

Online Document Submission - Overview

To access the application, select the “Online Document Submission” button in EPIC.

Online Document Submission

The first page provides instructions and lists the types of file that you may upload (e.g., .pdf, .jpg, etc.). When ready, click the “Continue” button.

Electronic Document Submission

Submit Documents

The Electronic Document Submission application will only accept files in Adobe Acrobat (.pdf) and image (.jpg, .bmp, .png, .gif) formats. If the file you wish to upload is in a different format, please convert it to one of the above types before proceeding.

Users may only upload a single file at a time. If you wish to upload multiple files to the Division you may do so, but each file will have to be uploaded separately.

Continue

On the next page you indicate if you are submitting a document for an individual or a location. For the *Confirmation of Distribution*, select “submit documents from a location.”

Electronic Document Submission

Submit Document

- [Click here to submit documents from a location](#)
- [Click here to submit documents from a member at a specific location](#)

Continue

Next you will see a list showing the status of any previously submitted documents.

To submit a **new** document, click the “Continue” button.

Electronic Document Submission

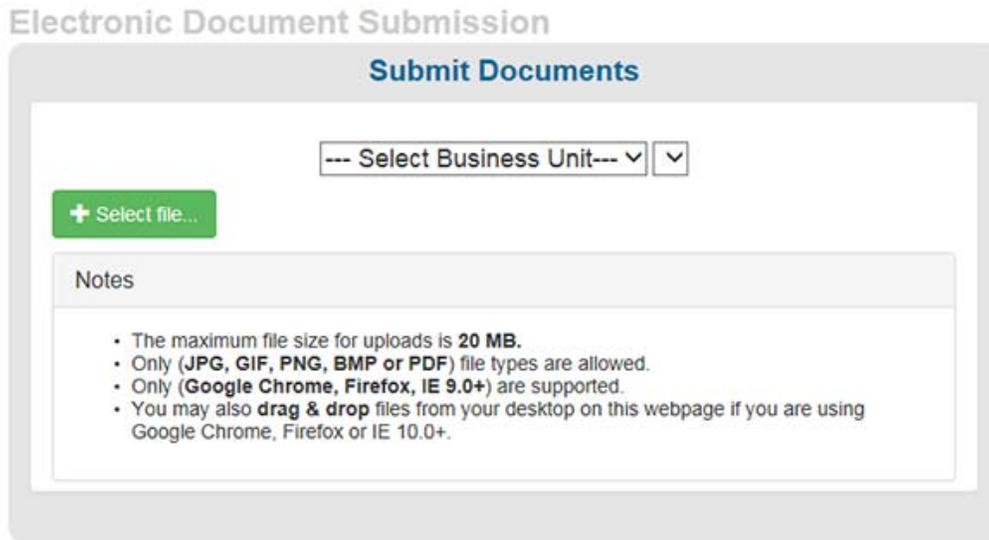
Previously Submitted/Requested Documents

Document Type	Status Date	Status
Employment Classification	2019-06-12	TO BE REVIEWED
Employment Classification	2019-07-08	TO BE REVIEWED

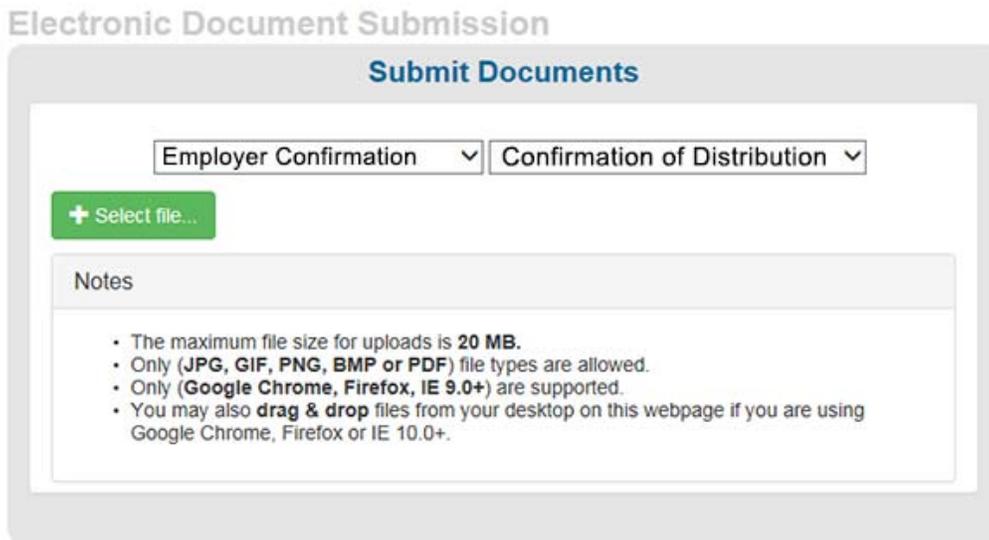
Continue

If no documents have been previously submitted, you will be taken directly to the next page.

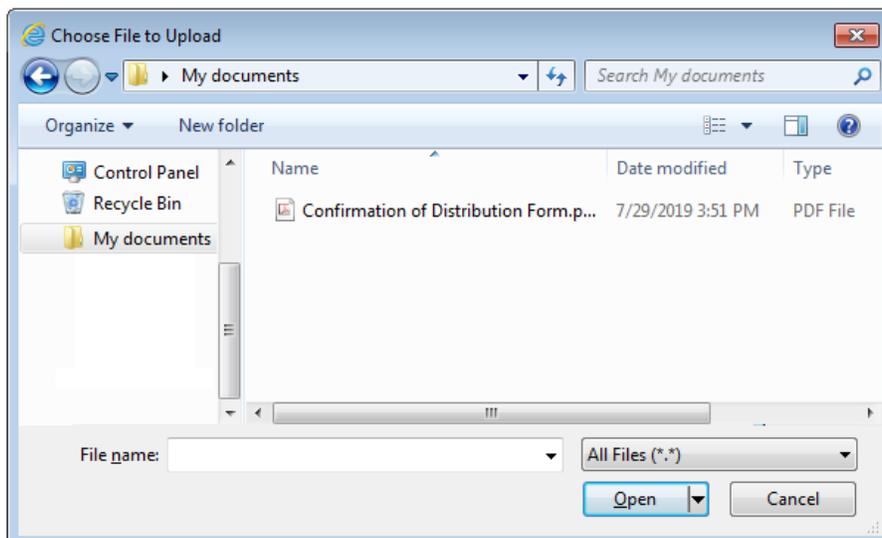
On the next page, select the “Business Unit” from the dropdown menu (e.g., Employer Confirmation).



Select the type of document you wish to submit from the next dropdown menu (e.g., Confirmation of Distribution). You may only submit the types of documents listed.



Click the “Select file” button to search your computer for the document file that you wish to upload. Choose the file and then select “Open” to attach.



Click the "Start Upload" button to submit your file to the NJDPB.

Electronic Document Submission

Submit Documents

--- Select Business Unit--- ▾ ▾

+ Select file...

Confirmation of Distribution Form.pdf 5.93 KB **Start upload** **Cancel**

Notes

- The maximum file size for uploads is **20 MB**.
- Only (**JPG, GIF, PNG, BMP or PDF**) file types are allowed.
- Only (**Google Chrome, Firefox, IE 9.0+**) are supported.
- You may also **drag & drop** files from your desktop on this webpage if you are using Google Chrome, Firefox or IE 10.0+.

You will see an onscreen confirmation when your upload is complete. Only one file may be uploaded at any time (although a pdf file may contain multiple pages). Do not mail or FAX the document(s). Once you receive the confirmation, the document(s) are available for review and approval by the NJDPB.

Electronic Document Submission

Submit Documents

--- Select Business Unit--- ▾ ▾

Document uploaded successfully. Your document is now pending review by the Division. Please continue to check back regularly for an updated status on the review of your document.

If you have documents to submit for additional locations, log on to those locations in EPIC and repeat the steps listed above.