



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.



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.

The screenshot shows the 'EMERGENCY CONTACTS' interface. At the top, there are logos for the State of New Jersey and the Department of Environmental Protection. The user 'Tyler Keller' is logged in, with navigation links for 'Search Facilities', 'Admin', 'Help', and 'Logoff'. The main section is titled 'Facility Search' and contains several search filters: 'Program Area' (set to 'All'), 'Program Interest Type' (set to 'All'), 'Facility ID', 'Facility Name', 'Alternate ID', 'Contact First Name', 'Contact Last Name', and 'Contact Email'. A 'Search' button is located below the filters. A 'Show' dropdown is set to '10 entries'. Below this is a table with 5 rows of facility data. Each row has an 'Action' column with a pencil icon. At the bottom of the table, it says 'Showing 1 to 5 of 5 entries' and 'Please refrain from using your browser's back or refresh button when navigating through this site'. Navigation links 'Previous', '1', and 'Next' are also present.

Facility ID	Alternate ID	Facility Name	Program Area	Program Interest Type	Primary	Secondary	Security	Action
0257001		SADDLE BROOK WATER DEPT	Water Supply	SAFE DRINKING WATER				
0258001		SADDLE RIVER WATER UTILITY	Water Supply	SAFE DRINKING WATER				
1712001		SALEM WATER DEPARTMENT	Water Supply	SAFE DRINKING WATER				
46867		SALEM CITY WASTEWATER TREATMENT FACILITY	Water Quality	NJPDES				
46884		SECAUCUS MUA	Water Quality	NJPDES				

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 its corresponding row) and add contact information.

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

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
EMERGENCY CONTACTS

Tyler Keller Search Facilities Admin Help Logoff

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.

A Primary Contact has not yet been added.
Click below to add a Primary Contact.

Add New

Facility Comments

Save Comments

Back

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

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.



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.

STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
EMERGENCY CONTACTS

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

We did not find any contacts similar to the the contact information entered.
If you believe this contact person is already linked to one of your facilities, please update your search criteria and search again.
Otherwise add the new contact by clicking on "Add New Contact".

Name	Title	Facility ID	Facility Name	PI Type	24 Hour Contact Number	Work Email	Action
No Similar Contacts Found							

[← Back](#) [Search Again](#) [Add New Contact](#)

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

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.

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 Facilities

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

Work Phone

 Ext

Last Name

24 Hour Contact Number

Title

Work Email

Last Update

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.

The screenshot shows the 'EMERGENCY CONTACTS' interface. At the top, there are logos for the State of New Jersey and the Department of Environmental Protection. The user 'Tyler Keller' is logged in. A navigation menu includes 'Search Facilities', 'Admin', 'Help', and 'Logoff'. The 'Admin' menu is open, showing options: 'Invite Users', 'Manage Users', 'Bulk Copy', and 'Update Scheduling'. Below this is the 'Facility Search' form with fields for Program Area, Program Interest Type, Facility ID, Facility Name, Alternate ID, Contact First Name, Contact Last Name, and Contact Email. A 'Search' button is present. Below the form, a table lists facilities:

Facility ID	Alternate ID	Facility Name	Program Area	Program Interest Type	Primary	Secondary	Security	Action
0102001		ATLANTIC CITY MUA	Water Supply	SAFE DRINKING WATER	Freddy Pirate	Miko Pocoto	Cleberson Barboza	
0103001		BRIGANTINE WATER DEPARTMENT	Water Supply	SAFE DRINKING WATER				
0104003		BUENA BOROUGH MUA	Water Supply	SAFE DRINKING WATER				

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

The screenshot shows the 'Bulk Contact Copy' page. It includes the same header and navigation as the previous page. The main content area has the following text:

Select a number of contacts and then select the facilities that you would like to copy these contacts into. Performing this action will overwrite any existing contacts for the selected facilities. If no copy contact is selected for a primary, secondary, or security role this action will not overwrite contacts in those roles for the destination facilities.

Select Program Area

-- Select One --

- Select One --
- Water Quality
- Water Supply

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The footer contains contact information for the Department of Environmental Protection, support links (FAQ, Contact Us), and policies & procedures (Privacy Policy, Accessibility Policy, Security Policy, Legal Statements & Disclaimers).

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.

Bulk Contact Copy

Select a number of contacts and then select the facilities that you would like to copy these contacts into. Performing this action will overwrite any existing contacts for the selected facilities. If no copy contact is selected for a primary, secondary, or security role this action will not overwrite contacts in those roles for the destination facilities.

Select Program Area
 Water Quality

New Primary Contact

No Contact Selected

New Secondary Contact

No Contact Selected

New Security Contact

No Contact Selected

Facility Search

Contact First Name: Facility Name: Facility ID:

Program Interest Type: Contact Last Name: Contact Email: Alternate ID:

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.

Tyler Keller Search Facilities Admin Help Logoff

DEP Emergency Contact Management System

Search For Contact

Program Area Water Quality
Contact Type Primary

Enter a new or existing contact:

First Name

Last Name

Work Mobile Phone

Name	Title	Facility ID	Facility Name	PI Type	24 Hour Contact Number	Work Email	Action
Tyler Keller	Technician	0258001	SADDLE RIVER WATER UTILITY	SAFE DRINKING WATER	(222) 222-2222	tyler.keller@egov.com	<input type="button" value="Use"/>

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

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".

Bulk Contact Copy

Select a number of contacts and then select the facilities that you would like to copy these contacts into. Performing this action will overwrite any existing contacts for the selected facilities. If no copy contact is selected for a primary, secondary, or security role this action will not overwrite contacts in those roles for the destination facilities.

Select Program Area
Water Quality

New Primary Contact

Name: Tyler Keller
Title: Technician
Work Email: tyler.keller@egov.com
Work Phone: 2222222222
24 Hour Contact Number: 2222222222

New Secondary Contact

No Contact Selected

New Security Contact

No Contact Selected

Facility Search

Contact First Name: Facility Name: Facility ID:

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

Bulk Contact Copy

Bulk Contact Copy Completed Successfully for 2 Facilities

Select a number of contacts and then select the facilities that you would like to copy these contacts into. Performing this action will overwrite any existing contacts for the selected facilities. If no copy contact is selected for a primary, secondary, or security role this action will not overwrite contacts in those roles for the destination facilities.

Select Program Area
Water Quality

New Primary Contact

No Contact Selected

New Secondary Contact

No Contact Selected

New Security Contact

No Contact Selected

Tyler Keller Search Facilities Admin Help Logoff

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.

The screenshot shows the 'EMERGENCY CONTACTS' web interface. At the top, there are logos for the State of New Jersey Department of Environmental Protection and the Department of Environmental Protection. The user is logged in as Tyler Keller. The page title is 'EMERGENCY CONTACTS'. The main content area is titled 'Invite User' and contains the following sections:

Invite User
Performing this action will send an email invitation based on the information entered. Once the new user logs in they will be able to manage or review the facilities they were given access to.

User Information

User Type: Email Address:

First Name: Confirm Email:

Last Name:

Access

Program Area	Facility	Administrator
None		

Add a Facility:

Program Area:

Program Interest Type:

Facility:

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