# Online LAFAP System – Quick Reference Guide

## LAFAP Applications with Gross Receipts Less Than $5,000

- LAFAP applications can be created by the President, Treasurer, or Accountant (if the application is being reviewed by a CPA/PA).

- Once the application is completed and has passed all of the warning messages, the President must log into the online system and change the status from “Local Draft” to “Local Mailed”. To do this, go to the Application Tab within the system and select the “Submit and Mail Application” button.

- The application must be printed and given to an Independent Person to review. Once the review is completed by the Independent Person, they must sign and print their name on page 11 of the application. (see page 11 for a definition of an Independent Person)

- After the application is reviewed and signed by the Independent Person, the President must sign the application, get their signature notarized, and mail the entire application to NJEA by November 1st.

    New Jersey Education Association  
    Attn: LAFAP  
    PO Box 1211  
    Trenton, NJ 08607-1211

## LAFAP Applications with Gross Receipts Greater Than $5,000

(or applications that have less than $5,000, but are reviewed by either a CPA/PA)

- LAFAP applications can be created by the President, Treasurer, or Accountant (CPA/PA).

- If the application is created by the President or Treasurer, it must be released to the Accountant for their review. This can be done through the Application Tab.

- Once the Accountant completes their review, they must sign-off on the application (Application Tab). By selecting the “Reviewed” button, their firm name will be timed stamped on page 11 of the application.

- The Accountant must notify the local association to inform them that the President must log in to the online system and perform their final review/approval.

- Once the President completes their review and are satisfied with the application, they can go the Applications Tab and select the “Send to NJEA” button.

    After selecting the “Send to NJEA” button, the status of the application will change from “CPA/PA Prepared” to “Local Certified”. The President’s name and information will be timed stamped on page 11 of the application. This has to be completed by November 1st.

- Once the application is marked as Local Certified, no further action is required as the application has been submitted to NJEA.

- This application does **NOT** have to be printed, signed, notarized or mail to NJEA.

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Presidents and Treasurers can access the online LAFAP system by going to: [www.njrea.org](http://www.njrea.org)

(once you are signed in, go to Web Apps and select LAFAP)

Note: CPA/PA stands for Certified Public Accountant or Public Accountant