



# \* NOW AVAILABLE ON-LINE REPORTING\*



**\*WATER USE REGISTRATION 2011 WATER DIVERSION REPORTS  
ARE DUE BY JANUARY 31, 2012\***

**SUBMIT YOUR REPORT ONLINE BEFORE THE DUE DATE**

**Instructions for Completing Annual Water Use Reports for Water Use Registrations online**  
**Steps 1-6 are only for Users without MyNewJersey Online and NJDEP Online Access**

## **General Instructions:**

**Prior to using NJDEP Online, obtain a valid account with MyNewJersey (free)**

1. Open an Internet browser and type [www.njdeponline.com](http://www.njdeponline.com) and select the button labeled 'NEW USERS 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 takes you to a page 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'. If you have a MyNewJersey Account but forget your Login ID or Password, Please see the information in Section C.
4. If you do not have a MyNewJersey account: Fill out Section B with your desired 'Log On ID', 'Password', 'Security Question' and answer to that security question, and 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 challenge question and answer in case you forget your password. Passwords must be at least 6 characters long, chosen from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes and \).

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. Request your Certification PIN by clicking 'Request PIN'. You will receive a Certification PIN via Email. You will only be required to use the Certification PIN if you plan to electronically certify a submittal using this account. If you do not need a Certification PIN, click 'Complete Setup'.

**NOTE:** Upon requesting a Certification PIN and clicking 'Continue' on the confirmation screen, your account setup will be complete.

7. Under the Water Supply Heading, select the Water Diversion, Water Utilization and Monitoring Service to add it to your workspace by clicking the checkbox next to Water Diversion, Water Utilization and Monitoring, and click the 'OK' button in the lower right corner.
8. Click 'Add Facilities'. Add your facility to your account by selecting Water Supply in the DEP Program Field. Enter your Facility ID (Program Interest ID) into the Facility ID field. Click 'Search'. Check your facility and click 'Add Selected Facility'. Click 'Complete Setup', then Click 'Done'.

**If you require additional assistance, contact the Bureau of Water Allocation & Well Permitting at (609) 984-6831.**

**If you intend to report online, questions can be e-mailed to [portalcomments@dep.state.nj.us](mailto:portalcomments@dep.state.nj.us).**



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9. From My Workspace, under the heading Service Selection, click 'Water Diversion, Water Utilization and Monitoring Results Submittal'.
10. Click the icon under Access Facility in the Facility Selection screen (this step will be skipped if you only have one facility).
11. Click the 'Submit' link next to the task for the monitoring period of the data to be submitted.
12. Click 'Continue' on the submission name screen (add comments if you desire).
13. Answer all questions, if any, using the most appropriate dropdowns, and click 'Continue'.
14. 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.
15. Enter your PIN # from the e-mail (see step 6), and click certify. Results will not be accepted without this certification.
16. For future reporting, Log in to your MyNewJersey account. Click on the 'DEPOnline Services' link on the left side of the screen to gain access to the NJDEP-Online site. Then follow Steps 9-15 above.

### **Additional Information:**



Detailed information including step-by-step instructions can be found on our website at:  
<http://www.nj.gov/dep/watersupply/guidance.htm#w>

***Note: If you do not have access to a computer, be advised that most public libraries can provide online access. If you cannot file online, contact the Bureau of Water Allocation & Well Permitting at 609-984-6831 to request a paper form. Forms will no longer be sent out automatically.***