New Jersey Charities Registration Renewal  (NJCRI)
Instructions for Online Filing (as of 5/1/18, the State of New Jersey no longer accepts paper filing)
The following pages are screen by screen instructions for the online filing process.

Things you need to do and things you need to have before you can begin the online filing:

Complete your NJPTA Internal Audit, your IRS 990N or 990EZ.
Gather the financial information for the fiscal year you for which you are filing (refer to page 14 of these instructions to see what figures you need).

1. Log in to the NJ Charities Registration Portal and register. You must register to gain access to your PTA’s account and it take a day or two for the State to email confirmation of access. In order to register go to:
   https://njconsumeraffairs.state.nj.us/sign-in/
   After you have been granted access, you can begin the online filing.

2. Before you begin the online filing, have treasurer and president sign the next two certification of signature pages, scan and save them. You will need to upload these documents during this online filing.

3. You will also need name, address and phone number for PTA president, treasurer and secretary.

4. Have a credit card ready—the State of New Jersey accepts only credit card payment for the filing fee (the fee is $30 if your PTAs gross income is under $25,000 and $60 if it is over $25,000).

5. When you have done all of the above you are ready to file. Go to:
   https://www.njconsumeraffairs.gov/charities/Pages/charities-registration-information.aspx
Certification
Form CRI-150I, CRI-300R, CRI-200

This Registration Form must be authorized by two (2) officers of the organization, one being the Chief Financial Officer or Treasurer.

First Authorization:

I understand that this registration is being issued at the discretion of the New Jersey Division of Consumer Affairs and agree that employees of the Division may inspect the records in the possession of this organization in order to ascertain compliance with the statute and all pertinent regulations. I also understand that I may be required to provide additional information if requested.

I hereby certify that the information contained in this registration and the attached financial schedule(s) and statement(s) are true. I am aware that if any of the above statements are willfully false, I am subject to punishment.

Signature___________________  Name__________________  Title_________________  Date________

Second Authorization:

I understand that this registration is being issued at the discretion of the New Jersey Division of Consumer Affairs and agree that employees of the Division may inspect the records in the possession of this organization in order to ascertain compliance with the statute and all pertinent regulations. I also understand that I may be required to provide additional information if requested.

I hereby certify that the information contained in this registration and the attached financial schedule(s) and statement(s) are true. I am aware that if any of the above statements are willfully false, I am subject to punishment.

Signature___________________  Name__________________  Title ________________  Date________
Certification
Form CRI-150I, CRI-300R, CRI-200

I, as principal officer of the applicant organization, understand that this registration will be accepted only if the requirements of the CRI Act are met. I agree to cooperate fully with any request by the Attorney General of the Division of Consumer Affairs to inspect the records of this organization in order to ascertain compliance with the statute and all pertinent regulations. I certify that the above statements made by me are true. I am aware that if any of the above statements made by me are willfully false, I am subject to punishment.

_______________________________   _____________________________
Name (Type or Print)      Signature

_______________________________   _____________________________
Title                                                                                        Date

NOTE:
The above certification is to be signed by the chief executive officer, president or authorized representative officer of the organization.
Go here to get Signature Certification Pages

Go here to register or to begin to filing

Go to the DCA Portal
Go here to register for access to your PTA’s account — it will take a day or two to receive confirmation.

Once you have received confirmation, you sign in here with your credentials.

When you hit click on the Sign In button, you will come to the log in page.
Once you log in, you will come to this page where your PTA is listed — if you have requested access for more than one PTA (as I have), all the PTAs will be listed here. Click the PTA you want — in this case I was filing for Mercer County Council PTA.

**EFFECTIVE IMMEDIATELY, please be advised that for Fiscal Year End 12/31/2017, with a due date of 6/30/2018, you will be given an additional 60 days (until August 22, 2018) to file an extension.**

New version of Charities portal was deployed on December 11, 2017. The following new features are available:
- Charity & PFR Registration Forms
- Signature Certification page
- Notice of intent to solicit (NOS)
- Initial Charity Registration Amendment after the fiscal year ends
- Extension of time to file Charity registration application

You will be able to complete and submit online, the following forms:
- CRI 200
- CRI 500RF
- CRI 300R
- CRI 500LE
- CRI 400
- COO 500

Once these forms have been completed, you will be asked to print-out, sign, and upload the signature page. The signature page applies to all forms with the exception of CRI 400 which has a signature check-off certification in the portal.

The NJ DCA CHARITIES PORTAL HOME page lists all of the charities, fundraisers, and fund-raising counsel files which you are currently permitted to access and/or
Click on 'Charity Registrations'
Click on 'Create New Registration'

Note: You can also review past year's filings on this page also.
Click on Create Registration
PTA MERCER CTY COUNCIL: Create Charity Registration

Fill in all information on this page and click on Next
Your PTA's fiscal year ends JUNE 30—no exceptions!

This box will populate with your PTA's EIN
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA President or Treasurer</td>
<td>X</td>
</tr>
<tr>
<td>School phone number</td>
<td>X</td>
</tr>
<tr>
<td>PTA email if you have one</td>
<td>X</td>
</tr>
<tr>
<td>501(c)3</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

Once this page is filled in click on 'Next'
Click on 'Add Charity Contact' to enter President, Treasurer and Recording Secretary — name, address, phone number.

Click on 'Next' when you are done entering contacts.
Your PTA’s fiscal year ends JUNE 30—no exceptions!

Your PTA MERCER CTY COUNCIL: Create Charity Registration

- Registration Fiscal Year End Date: 6/30/2018
- Gross Direct Public Support: 0
- Gross Indirect Public Support: 0
- Gross Fund Raising and Gaming Income: 0
- Program Expenses: 0
- Management Expense: 0
- Administrative expenses: 0
- Fundraising Expenses: 0
- Affiliate Expenses: 0
- Amount of dues paid to NJPTA: 0

Gross amount of Membership dues collected

Gross Income minus Membership dues collected—(Gross income means ALL money you took in)

Net Assets = amount of money in your check register on June 30

Program Expenses = all expenses minus Management Expenses, Fund Raising Expenses & Affiliate Expenses

Administrative expenses & filing fees

Fill in ‘Yes’ for this question

Fill in ‘No’ for these questions

When you have finished filling in all this information, click ‘Next’
When you answer yes to this question two lines pop up. Fill them in as indicated.

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
<th>Yes</th>
<th>New Jersey Congress of Parents and Teachers (NJPTA)</th>
<th>0816700</th>
</tr>
</thead>
<tbody>
<tr>
<td>Were all of the organization's functions, including fund-raising, conducted by volunteers, members, officers or persons who are not compensated for soliciting contributions?</td>
<td>No</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the organization a fraternal, patriotic, social or alumni organization, historical society or similar organization organized under the provisions of Title 15 of the New Jersey Revised Statutes or Title 15A of the New Jersey Statutes, and solicitation of contributions is confined to the organization's membership and performed by members of the organization?</td>
<td>No</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the organization solicit on behalf of a specified individual, and are all contributions, without any deductions, what so ever, turned over to this beneficiary?</td>
<td>No</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the organization a local post, camp, chapter or similarly designated element or county unit, or a bona fide veterans' organization which issues charters to the local elements throughout New Jersey or to any veterans' organization chartered under federal law or a service foundation of such an organization recognized in the organization's by-laws?</td>
<td>No</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the organization a private foundation that raised less than $25,000 in public contributions?</td>
<td>No</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the organization a chapter or local unit of a parent organization?</td>
<td>No</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent Charity Name</td>
<td></td>
<td></td>
<td>New Jersey Congress of Parents and Teachers (NJPTA)</td>
<td></td>
</tr>
<tr>
<td>NJ Charity # of the Parent Organization</td>
<td></td>
<td></td>
<td>0816700</td>
<td></td>
</tr>
</tbody>
</table>
Child advocacy and parent education.
"Purpose for which the organization was created."

Child advocacy and parent education.

Answer 'No' to all other questions on this page and click on 'Next' when finished.
Click on 'Add a Director/Trustee to add officer information again—president, treasurer and recording secretary. On compensation line put a '0'.

Answer no to other questions on this page and when done click on 'Next'.
This is where you have to upload the completed Signature Certification Pages. Scan the pages and upload here.

Once you have uploaded the documents, click ‘Next’ and if done correctly, you will see a page that looks like this—click ‘Next’ on this page also.
PTA MERCER CTY COUNCIL: Create Charity Registration

Declaration

1. Please review all entries you have made. Once transmitted, no further changes to the registration information will be possible.

2. Please read the two statements shown. When you have completed all required entries and document uploads and can answer "YES" to the statements, please check the boxes to the left of each statement.

3. Click the blue box "NEXT" when ready to proceed. The system will then calculate the registration fee and late fee due (if applicable), and guide you in making the necessary payment. YOUR REGISTRATION CANNOT BE FILED UNTIL PAYMENT IS MADE.

Follow instructions on this page and click ‘Next’
This page tells you the fee that is due. Click ‘Next’. If you do not have a credit card available at this time, you can just close out and log back in to pay later — but do not forget to pay! If you do not pay by the due date (December 31st), you will see a $25 late fee applied to your account.
When you are finished filling in your credit card information, click ‘Continue’.
After you enter the credit card information and click on ‘Continue’ you will be brought to this page to check the information — if it is correct, click on ‘Make Payment’.

*****Be sure to fill in your email address so that you receive a receipt for this payment.
If you see this page you have been successful in filing and paying. You can print this page for your records but you will also get a receipt sent to your email.