



New Jersey Economic Development Authority (NJEDA)

Labor Compliance Department

Affirmative Action (AA) & Prevailing Wage (PW) Contractor Web Portal

As of January 1, 2015, General Contractors are required to submit all mandatory NJEDA Labor Compliance Documents via the Contractor Web Portal.

Web Portal Address: <https://aaonline.njeda.com>

Mandatory NJEDA Labor Compliance Documents

- NJEDA Affirmative Action & Prevailing Wage - Addendum to Construction Contract Signature Page:
 - Business Entity Receiving Financial Assistance and General Contractor
 - General Contractor and each Subcontractor (all tiers)
 - Business Entity Receiving Financial Assistance, Landlord, and General Contractor (if applicable)
 - Contractor Registration Certificate for the General Contractor and each Subcontractor (all tiers)
 - NJEDA AA Form 1: Initial Construction Project Workforce Manning Report*
 - NJEDA AA Form 2: Monthly Project Workforce Report*
 - Certified Payroll Reports
 - Good Faith Effort (GFE) Referral Letters
- * Electronic Submissions completed within the Contractor Web Portal – not uploaded

NOTE: Uploading of Certified Payroll Reports does not apply to Hurricane Sandy construction projects. Please contact the Sandy compliance officer for instructions.

Instructions for the PW and AA Contractor Web Portal

REGISTRATION: (Only for Contractors who do not already have an account)

1. Go to <http://aaonline.njeda.com>
2. Click on the box “REGISTER FOR AN ACCOUNT” located on the upper right-hand side
3. Read the Agreement page and click “Accept”
4. Fill in your information on the REGISTER FOR ELECTRONIC SUBMISSION page then click SUBMIT
5. Following your submission, you will receive an email notification with your logon information (which will be your email address) and a Temporary Password. Log back in with the temporary password and change your password

UPLOADING DOCUMENTS:

- 1) Go to <http://aaonline.njeda.com>
- 2) Log in to the Web Portal using your email address and Password
- 3) Click on the grey box “UPLOAD Document” located on the upper right-hand side
- 4) Select what type of document you would like to upload and press continue
- 5) Please note that all contractors (all Tiers) **AWARDED ON OR AFTER April 1, 2020** on an NJEDA project are required to be registered with DOL as a Public Works Contractor. All Contractors are required to provide their Contractor Registration Certificate (CRC) via the Portal. More information about this can be obtained by going to the DOL website: [Wage and Hour Compliance | Register with the Department \(nj.gov\)](#)
- 6) Select the AAPWR number after clicking the down arrow; or if the project number does not appear, please type in the number in the given box

****If you do not know your AAPWR Number contact your EDA Compliance Officer****
- 7) As prompted for each compliance document type, enter Subcontractor’s name
- 8) Click Select and navigate to the file you wish to upload, **ALL** documents must be submitted in Adobe PDF format
- 9) Click “Upload File”
- 10) Use the “Click here” to continue to upload more documents or if you are finished click “Logout”