NJDEP Online Registration Instructions

Please follow the instructions below to set up your NJDEP Online account. These same instructions can also be downloaded on the NJDEP Online webpage at https://www.njdeponline.com by clicking the link labeled “Registration Instructions.”

Important: Please DO NOT close your browser window prior to completing the registration process!

Step 1: Request Access to NJDEP Online

1.1 Go to https://www.njdeponline.com and click the button labeled “Request Access to NJDEP Online.”
1.2 Fill in the fields labeled ‘Contact Name’, ‘Organization Name’, ‘E-Mail Address’, and ‘Confirm E-Mail’ and click “Request.”

Please provide the following information to begin setting up your NJDEP Online account:

- **Contact Name:** Jeff Smith
- **Organization Name:** NJDEP
- **E-Mail Address:** Jeff.Smith@dep.nj.com
- **Confirm E-Mail:** Jeff.Smith@dep.nj.com

[Request button]
Step 2: Link Your NJDEP Online Service to Your myNewJersey Account

If you already have a myNewJersey account:

2.1 Fill out Section A with your myNewJersey ‘Log On ID’ and ‘Password’.
2.2 Click the button labeled “Link NJDEP Online to My Account.”

If you do not have a myNewJersey account:

2.2 Click the button labeled “Create this new myNewJersey Account and Link NJDEP Online To It.”
Step 3: Use NJDEP Online

3.1 Enter your Contact Information and at least one Contact Number and click “Continue.”

<table>
<thead>
<tr>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name:</strong></td>
</tr>
<tr>
<td><strong>Middle Initial:</strong></td>
</tr>
<tr>
<td><strong>Last Name:</strong></td>
</tr>
<tr>
<td><strong>Title:</strong></td>
</tr>
<tr>
<td><strong>E-Mail Address:</strong></td>
</tr>
<tr>
<td><strong>Confirm E-Mail:</strong></td>
</tr>
<tr>
<td><strong>Organization Name:</strong></td>
</tr>
<tr>
<td><strong>Organization Type:</strong></td>
</tr>
<tr>
<td><strong>Address Line 1:</strong></td>
</tr>
<tr>
<td><strong>Address Line 2:</strong></td>
</tr>
<tr>
<td><strong>Address Line 3:</strong></td>
</tr>
<tr>
<td><strong>City:</strong></td>
</tr>
<tr>
<td><strong>State:</strong></td>
</tr>
<tr>
<td><strong>Zip:</strong></td>
</tr>
</tbody>
</table>

**CONTACT NUMBERS**

Note: At least one contact number is required.

You do not have any contact numbers. Click ‘Add Contact Number’ to add one.

Add Contact Number  Continue  Clear
3.2 Select your Challenge Questions and Answers and click “Continue.” This will be used as a security measure to retrieve information you may have forgot such as your Certification PIN. You may also be asked for it at different times for miscellaneous verifications.

Note: Each of the five challenge questions and corresponding answers must be different. Duplicates will not be accepted and will result in an error.
3.3 Create your Certification PIN by filling out the fields labeled 'Certification PIN' and 'Retype Certification PIN' and click "Continue". Your Certification PIN will only be requested for electronic certification of a permit/application/submittal. Upon successfully creating your Certification PIN, your registration setup will be complete!

**Recommended**: You can continue through the next set of screens to configure your My Workspace screen. This can be done at a later time but it's easier to complete the process now. If you do wish to wait, you can refer back to this document for guidance.

CREATE A NEW CERTIFICATION PIN

Enter a new Certification PIN of your choosing in the two fields below to proceed.

The Certification PIN is used to electronically certify a permit/application/submittal. The Certification PIN is different from the password you use to log into the portal, although they may be set to the same values.

**Note**: The Certification PIN must be between 8 and 40 characters (inclusive), chosen from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and \).

Certification PIN is case sensitive.

<table>
<thead>
<tr>
<th>Certification PIN:</th>
<th>Retype Certification PIN:</th>
</tr>
</thead>
</table>

[Continue] [Clear]
1. Select your service(s) on the My Services screen and click “OK.” Your service(s) will now be displayed on the My Workspace screen. If your selected service(s) require an associated facility, you will be prompted to add them. If no facilities are required you will be forwarded to your My Workspace screen.
2. The Program List for Services screen will be displayed if you have any service selections requiring a facility. Please review the list and click “Add Facilities.”

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Operating Permits (for Title V major source facilities only)</td>
<td>Air</td>
</tr>
<tr>
<td>General Permits (for minor source facilities only)</td>
<td>Air</td>
</tr>
</tbody>
</table>

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

Note: You may add Facilities/Program interests by clicking the "Add Facilities" button below.

You do not have any facilities in your profile. You may add facilities by selecting the Add Facility button on the My Workspace screen.

Click the 'Add Facilities' button to add facilities to your profile. Click the 'Done' button when you are finished adding facilities.

Note: You do not need to add facilities to your profile at this time. However, you will not have access to certain services until you add the appropriate facilities to your profile.
3. On the Facility Search screen, enter either the ‘Facility ID’ or ‘Facility Name’ and click “Search.” If a facility is found, you will be forwarded to the Facility Search Results screen, otherwise you will receive an error message and must make the necessary corrections.
4. Select the facilities that you will be working with from the list of returned results and click “Add Selected Facilities.” If you wish to go back and search for additional facilities to add, click “Add More Facilities.”
5. The selected facilities may have security features enabled which denies certain actions for a particular Access Type and requires the approval of the Facility Security Administrator (FSA). Once approved, the Access Status will change from “Pending” to “Granted” and allow you to work with any service you associate with that particular facility. If you wish to change the Access Type, click on the “Change Access” icon, and follow the on-screen instructions (see Figure A and Figure B). If you would like to add additional facilities, click “Add Facility.”

**Note:** You can also manage Facilities and Access Types on the My Workspace screen under “My Facilities/Program Interests.”

Once you have everything in order, click “Complete Setup” and you will be forwarded to your My Workspace screen (see Figure C). You will now be able to utilize all the client features of NJDEP Online!
Figure A

CHANGE ACCESS TYPE

Add New Access Level

Facility Name: DEP AIR TEST SITE
Current Access Type: No Access
Change Access Type To: Responsible Official

Existing Access Levels

<table>
<thead>
<tr>
<th>Security Role</th>
<th>Access Status</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual With Direct Knowledge</td>
<td>Pending</td>
<td></td>
</tr>
</tbody>
</table>

Continue

Return

Go Back
Access Change Confirmation

Access Change - Requires Facility Security Administrator (FSA) Approval

A Facility Security Administrator is reviewing your request for this facility. Your request status is Pending.

Facility Name: DEP AIR TEST SITE
Facility ID: 61085
Access Requested: Responsible Official

FSA Name: Jamie Tester
  FSA email: Jamie.Tester@dep.nj.com
  FSA Work Phone Number: 999999999

FSA Name: Nick Tester
  FSA email: Nick.Tester@dep.nj.com
  FSA Work Phone Number: 999999999

FSA Name: Robin Tester
  FSA email: Robin.Tester@dep.nj.com
  FSA Work Phone Number: 999999999

Continue
Version: 10.1.04
Currently logged in: Jeff Smith (JSMITH23)
Server: Server 2
61085
DEP AIR TEST SITE
Help | Logout

MY WORKSPACE

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.

Air Program
General Permits (for minor source facilities only)
General Operating Permits (for Title V major source facilities only)

Configure Services

My Facilities/Program Interests

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

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Facility ID</th>
<th>Program</th>
<th>Access Type</th>
<th>Access Status</th>
<th>Change Manage</th>
<th>Access Security</th>
<th>View</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEP AIR TEST SITE</td>
<td>61085</td>
<td>Air</td>
<td>Responsible Official</td>
<td>Pending</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

You do not have any "In Progress" Services.

My Services - Submitted

Note: If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to njdeponlinesupport@dep.nj.gov for assistance. Please include the Service ID number of the failed submittal in the message.

You do not have any "Submitted" Services.
You can access NJDEP Online at any time by visiting https://www.njdeponline.com and clicking “Log in to NJDEP Online.” NJDEP Online can also be accessed by logging into myNewJersey at http://www.nj.gov and clicking the “Login” link near the top of the screen.

If you need further assistance, please contact us at the link labeled “Address your comments and suggestions to us” at the bottom of https://www.njdeponline.com.