

Online Registration Renewal using Non-Registered Service

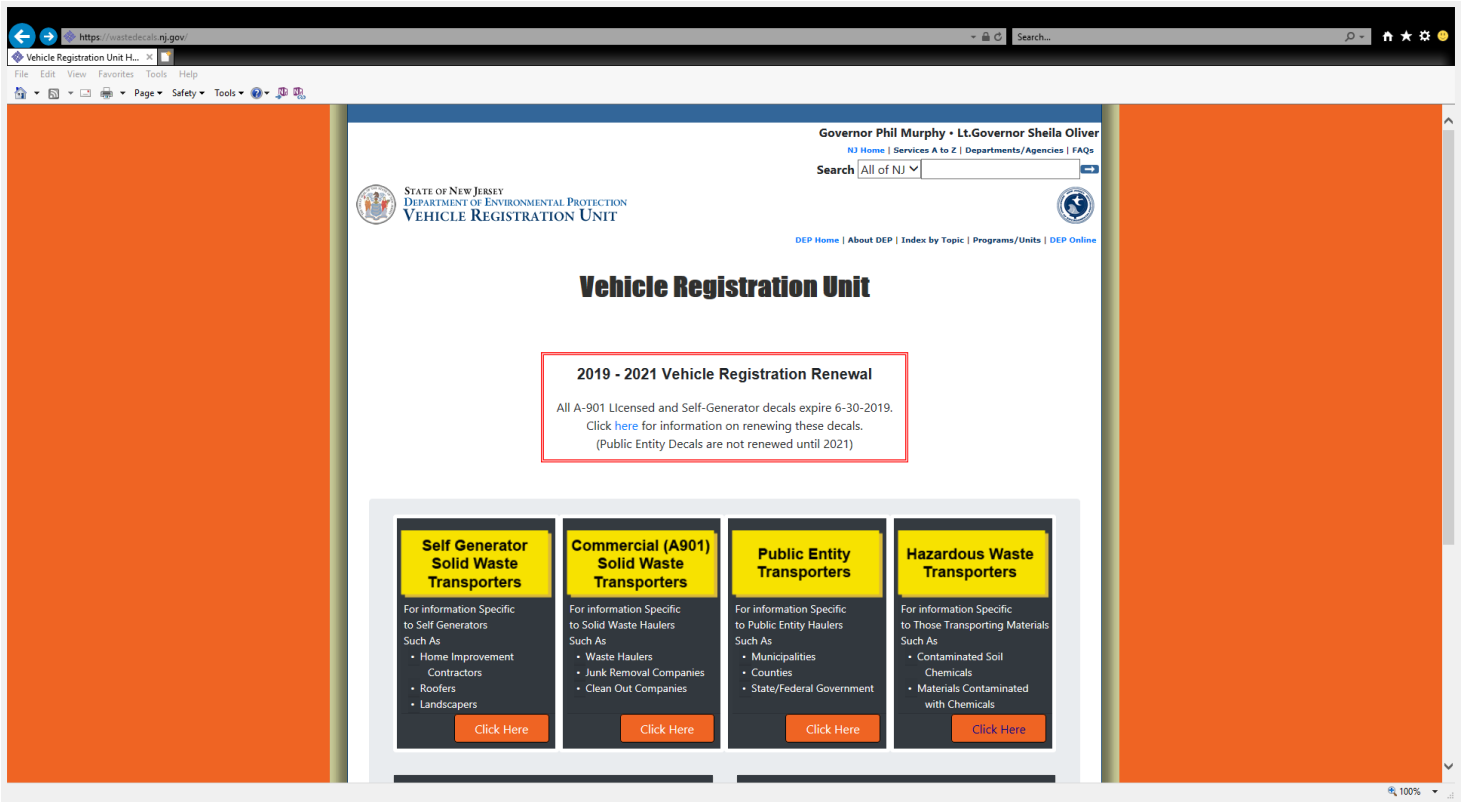
On June 30th 2019 your waste decals will expire. To obtain new decals you must renew using an online service. You now have two methods for such renewal – “Registered” and “Non-Registered”. Below is a summary of the advantages and disadvantages of each method:

	Non-Registered	Registered
Required to create NJDEPOnline Account	No	Yes
Maximum Number of vehicles that can be renewed - i.e. - “Cabs”, “Single Unit Vehicles”, or “Trailers	10	Unlimited
Maximum Number of containers that can be renewed	Unlimited	Unlimited
Ability to renew equipment which is leased from another company or rental company provider	No	Yes
Ability to modify the license plate information for currently registered equipment.	Yes	Yes
Ability to register new equipment during online renewal instead of completing an “Add-on form.”	Yes*	No
Payment options	Credit Card, E-Check	Credit Card, E-Check, Bill Me Later
Ability to complete renewal in more than one session	No	Yes
Summary of online renewal sent to you by e-mail	Yes	Yes
Ability to retrieve information about past renewal activities	No	Yes

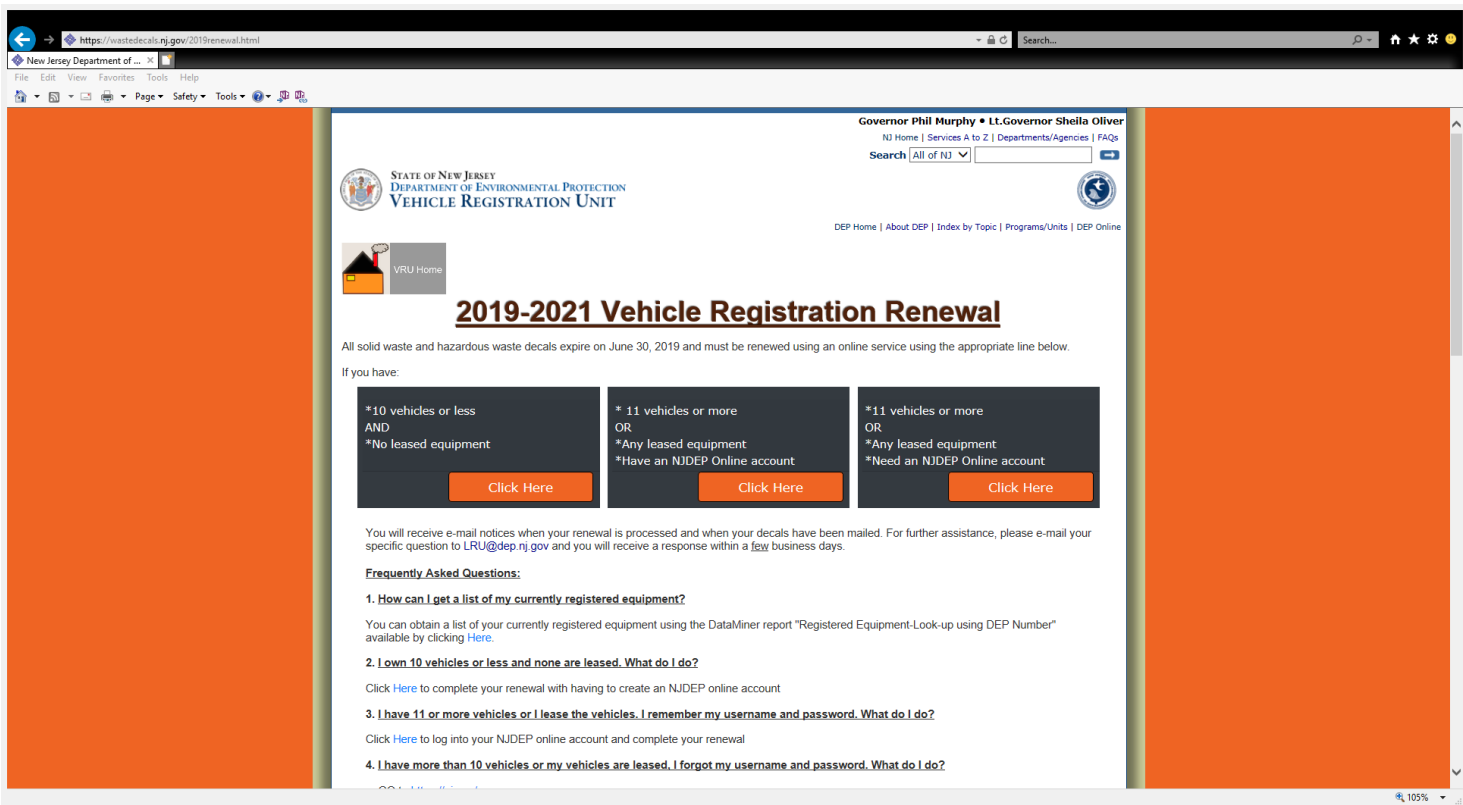
*The total amount that can be added depends on how much equipment is being renewed. Specifically, the total that can be added and renewed is 10 vehicles, i.e. - “Cabs”, “Single Unit Vehicles”, or “Trailers”. If you renew 2 vehicles you could add up to 8 vehicles, if you renew 5 vehicles you could add up to 5 vehicles, if you renew 10 vehicles you cannot add any other vehicles, etc.

This step-by-step instruction manual explains how to complete renewal using the Non-Registered service. A different manual is available for renewing using the Registered service at <http://www.nj.gov/dep/dshw/hwr/reg.pdf>

To begin the renewal process, go to the web site <https://wastedecals.nj.gov/> and click the link for renewal.



You will be brought to a web page with links for renewing along with various Question & Answers.



Once you **click Here** for the option “Click [Here](#) if you have 10 vehicles or less” you will be brought directly to the Non-Registered version of the Vehicle Registration Renewal service as shown below.

After reading the instructions **click Continue** to begin the renewal service

The screenshot shows the NJDEP Online website interface. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and the NJDEP logo. The main navigation menu includes 'Documents and Forms', 'Non-Registered Services', and 'Registered Services'. The 'Non-Registered Services' section is active, displaying a 'WARNING' message about browser support and a 'Please Note' section. The main content area contains 'INSTRUCTIONS' and a 'Continue' button, which is highlighted by a red arrow.

Version: 5.7 Help | Login

1 - Instructions	<p>WARNING: You are using a browser that is not fully supported by the services currently available on NJDEPOnline. If possible, please use the same version (or later) of one of our supported browsers: Firefox 34, Internet Explorer 11</p> <p>INSTRUCTIONS</p> <p>Welcome to the online renewal service which will allow you to renew decals for currently registered equipment and also obtain decals for additional equipment. Please Click "Continue".</p> <p>If you have more than 10 vehicles or any equipment is leased, you will need to renew using the more complex registered service which is available by clicking here.</p> <p>Since July 1, 2015, if you select Pay via Credit Card, you will be transferred to the new credit card processing web page. This page will display a line item for the NJDEP fee and a separate Service Fee line item representing the credit card convenience fee to be charged. The convenience fee is 1.9% of the amount being charged + \$1.00. Payment by electronic check (eCheck/EFT) is completely free of any transaction charges.</p>
2 - Registrant Search	
3 - Update Mailing Address	
4 - Contacts	
5 - My Registered Vehicles	
6 - Additional Registration Information	
7 - Certification	
8 - Payment	

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Continue

You will be brought to the screen shown below. Enter your "NJDEP Transporter Registration Number (NJDEP #)" **(NOT YOUR DECAL NUMBER)** which appears on the "cab card" you received with your current decals and is also required to be marked on each piece of equipment you currently have registered for transporting waste in letters and numbers at least three inches high.

After **clicking Search** your company name and address will appear below the **Search Results** header. **YOU MAY NEED TO SCROLL DOWN THE SCREEN TO SEE THE SEARCH RESULTS.** Click on the circle below the column marked *Select and then **click Continue.**

REGISTRANT SEARCH

Enter your "NJDEP Transporter Registration Number (NJDEP #)" and click **Search.** **(THIS IS NOT YOUR DECAL NUMBER)** which appears on the "cab card" you received with your current decals as shown below. The NJDEP number is also required to be marked on each piece of equipment you currently have registered for transporting waste in letters and numbers at least three inches high.

Your company name and address will appear below the **Search Results** header. **YOU MAY NEED TO SCROLL DOWN THE SCREEN TO SEE THE SEARCH RESULTS.** Click on the circle below the column marked *Select and then **click "Continue"**.

EXEMPT SOLID WASTE

State of New Jersey
Department of Environmental Protection
Solid Waste and Pesticides Enforcement
9 Fwing Street, Mail Code 09-01
P.O. Box 420
Trenton, NJ 08625-0420
(609) 292-7081

NJDEP Registered Transporter:
ABC WASTE TRANSPORTER COMPANY
123 MAIN ST
ANYTOWN, PA 123456789

NJDEP Transporter Vehicle Registration Card

Expiration Date: 6/30/2013
Decal Number: SWE-13-013117
VIN ID#: 1Z1Z34567890 NJ
License Plate #: ABC123
Vehicle Type: Single Unit Vehicle
Vehicle Issued?: N
If Yes, lessor's name:
NJDEP Registered Transporter:
ABC WASTE TRANSPORTER COMPANY
NJDEP #: 0034826

***NJDEP Transporter Registration Number (NJDEP #):**

Search Results

Please select the Registration you would like to renew and Click Continue.

*Select	NJDEP #	Vehicle Registration Holder	Program Interest #	Street Address	City/State/Zip
<input checked="" type="radio"/>	0034826	DEP FICTITIOUS TRANSPORTER FOR TESTING	594008	401 E STATE ST	Trenton (Mercer)/NJ/08625

Clicking a column title will sort the table by that column.

You will now be brought to the screen shown below which lists the mailing address we have listed for your company.

If this address is correct **click Continue**.

If the address listed is incorrect **click No** for the question “Is the following address your current mailing address? You can then enter the correct mailing address for your company. Once the address has been corrected select **Yes** for the question “Is the following address your current mailing address” and **click Continue**.

Version: 5.8

UPDATE MAILING ADDRESS

If the address below is correct **Click "Continue"**.

If the address listed is wrong or missing **Click "No"** for the question "Is the following address your current mailing address?" You can now enter the correct mailing address for your company. Once the address has been corrected **Click "Continue"**.

Is the following address your current mailing address? **Yes**

***Address Line 1:** 38 HILLSDALE RD
Address Line 2:
Address Line 3:

***County:** Middlesex
***City:** Edison (Middlesex)

***State:** New Jersey
***Zip Code:** 08820

** Required*

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statewide | [nhome](#) | [citizen](#) | [business](#) | [government](#) | [services A to Z](#) | [departments](#) | [search](#)

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Department of Environmental Protection
P. O. Box 402
Trenton, NJ 08646-0402
Last Updated: June 24, 2004

You will now be brought to the screen shown below which lists the contact information we have listed for your company.

If this information is correct **click Continue**.

If the information listed is incorrect, type over what is listed. Once the information is correct **click Continue**.

The screenshot shows a web browser window with the URL https://www-depstg.state.nj.us/DEP_RSP/Orchestrate.do. The page is titled "NJDEP Online" and is part of the New Jersey Department of Environmental Protection's website. The user is logged in as "1. Applicant".

The page displays a "Contacts" section with the following information:

1. Applicant

Note: Selecting an option below will replace all information for this contact. Insert From Existing Contact(s)...

***First Name:** Michael
***Middle Initial:**
***Last Name:** Gage
Title:
***E-Mail Address:** Michael.Gage@dep.nj.gov
***Confirm E-Mail:** Michael.Gage@dep.nj.gov

***Address Line 1:** 9 Ewing Street
Address Line 2:
Address Line 3:
***County:** Mercer
***City:** Trenton (Mercer)
***State:** New Jersey
***Zip Code:** 08625

*** At least 1 phone number is required.**

*Type	*Contact Number (must be 10 digits)	Extension	Comments	Remove
Work Phone Number	(609) 292-7081			

Add Number

** Required*

Note: Please enter contact information on ALL required tabs before clicking Continue.

Continue

You will now be brought to the screen shown below which lists the equipment currently registered for transporting waste.

- **IF YOU DO NOT WISH TO RENEW CERTAIN EQUIPMENT UNCHECK THE BOX FOR RENEW**
- If the license plate information listed is incorrect click **Yes** for **Modify** and then enter correct information
- If you wish to register additional equipment, click **Add Vehicle** and then enter required information. The total amount that can be added depends on how much equipment is being renewed. Specifically, the total that can be added and/or renewed is 10 vehicles, i.e. - "Cabs", "Single Unit Vehicles", or "Trailers". If you renew 2 vehicles you could add up to 8 vehicles, if you renew 5 vehicles you could add up to 5 vehicles, if you renew 10 vehicles you cannot add any other vehicles, etc.
- If you have containers such as "dumpsters", "roll-offs", "boxes" **Click Yes** to the question "Are there any containers associated with this registration?" and enter how many container decals you need.

Once the information listed is correct **click Continue**.

The screenshot shows the NJDEP online registration portal. The page title is "MY REGISTERED VEHICLES". Below the title, there is a list of instructions for users. A table displays the registered vehicles with columns for Renew, Modify, Equipment Type, VIN #, License Plate #, and State of Issuance. Below the table, there is a question: "Are there any containers associated with this registration?" with a "No" dropdown menu. A red arrow points to the "Continue" button.

Version: 5.7

Help | Login

MY REGISTERED VEHICLES

Listed below is the equipment you currently have registered for transporting waste. If this information is correct **Click "Continue"**.

- **IF YOU DO NOT WISH TO RENEW CERTAIN EQUIPMENT UNCHECK THE BOX FOR RENEW**
- If the license plate information listed in incorrect click **Yes** for **Modify** and then enter correct information
- If you wish to register additional equipment click **Add Vehicle** and then enter required information. The total amount that can be added depends on how much equipment is being renewed. Specifically, the total that can be added and/or renewed is 10 vehicles, i.e. - "Cabs", "Single Unit Vehicles", or "Trailers". If you renew 2 vehicles you could add up to 8 vehicles, if you renew 5 vehicles you could add up to 5 vehicles, if you renew 10 vehicles you cannot add any other vehicles, etc.
- If you have containers such as "dumpsters", "roll-offs", "boxes" **Click Yes** to the question "Are there any containers associated with this registration?" and enter how many container decals you need.

Once the information listed is correct **Click "Continue"**.

Renew	Modify	Equipment Type	VIN #	License Plate #	State of Issuance
<input checked="" type="checkbox"/>	No	Single Unit Vehicle	1FTNE24232HA67159	XT142L	New Jersey

Clicking a column title will sort the table by that column.

Are there any containers associated with this registration?

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statewide: njhome | citizen | business | government | services A to Z | departments | search

105%

If you answered **Yes** to the question “Are there any containers associated with this registration?” you will be brought to the following screen.

Enter the number of containers you would like to register. Containers include “dumpsters”, “roll-offs” and “boxes”. **Click Continue.**

If you do not have any containers check the box next to “I do not have any containers.” **Click Continue.**

The screenshot shows a web browser window with the URL https://www.depnj.state.nj.us/DEP_RSP/Orchestrate.do. The page title is "NJDEP Online". The navigation menu includes "Documents and Forms", "Non-Registered Services", and "Registered Services". The main content area is titled "CONTAINER INFORMATION" and contains the following text: "Enter the number of containers you would also like to register. Containers include 'dumpsters', 'roll-offs', and 'boxes.' If you do not have any containers check the box next to 'I do not have any containers.' **Click 'Continue'.**" Below this text is a form field with a text prompt: "Please indicate the number of containers associated with this registration:". There is also a checkbox labeled "I do not have any containers." and a "Continue" button on the right. A "Please Note" section at the bottom left states: "You may click on a previously visited page (above) to navigate back to that screen." The footer contains copyright information for the State of New Jersey, 1996-2004, and the Department of Environmental Protection, Trenton, NJ 08642-0000. The last update date is 7/26/04.

If you modified or added any equipment you will be brought to the screen shown below which allows you to upload electronic copies of the registration and insurance documents. Click the link for “**How do I upload a File**” if you are unsure how to upload a file.

After uploading required files click **Continue**.

Version: 6.5
 Currently logged in: Michael Gage (WASTEHAULER) 497011
 Server: Server_2 GREDWAR CONSTRUCTION CORP Help | Logout

ATTACHMENT UPLOAD

Since you modified equipment or have leased equipment you must upload copies of the motor vehicle registration and proof of insurance for such equipment and/or lease agreement and certification forms. After uploading these documents **Click "Continue"**.

Maximum Single File Size: 5 Mb
Total Maximum File Size: 10Mb
Allowed Attachment Types: pdf,jpg,doc,docx,txt,rtf,gif,jpg,jpeg,bmp,tiff,tif,xls,xlsx,xps

Attachment Type	*Attachment Description	Upload File Name	File Size Mb	Remove
Motor Vehicle Registration	Motor Vehicle Registration VIN #3FRLL45Z47V436504	<input type="button" value="Browse..."/>	0 Mb	<input type="button" value="X"/>
Proof of Insurance	Proof of Insurance VIN #3FRLL45Z47V436504	<input type="button" value="Browse..."/>	0 Mb	<input type="button" value="X"/>
Total Uploaded:			0 Mb	
Remaining:			15 Mb	

Note: that if the total size of all attachments to be uploaded exceeds 10Mb, all files will fail to upload when clicking the Browse button. Please verify the desired files are listed in the Uploaded Attachments section below before attempting to Continue.

[How do I upload a File?](#)

Please Note
 You may click on a previously visited page

If you did not upload the motor vehicle registration and proof of insurance for such equipment you will be brought to the page below. We no longer accept paper submissions of required documents. Please return to the previous screen by clicking on Upload Documents shown below.

Server: Server_2

GREDWAR CONSTRUCTION CORP [Help](#) | [Logout](#)

HARD-COPY COVER LETTER

We no longer accept paper submissions of required documents. Please return to the previous screen by clicking on ?Step 7 ? Upload Documents? shown below.

[Printer Friendly Version](#)

SHWM - Vehicle Registration Renewal

Program Interest Name: GREDWAR CONSTRUCTION CORP
Preferred ID Number: 497011

You are required to submit the following documents: Motor Vehicle Registration VIN #3FRLL45Z47V436504
Proof of Insurance VIN #3FRLL45Z47V436504

Please mail them to:

**New Jersey Department of Environmental Protection
Division of Licensing Operations, Solid Waste and Pesticide Enforcement
Bureau of Solid Waste Compliance & Enforcement
Mail Code 09-01
P.O. Box 420
Trenton, NJ 08625-0420
ATTN: Vehicle Registration Unit**

[Continue](#)

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

[contact_des](#) | [privacy_notice](#) | [legal_statement](#) | [accessibility_statement](#)

You are now brought to the screen shown below which requires additional information be provided.

At the top of the screen are two questions which deal with whether you transport hazardous waste or if you transport solid or hazardous waste outside the state of New Jersey. If the answer to either question is **Yes** you are required to have U.S. Department of Transportation (DOT) number and must enter it in the required field.

The lower half of this screen requires you to identify the location where vehicles are stored overnight. You must list all such addresses in this section. If any of the addresses currently listed are incorrect you should remove them by clicking the **Remove** button.

Once all required information on this screen is complete **click Continue**.

The screenshot shows a web browser window with the URL https://www.deps.state.nj.us/DEP_RSP/Orchestrator.do. The page title is "NJDEP Online". The navigation bar includes "Documents and Forms", "Non-Registered Services", and "Registered Services". The main content area is titled "ADDITIONAL REGISTRATION INFORMATION".

ADDITIONAL REGISTRATION INFORMATION
You are required to have a U.S. Department of Transportation (DOT) number if you transport hazardous waste or if you transport solid or hazardous waste outside the state of New Jersey. Please answer the questions below and enter your USDOT number if applicable:

Are you responsible for transporting hazardous waste?

Are you responsible for transporting solid and/or hazardous waste outside the State of New Jersey?

Please provide your U.S. Department of Transportation (DOT) number:

Parking Information
Listed below is the address where vehicles are parked overnight. If this address is incorrect please click the Remove button. Furthermore, please list any additional addresses where vehicles may be parked overnight. **NOTE:** You must have at least one address listed in the grid below.

Address Line 1	Address Line 2	Address Line 3	City	State	Zip Code	Remove
38 HILLSDALE CARPENTERS LLC			Edison	NJ	08820	<input type="button" value="Remove"/>

Clicking a column title will sort the table by that column.

Additional Address Information
If you choose to enter additional address information, please make sure to provide information in all of the required fields.

* Address Line 1:
Address Line 2:
Address Line 3:

* County:
* City:
* State:
* Zip Code:

* Required

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Last Updated: June 24, 2004

You are now brought to the screen shown below which requires you to certify the information provided is correct. Clicking the box next to the certification statement will cause a check to appear. Once “checked” click **Certify**.

The screenshot shows a web browser window with the URL https://www.dep.state.nj.us/DEP_BSP/Orchestrate.do. The page is titled "SUBMISSION CERTIFICATION" and is part of the NJDEP Online system. The navigation menu includes "Documents and Forms", "Non-Registered Services", and "Registered Services". The main content area contains a certification statement with a checkbox that is checked. The statement reads: "I hereby certify that the foregoing statements are true and I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment which may take the form of monetary penalties or revocation. I will notify the Department, in writing, of any changes to the information within this registration statement within thirty days. I authorize the New Jersey Department of Environmental Protection to confirm liability coverage with my insurance company. I further certify my company has the proper authority to operate on the public highways. I am also now aware that pursuant to N.J.S.A. 54:50-24 et seq., NJDEP is obligated to provide my information to the Director of the New Jersey Division of Taxation to assist in the administration and enforcement of State tax law. Failure to comply with State Tax Laws could result in suspension of my NJDEP Vehicle Registration." A "Certify" button is located to the right of the statement. A "Please Note" box at the bottom left of the main content area states: "You may click on a previously visited page (above) to navigate back to that screen." The footer contains contact information for the Department of Environmental Protection, including the address: P. O. Box 400, Trenton, NJ 08646-0400, and the date: Last Updated: June 24, 2004.

The remainder of the process deals with payment using a credit card or electronic check (“e-check”). After making such payment you can print out a copy of your payment receipt. The next screen you will be brought to provides a summary of your renewal. You should print out a copy for your records since you will not be able to retrieve such information online later because this is a non-registered service. A copy of this summary will also be e-mailed to the address provided on the Contacts screen.

There are approximately 7,000 transporters which need to renew and the decals will be sent in the order such renewals were completed. We are committed to get all decals mailed no later than June 15, 2013 for those companies which renew by the specified deadline. If you have not received your decals by this date please contact us at lru@dep.state.nj.us