

NJDEP Online Registration Instructions

Please follow the instructions below to set up your NJDEP Online account. These same instructions can also be downloaded on the NJDEP Online page at <http://www.njdeponline.com> by clicking the 'Registration Instructions' link.

Step 1: Request Access to NJDEP Online

1.1 Go to <http://www.njdeponline.com> and click the button labeled "Request Access to NJDEP Online."

The screenshot shows the NJDEP Online Business Portal homepage. At the top, it displays the Governor's name (Chris Christie and Kim Guadagno) and the NJ Home link. Below this is the NJDEP logo and the text "your portal to e-government services". The main content area is titled "Welcome to New Jersey Department of Environmental Protection's Online Business Portal". It provides instructions on how to access the system via the myNewJersey Portal. A section titled "NJDEP Online offers 2 different types of services, Non-registered and Registered:" lists two categories: 1. Non-registered Services (e.g., Paper Invoices, Licenses, Pesticide Registration, Waivers, Vehicle Registration Renewal) and 2. Registered Services (e.g., View Registered Services). To the right, there are sections for "Already a Registered User?" (Login to NJDEP Online, Forgot your password?) and "New User?" (Registration Instructions, Request Access to NJDEP Online). An "IMPORTANT:" note states that there is an additional fee when paying by credit card. The footer includes contact information, privacy notice, and copyright details.

1.2 Fill in the 'Contact Name', 'Organization Name', 'E-Mail Address' and 'Confirm E-Mail' fields with your information and click the "Request" button.

Version: 5.7

1. Request access to NJDEP Online 2. Link Your NJDEP Online service to your myNewJersey account 3. Use NJDEP Online Help | Login

Please provide the following information to begin setting up your NJDEP Online account

*Contact Name:	<input type="text" value="John Smith"/>
*Organization Name:	<input type="text" value="NJDEP"/>
*E-Mail Address:	<input type="text" value="John.Smith@njdep.gov"/>
*Confirm E-Mail:	<input type="text" value="John.Smith@njdep.gov"/>

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Step 2: Link NJDEP Online to Your myNewJersey Account

If you already have a myNewJersey account:

2.1 Fill out Section A with your myNewJersey 'Log On ID' and 'Password'.

2.2 Click the button labeled "Link NJDEP Online to My Account."

If you do not have a myNewJersey account:

2.1 Fill out Section B with your desired 'Log On ID', 'Password', 'Security Question' and 'Security Answer'.

2.2 Click the button labeled "Create this new myNewJersey Account and Link NJDEP Online To It."

1. Request access to NJDEP Online 2. Link Your NJDEP Online service to your myNewJersey account 3. Use NJDEP Online

Use this page to tell us about your myNewJersey account by picking one of the three choices below:

A. I already have a myNewJersey account. Link it to my NJDEP Online information:

My Log On ID is and my password is

B. I don't have a myNewJersey account yet. I'll create a new one now and link it to my NJDEP Online information:

Pick a Log On ID If you forget your password later, we'll ask you the following question. If you answer it correctly, we'll send a new password to your email address.

Pick a password Question you want us to ask

Retype your password Your answer

First name Email address

Last name Retype your email address

* All items in B are required if you're creating a new account. Your name and email address are filled in based on Step 1, but ignore them and use choice A instead if you already have a myNewJersey account.

Use choice C below if you can't remember your Log On ID - please don't create another new account.

Review your information and be sure it's correct before you click the Create Account button.

C. I already have a myNewJersey account but I can't remember what it is.
Please use the [Contact Form](#) to tell us your name and email address and a myNewJersey team member will contact you during normal business hours to help. Then you'll need to start over at step 1.

More information:

What is myNewJersey? It's a system that uses a single ID to let you access many services. If you have a business, you can access taxes, permits, payments, and other information. If you're an employee, you can get pension and payroll information, and for many departments, access your email and other resources when you're not in the office.

How does myNewJersey help me? It lets you access all of your information without having to remember separate account IDs and passwords for each service. Plus, you only have to log in once each "session" (each time you need any one of the services). You can access any other service during that same session, without having to log in again.

Why do I need myNewJersey to use NJDEP Online? NJDEP Online is the service that lets you work with your permits. myNewJersey is the system that logs you in, or "authenticates" you, to be able to access NJDEP Online and any other services you're authorized to use.

Do I have to do this each time? No, you only have to request access to NJDEP Online once, and you only have to link it to your myNewJersey account once. Each time you need to use NJDEP Online in the future, just use your myNewJersey ID and password to log in and you'll be taken to your NJDEP Online information. Creating more than one myNewJersey account is unnecessary and will cause confusion for you later.

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Step 3: Enter Contact Information and Security Details to Complete Registration

Note: The following Step 3 requirements are specific to the NJDEP Online application.

3.1 Fill in your contact information and add at least one contact number and click the “Continue” button.

The screenshot shows a web browser window with the NJDEP Online application. The page title is "NJDEP Online" and the URL is "http://www.nj.gov/dep/online". The page content includes a navigation menu with "Documents and Forms", "Non-Registered Services", and "Registered Services". A sidebar on the left lists steps: "1 - Add Contact Info", "2 - Setup Challenge Questions", "3 - Create Certification PIN", and "4 - View Facilities". The main content area is titled "CONTACT INFORMATION" and contains a form with the following fields:

- * First Name: John
- * Middle Initial:
- * Last Name: Smith
- * Title:
- * E-Mail Address: John.Smith@njdep.gov
- * Confirm E-Mail: John.Smith@njdep.gov
- * Organization Name: NJDEP
- * Organization Type: State
- * Address Line 1: 401 E. State St.
- * Address Line 2:
- * Address Line 3:
- * City: Trenton (Mercer)
- * State: New Jersey
- * Zip: 08625

Below the contact information is a section titled "CONTACT NUMBERS" with a note: "Note: At least one contact number is required." It contains a table with one row of data:

Phone Number	Type	Remove	Edit
9999999999	Work Phone Number		

At the bottom of the page, there are buttons for "Add Contact Number", "Continue", and "Clear". The footer contains copyright information for the State of New Jersey, 1996-2004, and the Department of Environmental Protection, P.O. Box 400, Trenton, NJ 08646-0400. The page was last updated on June 24, 2004.

3.2 Select a challenge question and answer for all five rows and click the “Continue” button.

Note: Each of the five challenge questions and corresponding answers must be different. Duplicates will not be accepted and will result in an error.

The screenshot shows a web browser window displaying the NJDEP online portal. The page title is "CHALLENGE/RESPONSE QUESTIONS". The main content area contains the following text:

Challenge Questions:
Please provide responses for five security questions. Select each question only one time. You cannot have the same answer to more than one question. Select another question if you have identical answers. Note that answers are NOT case sensitive:

- * Question 1: [Select] []
- * Question 2: [Select] []
- * Question 3: [Select] []
- * Question 4: [Select] []
- * Question 5: [Select] []

* Required

At the bottom right of the page, there is a "Continue" button. The footer contains the following information:

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3.3 Fill in the 'Certification PIN' and 'Retype Certification PIN' fields and click the "Continue" button.

Note: Your certification PIN can be the same as your NJDEP Online password.

The screenshot shows a web browser window with the address bar displaying "NJDEP Online". The page header includes navigation links for "home", "citizen", "business", "government", and "services A to Z", along with a search bar. The main content area is titled "CREATE A NEW CERTIFICATION PIN" and contains the following text:

Version: 5.7
Welcome MyNewJersey Portal user. Please provide the following information to create your RSP account.

CREATE A NEW CERTIFICATION PIN

Enter a new Certification PIN of your choosing in the two fields below to proceed.

The Certification PIN is used to electronically certify a permit/application/submittal. The Certification PIN is different from the password you use to log into the portal, although they may be set to the same values.

Note: The Certification PIN must be between 8 and 40 characters (inclusive), chosen from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and \).

Certification PIN is case sensitive.

Certification PIN:

Retype Certification PIN:

Buttons for "Continue" and "Clear" are located at the bottom right of the form area.

At the bottom of the page, there is a footer with the following information:

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Step 4: Access NJDEP Online

After completing the registration process you will be able to access NJDEP Online at any time by visiting <http://www.njdeponline.com> and clicking the button labeled “Login to NJDEP Online” within the blue box at the top right of the screen. NJDEP Online can also be accessed by logging into myNewJersey at <http://www.nj.gov> and clicking the ‘Login’ link near the top left of the screen.

Note: After logging in you will need to configure your Workspace in order to utilize NJDEP Online’s registered services. This includes such actions as selecting the service(s) which you intend to use, adding service specific facilities (if required), requesting or changing facility access roles, etc.

If you need further assistance, please contact us by clicking the link labeled ‘Address your comments and suggestions to us’ at the bottom of the <http://www.njdeponline.com> webpage.