

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.

CERTIFICATION - SINGLE SUBMISSION SUMMARY
1724915 - Recycled Content Manufacturer Registration - SEP 19, 2024

To certify electronically, please click on the blue ribbon.

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
		Responsible Official	Not Certified	No Notifications Sent			

Clicking a column title will sort the table by that column.

[Send Notifications](#) [Add Certification Type](#) [Continue](#)

Please Note
 You may click on a previously visited page (above) to navigate back to that screen.

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.

My Facilities/Program Interests

Note: You may add Facilities/Program Interests by clicking the “Add Facilities” button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
	1062206	Solid Waste	Individual With Direct Knowledge	Granted				
	1062131	Solid Waste	Individual With Direct Knowledge	Granted				

Clicking a column title will sort the table by that column.

[Add Facilities](#)

2. Once located, click the icon under the “Change Access” column.

The screenshot shows the NJDEP online workspace interface. At the top, there is a navigation bar with links for 'Home', 'Citizen', 'Business', 'Government', and 'Services A to Z'. Below this is a 'My Workspace' section with tabs for 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', 'Permit Folder', and 'NJDEP Online FAQs'. The main content area is titled 'Service Selection' and includes a note about service access. Below this is a section for 'My Facilities/Program Interests' which contains a table of facilities. The table has columns for Facility Name, Facility ID, Program, Access Type, Access Status, Change Access, Manage Security, View, and Remove. The 'Change Access' column contains a red icon with a white arrow, which is highlighted by a red rectangular box. Below the table is an 'Add Facilities' button. At the bottom, there is a 'My Services - In Progress' section with a note and a 'Help | Logout' link.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
	1062206	Solid Waste	Individual With Direct Knowledge	Granted				
	1062233	Solid Waste	Individual With Direct Knowledge	Granted				

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.

The screenshot shows the 'CHANGE ACCESS TYPE' window. At the top, there is a navigation bar with links for 'Home', 'Citizen', 'Business', 'Government', and 'Services A to Z'. Below this is a 'My Workspace' section with tabs for 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', 'Permit Folder', and 'NJDEP Online FAQs'. The main content area is titled 'CHANGE ACCESS TYPE' and includes a 'Facility Details Change Access Type' section. Below this is a 'Please Note' section with a warning about navigating back to a previously visited page. The main content area is titled 'Add New Access Level' and includes a 'Facility Name' field and a 'Current Access Type: Individual With Direct Knowledge' label. Below this is a 'Change Access Type To:' dropdown menu, which is highlighted by a red rectangular box. At the bottom, there is an 'Existing Access Levels' section with a table of access levels. The table has columns for Security Role, Access Status, and Remove. The table contains one row with 'Individual With Direct Knowledge' and 'Granted'. Below the table is a 'Return' button. At the bottom of the page, there is a footer with links for 'contact.dnp', 'privacy notice', 'legal statement', and 'accessibility statement'.

CHANGE ACCESS TYPE

Facility Details Change Access Type

Version: 16.0.05
Currently logged in: Server: Server_2 1062206 Help | Logout

1 - Select Access Type
2 - Access Change Confirmation

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Add New Access Level

Facility Name: _____

Current Access Type: Individual With Direct Knowledge

Change Access Type To:

Continue

Existing Access Levels

Security Role	Access Status	Remove
Individual With Direct Knowledge	Granted	

Return

Department: [NJDEP Home](#) | [About Us](#) | [Index by Topic](#) | [Accessibility Statement](#) | [Skip Online](#)
 New York: [Home](#) | [Citizen](#) | [Business](#) | [Government](#) | [Services A to Z](#) | [Departments](#) | [Search](#)
 Copyright © State of New Jersey, 1999-2004
 Department of Environmental Protection
 P. O. Box 400
 Trenton, NJ 08646-0400
 Last Updated: June 24, 2004

[contact.dnp](#) | [privacy notice](#) | [legal statement](#) | [accessibility statement](#)

[Home](#) | [Citizen](#) | [Business](#) | [Government](#) | [Services A to Z](#) | [Departments](#)

[NJDEP Home](#) | [About DEP](#) | [Index by Topic](#) | [Programs/Units](#) | [DEP Online](#)

[My Workspace](#) | [User Profile](#) | [Certifications](#) | [Payments](#) | [Documents and Forms](#) | [Permit Folder](#) | [NJDEP Online FAQs](#)

Version: 16.0.05
 Currently logged in:
 Server: Server_2

[Help](#) | [Logout](#)

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

Solid and Hazardous Waste
[Recycled Content Manufacturer Registration](#)

[Configure Services](#)

My Facilities/Program Interests

Note: You may add Facility(ies)/Program Interests by clicking the "Add Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
	1062206	Solid Waste	Responsible Official	Granted				
	1062231	Solid Waste	Individual With Direct Knowledge	Granted				

Clicking a column title will sort the table by that column.

[Add Facilities](#)

My Services - In Progress

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	Summary	History	Cancel
1724915	Recycled Content Manufacturer Registration - SEP 19, 2024		Recycled Content Manufacturer Registration - Annual Renewal	In-Progress	09/19/2024	09/19/2024			

Clicking a column title will sort the table by that column.

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.

[Home](#) | [Citizen](#) | [Business](#) | [Government](#) | [Services A to Z](#) | [Departments](#)

[NJDEP Home](#) | [About DEP](#) | [Index by Topic](#) | [Programs/Units](#) | [DEP Online](#)

[My Workspace](#) | [User Profile](#) | [Certifications](#) | [Payments](#) | [Documents and Forms](#) | [Permit Folder](#) | [NJDEP Online FAQs](#)

Version: 16.0.05
 Currently logged in:
 Server: Server_2

[Help](#) | [Logout](#)

CERTIFICATION - SINGLE SUBMISSION SUMMARY

1724915 - Recycled Content Manufacturer Registration - SEP 19, 2024

To certify electronically, please click on the blue ribbon.

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
		Responsible Official	Not Certified	No Notifications Sent			

Clicking a column title will sort the table by that column.

[Send Notifications](#) | [Add Certification Type](#) | [Continue](#)

Please Note
 You may click on a previously visited page (above) to navigate back to that screen.

[Department](#) | [Public Access](#) | [About DEP](#) | [Index by Topic](#) | [Programs/Units](#) | [DEP Online](#)
[Statewide Programs](#) | [Citizen](#) | [Business](#) | [Government](#) | [Services A to Z](#) | [Departments](#) | [Search](#)

Copyright © State of New Jersey, 1999-2004
 Department of Environmental Protection
 P.O. Box 602
 Trenton, NJ 08646-0602
 Last Updated: June 04, 2014

[Contact DEP](#) | [Privacy Notice](#) | [Legal Statement](#) | [Accessibility Statement](#)

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