

How to create web-based portal account

Please follow the 5 STEP instructions below to create a new portal account:

STEP 1: Choose the account type and email the Account Information to the correct DOH email.

For Facility License Renewal:

Option 1: Please provide the below Account Information in the format provided and email to Ambulatory Assessments at HFSportal@doh.nj.gov. Multiple users may be sent in one email. Each user will need their own Account Information.

Option 2: You may complete and email the following attachment.

[Download Form](#)

For Ambulatory Assessments:

Option 1: Please provide the below Account Information in the format provided and email to Ambulatory Assessments at aap@doh.nj.gov. Multiple users may be sent in one email. Each user will need their own Account Information.

Option 2: You may complete and email the following attachment.

[Download Form](#)

For GME Assessments:

Option 1: Please provide the below Account Information in the format provided and email to GME Assessments at gmesa@doh.nj.gov. Multiple users may be sent in one email. Each user will need their own Account Information.

Option 2: you may complete and email the following attachment.

[Download Form](#)

ACCOUNT INFORMATION:

- Facility Name:
- Facility Email Address:
- License #:
- Job title:
- First Name:
- Last Name:
- Phone #:
- Email Address:
- Identify who needs access and what type of access they each need? (Select all that apply)
View Only, Submit Access, or View & Submit

STEP 2: RECEIVE EMAIL

- The Department will review your request and create an account. Please allow up to 7 days.
- You will receive an email with a link to redeem your invitation code, after an account is created for you. (See example email below)

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 [Assessment](#). 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 [\(609\) 292-5992](#) or [click here](#).

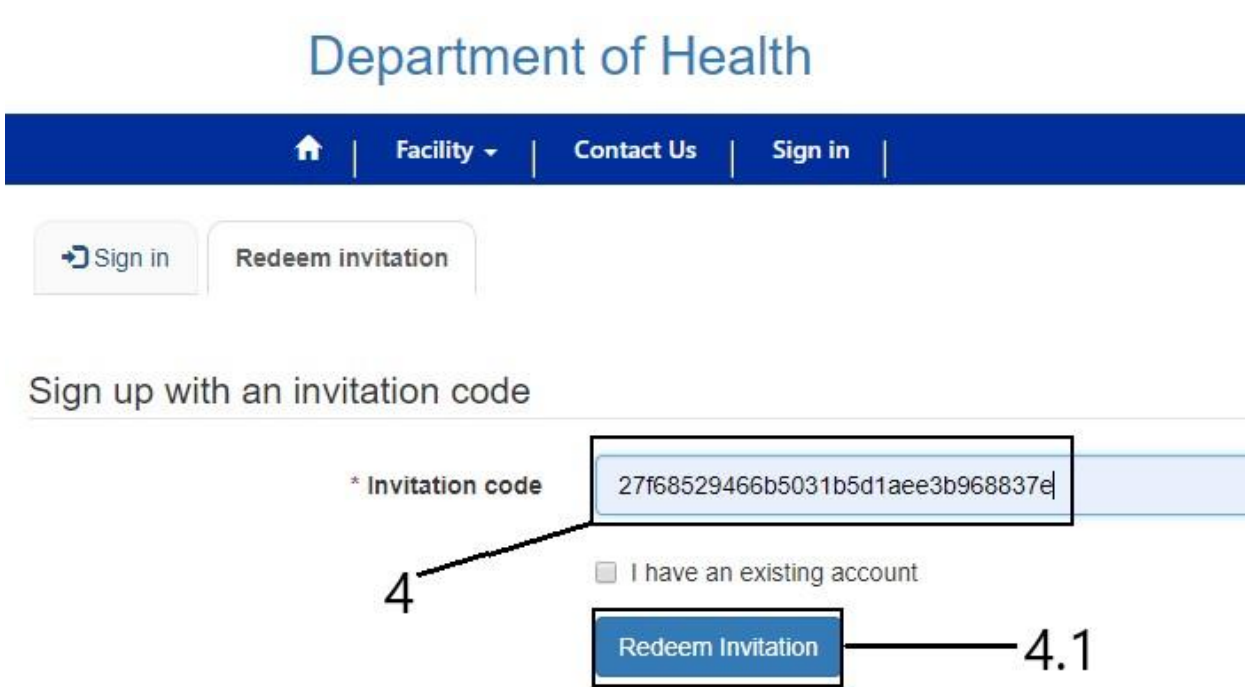
Thank you.

Web Portal Team
NJ Department of Health

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STEP 3: REEDEM INVITATION CODE

- Open email and click on link “Redeem Invitation Code”. You will be redirected to the Redeem Invitation Page, the code will be auto populated for you.
- Click on “Redeem Invitation”



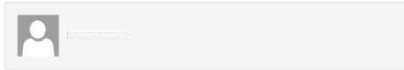
STEP 4: REGISTER

- You will be redirected to Register Page. Please confirm your email is correct. Then, create a username & password. Then click on Register.
- **PASSWORDS:** must contain characters from at least three of the following: uppercase, lowercase, digit, and non-alphanumeric (special such as: & % # @).
- **IF EMAIL IS NOT CORRECT:** Please contact the department at **(609) 292 5992** or email us at aap@doh.nj.gov for Ambulatory Assessments and gmesa@doh.nj.gov for GME assessments or HFSportal@doh.nj.gov for Facility License Renewal.

STEP 5: COMPLETE PROFILE

- Once you click on Register, you will be redirected to your profile.

Profile



Please provide some information about yourself.

Your information

Profile

Security
Set password

E-mail

First Name *

Job Title *

Last Name *

Business Phone *

Update

New Account Instructions: <https://dohlicensing.nj.gov/Createnewaccount-instructions/>

Sign-In Instructions: <https://dohlicensing.nj.gov/signin-instructions/>

LogOn: <https://dohlicensing.nj.gov/>