

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

**Certificate of Public Convenience and Necessity (CPCN) Annual Utility Report  
for Solid Waste Disposal Utilities  
SimpliGov Instructions**

**Step #1**

**First Step- Request Access:**

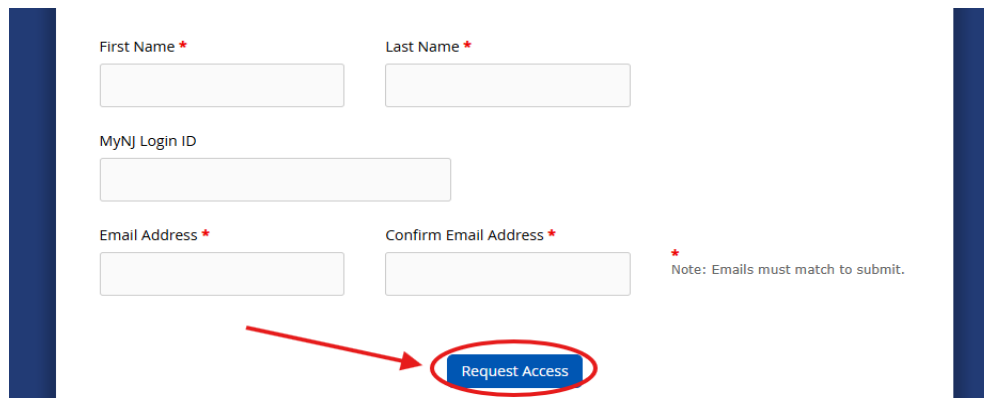
Before you can access the DEP Submission Portal, you must submit an access request and receive approval. Once approved, you'll receive an email with account setup instructions. Follow the steps below:

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

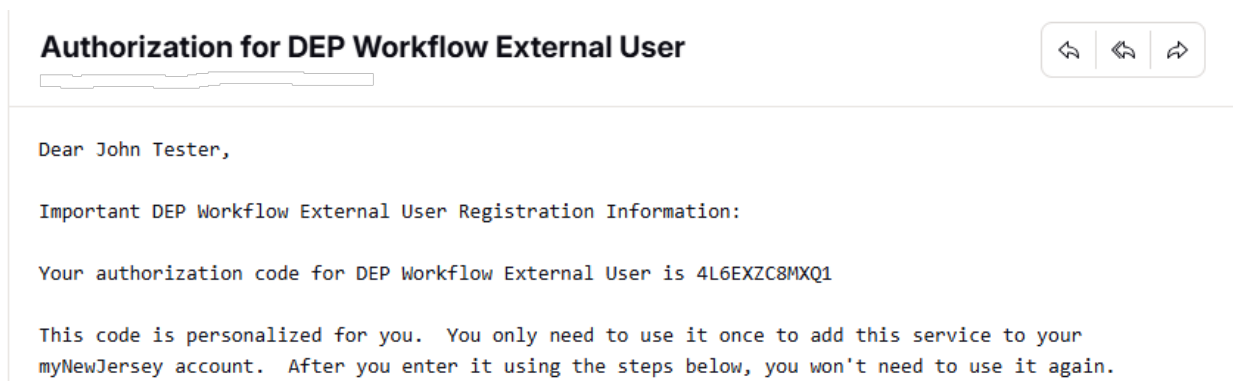
Email Address \*      Confirm Email Address \*

\* 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.



**Log In to myNewJersey**

Login ID:

Password:

**Log In**

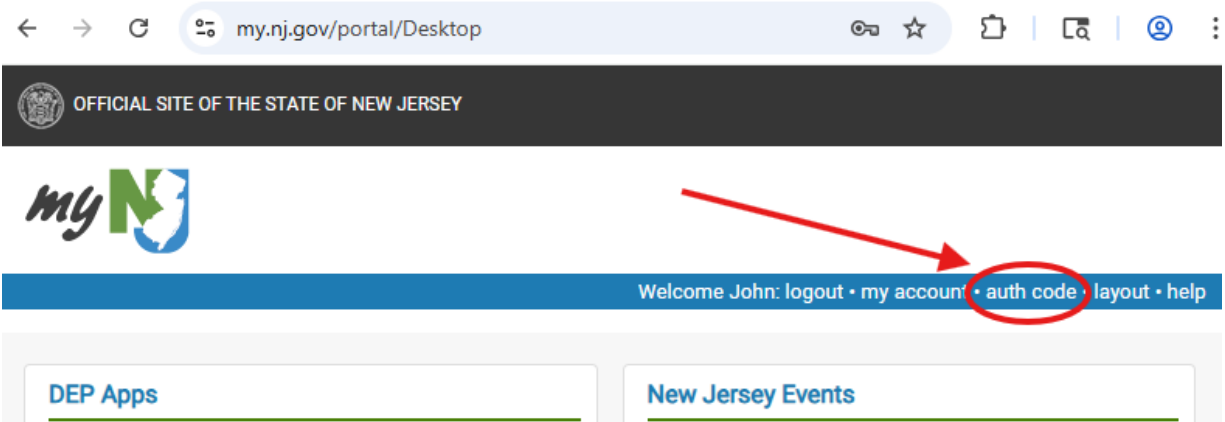
[Forgot your login ID?](#)  
[Forgot your password?](#)  
[Need help?](#)

If you need to register for Unemployment Benefits please go to [myunemployment.nj.gov](http://myunemployment.nj.gov). Unemployment services are only accessed through that site.

Otherwise, register for myNewJersey services here:  
**Sign Up**

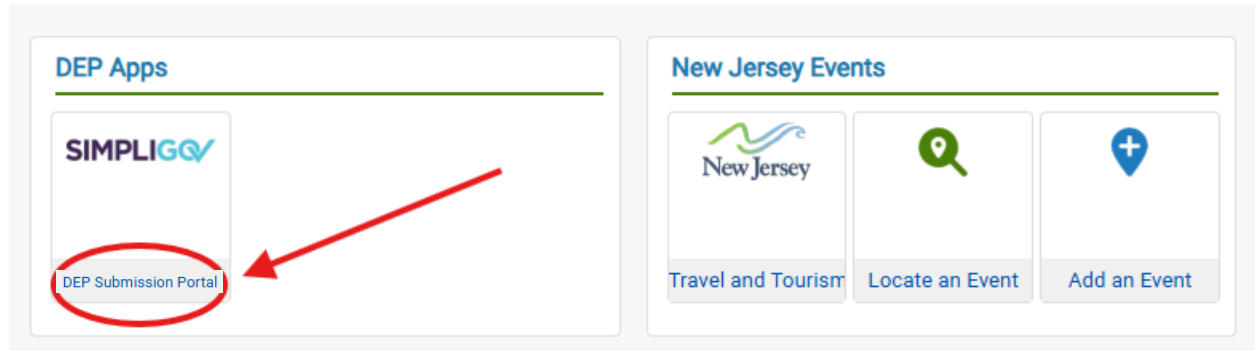
#### 4. Enter Your Access Code

- 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.



## 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.

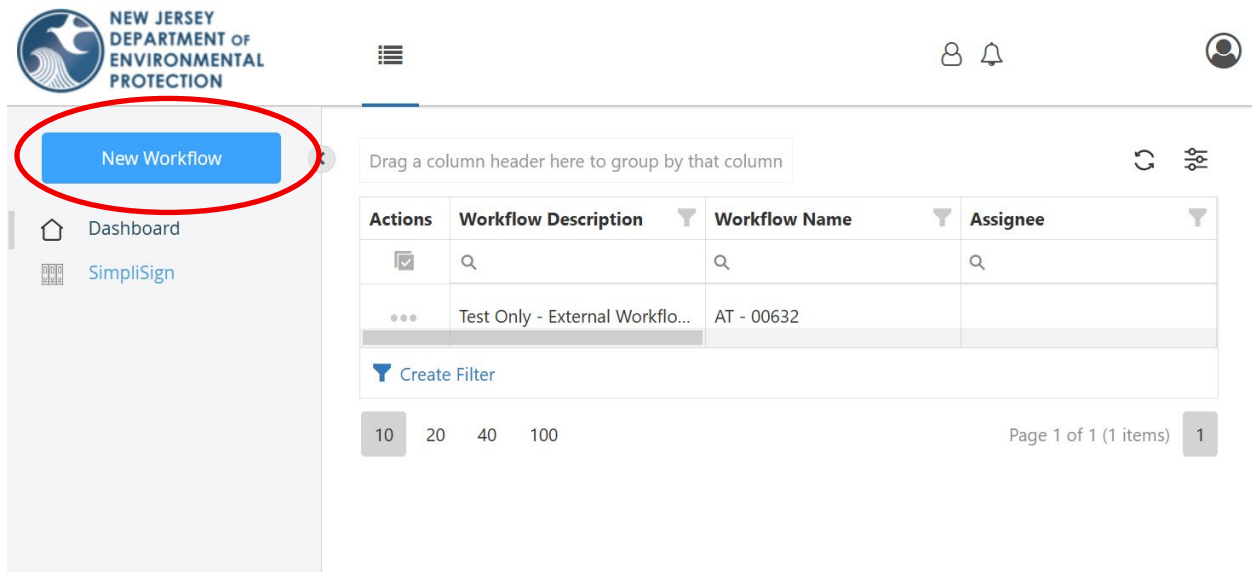
# Step #2

## Second Step - Completing the CPCN Annual Utility Report

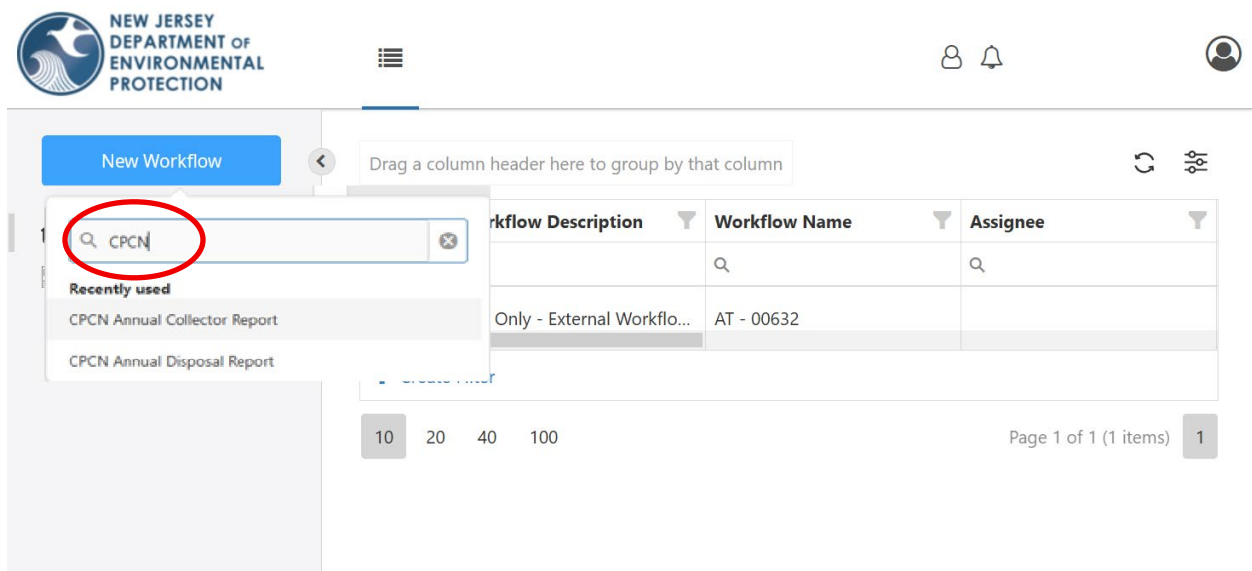
Log into the DEP Submission Portal at:

<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.




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



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

## CPCN Annual Disposal Report

Exit workflow 

[Instructions](#) [Disposal Report](#) [Tipping Fee](#) [Host Community Benefit](#) [Contracts](#) [Transfer Station Disposal](#) [County Plan Summary](#) [Statements](#)   
[Business Structure](#) [Salaries & Wages](#) [Security Holders](#) [Tariff](#)

### NJDEP - CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY (CPCN) ANNUAL UTILITY REPORT FOR SOLID WASTE DISPOSAL UTILITIES

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:

#### **SOLID WASTE CPCN ANNUAL UTILITY REPORT:**

You are **required** to submit this report even if there was **no activity** during reported filing year **OR** if you discontinued service during reported filing year .

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**

Your CPCN Annual Utility Report will be reviewed for completeness, verified and approved by NJDEP.

An annual fee assessment will be calculated at the rate of ¼ of 1% of your reported gross operating revenue with a \$500 minimum fee. The Department of Treasury, Division of Revenue will mail your invoice to you directly. Please promptly pay this fee assessment directly to the Division of Revenue and include the invoice with your payment.

## **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:

Transfer Station Disposal Information

Name	Address	Waste Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Tons Disposed at Facility	Total Amount of Disposal Fee Paid to the Facility	Name of the Hauler Used to Transport Solid Waste
<input type="text"/>	<input type="text" value="\$"/>	<input type="text"/>

**+ ADD ENTRY** 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.

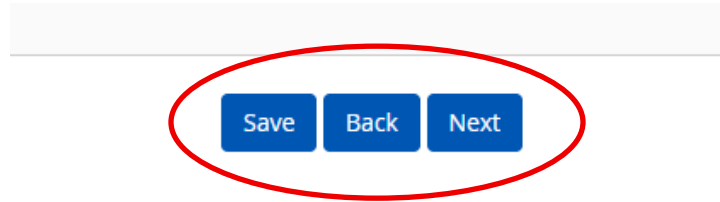
Transfer Station Disposal Information

Name	Address	Waste Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Tons Disposed at Facility	Total Amount of Disposal Fee Paid to the Facility	Name of the Hauler Used to Transport Solid Waste
<input type="text"/>	<input type="text" value="\$"/>	<input type="text"/>

+ ADD ENTRY **REMOVE ENTRY**

## **Step #2B - Navigation:**

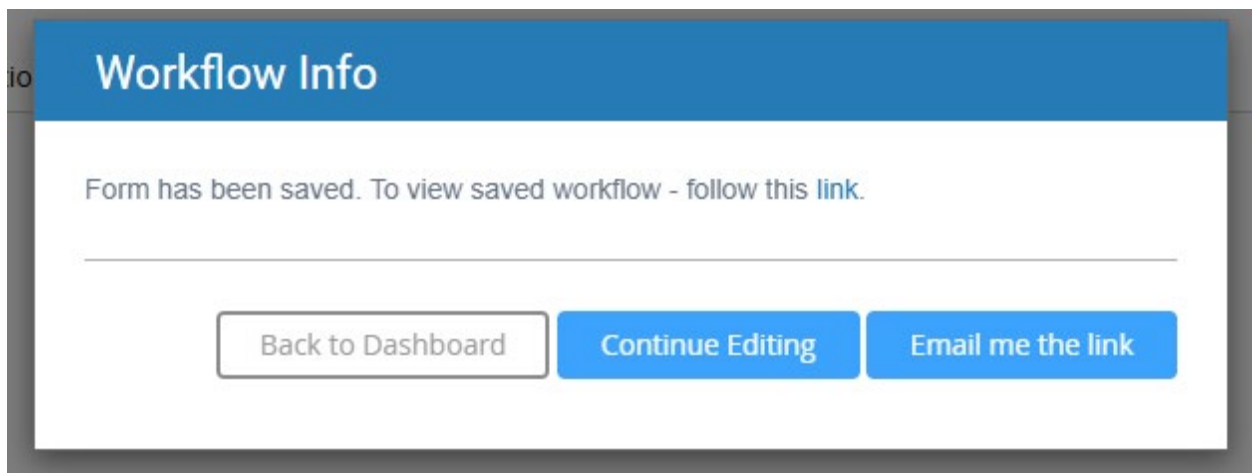
Once you reach the end of a section, you will see the words “Save”- “Back”- “Next”.



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. Pages using the “Select Files” button.

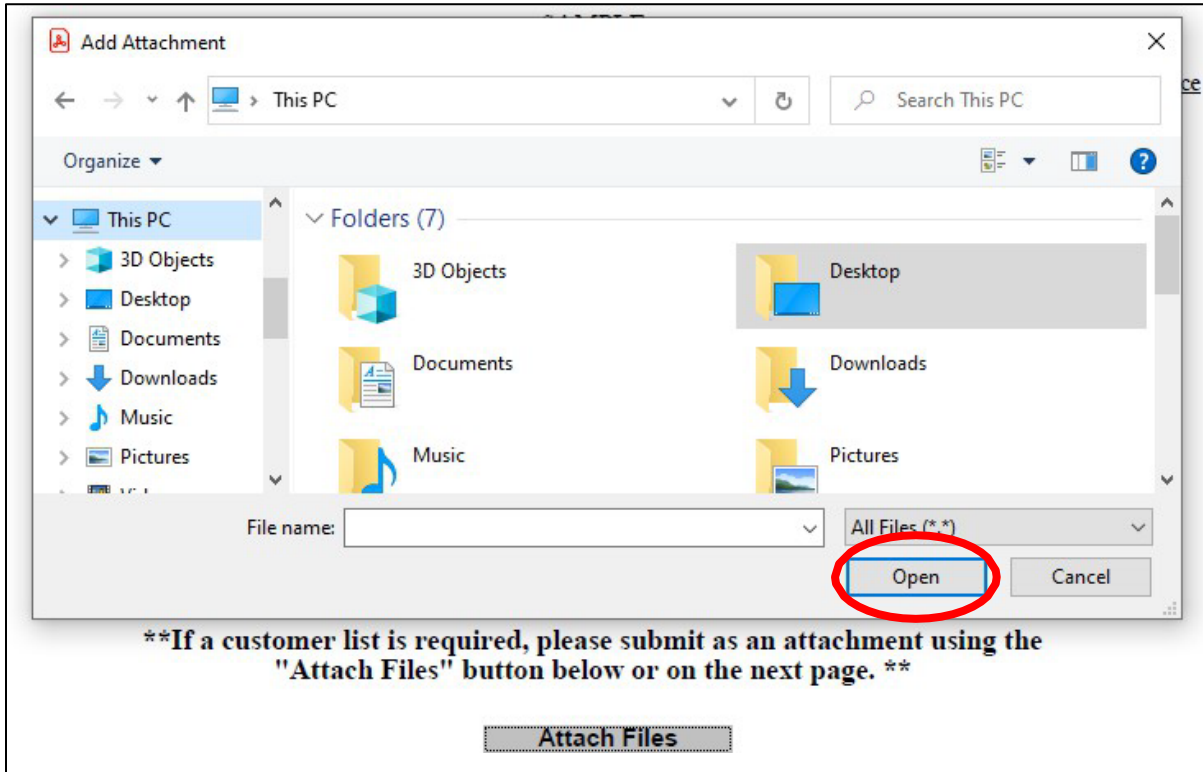
<input type="text" value="\$"/>	<input type="text" value="MM/dd/yyyy"/>
Type 27 Waste - Gate Rate	Date posted as Gate Rate
<input type="text" value="\$"/>	<input type="text" value="MM/dd/yyyy"/>

**\*\* Use the button below to attach additional tipping fee documentation. \*\***

Accepted File Types: doc, docx, pdf, xls, xlsx

Select files...

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 #3 - 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.



NEW JERSEY  
DEPARTMENT OF  
ENVIRONMENTAL  
PROTECTION

**Awaiting Notary Setup (TEST-CPCN-D-000022)**

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](mailto:swutility@dep.nj.gov)

[Continue to Notary Setup](#)

**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 interface with a dark blue header. At the top, there are five navigation tabs: 'Notary Instructions', 'Collector Report', 'Section A', 'Section B', and 'Notary Information' (which is highlighted). A printer icon is in the top right corner. Below the tabs, the text reads '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 area, there are three buttons: 'Save', 'Back', and 'Proceed to next step'.

**\*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:**

The screenshot shows a white message box with a red border. The text inside reads: 'You have successfully signed your portion of the 2025 Disposal Report notary.' Below this, there are two sections. The first is 'If you are the **Filer**:' followed by 'The document has been emailed to the notary, once they sign their portion of the document, then the request will be complete.' The second is 'If you are the **Notary**:' followed by 'The document has been completed, and the request has been sent to our administrative team for review. Thank you for your cooperation!'. At the bottom left of the message box, there is a blue button with the text 'Return to Dashboard'.

**E-Mail message if E-Notary is completed:**

## **Awaiting Submission Approval (TEST-CPCN-D-000028)**

**You're all done!** Thank you for completing your notary setup. Your submission is currently under review by our administrator/supervisor 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:**



### **Awaiting Submission Approval (CPCN-C-██████)**

You're all done! Thank you for submitting your 2025 CPCN Annual Collector Report. Your report is now under review by an administrator. If any additional information is needed, you will be contacted. Thank you for your time!

**E-mail message if physical notary was completed:**

## **Awaiting Submission Approval (TEST-CPCN-D-000022)**

**You`re all done!** Thank you for completing your notary setup. Your submission is currently under review by our administrator/supervisor 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

Please use the following link to find a 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](mailto:SWUtility@dep.nj.gov).