

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, there is a navigation bar with links for Governor Chris Christie, Lt. Governor Kim Guadagno, NJ Home, Services A to Z, Departments/Agencies, and FAQs. A search bar is also present. 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 contains a welcome message, a list of services (Non-registered and Registered), and a "What's New" section. On the right side, there are links for "Already a Registered User?" (Login to NJDEP Online, Forgot your password?) and "New User?" (Registration Instructions, Request Access to NJDEP Online). The footer includes contact information, privacy notice, legal statement, and accessibility statement.

Governor Chris Christie • Lt. Governor Kim Guadagno
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DEPARTMENT OF ENVIRONMENTAL PROTECTION
DEP Home | About DEP | Index by Topic | Programs/Units | DEP Online

njdep online
your portal to e-government services

Welcome to New Jersey Department of Environmental Protection's Online Business Portal

The NJDEP Online system can be accessed via the myNewJersey Portal at <http://www.nj.gov> or accessed directly from this page by selecting 'Log in to NJDEP Online'. You will be required to have a myNewJersey Portal account in order to access NJDEP's online services. If you do not have a myNewJersey Portal account you will be able to create one during the registration process. You will also be able to use this same myNewJersey account to access other services provided by other New Jersey Departments.

NJDEP Online offers 2 different types of services, Non-registered and Registered:

- 1 Non-registered Services** do not require NJDEP Online or myNewJersey account creation and can be accessed without logging in:
 - **Pay a Paper Invoice** (Certain invoice types are not available for online payment)
 - **Documents and Forms**
 - **Pay for a License**
 - **Pesticide Product Registration**
 - **Saltwater Angler Registration**
 - **Request a Waiver**
 - **Vehicle Registration Renewal** (Recommended renewal method for companies with 10 or fewer vehicles)
- 2 Registered Services** require users to create a NJDEP Online and myNewJersey account:
 - **View Registered Services** (You must be logged in to use these services)

What's New

IMPORTANT:

Please note there is an additional fee when paying by credit card (1.9% of the amount being charged + \$1.00). There is no additional fee for paying by e-check.

We welcome comments and suggestions regarding additional functions.
[Address your comments and suggestions to us](#)

Already a Registered User?

Login to NJDEP Online

Some NJDEP Online services have associated fees. A Visa, MasterCard, Discover, American Express credit card, or a valid checking account is required for online payment of the required fees.

Forgot your password?

New User?

Please read the following instructions carefully before continuing:
[Registration Instructions](#) (PDF - 626KB)

Request Access to NJDEP Online

For use with Microsoft Internet Explorer 11 or Mozilla Firefox 34 or later.

For optimal performance, it is advised to maintain only one browser window or tab when using NJDEP Online.

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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.

home | citizen | business | government | services A to Z | departments

Search

njdepOnline

Documents and Forms | Non-Registered Services | Registered Services

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: John Smith

*Organization Name: NJDEP

*E-Mail Address: John.Smith@njdep.gov

*Confirm E-Mail: John.Smith@njdep.gov

Request

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

2. Link Your NJDEP Online service to your myNewJersey account

3. Use NJDEP Online

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

My Log On ID is and my password is [Link NJDEP Online to My Account](#)

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

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 Log On ID

Pick a password

Retype your password

First name John

Last name Smith

Question you want us to ask

Your answer

Email address John.Smith@njdep.gov

Retype your email address John.Smith@njdep.gov

* 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.

[Create this new myNewJersey Account and Link NJDEP Online To It](#)

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.

1 - Add Contact Info

2 - Setup Challenge Questions

3 - Create Certification PIN

4 - View Facilities

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

* 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

CONTACT NUMBERS

Note: At least one contact number is required.

Phone Number	Type	Remove	Edit
9999999999	Work Phone Number		

Clicking a column title will sort the table by that column.

Add Contact Number

Continue

Clear

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statewide: njdep | citizen | business | government | services A to Z | departments | search

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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 with the address bar displaying "NJDEP Online". The page header includes navigation links for "home", "citizen", "business", "government", "services A to Z", and "departments". A search bar is located in the top right corner. Below the header, there are tabs for "Documents and Forms", "Non-Registered Services", and "Registered Services". The main content area is titled "CHALLENGE/RESPONSE QUESTIONS" and contains a sidebar with a list of steps: "1 - Add Contact Info", "2 - Setup Challenge Questions", "3 - Create Certification PIN", and "4 - View Facilities". The "2 - Setup Challenge Questions" step is currently active. The main content area displays the text "Challenge Questions:" followed by instructions: "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:". Below this, there are five rows, each with a question label (e.g., "Question 1:", "Question 2:", etc.) and a dropdown menu with "Select" as the only visible option. A "Continue" button is located at the bottom right of the form. The footer of the page contains copyright information for the State of New Jersey, 1996-2004, and a last updated date of June 24, 2004.

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

CHALLENGE/RESPONSE QUESTIONS

1 - Add Contact Info
2 - Setup Challenge Questions
3 - Create Certification PIN
4 - View Facilities

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

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

Continue

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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 the NJDEP Online portal interface. At the top, there is a navigation bar with links for 'home', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and a 'Skip Navigation' link. The main content area is titled 'CREATE A NEW CERTIFICATION PIN' and includes the following text:

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

1 - Add Contact Info
2 - Setup Challenge Questions
3 - Create Certification PIN
4 - View Facilities

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

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:

[Continue](#) [Clear](#)

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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.