

## **State of New Jersey**

### **Department of the Treasury**

#### **Division of Public Contracts Equal Employment Opportunity**

## **New Internet Submission Website**

We are pleased to announce a New Internet Submission Website for Vendors and Contractors to submit their required Equal Employment Opportunity Reports. All Vendors and Contractors will need to be registered with the New Jersey Portal and Premier Services available on the State of New Jersey Website located at <http://www.state.nj.us> on the Internet. Please read and follow the instructions on how to register and activate your User Account and authentication code to access the New Website Application.

If you have any questions or would like to send a message to the Division of Public Contracts Equal Employment Opportunity Compliance, please take a minute to complete the contact us form at [http://www.state.nj.us/treasury/contract\\_compliance/ccmail.shtml](http://www.state.nj.us/treasury/contract_compliance/ccmail.shtml) , which will provide the department with information necessary to process your message.

Step 1 - Create a myNewJersey Log On ID

Step 2

Step 3

Visit the myNewJersey log on page at <https://portal01.state.nj.us> and click [Sign Up to Become a Member](#). If you have a myNewJersey log on id go to Step 2.

**my newjersey** [New Jersey Home Page](#)

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**Log On to My New Jersey**

Log On ID:

Password:

[Sign Up to Become a Member](#)

[Forgot your password?](#)

[Help](#)

# Step 1 - Create a myNewJersey Log On ID

Step 2

Step 3

Fill out the form to create a myNewJersey log on id. Once created, this is the single log on that will allow you to access Premier Services.



THE OFFICIAL WEB SITE FOR  
**THE STATE OF NEW JERSEY**

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### Create Your myNewJersey Account

To personalize your New Jersey web pages, or to use specific services that New Jersey has offered you, you need to create a myNewJersey account using this form (all fields are **required**):

Log On ID	<input type="text"/>
Password	<input type="password"/>
Retype your password	<input type="password"/>
First name	<input type="text"/>
Last name	<input type="text"/>
Question you want us to ask	<input type="text"/>
Your answer	<input type="text"/>
Email address	<input type="text"/>
Retype your email address	<input type="text"/>

If you forget your password in the future, the system will ask you the question you enter at left. If the answer you give then matches the answer you enter now, the system will send your password to the email address you provide here.

Take a moment to review your sign-up information and be sure it's correct before you click the Create Account button.

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 [Contact Us](#) | [Privacy Notice](#) | [Legal Statement](#) | [Accessibility Statement](#) 

Statewide: [NJHome](#) | [Services A to Z](#) | [Departments/Agencies](#) | [FAQs](#)

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That's it. You have a myNewJersey log on and you can now go to Step 2 and learn how to sign up for Premier Business Services.



Welcome Robert Smith

TAKING CARE OF BUSINESS

I Want To ...

Premier E-Business Services

If you own a business or represent one in dealings with New Jersey state government, Sign up for Premier E-Business Services

Business Opportunities

Business (Bid) Opportunities

View / Set Business Opportunity Notification Preferences

Diversity Registry

Self Declare as a Small, Minority, and/or Women Business Enterprise About the Diversity Registry / Disclaimer

Search for Construction Program Business Directory Search NJ State Construction Corporation SBE contractors & vendors

Announcements / News

Apr-29-09 U.S. Labor Secretary, New Jersey Governor and Labor Commissioner Hosted Worker Roundtable in Paramus to Focus on Issues Affecting State's Unemployed

Apr-30-09 Trust Fund Balance Bolstered to Minimize Increase in Wage Taxes

Apr-30-09 Labor Commissioner Testifies Before Assembly Budget Committee

More >>

Location Services



Location Assessment Tool



If you are not already logged in to myNewjersey, go to <https://portal01.state.nj.us> and log in.

**mynewjersey** [New Jersey Home Page](#)

---

**Log On to My New Jersey**

Log On ID:

Password:

[Sign Up to Become a Member](#)

[Forgot your password?](#)

[Help](#)

Make sure you are on the myNJ Business Tab. Click on "Sign up for Premier E-Business Services".

The screenshot shows the official website for the State of New Jersey. At the top, it says "THE OFFICIAL WEB SITE FOR THE STATE OF NEW JERSEY". There are navigation links for "Services A to Z", "Departments/Agencies", and "FAQs". Below the header, there are tabs for "myNJ Home" and "myNJ Business", with the latter being selected. A user is logged in as "Robert Smith".

The main content area is titled "TAKING CARE OF BUSINESS". It features several sections:

- Premier E-Business Services:** A section with a close button. It contains the text: "If you own a business or represent one in dealings with New Jersey state government, Sign up for Premier E-Business Services". A large grey arrow points to this section.
- Business Opportunities:** A section containing "Business (Bid) Opportunities", "View / Set Business Opportunity Notification Preferences", and "Diversity Registry".
- Diversity Registry:** A section with links for "Self Declare as Small, Minority, and/or Women Business Enterprise", "About the Diversity Registry / Disclaimer", and "Map". A large grey arrow points to this section.
- Search:** A section with links for "Search for Certification Program Business Directory" and "Search for Construction Corporation SBE contractors & vendors".
- Announcements / News:** A section with several news items:
  - Apr-29-09 U.S. Labor Secretary, New Jersey Governor and Labor Commissioner Hosted Worker Roundtable in Paramus to Focus on Issues Affecting State's Unemployed
  - Apr-30-09 Trust Fund Balance Bolstered to Minimize Increase in Wage Taxes
  - Apr-30-09 Labor Commissioner Testifies Before Assembly Budget Committee
  - More >>
- Location Services:** A section featuring a map of New Jersey counties and the text "Location Assessment Tool".

At the bottom of the page, there is a logo for "OPRA Open Public Records Act" and a footer with the text: "Statewide: NJHome | Services A to Z | Departments/Agencies | FAQs", "Copyright (c) State of New Jersey, 1996-2008", and "This site is maintained by the New Jersey Office of Information Technology". There are also links for "Contact Us", "Privacy Notice", "Legal Statement", and "Accessibility Statement".

Read about Premier Services and click "Start Registration".



STATE OF NEW JERSEY

**NJ PREMIER BUSINESS SERVICES****Registration**[About Premier Business Services](#)[Your information](#)[Confirmation](#)

Welcome: Robert Smith (RobertSmith100)

**About Premier Business Services**

New Jersey's Premier Business Services will enable you to streamline your interactions with NJ State government. Through a single and secure online session you will be able to:

- Access business-related information and assistance spanning numerous programs.
- Complete **basic tax and employer returns** in real time.
- View your tax filing and payment history online.
- Contact business service representatives through an electronic mail address dedicated to the needs of the business community.
- Delegate tax filing, payment and account maintenance tasks to authorized representatives of your business.

[Start Registration >>>](#)

Provide your contact information by filling out the form.



STATE OF NEW JERSEY  
**NJ PREMIER BUSINESS SERVICES**

Registration

About Premier Business Services

▼  
Your Information

Confirmation

Gary Lang (GaryLang100)

Primary Contact Information:

Title:  \*

First name:  \*

Middle initial:

Last name:  \*

Primary Mailing Address:

Address1:  \*

Address2:

City:  \*

State:  \*

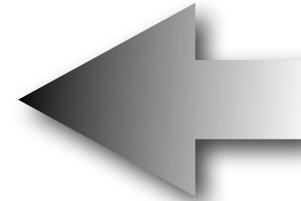
Zip Code:  \*

Phone:  -  -  -  \*

Email address:  \*

Re-enter email address:  \*

<<< Back Next >>> Reset



Once you provide your contact information you will see a confirmation page stating that an email will be sent to you explaining how to complete the opening of your account. This step allows us to verify your email account.



Registration

About Premier Business Services    **Your Information**    Confirmation

Gary Lang (GaryLang100)

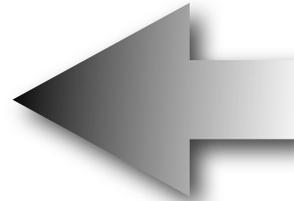
**Primary Contact Information:**

Title:  \*  
First name:  \*  
Middle initial:   
Last name:  \*

**Primary Mailing Address:**

Address1:  \*  
Address2:   
City:  \*  
State:  \*  
Zip Code:  \*  
Phone:  -  -  -  \*  
Email address:  \*  
Re-enter email address:  \*

<<< Back    Next >>>    Reset



You can go to your email account now and retrieve the email, or you can log out of myNewJersey now and retrieve the email later.



### TAKING CARE OF BUSINESS

I Want To ...

#### Premier E-Business Services

If you own a business or represent one in dealings with New Jersey state government, Sign up for Premier E-Business Services

#### Business Opportunities

Business (Bid) Opportunities View / Set Business Opportunity Notification Preferences

#### Diversity Registry

Self Declare as a Small, Minority, and/or Women Business Enterprise About the Diversity Registry / Disclaimer Manage Your Account Search the Diversity Registry Search NJ Biznet Unified Certification Program Business Directory Search NJ School Construction Corporation SBE contractors & vendors

#### Announcements / News

- Apr-29-09 U.S. Labor Secretary, New Jersey Governor and Labor Commissioner Hosted Worker Roundtable in Paramus to Focus on Issues Affecting State's Unemployed
Apr-30-09 Trust Fund Balance Bolstered to Minimize Increase in Wage Taxes
Apr-30-09 Labor Commissioner Testifies Before Assembly Budget Committee
More >>

#### Location Services



Location Assessment Tool



Once you retrieve the email, read it carefully. Copy the authorization code from the email.



**Authorization code for NJ Premier E-Business Services**

Sunday, May 10, 2009 5:32 AM

From: "dorinfo@treas.state.nj.us" <dorinfo@treas.state.nj.us>

To: [REDACTED]

Dear Gary Lang,

Important NJ Premier E-Business Services Registration Information

Your authorization code for the NJ Premier E-Business Services role is below.

This code is personalized for you and need only be used one time to provide access to your NJ Premier E-Business Services information via the myNewJersey portal. After you enter it in step 8 below, you won't need to enter it again.

Your authorization code is: 18EB7EEE8EF6

Please follow these instructions carefully.

If you have already registered for the myNewJersey portal, go to <http://www.state.nj.us/> and follow the instructions starting at step 6.

1. Open an Internet browser, type <http://www.state.nj.us/> in the address box and press the Enter key.
2. You will see the New Jersey home page. You need to register here before you can access information that's personalized for you.
3. Click 'Register' near the upper left part of the page.
4. On the 'Create Your myNewJersey Account' page, enter the requested information. Be sure to include a challenge question and valid email address in case you forget your password.
5. Now that you've created your account, logout. Then click the 'Go to the New Jersey Homepage' link. The next step will verify that you know your ID and password.
6. Click 'Login' near the upper left part of the page, and enter your ID and password on the 'Log On to myNewJersey' page.
7. Once you're logged in, click the 'enter authorization code' link to the right of the welcome message.
8. Copy this code 18EB7EEE8EF6 and paste it into the box labeled 'Enter your authorization code', and click the 'Finished' button.
9. The system will log you out.
10. Log in to your account. Your NJ Premier E-Business Services information or links will be available on the 'myNewJersey' page.

We hope you enjoy the new facility and we welcome comments and suggestions regarding additional functions. Please address your comments and suggestions to me at [dorinfo@treas.state.nj.us](mailto:dorinfo@treas.state.nj.us).

Notice: Under no circumstances should you give your authorization code to another user. This code has been personalized for your particular need. If another user requires system access please have them contact the role manager.

Make sure you are logged in to myNewJersey. Click on "enter authorization code".



THE OFFICIAL WEB SITE FOR THE STATE OF NEW JERSEY

Services A to Z | Departments/Agencies | FAQs

myNJ Home myNJ Business myNewJersey

Welcome Robert Smith

logout | change profile | enter authorization code

logout | help

### TAKING CARE OF BUSINESS

#### Premier E-Business Services

If you own a business or represent one in dealings with New Jersey state government, [Sign up for Premier E-Business Services](#)

#### Business Opportunities

##### Business (Bid) Opportunities

[View / Set Business Opportunity Notification Preferences](#)

#### Diversity Registry

[Self Declare as a Small, Minority, and/or Women Business Enterprise](#)  
[About the Diversity Registry / Disclaimer](#)  
[Manage Your Account](#)  
[Search the Diversity Registry](#)  
[Search NJ Biznet Unified Certification Program Business Directory](#)  
[Search NJ School Construction Corporation SBE contractors & vendors](#)

#### Announcements / News

[Apr-29-09 U.S. Labor Secretary, New Jersey Governor and Labor Commissioner Hosted Worker Roundtable in Paramus to Focus on Issues Affecting State's Unemployed](#)

[Apr-30-09 Trust Fund Balance Bolstered to Minimize Increase in Wage Taxes](#)

[Apr-30-09 Labor Commissioner Testifies Before Assembly Budget Committee](#)

[More >>](#)

#### Location Services



Location Assessment Tool



Contact Us | Privacy Notice | Legal Statement | Accessibility Statement



Statewide: NJHome | Services A to Z | Departments/Agencies | FAQs

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Paste the authorization code you received in the email into the area provided.



THE OFFICIAL WEB SITE FOR  
**THE STATE OF NEW JERSEY**

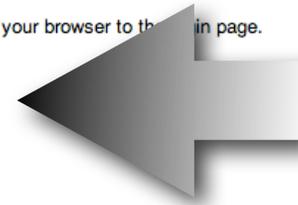
#### Enter Your myNewJersey Authorization Information

1. If you've been given an authorization code, type or "paste" it into the box below (otherwise, click "Cancel").
2. Click the "Finished" button.
3. Your code will be verified and your profile will be updated with your new role.
4. If the update is successful, the *myNewJersey* portal will end your current session and, after a few seconds, will return your browser to the login page.
5. Please log back in and verify that your *myNewJersey* desktop includes the content for your new role.

Enter your authorization code:

Finished

Cancel



[Contact Us](#) | [Privacy Notice](#) | [Legal Statement](#) | [Accessibility Statement](#) 

Statewide: NJHome | Services A to Z | Departments/Agencies | FAQs  
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You will receive a confirmation page and you will be automatically logged out of myNewJersey.



THE OFFICIAL WEB SITE FOR  
**THE STATE OF NEW JERSEY**

**Your myNewJersey Authorization Was Successful**

- Your authorization code was processed and your profile has been updated.
- Your *myNewJersey* session has been ended.
- In a few seconds you'll be returned to the login page where you should log back in and verify your new content.

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Statewide: NJHome | Services A to Z | Departments/Agencies | FAQs  
Copyright (c) State of New Jersey, 1996-2008  
This site is maintained by the New Jersey Office of Information Technology

You will be redirected to myNewjersey at <https://portal01.state.nj.us>. Log in.



Log On to My New Jersey

Log On ID:

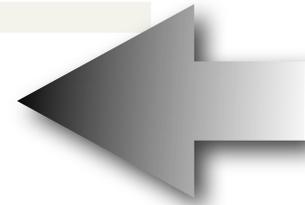
Password:

Log On

[Sign Up to Become a Member](#)

[Forgot your password?](#)

[Help](#)





Step 1

Step 2

Step 3 Add a Business or Businesses

If you are not already logged in to myNewjersey, go to <https://portal01.state.nj.us> and log in.



[New Jersey Home Page](#)

Log On to My New Jersey

Log On ID:

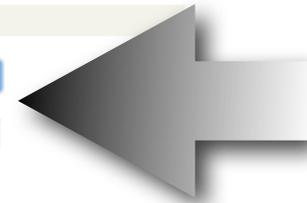
Password:

Log On

[Sign Up to Become a Member](#)

[Forgot your password?](#)

[Help](#)



Step 1

Step 2

Step 3 Add a Business or Businesses

Make sure you are on the myNJ Business Tab. Click on "Access Premier Services".

The screenshot shows the myNJ Business website interface. At the top left is the state seal and the text "THE OFFICIAL WEB SITE FOR THE STATE OF NEW JERSEY". On the right, there are links for "Services A to Z | Departments/Agencies | FAQs". Below this is a navigation bar with "myNJ Home" and "myNJ Business" tabs. A large grey arrow points to the "myNJ Business" tab. Below the navigation bar, there is a "Welcome Gary Lang" message and a row of utility links: "logout | change profile | enter authorization code | choose start page | content | layout | help".

The main content area is titled "TAKING CARE OF BUSINESS" and includes a search bar "I Want To ...". On the left, there are several menu sections:

- Premier E-Business Services** (with a minus and close icon):
  - [Access Premier Services](#) (indicated by a large grey arrow)
  - [Add a Business](#)
- Business Opportunities**
  - [Business \(Bid\) Opportunities](#)
  - [View / Set Business Opportunity Notification Preferences](#)

The central content area features a "Diversity, and/or Women Business Enterprise" section with links for "Add a Business / Disclaimer" and "Management Account". Below this are search options: "Search the Diversity Registry", "Search NJ Biznet Unified Certification Program Business Directory", and "Search NJ School Construction Corporation SBE contractors & vendors". An "Announcements / News" section lists several news items with dates and titles, and a "More >>" link.

On the right side, there is a "Location Services" section featuring a map of New Jersey counties and the text "Location Assessment Tool".

At the bottom of the page, there is a logo for "OPRA | Open Public Records Act" on the left, and a row of links: "Contact Us | Privacy Notice | Legal Statement | Accessibility Statement" followed by an information icon on the right. The footer contains the text: "Statewide: NJHome | Services A to Z | Departments/Agencies | FAQs", "Copyright (c) State of New Jersey, 1996-2008", and "This site is maintained by the New Jersey Office of Information Technology".

NJ PREMIER BUSINESS SERVICES

Step 1

Step 2

Step 3 Add a Business or Businesses

Click "Add a Business". **Important: You must be the business owner or an authorized representative, such as the CFO, who is authorized to access all of the services and information available on Premier Services.**



STATE OF NEW JERSEY

**NJ PREMIER BUSINESS SERVICES**

Welcome: Gary Lang (GaryLang100)

[Home](#) [Update Profile](#) [Add a Business](#)

To access online services you must add a business or businesses to your account or have been invited and authorized to participate as a representative on behalf of a business.

Step 1

Step 2

Step 3 Add a Business or Businesses

Read the message and if you have any questions contact the support center.

The screenshot displays the NJ Premier Business Services website interface. At the top, the logo for the State of New Jersey and the text 'NJ PREMIER BUSINESS SERVICES' are visible. A 'Contact Us' link with a question mark icon is in the top right corner. The main heading is 'Add a Business to My Account', followed by a progress bar with four steps: 'Business Information', 'Agreement', 'Your information', and 'Confirmation'. Below this, a welcome message reads 'Welcome: Gary Langfelder (GaryLangfelder)'. A dialog box titled 'Message from the Premier Services Support Center' is open, containing the following text:

STATE OF NEW JERSEY  
**NJ PREMIER BUSINESS SERVICES**

This page will allow you to add your registered Business to Premier Services. This will provide you with one-stop access to a variety of electronic services. You can add all of the businesses you own under a single Premier Services Account. Once you have added a business, you can also designate an Authorized Representative to perform one or more electronic services, including online tax, employer and business registry work on your behalf.

You should be the business owner or an Authorized Representative who is permitted to access all of the services and information that may be available.

If you have any questions or require more information, contact us at the Premier Services Support Center

Your feedback is always appreciated.

Click or rest mouse on [question mark icon] for help

A large grey arrow points from the right side of the screen towards the dialog box.

Step 1

Step 2

Step 3 Add a Business or Businesses

Fill out the form.



STATE OF NEW JERSEY

NJ PREMIER BUSINESS SERVICES

Contact Us ?

### Add a Business to My Account

Business Information

Agreement

Your information

Confirmation

Welcome: Gary Langfelder (GaryLangfelder)

#### Primary Business Information

NJ Business ID:

Business Name:

#### Secondary Business Information

(Please enter one of the following)

PIN:

Or

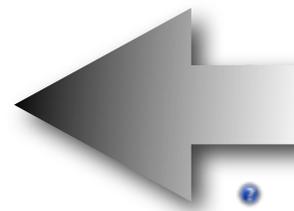
Business Type:

Registration Year:

Zip Code:

<< Home Next >> Reset

Click or rest mouse on ? for help



Step 1

Step 2

Step 3 Add a Business or Businesses

Having a PIN issued by the State Division of Taxation or the Division of Revenue simplifies the process.



STATE OF NEW JERSEY  
NJ PREMIER BUSINESS SERVICES

Contact Us ?

### Add a Business to My Account

Business Information

Agreement

Your information

Confirmation

Welcome: Gary Langfelder (GaryLangfelder)

#### Primary Business Information

NJ Business ID:

Business Name:

#### Secondary Business Information

(Please enter one of the following)

PIN:

Or

Business Type:

Registration Year:

Zip Code:

✔ Enter valid PIN issued by the State of New Jersey Division of Taxation or the Division of Revenue.

<< Home Next >> Reset

Click or rest mouse on ? for help

Step 1

Step 2

Step 3 Add a Business or Businesses

You must read and accept the terms of use to continue.



STATE OF NEW JERSEY  
**NJ PREMIER BUSINESS SERVICES**

### Add a Business to My Account

Business Information

▼  
**Agreement**

Your Information

Confirmation

**Gary Langfelder (GaryLangfelder)**

#### Terms of Use

As the account holder for this business, I acknowledge that I am responsible for securing all passwords and PIN's associated with the account and for ensuring that only authorized business representatives have access to this information. Likewise, I understand that it is my responsibility to prevent unauthorized access to, disclosure and/or use of E-Biz account information/services. Finally, I understand that I am responsible for turning over control of the account to an authorized business representative in the event that I am ever disassociated with the business and/or role of account holder.

User agrees to indemnify the State of New Jersey and all its entities from any and all litigation or similar disputes as a result of any direct or indirect user negligence or misuse of this service.

I have read and accept this agreement

Yes  No



Step 1

Step 2

Step 3 Add a Business or Businesses

You may change your contact information associated with this business. (If you have multiple businesses this allows you to have different contact information for each business).



STATE OF NEW JERSEY  
NJ PREMIER BUSINESS SERVICES

### Add a Business to My Account

Business Information Agreement **Your information** Confirmation

Gary Langfelder (GaryLangfelder)

This is your default mailing / contact record. If you would like to have a different mailing / contact record associated with this business, please make the appropriate changes.

Title: CFO \*

**Mailing / Contact Information:**

Street 1: 100 Main Street \*

Street 2: \*

City: Trenton \*

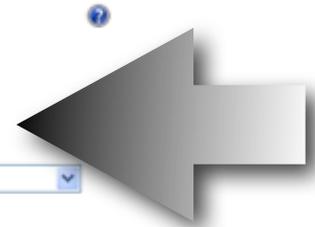
State: New Jersey

Zip Code: 08618 \*

Phone: 609 - 633 - 8888 - \*

Email address: gary.langfelder@oit.sta \*

Re-enter email address: gary.langfelder@oit.sta \*



<<< Home Process Request >>> Reset

Step 1

Step 2

Step 3 Add a Business or Businesses

Review the confirmation page. You can add another business to your account or you can return to the Premier Business Services home page.



STATE OF NEW JERSEY  
**NJ PREMIER BUSINESS SERVICES**

### Add a Business to My Account

Business Information

Agreement

Your information

Confirmation

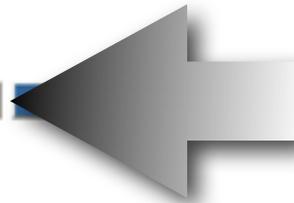
Gary Langfelder (GaryLangfelder)

The following business has been added to your account and for this business, you have been granted access to all Premier Business Services. Please note that the New Jersey State Division of Revenue has been informed of the account modification.

Web Test

<<< Home

Add a Business



Step 1

Step 2

Step 3 Add a Business or Businesses

You now have access to the various Service Centers that are offered. Click on a Service Center link to launch an application.



STATE OF NEW JERSEY

**NJ PREMIER BUSINESS SERVICES**

Welcome: Gary Langfelder (GaryLangfelder)

[Home](#)

[Update Profile](#)

[Add a Business](#)

[Delegate Filing and Payment Tasks](#)

[Logout](#)

To access online services you must add a business or businesses to your account or have been invited and authorized to participate as a representative on behalf of a business.

**[Tax & Revenue Center](#)**

Convenient one-stop access to all New Jersey electronic tax filing and payment services that apply to your business, as well as access to your filing/payment history.

**[Contract Compliance](#)**

