

Munilogic instructions

<http://southtomsriver.egov.munilogic.com/login>

South Toms River has now made available the INVORG eGov Portal to enable citizens to fully apply for Licenses through the online portal and enable citizens to manage all existing applications, renewals, and certificates using it. This marks a step towards a fully paperless process and gives citizens full control of the application process and allows easily understanding what the status of any application is.

Benefits of New eGov Portal:

- Paperless Online Process accessible from home allowing full control of your applications
- Allows saving your entered contact details for use in future applications to prevent re-entry
- Allows seeing the current status of your License applications and what is being done
- Allows easily communicating with the Municipality directly through the portal
- Allows downloading License Certificates directly from portal once application is complete
- Allows renewing Licenses directly in portal once they have expired

New Portal Functionality:

- You will be able to access the eGov Portal directly on Southtomsriver.org or else by visiting <http://southtomsriver.egov.munilogic.com/login>.
- On the eGov portal, you will be met with a login screen which will allow you to either login with an existing account or else register a new account. New users should register an account.
- The Registration page will ask for your basic contact information which will be able to be pulled into any applications you apply for, and which can easily be updated once logged into the system.
- If you are a contractor, you can select the contractor checkbox at the bottom to add more fields and fill in any Business details related to your job to be pulled into applications.
- Once you have registered, you will be able to login to the portal with your credentials and will be met with a variety of tabs at the top.
- In the My Licenses Tab, you will be able to see the License applications you have made, with the License Number, License Type, Expiration Date, and Status of the application. By clicking on a License Number you will expand out the License and show more details about the current status and any fees and inspections on it.
- This page is also where you will be able to resubmit any applications that are sent back to you for corrections, as well as where you can download the License Certificate PDF and renew any expired licenses.
- The Transactions Page will be updated with any payments you make to the municipality during an application, whether in person or through an eventual online payment process.
- The Bell Icon in the top right will show any new notifications you have received.
- The Chat Bubble icon will show any new communications from the municipality on one of your applications.
- Clicking your name in the top right will allow changing profile details.
- Finally, in the top left is where you can apply for a new application, selecting which type of License you would like to apply for, and proceeding through the Application form and submitting it to the municipality.

Steps for using Portal to create a License Application -
<http://southtomsriver.egov.munilogic.com/login>

Step 1: Go to website **Southtomsriver.org**.

Step 2: Register an account on the portal

Step 3: Login to your account

Step 4: Click New Application in the top left of the portal

Step 5: Select which License Type to apply for and go through the application process and submit the application

Step 6: Communicate to the Municipality and make any needed changes if application is marked for resubmittal

Step 7: Pay for the License with the municipality when asked to

Step 8: Once application is done and status of application is complete, download the certificate on the My Licenses Page