

## How To Access eReports

3 steps are required to gain access to the eReports system.

1. Complete & sign the User Confidentiality Agreement
2. Create a myNewJersey Portal Account
3. Add the DOH Specimen Gate Newborn Screening (eReports Application) to your dashboard.

### 1. User Confidentiality Agreement

- a. Complete and return the User Confidentiality Form which can be via QR code, link below or requested from [njnbs.ereports@doh.nj.gov](mailto:njnbs.ereports@doh.nj.gov)

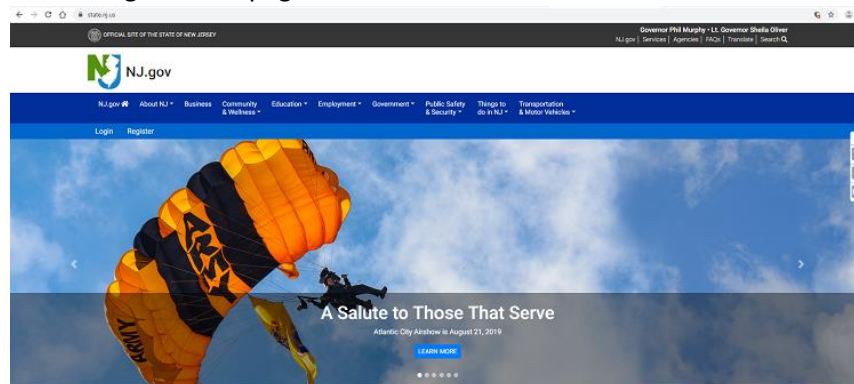


[Click Here for User Confidentiality Agreement](#)

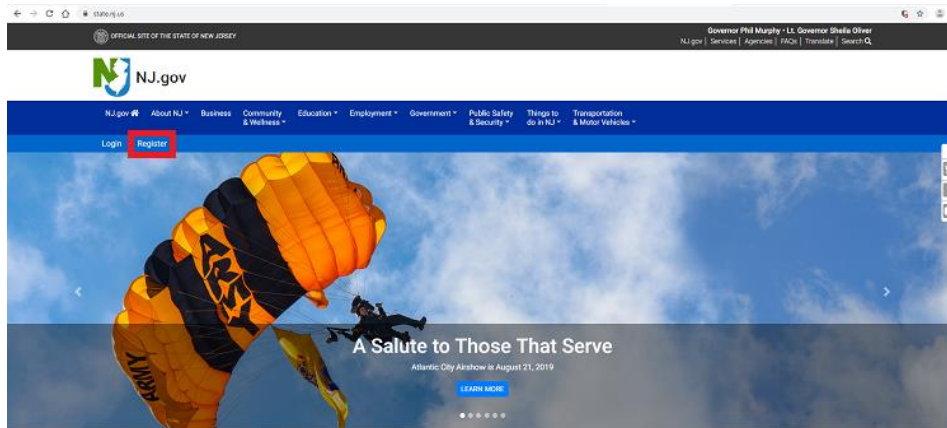
- b. A separate agreement must be completed by each person requesting access to the system.
- c. Please EMAIL or FAX the signed agreement to [NJNBS.eReports@doh.nj.gov](mailto:NJNBS.eReports@doh.nj.gov) or Fax: 609-530-8373

### 2. Creating a myNewJersey Portal Account:

- a. Upon receipt and approval of your signed Agreement, you will be sent an email from [NJNBS.eReports@doh.nj.gov](mailto:NJNBS.eReports@doh.nj.gov) containing instructions on how to create a myNewJersey Portal account with a separate communication containing an authentication code to add eReports to your myNewJersey dashboard.
- b. Navigate to <https://www.state.nj.us/> or NJ.gov in your web browser. This will take you to the NJ.gov home page.



- c. In the upper left hand part of the page in white text on a light blue background there will be "Login" and "Register" buttons. Click "Register."



- d. Fill out the requested information to create a myNewJersey Account. Create a Login ID that will be easy for you to remember. You will also be asked to create a security question in case you forget your Login ID or password.

**Create Your myNewJersey Account**

To use **myNJ** services that New Jersey has offered you, you need to create a myNewJersey account using this form (all fields are required).

You'll be able to change all of your website info, except your Login ID, using the "My account" link any time you're logged in to myNewJersey.

Login ID's can only contain letters, numbers, and these four characters: @, -, ., and \_.

Passwords must be at least 8 characters long, chosen from at least three of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, apostrophe, ~, !, ", & and %).

Retype your password

First name

Last name

If you forget your Login ID or password in the future, the system will ask you the question you enter here. If the answer you give does not match the answer you entered, the system will send your ID or a new password to the email address you provide below. Pick a question and answer you can remember, but only you would know.

Question you want us to ask:

Your answer

Email address

Retype your email address

Take a moment to review your sign-up information and be sure it's correct before you click the Create Account button.

**Create Account**

- e. Once you have filled out the information, click the blue "Create Account" button at the bottom of the page.

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Question you want us to ask:

Your answer

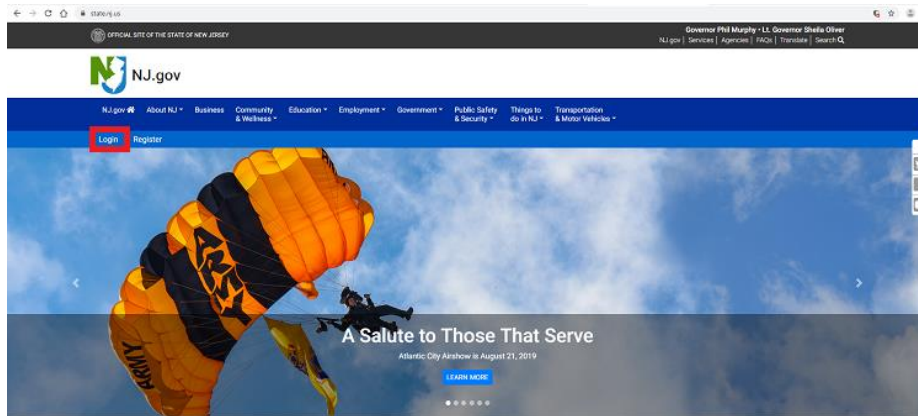
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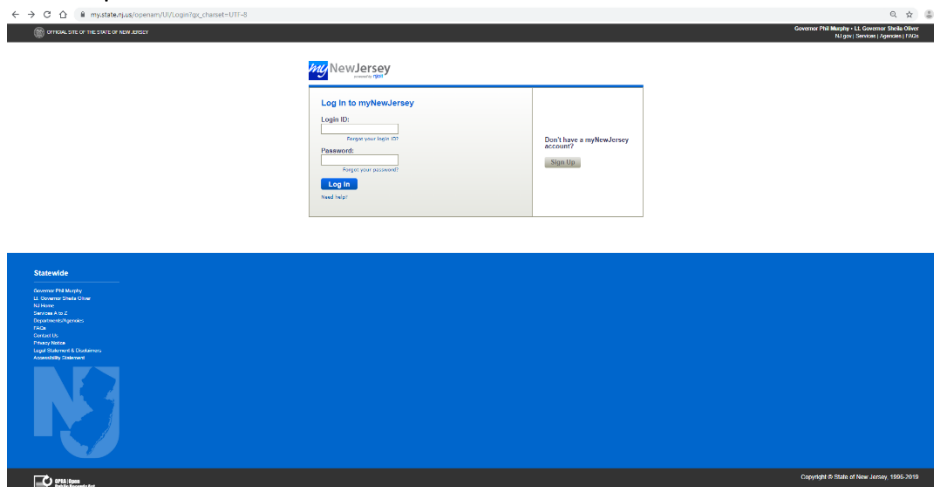
Take a moment to review your sign-up information and be sure it's correct before you click the Create Account button.

**Create Account**

- f. Log out of your account. Click the 'Go to the New Jersey Homepage' link.
- g. You will be navigated back to the NJ.gov home page. Click “Login” in the upper left hand corner of the page.



- h. Enter your Login ID and password. You should now have access to your myNewJersey portal dashboard.



3. Add DOH Specimen Gate eReports system Application to your myNewJersey dashboard
  - a. In order to perform this step, you must have received an email from NJ DOH containing an authorization code
  - b. Go to <https://www.state.nj.us/> or NJ.gov in your web browser. This will take you to the NJ.gov homepage
  - c. Upper left-hand section there will be “Login” and “register” button. Click “Login”
  - d. Enter your Login ID and password on the “Log On to myNewJersey” page
  - e. Once youre in, click the “auth code” link to the right of the welcome message.
  - f. Copy the personalized authorization code you received via email and paste it into the box labeled “Enter your authorization code” and click the “Finished” button. You will not need to use this code again once you are authorized.
  - g. The system will log you out.

- h. Log back into myNJ portal. You should now see a “DOH Specimen Gate Newborn Screening” link on your dashboard. Reply to [njnbs.ereports@doh.nj.gov](mailto:njnbs.ereports@doh.nj.gov) informing us of this so we can create a separate eReports username and password for you to log into eReports itself.
- i. You will receive an email in response providing you with separate eReports username and password.
- j. Once you log in for the first time, the system will force you to change password

#### eReports Walk-through:

#### Note:

- Each time you wish to log in to eReports, you must first log in to your myNJ portal account and click the “DOH Specimen Gate Newborn Screening” link on your homepage. Then you will be directed to the login screen for eReports and you must log in there.
- To search for a baby, you must use 3 patient identification criteria, or the form # (the red serial # on the NBS kit) and hit search
- When you search for results, you can click “view Report” under the “report” column to see a PDF version of the report we send out in our mailers containing screening results.

For technical assistance, email [njnbs.ereports@doh.nj.gov](mailto:njnbs.ereports@doh.nj.gov)