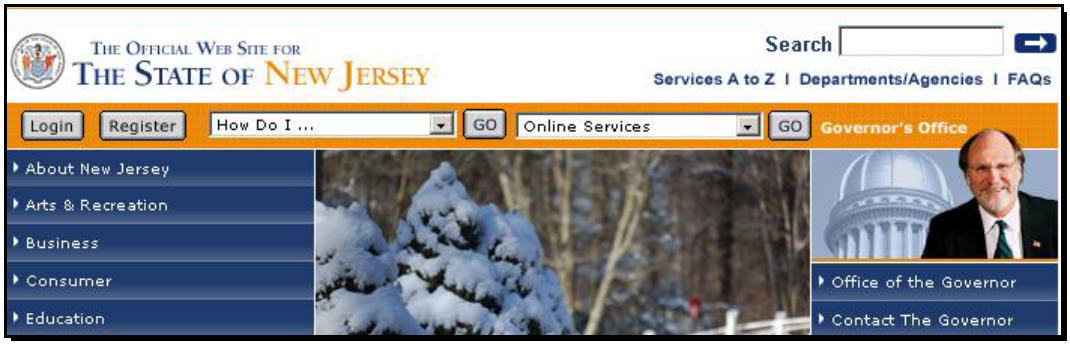
How to access the CTM System

To use the CTM System, you will need a **Log On ID** and **Password** to "My New Jersey" (the State of New Jersey portal) and an **Authorization Code** to obtain access to the CTM System.

Getting a "My New Jersey" Log On ID and Password

(If you already have a "My New Jersey" Logon ID and Password, skip this section and continue at **Getting an Authorization Code**, below.)

- In your Internet browser, go to the State of New Jersey web page.
- Click the **Register** button in the upper left of the page



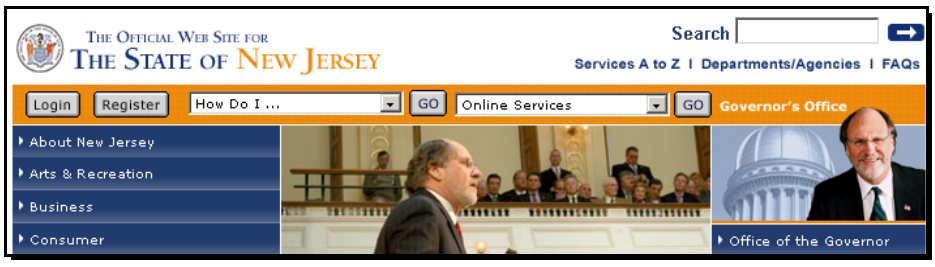
- In the **Create Your My New Jersey ID** screen, enter the **Log On ID** and **Password** that you want to use.

(Choose a Log On ID that will be *very easy* for you to remember – like your name (no spaces). Although My New Jersey has a utility that will email your *Password* to you if you forget it, the system has no way to help you if you forget your *Log On ID*.)

- Enter the requested information in the remaining fields
- Click **Submit This Form**

- **Logout** of My New Jersey

- Back at the **State of New Jersey** homepage, click the **Login** button



- Enter your **Log On ID** and **Password** in the applicable fields
- Click the **Log On** button (Note: Login, Log in, Logon, and Log on all mean the same thing.)

Getting an Authorization Code

- Your Authorization Code will be emailed to you.

  If you need to contact COAH—

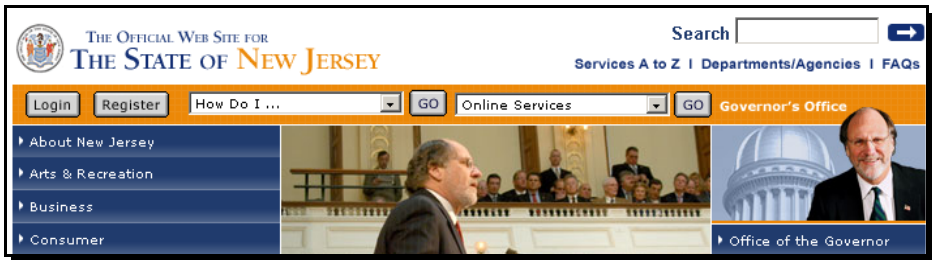
  New Jersey Council on Affordable Housing (COAH)
  101 South Broad Street
  P.O. Box 813
  Trenton, NJ 08625
  (609) 292-3000
  Fax (609) 633-6056
  COAHmail@DCA.State.nj.us

Entering your Authorization Code

When you receive your **Authorization Code**, enter it into "My New Jersey" by following the instructions below. You will only need to successfully perform this procedure ***once***. After you enter your Authorization Code, you will be able to access the CTM System.

At the State of New Jersey homepage—

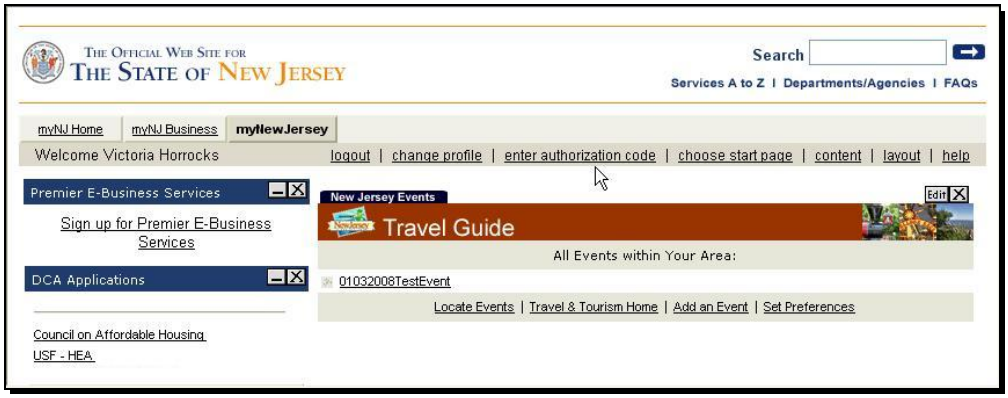
- Click the **Login** button



At the **Log On to My New Jersey** page—

- Enter your **Log On ID** and **Password** in the applicable fields
- Click the **Log On** button

- Click **enter authorization code**



- **Copy** your Authorization Code from the email you received, and **Paste** it into the field
- Click **Finished**

Opening CTM

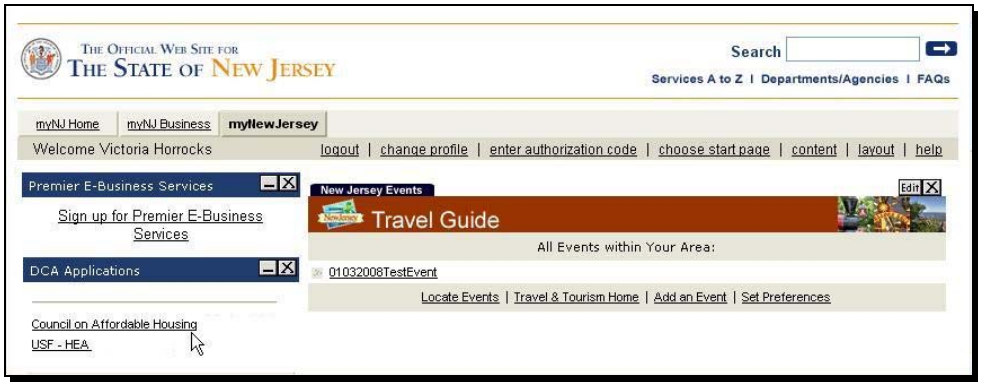
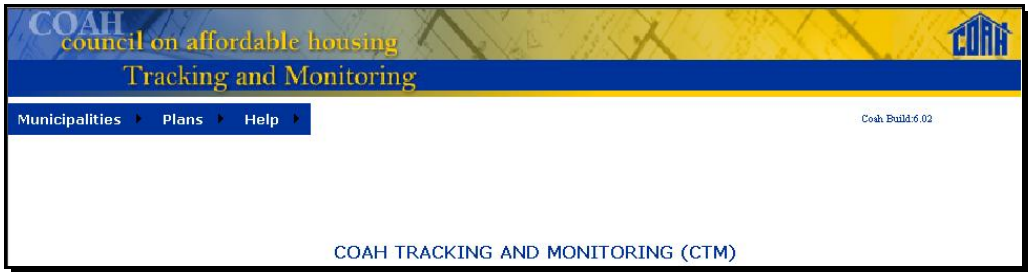
Any time you want to use the CTM system—

- At the State of New Jersey website, click the **Login** button

At the **Log On to My New Jersey** page—

- Enter your **Log On ID** and **Password** in the applicable fields
- Click the **Log On** button

- Click the **Council on Affordable Housing** hyperlink



You will be taken to the CTM Welcome page.