

# Public Notice Form

*Step-by-Step Registration & Access Instructions*

*This guide walks you through the process of linking the DOS Public Notices service to your myNJ account and accessing the Public Notice submission form. Please follow each step in order.*

**1**

## Log In to Your myNJ Account

Go to [www.nj.gov](http://www.nj.gov) in your browser and click the Login link near the upper left of the page.

Once logged in, locate the auth code link in the blue navigation bar at the top of the page.



Welcome George:  
[logout](#) • [my account](#) • [auth code](#) • [layout](#) • [help](#)

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## Enter Your Authorization Code

Click on auth code in the blue bar. You will be directed to the authorization code entry page.

Copy your personalized authorization code from the registration email you received and paste it into the box labeled Enter your authorization code.

Click Finished. The system will log you out automatically.



## Enter Your myNewJersey Authorization Information

1. If you've been given an authorization code, type or "paste" it into the box below (otherwise, click "Cancel").
2. Click the "Finished" button.
3. Your code will be verified and your profile will be updated with your new role.
4. If the update is successful, the *myNewJersey* portal will end your current session and, after a few seconds, will return your browser to the login page.
5. Please log back in and verify that your *myNewJersey* desktop includes the content for your new role.

Enter your authorization code:

Finished

Cancel

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### Log Back In & Locate the SimpliGov Tile

After entering your authorization code, log back in to your myNJ account. You should now see a SimpliGov tile on your myNJ home page.



**Note:** If you do not see the SimpliGov tile, log out and log back in using the logout button located next to your name in the blue navigation bar.

## 4

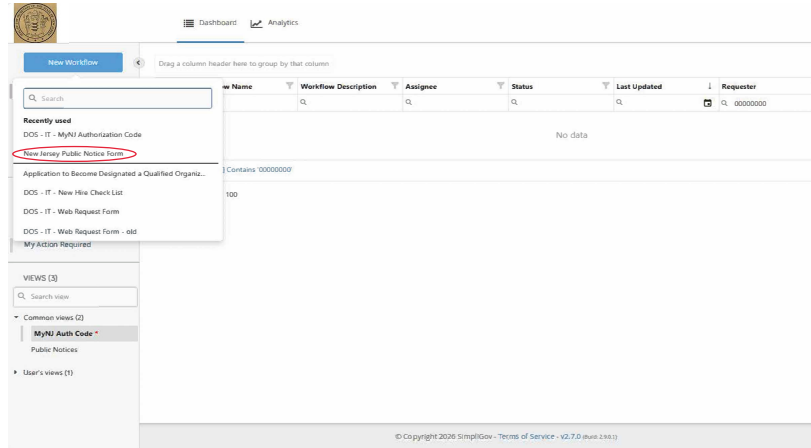
### Open SimpliGov & Access the Public Notice Form

Click on the SimpliGov tile to open the SimpliGov platform.

Once inside SimpliGov, locate and click on "New Workflow". You may have to hover over the three horizontal lines—under the DOS insignia—to reveal "New Workflow".

From there, you will be able to access The Public Notice Form.

**Please click the video below for further guidance:**



**Note:** If you do not see the Public Notice Form after clicking the SimpliGov tile, please check again shortly — form access has been assigned to your login and may take a moment to appear.

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### Complete & Submit the Public Notice Form

The Public Notice Form will display as shown below. Fill in all required fields, including your entity information and public notice URL(s), then submit the form.

**Note:** DOS Public Notice accepts **only one URL per entity** — the URL must be the web-based landing page for all of an entity's public notices.



## New Jersey Public Notice Form

**Action \***

Are you adding or updating a url?

**Type \***

Are you State or Local Government

**County \***

Select your County

**Agency/Entity Name**

**Public Notice URL \***

**First Name \***

*This field is required*

**Last Name \***

*This field is required*

**Phone Number \***

**Email Address \***

*This field is required*

Submit