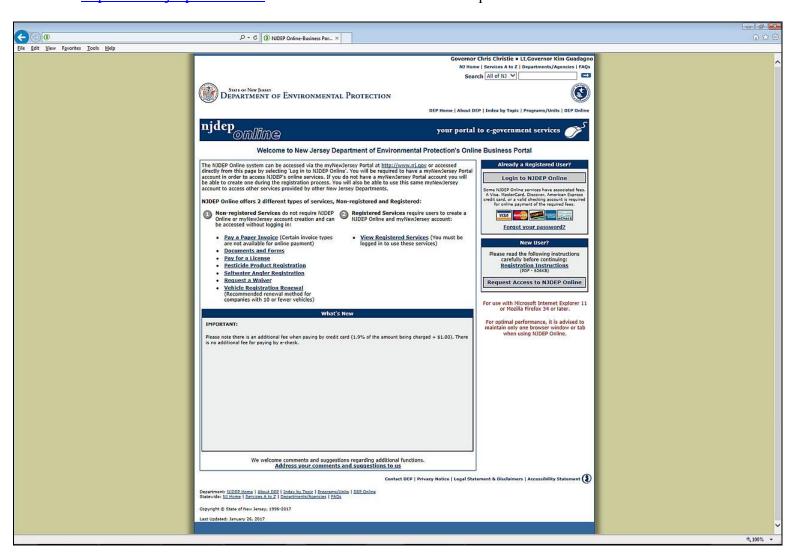
# **NJDEP Online Registration Instructions**

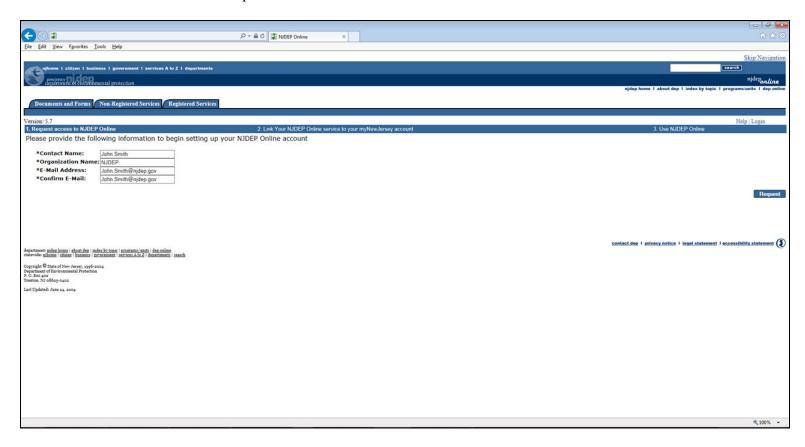
Please follow the instructions below to set up your NJDEP Online account. These same instructions can also be downloaded on the NJDEP Online page at <a href="http://www.njdeponline.com">http://www.njdeponline.com</a> by clicking the 'Registration Instructions' link.

## **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."



**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.



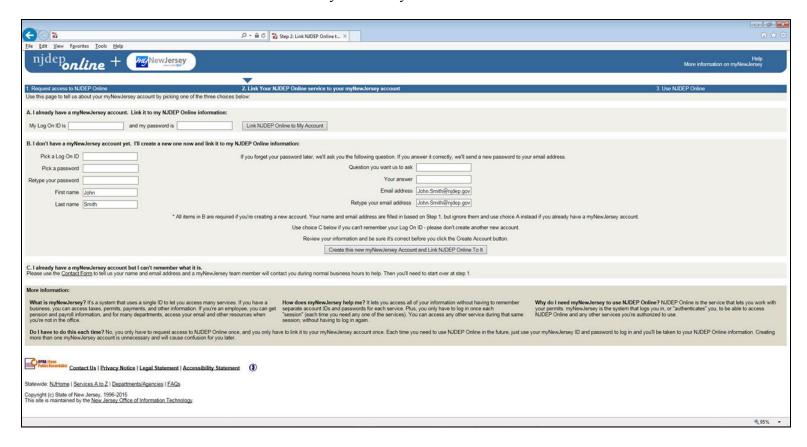
# Step 2: Link NJDEP Online to Your myNewJersey Account

## 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:

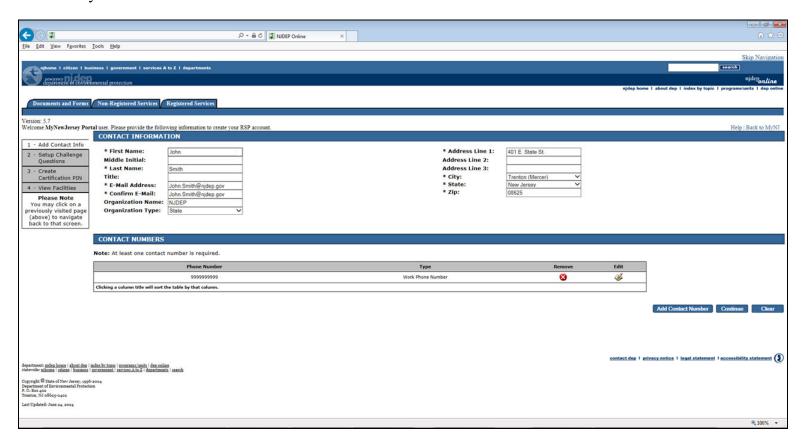
- 2.1 Fill out Section B with your desired 'Log On ID', 'Password', 'Security Question' and 'Security Answer'.
- 2.2 Click the button labeled "Create this new myNewJersey Account and Link NJDEP Online To It."



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

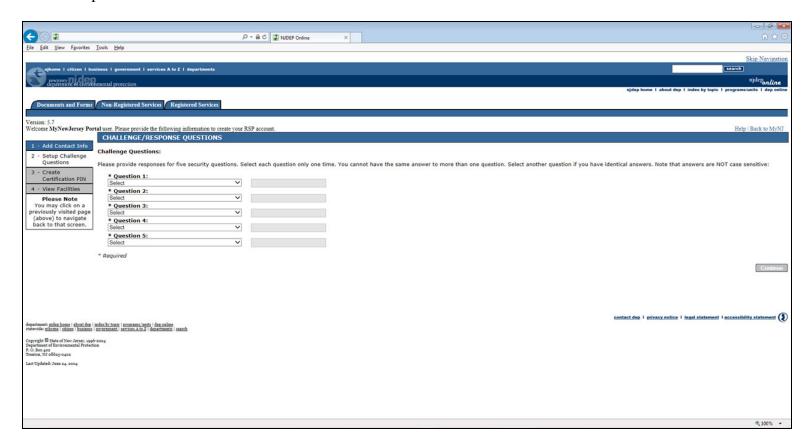
**Note:** The following Step 3 requirements are specific to the NJDEP Online application.

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



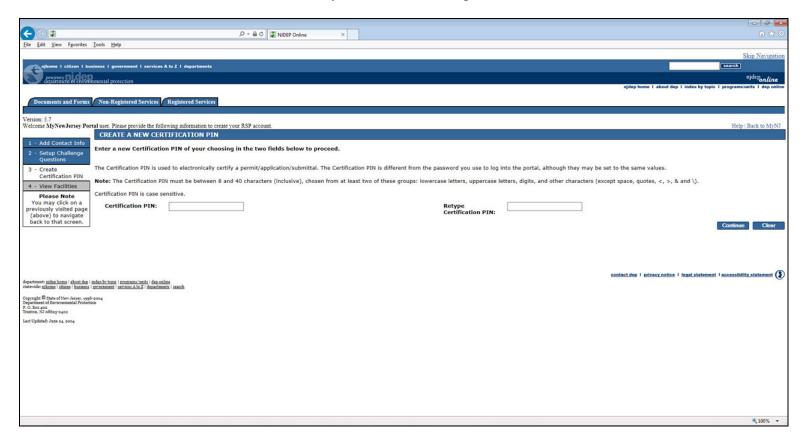
3.2 Select a challenge question and answer for all five rows and click the "Continue" button.

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



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.



## **Step 4: Access NJDEP Online**

After completing the registration process you will be able to access NJDEP Online at any time by visiting <a href="http://www.njdeponline.com">http://www.njdeponline.com</a> 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 <a href="http://www.nj.gov">http://www.nj.gov</a> 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 <a href="http://www.njdeponline.com">http://www.njdeponline.com</a> webpage.