



NJDEP ONLINE REPORTING



***WATER ALLOCATION PERMIT DIVERSION REPORTS
ARE DUE 30 DAYS AFTER THE END OF EACH QUARTER*
SUBMIT YOUR REPORT ONLINE BEFORE THE DUE DATE**

Instructions for Completing Annual Water Use Reports Online

Steps 1-9 are only for Users without MyNewJersey Online and NJDEP Online Access

1. Open an Internet browser and type **www.njdeponline.com** and select the button under the new user heading labeled “Request Access to NJDEP Online”. Fill in the following fields: ‘Contact Name’, ‘Organization Name’, ‘Email Address’, and ‘Confirm E-Mail’.
2. Click on the “Request” button, which opens the where NJDEP Online and MyNewJersey will be linked.
3. If you already have a MyNewJersey Account, fill out Section A with your MyNewJersey ‘Login ID’ and ‘Password’ and click ‘Link NJDEP Online with My Account’.
4. If you do not have a MyNewJersey account: Fill out Section B with your desired ‘Log On ID’, ‘Password’, ‘Security Question’ and ‘Your Answer’ to that security question. Click “Create this new MyNewJersey Account and Link NJDEP Online To It”.

NOTE: Save your ID and Password for future use. Be sure to remember your security answers (below) in case you forget your password. Passwords must be at least 8 characters long, chosen from at least three of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes and \).

My ID: _____

My Password: _____

5. You should now be at the NJDEP Online Contact Information Page. Ensure that the proper contact information (including the proper email address) is entered and add at least one contact number (without spaces), and upon returning to the NJDEP Online Contact Information Page, click “Continue”.
6. Select Challenge/Response Questions. Each of the five challenge questions must be different. Click “Continue” once complete.

The challenge questions will be used when you change your password, PIN or email address. They will also be used, along with your PIN, for certifying submissions.

My Security Questions/Answers:

1. _____
2. _____
3. _____
4. _____
5. _____

**If you require additional assistance, contact the Bureau of Water Allocation & Well Permitting at (609) 984-6831.
Questions can also be e-mailed to waterallocation@dep.nj.gov**



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7. Fill in the 'Certification PIN' of your choice. Then 'Retype Certification Pin' and click "Continue".

My Certification PIN: _____

8. To add services to submit, select the click "Configure Services" button. Under the Water Supply Heading, click the checkbox next to the Water Diversion, Water Utilization and Monitoring Service to add it to your workspace. Once complete, click the "OK" button in the lower right corner.

9. To add your facility to submit reports for, click the "Add Facilities" button. Add your facility to your account by selecting Water Supply in the 'NJDEP Program' dropdown and under the 'Facility ID' enter the Program Interest ID and click "Search". Click the checkbox next to your facility and select "Add Selected Facility". Click "Complete Setup", then "Done".

NOTE: *The setup is now complete.*

After completing registration, 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.

10. From the My Workspace tab, under the heading Service Selection, click on "Water Diversion, Water Utilization and Monitoring Results Submittal".

11. Click the icon under Access Facility in the Facility Selection screen (step is skipped if you only have one facility).

12. Click the "Submit" link next to the task for the monitoring period of the data being submitted.

13. Click "Continue" on the submission name screen (add comments if you desire).

14. Answer all questions, if any, using the most appropriate dropdowns, and click "Continue".

15. Enter your monitoring results. Make sure you report in units of million gallons (mg). For example, one million two hundred sixty thousand gallons (1,260, 000) would be reported as 1.26. Click "Save" and then "Continue" when all data has been entered.

16. Enter your PIN # (see step 7) and click "Certify". Results will not be accepted without this certification.

For future reporting, log in to NJDEP Online by visiting <http://www.njdeponline.com> and clicking the button labeled "Log in to NJDEP Online" within the blue box at the top right of the screen. Then follow Steps 10-16 above.

Additional Information:

Detailed information including step-by-step instructions can be found on our website at http://www.state.nj.us/dep/watersupply/a_allocat.html by clicking on the link 'Annual and Quarterly Water Diversion and Water Utilization Report Detailed, Step-by Step Instructions for Submitting Reports through DEPOne'.

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