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.


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.
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**. PleaseLogout 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/dwq/dap.htm](http://www.state.nj.us/dep/dwq/dap.htm).

**Notes:**