

Creating a Login for Electronic Filing

The screenshot shows the login page for the Division of Revenue & Enterprise Services Central Forms Repository & Payment Collection System. The page has a blue header with the system name. Below the header is a navigation bar with links for 'Download Forms', 'About', and 'Help'. On the right side of the navigation bar, there are links for 'Translate this Page' and 'Select Language', along with a 'Translation Disclaimer' link. The main content area features a 'Please Login' form with fields for 'User Name' and 'Password', and buttons for 'Log In' and 'Clear'. Below the form are links for 'Register Now!', 'Forgot Your Password?', and 'Forgot Your Username?'. At the bottom of the page, there is a footer with various links including 'Home', 'Registrations', 'Certifications', 'Tax Filings', 'NIBGS', 'Refund Policy', 'Contact us', 'Privacy Notice', 'Legal Statement', and 'Accessibility Statement'.

Select **Register Now**- First time users will follow this link to create a user name and password.

Select **Division of Purchase and Property**

The screenshot shows the registration page for the Division of Revenue & Enterprise Services Central Forms Repository & Payment Collection System. The page has a grey header with the system name. Below the header is a navigation bar with links for 'Home', 'About', and 'Help'. On the right side of the navigation bar, there are links for 'Translate this Page' and 'Translation Disclaimer'. The main content area features a 'Registration' form with fields for 'User Information', 'User Name', 'First Name', 'Last Name', 'Password', 'Confirm Password', 'Email', 'Confirm Email', and 'Phone Number'. A dropdown menu is open, showing 'Registration options' and a list of submission agency names: '- Select -', 'Department of Community Affairs', 'Division of Purchase and Property', 'Division of Revenue and Enterprise Services - Business Registry and Commercial Filings', 'Division of Revenue and Enterprise Services - Commercial Recording', 'Division of Risk Management', 'Division of Taxation - 1095 Health Coverage Form', 'Division of Taxation - Homestead Benefit', and 'Division of Taxation - Motor Fuels'. At the bottom of the page, there is a footer with various links including 'Home', 'Registrations', 'Certifications', 'Tax Filings', 'NIBGS', 'Refund Policy', 'Contact us', 'Privacy Notice', 'Legal Statement', and 'Accessibility Statement'.

Select an option to proceed:

Personal Registration- Register as a Person

Company Registration- Register as a Company

The screenshot shows the 'Registration' page of the 'Central Forms Repository & Payment Collection System'. The page has a header with navigation links (Home, About, Help) and utility links (Translate this Page, Select Language, Translation Disclaimer). The main content area is titled 'Registration' and contains two tabs: 'User Information' and 'Address Information'. The 'User Information' tab is active, showing a form with fields for User Name, First Name, Last Name, Password, Confirm Password, Email, Confirm Email, and Phone Number. A red message 'Create a new User Name for your new account' is displayed next to the User Name field. A modal dialog box titled 'Registration options' is overlaid on the form, containing the text 'Please select a registration type' and two buttons: 'Personal Registration' and 'Company Registration'. The footer contains a list of links for various services and a copyright notice for the State of New Jersey.

Creating a New User Account

The screenshot shows the 'Registration' page of the 'Central Forms Repository & Payment Collection System'. The page has a header with navigation links (Home, About, Help) and utility links (Translate this Page, Select Language, Translation Disclaimer). The main content area is titled 'Registration' and contains two tabs: 'User Information' and 'Information'. The 'User Information' tab is active, showing a form with fields for User Name, First Name, Last Name, Email, Confirm Email, and Phone Number. A red message 'Create a new User Name for your new account' is displayed next to the User Name field. The 'Next' and 'Clear' buttons are visible at the bottom of the form. The footer contains a list of links for various services and a copyright notice for the State of New Jersey.

User Information Tab:

Enter the following information: User Name, First Name, Last Name, Email, Confirm Email and Phone Number. You will receive a notification if the information is required but not provided.

The email address provided on this screen will be used by the system to send all confirmations for registration, form submissions, and payments.

Select an option to proceed:

- **Next**– program will proceed to the Address Information screen
- **Clear**– all fields are cleared of data

Registration Address Information

Registration

User Information	Address Information
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Address Informaiton

Mailing Address

Address Line 1:

Address Line 2:

Address Line 3:

City: State: Zip Code:

Billing Address Same as Mailing Address

Address Line 1:

Address Line 2:

Address Line 3:

City: State: Zip Code:

In the User address tab, enter the information for the mailing address and the billing address. You will receive a notification if the information is required but not provided.

Select an option to proceed:

- **Submit**- You will receive a notification if required information is missing. If all information is provided, you will receive a confirmation notification on the screen, and a registration confirmation email will be sent to the email you provided.
- **Clear**- all fields are cleared of data
- **Back**- return to the previous User Information screen

Once, you enter all the necessary information, please select "Submit". The system will create a new account and transfer back to Login page.

Now, you can enter your username and password and select "Login". After account is verified, the system will transfer you to main menu .