Changing Access Type in DEP Online

Users completing a registration in DEP Online are automatically assigned the access type "Individual With Direct Knowledge." A user with the access type "Responsible Official" is required to complete the electronic certification section of the manufacturer registration process.

If a blue ribbon is not displayed in the certification section (as shown below) users will likely need to follow the steps as prescribed in this document.



PLEASE NOTE: Users must have an initial registration already on file with the DEP to be able to complete these steps.

Users that need to update their access type to complete the electronic certification requirement can follow the steps outlined below:

1. Go to the homepage of DEP Online and make sure your facility (company) is listed under the "My Facilities" section. If your facility is not listed, you will need to click "Add Facilities" and search for your facility either using the assigned Facility ID generated after submitting an initial registration or by searching for your company's name EXACTLY as entered during initial registration.

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My Workspace User Profile Certifications Pa Venue: 16005 Currently logged a: Server: Sorre 2 MY WORKSPACE	yments / Documents and Forms / Per	rnit Folder / NJDEP Online FAQs					Help Logout
Service Selection Note: Access to this electronic service selection and subm	ittal area is granted by selecting facilitie	is using the <u>user profile</u> . Some service	s are accessible without selecting facilities as sho	wn below.			6 9
Solid and Hazardous Waste Recycled Content Manufacturer.Registration						Confi	gure Services
My Facilities/Program Interests Note: You may add Facilities/Program Interests by clickin	g the "Add Facilities" button below.						60
Facility Name	Facility ID	Program	Access Type	Access Status	Change Access Security	View	Remove
	1062206	Solid Waste	Individual With Direct Knowledge	Granted	4		8
	1062131	Solid Waste	Individual With Direct Knowledge	Granted	4	\sim	8
Clicking a column title will sort the table by that column.							
							Add Facilities
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Note: To edit or resume working on an "In Progress" item	, please click on the appropriate numbe	r in the ID column.					

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column. You do not have any "In Progress" Services. 2. Once located, click the icon under the "Change Access" column.

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Version: 160.05 Currently logged in: Server: Server_2 MY WORKSPACE								Help Logout
Service Selection								6
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Solid and Hazardous Waste Recycled Content Manufacturer Registration								
							Config	ure Services
My Facilities/Program Interests								6 6
Note: You may add Facilities/Program Interests by clickin	ig the "Add Facilities" button below.							
Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
	1062206	Solid Weste	Individual With Direct Knowledge	Granted	4		\sim	8
	1062131	Solid Weste	Individual With Direct Knowledge	Granted	- G		\sim	8
Clicking a column title will sort the table by that column.								
							A	idd Facilities
8 My Services - In Progress								6
Note: To edit or resume working on an "In Progress" iter	n, please click on the appropriate number	r in the ID column.						
You do not have any "In Progress" Services.								

3. Once selected, the following window should appear. Please click the drop down menu next to "Change Access Type To:" and select "Responsible Official" in the drop down menu that appears.

njhome I citizen I bus pewieney department of environ	iness I government I services A to Z I departments mental protection				Skip Navigation
My Workspace Use Facility Details Change Act Version: 16.0.05 Currently logged in: Server: Server_2	or Profile Certifications Payments Doc	uments and Forms 🗸 Permit Folder 🗸 NJDEP Online FAQs	1062206		Help Logout
1 - Select Access Type 2 - Access Change Confirmation	Add New Access Level				
Please Note You may click on a previously visited page (above) to navigate back to that screen.	Facility Name:			Current Access Type: Individual With Direct Knowledge Change Access Type To:v	Continue
	Existing Access Levels				
	Security Role	Access Status Granted	Remove	1	
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1 - Select Access Type 2 - Access Change					
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You may click on a	Facility Name:			Current Access Type: Individual With Direct Knowledg	e
(above) to navigate				Change Access Type To: Responsible Official V	
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Last Updated: June 24, 2004					

4. Once selected, please click continue which will bring users to a screen confirming and agreeing to changes to the access type. Users must check the "I Agree" box and select continue. After clicking continue, DEP Online will bring users back to the homepage to proceed with registration.

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My Workspace U: Edit Personal Info Change Version: 16.0.05	User Profile Certifications Payments Documents and Forms Permit Folder NIDEP Online FAQs get Cert PNI Edit Facility Section Favorie Contacti Security Administration	
Currently logged in: Server: Server_2	1062206	Help Logout
1 - Select Access Type 2 - Access Change		<u>View/Print Language</u>
Please Note You may click on a previously visited page (above) to navigate back to that screen.	Access Change - Online Approval Facility Name: Facility 10: 1062206 Access Type Requested: Responsible Official	
1	By checking the "I agree" checkbox I certify that I am a "Responsible Official" for this manufacturer. 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 profetorship, a general partner or the toprofetor, • For a grovernment agency: either a principal executive officer or ranking elected official, • For a group of registered Electronics Manufacturers, the person authorized by the group of Electronics Manufactures to act on its behalf in accordance I agree.	with N.J.A.C. 7:26A-13.4 for submittal of Collection Plans and Annual Reports.
		Continue
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Copyright © State of New Jersey, 1999 Department of Environmental Protect P. O. Box 400 Trenton, NJ 08625-0402	spérana Konton	
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TIP: If an Annual Renewal was initiated prior to taking these steps, users can pick up where the left off by clicking the Service ID that corresponds to the in-progress registration under the My Services – In Progress section outlined below:

My Work	t citizen 1 business 1 government 1 services A to 2 Seneri et environmental protection cspace / User Profile / Certifications / P	1 departments syments / Documents and Forms / Permit F	older / NJDEP Online FAQs			njdep home i about de	p 1 index by topic	Search rearch r programs/un	ip Navigation J ^{dep} online sits I deponline
Version: 16.0.05 Currently logged Server: Server_2 MY WORK	d in: 2 2 KSPACE								Help Logout
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1		1062206	Solid Waste	Responsible Official	Granted	4		~	8
		1062131	Solid Waste	Individual With Direct Knowledge	Granted	4		$\langle \diamond \rangle$	8
Cloking a column title will sort the table by that column. Add Facilities									
Note: To edit	vices - In Progress : or resume working on an "In Progress" iter	n, please click on the appropriate number in th	e ID column.						6 8
ID	Application Name	Facility Name	De	scription Status	Created Date	Last Modified Date	Summary	History	Cancel
1724914	Recycled Content Manufacturer Registration - SEP 19, 2024		Recycled Content Manufact	urer Registration - Annual Renewal In-Progre	ss 09/19/2024	09/19/2024	$\langle >$	$\langle \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$	8
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After completing the above steps, users should see a blue ribbon in the "Certify Electronically" column (as shown below) of the certification section which users can click on to proceed with certifying the registration.

My Workspace Us	nmental protection	es A to Z departments 15 / Payments / Documents a	nd Forms Permit Folder NJDEP	Online FAQs		njdep	SK Eserch Ij home I about dep I index by topic I programs/uni	p Navigation Idep _{online} is I deponing
Version: 16.0.05 Currently logged in: Server: Server_2	CERTIFICATION -	STNGLE SUBMISSION SU	IMADY	1062206				Help Logout
1 - Instructions 2 - Service Type 3 - Facility Selection	1724915 - Recycle To certify electronically,	ed Content Manufacturer F please click on the blue ribbon.	tegistration - SEP 19, 2024					
4 - Manufacturer Information	Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
 S - Contacts Attachment Upload Certification Payment Place Rote You may click on a previously visited page (above) to navigate back to that screen. 	Clicking a column title will so	or the table by that colorns.	Responsible Official	Not Cetified	No Notifications Sent	Send I	odlications Add Certification Type	Continue
department: piden home i shout den i statewide: pidome i sitteen i busines Copyright II State of New Jersey, sopo Department of Environmental Protecti P. O. Box 202 Trenton, NJ 05023-0403 Last Updated: June 14, 2004	index butonic programm/mnits den n government] services A to 2 departm -2004 en	online search						C.

Users experiencing issues with changing their access type after following these steps are encouraged to email <u>recycledcontent@dep.nj.gov</u> for further assistance.