

Mandatory Diesel Retrofit Program Online myNewJersey Account Setup and NJDEP Online Services Activation

As per N.J.A.C. 7:27-32.12(a) Inventory/Cost Estimate Forms must be submitted to the Department electronically. Electronic submittal requires the owner to have an online myNewJersey account with the NJDEP Online Services activated. This document explains how to setup a myNewJersey account, and then how to activate and configure the NJDEP Online Services in preparation for the inventory/cost estimate form electronic submittal.

Step 1: myNewJersey Registration

First, the owner must obtain a myNewJersey account. Go to www.nj.gov. At the top of the screen, click the button "Register". Complete the information requested on the following page and then click the button "Create myNewJersey Account". Complete all of the necessary fields; record your user name and password for future reference.

Once you have created a myNewJersey account, go to www.njdeponline.com to obtain an authorization code. This is necessary to activate DEP Online services within your myNewJersey account.

Step 2: NJDEP Online Authorization Code Request

On the www.njdeponline.com webpage, under the section "Please review and complete the following action items to request access to the new portals:" are the NJDEP Online New User Instructions. As a new user, please thoroughly read these instructions and then click on the button "New Users Request Access to NJDEP Online".

A new web page will open showing the "Request Access to DEP-Online" form. Complete the information and click the "Request" button on the lower right-hand corner of the screen. You will receive an authorization code in an email sent to the address you entered, within a few minutes.

If you don't receive the authorization code, the email may have been blocked by your email system or sent directly to junk mail; talk to your system administrator or check your junk mail folder.

When you have received your authorization code log back in to myNewJersey at www.nj.gov. Click on the button "Login" at the top of the page, beside the "Register" button.

On the top of the page is the option "enter authorization code." Click here and enter the authorization code from the email you received in the appropriate field and click "Finished".

When you click "Finished" the system will log you out automatically so that your authorization code can take effect. Log back into myNewJersey (www.nj.gov). When you login this time, there is now a link to "DEP Online Services" on the left hand side of the screen.

Step 3: Configuring My Workspace within DEP Online Services

Click on the "DEP Online Services" link from your myNewJersey page. On the next page check the box "I do not have an existing account or I do not wish to transfer data from an existing account" then click the "Continue" button.

The next screen is the "Add Contact Information" screen. Enter user information here (name, e-mail address, etc.). Then click Continue.

The next screen is the Request Certification PIN screen. Click on the "Request PIN" button to get the code sent to you via e-mail. Keep a record of your PIN, you will have to enter this PIN every time that you submit an electronic cost estimate/inventory form to the Department via this portal.

The next page is the My Facilities screen. There is not much you can do on this page, just click on the "Complete Setup" button to precede to your My Workspace page.

On the next screen in the My Workspace site, in the Air Program section, check the box for "Diesel Retrofit Program." Press "OK".

At this point you have completed the setup process and are able to submit your electronic cost estimate/inventory forms through the online portal. From now on, when you login to your myNewJersey account you will see the "DEP Online Services" option on the left hand side, and from the first DEP Online Services page, you will see a link for the "Diesel Retrofit Program."