

Access Guide to the NJDEP Municipal Stormwater Regulation Program Annual Report Submission through the Regulatory Service Portal

Welcome to the new NJDEP Municipal Stormwater Regulation Program (MSRP) Annual Report Submission through the Regulatory Service Portal. This new service is consistent with the Department's continuous improvement process and transformational goals. Below, we have provided a step by step guide to help you create a NJDEP online account and My New Jersey account to access, complete and submit the Annual Report. The Department is committed to providing support for all users to make this transition as easy as possible. If you have any questions regarding this process contact your case manager or Acting Supervisor, Vicki Margulies at Vicki.Margulies@dep.state.nj.us or by phone at (609)633-7021.

1. In order to access your Municipal Stormwater Annual Report you must first become a registered user of NJDEP online. This is accomplished by first accessing the registration screen through the link provided <http://www.nj.gov/dep/online>. This page provides detailed instruction for new NJDEP online users. Please review these instructions for further assistance.
2. Click on the “New Users Request Access to NJDEP Online” button.
3. Then you will be forwarded to the first contact information screen. Enter the requested information and click “request”.
4. Next you will be given the option to either link your NJDEP online account to an existing “myNewJersey” account or create a myNewJersey account and link it. This link allows you to access the NJDEP online system through your myNewJersey account. Once you have made your selection and filled out all required fields click on the appropriate button to continue.
5. From the previous screen you will be directed to the second contact information screen. Here you will provide more detailed information. The contact information provided here can be accessed during the Annual Report submittal process for Stormwater Program Coordinator, so it is important that it be correct. Once all information, including contact number is complete click on the continue button.

6. Then you will be directed to the request certification PIN screen. Click on the “Request PIN” button. This PIN is used during the Annual Report submittal process to certify all information in lieu of an electronic signature.
7. The next screen confirms that your PIN request was processed and an email, containing your PIN, has been sent to the email address provided on the previous contact information screen. Click on the continue button.
8. Next you will be directed to the “My Services” selection screen. To access the MSRP Annual Report service, check "MSRP Annual Report" located under the Division of Water Quality sub-header. Once this is selected click on the “ok” button.
9. Finally, you will be directed to your “My Workspace” home page. From here you will be able to add your facility, or multiple facilities if applicable, and begin the process of completing your Annual Report.
10. You are now a registered NJDEP Online user and have full access to the MSRP Annual Report submittal process.