

How to create web-based portal account

Please follow the instructions below to create a new portal account:

1. Please fill out registration form and submit with following basic information by clicking “Sign up”
 - Consulting Firm Name:
 - First Name:
 - Last Name:
 - Email Address:
 - Phone #:
2. Please allow sometime form the Department to create a contact. Once contact is created, you will receive an invitation code via email.
3. Once you receive the invitation code, please click on the link provided in the email.

Hello John Smith,

This is an automatically generated email, please do not reply directly to this email. **

Welcome to the New Jersey Department of Health (DOH).

This is step one of a two-step process, to create an account in the new DOH web-based portal. DOH has generated an invitation code for you to create an account on the new web-based portal for the [redacted]. Please, click here to [redeem your invitation code](#) and get access to your account on the portal.

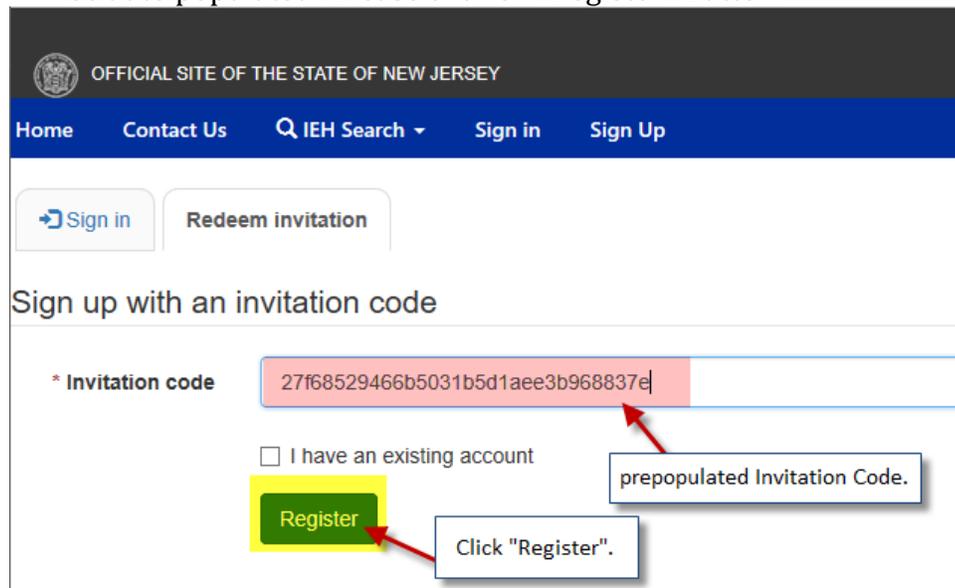
If you are having problems, or need more information please contact us at [redacted] or [click here](#).

Thank you.

Web Portal Team
NJ Department of Health

Click this link to redeem your invitation code.

4. After clicking the link, you will be redirected to the redeem invitation page where the invitation code will be auto populated. Please click on “Register” Button.



5. After clicking “Register”, you will be redirected to register page. Please check if your email is correct & then create a username & password (Password & Confirm Password). Then click on “Register”.

If email is incorrect, please contact the Department at (609) 999-9999 or email us at ieh@doh.nj.gov.

NOTE: Passwords must contain characters from at least three of the following four classes:

- Uppercase
- Lowercase
- Digit
- Non-alphanumeric (special)

6. Once you click on “Register”, you will be redirected to your profile.

Profile

Please provide some information about yourself.

Your information

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
E-mail	<input type="text"/>	Business Phone	<input type="text"/>
Organization Name	<input type="text"/>	Title	<input type="text"/>