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 <u>DO NOT</u> 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."

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."

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njdep online + **my NewJersey** *powered by njoit*

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 [_____] [Link NJDEP Online to My Account]

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 [Jeff]

Email address [Jeff.Smith@dep.nj.com]

Last name [Smith]

Retype your email address [Jeff.Smith@dep.nj.com]

* 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.

[Create this new myNewJersey Account and Link NJDEP Online To It]

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:

What is myNewJersey? 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.

How does myNewJersey help me? 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.

Why do I need myNewJersey to use NJDEP Online? 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.

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.

OPRA | Open Public Records Act   Contact Us | Privacy Notice | Legal Statement | Accessibility Statement

Step 3: Use NJDEP Online

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

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.

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.

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."

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

Go Back

Figure B

[Go Back](#)

Figure C

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.