New Jersey Department of Health Portal Directions

How to Add a Center to your Account
Updated 8/11/2023

1. Login to the portal
2. Click on "Manage Users & Add Centers" at the top of the page and then select "Request Child Care Center Access"
3. On the right side of the page, click on the "Add Child Care Center" button
4. Click on the magnifying glass icon to bring up the search screen
5. In the search box you can enter the name or address of your center
   Note: You can enter partial information, but should use an * if you aren't sure how a name or address is listed in the system
   Example: You are looking for *The ABC Child Care* and aren't aware that there is a "The" at the beginning of the name. If you enter your search as "*ABC Child" (without the quotes) it will search for that phrase anywhere in the name or address fields
6. Check the box in front of the center you want to add
7. Click on the "Select" button
8. If you will be submitting applications for this center, answer "Yes" to "*Do you need access to submit applications to the NJDOH for this center?*"
9. Click on the "Save & Close" button
10. If you need to add more centers to your account, complete steps 3-8 for each center you need to add
11. When done, click the "Submit" button in the bottom left corner of the main Child Care Center Access Request page.
12. If done correctly, you will see a message that says, "*Submission completed successfully.*"

Once we receive the request, it will be processed. When it is approved, you will receive an email indicating that the center(s) has/have been added to your account.