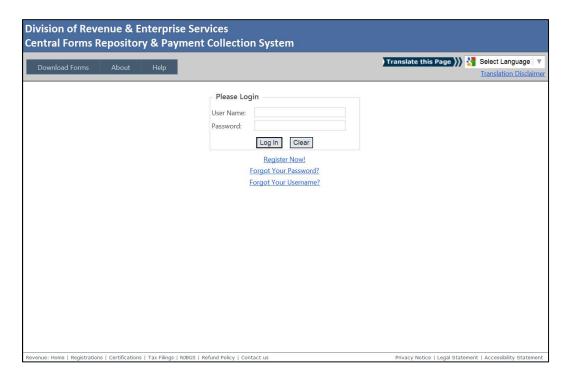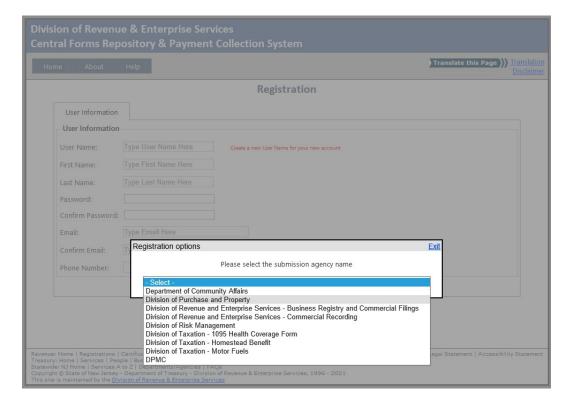# Creating a Login for Electronic Filing



Select **Register Now**- First time users will follow this link to create a user name and password.
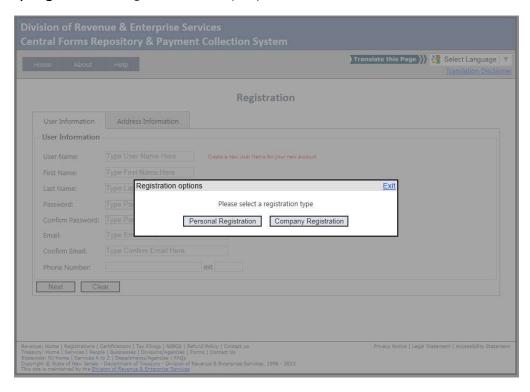
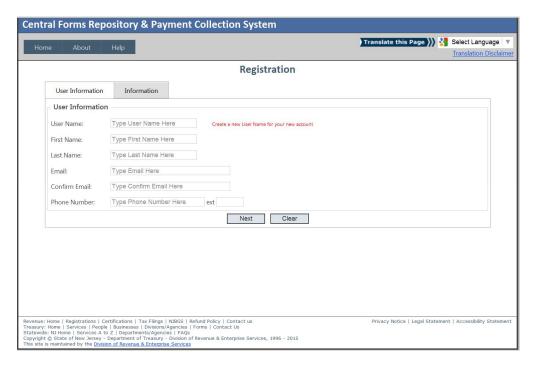Select **Division of Purchase and Property**

Select an option to proceed:

**Personal Registration-** **Register** as a Person

**Company Registration-** Register as a Company



## Creating a New User Account

## User Information Tab:

Enter the following information:  User Name, First Name, Last Name, Email, Confirm Email and Phone Number.  You will receive a notification  if the information is required but not provided. *The email address provided on this screen will be used by the system to send all confirmations for registration, form submissions, and payments.*

Select an option to proceed:

- **Next**– program will proceed to the Address Information screen
- **Clear**– all fields are cleared of data

## Registration Address Information

**Division of Revenue & Enterprise Services**
**Central Forms Repository & Payment Collection System**

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## Registration

User Information | Address Information

Address Informaiton

**Mailing Address**

Address Line 1:  [Type Address Here]

Address Line 2:  [                    ]

Address Line 3:  [                    ]

City:  [Type City Here]    State:  [Select A State ▼]    Zip Code:  [Type Zip Cod]

**Billing Address** ☐ Same as Mailing Address

Address Line 1:  [Type Address Here]

Address Line 2:  [                    ]

Address Line 3:  [                    ]

City:  [Type City Here]    State:  [Select A State ▼]    Zip Code:  [Type Zip Cod]

Submit    Clear    Back

Revenue: Home | Registrations | Certifications | Tax Filings | NJBGS | Refund Policy | Contact us    Privacy Notice | Legal Statement | Accessibility Statement

In the User address tab, enter the information for the mailing address and the billing address. You will receive a notification if the information is required but not provided.

Select an opiton to proceed:

- **Submit**- You will receive a notification if required information is missing. If all information is provided, you will receive a confirmation notification on the screen, and a registration confirmation email will be sent to the email you provided.
- **Clear**- all fields are cleared of data
- **Back**- return to the previous User Information screen

Once, you enter all the neceesary informaiton, please select "Submit". The system will create a new account and transfer back to Login page.

Now, you can enter your username and password and select "Login". After account is verified, the system will transfer you to main menu .