

FAQ on Facility Administrator Access for NJDEP-Online

What is Facility Administrator Access?

The DEP-Online system allows facilities to enable enhanced security access and administration at their request. This security is enabled through the registration of a facility administrator. Once registered, the Facility Administrator will be able to grant other users access to the facility as well as disable access. This is particularly useful for companies who would like additional access security but frequently adjust staff. Additionally, once a Facility Administrator is established, the system will not allow users to access the system unless access is granted specifically by the Facility Administrator.

Are there any restrictions on who can be a Facility Administrator?

Yes. You must be an employee of the facility to which you are requesting Facility Administrator Access to.

Can I have more than one facility administrator?

Yes. However, each administrator will be required to register individually.

What if I don't want to add a facility administrator to my facility?

That's fine. DEP Online will continue to operate as before.

I already have a User ID and PIN. How do I set up my User ID as Facility Administrator?

1. Applicant will complete, certify, and mail in the Facility Administrator request form.
2. The DEP Login Administrator will receive request form.
3. The DEP Login Administrator will verify that the user has an ID in the NJDEP-Online system
If no ID is located, Login administrator will contact applicant and instruct them to create one.
4. The DEP Login Administrator will verify site and facility (PI) information.
5. The DEP Login Administrator will contact applicant via the phone to verify information.
6. Once the information is verified, the DEP Login Administrator will grant administration rights to the applicant.
7. The DEP Login Administrator will prepare mailing/email, informing applicant of granted access.

I do not have an existing User ID for the NJDEP-Online Portal. How do I get one?

If you do not have an existing Facility Administrator established at your facility you may register online at www.njdeponline.com You will be granted access immediately.

If an existing Facility Administrator established for your facility you may create a User ID and PIN online at www.njdeponline.com. The system will automatically send a notification of your request via e-mail to the facility administrator. You will be e-mailed, if and when, the facility administrator grants you access.

What happens if a Facility Administrator password is compromised?

Should a Facility Administrator password be compromised, the user must contact the DEP immediately.