

**New Jersey Department of Environmental Protection
Division of Sustainable Waste Management**

**Certificate of Public Convenience and Necessity (CPCN) Annual Utility
Report for Solid Waste Collectors/Transporters and Brokers
SimpliGov Instructions**

Step #1

First Step - Request Access:

Before you can access the DEP Submission Portal, you must submit an access request and receive approval. Once approved, you'll receive an email with account setup instructions. Follow the steps below:

1. Submit an Access Request
 - Go to the DEP Submission Portal - [Access Request Form](#)



- Complete the form by entering:
 - Full Name and Email Address in the designated fields.
 - If you already have a MyNJ account, provide your MyNJ Login ID and the email address associated with your MyNJ account.
- Click the Request Access button to submit your request.
- What Happens Next: Once your request is approved, you will receive an email with instructions and an access code. *Please note that it may take some time to receive this email after submitting your request.*

First Name * Last Name *

MyNJ Login ID

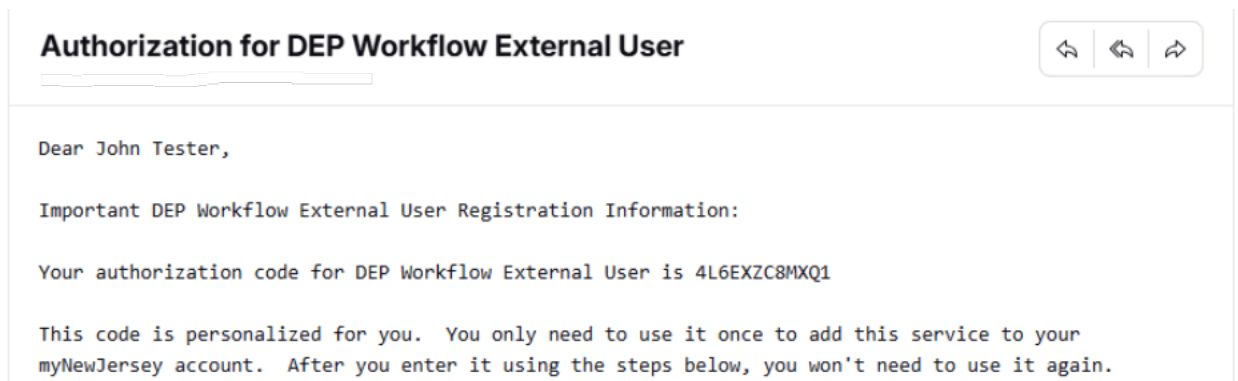
Email Address * Confirm Email Address *

* Note: Emails must match to submit.

Request Access

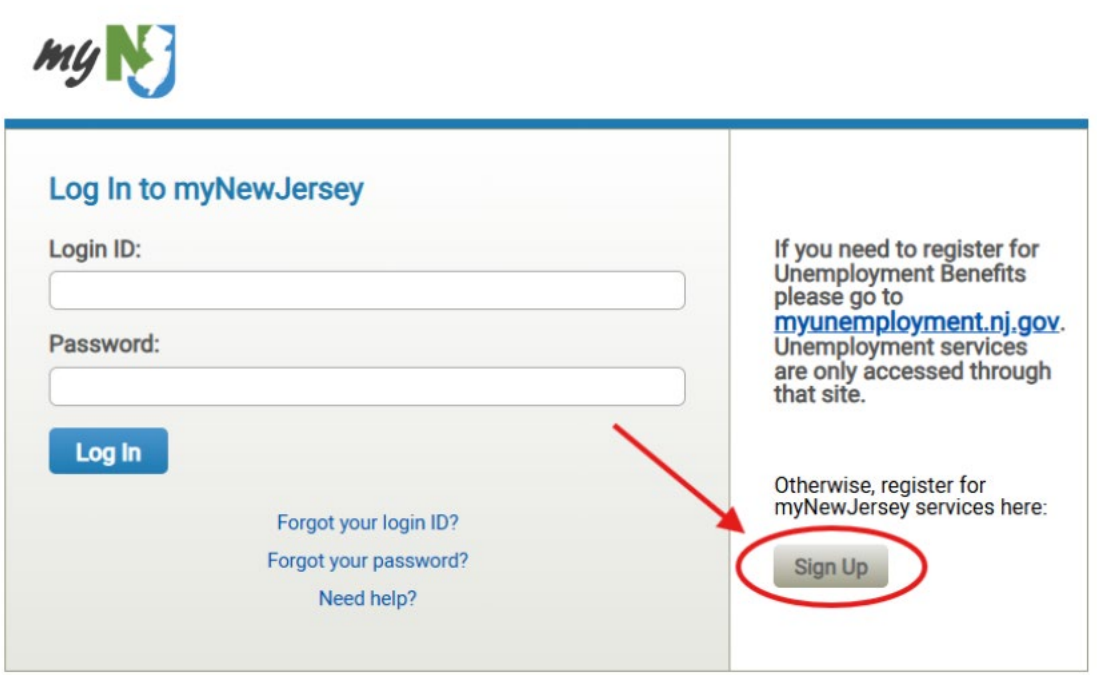
2. Receive Your Invitation Email

- Look for an email with the subject line:
 - Authorization for DEP Submission Portal User
- This email contains your Access Code and instructions for connecting your account.
- Tip: Check your spam or junk folder if you don't see the email in your inbox within 24-48 hours.



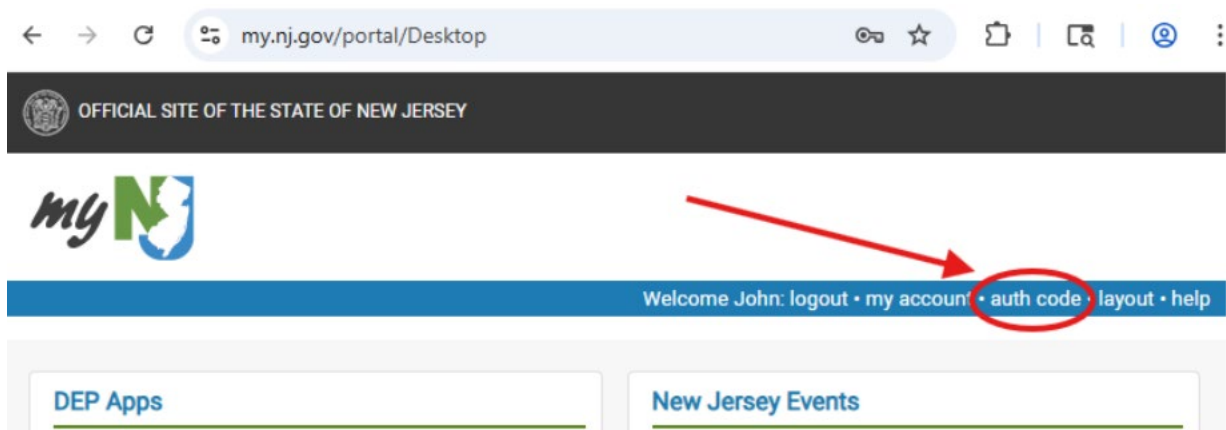
3. Create or Log into Your MyNJ Account

- Go to the MyNJ Login Page at <https://my.nj.gov/au/Login>
- If you already have a MyNJ account, click Log In and enter your credentials.
- If you do not have an account, click Sign Up and follow the prompts.



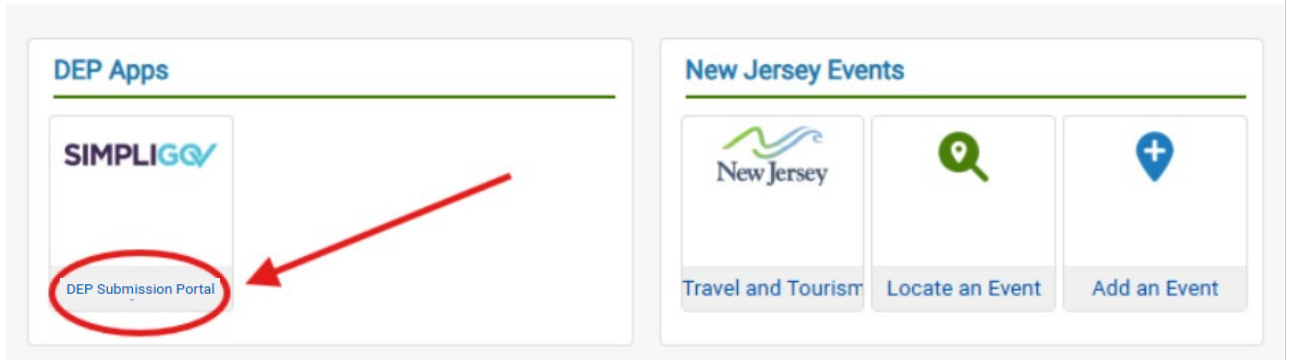
4. Enter Your Access Code

- After logging in, navigate to the MyNJ Auth Code Page.
- Enter the Access Code provided in your invitation email.
- Click Submit to link your MyNJ account to the DEP Submission Portal.



5. Access the DEP Submission Portal

- Once your access code is successfully validated:
 - Log into the DEP Submission Portal using your MyNJ credentials.
 - You will now have access to workflows that allow external users to start submissions.



DEP Submission Portal (SimpliGov) Platform New Features:

The Certificate of Public Convenience and Necessity (CPCN) Annual Utility Report has changed its format from a downloadable PDF to the SimpliGov Platform. The report no longer requires Adobe Acrobat Reader. New features of the SimpliGov Platform include:

- **Ease of Use:** Forms are intuitive and user-friendly, with clear instructions and dynamic features that guide users through the process.
- **No Software Required:** Forms can be accessed and completed directly in a web browser—no need to download or install software like Adobe Acrobat.
- **Secure Submissions:** Data is submitted securely through the Azure Government Cloud, protecting sensitive information.
- **Time-Saving:** Forms are faster to complete and submit compared to downloading, filling out, and emailing PDFs.
- **Error Reduction:** Automated checks and required fields minimize mistakes and incomplete submissions.
- **Convenient Updates:** Users always access the latest version of the form without needing to download updated PDFs.

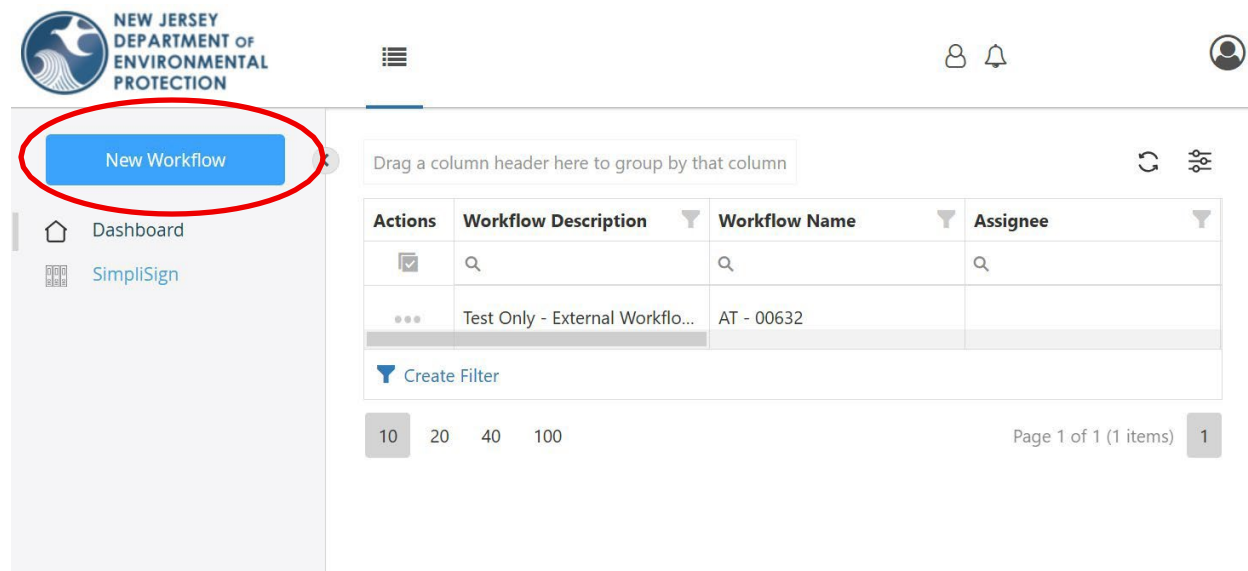
Step #2

Second Step - Completing the CPCN Annual Utility Report

Log into the DEP Submission Portal at:

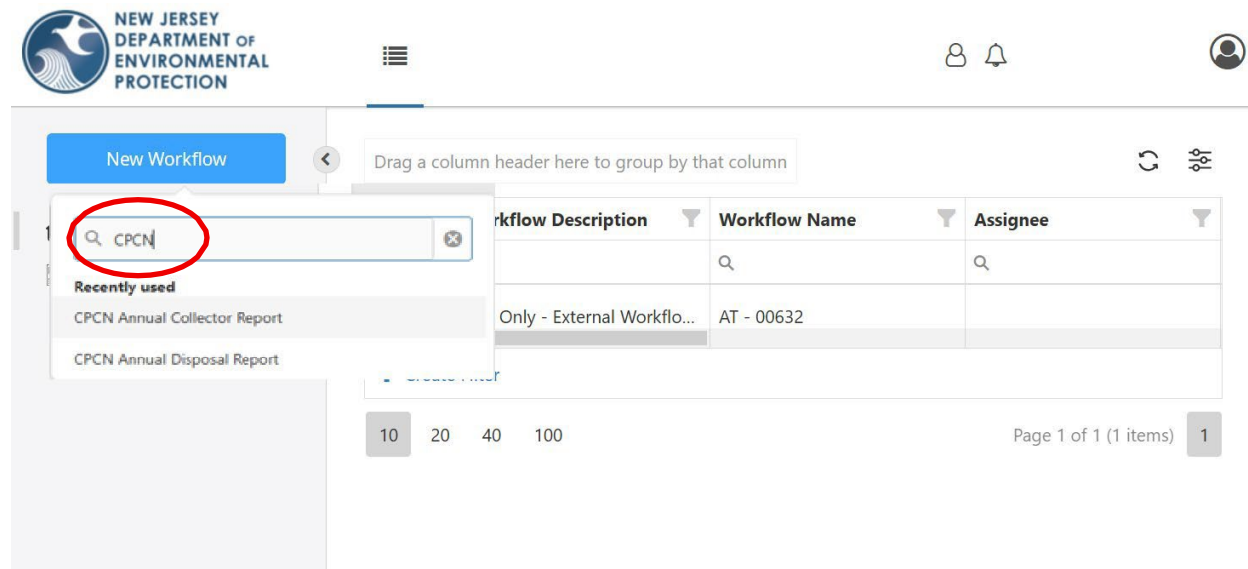
<https://njdep.prod.simpligov.com/prod/portal/Dashboard>

1. Click "New Workflow" from the dashboard. This is a blue button at the top left of the screen.



The screenshot shows the NJDEP Submission Portal dashboard. The header includes the NJDEP logo and the text "NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION". A navigation menu on the left contains "Dashboard" and "SimpliSign". A blue button labeled "New Workflow" is circled in red. The main content area displays a table with columns: "Actions", "Workflow Description", "Workflow Name", and "Assignee". A search bar is present above the table. The table contains one row with the text "Test Only - External Workflo..." and "AT - 00632". Below the table, there are pagination controls showing "Page 1 of 1 (1 items)" and a "1" in a box.


2. Search for and select "CPCN Annual Collector Report." Selecting this option will start a new report to be completed.




The screenshot shows the NJDEP Submission Portal dashboard with the "New Workflow" button selected. A search bar is visible above the table. The search results dropdown menu is open, showing a search for "CPCN". The results include "CPCN Annual Collector Report" and "CPCN Annual Disposal Report". The "CPCN Annual Collector Report" option is circled in red. The table below the search results shows the same columns as the previous screenshot, with the "Test Only - External Workflo..." row and "AT - 00632" value. The pagination controls at the bottom show "Page 1 of 1 (1 items)" and a "1" in a box.


3. You should now see the 2025 CPCN Annual Utility Report.

OFFICIAL SITE OF THE STATE OF NEW JERSEY

 Department of Environmental Protection

CPCN Annual Collector Report

Exit workflow 

[Instructions](#) [Collector Report](#) [Section A](#) [Section B](#) [Zero Gross Operating Revenue](#) [Certifications](#) 

NJDEP - CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY (CPCN) ANNUAL UTILITY REPORT FOR SOLID WASTE COLLECTORS/TRANSPORTERS AND BROKERS

**Note: This CPCN Annual Utility Report is NOT the Annual A-901 Update
submitted to the Attorney General's Office!**

Printed and/or Scanned Copies of this report will not be accepted

What you need to know about the:

CPCN ANNUAL UTILITY REPORT:

The CPCN Annual Utility Report has been divided into separate parts: Section A for Collector/Transporter Operations and Section B for Broker Operations.

You are **required** to submit this report even if your company had **no activity** during selected calendar year **OR** if you discontinued service during selected calendar year.

If you have discontinued service during selected calendar year, you are required to report all revenue generated as of the date of discontinuance.

This report is NOT the Annual A-901 update which you are required to submit separately to the Office of the Attorney General.

REVIEW AND ASSESSMENT OF THE CPCN ANNUAL UTILITY REPORT


Step #2A - Adding Entries:

On some pages, you may need additional entries to provide all the required information. If you need additional entries on a page, click on the “+ ADD ENTRY” button at the bottom of the section.

Please see the example below of the “+ ADD ENTRY” button:

2. LIST OFFICERS AND EQUITY HOLDERS:

List Officers and Equity Holders


 Name *	Title *	Equity (%) *
<input type="text"/>	<input type="text"/>	<input type="text"/>

REMOVE ENTRY

If the “+ ADD ENTRY” button was accidentally pressed, or is no longer needed, it may be deleted by clicking the “REMOVE ENTRY” button located to the right of the “+ ADD ENTRY” button. Clicking this “REMOVE ENTRY” button will delete the entry from the report.

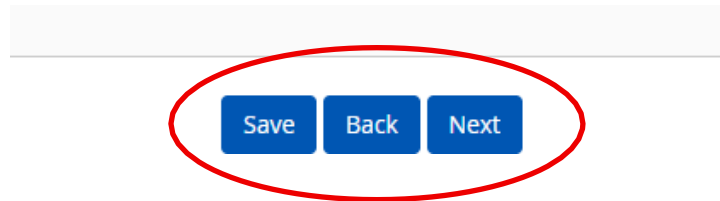
2. LIST OFFICERS AND EQUITY HOLDERS:

List Officers and Equity Holders

 Name *	Title *	Equity (%) *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Step #2B - Navigation:

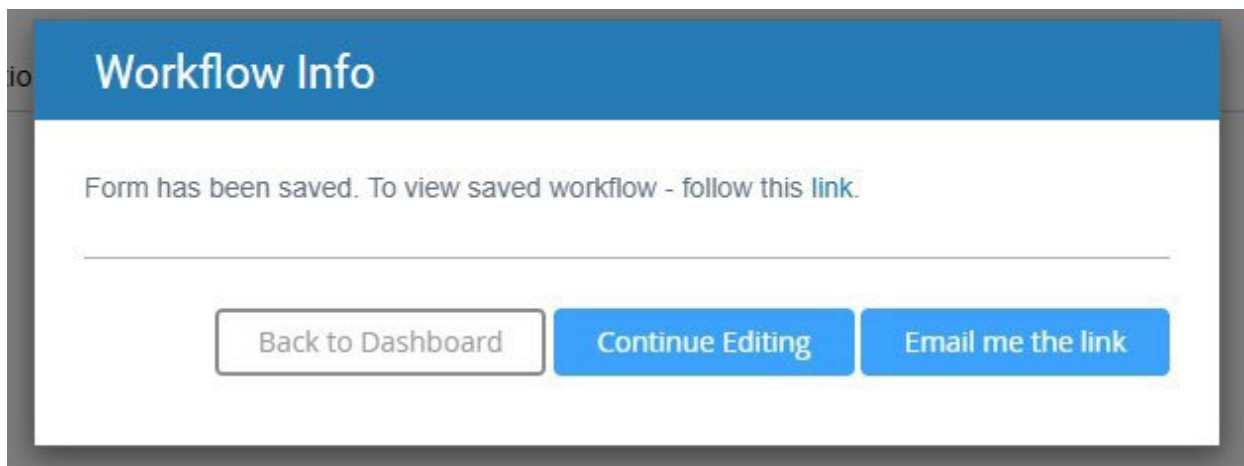
Once you reach the end of a section, you will see the words “Save”- “Back”- “Next”.



The button functions are as follows:

“Save”- Click this button to save your work.

- Once you save, you will be asked to either go “Back to Dashboard”; “Continue Editing”; or “Email me the link”.
 - Choose the “Back to Dashboard” if you wish to save your work and complete the report at a later time.
 - Choose the “Continue Editing” to continue completing the report.
 - Choose “Email me the link” to receive an e-mail with a link to the report that will allow you to continue your progress.

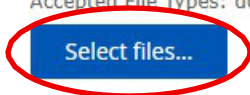


Step #2C - Attaching Documents:

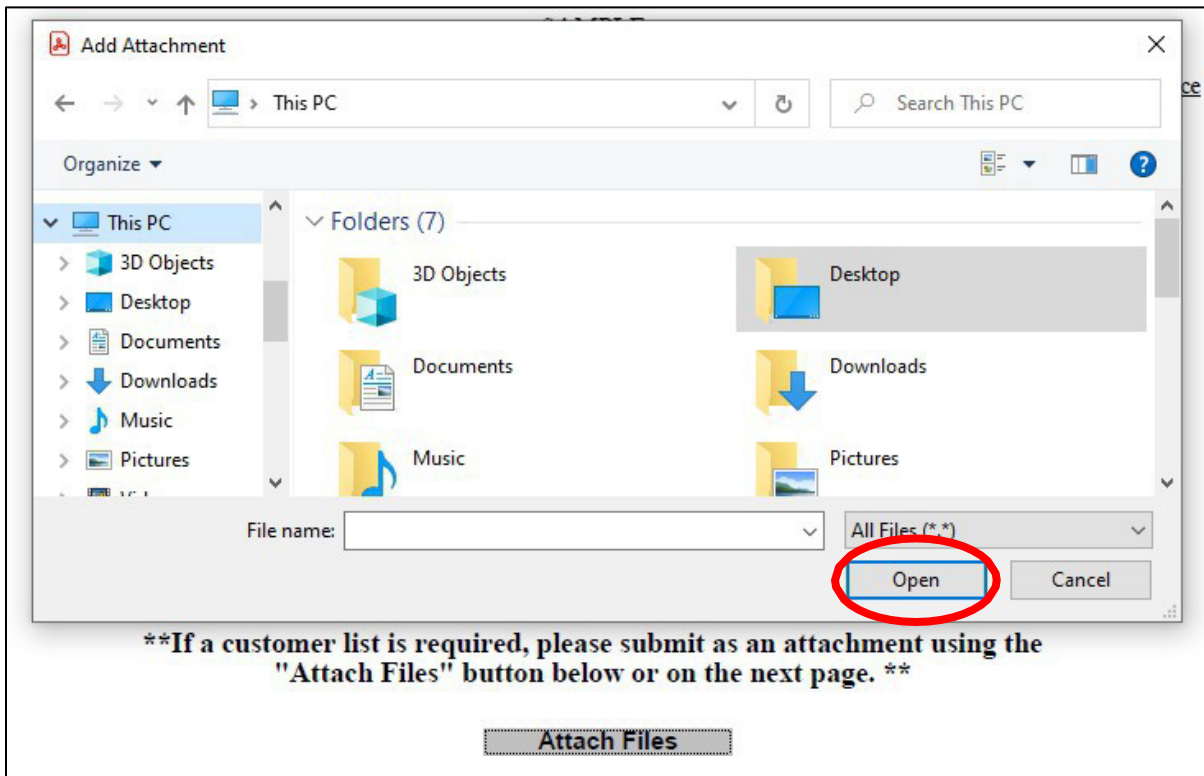
Additional documents that are required to be submitted must be attached directly to the SimpliGov Platform using the “Select Files” button.

3. PROVIDE A BLANK SAMPLE INVOICE AND ATTACH TO REPORT

Blank Sample Invoice
Accepted File Types: doc, docx, pdf, xls, xlsx



Clicking the “Select Files” button will bring up a “File Explorer” window. Browse to the location on your computer where the file you wish to attach is located. Select the file and click “Open”. The file is now attached to the document.



Step #2D - Customer List:

If you are required to attach a customer list based on the information you've provided under the Customer Service Area Inventory section, please follow the instructions in Step #2C above to attach your customer list. Please note that the list will be treated as a confidential document and will not be subject to public review pursuant to N.J.A.C. 7:26H-5.9(c)(4).

Step #2E - Digital Signatures:

The CPCN Annual Utility Report contains the ability to use digital signatures. Fields highlighted in blue must be filled out (see example below).

Below is example of the signature for claiming zero revenue:

I also acknowledge that review of financial records of my company may be performed at any time by NJDEP to verify zero gross operating revenue.

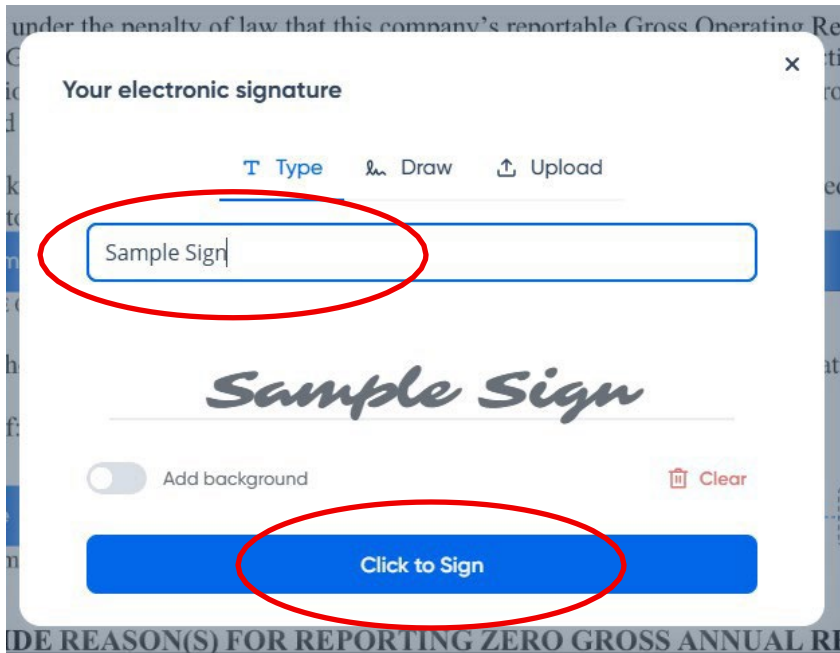
I, hold the title of and am
(NAME OF OWNER/AUTHORIZED MEMBER) (TITLE)

duly authorized to sign this CPCN Annual Utility Report showing Zero Gross Operating Revenue on behalf of:
(OFFICIAL COMPANY NAME)

Print Name of Owner/Authorized Member Signature of Owner/Authorized Member Today's Date

PROVIDE REASON(S) FOR REPORTING ZERO GROSS ANNUAL REVENUE:

Do not indicate "N/A" if claiming zero revenue



Sample Sign
Signature of Owner/Authorized Member



Once signed, in the upper right-hand corner you will see “Sign Agreement.” Click on “Sign Agreement” to submit the signature page.

Once you have completed your signature for claiming zero revenue, you are not finished yet. Please go back to your DEP Submission Portal using your MyNJ credentials. Find your report under the “Workflow Name” and it will direct you to the next step, which is to notarize the report.

Actions	Workflow Description	Workflow Name	Assignee	Status	Last Updated
<input checked="" type="checkbox"/>	CPCN Annual	Q	Q	Q	Q
...	CPCN Annual Collector Rep...	TEST-CPCN-C-000028		Awaiting Certification	1/23/2026, 10:10 AM



NOTARY INSTRUCTIONS

The final step is to notarize the CPCN Annual Utility Report for Solid Waste Collectors, Transporters, and Brokers, in order to complete the submission to the NJDEP. You now have **two options** for notarization:

1. **Electronic Notary** – Complete the process online with any notary public (including attorneys licensed to practice law in New Jersey).
2. **Physical Notary** – Download, print, and bring your report to a notary for in-person notarization. *Please be aware this option will require you to scan the document to submit.*

Important Notes

- You do **not** need a specially licensed “e-notary” for the electronic option. Any notary public can electronically notarize the report.
- The **Notary Information** section should only be completed when you are in the presence of a notary (physically or via webcam for electronic notarization).
- Do not mail any notary documents to NJDEP. All submissions must be done electronically.

Option 1: Electronic Notary

Steps for electronically notarizing the CPCN Annual Utility Report:

1. In the presence of the notary (physically or via webcam), complete the **Notary Information** section and click **“Proceed to next step”** at the bottom of the page. This includes providing the notary’s email address so they can receive a link to notarize the report.
2. You will be directed to an **e-Signature page** to complete the Verification and Oath for the 2025 CPCN Annual Utility Report Filing.
3. After completing the Verification and Oath, a link will be emailed to the notary to review and electronically notarize the report.
4. The notary will then complete the required fields and electronically sign the report.

Option 2: Physical Notary

Steps for physically notarizing the CPCN Annual Utility Report:

1. Select **“Physical Notary”** when prompted.
2. You will be provided a link to **download your completed report**.
3. Print the report and bring it to a notary public for in-person notarization.
4. After notarization, follow the instructions provided with your downloaded report for submitting the notarized document to NJDEP.
5. Please be aware, if you choose the **Physical Notary** option, you must be able to scan the notary document in order to submit.



The screenshot above will appear after you click on your report under the “Workflow Name” in the DEP Submission Portal. After clicking “Next”, please review your entire report before proceeding to notary step.

Step #3


Third Step - Notary Signature:

The notary section of the CPCN Annual Utility Report must be filled out in the presence of a notary. Additionally, please note that all required pages must be completed prior to the affixation of signatures on the notary page.

**** Please note – If any signatures or required fields have not been completed at this point, the report will display an error message with the missing fields. Please complete all missing fields before the notary signs. ****

Once you have finished completing the CPCN Annual Utility Report, you will get an e-mail asking you to continue to the notary setup. You will also see one of the following messages on screen, depending on whether any prior certifications (such as Zero Gross Revenue or Customer Bill of Rights) were needed:

No Certification Example:



NEW JERSEY
DEPARTMENT OF
ENVIRONMENTAL
PROTECTION

Awaiting Notary Setup (TEST-CPCN-C-000092)

You have submitted your 2025 CPCN Annual Collector Report.

IMPORTANT: You are NOT finished yet. Next step is to notarize the 2025 CPCN Annual Utility Report.

To complete the process, you must **have your report notarized**. To proceed with your notary request, **please complete the Notary Setup** stage at your earliest convenience. This step is necessary to ensure that we have all required details to proceed with the notary services efficiently. Please click the button below to view the request:

[**Click Here to View Notary Setup**](#)

If you have any questions or need assistance with the notarization, do not hesitate to reach out to us at: swutility@dep.nj.gov

Thank you for your cooperation.

New Jersey Department of Environmental Protection
P. O. Box 420
Trenton, NJ 08625

Certification (Zero Gross Revenue or Customer Bill of Rights) example:

You have successfully signed your certification(s).

IMPORTANT: You are NOT finished yet. Please check your email for the next step.

To complete the process, you must **have your report notarized**.

You will receive an email shortly with a link to begin the Notarization Step. Please follow the instructions in that email to proceed.

If you have any questions or need assistance with the **notarization**, do not hesitate to reach out to us at: swutility@dep.nj.gov

[Return to Dashboard](#)

You will now have two options to complete the notary section of the CPCN Annual Utility Report:

- 1) E-Notary: This option will involve the use of electronic signatures.**
- 2) Physical Notary: This option will involve printing, scanning, and attaching the notarized copy to your report.**

The screenshot shows a web form titled "Notary Information" with a breadcrumb trail: "Notary Instructions", "Collector Report", "Section A", "Section B", and "Notary Information". The form asks, "Are you filling an E-Notary or Physical Notary? *". There are two radio button options: "E-Notary" and "Physical Notary". At the bottom of the form, there are three buttons: "Save", "Back", and "Proceed to next step". A printer icon is visible in the top right corner of the form area.

***IMPORTANT:** If you choose the E-Notary option, you **MUST** know the notary's e-mail address.

An example of the E-Notary and Physical Notary process can be found at the following link:
<http://www.state.nj.us/dep/dshw/swpl/cpcn.html>.

Step #3A - Submitting the Report:

You will receive the following on-screen message and e-mail once you've completed the above steps. Please note that the message you see is dependent on whether the report was notarized electronically or physically. These notifications will confirm that you have successfully submitted the CPCN Annual Utility Report.

On Screen message if E-Notary is completed:

You have successfully signed your portion of the 2025 Collector Report notary.

If you are the **Filer**:

The document has been emailed to the notary, once they sign their portion of the document, then the request will be complete.

If you are the **Notary**:

The document has been completed, and the request has been sent to our administrative team for review. Thank you for your cooperation!

[Return to Dashboard](#)

E-Mail message if E-Notary is completed:

Awaiting Submission Approval (TEST-CPCN-C-000108)

You're all done! Thank you for completing your notary setup. Your submission is currently under review by our administrators/supervisors for approval.

We will notify you once the approval process is complete. In the meantime, if you have any questions or require further information, please do not hesitate to contact us.

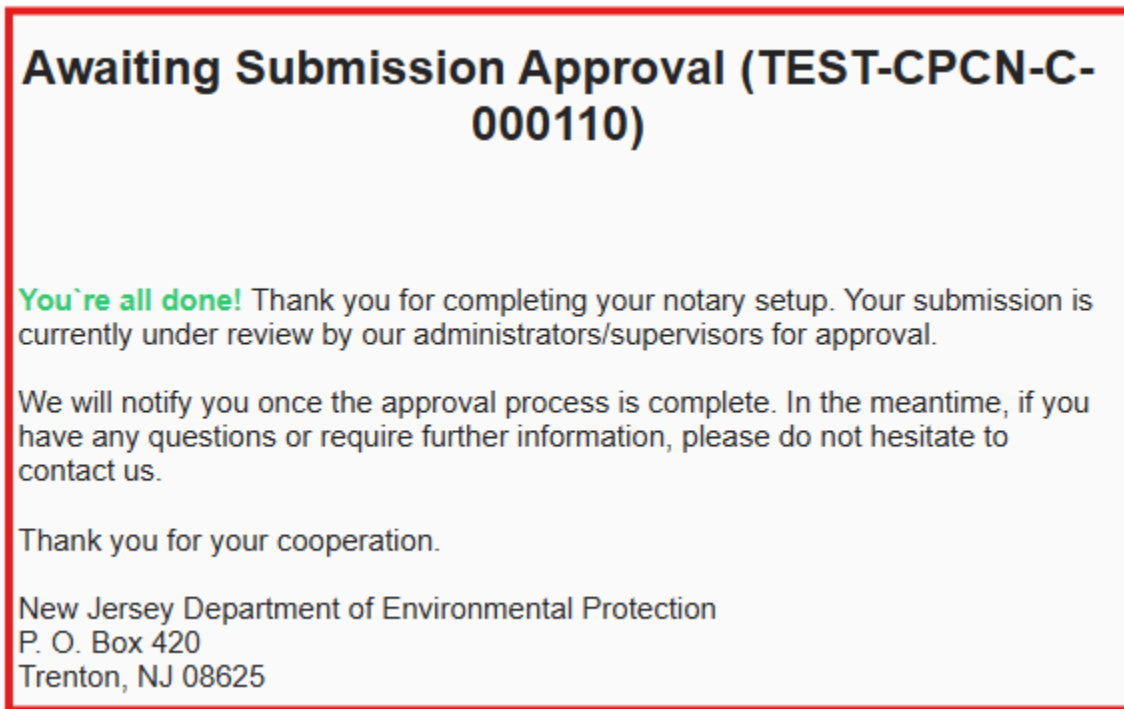
Thank you for your cooperation.

New Jersey Department of Environmental Protection
P. O. Box 420
Trenton, NJ 08625

On-Screen message if physical notary was completed:



E-mail message if physical notary was completed:



Please use the following link to find the FAQ for the CPCN Annual Utility Report:
<http://www.state.nj.us/dep/dshw/swpl/cpcn.html>.

If you have further questions and wish to contact the NJDEP-Utilities Unit, please e-mail SWUtility@dep.nj.gov.