and can only be addressed by revising the Annual Report. Please be sure you have addressed ALL errors on the Validation Report and not just those listed under Validation Error Explanations; a confirmation number will not be granted until all validation errors have been satisfied.

What if I keep receiving a message that my template has errors even after answering the questionable errors?

Check the Validation Report to make sure all required "ER" errors have been addressed in the annual report and the revised annual report has been saved to iDMS.

How do I know if my uploaded documents have been received by my Incentives Officer?

Once a Confirmation Number has been issued, iDMS will automatically alert your Incentives Officer.

I accidentally added an incorrect Annual Report or other document(s). Can I delete and replace it?

Yes, the Annual Report and other required documents can be deleted and re-added as many times as necessary (up to the March 1, 2020 deadline) until your documents are correct and a Confirmation Number has been issued. Once a Confirmation Number has been generated, you will not be able to modify any part of your submission and must contact your Incentives Officer for assistance.

Can I file documents for all stages of Annual Reporting (Initial Report, Annual Report, Post-Payment) using iDMS?

Yes. All documents must be uploaded to iDMS. We will not accept documents via email.

Can I file my Initial Report and Annual Report documents together?

Yes. As long as your company fits the requirements for filing both sets of documents (iDMS will determine which documents you are required to file for the 2019 reporting cycle).

Can I upload my documents during multiple log in sessions or do they have to be added all at once?

You can log on as many times as needed up until the March 1, 2020 deadline to submit documents until you have received Confirmation Number. It is important to note that all required documents must be submitted, and a confirmation number issued by March 1, 2020, otherwise your 2019 award will be forfeited.

When will my 2019 Annual Reporting submission be considered complete?

When all required documents have been uploaded, all validation errors have been addressed (if filing the Annual Report) and a Confirmation Number has been generated. **PLEASE NOTE:** If you upload a blank page in place of any required document, your submission will be considered incomplete and you will risk forfeiting your 2019 award.

What happens if I have not submitted all of my documents and/or received a Confirmation Number on or before March 1, 2020?

Your 2019 Annual Reporting submission will be considered incomplete and your 2019 BEIP award may be forfeited.