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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*

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.
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.

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**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.

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.
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.

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*

![Application Name](image)

**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*

![Comments](image)

**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*

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*

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*
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*

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.
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.

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.)
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*

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*

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.
Repeat the above process for each attachment 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**
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*

<table>
<thead>
<tr>
<th>Challenge/Response Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to certifying your submission, you must answer the following Question correctly:</td>
</tr>
<tr>
<td>*What is your mother's middle name? ** **** (Not Case Sensitive) ** Submit ** Cancel ** Forgot Challenge Q/A</td>
</tr>
</tbody>
</table>

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*

<table>
<thead>
<tr>
<th>SERVICE CERTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have correctly answered your challenge. Please enter your PIN now to sign.</td>
</tr>
<tr>
<td>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 &quot;Forgot Certification PIN&quot; button before and you can then create a new one.</td>
</tr>
<tr>
<td>WARNING: After clicking &quot;Certify&quot; a Summary page will appear. To ensure a successful submission, wait for the Summary page to appear, then scroll to the bottom and click &quot;Return&quot; before exiting the browser or clicking on any tabs.</td>
</tr>
</tbody>
</table>

**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*

<table>
<thead>
<tr>
<th>Certification PIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Certification PIN: ** password ** (Case Sensitive) ** Certify ** Forgot Certification PIN ** Cancel</td>
</tr>
</tbody>
</table>

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 see an EJ Project Submittal Project screen.
After Submission

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

Figure 24 – Completed Submission