Electronics Manufacturer
e-Submission Manual

Welcome to the instructions for the new e-submission of Electronics Manufacturer Registration Renewals, Collection Plans and Annual Reports through *NJDEP Online*.

The following is a step-by-step guide to help you create a *NJDEP Online* account and a My New Jersey account to access, complete and submit your registration renewals, collection plans and annual reports.

December 2012

If you have any questions regarding this service please contact us by email at ecycle@dep.state.nj.us or by phone at 609.984.3438

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NJDEP Online New User Instructions

Submittals required by the Electronics Waste Management Act are now *NJDEP Online* registered services. Electronics manufacturer representatives will need to create a *NJDEP Online* account before these services can be accessed and completed. You will also be required to have a myNewJersey Portal account to access NJDEP's online services. If you do not have a myNewJersey Portal account you can create one during the *NJDEP Online* registration process. You will be able to use this same myNewJersey account to access services provided by other New Jersey Departments.

*NJDEP Online* can be accessed at http://njdeponline.com. You can also link to *NJDEP Online* from NJDEP's home page.

For help creating your *NJDEP Online* Account the following resources are available on the *NJDEP Online* home page:

- Written instructions with screen shots (Also available at: http://www.nj.gov/dep/online/reg_instructions.pdf.
- New User Registration Instructional Video (Video will open in a new window. Please make sure your computer volume is enabled.)

Once your account is created you will have the option to access *NJDEP Online* in two different ways:

- To Login at the *NJDEP Online* (http://njdeponline.com) page (see screen above), click on the "Log in to NJDEP Online" button; or

- To Login using the myNewJersey Portal go to the State of New Jersey home page (http://www.nj.gov). Click on "Login."
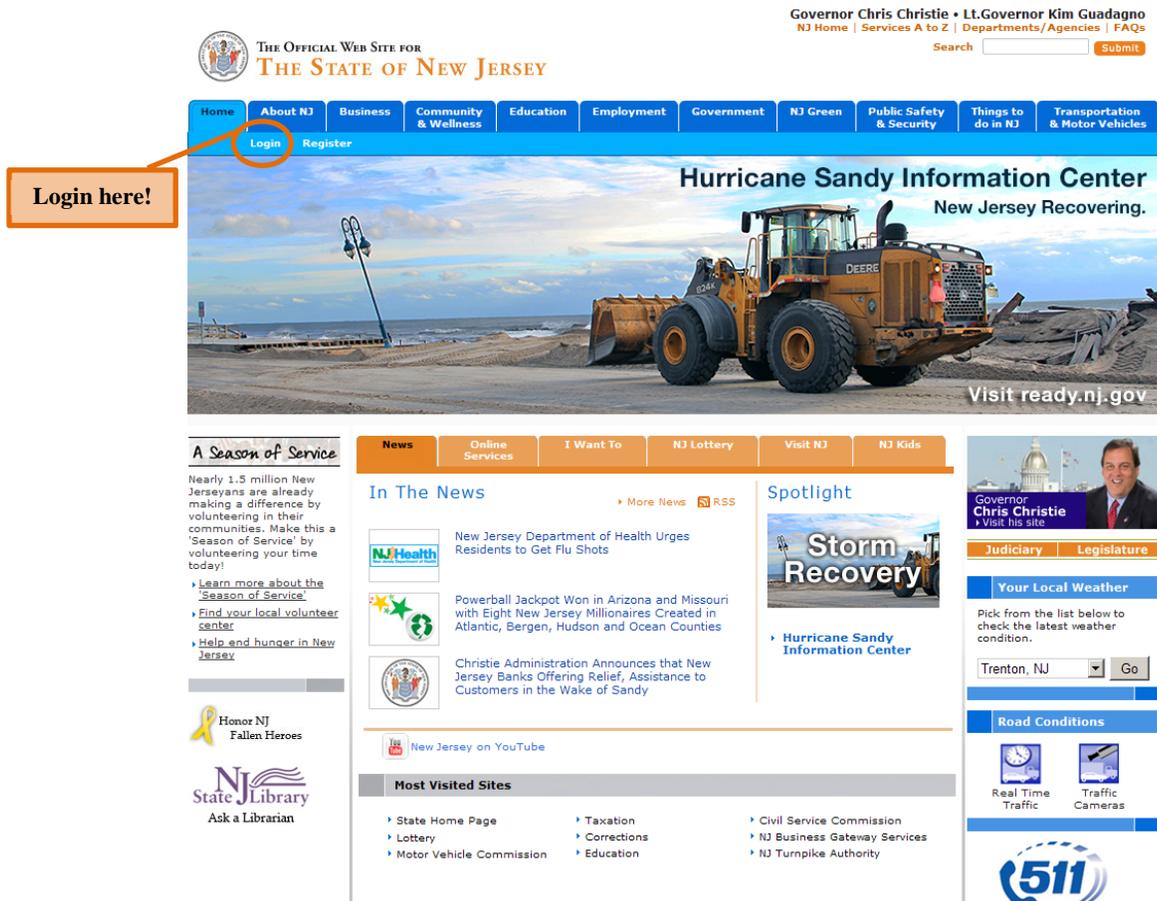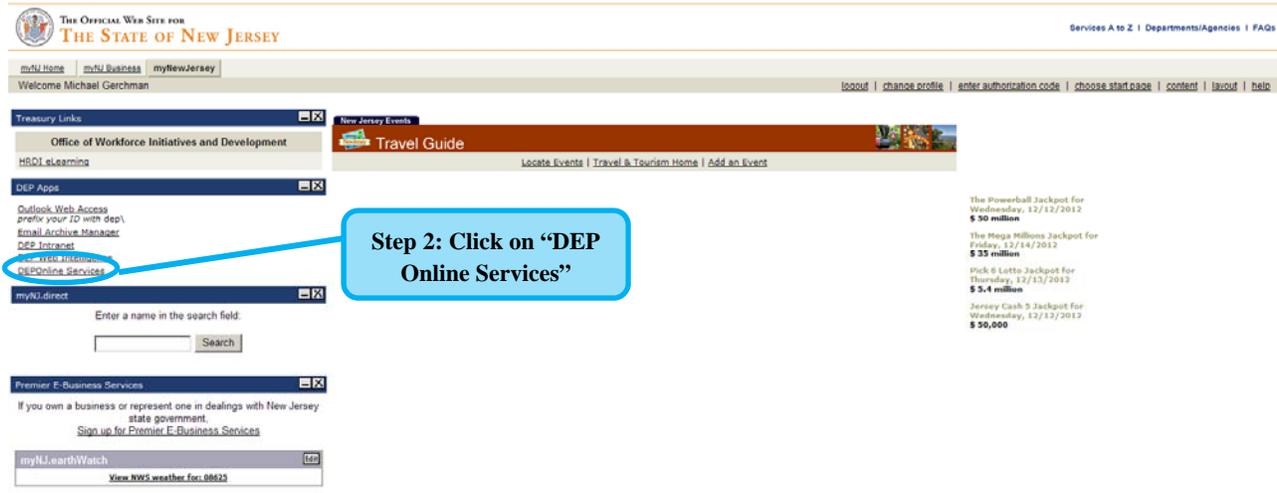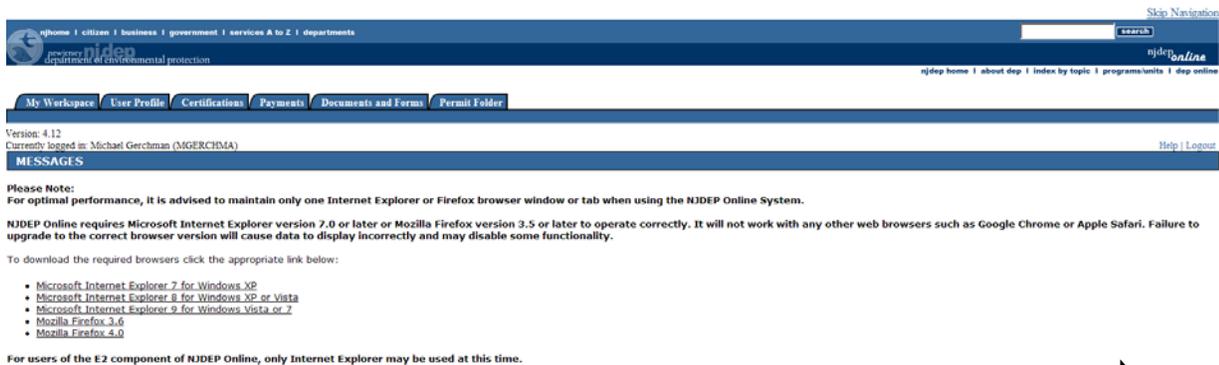

The myNewJersey Log On screen will open:

1. Enter your myNewJersey ID and password and click the "Log On" button.

Below is the page you will see upon logging on to myNewJersey:

2. **Click the "NJDEP Online Services" link**.

The *NJDEP Online* message screen will open:

3. After you read the messages, **click "Continue"** to get to the My Workspace screen.

My Workspace

The "My Workspace" page is where you will manage your work in *NJDEP Online*. You will select the types of services you wish to submit (i.e. eWaste Renewal Registrations, eWaste Collection Plans, and eWaste Annual Reports) and the facilities/companies for which you will be submitting services. You can access services that you had partially completed and saved, and also access information about services that you previously completed and submitted.

Upon login to *NJDEP Online*, users will first see a Messages screen where the NJDEP will provide important information about using the system.

After reading the messages, **click the "Continue" button**.

You will then be directed to the "My Workspace" page.

Configuring Your Services

The "My Workspace" page is divided into 4 sections. The first section is titled "Service Selection." This area lists all of the types of *NJDEP Online* services a user is able to submit. When you logon to *NJDEP Online* for the first time, there will be no services listed. Before you can submit a service you need to add that service to your list of services available.

To add a service:

1. **Click the "Configure Services" button**.

A list of the available *NJDEP Online* registered services will display:

2. Under the Solid and Hazardous Waste heading, selections for eWaste Renewal Registration, eWaste Collection Plan, and eWaste Annual Report should be available. To select a service, **click on the checkbox next to it**.

3. **Click the "OK" button** at the bottom right of the screen. You will be returned to the My Workspace screen. The service you selected should now appear listed in the "Service Selection" section.

Note: You can add to or delete the services you selected anytime by clicking the "Configure Services" button and checking or unchecking the applicable boxes.

Add Your Facilities/Companies

The second section of the My Workspace page is titled "My Facilities/Program Interests." This section is used to claim the facilities or companies for which you are authorized to submit services.

To claim your facility/company:

1. **Click the "Add Facilities" button**.

The Facility Search page will open:

2. Under "Pick the Search You Want to Perform," **click the radio button** associated with "**Retrieve only those facilities that match the search criteria**."

3. In the "Select NJDEP Program" drop down field, **select "Solid Waste**."

4. Then under the "Enter either a Facility ID or a Facility Name" heading please **enter the manufacturer's PI Number in the Facility ID field or the name of the manufacturer in the Facility Name field**. When searching by name do not use punctuation.

Note: The PI Number, or Program Interest Number, is the ID number for the manufacturer assigned by the NJDEP. If you do not know the manufacturer's PI Number, you can contact the NJDEP by email at ecycle@dep.state.nj.us or call (609) 984-3438.

5. **Click the "Search" button**.

The "Facility Search Results" page will open and display those facilities that match your search criteria:

6. The page will display the Facility Name, Facility ID (PI Number), Program, Program Interest Type, County, & Municipality. Your company should appear in the list. Check the information in the row to make sure it is the correct company. The Program Interest Type for the company must be "Electronics Manufacturer." If you cannot find your company in the list with the correct PI number and Electronics Manufacturer Program Interest Type, please email ecycle@dep.state.nj.us or call (609) 984-3438.

7. If everything looks correct, **check the box next to your company**,

8. **Click the "Add Selected Facilities" button**.

You will be returned to the My Workspace page:

Changing Your Facility Access

When you first add a facility (manufacturer) to your Workspace, you will automatically be given an Access Type of "Individual with Direct Knowledge." "Individual with Direct Knowledge" is the lowest security level. This access level allows you to enter information into eWaste services for the manufacturer. However, before a service is submitted, it will require certification by a "Responsible Official." If you are a Responsible Official for the manufacturer and intend to sign off as the Responsible Official on Registrations, Collection Plans and/or Annual Reports, you will have to Change Access. A "Responsible Official" is defined as:

- For a corporation, a principal executive officer of at least the level of vice president;
- For a partnership or sole proprietorship, a general partner or the proprietor,
- For a government agency, either a principal executive officer or ranking elected official; or
- For a group of registered Electronics Manufacturers, the person authorized by the group of Electronics Manufactures to act on its behalf in accordance with N.J.A.C. 7:26A-13.4 for submittal of Collection Plans and Annual Reports.

If you are a Responsible Official, as defined above, to change your access type from "Individual with Direct Knowledge" to "Responsible Official:"

1. **Click on the "Change Access" icon** .

The Change Access screen will open:

2. In the "Change Access Type To" drop down, **select "Responsible Official."**

3. **Click the "Continue" button.**

The Change Access Type screen opens:

Step 4: If you are the Responsible Official, click "I Agree"

Step 5: Click "Continue"

4. The screen displays the definition of Responsible Official. If you meet the definition of Responsible Official for the selected manufacturer, **click on the checkbox next to "I Agree."**

5. **Click the "Continue" button**.

The "Change Access Type – Confirmation" screen will open:

Step 6: Click "Continue"

6. Screen should tell you "Your request status is **Granted**." **Click the "Continue" button**.

Note: You will be returned to the "My Workspace" screen. The Access Type for the manufacturer should now be listed as Responsible Official.

Registration Instructions

On or before January 1st of each calendar year, each manufacturer of covered electronic devices sold for delivery in New Jersey on and after December 1st of the previous year must register with the Department and pay an annual registration fee. The annual registration fee for a television manufacturer is $5,000.00. The annual registration fee for a manufacturer of other covered electronic devices is also $5,000.00. A company that manufacturers both televisions and other covered electronic devices must pay an annual registration fee of $10,000.00.

Initial Registration

Initial Registration Forms **will continue to be processed manually**. The Initial Registration Form (and additional information) is available on the Department's website:

➔ http://www.nj.gov/dep/dshw/recycling/EWaste/manufacturers.html

The Department will accept payment of the initial registration fee in the form of a **check or money order**, payable to "**Treasurer, State of New Jersey**."

The Initial Registration Form and Fee should be sent to:

Mail Code 401-02C
New Jersey Department of Environmental Protection
Solid and Hazardous Waste Management Program
Bureau of Recycling and Planning
P.O. Box 420
Trenton, New Jersey 08625
Attn: Ewaste Registration

Renewal Registration

The NJDEP now requires online renewals of eWaste Registrations. Each registered manufacturer must renew its registration by January 1st of the calendar year immediately subsequent to the calendar year of its initial registration, and by January 1 of each calendar year thereafter.

To renew your company's registration:

> 1. Logon to *NJDEP Online* via the myNewJersey Portal at http://www.nj.gov or via http://njdeponline.com.

Note: If you haven't already created an *NJDEP Online* account, configured your NJDEP Online services and added your facilities/companies, please see the NJDEP Online New User Instructions earlier in this document.

> 2. In the "Service Selection" section of the "My Workspace" screen, **click on the link for "eWaste Renewal Registration**."

The "Instructions Page" of the service should open:

Note: The "Instruction Page" screen provides a brief description of the items you will need to complete the registration. It also includes a link to this instruction manual.

3. **Click the "Continue" button**.

The Facility Selection screen will open:

4. From the drop down **select the calendar year** for which you are submitting the registration.

5. All of your facilities should appear in a list. **Click the radio button** associated with the manufacturer whose registration you are renewing. If the company you are registering does not appear in the list, see the instructions for adding your facilities.

6. Once you have selected the appropriate year and company **click the "Continue" button.**

Note: Upon clicking "Continue" you will have created a service. If you need to stop the registration renewal process without completing it, you will be able to return at a later time to finish by logging on to *NJDEP Online*. The partially completed service will be saved under the "My Services – In Progress" section of "My Workspace" screen. Click on the Service ID # to return to the same place in the service that you were working on.

The Registration Details screen will open:

7. The "Registration Details" screen requires you to **enter each and every brand name of covered electronic device that the company manufactures or manufactured**. Type in the brand name.

8. Use the drop down to **identify the Type of electronic device** (TV, Other, or Both) associated with the brand name.

9. **Enter only one brand per row in the table**. If the company manufacturers or manufactured more than one brand of television or covered electronic device, **use the "Add Row" button to add additional rows**. If an error is made and you need to delete a row, click on the ❌ icon in the Remove column of the applicable row.

10. Once you have entered, selected, and/or edited the Brand Name & Type information and it is accurate, please **click the "Continue" button**.

The "Contacts" screen should open:

11. **Enter the Name, address, etc. for your contact person**—the person that the Department should contact with questions or other information concerning the electronics manufacturer registration. The fields marked with an asterisk (*) are required.

12. **Enter at least one phone number.** You are required to submit at least one, but you can add more rows to enter different phone number types by clicking "Add Number."

Note: You can save this contact information for use on future services. To save this contact information, **check the box next to "Save to My Favorite Contacts"** (located on the upper right hand side of this screen). Upon going to the next screen, the contact information will be saved as one of your existing contacts. The next time you are completing a Contacts screen in a *NJDEP Online* service, simply click the "Insert from Existing Contacts" drop down and select the name of the Contact. All of the saved fields will fill in.

13. When you have filled in all the applicable fields, **click the "Continue" button**.

The Certification screen will open:

Look for the line that says "Individual with Direct Knowledge!

Step 14: Click blue ribbon

Note: The Registration requires two certifications:
- One from an Individual with Direct Knowledge
- One from a Responsible Official.

The Responsible Official must meet certain requirements and must have upgraded his/her Access/Type (See the section entitled Changing Your Facility Access earlier in these instructions).

One person can make both certifications.

To certify as the Individual with Direct Knowledge:

14. Click the **Blue Ribbon icon** in the row associated with the Individual with Direct Knowledge.

The Individual with Direct Knowledge Certification screen will open:

15. Read the certification statement.

16. If you agree with the statement, **enter your PIN number.** *If you forgot your certification PIN you can click the Forgot Certification PIN button to get an email with a new PIN.*

17. **Click the "Certify" button.**

You will be returned to the "Certification" screen:

Step 18: Click "Send Notification" to notify Responsible Official

Note: If the Individual with Direct Knowledge is also the Responsible Official, you can skip the Send Notifications steps and simply certify as the Responsible Official using the same procedure as described above. Then Go To Step 22.

18. If the Individual with Direct Knowledge is not also the Responsible Official, the Individual with Direct Knowledge can send an email to the Responsible Official that the Registration is ready for certification **by clicking on the "Send Notifications" button**.

The Email Notification screen will open displaying a list of the Responsible Officials associated with the facility:
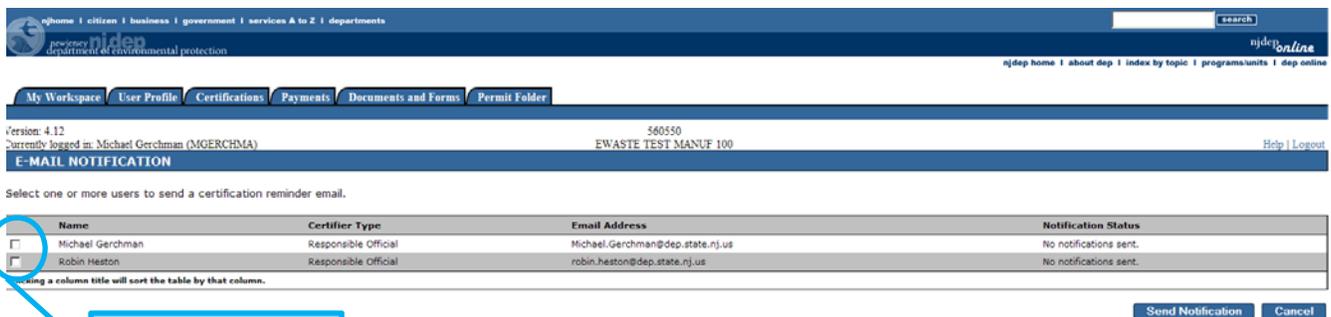
Step 19: Click the box for the person you want to notify

Step 20: Click "Send Notification"

19. **Click on the checkbox to the left of the Responsible Official** to which you want to send the email

20. **Click the "Send Notification"** button.

A screen will open indicating that the Email Notification was sent:

21. **Click the "Continue" button.** The Certification screen will open.

Note: You will not be able to continue to the next step until a Responsible Official certifies the service. *(Please see Responsible Official Certification Instructions for directions on certifying as the Responsible Official).* You can exit the service at this time. If you are responsible to complete the service after the Responsible Official certification, you can return to the service at a later time. Simply log on to *NJDEP Online* and find the service listed in the My Services – In Progress section of the My Workspace page and click on the Service ID number.

You should be returned to the "Certification": screen:

Note: Both the Individual with Direct Knowledge and the Responsible Official must certify the service before proceeding to the next step.

22. Once both certifications are completed, from the Certification Screen, **click the "Continue" button**.

The Payment Summary screen will open:

Step 23: Click "Pay via eCheck" if you want to pay by eCheck. Proceed to Step 24.

Step 23: If you'd prefer to be billed, click "Bill Me" and go to Step 29.

23. The payment screen displays an invoice for the registration fee. This screen provides two options for making payment, "Payment via eCheck" or "Bill Me." **Click on the button of your choice**.

Note: The annual fees are:
- $5,000 for a TV Manufacturer
- $5,000 for a manufacturer of Other Electronic Devices
- $10,000 for a manufacturer of both TVs and Other Electronic Devices

Note: When using the Bill Me payment option, the eWaste Registration is not complete when you submit the service. The bill must be paid in full before the Registration is valid.

If you selected "Bill Me," skip to Step 29.

If you selected "Payment via eCheck," the "Make Payment by eCheck" screen will open:
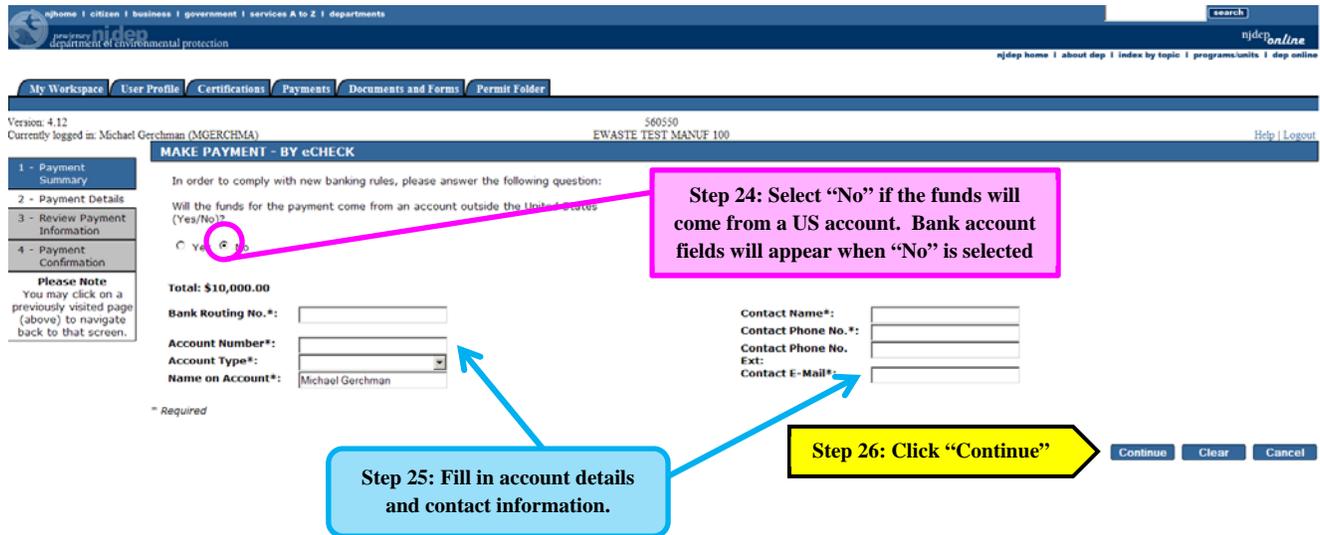
24. On the Pay by eCheck screen, you will be asked if the funds are coming from a foreign account. *NJDEP Online* **will only accept funds from a U.S. account**. If you check "yes," you will be notified that use of a foreign account is not acceptable. Payments via foreign accounts must use the "Bill Me" option. If the funds will come from a U.S. account, **check the "No" box**.

25. Once "No" is selected, additional fields will display to enter account information. **Complete the fields on the screen** by entering the Routing #, Account #, Type of Account, and Name of Account fields. You must also enter a name, email address and phone number for an individual to contact about the payment.

26. When the information is correctly entered. **Click the "Continue" button**.

The "Review Payment Information" screen opens:

27. Review the information on the screen. If it's correct, **click the "Authorize Payment" button**. Sometimes it may take a minute or two for this process to complete. Please click the "Authorize Payment" button only once.

28. When the payment processes, you will receive a message stating that the submission was successful. **Click the "Continue" button.**

Note: After you click the Continue button, the "Summary" screen will open. The next few steps cover the "Bill Me" Option. **If you paid via eCheck, go to Step 33 to continue**.

If you selected the "Bill Me" option, you will pick up from Step 23 here:

29. After clicking the "Bill Me" button, you will be warned that by going further, you will not be allowed to pay by eCheck and you will be given the option to go back and pay by eCheck. At this point, you can opt to go back and pay by eCheck or confirm that you would like to be billed. To confirm that you would like to be billed, **click the "Continue" button**.

The Payment Mailing Address Option screen will open:

> **Step 30: Select this button if you want the bill mailed to the address entered in the Contacts screen for this Registration. Edits here will also change the Contacts screen.**

> **OR: Select this button if you want the bill mailed to your mailing address. Edits here will also change your personal User Profile information.**

> **OR: Select this button if you want the bill mailed to a different address.**

PAYMENT MAILING ADDRESS OPTION - SELECT ONE

Please select the mailing address to be used to send the bill for this service.

Note: Any address information listed in Address Lines 2 and 3 will NOT appear on the bill, so to ensure proper delivery, you will need to include all necessary address info revised name and address information entered for a service contact or for the user will save back over the information currently included in the permit application for the so you may wish to use the last option ("Other (manually enter address)") to prevent this from happening.

○ Responsible Party

Data changes in the fields below will update the service contacts address information.

* First Name:	Michael	* Address Line 1:	401 E. State St.
Middle Initial:	R	Address Line 2:	Mail Code 401-02C
* Last Name:	Gerchman	Address Line 3:	
Title:		* City:	Trenton (Mercer)
* E-Mail Address:	Michael.Gerchman@dep.state	* State:	New Jersey
* Confirm E-Mail:	Michael.Gerchman@dep.state	* Zip:	08625
Organization Name:	NJDEP		
Organization Type:	State		

> **Please note: Any information edited here will change the record previously entered**

○ The mailing address in your user profile

Data changes in the fields below will update the user profile

* First Name:	Michael	* Address Line 1:	401 E. State St.
Middle Initial:	R	Address Line 2:	Mail Code 401-02C
* Last Name:	Gerchman	Address Line 3:	
Title:		* City:	Trenton (Mercer)
* E-Mail Address:	Michael.Gerchman@dep.state	* State:	New Jersey
* Confirm E-Mail:	Michael.Gerchman@dep.state	* Zip:	08625
Organization Name:	NJDEP		
Organization Type:	State		

○ Other (manually enter address)

Data changes in the fields below will update billing address information for this bill only. It will neither update address information for service contacts nor user pro

* First Name:		* Address Line 1:	
Middle Initial:		Address Line 2:	

> **Step 31: Scroll down and click "Continue"**

30. You will have three options for entering a billing address. **Select the option you wish to use by clicking on the radio button** associated with the desired option:

- **Responsible Party Option:** Selecting this option will use the data from the Contacts screen of the current service. You can make changes to the data. Please note, if you change any of the data at this point, the changes *will* update the service contacts address information that you previously entered.

- **Mailing Address In Your User Profile Option:** Selecting this option will use the data in your User Profile. You can make changes to the data. Please note, if you change any of the data, your User Profile *will* be updated with the changes permanently.

- **Other Option:** Selecting this option requires the entry of billing information specific for the current service. It *will not* update any Contact or User Profile information.

31. After you select the desired option, make any needed changes or enter the billing information, as applicable, and **click the "Continue" button**.

The "Review Paper Payment Billing Confirmation" screen will open:

32. **Click the "Continue" button**.

After you click "Continue" on the "Review Payment" screen (step 28) *OR* **"Review Paper Payment Billing Confirmation" screen (step 32), the "Summary" screen opens displaying all of the information provided in the registration:**

33. **Click the "Return" button**.

You will return to the "My Workspace" tab:

Click on the PDF icon to bring up your Certificate of Registration

A row representing the completed Renewal Registration should now appear in the list of "My Services – Submitted" section of the "My Workspace" screen. If the fee was paid by eCheck, the far right column (titled "Permit") should display an icon for a PDF file which is your Certificate of Registration. The Certificate may take several minutes to be available. Upon submittal of the registration, the Contact will receive an email confirming the receipt of the registration. A PDF file of the Summary screen will be attached to the email. Upon payment of the applicable registration fee, the Contact will receive a second email attaching a PDF file of the Certificate of Registration.

Collection Plan Instructions

Electronics Manufacturers (either individually or as part of a group) are required to submit Collection Plans each year for the Department's review and approval. Generally, Collection Plans are required to be submitted by June 1 to describe the Manufacturer's (or group's) collection of electronics waste for the following calendar year (Example: 2014 Collection Plans are due June 1, 2013). These Plans are now required to be submitted electronically via *NJDEP Online*.

Note: If you have not already used *NJDEP Online*, please see the instructions for New Users, My Workspace, Configuring Your Services, and Adding Your Facilities/Companies earlier in this document.

To submit a Collection Plan,

1. Log on to *NJDEP Online* and proceed to the My Workspace screen

2. In the "Service Selection" section of the "My Workspace" page, **click on the "eWaste Collection Plan" link**.

Note: If the eWaste Collection Plan service is not available in your list of Services, see the instructions for Configuring Your Services earlier in this document.

The "Instructions Page" screen will open:

Note: The Instructions screen provides a list of items you will need to complete the Collection Plan submittal. It also includes a link to this instruction manual.

3. **Click the "Continue" button**.

The Facility Selection screen will open:

4. **Select the Collection Plan year** from the drop down field. The year selected must be the year the Collection Plan is for, not necessarily the year it is being submitted.

5. Next, **select the Electronics Manufacturer** you wish to submit the Collection Plan for by clicking on its associated radio button.

Note: If the desired Electronics Manufacturer does not appear in the list, see the instructions for Adding Your Facilities/Companies earlier in this document.

For Group Collection Plans: One registered manufacturer must be designated as the lead. Only the designated manufacturer will be able to submit a Collection Plan. A manufacturer that chooses to submit a collection plan as part of a group, shall, at least 30 days prior to the submittal of each group collection plan, participate in the preparation and submission to the Department of a Group Designation Form. This form is available on the Department's website at http://www.state.nj.us/dep/dshw/recycling/EWaste/manufacturers.html. When submitting a Group Collection Plan, select the manufacturer that has been designated as the lead.

6. Once you have selected the appropriate year and manufacturer, **click the "Continue" button.**

The Collection Plan Details screen will open:

This screen is comprised of two separate tables where the manufacturer must list and provide data for all of the Collection Centers and Recycling Centers that are part of the manufacturer's plan.

7. In the upper table, **enter the Name, Address, City, State, Zip Code, County, Limitations, Hours of Operation, Web Site and Phone Number for each Collection Center**. Each Collection Center must be entered on a separate row of the table. Use the Add Row button to create new rows. The Remove icon ✖ at the far right of each row can be used to delete an entire row from the table.

8. **All Recycling Centers to be used must be entered in the lower table**. Enter the Name, Address, Permit Number and Permit State for each Recycling Center to be used. Each Recycling Center must be entered on a separate row of the table. Use the Add Row button to create new rows. The Remove icon ✖ at the far right of each row can be used to delete an entire row from the table.

Note: If the manufacturer has previously submitted a Collection Plan using *NJDEP Online*, the information from the previous submittal should pre-populate this screen. If this is the case, simply update, add, or delete the information in the table as needed before you continue.

9. If you need to leave the service before you have completed entering data in this screen, **click the "Save" button to save your data**. Failure to do so may result in losing the data on this screen, resulting in the need to re-enter it. When all the information in the screen is complete and correct, **click the "Continue" button**.

The "Contact" screen will open:

This screen will be used to provide Collection Plan Coordinator Contact Information.

10. **Enter the Name, address, etc. for your contact person**—the person that the Department should contact with questions or other information concerning the electronics manufacturer collection plan. The fields marked with an asterisk (*) are required.

11. **Enter at least one phone number**. You are required to submit at least one, but you can add more rows to enter different phone number types by clicking "Add Number."

Note: You can save this contact information for use on future services. To save this contact information, **check the box next to "Save to My Favorite Contacts"** (located on the upper right hand side of this screen). Upon going to the next screen, the contact information will be saved as one of your existing contacts. The next time you are completing a Contacts screen in a *NJDEP Online* service, simply click the "Insert from Existing Contacts" drop down and select the name of the Contact. All of the saved fields will fill in.

12. When you have completed entries in the applicable fields, **click the "Continue" button**.

The "Attachment Upload" screen will open:

Note: Attachments are mandatory for a Collection Plan. See Appendix A for a checklist of what must be included in attached documents.

13. To upload an attachment, **click on the "Browse" button**. You will then be able to navigate to and select the desired document from within the Browse window.

14. **Provide an Attachment Name and Description** for each attached file.

15. Upload documents by **clicking "Upload" button**. The document(s) will then be uploaded and displayed in the 'Uploaded Attachments' section of the screen. Up to 5 MB of files can be uploaded.

16. Once you have uploaded all of your attachments, please **click the "Continue" button**.

The "Certification" screen will open:

Note: The Collection Plan requires two certifications:

- One from an Individual with Direct Knowledge
- One from a Responsible Official

The Responsible Official must meet certain requirements and must have upgraded his/her Access/Type (See the section entitled Change Your Facility Access *earlier in these instructions).*

One Person can make both certifications.

To certify as the Individual with Direct Knowledge:

17. **Click the Blue Ribbon icon** in the row associated with the Individual with Direct Knowledge.

The "Individual with Direct Knowledge Certification" screen will open:
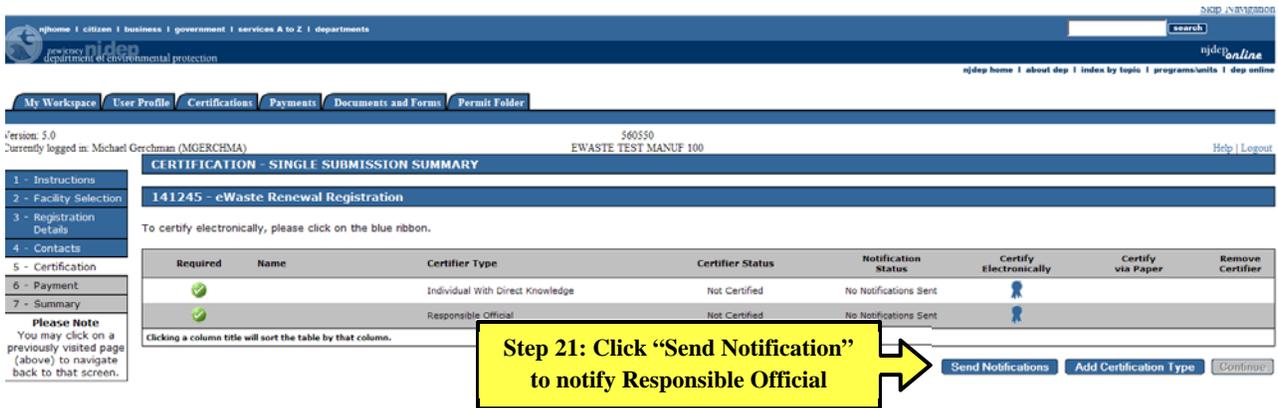

18. Read the certification statement.

19. If you agree with the statement, **enter your PIN number**. *If you forgot your certification PIN you can click the Forgot Certification PIN button to get an email with a new PIN.*

20. **Click the "Certify" button**.

You will be returned to the "Certification: screen:

21. If the Individual with Direct Knowledge is not the Responsible Official, the Individual with Direct Knowledge can send an email to the Responsible Official that the Registration is ready for certification **by clicking on the "Send Notifications" button**.

Note: If the Individual with Direct Knowledge is also the Responsible Official, you can skip the Send Notifications steps and simply certify as the Responsible Official using the same procedure as described above. Then Go To Step 25.

The Email Notification screen will open displaying a list of the Responsible Officials associated with the facility:

22. **Click on the checkbox to the left of the Responsible Official** to which you want to send the email.

23. **Click the "Send Notification"** button.

A screen will open indicating that the Email Notification was sent:

24. **Click the "Continue" button.** The Certification screen will open.

Note: You will not be able to continue to the next step until a Responsible Official certifies the service. *(Please see Responsible Official Certification Instructions for directions on certifying as the Responsible Official).* You can exit the service at this time. If you are responsible to complete the service after the Responsible Official certification, you can return to the service at a later time. Simply log on to *NJDEP Online* and find the service listed in the My Services – In Progress section of the My Workspace page and click on the Service ID number.

You should be returned to the "Certification" screen:

25. After both certifications are completed, **click the "Continue"** button on the Certification screen.

The Summary screen will open:

Click "Return" if you need to change anything!

Step 27: Click "Submit"

26. The Summary screen will display a non-editable summary of the information that you entered during the course of preparing the Collection Plan. Review the Collection Plan information entered.

For a group collection plan: the summary screen will display a list of all manufacturers that are part of the group and list the Manufacturer Name, Facility ID and Manufacturer Type.

27. If everything is correct, **click the 'Submit' button** to submit the Collection Plan to the DEP. **Click the "Return" button if you wish to make changes**.

Note: Upon submittal of the Plan, a row representing the Collection Plan service will display in the "My Services – Submitted" section of the "My Workspace" page. The Contact will receive an email confirming the receipt of the plan. A PDF file of the Summary screen will be attached to the email.

Annual Report Instructions

Electronics Manufacturers (either individually or as part of a group) must submit an annual report to the Department by February 1 of the year following a calendar year in which it had a collection obligation. Annual Reports are now required to be submitted electronically via *NJDEP Online*.

Note: If you have not already used *NJDEP Online*, please see the instructions for New Users, My Workspace, Configuring Your Services, and Adding Your Facilities/Companies earlier in this document.

To submit an Annual Report:

1. Log on to *NJDEP Online* and proceed to the My Workspace screen.

2. In the "Service Selection" section of the "My Workspace" page, **click on the "eWaste Annual Report" service link**.

Note: If the eWaste Annual Report service is not available in your list of Services, see the instructions for Configuring Your Services earlier in this document.

The Instructions screen will open:

Note: The "Instructions" screen provides a list of items you will need to complete the Annual Report submittal. This list is also available in Appendix B. You can also find a link to this instruction manual.

3. **Click the "Continue" button**.

The "Facility Selection" screen will open:

4. **Select the year covered in the Annual Report** you are submitting from the drop down menu.

5. Select the Electronics Manufacturer by **clicking on its associated radio button**.

Note: If the desired Electronics Manufacturer does not appear in the list, see the instructions for Adding Your Facilities/Companies earlier in this document.

Group of Electronic Manufacturers: One registered manufacturer was previously designated as the lead for the reporting year. Only the designated manufacturer will be able to submit the Annual Report. When submitting a Group Annual Report, select the manufacturer that had been designated as the lead.

6. **Click the "Continue" button**.

The "Annual Report Details" screen will open:

Note: The selected manufacturer and its associated manufacturer type will display. For Group Annual Reports, all the manufacturers included in the group will display.

7. **Enter the weight of electronic waste collected** in the reporting year by each manufacturer.

8. For Television manufacturers, you are also required to **input the number of televisions sold** during the year.

9. After all data is entered, **click the "Continue" button**.

The "Contacts" screen will open:

10. **Enter the Name, address, etc. for the person that should be contacted by the Department with questions** or other information concerning the electronics manufacturer annual report. Note the fields marked with an asterisk (*) are required.

11. **Enter at least one phone number**. You are required to submit at least one, but you can add more rows to enter different phone number types by clicking "Add Row."

Note: You can save this contact information for use on future services. To save this contact information, **check the box next to "Save to My Favorite Contacts"** (located on the upper right hand side of this screen). Upon going to the next screen, the contact information will be saved as one of your existing contacts. The next time you are completing a Contacts screen in a *NJDEP Online* service, simply click the "Insert from Existing Contacts" drop down and select the name of the Contact. All of the saved fields will fill in.

12. When you have completed entries in the applicable fields, **click the "Continue" button**.

The "Attachment Upload" screen will open:

Note: Attachments are not required for an Annual Report. However, the screen is made available in case the manufacturer wishes to provide further information and/or explanations regarding the annual report details.

If you have no attachments to upload,

> 13. Simply **click the "Continue" button and skip to Step 18**.

If you have attachments to upload,

> 14. **Click on the "Browse" button** and select the desired document from within the 'Browse' window.

> 15. **Provide a Name and Description** for each attached file.

> 16. **Click the "Upload" button**. The document(s) will be uploaded and displayed in the 'Uploaded Attachments' section of the screen. Up to 5 MB of files can be uploaded.

> 17. Once you have uploaded all of your attachments, please **click the "Continue" button**.

The Certification screen will open:

Note: The Annual Report requires two certifications:

- One from an Individual with Direct Knowledge
- One from a Responsible Official

The Responsible Official must meet certain requirements and must have upgraded his/her Access/Type (See the section entitled Change Your Facility Access earlier in these instructions).

One person can make both certifications.

To certify as the Individual with Direct Knowledge:

18. **Click the Blue Ribbon icon** in the row associated with the Individual with Direct Knowledge.

The Individual with Direct Knowledge Certification screen will open:

19. Read the certification statement.

20. If you agree with the statement, **enter your PIN number**. *If you forgot your certification PIN you can click the Forgot Certification PIN button to get an email with a new PIN.*

21. **Click the "Certify" button**.

You will be returned to the "Certification" screen:

22. If the Individual with Direct Knowledge is not the Responsible Official, the Individual with Direct Knowledge can send an email to the Responsible Official that the Registration is ready for certification simply by **clicking on the "Send Notifications" button**.

Note: If the Individual with Direct Knowledge is also the Responsible Official, you can skip the Send Notifications steps and simply certify as the Responsible Official using the same procedure as described above. Then Go To Step 26.

The "Email Notification" screen will open displaying a list of the Responsible Officials associated with the facility:

Step 23: Click the box for the person you want to notify

Step 24: Click "Send Notification"

23. **Click on the checkbox** to the left of the Responsible Official to whom you want to send the email.

24. **Click the "Send Notification" button**.

The Email Confirmation screen will open:

Step 25: Click "Continue"

25. **Click the "Continue" button.** The Certification screen will open.

Note: You will not be able to continue to the next step until a Responsible Official certifies the service. *(Please see Responsible Official Certification Instructions for directions on certifying as the Responsible Official).* You can exit the service at this time. If you are responsible to complete the service after the Responsible Official certification, you can return to the service at a later time. Simply log on to *NJDEP Online* and find the service listed in the My Services – In Progress section of the My Workspace page and click on the Service ID number.

You should be returned to the Certification screen:

Step 26: Click "Continue"

Note: Both the Individual with Direct Knowledge and the Responsible Official must certify the service before proceeding to the next step.

26. Once both certifications are completed, **click the "Continue" button** on the Certification screen.

The Summary screen will open displaying a non-editable version of the information entered into the Annual Report service:

27. You will be able to review the Annual Report information entered before **clicking the "Submit" button to submit** the Annual Report to the DEP. **Click the "Return" button if you wish to make changes**.

Note: Upon submittal to DEP, a row representing the Annual Report will display in the My Services – Submitted section of the My Workspace page. The Contact will receive an email confirming the receipt of the annual report. A PDF file of the Summary screen will be attached to the email.

Responsible Official Certification Instruction

The following instructions are designed to walk the Responsible Official through the steps necessary to certify any service. Use these directions if the following applies:

- You are the Responsible Official. A "Responsible Official" is defined as:
  - For a corporation, a principal executive officer of at least the level of vice president;
  - For a partnership or sole proprietorship, a general partner or the proprietor,
  - For a government agency, either a principal executive officer or ranking elected official; or
  - For a group of registered Electronics Manufacturers, the person authorized by the group of Electronics Manufactures to act on its behalf in accordance with N.J.A.C. 7:26A-13.4 for submittal of Collection Plans and Annual Reports.
- The Individual with Direct Knowledge has already created and certified the service you intend on certifying

To certify as the Responsible Official:

1. Logon to *NJDEP Online* via the *myNewJersey Portal* at http://www.nj.gov or via http://njdeponline.com.

Note: If you haven't already created an *NJDEP Online* account, configured your *NJDEP Online* services and added your facilities/companies, please see the NJDEP Online New User Instructions and My Workspace Instructions earlier in this document.
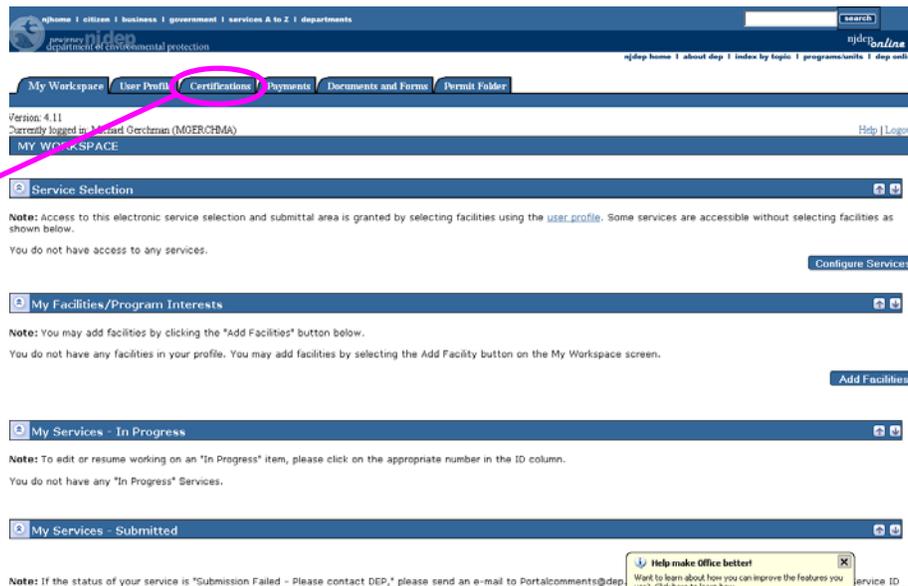
2. Upon logging on, the Responsible Official can **click on the "Certification" tab.**

The Certification tab will display a list of all the services available for the official's certification:

3. In the list, find the service that you wish to certify, select the service by **clicking the blue ribbon icon** associated with that service**.**

The Certification screen for the service will open:

4. **Click on the blue ribbon icon** in the row associated with "Responsible Official."

The Responsible Official Certification screen will open.

5. The row at the top of the page identifies the service you are certifying. If you do **not** wish to review the information contained in the service, skip to Step 6. If you wish to review the information in the service prior to certifying, **click the ◇ icon under "View"** in the table. If you choose to do this, the Summary screen will open displaying a non-editable version of the information in the service. To then certify the service, **click the "Certification" tab and go back to Step 3 of these instructions**.

6. Read the certification statement.

7. If you agree with the statement, **enter your PIN number.** *If you forgot your certification PIN you can click the Forgot Certification PIN button to get an email with a new PIN.*

IMPORTANT: Please note that certification with your PIN constitutes an electronic signature of this submittal. Inputting your certification PIN holds you to penalties for submitting false information, including the possibility of fines and imprisonment.

8. **Click the "Certify" button**.

If the Individual with Direct Knowledge will be completing the service you have just certified, you are now done. The Individual with Direct Knowledge will be able to complete the service. If you will be completing this service, use the links below to continue with the directions in the corresponding section of this document.

Return to: Registration Renewal Instructions

Return to: Collection Plan Instructions

Return to: Annual Report Instructions

Appendix A – Collection Plan Attachments

Attached documents for Collection Plans should include the following:

- A description of how each collection site will be staffed and secured;

- A description of how or if any additional equipment, not required to be collected under the Electronics Waste Management Act, will be accepted (i.e. dvd players, scanners, printers, VCRs, etc);

- A description of the collection methods to be utilized for consumers who are not physically able to travel to a collection site without assistance;

- A description of the collection methods to be employed for heavy (50 pounds in weight or heavier) or unwieldy covered electronic devices, including, but not limited to, flat screen televisions with screens greater than 40 inches measured diagonally and projection televisions;

- A description of how the collected covered electronic devices will be stored prior to transport to an authorized recycler;

- Certification that there will be no fee or cost charged a consumer for the collection, transportation or recycling of any covered electronic device other than a fee for a premium service provided for in an approved collection plan;

- An explanation of the extent to which, if any, there is coordination with county and municipal government recycling programs;

- A description of the methods to be used to ensure that personal information contained on hard drives or similar data storage devices is secured from access by the general public and any untrained persons or employees;

- Certification that each collector, transporter, or authorized recycler of covered electronic devices who is participating in a manufacturer's or group of manufacturers' approved collection plan is compliant with all applicable requirements of N.J.A.C. 7:26A-13.11;

    o A copy of the operating permit or approval issued by the state where the authorized recycler is located;

    o Documentation that the facility is operating in accordance with all applicable rules and regulations; and

    o A certification executed by the recycler stating that the recycler is aware of and has agreed to comply with the requirements of this subchapter;

- A description of the recycling processes that will be used by each authorized recycler identified above;

- The processes and methods that will be used, if any, to recycle collected covered electronic devices, other than televisions, that are the subject of any vendor-to-business purchaser recycling arrangements into which the manufacturer has entered;

- Certification that no collected covered electronic device has been handled in a manner that would violate N.J.A.C. 7:26A-13.7(f);

- A description of the means that will be utilized to publicize the collection services, including a website or toll-free telephone number that provides information about the manufacturer's recycling program in sufficient detail to inform a consumer how to return covered electronic devices for recycling, including any limitations placed by collectors on the number of covered electronic devices permitted for drop-off by consumers; and

- A detailed explanation of how the manufacturer intends to fulfill its obligation, through its own operations, either individually or with other registered covered electronic device manufacturers, or by contract with for-profit or not-for-profit corporations, or local government units, including a commitment to provide for the collection of all types and all brands of covered electronic devices, including orphan devices. This explanation shall include, at a minimum, the anticipated collection amounts for each collection site.

*If a manufacturer asserts a claim of confidentiality pursuant to N.J.A.C. 7:26-17.3 for any part of a collection plan, it must submit two copies of its collection plan – one that omits the confidential information, and includes only the information for which no claim of confidentiality is being made, and a second that includes all the required collection plan information, including the information for which a claim of confidentiality is being made. The manufacturer shall certify both of these submittals.

Appendix B - Annual Report Information

The annual report shall include the following:

- The name your company registered under or its NJDEP issued PI Number. If you are filing for a group of manufacturers, the company/PI Number used must be the company previously designated by the group as reported to the NJDEP to file for the group*;

- The Annual Report Year. This is generally the year prior to the current year. For example, Annual Reports for 2011 are due to be submitted by February 1, 2012.

- The type of CED the manufacturer/s produce.

- The number of TVs (new units) sold in New Jersey during the Report year for each manufacturer.

- The weight of televisions and covered electronic devices collected for recycling, for each manufacturer, in the previous year pursuant to the collection plan.

- Recyclers used, Recycler's name, address, contact person and contact person's phone number and email address.

- Your company's/group's contact information for the report

- An electronic file of any additional information to support the report can be uploaded (not required); and

- 2 electronic certifications; Individual with Direct Knowledge and Responsible Official

Return to Annual Report Instructions