Navigating the DEP Online Portal



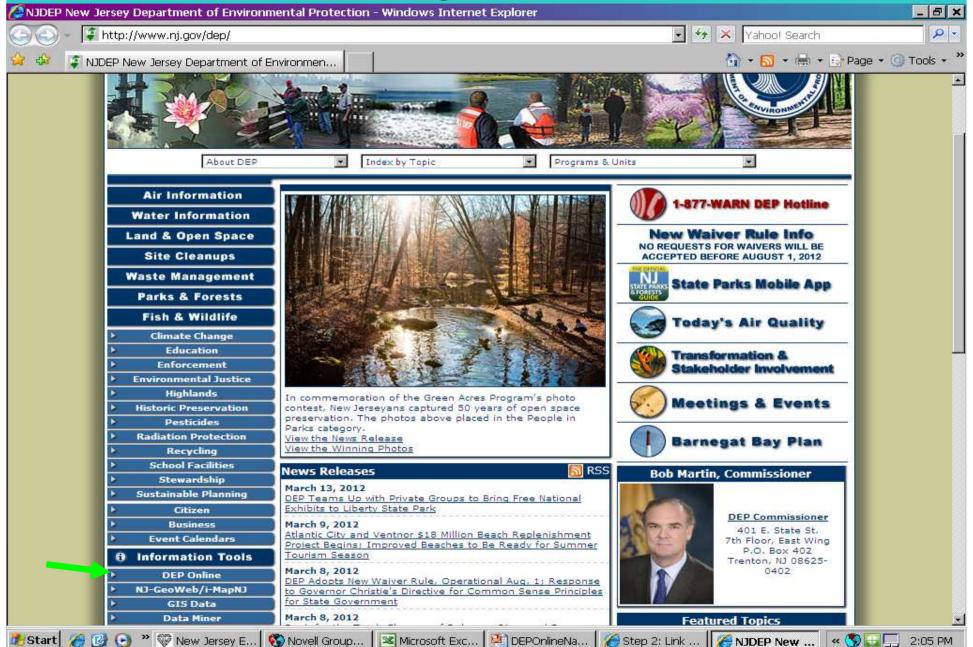
Walter Beland & Lauren Keltos
Air C&E Central Regional Office
(609)292-3187

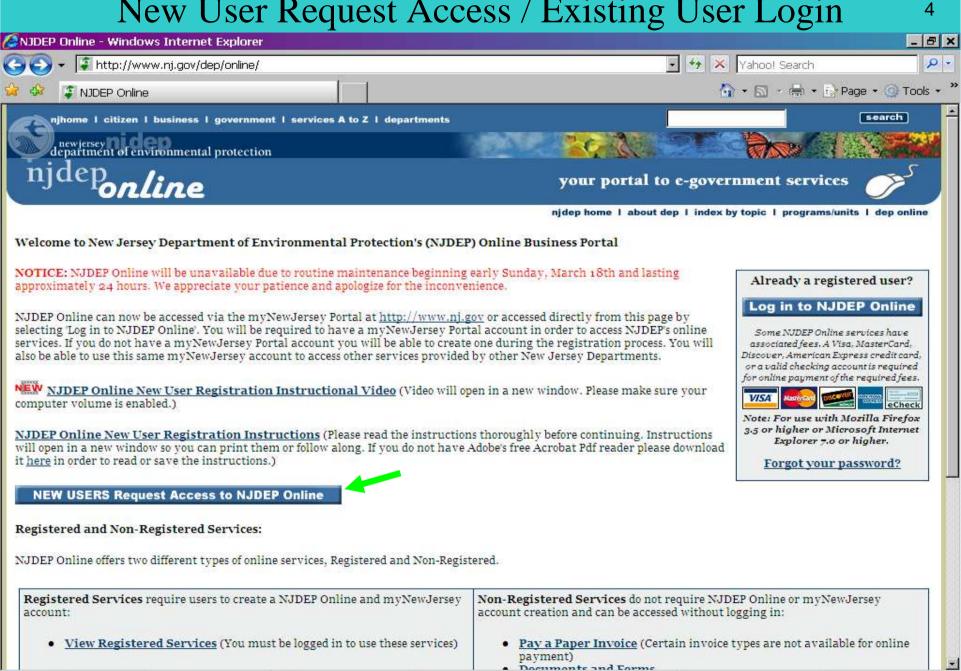


DEP Online Navigation Topics

- Accessing
- Creating / Setting Up Account
- My Workspace
- User Profile
- Certifications
- Payments
- Documents & Forms

Accessing DEP Online



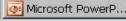




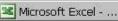








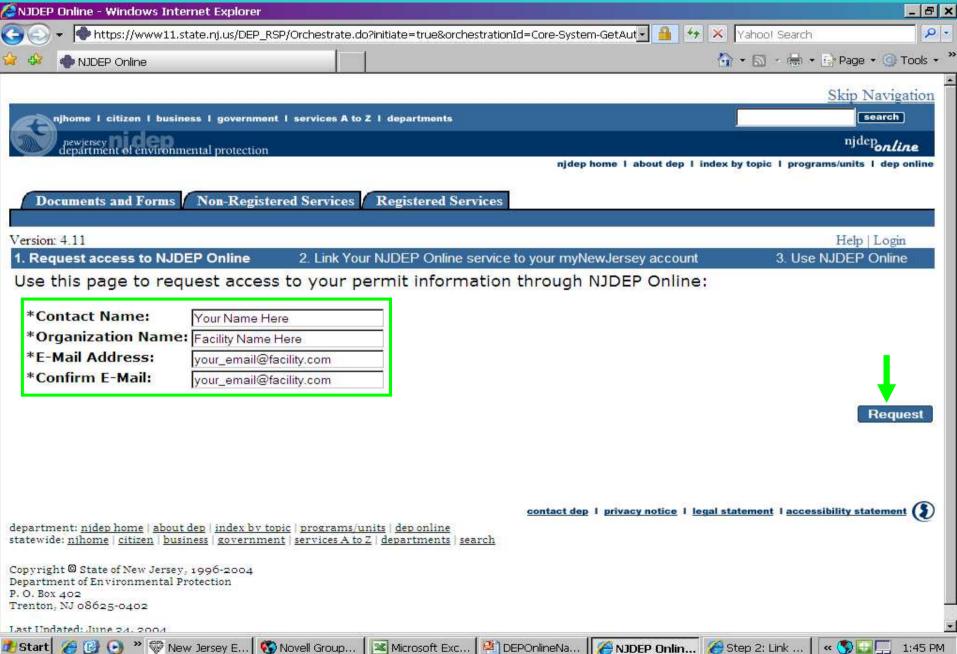




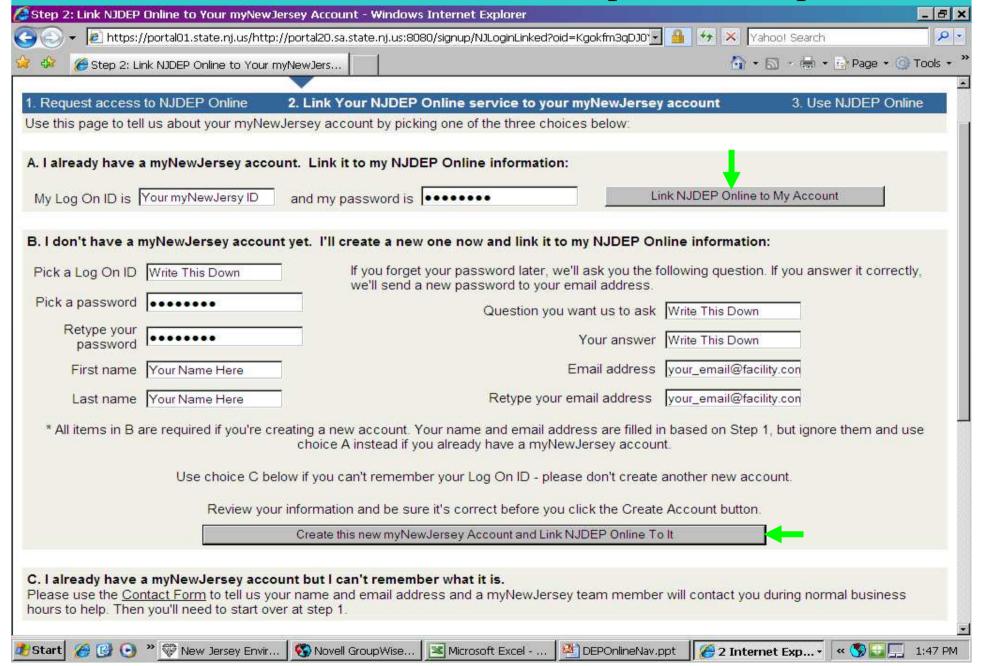


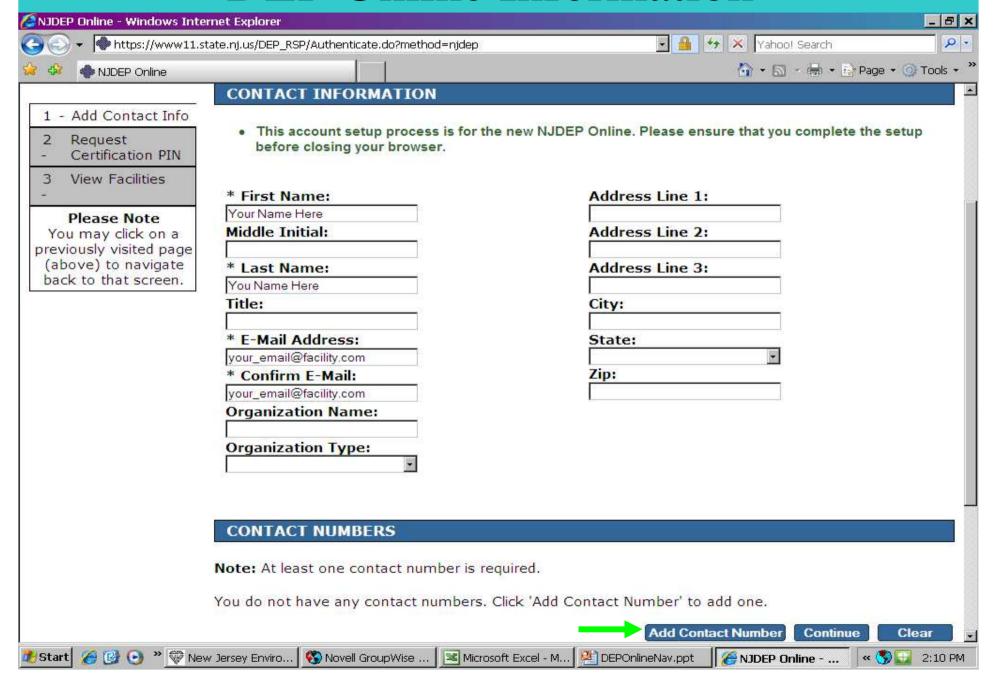
New User Request Access to DEP Online Step 1

5

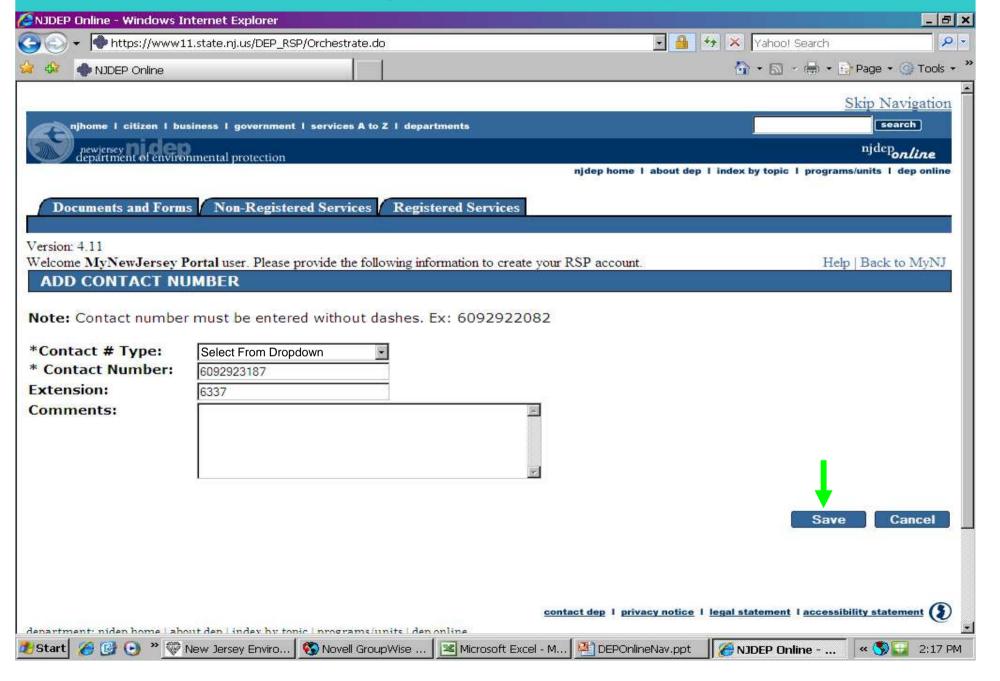




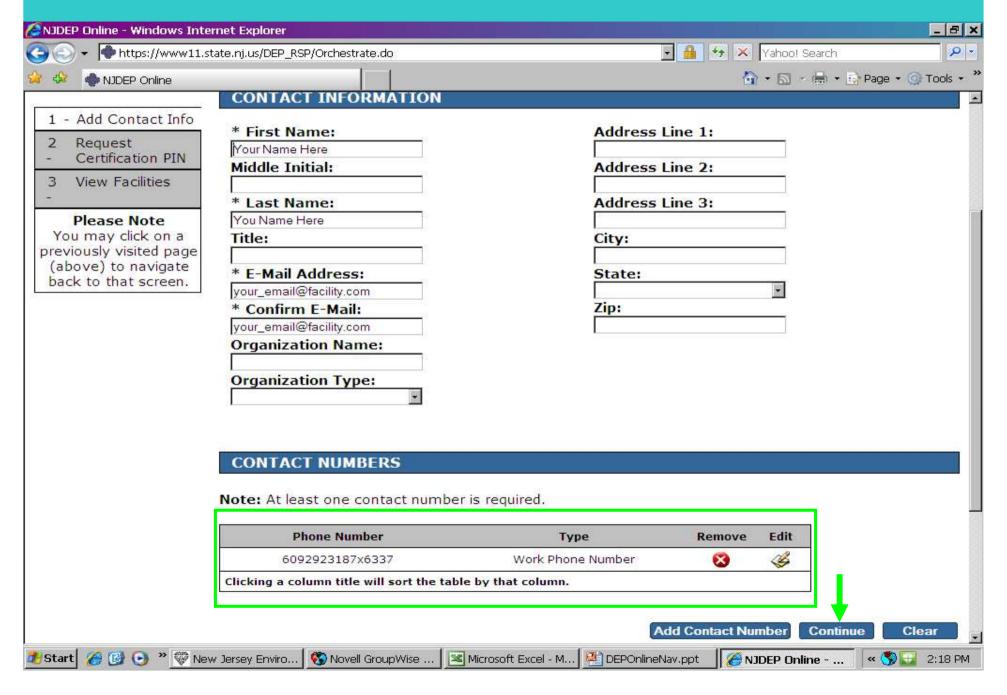




Add Contact Number



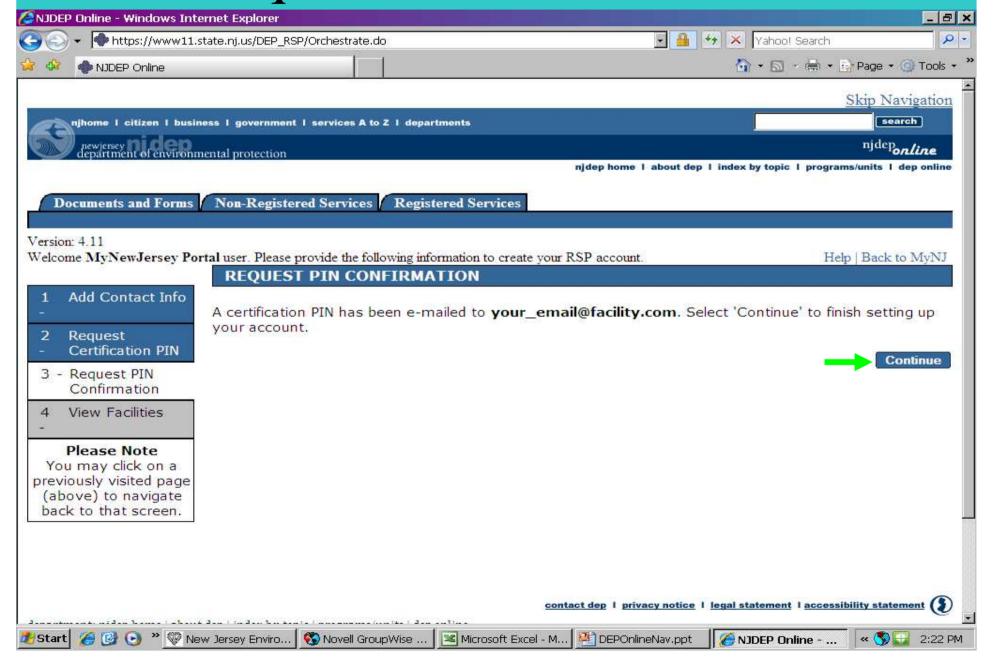
Save Contact Information



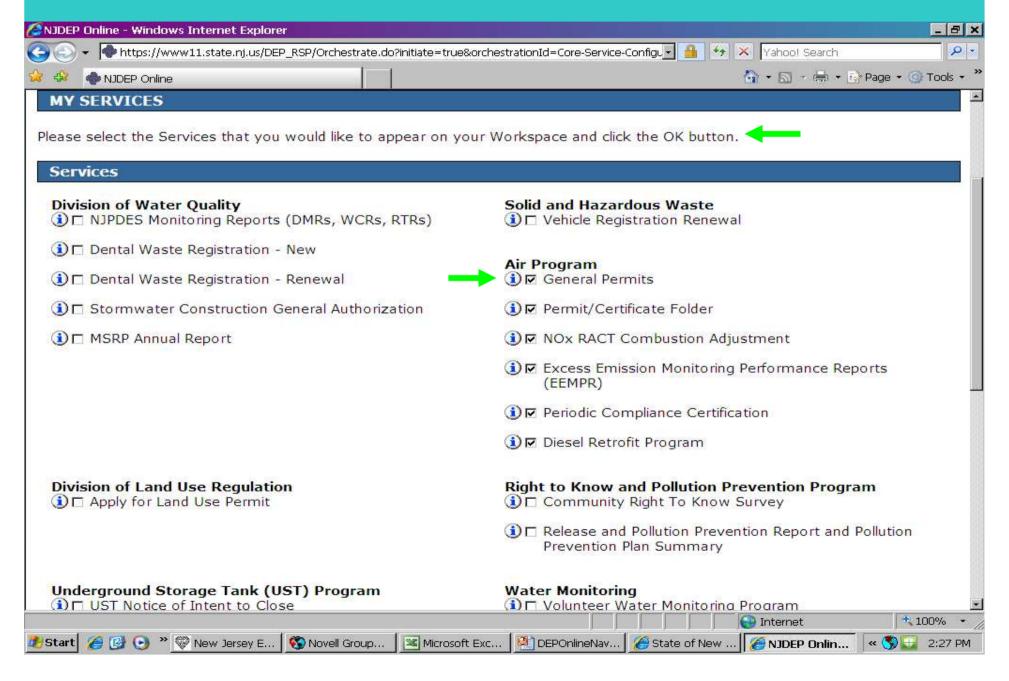
Request Certification PIN



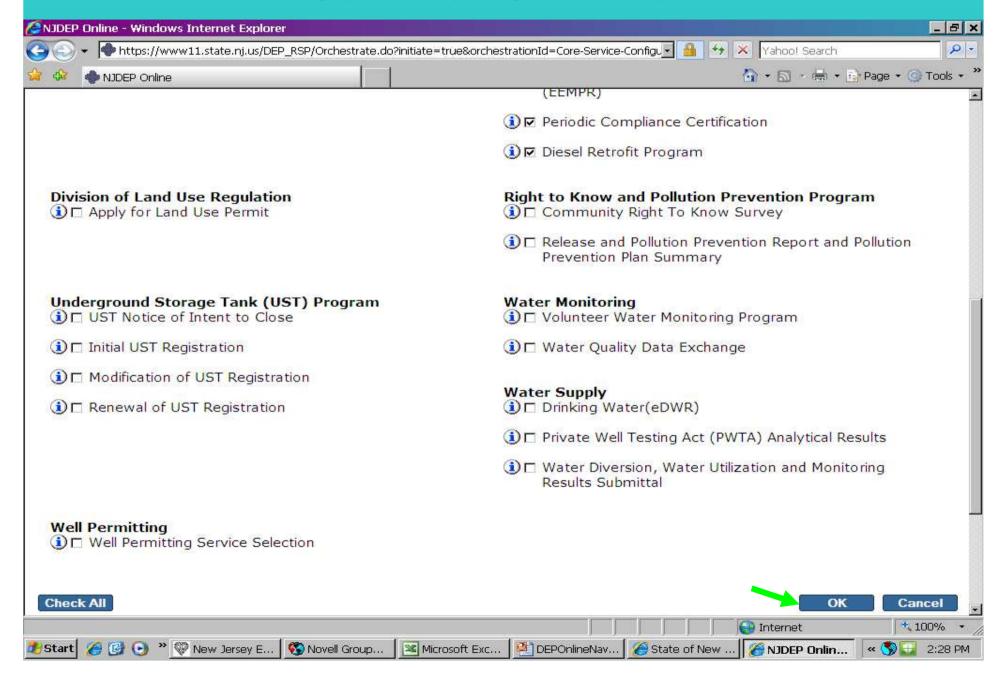
Request Certification PIN



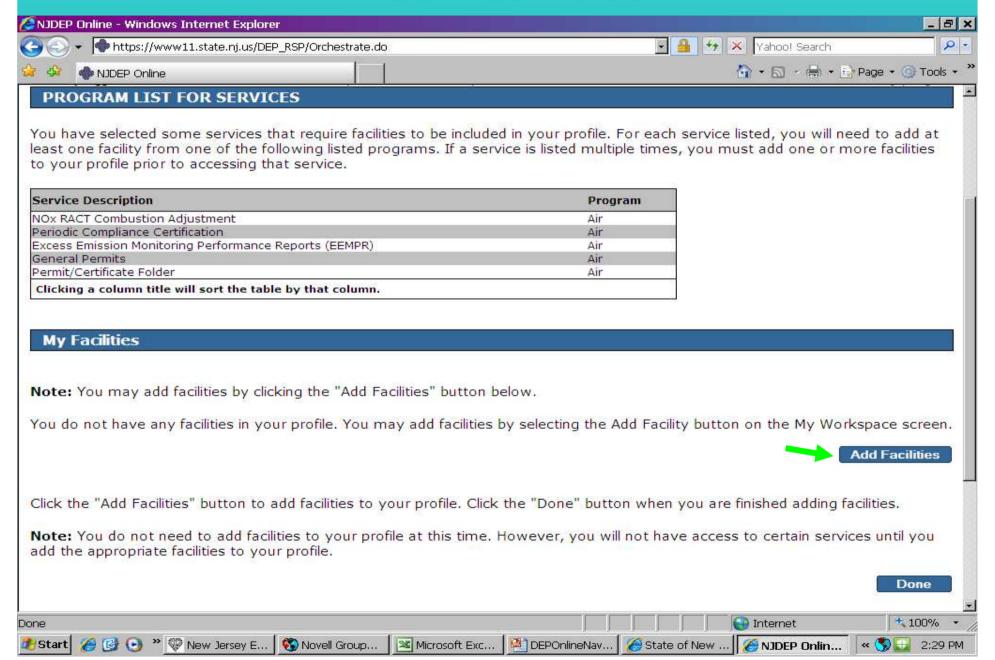
My Services, Services Selection, Configure Services



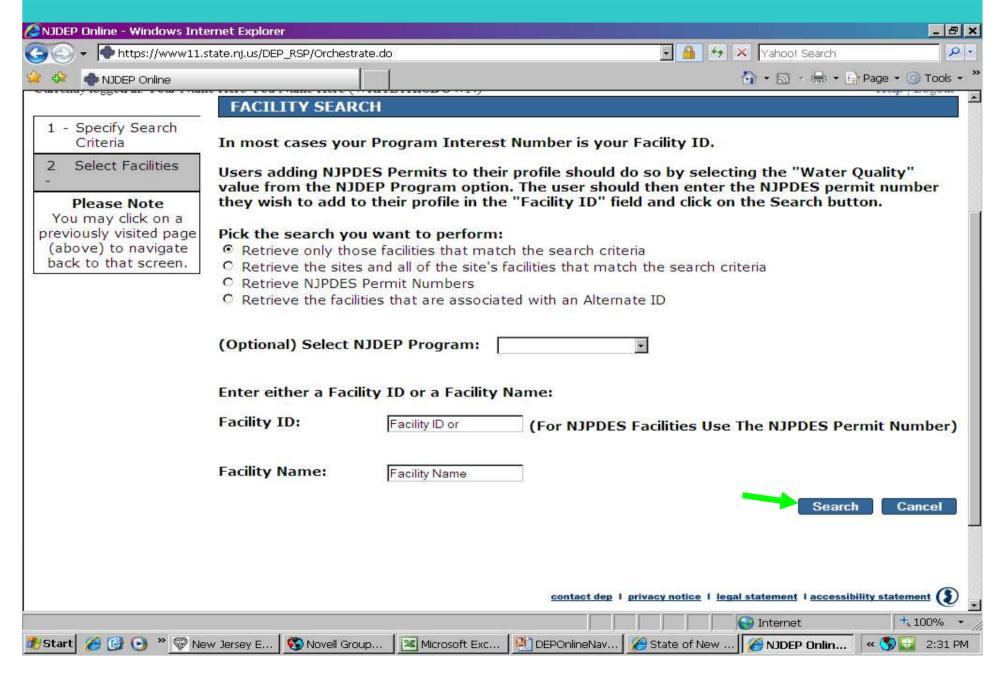
Services Selection



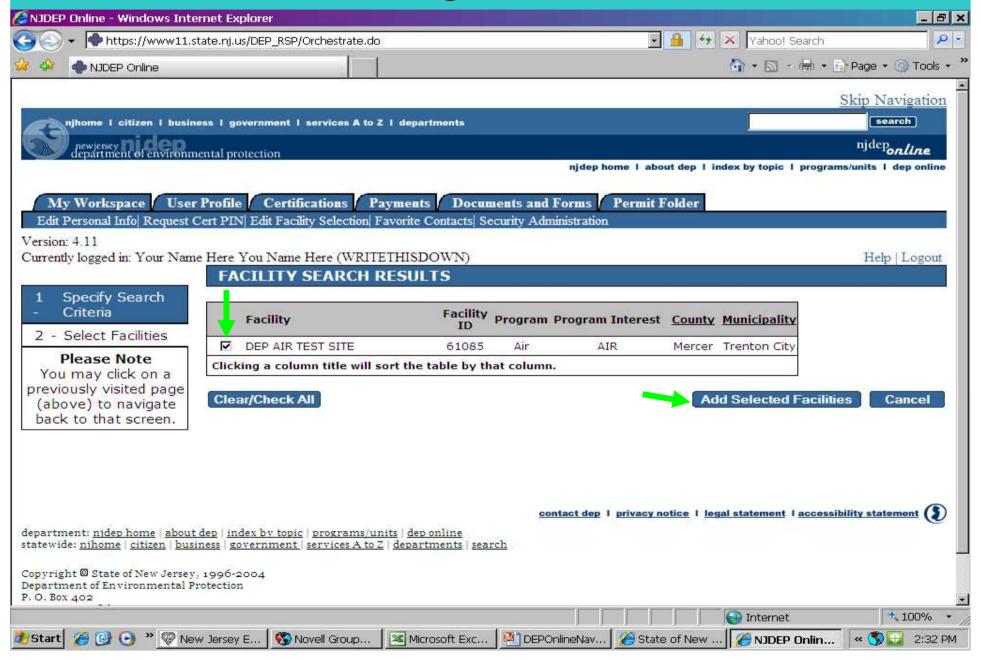
Add Facilities



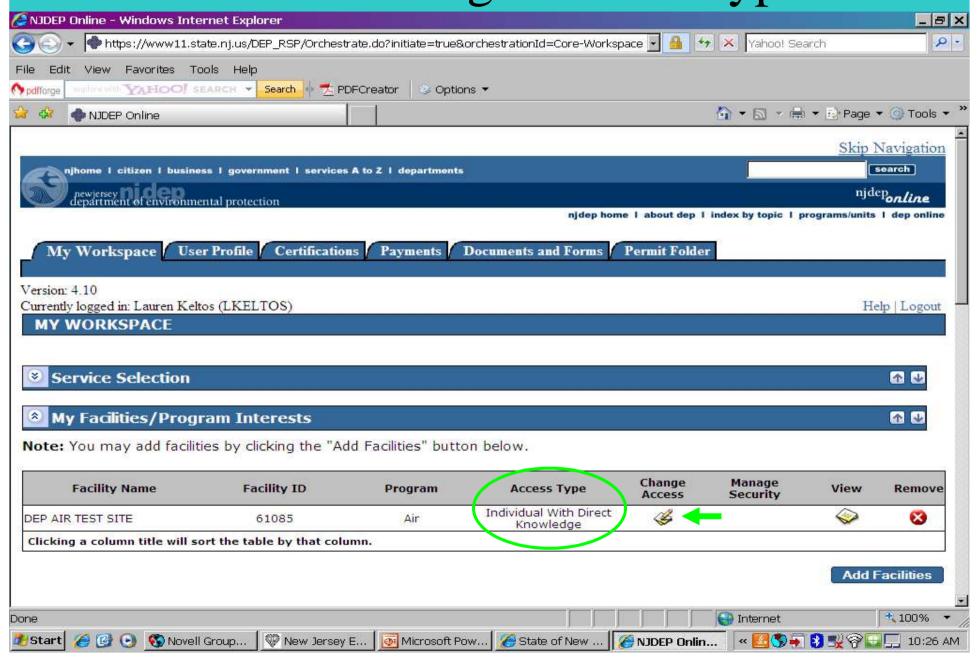
How to Add Facilities



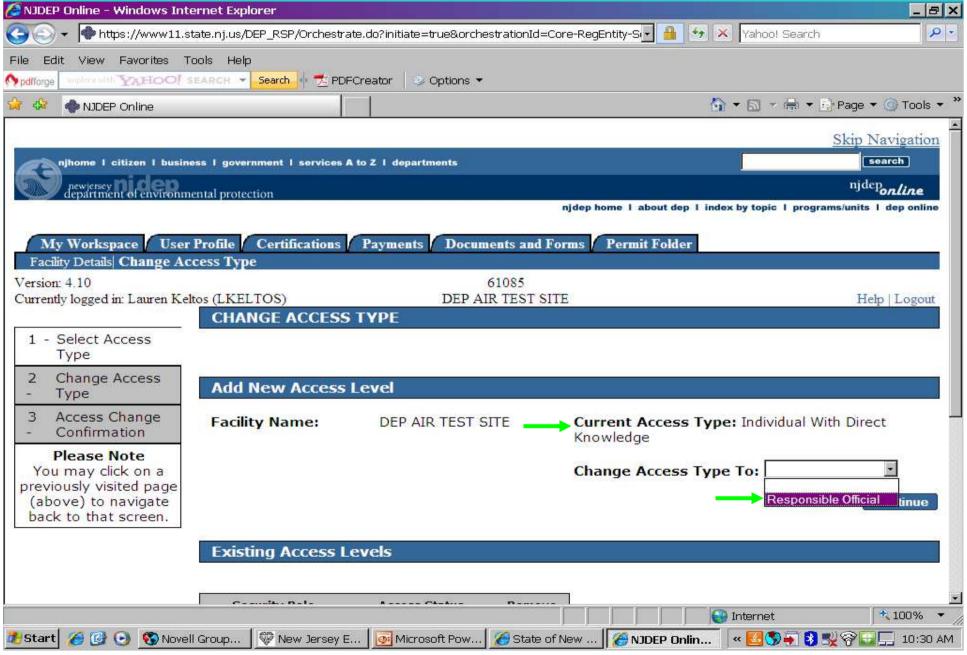
Adding Facilities



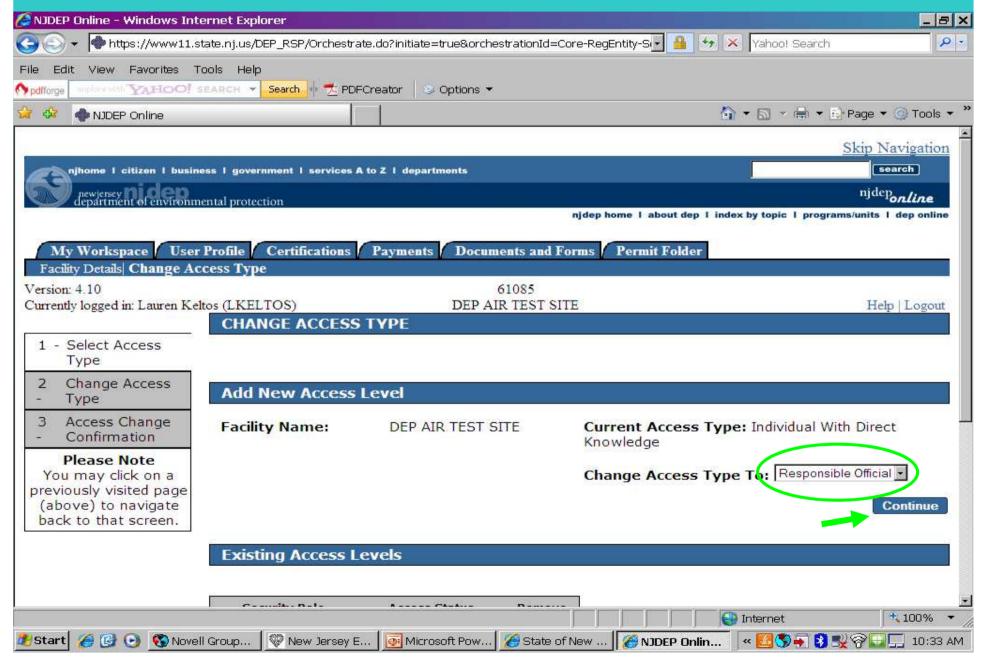
17



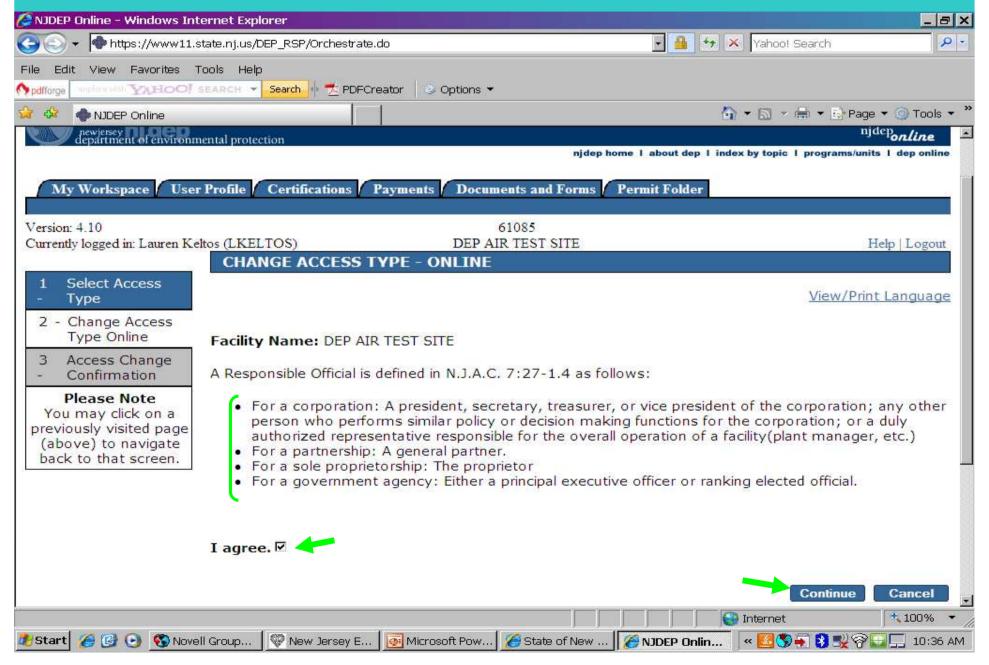
Change Access Type To Responsible Official 18



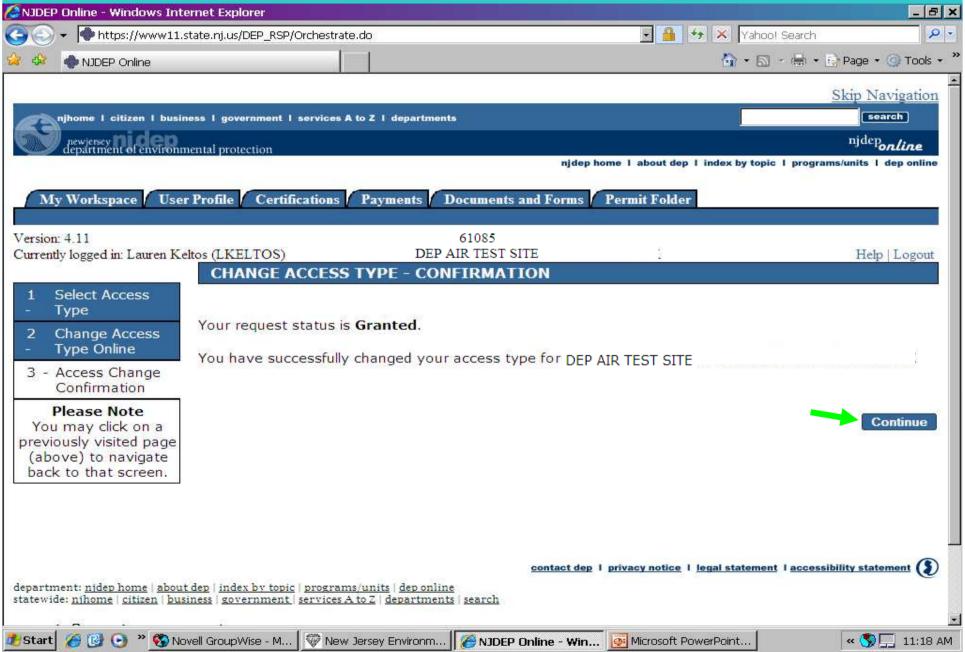
Changing Access Type



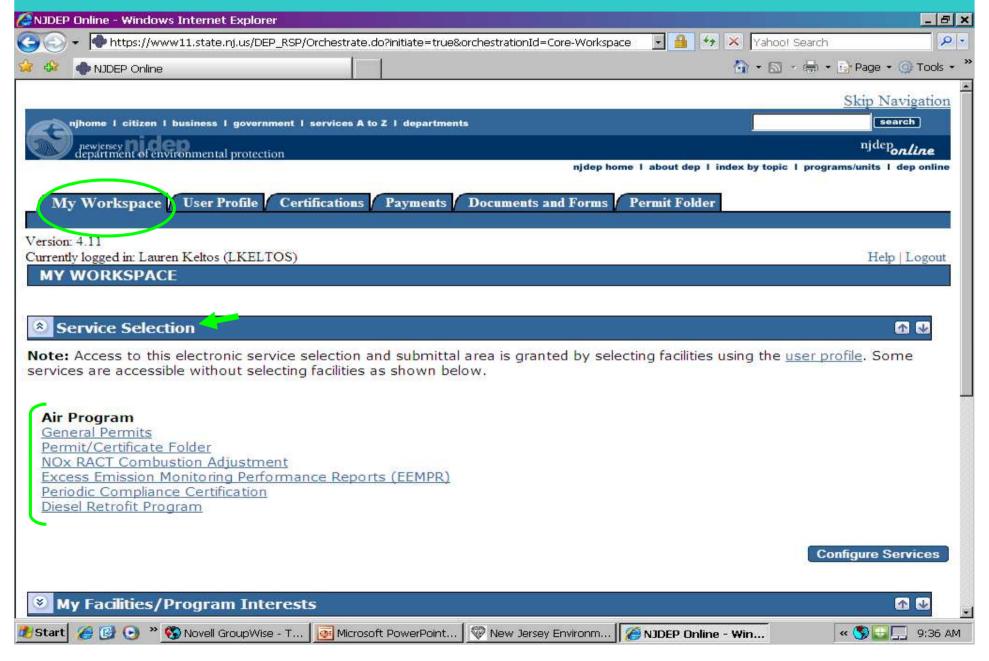
Changing Access Type



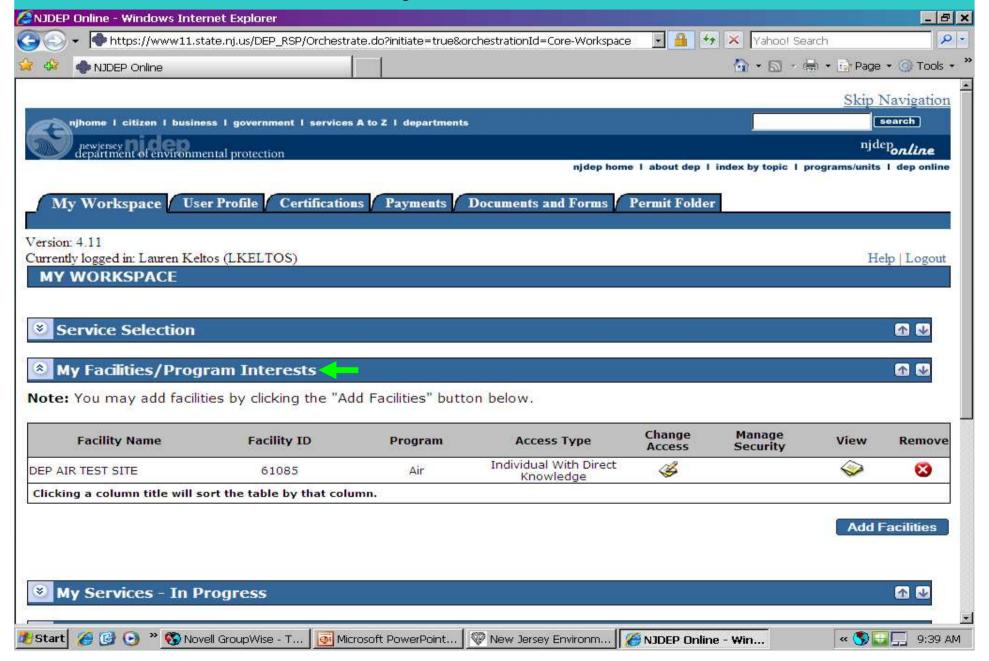
Changing Access Type



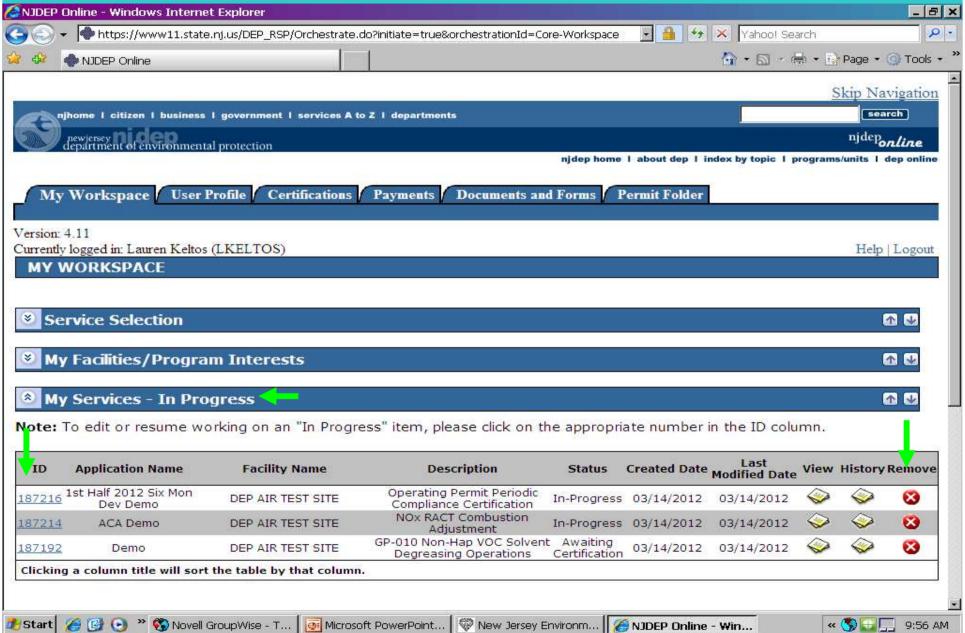
My Workspace Tab, Service Selection



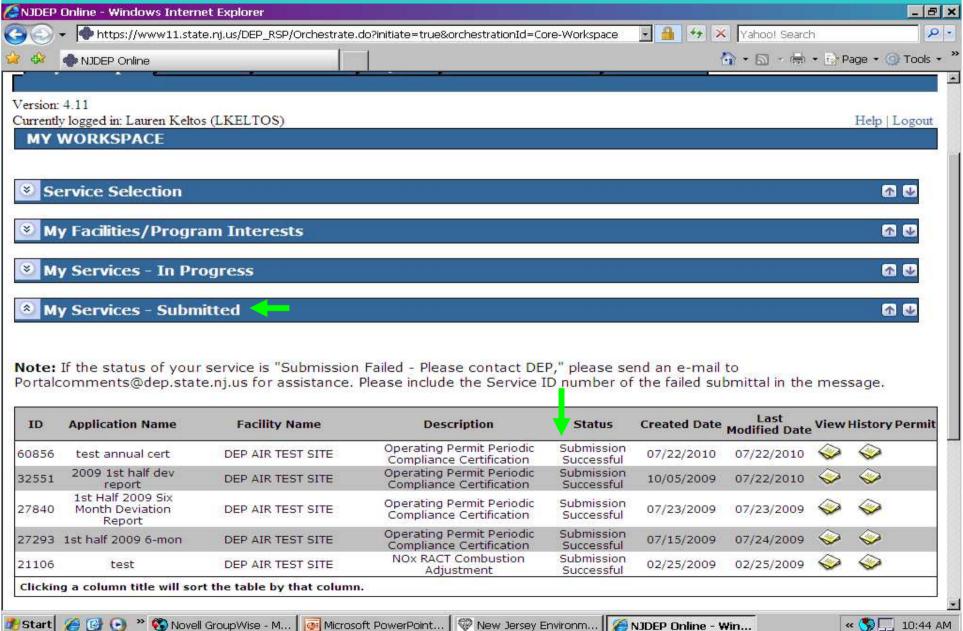
My Facilities



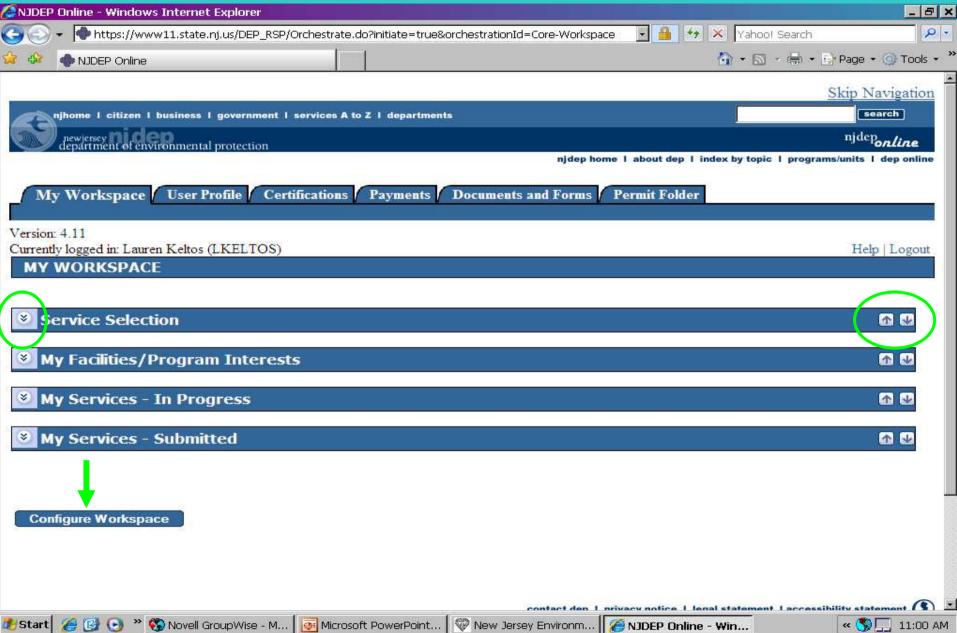
My Services – In Progress

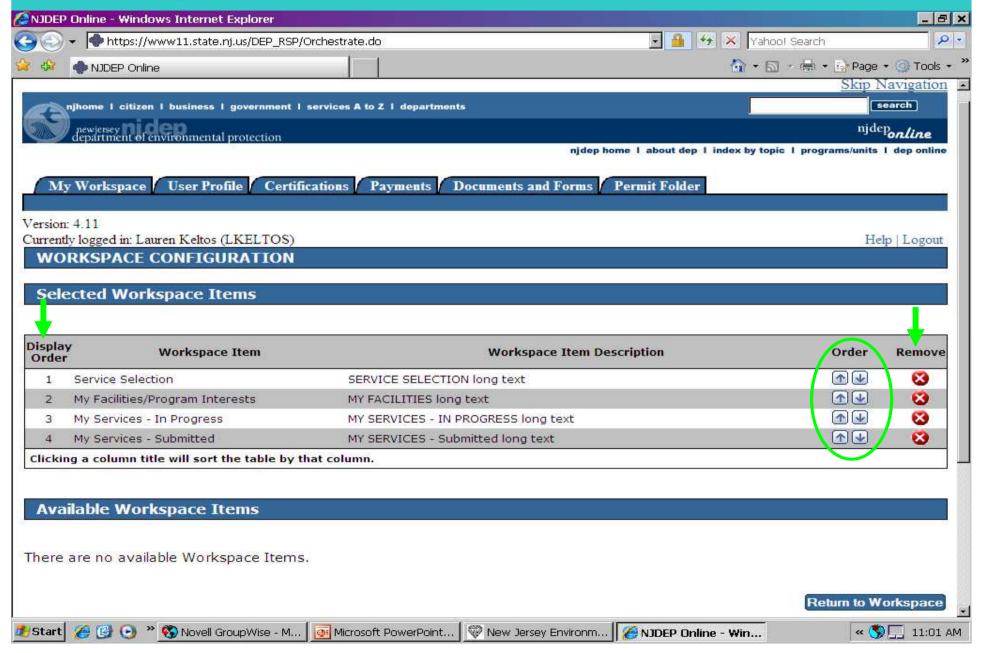


My Services – Submitted

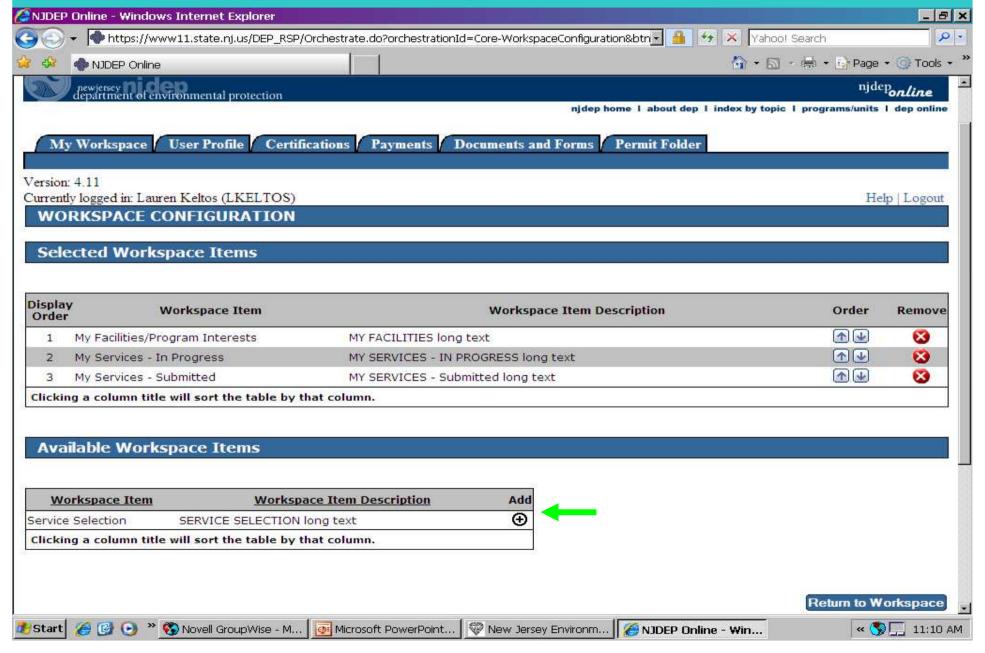


Configure Workspace

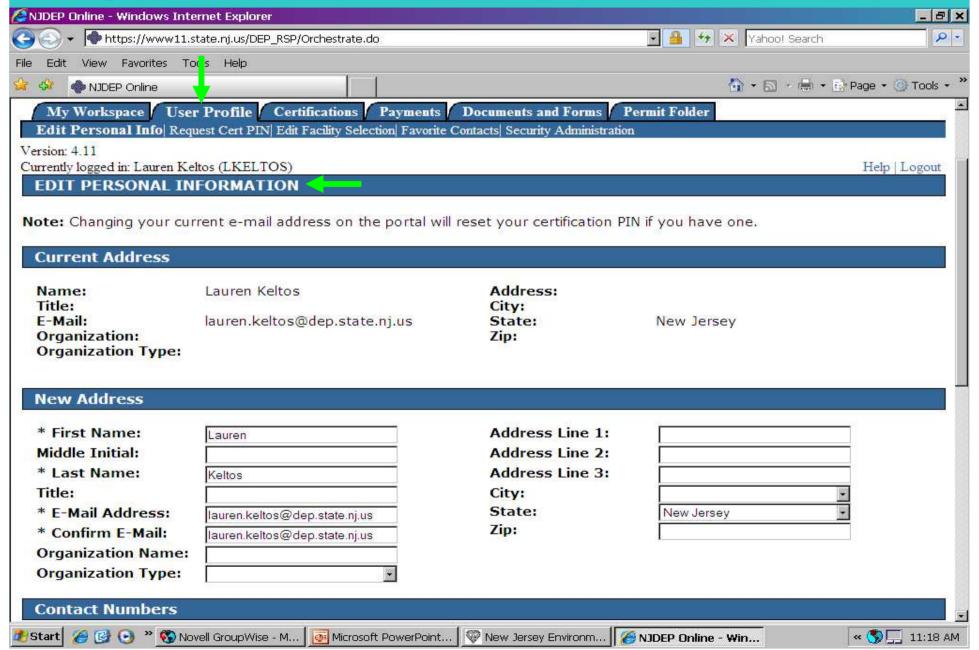




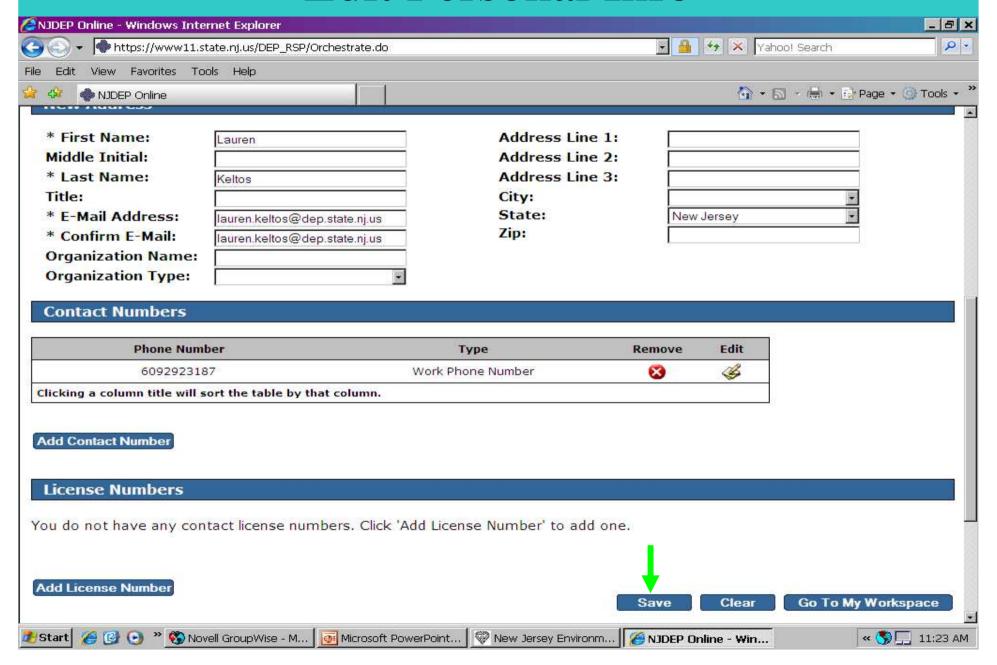
Workspace Configuration - Add Items



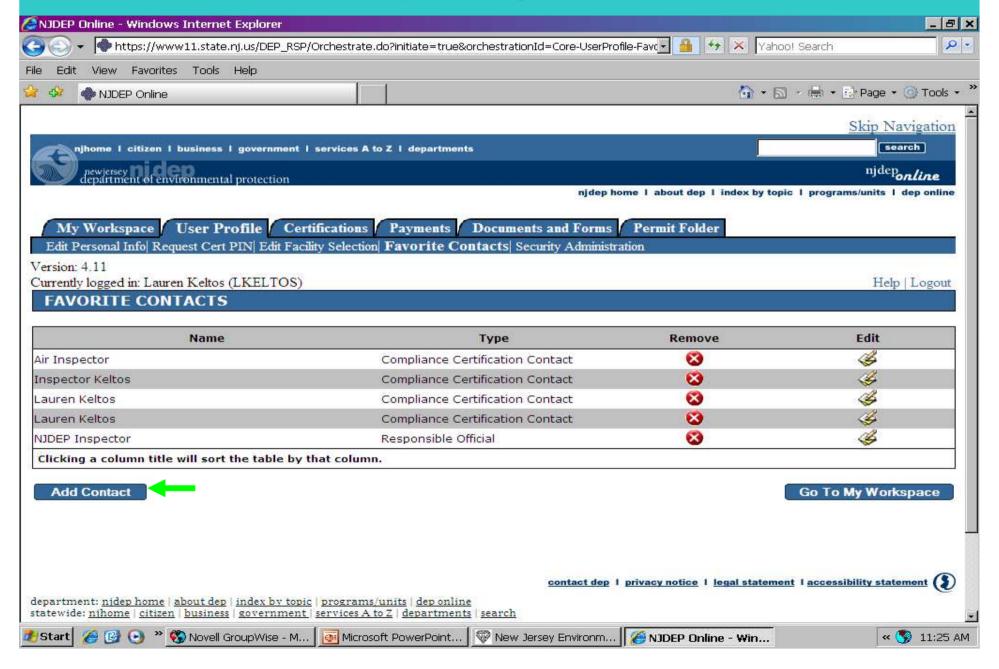
User Profile Tab – Edit Personal Info



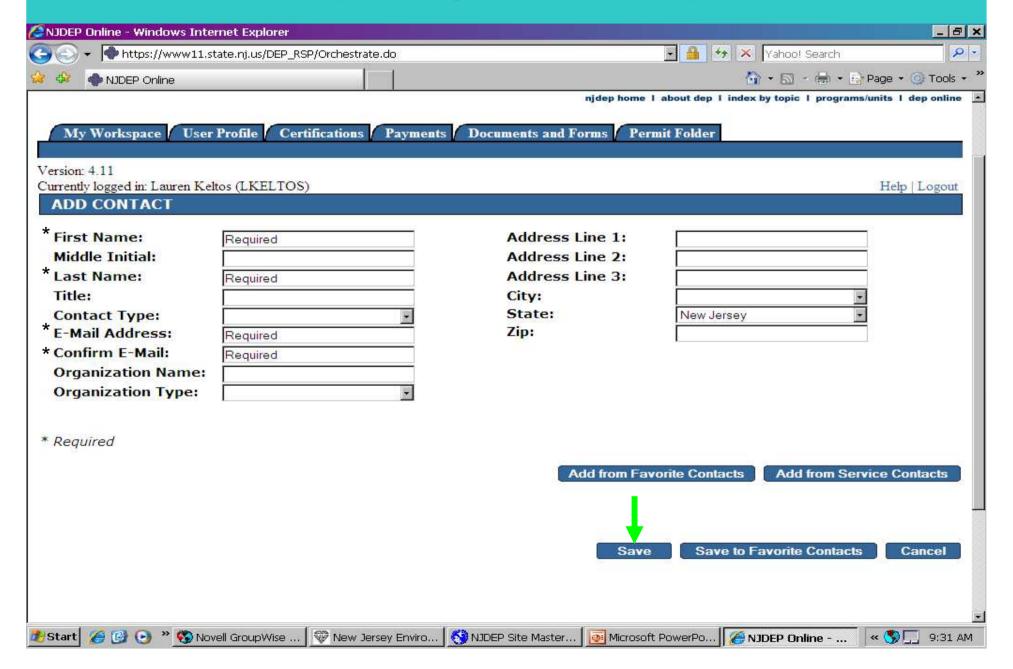
Edit Personal Info



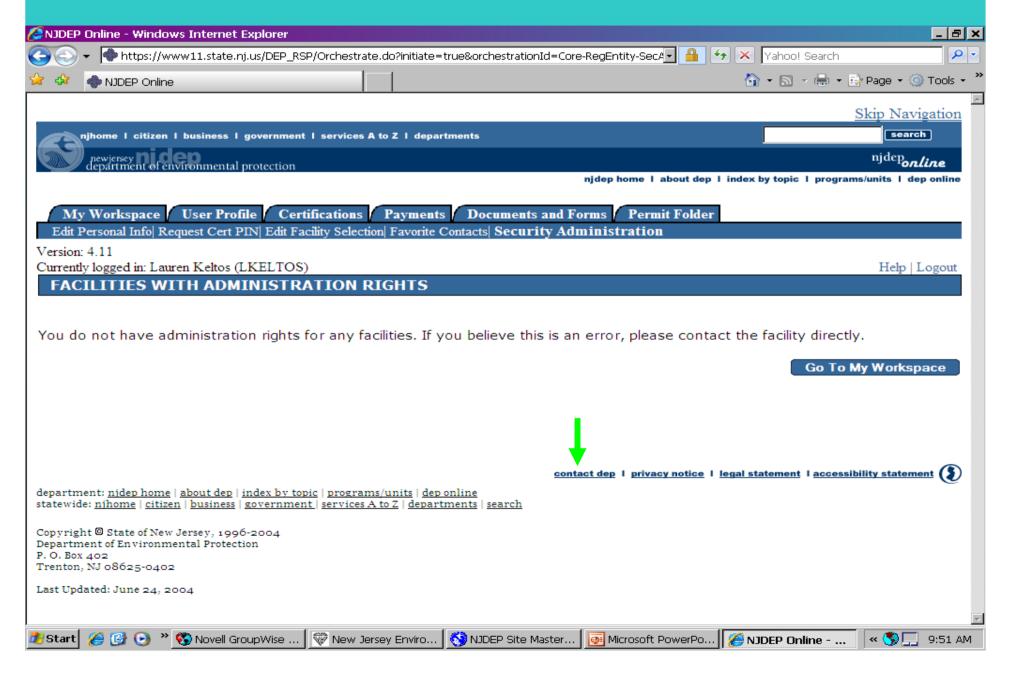
Favorite Contacts



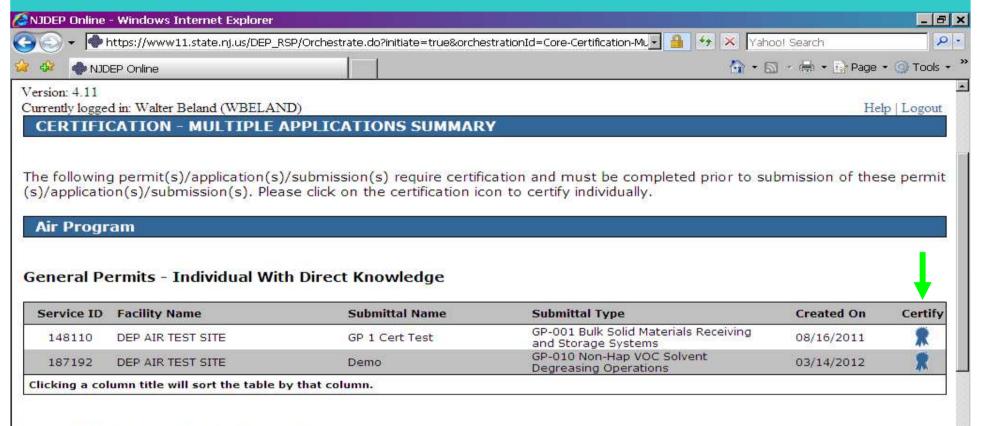
Add Favorite Contact Information



Security Administration, contact portal comments for access



Certifications Tab



General Permits - Responsible Official

Service ID	Facility Name	Submittal Name	Submittal Type	Created On	Certify
148110	DEP AIR TEST SITE	GP 1 Cert Test	GP-001 Bulk Solid Materials Receiving and Storage Systems	08/16/2011	*
187192	DEP AIR TEST SITE	Demo	GP-010 Non-Hap VOC Solvent Degreasing Operations	03/14/2012	R

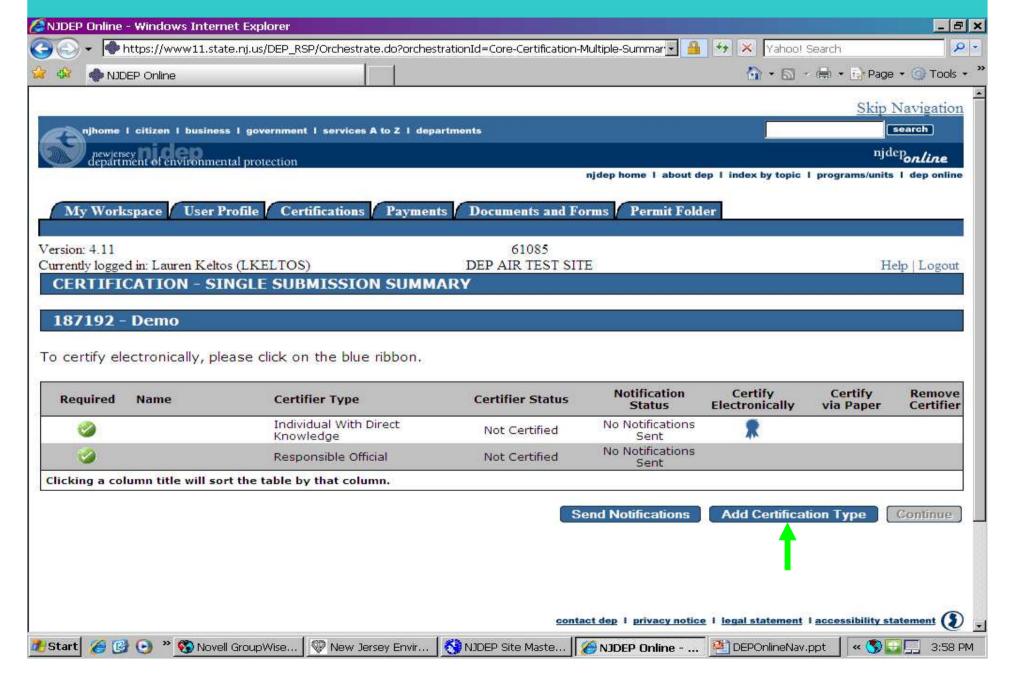
Periodic Compliance Certification - Individual With Direct Knowledge



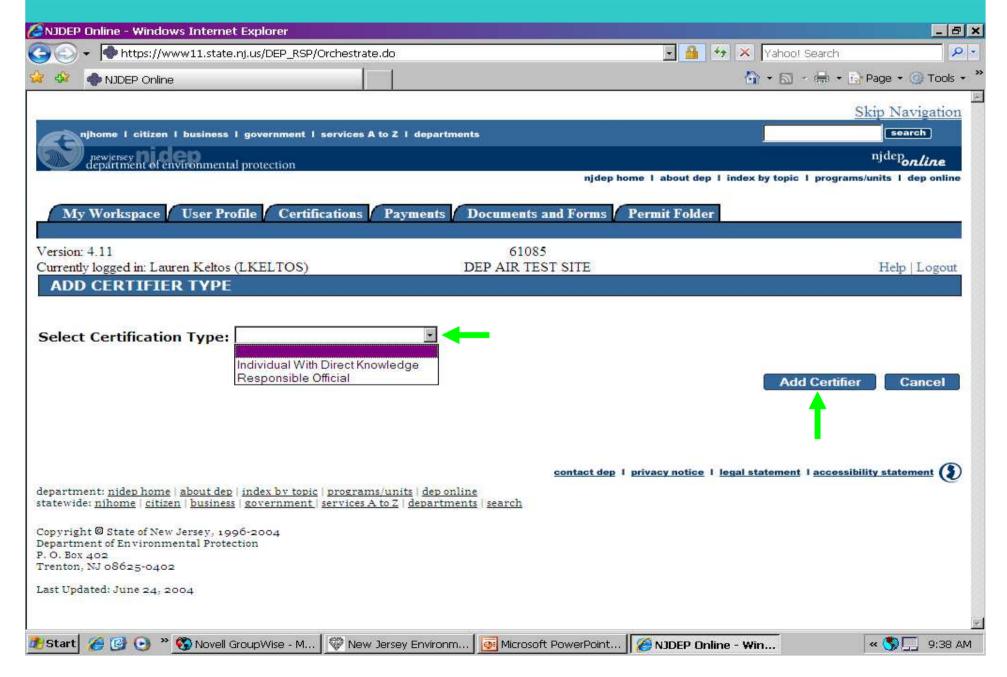




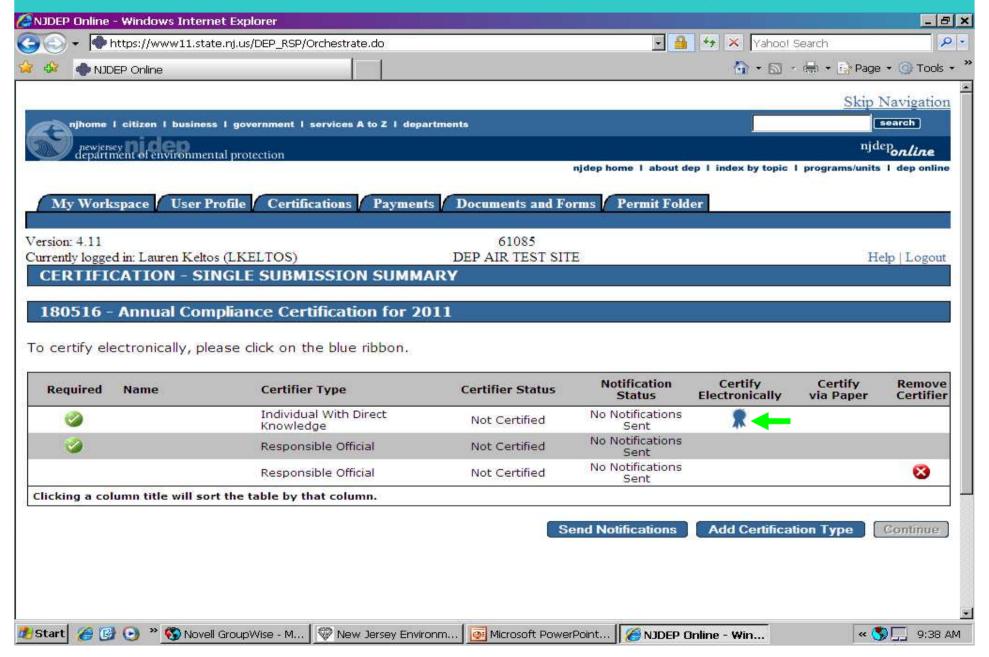
Certification



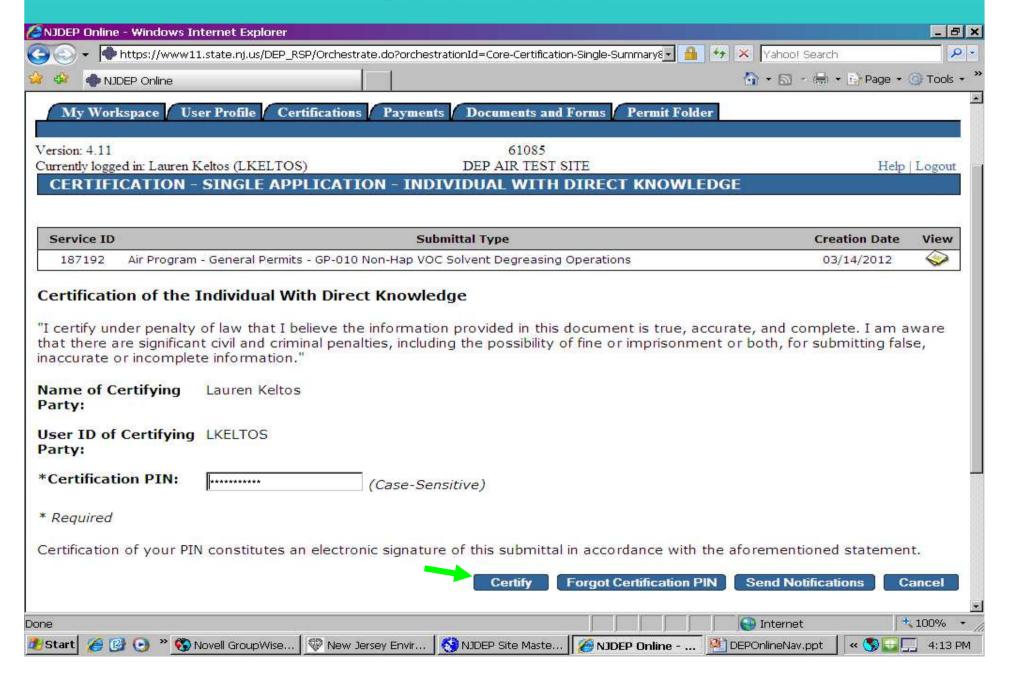
Add Certifier



Certify Electronically

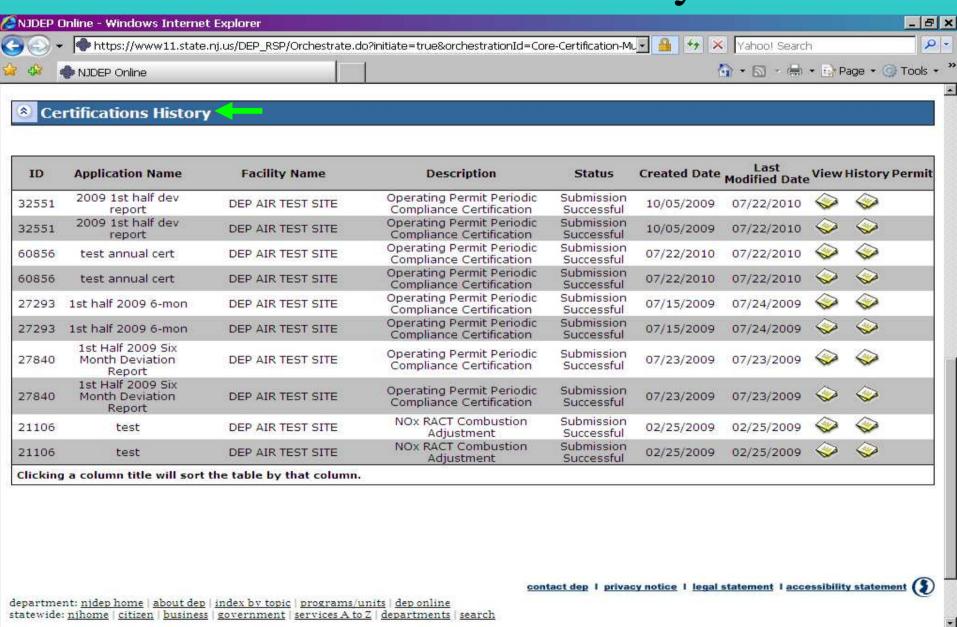


Certification



oct2009_rev....

Certification History



New Jersev E...

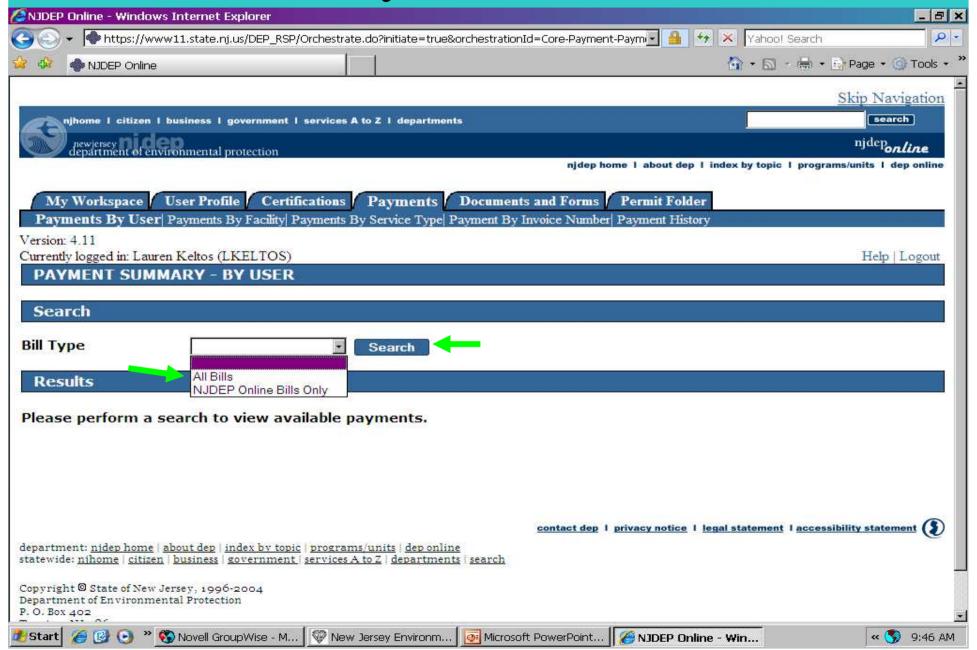
Novell Group...

NJDEP Site M...

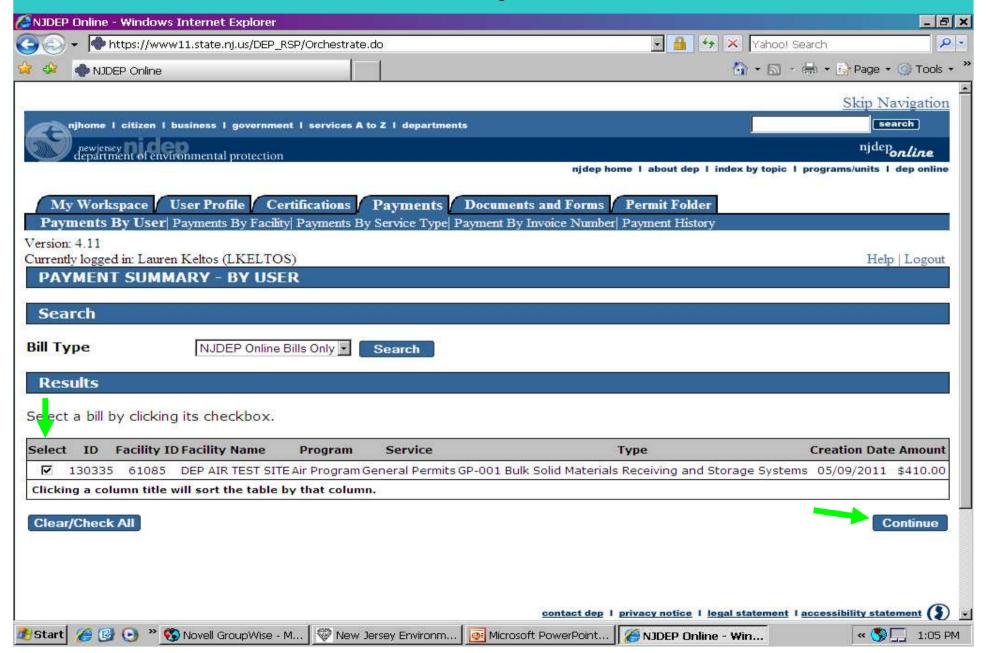
🔑 NJDEP Onlin...

DEPOnlineNav...

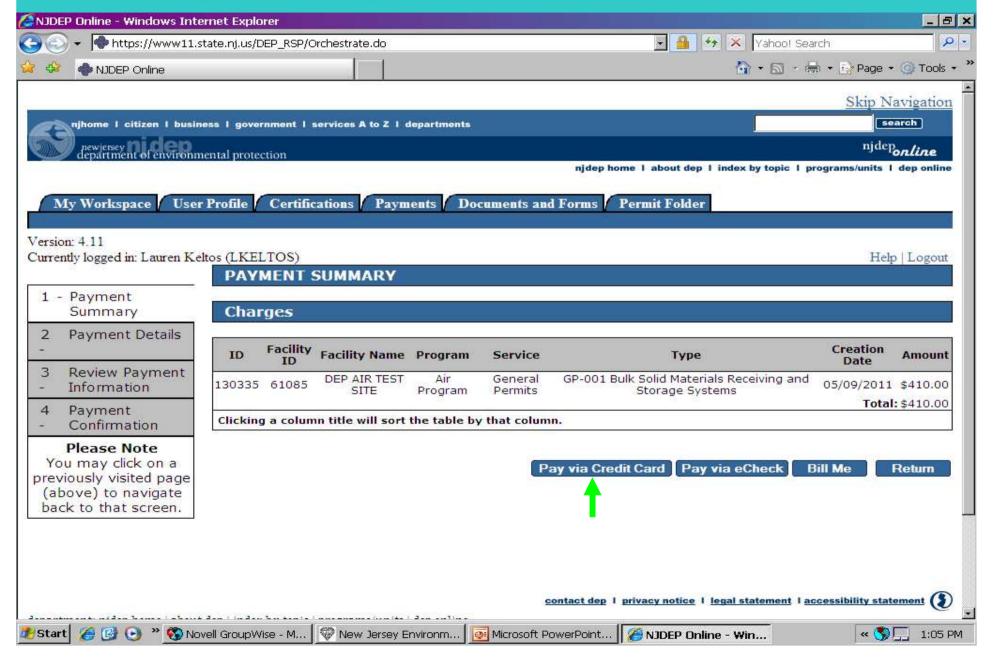
Payments Tab



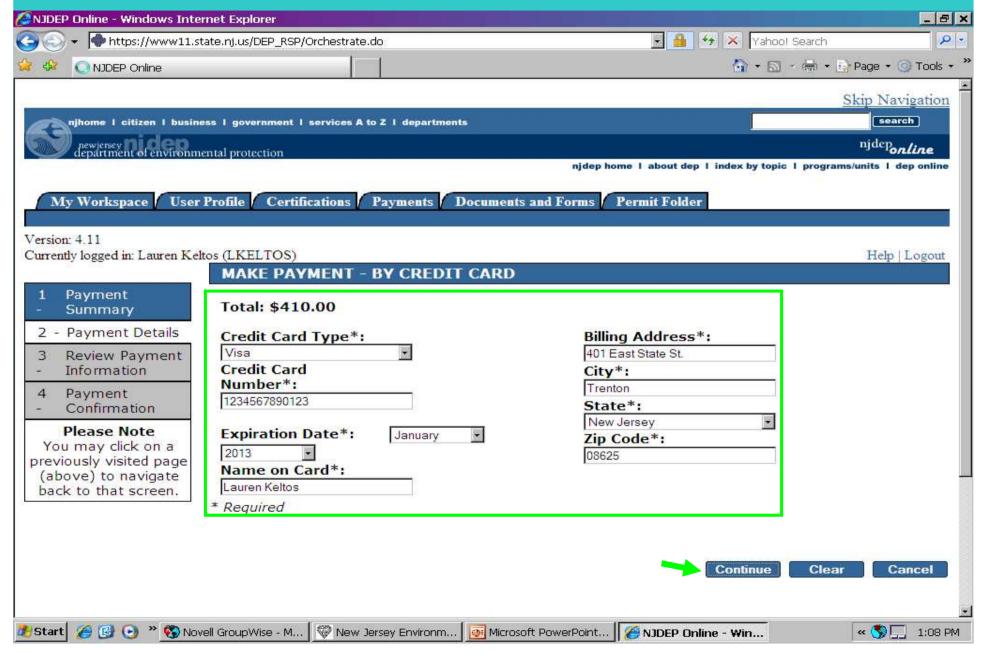
How To Pay a Invoice



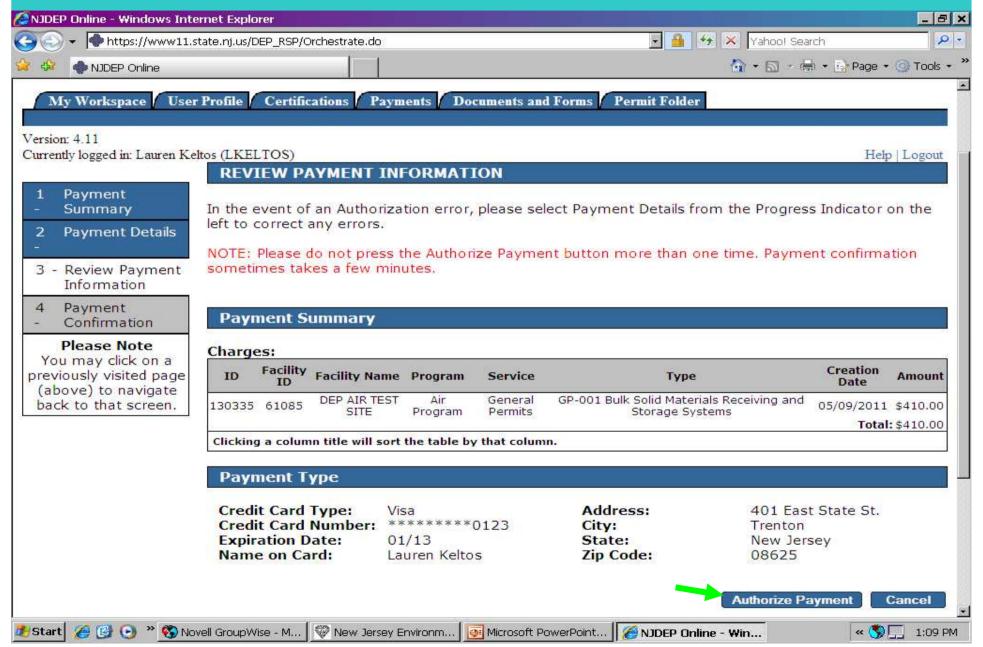
Ways to Pay Invoice – Credit Card



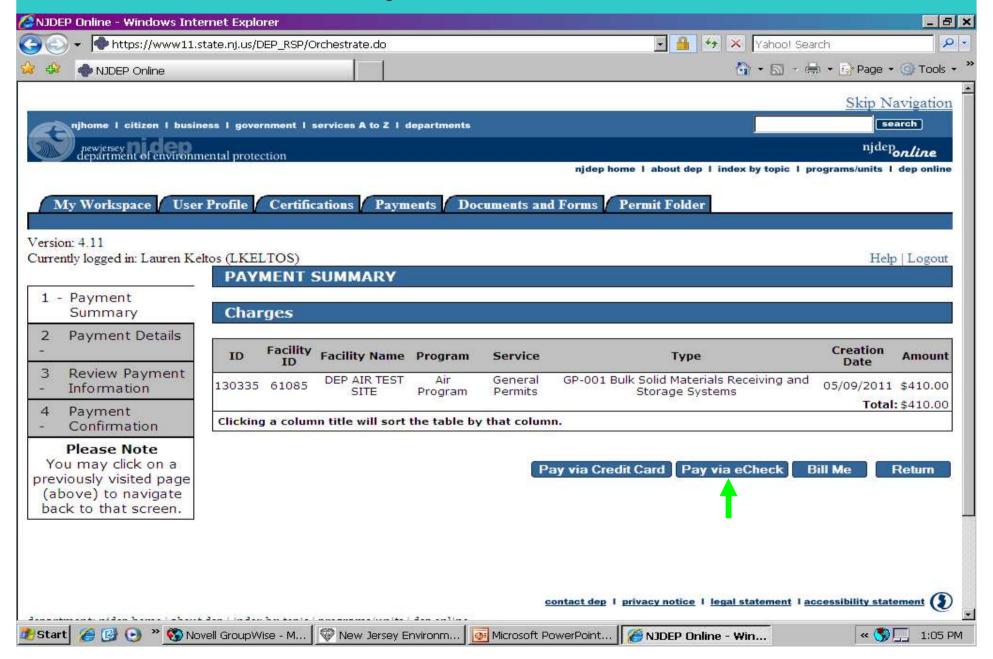
Pay by Credit Card



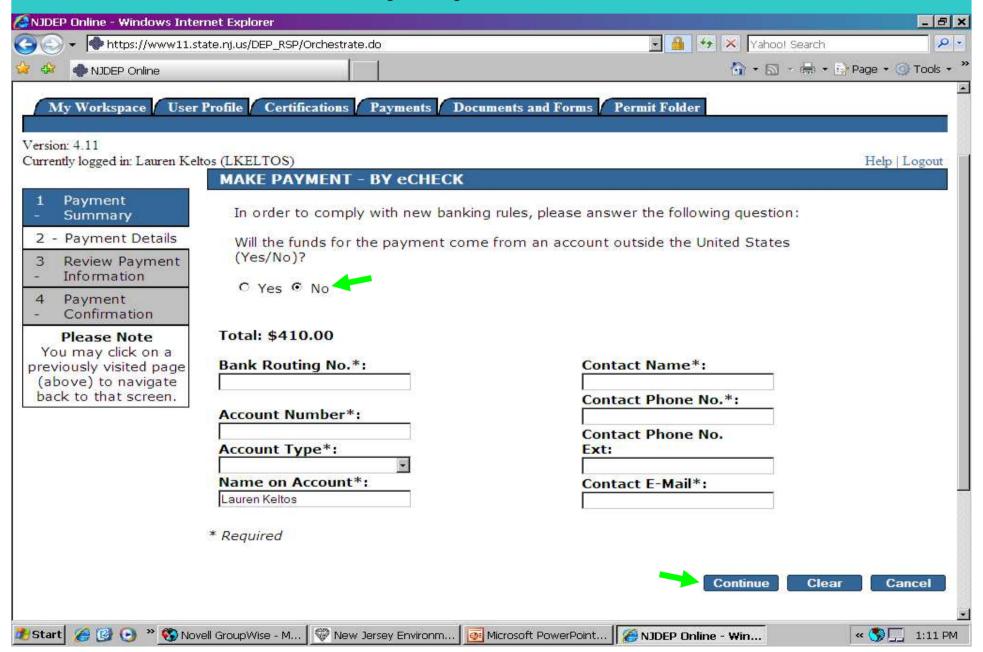
Pay by Credit Card



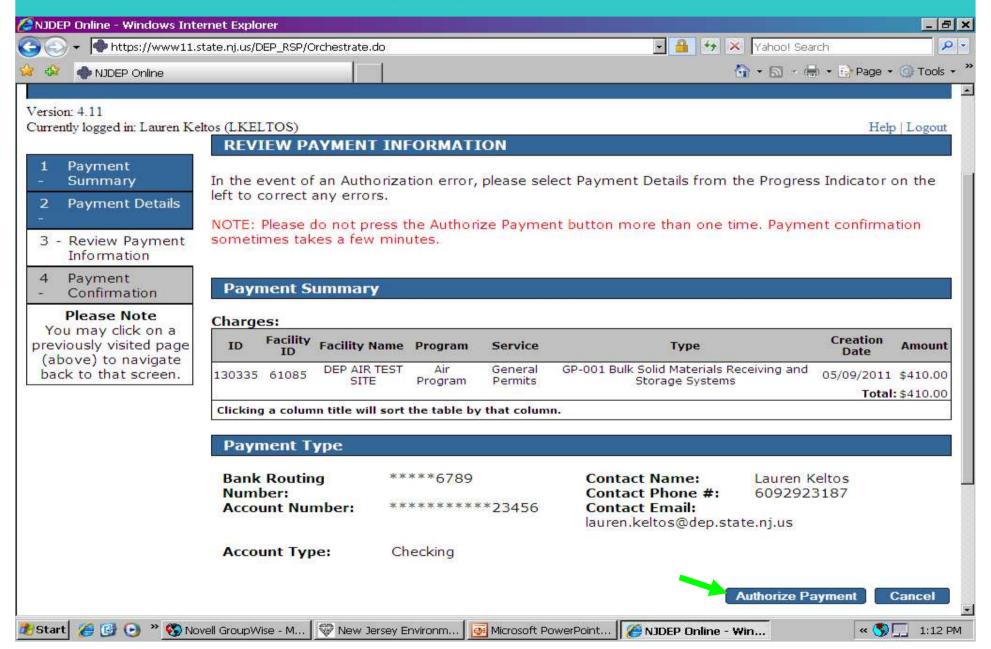
Pay via eCheck



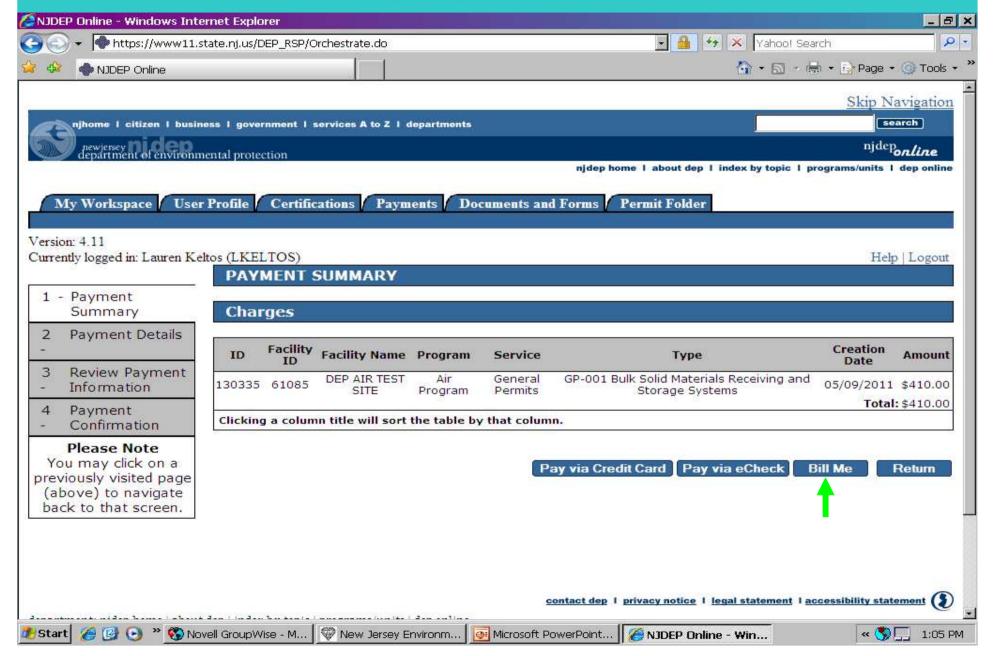
Pay by eCheck



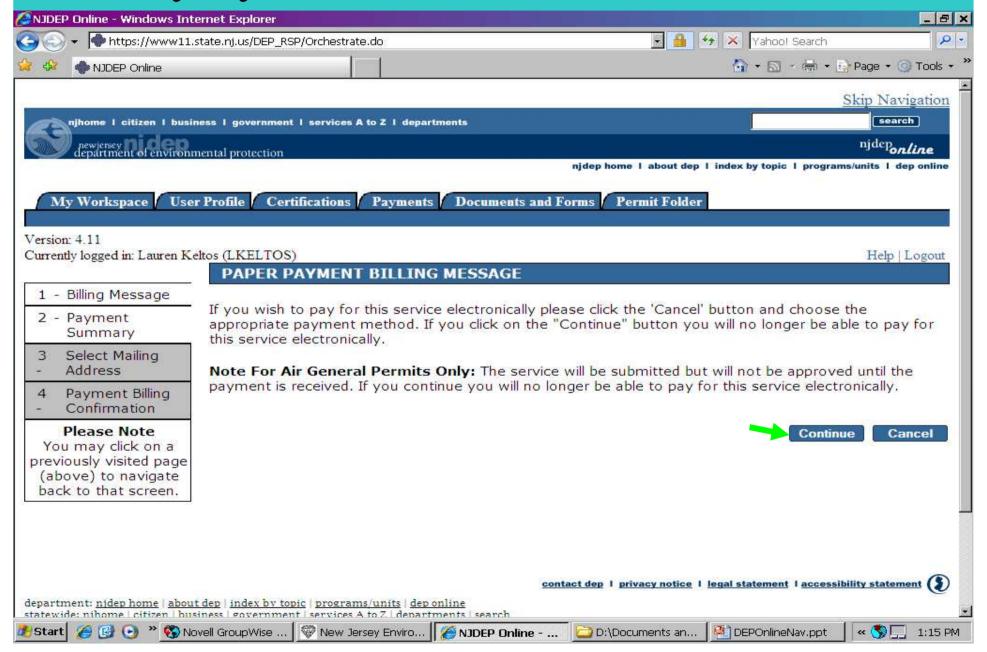
Pay by eCheck



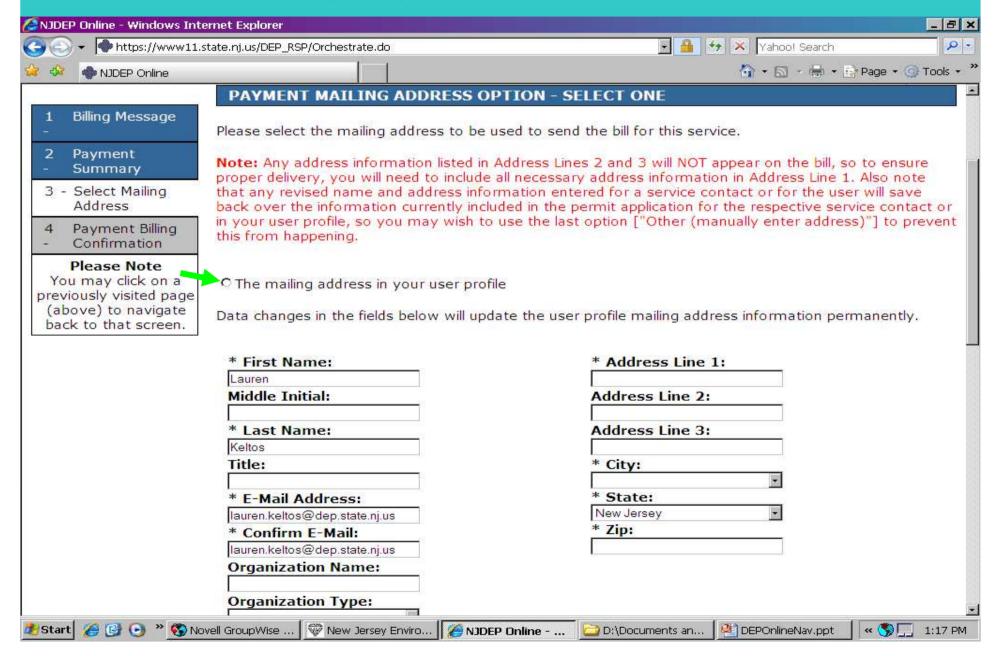
Pay by Bill Me



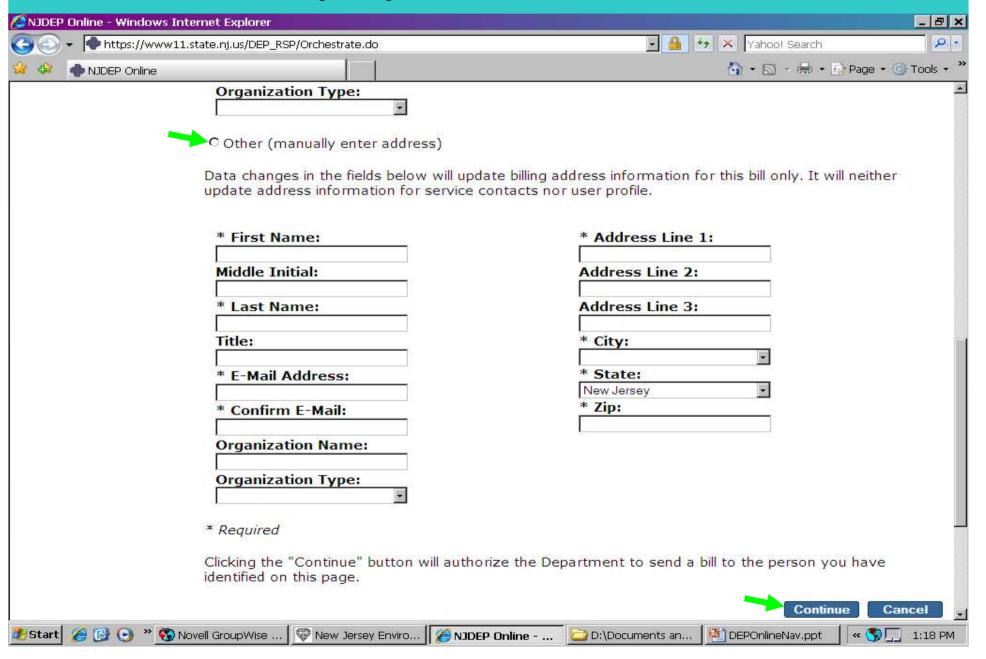
Pay by Bill Me Later, Mail Invoice



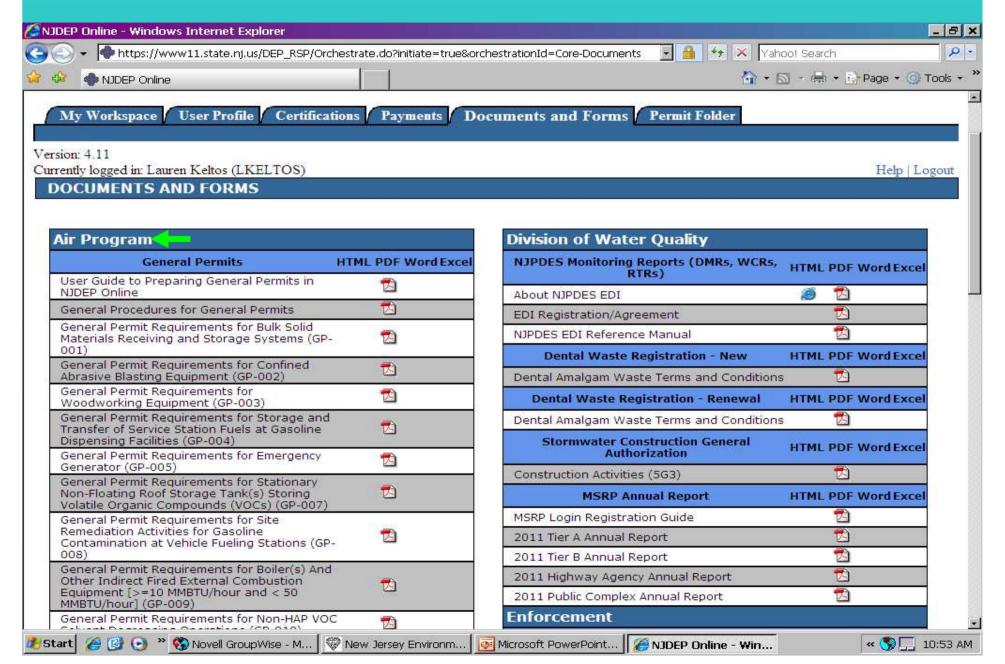
Pay by Bill Me Later



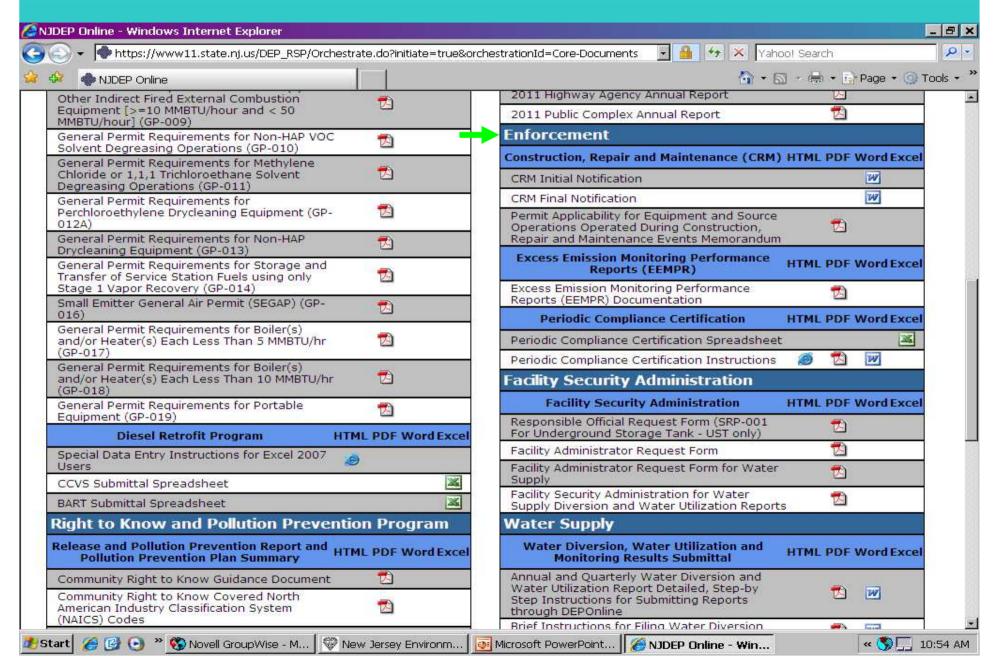
Pay by Bill Me Later



Documents & Forms



Documents & Forms



Northern Regional Office

Vanessa Day, Manager

phone (973) 656-4444

7 Ridgedale Ave

(973) 656-4080

Cedar Knolls, NJ 07927

(Bergen, Essex, Hunterdon,

Hudson, Morris, Passaic, Somerset,

Sussex, Union, and Warren counties)

Central Regional Office

Christopher Odgers, Manager

phone (609) 292-3187

(609) 292-6450 fax

(Burlington, Mercer, Middlesex,

Monmouth, and Ocean counties)

Mail Code 22-03A

PO Box 420

Trenton, NJ 08625

(US Mail)

Mail Code 22-03A 401 East State St. Trenton, NJ 08625

(FedEx/UPS)

Southern Regional Office

Richelle Wormley, Manager

phone (856) 614-3601

(856) 614-3613

(Atlantic, Camden,

fax

Cape May, Cumberland,

Gloucester, and Salem counties)

Ste. 201

2 Riverside Drive

Camden, NJ 08103