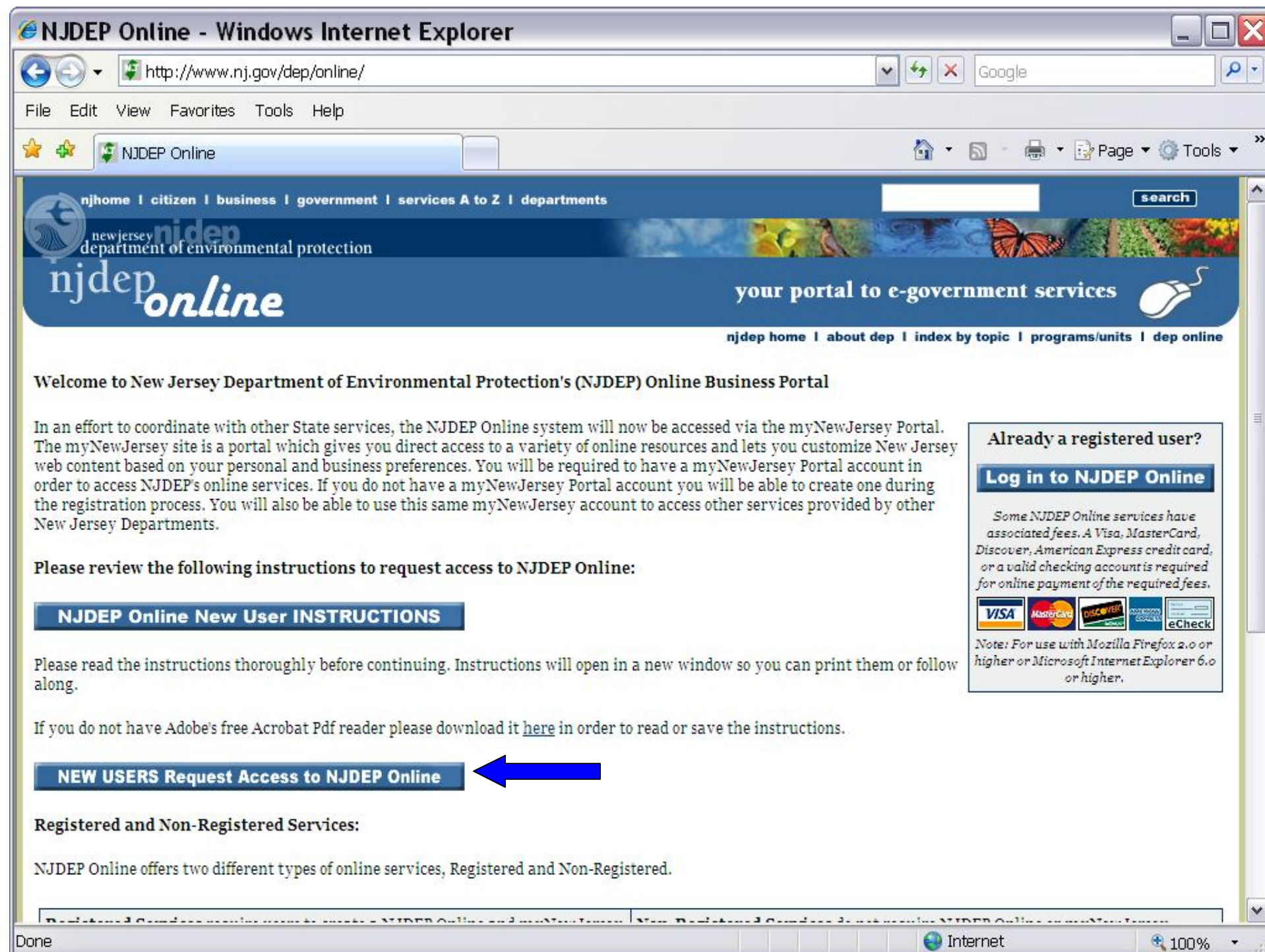


NJDEP  
MSRP Annual Report  
DEP-Online Registration  
Tutorial

- Welcome to the new NJDEP Municipal Stormwater Regulation Program (MSRP) Annual Report Submission through the Regulatory Service Portal.
- This new service is consistent with the Department's continuous improvement process and transformational goals.
- We have provided a step by step guide to help you create a NJDEP online account and My New Jersey account to access, complete and submit the Annual Report.
- The Department is committed to providing support for all users to make this transition as easy as possible.
- If you have any questions regarding this process contact your case manager or Acting Supervisor, Vicki Margulies at **Vicki.Margulies@dep.state.nj.us** or by phone at (609)633-7021.

- The Municipal Stormwater Annual Report service will be made available to you once you have established a myNew Jersey account and it has been linked to the DEP Online portal.
- In order to access the Municipal Stormwater Annual Report service you must first establish a myNew Jersey account.
- This is accomplished by first accessing the registration screen through the link provided <http://www.nj.gov/dep/online>.
- This page provides detailed instruction for new NJDEP online users. Please review these instructions for further assistance.



- Click on the “New Users Request Access to NJDEP Online” button.
- You will be forwarded to the Request Access to NJDEP Online screen.
- The Contact Name should be the name of the Responsible Official for your facility or business.
- Organization Name should be the name of the facility or business.
- The email address should be for the Responsible Official of your facility or business.
- When all information has been entered click the “Request” button.



NJDEP Online - Windows Internet Explorer

https://www11.state.nj.us/DEP\_RSP/Orchestrate.do?initiate=true&orchestrationId=Core-System-...

File Edit View Favorites Tools Help

NJDEP Online

Skip Navigation

njhome | citizen | business | government | services A to Z | departments

newjersey njdep department of environmental protection

njdep online

njdep home | about dep | index by topic | programs/units | dep online

Documents and Forms Non-Registered Services Registered Services

Version: 4.6  
You are currently not logged in. Help | Login

1. Request access to NJDEP Online 2. Link Your NJDEP Online service to your myNewJersey account 3. Use NJDEP Online

Use this page to request access to your permit information through NJDEP Online:

\*Contact Name:

\*Organization Name:

\*E-Mail Address:

\*Confirm E-Mail:

Request

contact dep | privacy notice | legal statement | accessibility statement

department: njdep home | about dep | index by topic | programs/units | dep online  
statewide: njhome | citizen | business | government | services A to Z | departments | search

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Done Internet 100%

Next you will be given the option to either link your NJDEP online account to an existing “myNewJersey” account or create a myNewJersey account and link it. This link allows you to access the NJDEP online system through your myNew Jersey account.

Two options will be available to you in this next step.

A. I already have a myNew Jersey account.

- Use Option A if you already have a myNew Jersey ID and password. This option will link your existing account to this request.

B. I don't have a myNew Jersey account yet.

- Use Option B if you do not have a myNew Jersey ID and password. This option establishes your account for the very first time.

Once you have made your selection and filled out all required fields click on the appropriate button to continue.

If you are unsure of what option to use please call us at (609)633-7021 and we will advise you accordingly.

**Step 2: Link NJDEP Online to Your myNewJersey Account - Windows Internet Explorer**

https://portal01.state.nj.us/http://portal20.sa.state.nj.us:8080/signup/NJLoginLinked

File Edit View Favorites Tools Help

Step 2: Link NJDEP Online to Your myNewJer...

1. Request access to NJDEP Online 2. Link Your NJDEP Online service to your myNewJersey account 3. Use NJDEP Online


Use this page to tell us about your myNewJersey account by picking one of the three choices below:

Please enter a different log on ID

A. I already have a myNewJersey account. Link it to my NJDEP Online information:

My Log On ID is  and my password is  [Link NJDEP Online to My Account](#)

B. I don't have a myNewJersey account yet. I'll create a new one now and link it to my NJDEP Online information:

Pick a Log On ID   If you forgot your password later, we'll ask you the following question. If you answer it correctly, we'll send a new password to your email address.

Pick a password

Retype your password

Question you want us to ask

Your answer

First name

Email address

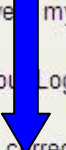
Last name

Retype your email address

\* All items in B are required if you're creating a new account. Your name and email address are filled in based on Step 1, but ignore them and use choice A instead if you already have a myNewJersey account.

Use choice C below if you can't remember your Log On ID - please don't create another new account.

Review your information and be sure it's correct before you click the Create Account button.

[Create this new myNewJersey Account and Link NJDEP Online To It](#) 



- From the previous screen you will be directed to the Contact Information screen.
- Here you will provide more detailed information for the Responsible Official.
- Once all information, including contact number is complete click on the continue button.

NJDEP Online - Windows Internet Explorer

https://www11.state.nj.us/DEP\_RSP/Authenticate.do?method=njdep

File Edit View Favorites Tools Help

NJDEP Online

Skip Navigation

njhome | citizen | business | government | services A to Z | departments

newjersey njdep department of environmental protection

njdep online

njdep home | about dep | index by topic | programs/units | dep online

Documents and Forms Non-Registered Services Registered Services

Version: 4.6  
You are currently not logged in.  
Welcome MyNewJersey Portal user. Please provide the following information to create your RSP account. [Help](#) | [Back to MyNJ](#)

**CONTACT INFORMATION**

- This account setup process is for the new NJDEP Online. Please ensure that you complete the setup before closing your browser.

* First Name:	John	Address Line 1:	123 fake st
Middle Initial:		Address Line 2:	
* Last Name:	Doe	Address Line 3:	
Title:	consultant	City:	Trenton (Mercer)
* E-Mail Address:	daniel.kuti@dep.state.nj.us	State:	New Jersey
* Confirm E-Mail:	daniel.kuti@dep.state.nj.us	Zip:	08610
Organization Name:	abc corp.		
Organization Type:	Private		

Done

Internet 100%

NJDEP Online - Windows Internet Explorer

https://www11.state.nj.us/DEP\_RSP/Orchestrate.do

File Edit View Favorites Tools Help

NJDEP Online

\* Confirm E-Mail: daniel.kuti@dep.state.nj.us Zip: 08610

Organization Name: abc corp.

Organization Type: Private

### CONTACT NUMBERS

Note: At least one contact number is required.

Phone Number	Type	Remove	Edit
6095552424	Work Phone Number		

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

[Add Contact Number](#) [Continue](#) [Clear](#)

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department: [njdep home](#) | [about dep](#) | [index by topic](#) | [programs/units](#) | [deponline](#)  
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Department of Environmental Protection  
P. O. Box 402  
Trenton, NJ 08625-0402

Last Updated: June 24, 2004

Done Internet 100%

- You will be directed to the “Request Certification PIN” screen.
- Click on the “Request PIN” button.
- This PIN is used during the Annual Report submittal process to certify all information in lieu of an electronic signature.
- Only the Responsible Official of the facility or business may certify.

**NJDEP Online - Mozilla Firefox**


File Edit View History Bookmarks Tools Help

https://www11-stg.state.nj.us/DEP\_RSP/Orchestrate.do

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[Skip Navigation](#)

[njhome](#) | [citizen](#) | [business](#) | [government](#) | [services A to Z](#) | [departments](#)

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new jersey  
department of environmental protection

[njdep home](#) | [about dep](#) | [index by topic](#) | [programs/units](#) | [dep online](#)

[Documents and Forms](#) | [Non-Registered Services](#) | [Registered Services](#) | [Generate XML](#)

Version: 4.5  
You are currently not logged in. [Help](#) | [Login](#)


### REQUEST CERTIFICATION PIN

1 - Create User ID
2 - Choose Password
3 - Add Contact Info
4 - Request Certification PIN

**Note:** The Certification PIN is used for Air, Land Use, UST Program, Water Quality, Water Supply, eCRTK, Release and Pollution Prevention Report (RPPR) and Stewardship/Self Audit/SRP CEA Monitoring submissions ONLY. In order to electronically certify a permit/application/submittal, you must have a Certification PIN which is different from your password (all other programs are required to use your PIN/password you use to log into the portal). If you choose not to request a PIN, you will NOT be able to electronically submit applications for the aforementioned services. Land Use applications have an option to certify via paper.

On clicking the "Request PIN" button a certification PIN will be emailed to you.

[Request PIN](#) [Complete Setup](#)

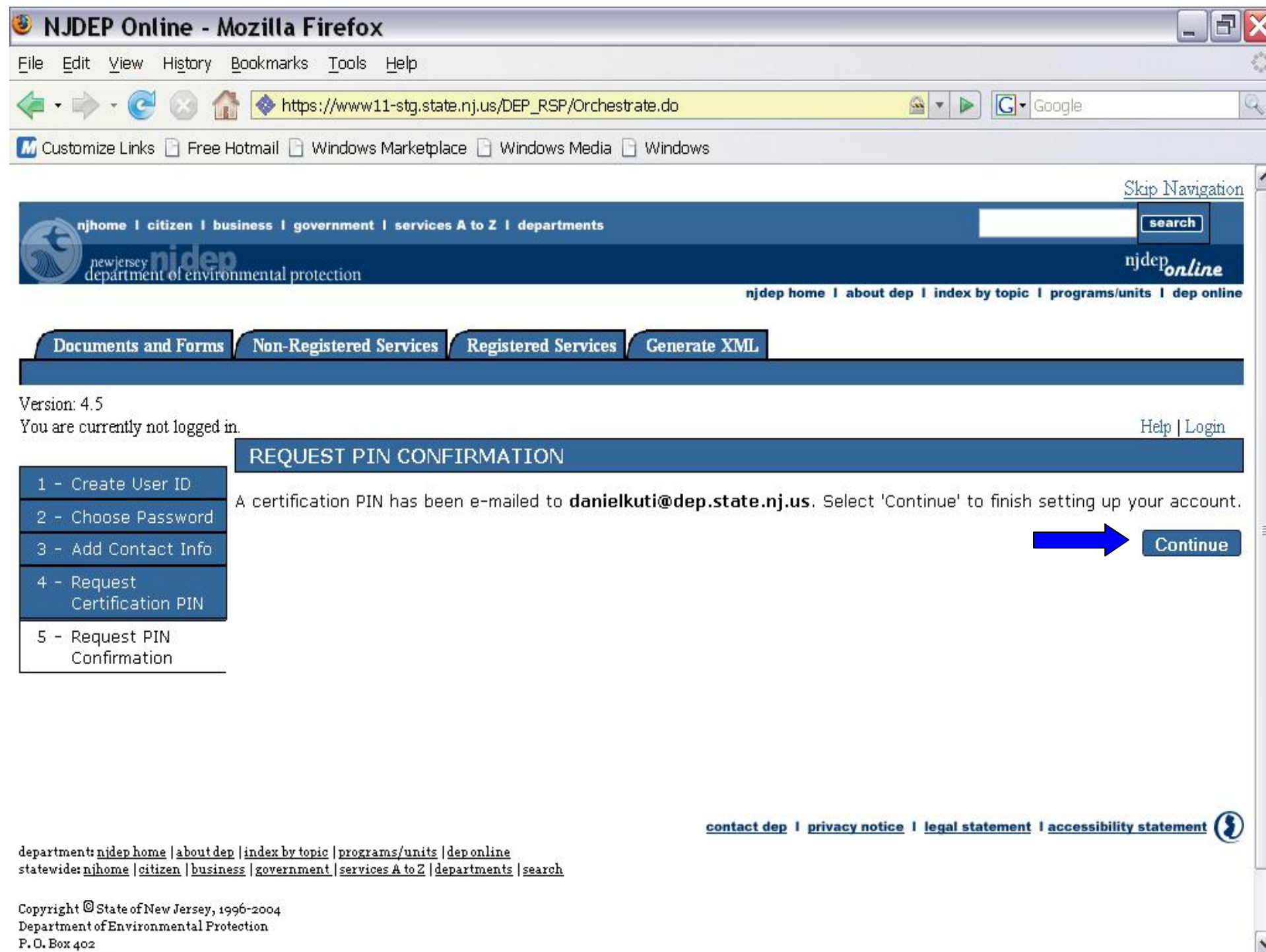
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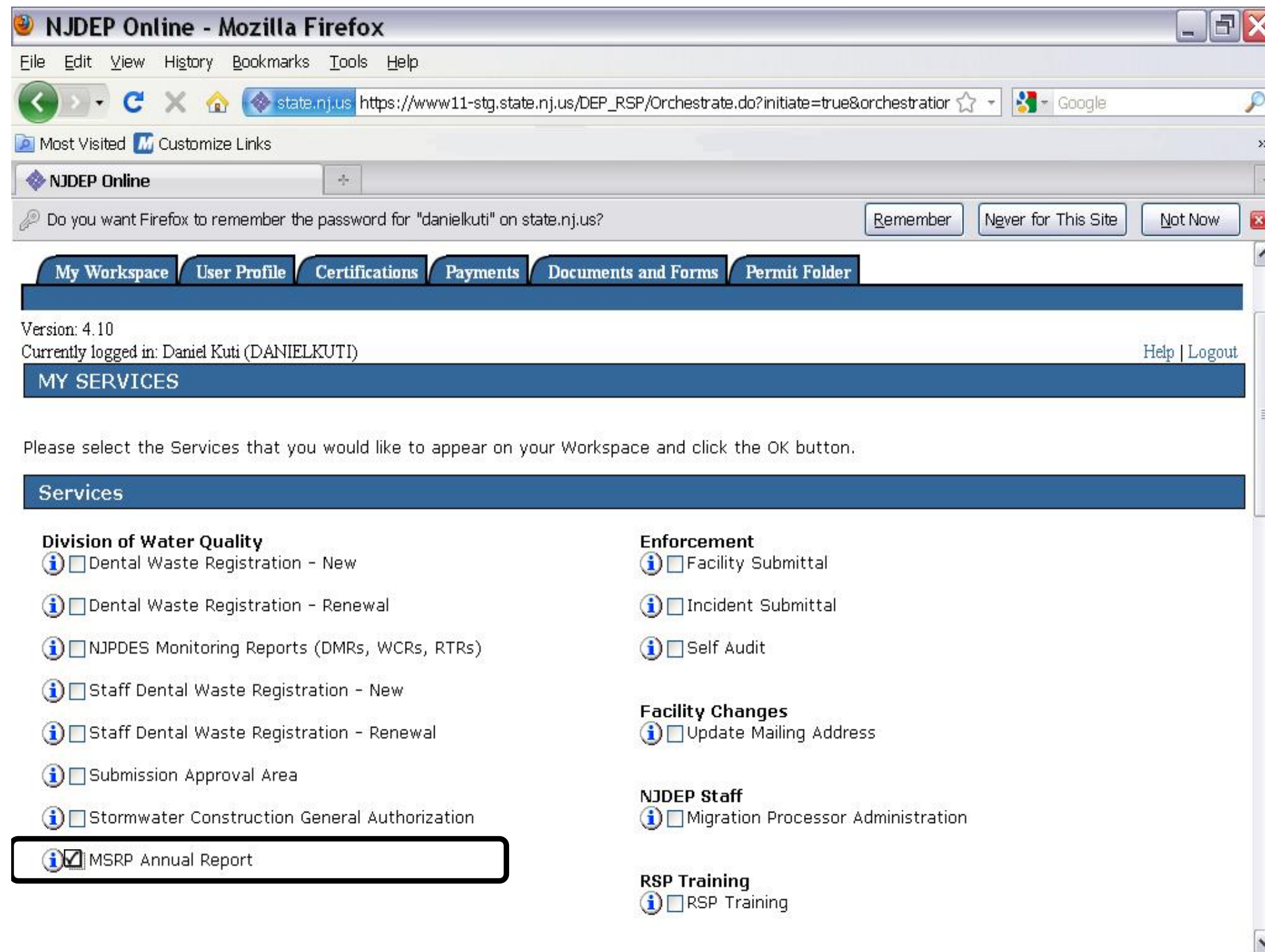
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Department of Environmental Protection

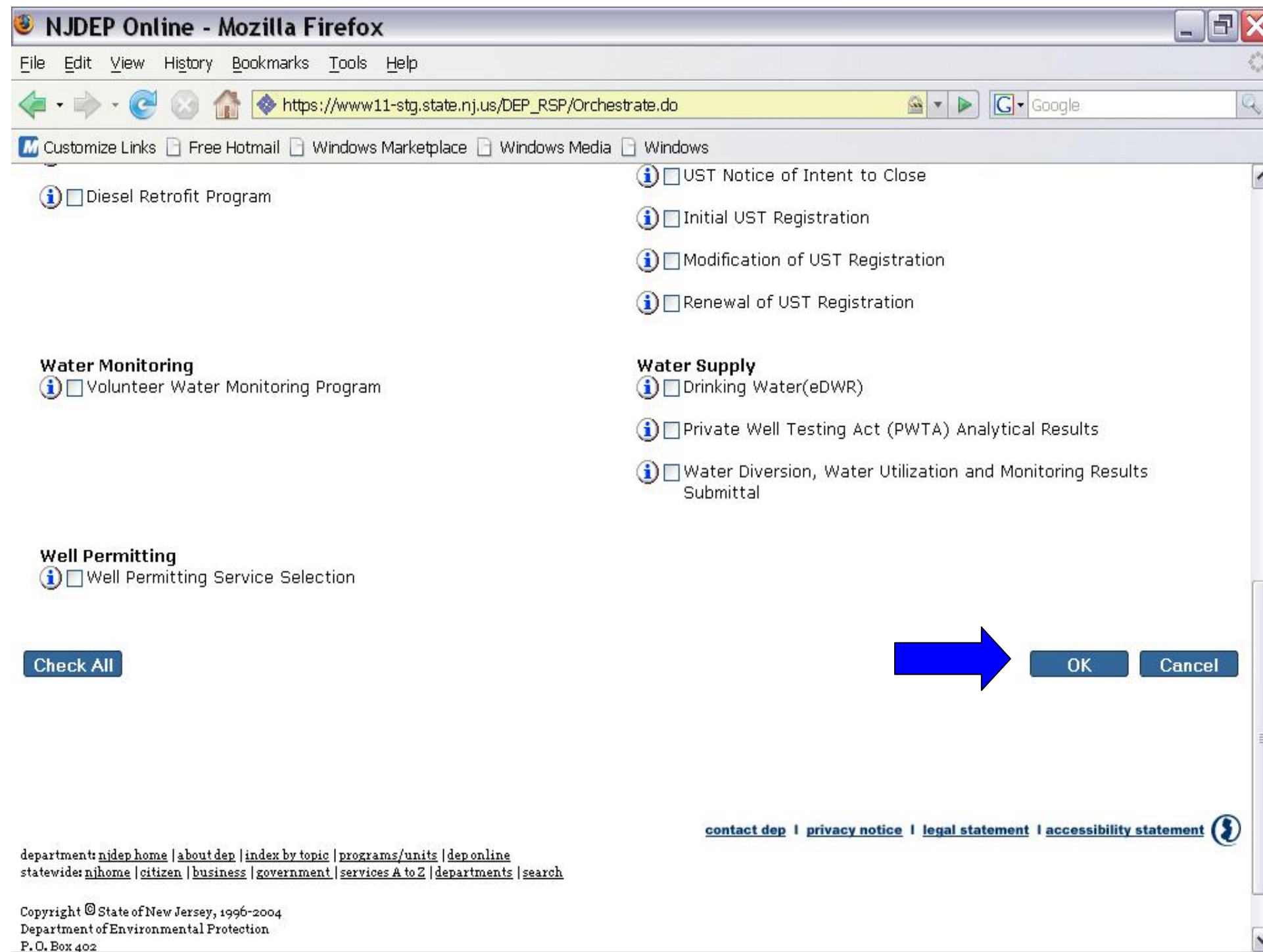


- The next screen confirms that the PIN request is processed and advises the registrant that an email, containing the PIN, has been sent to the email address provided on the previous contact information screen.
- Click on the “Continue” button.



- Next you will be directed to the “My Services” selection screen.
- To access the MSRP Annual Report service, check "MSRP Annual Report" located under the Division of Water Quality sub-header.
- Once this is selected click on the “OK” button.







- Finally, you will be directed to the “My Workspace” home page.
- From here you will be able to add your facility, or multiple facilities if applicable, and begin the process of completing your Annual Report.

NJDEP Online - Mozilla Firefox

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state.nj.us

https://www11-stg.state.nj.us/DEP\_RSP/Orchestrate.do

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NJDEP Online

njhome | citizen | business | government | services A to Z | departments

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department of environmental protection

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online

njdep home | about dep | index by topic | programs/units | dep online

Skip Navigation

search

My WorkspaceUser ProfileCertificationsPaymentsDocuments and FormsPermit Folder

Version: 4.10

Currently logged in: Daniel Kuti (DANIELKUTI)

Help | Logout

MY WORKSPACE

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

Division of Water Quality

[MSRP Annual Report](#)

Configure Services

My Facilities/Program Interests

Note: You may add facilities by clicking the "Add Facilities" button below.

<<<12>>>

You are now a registered NJDEP Online user and have full access to the MSRP Annual Report submittal process.

For more information please  
contact:

Vicki Margulies  
Principal Environmental Specialist  
(609)633-7021  
[Vicki.Margulies@dep.state.nj.us](mailto:Vicki.Margulies@dep.state.nj.us)