

## State Body Armor Replacement Program Online Filing Instructions

### A. LOG-ON PROCESS:

1. For best results, close out of all of your nonessential programs before beginning this process.
2. Click on Internet Explorer and go to the Body Armor Home Page at the following Website:

**<http://www.nj.gov/lps/BodyArmor/>**

This is CASE SENSITIVE. Type EXACTLY as it is above.

Note that you must have Internet Explorer 5.5 (or higher) installed on your computer. If you do not, you will get a message that will inform you how to obtain and install it.

3. Look on the page and click on the link which reads:

**Select to Begin the 2009 Body  
Armor Replacement Program  
Application >>**

4. Enter your Agency Login Identification Number and PIN in the boxes provided and click **Submit.** (Both numbers are contained in the letter that enclosed these instructions.) Note that the Chief Law Enforcement Officer's (CLEO's) PIN number is different from the Chief Financial Officer's (CFO's).

### B. HELP AND ASSISTANCE:

1. If questions on the filing process arise, first click on the **Frequently Asked Questions** line which can be found on the upper right corner of the page. Then click on the line that states **On-Line Application Process Questions.**
2. If either the Chief Law Enforcement Officer or the Chief Financial Officer is going to delegate the filling out and filing of this application to a **Program Contact Person**, please follow the directions contained in the Designation of Official Program Contact Person Instruction Sheet. You can get it from the Body Armor Home Page by clicking on the line **[For Contact Person Designation Form>>](#)**.

### **C. CHIEF LAW ENFORCEMENT OFFICER (CLEO) REPORTING INSTRUCTIONS:**

You will be presented with a partially completed application form.

1. The **Chief Law Enforcement Officer (CLEO)** MUST enter his/her information FIRST. Then, enter the total current number of eligible officers. The program permits changes to be made to some of the information on the form. Review the information presented and make changes as needed.
2. Information listed in RED is "permanent" and cannot be changed on the form. If the information listed in RED must be changed, you must write to the Division on official agency letterhead, state the correct information and reason(s) for the corrections.
3. After the CLEO information has been entered, click **Submit**. The Website will validate the values entered. If a page identifying errors or omissions is displayed, click the ◀ Back button of your browser. Make all necessary changes and click **Submit**. Repeat this process until all errors or omissions are corrected.
4. After all errors and omissions are corrected, the application must be "signed," which thereby certifies to the accuracy of the CLEO portion of the information. The application is signed by re-entering the CLEO's PIN number and clicking on **Submit**.
5. Changes can be made to the CLEO information until the Chief Financial Officer files the application. Then no further CLEO changes can be made.

### **D. CHIEF FINANCIAL OFFICER (CFO) REPORTING INSTRUCTIONS:**

You will be presented with a partially completed application form.

1. The **Chief Financial Officer (CFO)** of the agency's jurisdiction MUST WAIT until the Chief Law Enforcement Officer has first completed and submitted his/her information.
2. Note that information listed in RED is "permanent" and cannot be changed on the form. If the information listed in RED must be changed, you must write to the Division on official agency letterhead, state the correct information and reason(s) for the corrections.
3. Note detailed reporting information on vests purchased (and received) with State funds, is required (manufacturer, model number, etc.).

4. To enter this information, click on the box which is on the bottom of the financial information chart that says **Click here to enter Vest Purchase Details**. Click on **Save** after you have entered the vest model and cost information for each manufacturer. When you have entered all your vest detail data, click on **Close this Window**.
5. After all of the CFO information has been entered, click **Submit**. The Web-site will validate the values entered. If a page identifying errors or omissions is displayed, click the **Back** button of your browser. Make all necessary changes and click **Submit**. Repeat this process until all errors or omissions are corrected.
6. After all errors and omissions are corrected, the application must be "signed," which thereby certifies to the accuracy of CFO portion of the information. The application is signed by re-entering the CFO's PIN number and clicking on **Submit**.
7. Changes can be made to the CFO information until the Division accepts the application. Then no further changes of any type can be made. (You will receive an error message if you attempt to make a change to an accepted application.) In order to have any changes made of an "accepted" application, you must write to the Division on official agency letterhead, state the correct information and reason(s) for the corrections.
8. A web page will display showing the values entered on the application. You should print this page for your records and retain it in your files.
9. If you want to save your data, go to the left top portion of the screen and click on "File." Then scroll down and click on ". . . Save As" and follow the instructions.

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To request changes made to permanent (RED) information or information on an "accepted" application, please write to:

Program Development/Grants Section  
Division of Criminal Justice  
P.O. Box 085  
4th Floor, West Wing  
Trenton, New Jersey 08625-0085

Attn: Body Armor Office

For questions, please call: (609) 292-1462