

# How to create web-based portal account

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

1. Please fill in the details below format for Ambulatory Assessments and send it to [aap@doh.nj.gov](mailto:aap@doh.nj.gov), and if GME assessments please send it to [gmesa@doh.nj.gov](mailto:gmesa@doh.nj.gov).

- Facility Name:

- Facility Email Address:

- License #:

- Job title:

- First Name:

- Last Name:

- Phone #:

- Email Address:

- Who needs access and what type of access is needed? ( Assessment View/Submit Access / Assessment View Access Only)

**NOTE:** If you have multiple users in the same facility, please mention the details in the same above format.

( OR)

Please [click here](#) to download the format.

2. Please allow sometime for 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 [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 [1](#) or [click here](#).

Thank you.

Web Portal Team  
NJ Department of Health

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4. Upon clicking, you will be redirected to the redeem invitation page where the invitation code will be auto populated.

4.1 Please click on Redeem Invitation.

# Department of Health



Facility ▾

Contact Us

Sign in

→ Sign in

Redeem invitation

## Sign up with an invitation code

\* Invitation code

27f68529466b5031b5d1aee3b968837e

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I have an existing account

Redeem Invitation

4.1

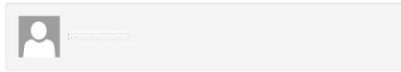
5. Upon clicking Redeem Invitation you will be redirected to register page, please check if your email is correct and then create a username & password (Password & Confirm Password). Then click on Register.

If the email is incorrect, please contact the department at **(609) 292 5992** or email us at **[aap@doh.nj.gov](mailto:aap@doh.nj.gov)** for Ambulatory Assessments and **[gmesa@doh.nj.gov](mailto:gmesa@doh.nj.gov)** for GME assessments. **NOTE:** Passwords must contain characters from at least three of the following four classes: uppercase, lowercase, digit, and non-alphanumeric (special).

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

Home / Profile

## Profile



Profile

Security

Set password

Please provide some information about yourself.

### Your information

E-mail

First Name \*

Job Title \*

Last Name \*

Business Phone \*

Update