

Registration Steps for the New Jersey Pollutant Discharge Elimination System (NJPDES) Monitoring Report Form (MRF) Electronic Submission Service

1. Access the NJDEP Online Portal at <http://www.nj.gov/dep/online/> In the box on the right labeled **New User?** click on the **Request Access to NJDEP Online** link. This link will take you through the following steps needed to complete your setup for NJDEP Online.
2. Enter your contact information (i.e. name, organization, and email address) and click the **Request** button. Important Note: If you have an existing *myNewJersey* account, the email address entered must match the email address associated with that account.
3. Conduct the following steps to link your NJDEP Online service to your *myNewJersey* account.
 - a. If you have an existing *myNewJersey* account, please enter your *myNewJersey* log on ID and password in section A of the webpage. Click the **Link NJDEP Online to My Account** button.
 - b. If you **DO NOT** have an existing *myNewJersey* account, please complete the information in Section B of the webpage to create a *myNewJersey* account. Click the **Create this new myNewJersey Account and Link NJDEP Online To It** button.
4. In the **Add Contact Info** tab, provide the appropriate contact information. Important Note: At least one contact telephone number is required to complete this step. When finished, click the **Continue** button.
5. In the **Setup Challenge Questions** tab, select five security questions and provide their responses. When finished, click the **Continue** button.
6. In the **Create Certification PIN** tab, enter and re-enter a certification PIN that will be used for electronically certifying a MRF submission. When finished, click the **Continue** button.
7. On the **My Services** page, activate the checkbox next to the **NJPDES Monitoring Reports (DMRs, WCRs, RTRs)** service. When finished, click the **OK** button.
8. Under **My Workspace** tab, you will need to add the NJPDES permit number to your **My Facilities/Program Interests** list. Under the bar labeled **My Facilities/Program Interests** click on the **Add Facilities** button. On the **Facility Search** page, select the 3rd bullet labeled **Retrieve NJPDES Permit Numbers (Need NJDEP Program and NJPDES permit # for search)**. In the **Select NJDEP Program** dropdown, select "Water Quality". In the **Facility ID** field, enter the NJPDES Permit number (i.e. NJ or NJG in caps and then entering the remaining permit number). Important Note: DO NOT enter a value in the **Facility Name** field. When finished click the **Search** button. This will bring you to the **Facility Search Results** window and your permit. Click the box next to the facility name and click on the **Add Selected Facilities** button. Repeat this step for each NJPDES permit number.
9. For users seeking access as a Facility Administrator for a permittee's MRFs, the *NJPDES Agreement Form for Electronic Submission of Monitoring Report Forms* form (available at https://dep.nj.gov/wp-content/uploads/dwq/pdf/forms_and_checklists/form_mrf_service_agreement_form.pdf) must be completed and return to the NJDEP Permit Administration Section via mail at Mail Code 401-02B, 401 East State Street, P.O. Box 420, Trenton, NJ 08625-0420 or via email to dwq_pas@dep.nj.gov.
10. For users seeking access as a Responsible Official or General User for a permit's MRFs, please contact your existing Facility Administrator. If your Facility Administrator(s) is unknown, please use our Data Miner report located at: <https://njems.nj.gov/DataMiner/> (Search by Category -> NJPDES Permitting Program -> scroll down to "Facility Security Administrator (FSA) Search for NJDEP MRF Submission Service) to identify your Facility Administrator(s)