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Accessing the FAST Portal
The first time you visit the NJ DCA FAST Portal, you will need to register for a login.

1. Navigate to https://njdca.dynamics365portals.us
2. Click the Register tab

3. Enter your email address and choose a username and password for yourself. Passwords must be at least 8 characters and container characters from at least three of the following:
   a. Uppercase Letters
   b. Lowercase Letters
   c. Numbers
   d. Non-Alphanumeric (Special) Characters
4. Click Register

Profile
After you complete the registration, it’s time to set up your portal profile.

1. Enter your information in the fields provided. Fields marked with a red asterisk (*) are required.
2. Click **Update** to save your profile.

**Requesting Access**
To gain access to your LGE and requisite data, you need to submit an Request Access.

1. Click on Request Access in the top toolbar.

2. Click on the magnifying glass to search for the Local Government Entity (LGE) that you represent.
3. Check the boxes for your role(s) at the LGE and click **Submit Request**.

**Access Approval**

After you submit your request for access to the FAST Portal, you will receive an email confirming that NJ DCA has received your registration. A second email will be sent once your request has been processed. Once approved, you will be able to log into the FAST Portal using the login credentials you selected previously and begin entering data for your LGE.