

# 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.”

The screenshot shows the NJDEP Online Business Portal homepage. At the top, there is a navigation bar with the Department of Environmental Protection logo and the text "NJDEP Online Business Portal". Below the header, there is a main content area with several sections:

- Non-registered Services:** do not require NJDEP Online or myNewJersey account creation and can be accessed without logging in. Services include: Pay a Paper Invoice, Documents and Forms, Pay for a License, Pesticide Product Registration, Saltwater Angler Registration, Request a Waiver, Vehicle Registration Add-on/Modification, and Vehicle Registration Renewal.
- Registered Services:** require users to create a NJDEP Online and myNewJersey account. To see the types of online services available, click here: View Registered Services.
- What's New:** Notice: Optional Two-Factor Authentication for NJDEP Online. Attention LSRPs and Staff working with Case Inventory Documents (CIDs).
- Questions?:** Please review the NJDEP Online Frequently Asked Questions page.


On the right side, there are two vertical panels:

- Already a Registered User?:** Login to NJDEP Online. Some NJDEP Online services have associated fees. Accepted payment methods include Visa, MasterCard, Discover, and American Express.
- New User?:** Request Access to NJDEP Online (highlighted with a red rectangle).

The footer contains links for "NJDEP Online", "Environmental Protection", and "Statewide", along with social media icons and contact information.

1.2 Fill in the fields labeled 'Contact Name', 'Organization Name', 'E-Mail Address', and 'Confirm E-Mail' and click "Request."

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1. Request access to NJDEP Online2. Link Your NJDEP Online service to your myNewJersey account3. Use NJDEP Online

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

<b>*Contact Name:</b>	<input type="text" value="Jeff Smith"/>
<b>*Organization Name:</b>	<input type="text" value="NJDEP"/>
<b>*E-Mail Address:</b>	<input type="text" value="Jeff.Smith@dep.nj.com"/>
<b>*Confirm E-Mail:</b>	<input type="text" value="Jeff.Smith@dep.nj.com"/>

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## 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:

- 2.1 Fill out Section B with your desired 'Log On ID', 'Password', 'Security Question', and 'Security Answer'.
- 2.2 Click the button labeled "Create this new myNewJersey Account and Link NJDEP Online To It."

Help  
More information on myNewJersey

1. Request access to NJDEP Online      2. Link Your NJDEP Online service to your myNewJersey account      3. Use NJDEP Online

Use this page to tell us about your myNewJersey account by picking one of the three choices below:

**A. I already have a myNewJersey account. Link it to my NJDEP Online information:**

My Log On ID is  and my password is

**B. I don't have a myNewJersey account yet. I'll create a new one now and link it to my NJDEP Online information:**

Pick a Log On ID       If you forget your password later, we'll ask you the following question. If you answer it correctly, we'll send a new password to your email address.

Pick a password       Question you want us to ask

Retype your password       Your answer

First name       Email address

Last name       Retype your email address

\* All items in B are required if you're creating a new account. Your name and email address are filled in based on Step 1, but ignore them and use choice A instead if you already have a myNewJersey account.

Use choice C below if you can't remember your Log On ID - please don't create another new account.

Review your information and be sure it's correct before you click the Create Account button.

**C. I already have a myNewJersey account but I can't remember what it is.**

Please use the [Contact Form](#) to tell us your name and email address and a myNewJersey team member will contact you during normal business hours to help. Then you'll need to start over at step 1.

**More information:**

<p><b>What is myNewJersey?</b> It's a system that uses a single ID to let you access many services. If you have a business, you can access taxes, permits, payments, and other information. If you're an employee, you can get pension and payroll information, and for many departments, access your email and other resources when you're not in the office.</p>	<p><b>How does myNewJersey help me?</b> It lets you access all of your information without having to remember separate account IDs and passwords for each service. Plus, you only have to log in once each "session" (each time you need any one of the services). You can access any other service during that same session, without having to log in again.</p>	<p><b>Why do I need myNewJersey to use NJDEP Online?</b> NJDEP Online is the service that lets you work with your permits. myNewJersey is the system that logs you in, or "authenticates" you, to be able to access NJDEP Online and any other services you're authorized to use.</p>
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**Do I have to do this each time?** No, you only have to request access to NJDEP Online once, and you only have to link it to your myNewJersey account once. Each time you need to use NJDEP Online in the future, just use your myNewJersey ID and password to log in and you'll be taken to your NJDEP Online information. Creating more than one myNewJersey account is unnecessary and will cause confusion for you later.




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### Step 3: Use NJDEP Online

#### 3.1 Enter your Contact Information and at least one Contact Number and click "Continue."

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Welcome **MyNewJersey Portal** user. Please provide the following information to create your RSP account. [Help](#) | [Back to MyNJ](#)

#### CONTACT INFORMATION

- 1 - Add Contact Info
- 2 - Setup Challenge Questions
- 3 - Create Certification PIN
- 4 - View Facilities

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


- This account setup process is for the new NJDEP Online. Please ensure that you complete the setup before closing your browser.

<b>* First Name:</b>	<input type="text" value="Jeff"/>	<b>* Address Line 1:</b>	<input type="text"/>
<b>Middle Initial:</b>	<input type="text"/>	<b>Address Line 2:</b>	<input type="text"/>
<b>* Last Name:</b>	<input type="text" value="Smith"/>	<b>Address Line 3:</b>	<input type="text"/>
<b>Title:</b>	<input type="text"/>	<b>* City:</b>	<input type="text" value=""/>
<b>* E-Mail Address:</b>	<input type="text" value="Jeff.Smith@dep.nj.com"/>	<b>* State:</b>	<input type="text" value="New Jersey"/>
<b>* Confirm E-Mail:</b>	<input type="text" value="Jeff.Smith@dep.nj.com"/>	<b>* Zip:</b>	<input type="text"/>
<b>Organization Name:</b>	<input type="text"/>		
<b>Organization Type:</b>	<input type="text" value=""/>		

#### CONTACT NUMBERS

**Note:** At least one contact number is required.

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

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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.

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CHALLENGE/RESPONSE QUESTIONS

1 - Add Contact Info

2 - Setup Challenge Questions

3 - Create Certification PIN

4 - View Facilities

**Please Note**

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

**Challenge Questions:**

Please provide responses for five security questions. Select each question only one time. You cannot have the same answer to more than one question. Select another question if you have identical answers. Note that answers are NOT case sensitive:

**\* Question 1:**

Select ▼

**\* Question 2:**

Select ▼

**\* Question 3:**

Select ▼

**\* Question 4:**

Select ▼

**\* Question 5:**

Select ▼

\* *Required*

Continue

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**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.

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CREATE A NEW CERTIFICATION PIN

- 1 - Add Contact Info
- 2 - Setup Challenge Questions
- 3 - Create Certification PIN
- 4 - View Facilities

**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.

**Certification PIN:**

**Retype Certification PIN:**

Continue Clear

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# NJDEP Online Workspace Configuration

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.

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**MY SERVICES**

Please select the Services that you would like to appear on your Workspace and click the OK button.

**Services**

<p><b>Dam Safety</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Emergency Action Plan (EAP)</li></ul>	<p><b>Division of Water Quality</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> NJPDES Monitoring Reports (DMRs, WCRs, RTRs)</li><li><input type="checkbox"/> Dental Waste Certifications</li><li><input type="checkbox"/> Dental Waste Registration - New</li><li><input type="checkbox"/> Dental Waste Registration - Renewal</li><li><input type="checkbox"/> Stormwater Construction General Authorization</li><li><input type="checkbox"/> MSRP Annual Report</li></ul>
<p><b>Division of Water Resources Management</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> WQMP - Wastewater Management Plan</li></ul>	<p><b>Office of Dispute Resolution</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Request Alternative Dispute Resolution</li></ul>
<p><b>Pesticide Operations</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Apply For Aquatic Pesticide Permit</li></ul>	<p><b>Site Remediation</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> LSRP-Related Services</li><li><input type="checkbox"/> ISRA General Information Notice (GIN)</li><li><input type="checkbox"/> Confirmed Discharge Notification (CDN)</li></ul>
<p><b>Solid and Hazardous Waste</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Solid and Hazardous Waste Reporting Services</li><li><input type="checkbox"/> eWaste Collection Plan</li><li><input type="checkbox"/> eWaste Renewal Registration</li><li><input type="checkbox"/> Vehicle Registration Add-on/Modification</li><li><input type="checkbox"/> Vehicle Registration Renewal</li></ul>	<p><b>Toxic Catastrophe Prevention Act (TCPA)</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> eNJRMP Submit</li></ul>
<p><b>Site Remediation Reform Act (SRRA) - Notifications Services</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Public Notification and Outreach Form Submission</li></ul>	<p><b>Air Program</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> RADIUS File Submission</li><li><input type="checkbox"/> General Permits (for minor source facilities only)</li><li><input type="checkbox"/> General Operating Permits (for Title V major source facilities only)</li><li><input type="checkbox"/> Registrations</li><li><input type="checkbox"/> NOx RACT Combustion Adjustment</li><li><input type="checkbox"/> Permit/Certificate Folder</li><li><input type="checkbox"/> Excess Emission Monitoring Performance Reports (EEMPR)</li><li><input type="checkbox"/> Periodic Compliance Certification</li><li><input type="checkbox"/> Diesel Retrofit Program</li><li><input type="checkbox"/> GHG Monitoring &amp; Reporting Rule</li><li><input type="checkbox"/> RGGI Submittals</li></ul>
<p><b>Division of Land Resource Protection</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Apply for Land Use General Permit-by-Certification</li><li><input type="checkbox"/> Apply for a Land Use Authorization or Permit</li><li><input type="checkbox"/> Apply for or Revise a Letter of Interpretation</li><li><input type="checkbox"/> Renew Tidelands License</li><li><input type="checkbox"/> Tidelands Additional Documentation</li><li><input type="checkbox"/> Tidelands License Ownership Change</li><li><input type="checkbox"/> New Tidelands Application</li><li><input type="checkbox"/> Submit Additional Information for a Land Use Authorization or Permit</li></ul>	<p><b>Site Remediation Reform Act (SRRA) - Report and Workplan Services</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Child Care PA, Clean PASI, or Clean SI Standalone Report Submissions</li></ul>
	<p><b>Right to Know and Pollution Prevention Program</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Community Right To Know Survey</li><li><input type="checkbox"/> Release and Pollution Prevention Report and Pollution Prevention Plan Summary</li></ul>
	<p><b>Underground Storage Tank (UST) Program</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Underground Storage Tank Notice of Intent to Close</li></ul>
	<p><b>Water Monitoring</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Water Quality Data Exchange</li></ul>
	<p><b>Water Supply</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Drinking Water(eDWR)</li><li><input type="checkbox"/> Private Well Testing Act (PWTA) Analytical Results</li><li><input type="checkbox"/> Water Diversion, Water Utilization and Monitoring Results Submittal</li><li><input type="checkbox"/> WQAA Annual Certification Form</li><li><input type="checkbox"/> Physical Connection Program Service Selection</li><li><input type="checkbox"/> WQAA Capital Improvement Reporting</li></ul>
<p><b>Well Permitting</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Well Permitting Service Selection</li></ul>	

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."

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PROGRAM LIST FOR SERVICES

You have selected some services that require facilities to be included in your profile. For each service listed, you will need to add at least one facility from one of the following listed programs. If a service is listed multiple times, you must add one or more facilities to your profile prior to accessing that service.

Service Description	Program
General Operating Permits (for Title V major source facilities only)	Air
General Permits (for minor source facilities only)	Air
Clicking a column title will sort the table by that column.	

My Facilities

**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.

Add Facilities

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.

Done

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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.

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## FACILITY SEARCH

**Pick the search you want to perform:**


- Retrieve only those facilities that match the search criteria (Need facility ID or name for search)
- Retrieve the sites and all of the site's facilities that match the search criteria (Need facility ID or name for search)
- Retrieve NJPDES Permit Numbers (Need NJDEP Program and NJPDES permit # for search)
- Retrieve the facilities that are associated with an Alternate ID
- Retrieve all Program Interest records for a specific NJDEP Program Interest Type (No facility ID or name needed for search)

**(Optional) Select NJDEP Program:**

**Enter either a Facility ID or a Facility Name (if searching by Alternate ID, enter as the Facility ID):**

**Facility ID:**  **(For NJPDES Facilities Use The NJPDES Permit Number)**

**Facility Name:**

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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."

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### FACILITY SEARCH RESULTS

Please select the facilities you wish to add to your profile. Once you are done selecting facilities, click the 'Add Selected Facilities' button.

Any facilities matching your search criteria that are currently associated with your profile will be separated from the search results and placed into a smaller datagrid above your search results. These facilities will also be automatically added to your selected facilities so that you may change your access type, if needed.

**Facilities already in your user profile:**

**Facilities currently not in your user profile:**

	Facility	Facility ID	Program	Program Interest Type	County	Municipality
<input checked="" type="checkbox"/>	DEP AIR TEST SITE	61085	Air	AIR	Mercer	Trenton City

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

Clear/Check All
Add More Facilities
Add Selected Facilities
Cancel

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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!**

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**MY FACILITIES**

- One or more facilities you added has security features enabled. Access is only granted by an Administrator in your organization. An e-mail message has been sent to your Administrator. You will receive an e-mail once the Administrator grants your access request.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Manage Access Security	View Remove
DEP AIR TEST SITE	61085	Air	Individual With Direct Knowledge	Pending		

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

Add Facility

Complete Setup

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[Facility Details](#) | **Change Access Type**

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Server: Server\_2 DEP AIR TEST SITE [Help](#) | [Logout](#)

**CHANGE ACCESS TYPE**

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:** DEP AIR TEST SITE **Current Access Type:** No Access

**Change Access Type To:**

**Existing Access Levels**

Security Role	Access Status	Remove
Individual With Direct Knowledge	Pending	<input type="button" value="X"/>

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statewide: [njhome](#) | [citizen](#) | [business](#) | [government](#) | [services A to Z](#) | [departments](#) | [search](#)

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Figure B

Skip Navigation

njhome | citizen | business | government | services A to Z | departments

 new jersey **njdep**  
department of environmental protection njdep *online*

njdep home | about dep | index by topic | programs/units | dep online

**My Workspace** | **User Profile** | **Certifications** | **Payments** | **Documents and Forms** | **Permit Folder**

[Edit Personal Info](#) | [Change Cert PIN](#) | [Edit Facility Selection](#) | [Favorite Contacts](#) | [Security Administration](#)

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**ACCESS CHANGE CONFIRMATION**

[View/Print Language](#)

**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.

**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 : 9999999999

FSA Name: Nick Tester  
 FSA email: Nick.Tester@dep.nj.com  
 FSA Work Phone Number : 9999999999

FSA Name: Robin Tester  
 FSA email: Robin.Tester@dep.nj.com  
 FSA Work Phone Number : 9999999999

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Figure C

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new jersey department of environmental protection

njdep **online**

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My Workspace

User Profile

Certifications

Payments

Documents and Forms

Permit Folder

Version: 10.1.04  
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**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 \(for Title V major source facilities only\)](#)

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 Manage Access Security	View	Remove
DEP AIR TEST SITE	61085	Air	Responsible Official	Pending			

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

My Services - In Progress
↑ ↓
My Services - Submitted
↑ ↓

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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 <https://www.nj.gov> and clicking the “Login” link near the top of the screen.

**If you need further assistance, please check out the [NJDEP Online Frequently Asked Questions \(FAQs\)](#) page.**