



NJDEP Online

Environmental Justice

Submissions

User Guide

Version 1.0

Table of Contents

- Section 1: Accessing NJDEP Online 3
- Section 2: The Online Service..... 4
 - Instructions Page..... 5
 - Submittal Name Page..... 5
 - Submission Type Selection Page..... 6
 - Contacts Page 8
 - Attachment Upload Page..... 9
 - Certification Page 11
 - Summary Page..... 12
 - After Submission 13

Table of Figures

| | |
|--|----|
| Figure 1 – Login..... | 3 |
| Figure 2 – Configure Services..... | 4 |
| Figure 3 – Service Selection | 4 |
| Figure 4 – EJ Submissions Link | 4 |
| Figure 5 – Page Navigation Area | 5 |
| Figure 6 – Instructions Page..... | 5 |
| Figure 7 – Application Name..... | 6 |
| Figure 8 – Submittal/Submission Name Page | 6 |
| Figure 9 – Submission Type Selection Page, Before Selection..... | 7 |
| Figure 10 – Submission Type Selection Page, After Selection | 7 |
| Figure 11 – Submission Type Selection Page, Select from Results..... | 7 |
| Figure 12 – Contacts Page..... | 8 |
| Figure 13 – Missing Required Information..... | 9 |
| Figure 14 – Attachment Upload Page..... | 9 |
| Figure 15 – Add Attachment | 9 |
| Figure 16 – Attachment Details, Allowed Extensions | 10 |
| Figure 17 – Attachment Details, Before Uploading File | 10 |
| Figure 18 – Attachment Details, After Uploading File | 11 |
| Figure 19 – Certification Page | 11 |
| Figure 20 – Challenge/Response Question Answer Entry | 12 |
| Figure 21 – Challenge/Response Question | 12 |
| Figure 22 – Certification PIN | 12 |
| Figure 23 – Submittal Summary Screen..... | 13 |
| Figure 24 – Completed Submission | 13 |

Section 1: Accessing NJDEP Online

To access the service, click on the following link: [NJDEP Online](https://www.nj.gov/dep/online). Alternatively, You can type the following into your internet browser address bar: <https://www.nj.gov/dep/online>.

If you do not have access to NJDEP Online you can find sign-up instructions [here](#).

Enter your **User ID** and **Password** in the **Login** section of the screen, then click on the **Login** button.

Figure 1 – Login

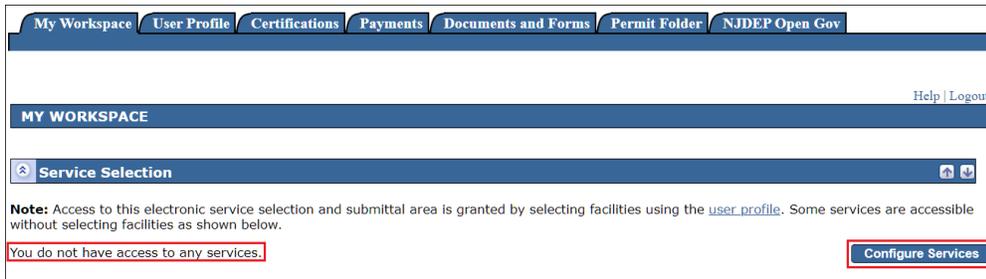
The screenshot shows the NJDEP Online login interface. At the top, there is a navigation bar with links for 'njhome', 'citizen', 'business', 'government', 'services A to Z', and 'departments'. Below this is a search bar and the NJDEP logo. A secondary navigation bar includes 'njdep home', 'about dep', 'index by topic', 'programs/units', and 'dep online'. A main menu contains 'My Workspace', 'User Profile', 'Certifications', 'Payments', 'Documents and Forms', 'Permit Folder', and 'NJDEP Open Gov'. The main content area is divided into 'WELCOME' and 'LOGIN' sections. The 'WELCOME' section has two columns: 'Non Registered Services' (with links for paying bills, creating accounts, and retrieving passwords) and 'Registered Services' (with links for applying for permits, notifications, and monitoring results). The 'LOGIN' section contains a red-bordered box with 'User ID' (kanselmo1), 'Password' (masked with dots), and a 'Login' button. Below the login box are links for 'Create a new account' and 'Forgot my password'. The page ends with a 'HIGHLIGHTS' section.

You may see a message screen after logging in with important notes about the system. After reading it, click on the **Continue** button in the bottom right corner of the screen to proceed.

If you see the **EJ Submissions** service link in your **My Workspace** area (see Figure 3 below), go to Section 2 in this document.

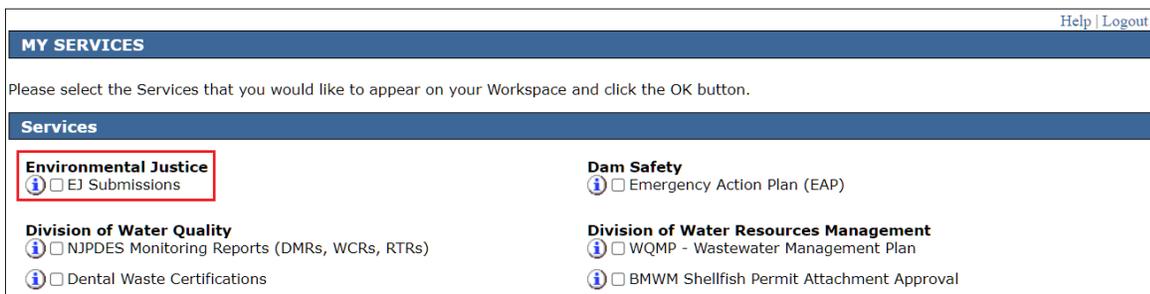
If you do not see the **EJ Submissions** service link in your workspace, click on the **Configure Services** button in the lower right corner of the **Service Selection** area of the screen (see Figure 2 below) and proceed with the remainder of the steps in Section 1.

Figure 2 – Configure Services



On the next screen, under the **Services** heading, check the box next to **EJ Submissions** below the **Environmental Justice** heading to select it. Then, scroll down to the bottom of the page and click on the **OK** button located in the lower right corner of the screen.

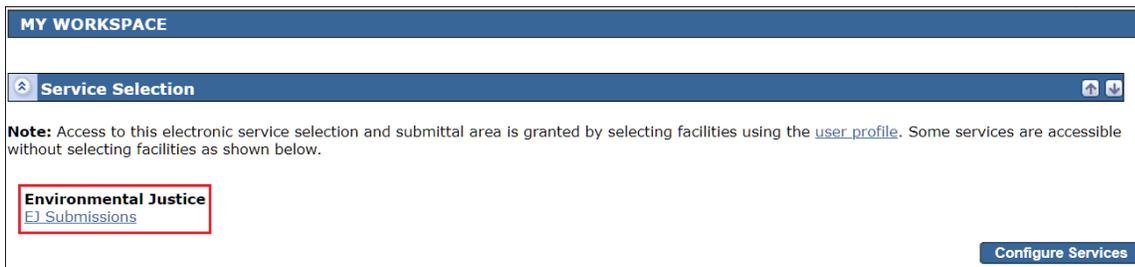
Figure 3 – Service Selection



Section 2: The Online Service

On the **My Workspace** tab in the **Service Selection** area, click on the **EJ Submissions** link below the **Environmental Justice** heading to navigate to the online service.

Figure 4 – EJ Submissions Link



The service is organized into several screens or pages, each serving a specific purpose, such as to provide the Department with all necessary contact information. You must complete each page in the order they appear in the numbered page navigation area down the left side of the screen. Click on the page name to return to a previous page.

Figure 5 – Page Navigation Area

Instructions Page

The first page contains important information about the service, as well as instructions for completing a submission. After reading the information on this page, click on the **Continue** button to proceed.

Figure 6 – Instructions Page

Submittal Name Page

The information entered on this screen is solely for the user. The data you enter into the required **Submission/Project Name** field on this page will later appear in your **My Workspace** screen under the **My Services - In Progress** and/or **My Services -Submitted** areas as the "Application Name." (See example in Figure 7 below.) If you have filed or will file multiple applications or other submissions through NJDEP Online, this name will help you locate a specific submission on the **My Workspace** screen. Therefore, it is important you create a

unique name for each application and submission that you file. This name could be a client's name, the site address, the name of the document you are submitting, or anything else that will help you identify the specific submission.

Figure 7 – Application Name

My Services - In Progress

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

| ID | Application Name | Facility Name | Description | Status | Created Date | Last Modified Date | Summary | History | Cancel |
|--------|-------------------------|---------------|--|------------------------|--------------|--------------------|---------|---------|--------|
| 874141 | EJ 1234567 | | Environmental Justice Facility Submittal | Awaiting Certification | 02/15/2023 | 02/15/2023 | | | |
| 874138 | ABCDEF | | Environmental Justice Facility Submittal | In-Progress | 02/15/2023 | 02/15/2023 | | | |
| 874135 | KA Test EJ Submission 2 | | Environmental Justice Facility Submittal | In-Progress | 02/14/2023 | 02/15/2023 | | | |
| 874134 | KA Test EJ Submission 2 | | Environmental Justice Facility Submittal | In-Progress | 02/14/2023 | 02/14/2023 | | | |

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

My Services - Submitted

Note: If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to njdeponlinesupport@dep.nj.gov for assistance. Please include the Service ID number of the failed submittal in the message.

| ID | Application Name | Facility Name | Description | Status | Created Date | Last Modified Date | Summary | History | PDF |
|--------|------------------|---------------|--------------|-----------------------|--------------|--------------------|---------|---------|-----|
| 874142 | XYZ Project | | NDEP Project | Submission Successful | 02/15/2023 | 02/15/2023 | | | |

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

Note: You cannot change the **Submission/Project Name** (a.k.a. Application Name) once the submission is complete.

The **Submittal/Submission Name** page also includes an optional **Comments** box where you can enter text to briefly describe the proposed project or submission. When done, click on the **Continue** button to move to the next page.

Figure 8 – Submittal/Submission Name Page

SUBMISSION NAME Help | Logout

1 - Instructions

2 - Submittal Name

3 - Submission Type Selection

4 - Contacts

5 - Attachment Upload

6 - Submission Confirmation

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

This information is for you to identify this submission. The name you enter will appear on your "My Workspace" screen as the "Application Name." If you have filed or will file multiple applications or other submissions through DEP Online, this name will help you locate this specific submission on the My Workspace screen. Therefore, it is important that you create a unique name for each application and submission that you file. This name could be a client's name, the site address, the name of the document you are submitting, or anything else that will help you identify the specific submission. You cannot change this name once the submission is complete.

***Submission/Project Name:**

Comments:

* Required

[Continue](#)

Submission Type Selection Page

This screen is used to search for your Project ID, which can be found on your email or correspondence from DEP. Call the Office of Permitting & Project Navigation at (609)-292-3600 if you do not know your Project ID to obtain it.

To begin, click on the radio button next to **NJDEP Project**.

Figure 9 – Submission Type Selection Page, Before Selection

Help | Logout

SUBMISSION TYPE SELECTION

1 - Instructions
2 - Submittal Name
3 - Submission Type Selection
4 - Contacts
5 - Attachment Upload
6 - Submission Confirmation

Your Project ID may be found on your email or correspondence from DEP. It will be a series of numbers (length 8-10 digits). If you do not know your Project ID, call The **Office of Permitting & Project Navigation at (609)-292-3600**. Once you enter your Project ID, click search and then click the select radio button.

NJDEP Project

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

Continue

Enter your **NJDEP Project ID** into the text box that appeared below NJDEP Project, then click on the **Search** button.

Figure 10 – Submission Type Selection Page, After Selection

Help | Logout

SUBMISSION TYPE SELECTION

1 - Instructions
2 - Submittal Name
3 - Submission Type Selection
4 - Contacts
5 - Attachment Upload
6 - Submission Confirmation

Your Project ID may be found on your email or correspondence from DEP. It will be a series of numbers (length 8-10 digits). If you do not know your Project ID, call The **Office of Permitting & Project Navigation at (609)-292-3600**. Once you enter your Project ID, click search and then click the select radio button.

NJDEP Project

Enter your NJDEP Project ID: **Search**

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

Continue

Your project information should appear in the newly displayed **NJDEP Project Search Results** area of the page. Locate your project, select the radio button next to it, then click on the **Continue** button.

Figure 11 – Submission Type Selection Page, Select from Results

Help | Logout

SUBMISSION TYPE SELECTION

1 - Instructions
2 - Submittal Name
3 - Submission Type Selection
4 - Contacts
5 - Attachment Upload
6 - Submission Confirmation

Your Project ID may be found on your email or correspondence from DEP. It will be a series of numbers (length 8-10 digits). If you do not know your Project ID, call The **Office of Permitting & Project Navigation at (609)-292-3600**. Once you enter your Project ID, click search and then click the select radio button.

NJDEP Project

Enter your NJDEP Project ID: **Search**

NJDEP Project Search Results

| Select | Project ID | Project Name | Project Class | Project Type |
|----------------------------------|------------|-------------------------------------|---------------------|--------------------------|
| <input checked="" type="radio"/> | 27059499 | DEP TEST PROJECT-TRENTON< MERCER CO | Env Justice Project | Env Justice Requirements |

Continue

Contacts Page

The **Contacts** page is used to enter information for the person submitting the additional documentation - the **Submitter**. Anyone involved in the project can submit additional documentation. It does not need to be submitted by a specific individual.

On this page, enter information into all of the required fields under the **Submitter** heading. Required fields are marked with an asterisk (*). At least one phone number is required. To add more than one number, click on the **Add Number** button, which is located on the left side of the screen, under the phone number area. When finished entering the contact information, click on the **Continue** button located near the bottom right corner of the page.

Figure 12 – Contacts Page

The screenshot displays the 'Contacts' page with a navigation sidebar on the left and a main form area. The sidebar includes steps 1 through 6, with '4 - Contacts' highlighted. The main form area is titled '1. Submitter' and contains a 'Note' about replacing contact information, a 'Save to My Favorite Contacts' checkbox, and a dropdown for 'Insert From Existing Contact(s)'. The form fields are organized into two columns. The left column includes fields for *First Name (Karen), *Middle Initial (X), *Last Name (Anselmo), Title, *E-Mail Address (kxa@yahoo.com), *Confirm E-Mail (kxa@yahoo.com), *Organization Name (DEP_DOIT), and *Organization Type (State - DEP only). The right column includes fields for *Address Line 1 (1 Main Street), Address Line 2, Address Line 3, *County (Mercer), *City (Yardville (Mercer)), *State (New Jersey), and *Zip Code (08620). Below these fields is a note: '* At least 1 phone number is required.' and a table for phone numbers. The table has columns for *Type, *Contact Number (must be 10 digits), Extension, Comments, and Remove. One row is filled with 'Work Phone Number', '(609) 555-5666', and empty cells for Extension, Comments, and Remove. An 'Add Number' button is located below the table. At the bottom of the form, there is a '* Required' note and a final note: 'Note: Please enter contact information on ALL required tabs before clicking Continue.' with 'Save' and 'Continue' buttons.

1 - Instructions
2 - Submittal Name
3 - Submission Type Selection
4 - Contacts
5 - Attachment Upload
6 - Submission Confirmation

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

Contacts Help | Logout

1. Submitter

Note: Selecting an option below will replace all information for this contact. Save to My Favorite Contacts
Insert From Existing Contact(s)...

*First Name: Karen
*Address Line 1: 1 Main Street
*Middle Initial: X
Address Line 2:
*Last Name: Anselmo
Address Line 3:
Title:
*E-Mail Address: kxa@yahoo.com
*County: Mercer
*Confirm E-Mail: kxa@yahoo.com
*City: Yardville (Mercer)
*Organization Name: DEP_DOIT
*State: New Jersey
*Organization Type: State - DEP only
*Zip Code: 08620

* At least 1 phone number is required.

| *Type | *Contact Number (must be 10 digits) | Extension | Comments | Remove |
|-------------------|-------------------------------------|-----------|----------|--------|
| Work Phone Number | (609) 555-5666 | | | |

Add Number

* Required

Note: Please enter contact information on ALL required tabs before clicking Continue.

Save Continue

If you do not enter information in all of the required fields, the system will display information in text at the top of the screen, under the **Contacts** heading, to indicate what fields must be completed. (See Figure 13 for an example.) Complete entering data into the fields noted and then click on the **Continue** button again.

Figure 13 – Missing Required Information

| | |
|--|--|
| 1 - Instructions | Contacts <ul style="list-style-type: none">1. Submitter: Address Line 1 is required.1. Submitter: Organization Type is required.1. Submitter: Zip Code is required. |
| 2 - Submittal Name | |
| 3 - Submission Type Selection | |
| 4 - Contacts | |
| 5 - Attachment Upload | |
| 6 - Submission Confirmation | |
| Please Note You may click on a previously visited page (above) to navigate | 1. Submitter Note: Selecting an option below will replace all information for the contact. Insert From Existing Contact(s)... |

Attachment Upload Page

On this page you will add all documentation you want to include with your submittal. You can upload multiple documents during one submission, but you must add a separate row for each attachment. A minimum of one attachment is required.

Figure 14 – Attachment Upload Page

| | |
|---|---|
| 1 - Instructions | ATTACHMENT UPLOAD <p>There are no pre-defined attachments associated with your service, however, for your service to be submitted a minimum of one attachment is required. A list of attachments can be found in the dropdown "Add Attachment" located below.</p> <p>To add attachments please select from the Add Attachment dropdown below and click the 'Add Attachment' button. Click on the attachment type & then click the Add Attachment Button. A table listing your attachment type will be generated.</p> <p>Click the "Browse" button under the "Upload File Name" column to search your computer for the file you wish to attach. Click the button labeled "Open" to upload the selected file. The file will take a moment to upload--the larger the file, the longer it will take to upload. This may take several minutes for large files. The "Browse" button will disappear when the file has finished uploading, and will be replaced by the file name, and a green circle with a check will appear under the "Status" column. Then, repeat for the other rows.</p> <p>There are currently no required attachments associated with your service. To add attachments please select from the Add Attachment dropdown below and click the 'Add Attachment' button.</p> <p>* Required</p> <p>How do I upload a File?</p> <p>Add Attachment...</p> <p>Add Attachment</p> <p>Continue</p> |
| 2 - Submittal Name | |
| 3 - Submission Type Selection | |
| 4 - Contacts | |
| 5 - Attachment Upload | |
| 6 - Submission Confirmation | |
| Please Note You may click on a previously visited page (above) to navigate back to that screen. | |

To add an attachment, click on the arrow in the drop-down box to see a list of options. (See the arrow labeled 1 in Figure 15.) Select an attachment type from the list, then click on the **Add Attachment** button located below the drop-down field. (See the arrow labeled 2 in Figure 15.)

Figure 15 – Add Attachment

| |
|---|
| How do I upload a File? |
| Add Attachment...  |
| Add Attachment |

A table will display in the of the middle of screen after you click on the **Add Attachment** button. It contains details about the attachment type you selected in the previous step. Pay particular attention to the information in the column labeled **Allowed Extensions**. This area lists the types of files allowed for the attachment type you selected.

Figure 16 – Attachment Details, Allowed Extensions

ATTACHMENT UPLOAD

There are no pre-defined attachments associated with your service, however, **for your service to be submitted a minimum of one attachment is required.** A list of attachments can be found in the dropdown "Add Attachment" located below.

To add attachments please select from the Add Attachment dropdown below and click the 'Add Attachment' button. Click on the attachment type & then click the Add Attachment Button. A table listing your attachment type will be generated.

Click the "Browse" button under the "Upload File Name" column to search your computer for the file you wish to attach. Click the button labeled "Open" to upload the selected file. The file will take a moment to upload--the larger the file, the longer it will take to upload. This may take several minutes for large files. The "Browse" button will disappear when the file has finished uploading, and will be replaced by the file name, and a green circle with a check will appear under the "Status" column. Then, repeat for the other rows.

| Attachment Type | Attachment Description | Allowed Extensions | Upload File Name | *Document Type | *Sub-Doc Type | *Document Date (MM/DD/YYYY) | Status | File Size (MB) | Remove |
|-----------------------------|-----------------------------|--------------------------------|------------------|----------------|----------------|-----------------------------|--------|------------------------|--------|
| EJ Revised Public Notice(s) | EJ Revised Public Notice(s) | pdf, ppt, pptx, doc, docx, jpg | Browse... | Correspondence | Correspondence | 02/14/2023 | | 0 | ✖ |
| | | | | | | | | Total Uploaded: | 0 MB |

* Required

[How do I upload a File?](#)

Add Attachment...

Add Attachment

Continue

Click on the **Browse** button located in the **Uploaded File Name** column to find the file you want to upload from your computer. Click on the file to upload it.

Figure 17 – Attachment Details, Before Uploading File

ATTACHMENT UPLOAD

There are no pre-defined attachments associated with your service, however, **for your service to be submitted a minimum of one attachment is required.** A list of attachments can be found in the dropdown "Add Attachment" located below.

To add attachments please select from the Add Attachment dropdown below and click the 'Add Attachment' button. Click on the attachment type & then click the Add Attachment Button. A table listing your attachment type will be generated.

Click the "Browse" button under the "Upload File Name" column to search your computer for the file you wish to attach. Click the button labeled "Open" to upload the selected file. The file will take a moment to upload--the larger the file, the longer it will take to upload. This may take several minutes for large files. The "Browse" button will disappear when the file has finished uploading, and will be replaced by the file name, and a green circle with a check will appear under the "Status" column. Then, repeat for the other rows.

| Attachment Type | Attachment Description | Allowed Extensions | Upload File Name | *Document Type | *Sub-Doc Type | *Document Date (MM/DD/YYYY) | Status | File Size (MB) | Remove |
|-----------------------------|-----------------------------|--------------------------------|------------------|----------------|----------------|-----------------------------|--------|------------------------|--------|
| EJ Revised Public Notice(s) | EJ Revised Public Notice(s) | pdf, ppt, pptx, doc, docx, jpg | Browse... | Correspondence | Correspondence | 02/14/2023 | | 0 | ✖ |
| | | | | | | | | Total Uploaded: | 0 MB |

* Required

[How do I upload a File?](#)

Add Attachment...

Add Attachment

Continue

The **Browse** button will be replaced with the name of the file you uploaded. A green check mark will also appear in the **Status** column to let you know the file was successfully uploaded.

Figure 18 – Attachment Details, After Uploading File

Help | Logout

ATTACHMENT UPLOAD

1 - Instructions

2 - Submittal Name

3 - Submission Type Selection

4 - Contacts

5 - Attachment Upload

6 - Submission Confirmation

There are no pre-defined attachments associated with your service, however, **for your service to be submitted a minimum of one attachment is required.** A list of attachments can be found in the dropdown "Add Attachment" located below.

To add attachments please select from the Add Attachment dropdown below and click the 'Add Attachment' button. Click on the attachment type & then click the Add Attachment Button. A table listing your attachment type will be generated.

Click the "Browse" button under the "Upload File Name" column to search your computer for the file you wish to attach. Click the button labeled "Open" to upload the selected file. The file will take a moment to upload--the larger the file, the longer it will take to upload. This may take several minutes for large files. The "Browse" button will disappear when the file has finished uploading, and will be replaced by the file name, and a green circle with a check will appear under the "Status" column. Then, repeat for the other rows.

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

| Attachment Type | Attachment Description | Allowed Extensions | Upload File Name | *Document Type | *Sub-Doc Type | *Document Date (MM/DD/YYYY) | Status | File Size (MB) | Remove |
|--------------------------|--------------------------|--------------------------------|-----------------------|----------------|-----------------|-----------------------------|--------|------------------------|---------|
| EJ Compliance Statements | EJ Compliance Statements | pdf, doc, docx, jpg, zip, xlsx | My Test Word Doc.docx | Compliance Doc | Compliance Docs | 02/15/2023 | | 0.01 | |
| | | | | | | | | Total Uploaded: | 0.01 MB |

* Required

[How do I upload a File?](#)

Add Attachment...

Add Attachment

Continue

Repeat the above process for each attachment are you want to upload. After all documents have been added click on the **Continue** button.

Note: Large files may take several minutes to upload. Also, if you do not see an attachment type that matches the type of file you want to upload, then select **Other** to upload any type of file.

Certification Page

This page is where you certify that the information you provided in your submission is true, accurate, and complete. It contains multiple parts. The top two areas contain important information about certification. The bottom two require input from you.

Figure 19 – Certification Page

Help | Logout

SERVICE CERTIFICATION

1 - Instructions

2 - Submittal Name

3 - Submission Type Selection

4 - Contacts

5 - Attachment Upload

6 - Certification

7 - Submission Confirmation

Please note that your Certification PIN and your Password are two different things. It is possible that you have made your Certification PIN and your Password identical values. If you have forgotten what your Certification PIN is, click on the "Forgot Certification PIN" button below and you can then create a new one.

WARNING: After clicking "Certify" a Summary page will appear. To ensure a successful submission, wait for the Summary page to appear, then scroll to the bottom and click "Return" before exiting the browser or clicking on any tabs.

Certification by Access Type: General

| Service ID | Submittal Type | Creation Date | View |
|------------|--|---------------|------|
| 874142 | Environmental Justice - EJ Submissions - NJDEP Project | 02/15/2023 | |

Name of Certifying Party: Karen Anselmo
User ID of Certifying Party: KANSELM01

Challenge/Response Question

Prior to certifying your submission, you must answer the following Question correctly:

***What is your mother's middle name?** (Not Case Sensitive)

Submit

Cancel

Forgot Challenge Q/A

Certification PIN

***Certification PIN:** (Case-Sensitive)

* Required

Certify

Forgot Certification PIN

Cancel

Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.

In the **Challenge/Response Question** area, enter your answer to the question that appears on the screen. **Note:** Providing the answer to this question was part of the process you completed when you obtained access to NJDEP Online.

Figure 20 – Challenge/Response Question Answer Entry

Challenge/Response Question

Prior to certifying your submission, you must answer the following Question correctly:

*What is your mother's middle name? (Not Case Sensitive) **Submit** **Cancel** **Forgot Challenge Q/A**

A message will appear in the **Service Certification** area at the top of the screen indicating if or your entry matches the answer on file. If you correctly answered your challenge question, proceed to the next step, which is entering your PIN.

Figure 21 – Challenge/Response Question

SERVICE CERTIFICATION [Help](#) | [Logout](#)

You have correctly answered your challenge. Please enter your PIN now to sign.

Please note that your Certification PIN and your Password are two different things. It is possible that you have made your Certification PIN and your Password identical values. If you have forgotten what your Certification PIN is, click on the "Forgot Certification PIN" button below and you can then create a new one.

WARNING: After clicking "Certify" a Summary page will appear. To ensure a successful submission, wait for the Summary page to appear, then scroll to the bottom and click "Return" before exiting the browser or clicking on any tabs.

Note: If you do not remember your answer to the challenge question, click on the **Forgot Challenge Q/A** button and follow the reset instructions on the screen.

Enter your **Certification PIN** in the box in the **Certification PIN** area of the screen, then click on the **Certify** button. **Note:** Do not hit the Enter key on your keyboard after entering your PIN.

Figure 22 – Certification PIN

Certification PIN

*Certification PIN: (Case-Sensitive)

* Required

Certify **Forgot Certification PIN** **Cancel**

Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.

If you do not remember your PIN, click on the **Forgot Certification PIN** button, and then follow the instructions on the next screen.

Summary Page

After you complete all of the certification steps described above you will get see an EJ Project Submittal Project screen.

Figure 23 – Submittal Summary Screen

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

myNJonline

My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder

EJ PROJECT SUBMITTAL SUMMARY

Service Specific Information

Service ID: 1070238
 Application Name: XYZ Project
 Comments: yuyjyjd
 Type of Submission: NJDEP Project

NJDEP Project ID

Project ID: 29046153
 Project Name: Camden Co Resource Recovery-Camden, Camden Co
 Project Class: Env Justice Project
 Project Type: Env Justice Requirements

Contacts

Name: Mary Nicole
 Title: Submitter
 Contact Type: DEP
 Organization Name: Partnership
 Organization Type: Partnership
 E-Mail: mxa@yahoo.com
 Phone: (609) 644-3333 (Work Phone Number)
 (609) 789-1551 x654 (Cell Phone Number) - PM only
 Contact Address: 1 Main Street
 Yardville, New Jersey 12345

Attachment Specific Information

| Attachment Name | File Name | Document Type | Sub Doc Type | Document Date |
|------------------|----------------------|----------------|----------------|---------------|
| 11 Public Notice | 10_101 Word Doc.docx | Compliance Doc | Compliance Doc | 02/17/2023 |

Certification

Certifier: Karen Anselmo
 Certifier ID: KANSELM01
 Challenge/Response Question: What is your mother's maiden name?
 Challenge/Response Answer: *****
 Certification PIN: *****
 Date/Time of Certification: 02/17/2023 10:33

I certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information.

Karen Anselmo
 General 02/17/2023
 Date

Return

After Submission

Your completed submission will appear in the My Workspace tab, under **My Services Submitted**.

Figure 24 – Completed Submission

My Services - Submitted

Note: If the status of your service is "Submission Failed - Please contact DEP," please send an e-mail to njdep.onlinesupport@dep.nj.gov for assistance. Please include the Service ID number of the failed submittal in the message.

| ID | Application Name | Facility Name | Description | Status | Created Date | Last Modified Date | Summary | History | PDF |
|--------|------------------|---------------|---------------|-----------------------|--------------|--------------------|---------|---------|-----|
| 874142 | XYZ Project | | NJDEP Project | Submission Successful | 02/15/2023 | 02/15/2023 | | | |
| 874141 | EJ 1234567 | | NJDEP Project | Submission Successful | 02/15/2023 | 02/15/2023 | | | |
| 874138 | ABCDEF | | NJDEP Project | Migration in Progress | 02/15/2023 | 02/15/2023 | | | |

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