

Dental Amalgam Certification for New Users Quick Guide



1. Access the NJDEP Online Portal at <http://www.nj.gov/dep/online/>. In the box on the right labeled **New User?** click on the **Request Access to NJDEP Online** link. This link will take you through the following steps needed to complete your setup for NJDEP Online.
2. **Request Access to NJDEP Online:** Enter your contact information (i.e. name, organization, and email address) and click the **Request** button. Important Note: If you have an existing *myNewJersey* account, the email address entered must match the email address associated with that account.
3. **Link Your NJDEP Online service to your myNewJersey account:** Conduct the following steps to link your NJDEP Online service to your *myNewJersey* account.
 - a. If you have an existing *myNewJersey* account, please enter your *myNewJersey* log on ID and password in section A of the webpage. Click the **Link NJDEP Online to My Account** button.
 - b. If you DO NOT have an existing *myNewJersey* account, please complete the information in Section B of the webpage to create a *myNewJersey* account. Click the **Create this new myNewJersey Account and Link NJDEP Online to It** button.
4. In the **Add Contact Info** tab, provide the appropriate contact information. Important Note: At least one contact telephone number is required to complete this step. When finished, click the **Continue** button.
5. In the **Setup Challenge Questions** tab, select five security questions and provide their responses. When finished, click the **Continue** button.
6. In the **Create Certification PIN** tab, enter and re-enter a certification PIN that will be used for electronically certifying Dental Amalgam Waste submission. When finished, click the **Continue** button.
7. **My Services:** Activate the checkbox next to the **Dental Waste Certifications** service. Click the **OK** button.
8. **Add Facilities:** A warning screen will state that some selected services require facilities. Ignore this warning as you will be creating the facility. Just scroll down and click on the **Done** button.
9. On the **My Workspace** page, select **Dental Waste Certifications**.
10. **Dental Waste Certification Type:** Choose “New” and click on the **Continue** button.
11. **Existing Applications:** If this screen displays, click on the **Continue** button.
12. **Dental Waste Instructions:** Click **Continue**.
13. **Site Information:** Add the “required” information (indicated by an asterisk) for the NEW location and click **Continue**.

**Problems or
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609-984-4428!**

14. **Responsible Party:** Select “Insert From Existing Contact(s)” to obtain the Contact information previously entered. Once the information is populated, you may make changes as necessary. Click **Save**. Then when the screen redraws, click the **Continue** button.
15. **Applicability Phase I:** Answer **Yes** to the first question if your facility generates amalgam waste through placement or removal of amalgam, and then click on your type of Dental Practice. To select your multiple dental practices, press and hold “Ctrl” key on your keyboard and click on the appropriate practices. Click **Continue**.
16. **Terms and Conditions:** click the checkbox to accept the Terms and Conditions. Then click the **Yes** button.
17. **Registration Specific Information:** Under **Certify**, check one or both **Yes** as appropriate. Enter the **Total Number of Operatories/Chairs** and **Total Which MAY Produce Amalgam Waste**. Enter the **Make** and **Model** of **your separator**. Enter the Installation Date of your Separator(s). The Installation Date is when the actual separator was installed, not when the cartridge was replaced. If you do not know the exact date of installation use a best estimation date. Answer the Recycling Question. Then, **ONLY IF** recycling occurred, enter **Recycler NAME**. Click **Continue**.
18. **Service Certification:** Answer **Challenge Question** and hit **Submit**. Then, enter your **Certification PIN** in the box, and click **Certify**. (Note: If you forgot your Certification PIN, click on “Forgot Certification PIN” and follow the instructions.)
19. **Service Summary** screen will appear. Use [Printer Friendly Version](#) link (right-hand side) and Print (Ctrl-P) this information (2 pages) for your files.
20. **Return to Workspace:** Click on the button **Return to Workspace**. Please Logout when you have completed your Certifications!

For further information on how to Certify, as well as additional reference materials, please visit <http://www.state.nj.us/dep/dwg/dap.htm>.

Notes:
