



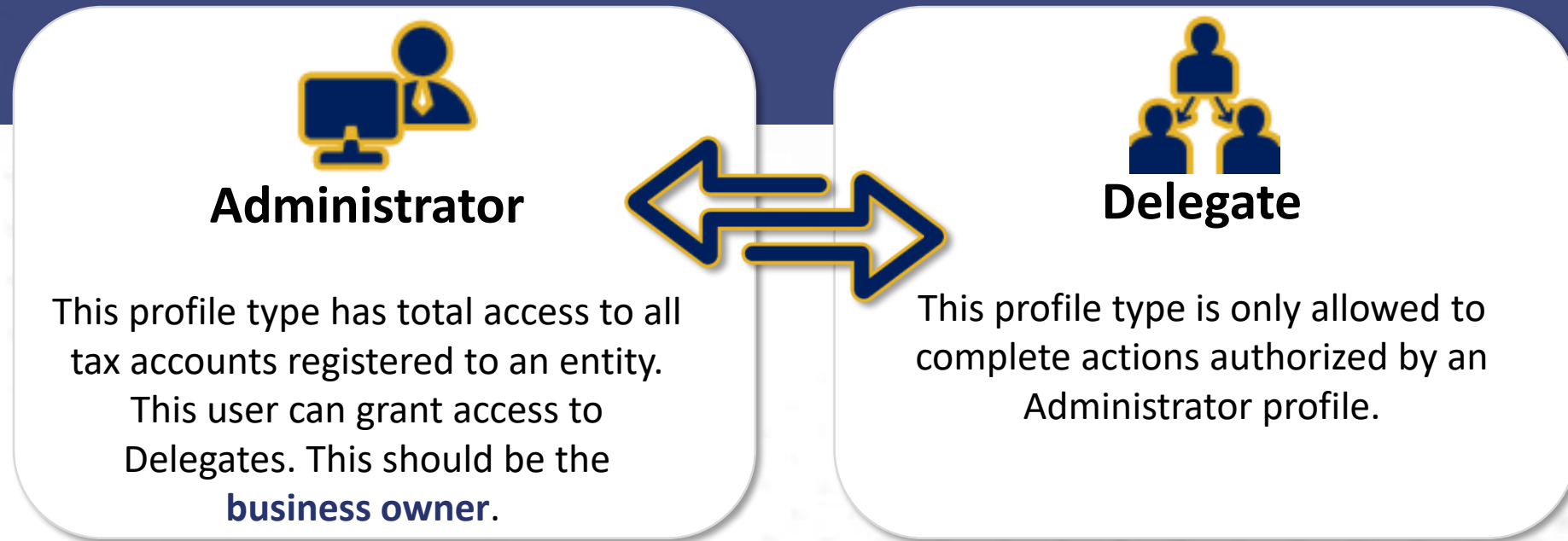
NEW JERSEY DIVISION OF TAXATION

Creating a New Jersey
Tax Portal Account – Administrator

Creating a New Jersey Tax Portal Account – Administrator

You must create a **Portal Profile (user profile)** to log in, access services, manage your settings and user information, and interact with the platform for the portal. Once your Administrator profile is created, you will need to **link your account(s)**.

Example: Through the portal, the Administrator delegates their tax preparer to file returns and make payments.



Creating a New Jersey Tax Portal Account – Administrator

WHAT IS NEEDED TO CREATE A PORTAL PROFILE?

1

Your **NJ Taxpayer Identification Number** to create your account.



2

Your **Business PIN** – a 4-digit or 6-digit code used for NJ tax payments and returns. Request it [here](#) if needed.



3

If you have filed before, you will need to confirm the figure from **Line 1** of your last tax filed return for validation.



Business owners should create their **own** Portal Profiles. Access can then be delegated to their tax preparers.

Taxpayers also can make payments and file returns for their business without creating a profile by filing as a **Guest**.



Creating a New Jersey Tax Portal Account – Administrator


NJ TAX PORTAL ACCESS PASSCODE

All businesses registered in New Jersey have been assigned either a **4-digit PIN** or a **6-digit passcode**.

This information is provided in your "Welcome Letter" from the New Jersey Division of Taxation.

To log in to the system, you will need to use a 6-digit passcode. If your business was assigned a 4-digit PIN, you can easily convert it into a 6-digit passcode by adding two zeros at the beginning. For example, if your PIN is "1234," it would become "001234."

If you are unable to locate your PIN or passcode, you can request it [here](#).


STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF TAXATION
PO BOX 269
TRENTON, NJ 08695-0269

March 1, 2024

Dear Business Owner,

Welcome and Thank You for Registering Your Business with New Jersey


Based on your registration, your business will collect New Jersey Sales Tax on sales of tangible personal property and/or pay Use Tax. This letter outlines how to file and pay Sales and Use Tax and where to find help and information.

Account Information

Tax ID	PIN	Form Number	Filing Frequency	Beginning Date	First Return Due
123-456-789/000	1234	ST-50	Quarterly	01/01/2024	04/20/2024

New Jersey Taxpayer Portal Passcode

A PASSCODE has been assigned to you for your use in linking your tax accounts to your new portal profile. Please take the time now to create your new portal profile so you can file and pay online. Create your portal profile at taxportal.nj.gov



Passcode Information

Entity ID	New Passcode	Name
XX-1234567	1ABCDE	NJTAXPORTAL123



Creating a New Jersey Tax Portal Account – Administrator

CREATING AN ADMINISTRATOR ACCOUNT AND LINKING TO MYNEWJERSEY ID

1

Choose **Administrator Account**.

2

On the Portal homepage, **create a new account** from the **New Tax Portal Users** box.

3

Fill in owner information for your tax portal profile. Then verify and click **Next** to create your **myNewJersey** login.

4

To **link your myNewJersey account to the NJ Tax Portal**, follow this request. Once completed, you can log in using your myNewJersey ID and password to access your portal profile.

CREATING A NEW JERSEY TAX PORTAL ACCOUNT – ADMINISTRATOR



Creating a New Jersey Tax Portal Account – Administrator

CREATING AN ADMINISTRATOR ACCOUNT

5

Click **OK** on the pop-up.

6

Complete the Administrator registration by clicking **here** in the blue banner.

7

Select the appropriate option for “**I have filed a tax return with the Division of Taxation**” and click **Next**.

CREATING A NEW JERSEY TAX PORTAL ACCOUNT – ADMINISTRATOR



Creating a New Jersey Tax Portal Account – Administrator



I Have Not Filed a Tax Return

Enter the required details and click **Next**.

- **Taxpayer ID:** Enter the twelve-digit ID from the Welcome Letter.
- **Business Name:** Exact name from NJ Tax Portal or certificate.
- **NJ Tax Portal Access Passcode:** Enter the entity's passcode.



I Have Filed a Tax Return

Enter the required details and click **Next**.

- **Taxpayer ID:** Enter the twelve-digit ID of the entity associated with the return/period.
- **NJ Tax Portal Access Passcode:** Enter the entity's passcode.
- **Business Name:** Exact name from NJ Tax Portal or certificate.
- **Tax Type:** Select the return's tax type.
- **Amount from Line 1** of most recent selected return.



Creating a New Jersey Tax Portal Account – Administrator

CREATING AN ADMINISTRATOR ACCOUNT – COMPLETING REGISTRATION

8

Authorized Taxpayer – Signature. Click **Yes**.

9

Click **Login**. Your homepage will update to show the accounts linked to the registered entity.



New Jersey Taxpayer Portal Division of Taxation

You have successfully registered a new Administrator Profile with New Jersey's Tax Portal.

Please login to the portal to continue adding your entity to your profile.

Your registration confirmation number is **TU00100000187.**

Upon your first login, you'll be prompted to change your password.



Creating a New Jersey Tax Portal Account – Administrator

ADDING A NEW DELEGATE USER

Delegate Access Setup

- ➔ If you would like to grant access to an individual or tax preparer to manage your tax account(s), you must add the individual as a Delegate within the portal.
- ➔ To add a Delegate, the individual must be registered on the NJ Tax Portal as a “Delegate” and provide you their email address and Registration Confirmation Number.



For instructions on registering as a Delegate User, see the Creating a New Jersey Tax Portal Account – Delegates user guide.



Creating a New Jersey Tax Portal Account – Administrator

ADDING A NEW DELEGATE USER

To add a Delegate, the Administrator must be logged in to the portal. From the tool bar, select **“Profile Information”** and then choose **“Manage Delegates.”**

1

Click **Add New Delegate.**

2

Fill in the required fields and click **Next.**

3

The next screen shows User Details, where the Administrator assigns access to the **Delegate User.**

CREATING A NEW JERSEY TAX PORTAL ACCOUNT – ADMINISTRATOR



Creating a New Jersey Tax Portal Account – Administrator

ADDING A NEW DELEGATE USER

4

Check the **box** next to the Taxpayer Name.

5

Select the **start and end dates** for access. You can change these later or leave the end date blank.

6

Choose the Functions and Authorizations. **Note:** Full Access lets the Delegate manage all functions in your tax account.

7

Click **Save**.

8

Review your selections and click **Confirm**. If something is wrong, click **Go Back**.

CREATING A NEW JERSEY TAX PORTAL ACCOUNT – ADMINISTRATOR



The next screen shows User Details, where the Administrator can assign access to the Delegate.





WELCOME TO THE NEW JERSEY TAX PORTAL

For additional assistance, contact
our Customer Service Center Monday-
Friday, 8:00 a.m. - 4:00 p.m. EDT at
609-772-8577.