



## **New Jersey Department of Transportation**

### **Consultant Goal Compliance Reporting**

We are pleased to announce that Consultant Goal Compliance Reporting is now available on the internet through the New Jersey portal at <https://www.nj.gov>. To access this application, you will need: **1)** to be registered with the New Jersey portal; and **2)** to receive an authorization code (via email) that will provide you with the link to the application. **If you already have a portal account, you do not need to register again.** The instructions below explain the registration process for a portal account.

#### **New Jersey Portal Registration Instructions**

Please follow these instructions carefully.

*If you have already registered on the New Jersey portal and need to enter an Authorization Code for a new application, go to <http://www.state.nj.gov> and follow the instructions beginning at Step 7 below.*

1. Open an Internet browser and type <https://www.nj.gov> in the address box and press <Enter>
2. At the top left (under the “Home” tab) are the “Login” and “Register” boxes for the portal
3. Click on “Register”
4. In the dialog box entitled “Create Your My New Jersey Account,” enter a Logon ID and Password of your choosing and the rest of the requested information. Be sure to include a challenge question and valid email address in case you forget your password. (This is the account your Portal password will be sent to if you forget it. You will not be able to get into the application if you do not log onto the Portal)
5. Now that you have created your account, logout. The next step is to verify the existence of your new account.
6. Log in your account using your newly created Logon ID and Password.

#### **Activating Authorization Code**

Authorization codes will be sent via email under separate cover after you have emailed the following to [trnsport@dot.nj.gov](mailto:trnsport@dot.nj.gov)

1. Company Name
2. Email Address for company Official or CEO
3. Company’s Federal Identification Number
4. Contact Person’s Name (this should be the person who registered the account and will be logging on and supplying the requested sub consultant payment data)
5. Contact Person’s email address

## **New Jersey Portal Registration Instructions - continued**

Once you receive the code, follow the instructions below which provide access to the Consultant Goal Compliance reporting program.

6. Once logged into the Portal, select “enter authorization code.”
7. Follow the instructions carefully. Type the code in the text box labeled, “Enter your authorization code” and click the “Finished” button. Note that the code is case sensitive.
8. The system will log you out.
9. Log into your account. Your new application will have a link under the NJDOT heading.

### **Please Note**

1. Under no circumstances should you give your authorization code to another user. This code has been personalized for your particular need.
2. The state job number specific to the project is needed for reporting.
3. Questions concerning the request for authorization code should be directed to NJDOT's AASHTOWare Support Staff - Ryan DelGrande at (609) 963-1868
4. Questions concerning the Consultant Goal Compliance report should be directed to the NJDOT, Division of Civil Rights/Affirmative Action at **1-609-963-2047**.