How to access the CTM System

To use the CTM System, you will need a Log On ID and Password to “My New Jersey” (the State of New Jersey portal) and an Authorization Code to obtain access to the CTM System.

Getting a “My New Jersey” Log On ID and Password

(If you already have a “My New Jersey” Logon ID and Password, skip this section and continue at Getting an Authorization Code, below.)

- In your Internet browser, go to the State of New Jersey web page.
- Click the Register button in the upper left of the page.

- In the Create Your My New Jersey ID screen, enter the Log On ID and Password that you want to use.

(Choose a Log On ID that will be very easy for you to remember – like your name (no spaces). Although My New Jersey has a utility that will email your Password to you if you forget it, the system has no way to help you if you forget your Log On ID.)
- Enter the requested information in the remaining fields
- Click Submit This Form

In case you forget your password
If you forget your password, we'll ask the challenge phrase you provide us. If you answer the challenge phrase correctly, we'll send you a new password to the email address you provide now, so make sure it's correct.

Question we'll ask

Your answer

Current Email address

Your Personal Information

First Name

Last Name

Review
Take a moment to review your sign up information. Write down your User ID and Password on a piece of paper and store it in a safe, secure place. When you are ready submit this form.

Submit This Form

- Logout of My New Jersey

- Back at the State of New Jersey homepage, click the Login button
• Enter your **Log On ID** and **Password** in the applicable fields
• Click the **Log On** button (Note: Login, Log in, Logon, and Log on all mean the same thing.)

Getting an Authorization Code

• Your Authorization Code will be emailed to you.

If you need to contact COAH—

New Jersey Council on Affordable Housing (COAH)
101 South Broad Street
P.O. Box 813
Trenton, NJ 08625
(609) 292-3000
Fax (609) 633-6056
COAHAdmin@DCA.State.nj.us

**Entering your Authorization Code**

When you receive your **Authorization Code**, enter it into "My New Jersey" by following the instructions below. You will only need to successfully perform this procedure **once**. After you enter your Authorization Code, you will be able to access the CTM System.

At the **State of New Jersey** homepage—
• Click the **Login** button
At the Log On to My New Jersey page—

- Enter your Log On ID and Password in the applicable fields
- Click the Log On button

- Click enter authorization code

- Copy your Authorization Code from the email you received, and Paste it into the field
- Click Finished
Opening CTM

Any time you want to use the CTM system—

- At the State of New Jersey website, click the Login button

At the Log On to My New Jersey page—

- Enter your Log On ID and Password in the applicable fields
- Click the Log On button

![Log On to My New Jersey](image)

- Click the Council on Affordable Housing hyperlink

![Council on Affordable Housing](image)

You will be taken to the CTM Welcome page.

![COAH Tracking and Monitoring](image)