

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

**Certificate of Public Convenience and Necessity (CPCN) Annual
Utility Report - Request Access Instructions**

Section 1

First Step- Request Access:

Before you can access the NJDEP 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

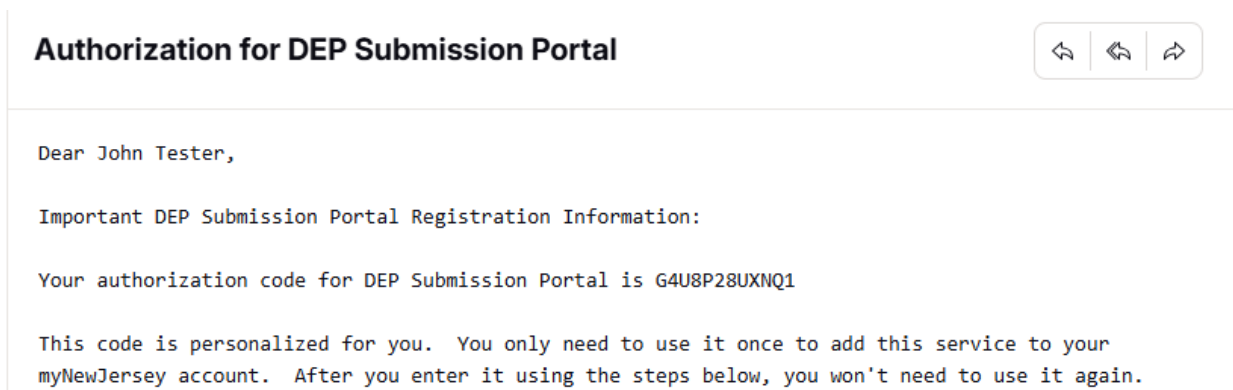
Email Address * Confirm Email Address *

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

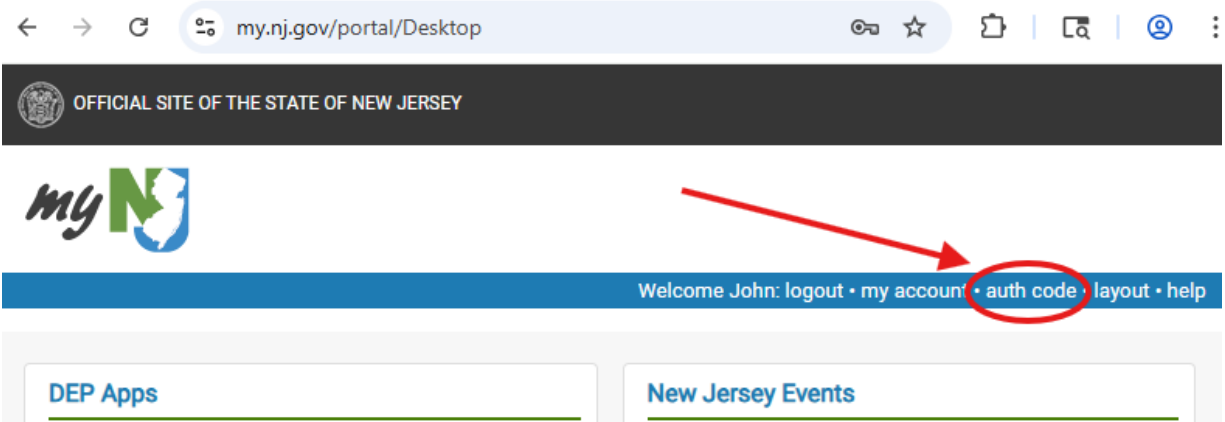
[Forgot your login ID?](#)
[Forgot your password?](#)
[Need help?](#)

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

Otherwise, register for myNewJersey services here:
Sign Up

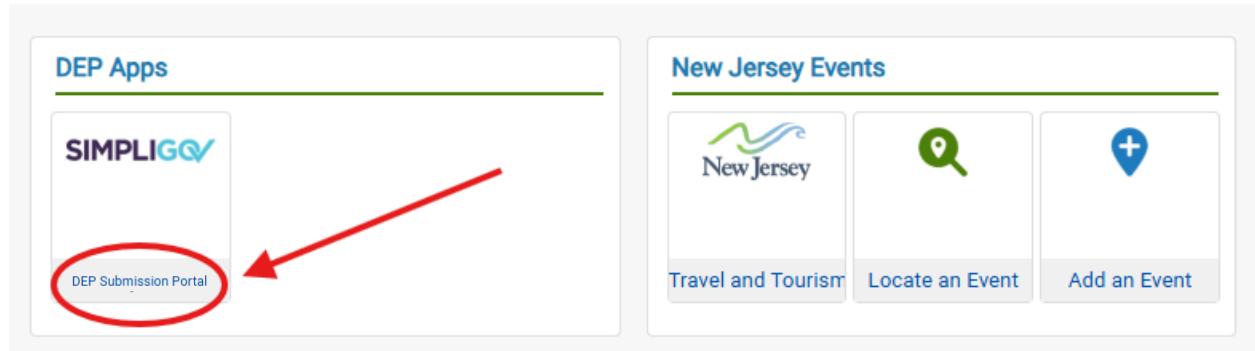
4. Enter Your Access Code

- 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.



DEP Submission Portal (SimpliGov) New Features:

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