STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF WATER QUALITY
DIVISION OF WATER SUPPLY AND GEOSCIENCE

GOVERNOR PHIL MURPHY
LT. GOVERNOR SHEILA OLIVER
ACTING COMMISSIONER SHAWN LATOURETTE

Responding to an Invitation:

In order to assign responsibility for the listed facilities' emergency communications, you will need to connect your existing MyNewJersey account or create a new one.

myNewJersey powered by njoit

Log In to myNewJersey

Login ID:

Password:

Log In

Forgot your login ID?

Forgot your password?

Need help?

If you need to register for **Unemployment Benefits** please go to **myunemployment.nj.gov**. Unemployment services are only accessed through that site.

Otherwise, register for myNewJersey services here:

Sign Up

If you are CONNECTING an existing MyNJ account, fill in the requested info on each page, select YES when asked if you already have a MyNJ account, and sign in when prompted.

If you are CREATING a new MyNJ account, fill in the requested info on each page, select NO when asked if you already have a MyNJ account, and read the information below before continuing.

As of 11.1.2020 the following rules apply when creating an account (Additionally, you can check for updated login rules HERE, if you have troubles):

- Login IDs can only contain letters, numbers, and these four characters: @ . - _
- Passwords must be at least 8 characters long, chosen from at least three of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and \).
- Do not type phone numbers with any punctuation.
  - You only have 5 tries with a single email invitation. After 5 failed attempts, the invitations will deactivate. If you are unable to create an account within these limits, you will need to contact: Support@NJPortal.com

Once logged in, there is a session limit of 2 hours. However, you will be logged out after 30 minutes, if inactive.

Assigning Contact Responsibility:

Once logged in, you will be presented with the following screen.

This screen shows all the facilities assigned to your account and allows you to search/filter them, if needed. As the appointed Administrator, you will need to open each facility (by clicking anywhere on it's corresponding row) and add contact information.

When you click on a facility, you will be presented with the following page.

You will be using the "Primary", "Secondary", and "Security" tabs to add contact information. Press the "Add New" button to begin. To avoid adding multiple copies of the same contact, you will be asked to search for existing contacts before adding one. You will be presented with the following screen.

Tyler Keller

Search Facilities   Admin   Help   Logoff

DEP Emergency Contact Management System

Enter Contact

Program Area	Water Supply
Program Interest T...	SAFE DRINKING WATER
Facility ID	0258001
Facility Name	SADDLE RIVER WATER UTILITY
Contact Type	Primary

Enter a new or existing contact:

First Name

Last Name

24 Hour Contact Number

← Back   Search

Please refrain from using your browser's back or refresh button when navigating through this site

Since you are the newest users of this new government service, it is highly likely you will be adding a contact that doesn't already exist in the system. As shown below, just enter the information you'd like to add and click search.

In the unlikely event that you see the contact you are trying to add, feel free to click it. Otherwise, click "Add New Contact". You will be met with the following page.

DEP Emergency Contact Management System

Add Contact Information

Program Area Water Supply
Program Interest T... SAFE DRINKING WATER
Facility ID 0258001
Facility Name SADDLE RIVER WATER UTILITY

Facility Specific Information

This information is specific to this facility.

Contact Type *

Primary

Shared Information

The below contact information is shared for each Facility where this person is listed as a contact. If this contact is linked to multiple facilities, changing this information will update all facilities the contact is linked to.

First Name *

Tyler

Last Name *

Keller

Title *

Work Phone *

Ext:

24 Hour Contact Number *

(222) 222-2222

Work Email *

Confirm Email *

Linked Facilites

This contact person is also linked to the following facilities:

Facility ID	Program Interest Type	Facility Name	Type
No Other Links Found			

Save   ← Back

Fill in any remaining information and check your entry before clicking "Save". This should bring you back to your facility page with the contact information now present in one of the contact tabs.

Update Facility

Facility

Program Area:	Water Supply
Program Interest T...	SAFE DRINKING WATER
Facility Id:	0258001
Facility Name:	SADDLE RIVER WATER UTILITY
Alternate ID:	
Physical Address:	100 E ALLENDALE RD
	Saddle River Boro
	Bergen

Primary | Secondary | Security

The Primary Emergency Contact is a representative (such as the owner, Executive Director, Manager, Superintendent) of the system responsible for making high level decisions involving emergency response and authorizations for emergency funding, vendor and contract services.

First Name
Tyler

Last Name
Keller

Title
Technician

Work Phone
(222) 222-2222 Ext

24 Hour Contact Number
(222) 222-2222

Work Email
tyler.keller@egov.com

Last Update
11/02/2020

Edit   Replace   No Changes

Facility Comments

Save Comments

Back

You will need to repeat these steps to add all available contact information for each of your facilities. If more than one of your facilities have the same contact(s), follow the instructions below.

Editing Multiple Facilities with Bulk Copy:

If you have multiple facilities that have the same contacts, click the "Bulk Copy" option under the "Admin" navigation tab, as shown below.

You will be taken to a page where you must choose your program area.

Once you have chosen your program area, you will be shown the following page. The top is where you will select the contacts that you want to apply to the facilities. The bottom is where you will be shown, or can search for, all the facilities you can apply the contacts to.

When you click "Select Contact" you will be taken to this page. It will allow you to select any previously used contacts by searching for them. Click "Use" to apply the contact to the current contact type.

Once you have selected your contact, it will be displayed at the top of the page. Check the boxes next to the facilities that the contact should be assigned to. Once you've selected all of the facilities, double check your selected contacts and click "Apply Contacts to Facilities".

When the contacts are successfully applied, you will be greeted with the following message.

Inviting Other Admins to Your Facilities:

If you would like to share/reassign the contact management responsibilities with another admin in your facility group, you can do this by sending an invite from your account. When you are logged in, you can click the "Admin" navigation option and select "Invite Users". That will bring you to this page.

Use the bottom dropdown menus to search through your available facilities and add them to this invite. You can give the invitee access to edit facilities and invite others by making them an "Administrator". If you only want to allow facility editing, but not allow the user to invite others, set "Administrator" to "No". Once you have entered their details, assigned facilities, and set their permissions, go ahead and click "Send Invite". They will receive an invitation link and a copy of all the same information that was shared with you, when you were invited.

Final Notes:

- When viewing a facility, you may enter any relevant communication protocol information into the text box labeled "Facility Comments". These comments are not sent anywhere and are only viewable by administrators of this facility.
- All facilities will have an update timeline set by DEP administrators, at a later date. Facility administrators will receive email prompts, from the ECMS system, to confirm or update contact information at regular intervals.
- Any improvements or changes to the system, that affect facility level users, will be shared with updated training materials.
- When logged in, the "Help" button will contain all training materials, contact information to report bugs, and contact information to request support help.
- You cannot add new contacts in the "Bulk Copy" system. You can only re-use contacts already verified and applied to other facilities. You can add a new contact to a single facility and then use "Bulk Copy" to apply it to other facilities.

If you have questions about the login or account setup process, contact NIC and be sure to place "ECMS" in the subject:

- Support@NJPortal.com

If you have questions regarding the ECMS program/protocols, as it pertains to your department, please contact the division representatives below:

Division of Water Quality:

- ECMS_Support_DWQ@dep.nj.gov

Division of Water Supply & Geoscience:

- ECMS_Support_DWS@dep.nj.gov