

Stay NJ Online Survey User Guide

The Stay NJ survey is in the Division of Local Government Services' portal that houses both the FAST and Best Practices Inventory. The Stay NJ survey is located within the existing Best Practices Inventory module.

The portal is accessed at: <https://njdca.dynamics365portals.us/SignIn>.

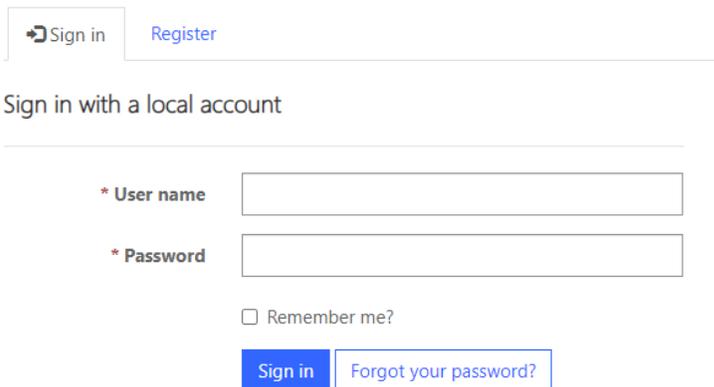
Chief Financial Officers (CFO), Chief Administrative Officers (CAO), and Municipal Clerks (Clerk) with existing access to the Best Practices Inventory will already have the necessary access for the Stay NJ survey. **If you had access to the 2023 Best Practices Inventory and your role has not changed, you will likely already have access to the system for completing the Stay NJ survey.**

The Stay NJ survey consists of eight questions. Questions can be printed from the system and provided to other individuals who might be asked to clarify responses, such as the Tax Collector. **Unlike the Best Practices Inventory, Stay NJ does not require the certification of all three officials. That said, completion of the survey only requires the login of one of these officials.**

There is no system role for Tax Collectors. Tax Collectors should not register for accounts or request access.

System Access

On the portal login page, enter your username and password to sign in.



→ Sign in Register

Sign in with a local account

* User name

* Password

Remember me?

Sign in Forgot your password?

New users only will need to register for an account. Once registered, click “Request Access”, and then select the option for “Request Access to Best Practices Inventory”. **Do not select the option for FAST access as the request will not be properly submitted and cause delays in access being provided.** On the request page, select your municipality and click “Submit Request”.

- Applications
- Request Access to FAST
- Request Access to Best Practices Inventory

Request Access to Best Practices Inventory

Local Gov't Entity *

Submit Request

Accessing the Stay NJ Survey

Once logged in, you will be taken to a “Profile” page. On subsequent logins, a blank screen might appear, as opposed to the “Profile” page. If your name is showing in the upper right corner of the screen, you are logged in successfully. The Stay NJ survey is accessed through the Best Practices Inventory, which will be the “Best Practices” icon at the top of the screen.

On the screen that appears, select the account for your municipality.

Local Government Entity ↑	LGE Type	LGE Code	Municipality Type	Phone	City	County	
Aberdeen Township	Municipal	1330	Township	732-583-4200	Aberdeen	Monmouth	▼
Absecon City	Municipal	0101	City	609-641-0663	Absecon	Atlantic	▼
Alexandria Township	Municipal	1001	Township	908-996-7071	Milford	Hunterdon	▼
Allamuchy Township	Municipal	2101	Township	908-852-5132	Allamuchy	Warren	▼
Allendale Borough	Municipal	0201	Borough	201-818-4400	Allendale	Bergen	▼
Allenhurst Borough	Municipal	1301	Borough	732-531-2757	Allenhurst	Monmouth	▼
Allentown Borough	Municipal	1302	Borough	609-259-3151	Allentown	Monmouth	▼
Alloway Township	Municipal	1701	Township	856-935-4080	Alloway	Salem	▼
Alpha Borough	Municipal	2102	Borough	908-454-0088	Alpha	Warren	▼
Alpine Borough	Municipal	0202	Borough	2017842900	Alpine	Bergen	▼

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Once on the account page, the CFO can add the CAO and Clerk via the “Roster of Officials” tab. **If the CAO or Clerk already had access to the Best Practices Inventory for 2023, they are likely already listed on the Roster of Officials, unless the Roster has since been changed by the CFO.**

Important: Chief Financial Officers without Best Practices platform access must contact the Division for access.

As long as an official is listed on the Roster of Officials, their account automatically has access to complete the Stay NJ survey. **As a reminder, only one of the three officials is required to login to complete and submit the survey.**

Stay NJ Survey

(DCA) Martucciville

Roster of Officials

Chief Financial Officer

Matthew Gallelo

Chief Administrative Officer

Spencer Clayton

Municipal Clerk

Christopher Wheeler

[Update Officials](#)

Completing the Stay NJ Survey

Under the “Active Surveys” section, there will be a “2024 Stay NJ Questionnaire”. Click the blue text to access the survey.

Active Surveys		
Name ↓	Survey	Status Reason
(DCA) Martucciville	2022 Best Practices Inventory Online Platform	Active
(DCA) Martucciville	2024 Stay NJ Questions	Active

There are 8 questions on the survey. A progress tracker on the left side of the screen will show the number of unanswered questions and the number of questions where comments are outstanding. Answers will autosave, so there is no “Save” button at the bottom of the screen.

Because the existing platform provides for access for Chief Financial Officers, Chief Administrative Officers, and Municipal Clerks, Tax Collectors themselves do not have access to the system to complete this data entry. However, in the upper left corner of the screen is a “Printable Question Sheet” tab; a printed list of the questions can be provided to the Tax Collector for clarification. Those responses would then be entered into the survey by one of the three officials who do have access. Once all responses have been recorded, any of the three officials with access to the survey will be able to click the “Sign and Submit” tab to submit the survey to the Division of Local Government Services. The submission is not considered successful until this process is complete.

As a reminder, the process is only required to be completed by one of the three municipal officials that have access, as decided within each local unit. Only one of three municipal officials is required to certify and submit when the survey has been completed.