

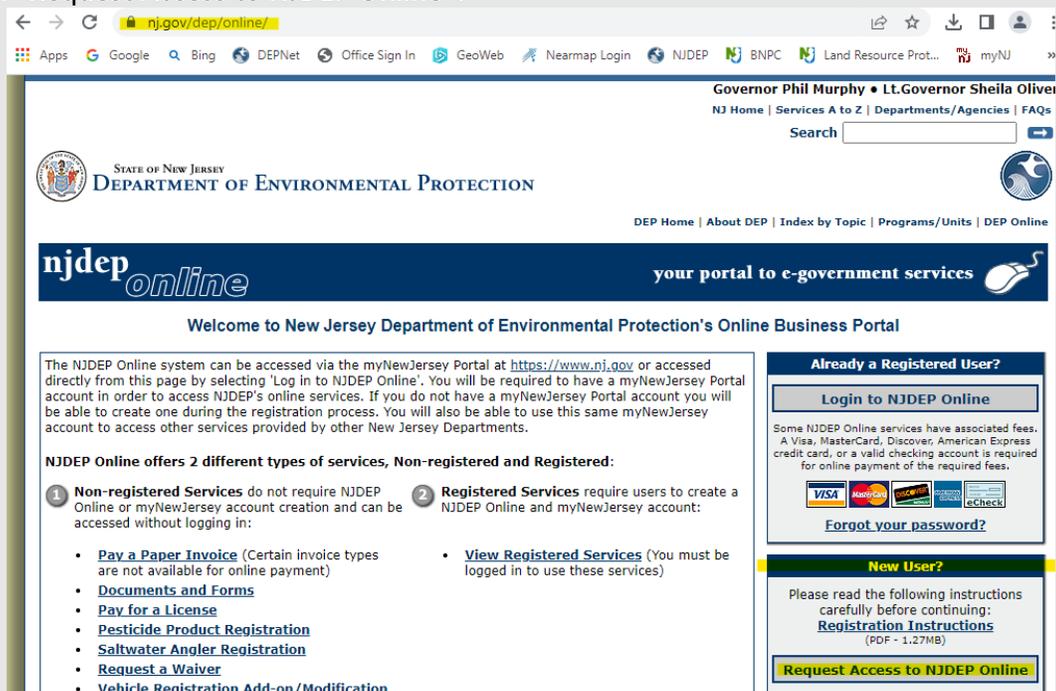
Stormwater Document Submittal Service Guide:

How to Submit Stormwater Permit Documents to NJDEP

New Users – First Step: Register for NJDEP Online

Note: If you have already created an account to submit Annual Reports or monitoring data for a stormwater permit, please skip ahead to the Returning Users section.

1. Navigate to the DEP's main webpage (<https://www.nj.gov/dep/>). Scroll down the webpage and click the "DEP Online" link on the left side. You can also access the NJDEP Online portal directly from <http://www.nj.gov/dep/online/>. On the right-hand side of this page, in the box labeled "New User?" click on "Request Access to NJDEP Online".



2. Fill in your information for contact name, organization name, and email address, then click the "Request" button.

Note: Completion of the registration process will time-out after approximately 5 minutes, which will result in issues associated with the email entered on this screen. If you have entered your email and the screen times out, email PortalComments@dep.nj.gov. Within your email, include the email address you entered, and your Logon ID for myNewJersey, if available, so NJDEP staff can work to quickly resolve the issue.

3. The next page will link your new NJDEP Online account to your myNewJersey account.
 - a. If you have an existing myNewJersey account, fill out Section A of the page with your logon ID and password, then click "Link NJDEP Online to My Account".
 - b. If you **DO NOT** have a myNewJersey account, fill out Section B and click "Create this new myNewJersey Account and Link NJDEP Online to It".

4. The next page will ask you to fill in your contact information on the “Add Contact Info” screen. You must provide a contact number by clicking the “Add Contact Number” button. Fill in the correct contact number information and hit “Save,” then click “Continue”.
5. You will then be asked to select and answer five (5) security questions on the “Setup Challenge Questions” screen. **Be sure to record your answers as you will need them later to submit your Stormwater Documents.** Click on the “Continue” button.
6. The “Create Certification PIN” screen will have you create a certification PIN to electronically certify applications in the system. **Certification PINs can be the same as your password for myNewJersey.** Once completed, click on the “Continue” button.
7. You will then be brought to the “My Services” selection screen. Click on the box for “Stormwater Document Submittal” under the Division of Water Quality, then click the “OK” button at the bottom.
8. Under the “My Workspace” tab, you will need to add your facilities 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 enter the remaining permit number) and click “Search.” You can also search for facilities using the “Facilities Name” field, although the search results may not be as accurate. Click the box next to the correct facility name and click on the “Add Selected Facilities” button.

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Edit Personal Info | Change Cert PIN | Edit Facility Selection | Favorite Contacts | Security Administration

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FACILITY SEARCH

1 - Specify Search Criteria

2 - Select Facilities

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

In most cases your Program Interest Number is your Facility ID.

Users adding NJPDES Permits to their profile should do so by selecting the "Water Quality" value from the NJDEP Program option. The user should then enter the NJPDES permit number they wish to add to their profile in the "Facility ID" field and click on the Search button.

Pick the search you want to perform:

- Retrieve only those facilities that match the search criteria (Need facility ID or name for search)
- Retrieve the sites and all of the site's facilities that match the search criteria (Need facility ID or name for search)
- Retrieve NJPDES Permit Numbers (Need NJDEP Program and NJPDES permit # for search)**
- Retrieve the facilities that are associated with an Alternate ID
- Retrieve all Program Interest records for a specific NJDEP Program Interest Type (No facility ID or name needed for search)

(Optional) Select NJDEP Program: Water Quality

Enter either a **Facility ID** or a **Facility Name** (if searching by Alternate ID, enter as the Facility ID):

Facility ID: (For NJPDES Facilities Use The NJPDES Permit Number)

Facility Name:

9. Congratulations on successfully registering for NJDEP Online! You are now ready to complete and submit your Stormwater Documents.

Returning Users - First Step: Log In

1. If you have a myNewJersey account set up and linked to your NJDEP Online account, you can use the New Jersey State Home Page to login and access your account (<https://www.nj.gov/>). Once logged in to myNewJersey, click the “DEP Online Services” link on the left side of the page.

Note: You can also access the NJDEP Online page (<http://www.nj.gov/dep/online/>) by using the Login to NJDEP Online button under “Already a registered user?” box on the right.

2. You will be brought to the “My Workspace” page of the DEP Online Service Portal. Follow the instructions below if you need to add a new facility to your “My Workspace” page. If this is your first time using the submittal service, you will have to add it to your Service Selection by:
 - Click the blue “Configure Services” button under the “Service Selection” section
 - On the right side of the screen under “Division of Water Quality” click the checkbox for “Stormwater Document Submittal”
 - Scroll to the bottom of the page and click “OK”
 - You will be taken back to the “My Workspace” page where you will now see the “Stormwater Document Submittal” service in your Service Selection grid. Click the “Stormwater Document Submittal” link to continue.

Note: You only need to add the “Stormwater Document Submittal” to your Service Selection once. This option will now be available for submittals going forward.

How to Submit Stormwater Documents

1. Log on to your NJDEP Online account. It will open to the “My Workspace” tab.

2. Navigate to the “Service Selection” section and click the Division of Water Quality “Stormwater Document Submittal” link.



*If you are not seeing the “Stormwater Document Submittal” link, you need to add the Stormwater Document Submittal Service to your “My Workspace” screen by completing the following:

- Click the blue “Configure Services” button under the “Service Selection” section
- On the right side of the screen under “Division of Water Quality” click the checkbox for “Stormwater Document Submittal”
- Scroll to the bottom of the page and click “OK”
- You will be taken back to the “My Workspace” page where you will now see the “Stormwater Document Submittal” service in your Service Selection grid. Click the “Stormwater Document Submittal” link to continue.

3. You are now on the “Instructions Page” screen. This screen details the intended use of this service. This service is not to be used for submitting NJPDES Stormwater Applications, such as an individual or general stormwater permit or a grant application. Click the “Continue” button at the bottom of the page.

4. You are now on the “Submission” screen. Enter the name of the submission or project to identify the document, for example, Certification Form for ABC Inc., or Stormwater Infrastructure Map for Storm Township as well as a date to further detail the submission. The name you enter will appear in later screens for your use after you submit the document, so be sure to pick an appropriate name so it’s easy to find what you need later. The “Comments” field is optional if you’d like to notate details for later reference. Click “Continue” to move to the next screen.

5. Next is the “Submission Type Selection” screen. Click the radio button for the Stormwater Document Submittal and click “Continue”.

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SUBMISSION TYPE SELECTION

Please Select the type of submission below:

- Stormwater Document Submittal

[Continue](#)

6. You are now on the “Facility Selection” screen. All sites that are associated with your user profile will be listed on this screen. If you do not see any sites or cannot find the site for which you are submitting a document, follow the instructions on the page to search for facilities by either Program Interest number (PI ID) or Facility Name and add them to your profile. Then, click the radio button next to the facility related to the submission and click “Continue”.

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FACILITY SELECTION

The grid below contains a list of NJPDES Stormwater sites that have been associated with your user profile. Please select a facility related to this submission prior to clicking "Continue". If you do not see your site for which you would like to make this submission, you may use the "Facility Search" link at the bottom of this page to add a Facility to your user profile.

Select	Facility	Facility ID	Facility Type	Municipality	Address
<input checked="" type="radio"/>	NJPDES MASTER GENERAL PERMIT PROGRAM INTEREST	50577	NJPDES MASTER GENERAL	Trenton City	401 E STATE ST

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

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

If you do not see the Facility you are looking for, it may be because the facility has not been added to your user profile. To search for facilities and add them to your profile, please [click here](#)

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

7. Next is the “Select Activity” screen. Use the information provided on this screen to determine which activity you should be submitting the information under. If you have questions, please contact your case manager. Click the radio button next to the permit activity linked to the document you are loading, then click “Continue”.

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SELECT ACTIVITY

The grid below contains a list of activities associated with the stormwater permit you chose on the previous page. Ensure that the Activity Number and Status correspond to the permit action you wish to submit information for (i.e., application information supporting an application should be submitted to a "pending" status; annual certifications should be submitted to either an "approved" or "expired" status depending on your current permit. It is important to choose the correct activity number to ensure the document uploads to correct corresponding permit action.

Select	Activity Number	Activity Type	Status	Status Date	Document Title
<input checked="" type="radio"/>	DST210001	Stormwater Discharge Master General Permit Modification	Expired	08/31/2022	R13 - MGP Document Set
<input type="radio"/>	DST210002	Stormwater Discharge Master General Permit Renewal	Pending	09/22/2021	Narrative Only Document Set

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

Clear Continue

8. The next screen is the "Contacts" screen. Here you should fill in the contact information for the person submitting the document. The "Submitter" contact information may be available in the drop-down list. If using this method, be sure to confirm this auto-filled information is up to date and make any necessary changes on this screen. Otherwise, manually fill in the contact information for the "Submitter". Once this information is complete, click the "Continue" button at the bottom of the page. **Note:** if you would like to save this Submitter's contact information for future document submissions check "Save to My Favorite Contacts".

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Contacts

1. Submitter

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: *Address Line 1:
 *Middle Initial: *Address Line 2:
 *Last Name: *Address Line 3:
 Title:
 *E-Mail Address: *County:
 *Confirm E-Mail: *City:
 *Organization Name: *State/Country:
 *Organization Type: *Zip Code:

* At least 1 phone number is required.

9. You will then be brought to the "Attachment Upload" screen. This is where you upload the document you want to submit. Select the "Attachment Type" from the drop-down box. Click "Add Attachment", then click "Browse" to locate the document from your computer that you want to upload. **Rename your document to conform with the instructions on the screen and select "Open" to attach the document.** **Note:** Repeat this step if uploading multiple documents.

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ATTACHMENT UPLOAD

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. Click the Add Attachment dropdown list to choose the specific type of document you wish to submit. A table listing your attachment type will generate.

Click the button under the "Upload File Name" column to search for the file you wish to attach. A green check will appear under the "Status" column when the upload is successful. If you wish to remove an uploaded file or if a file was uploaded by mistake, click the corresponding red circle with an X under the "Remove" column.

Repeat these steps for each additional document you wish to upload. You can also delete a row by clicking the corresponding red circle X.

Please name all attachments with your NJPDES Stormwater Permit number as a prefix. **Example:**
 "NJ0088315_Annual_Cert_2023.pdf", "NJ0088315_Drainage_Control_Plan_2023.docx"

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.

* Required

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

Add Attachment...

Add Attachment

10. Then select the appropriate "Document Type" and "Sub-document Type" from the drop-down boxes. Click the "Continue" button at the bottom of the page.

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Click the button under the "Upload File Name" column to search for the file you wish to attach. A green check will appear under the "Status" column when the upload is successful. If you wish to remove an uploaded file or if a file was uploaded by mistake, click the corresponding red circle with an X under the "Remove" column.

Repeat these steps for each additional document you wish to upload. You can also delete a row by clicking the corresponding red circle X.

Please name all attachments with your NJPDES Stormwater Permit number as a prefix. **Example:**
 "NJ0088315_Annual_Cert_2023.pdf", "NJ0088315_Drainage_Control_Plan_2023.docx"

Attachment Type	Attachment Description	Allowed Extensions	Upload File Name	*Document Type	*Sub-Doc Type	*Document Date (MM/DD/YYYY)	Status	File Size (MB)	Remove
Annual Certification	Annual Certification	pdf, doc, docx, jpg, zip, xlsx, png, xls	NJ0141950_Annual_Ce	Form	Form	04/20/2023		0.03	
Total								0.03	
Uploaded								0	

* Required

11. You will then be brought to the "Service Certification" screen, which is the last step of the Stormwater Document Submittal process. Answer the Challenge question in the Challenge/Response Question section. Next, enter your Certification PIN. Once your PIN is entered, click the "Certify" button at the bottom of the page.

Note: If you forget the answer to your Challenge question or your PIN, click the "Forgot" button and following the instructions.

5 - Select Activity
6 - Contacts
7 - Attachment Upload
8 - Certification
9 - Submission Confirmation

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

Certification by Access Type: General

Service ID	Submittal Type	Creation Date	View
874551	Division of Water Quality - Stormwater Document Submittal - Stormwater Document Submittal	04/20/2023	

"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."

Name of Certifying Party: User 001
User ID of Certifying Party: USER001

Challenge/Response Question

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

*What is your favorite car? (Not Case Sensitive)

Certification PIN

*Certification PIN: (Case-Sensitive)

* Required

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

12. You will now see the "Facility Submittal Summary" screen. Your document has now been loaded, and all the information you filled out on the previous screens will show up in this summary. You can choose to print or save a copy of the summary from this screen. Scroll to the bottom of the page and click "Return".

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FACILITY SUBMITTAL SUMMARY

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Service Specific Information

Service ID: 874551
Application Name: Annual Cert 2023
Comments:
Type of Submission: Stormwater Document Submittal

Facility Profile

Facility ID: 50577
Facility Name: NJPDES MASTER GENERAL PERMIT PROGRAM INTEREST
County: Mercer

13. You will be brought back to the "My Workspace" page. Here, you will be able to view any submissions you make under the "My Services – Submitted" section. To review the submissions, click "Summary". Your submission should reflect the status "Submission Successful". If it does not say this, especially if it says "Submission Failed -- Please contact DEP" than you should send an email to PortalComments@dep.nj.gov to find out what went wrong. When you send the email, please include the Service ID number (first column) so that the administrator knows which service failed. **Note:** A successful submission does not mean that the submitted document has been reviewed or approved. It simply means the Department has successfully received it.

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
874551	Annual Cert 2023	NJPDES MASTER GENERAL PERMIT PROGRAM INTEREST	Stormwater Document Submittal	Submission Successful	04/20/2023	04/20/2023	 	
874529	Test 1	NJPDES MASTER GENERAL PERMIT PROGRAM INTEREST	Stormwater Document Submittal	Submission Successful	04/19/2023	04/19/2023	 	

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

14. In the event you are disconnected in the middle of the process and need to return to it later, please log in again and navigate to the “My Workspace” page. Scroll down to the “My Services – In Progress” section and click on the ID number to resume the submission.

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
874555	Annual Cert 2023	NJPDES MASTER GENERAL PERMIT PROGRAM INTEREST	Facility Submittal - Facility or Location	In-Progress	04/20/2023	04/20/2023	 	

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

Still Have Questions?

Please submit questions related to **Industrial Stormwater Permits** to IndustrialStormwaterPermitting@dep.nj.gov

Please submit questions related to **Municipal Stormwater Permits** to StormwaterManager@dep.nj.gov