

FAST Municipal, County, Fire District, Authority/Housing Authority Registration Guide

Accessing the FAST Portal:

FAST Registration Page (First-Time Users): <https://njdca.dynamics365portals.us/Account/Login/Register>

FAST Sign-In Page (Users with an Existing Account): <https://njdca.dynamics365portals.us/SignIn>

Registering for a FAST Account:

Creating an Account:

- 1) Navigate to the FAST Registration Page (link above).
- 2) Enter an email address, username, and password.
- 3) Click the “Register” button.

The screenshot shows a registration interface with two buttons at the top: "Sign in" (with a blue arrow icon) and "Register". Below the buttons is the heading "Register for a new local account". The form contains four input fields, each with an asterisk indicating it is required: "* Email", "* Username", "* Password", and "* Confirm password". A blue "Register" button is positioned below the "Confirm password" field.

Setting Up Your Profile:

- 1) After clicking “Register”, you will land on a “Profile” page.
- 2) On this page, confirm your email address, ensuring you receive automated emails.
- 3) Enter your first and last name. CFOs should list an address as it will print on the Annual and Supplemental Debt Statements.
- 4) Click the “Update” button at the bottom of the screen.

The screenshot shows a profile form titled "Your information". It contains several input fields: "First Name *" (with an asterisk), "Middle Name", "Last Name *" (with an asterisk), "Mailing Address 1", "Mailing Address 2", "City", "State", and "Zip Code".

Registration Tips:

- 1) **You must register for your own account.** Existing FAST users cannot create FAST accounts for new users.
- 2) If you receive a notification that your email address is already in use, contact the Division.
- 3) **Only register for FAST access if you will be completing processes that take place in FAST:**

The following processes **do** take place in FAST:

- a. Data Entry – Annual Debt Statement and Supplemental Debt Statement.
- b. Upload of Documents – Annual Financial Statements, Budgets, Audits.
- c. Certification of the Municipal and County Budget – Chief Financial Officer only.
- d. Submission of Documents to the Division of Local Government Services – Chief Financial Officer (Municipal and County), Designated Official (Fire District and Housing and Other Authorities), Auditors of Record.

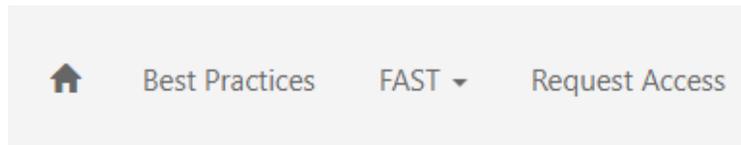
The following processes **do not** take place in FAST:

- e. Data Entry for all Budget, User-Friendly Budget, and Financial Statement templates.
- f. Certification of the Municipal and County Budget by the Clerk to the Governing Body and Auditor/RMA of Record (process completed via email link).

Requesting Access to a Local Government Entity:

Selecting an Application:

- 1) When logged into FAST, click “Request Access” in the upper right corner of the screen.
- 2) Select the option to “Request Access to FAST”.



Portal Access Request

Instruction: Please review the portal application(s) below and select the application that you'd want to be granted access to.

Applications

[Request Access to FAST](#)

[Request Access to Best Practices Inventory](#)

Selecting your Local Government Entity and FAST Role:

- 1) Use the magnifying glass icon to select your local government entity.
- 2) Select **one** role from the checkboxes that are listed.
 - a. Municipality/County Roles:
 - i. Preparer/Data Entry – Data Entry, Upload Documents.
 - ii. Chief Financial Officer – Data Entry, Upload Documents, Certify Budget, Submit Documents.
 - iii. Registered Municipal Accountant – Data Entry, Upload Documents, Submit Audit.
 - b. Fire District Role:
 - i. Single level of access (ability to upload and submit), regardless of the box that's checked.
 - c. Authorities:
 - i. Executive Director / Finance Officer – Upload Documents, Submit Documents.
 - ii. Preparer – Upload Documents.
 - iii. Auditor – Upload Documents, Submit Audit.

- 3) Click "Submit Request".
- 4) Division staff will verify the role being requested and will grant access accordingly.
 - a. Requests for the Chief Financial Officer role require confirmation by the Clerk to the Governing Body by providing the Division with the resolution appointing the Chief Financial Officer.

Request Access to FAST

Local Gov't Entity *



Municipality/County Roles

- Preparer/Data Entry
- Chief Financial Officer
- Registered Municipal Accountant/Auditor
Audit Preparer
 - No Yes

Fire District Roles

- Fire Budget Contact
- Chief Financial Officer/Administrator
- Chairman
- Clerk
- Commissioner
- Director
- Preparer/Data Entry
- President
- Secretary
- Treasurer

Authorities

- Executive Director / Finance Officer
- Preparer
- Auditor

Submit Request