



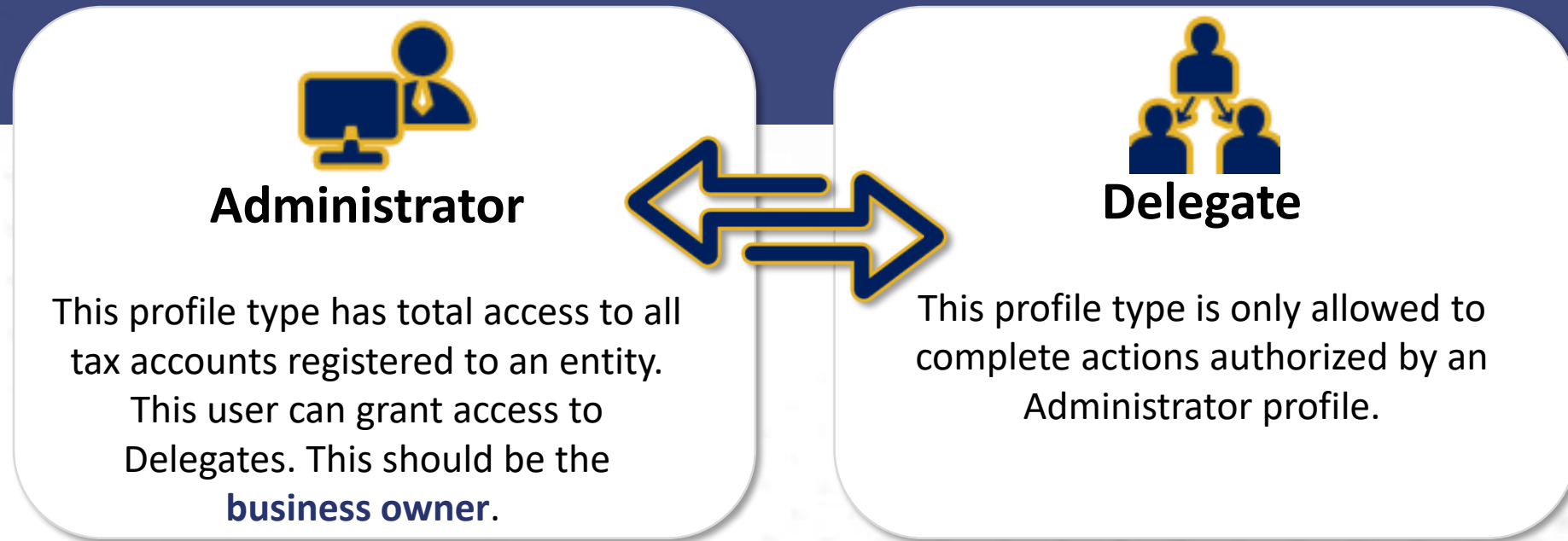
NEW JERSEY DIVISION OF TAXATION

Creating a New Jersey
Tax Portal Account – Delegates

Creating a New Jersey Tax Portal Account – Delegates

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 profile is created, the business administrator will need to **link your account**.

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



Creating a New Jersey Tax Portal Account – Delegates

CREATING A DELEGATE ACCOUNT AND LINKING TO MYNEWJERSEY ID

1

Click **Create a New Account** under the New Tax Portal Users box.

2

Choose **Delegate Account**. Then click **Create a New Delegate Account**.

3

Fill in the Submitter Information for your tax portal profile, check "I'm not a robot," and click **Next** to create your **myNewJersey login**.

4

Agree to the Terms and Conditions, select **Yes** to enter your **myNewJersey** criteria, or select **No** to create your myNewJersey account.

CREATING A NEW JERSEY TAX PORTAL ACCOUNT – DELEGATES



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5

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

6

After selecting **OK**, you will receive directions. The Registration Confirmation Number will be in your profile, and a system-generated email will be sent with the same number.

7

Click **Profile Information** on the toolbar, then select **User Profile**.

8

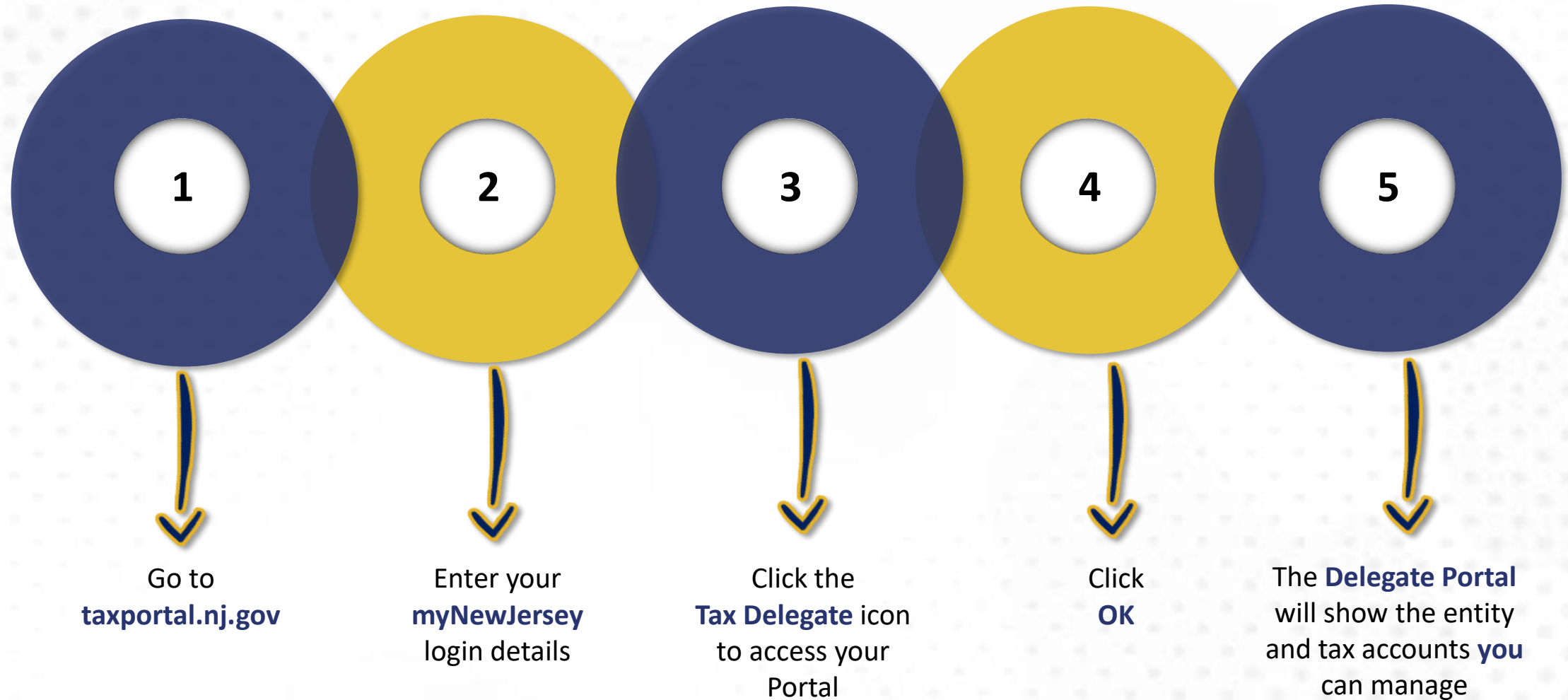
Your **Registration Confirmation Number** will appear. Share it with the Account Administrator.

CREATING A NEW JERSEY TAX PORTAL ACCOUNT – DELEGATES



Creating a New Jersey Tax Portal Account – Delegates

SIGNING IN TO THE NEW JERSEY TAX PORTAL





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.