



## New Portal Account Creation/ Self Registration Process Healthcare Licensing

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# New Account Creation

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

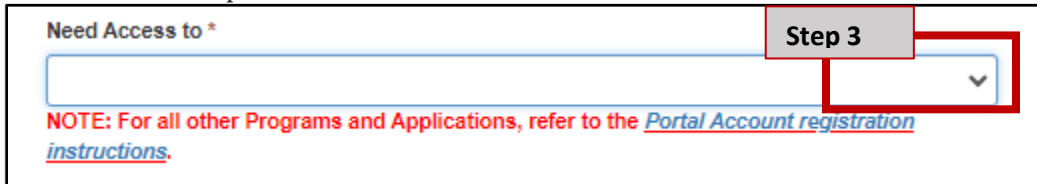
**STEP 1:** Click on the link <https://dohlicensing.nj.gov>.

**STEP 2:** Click on Sign Up

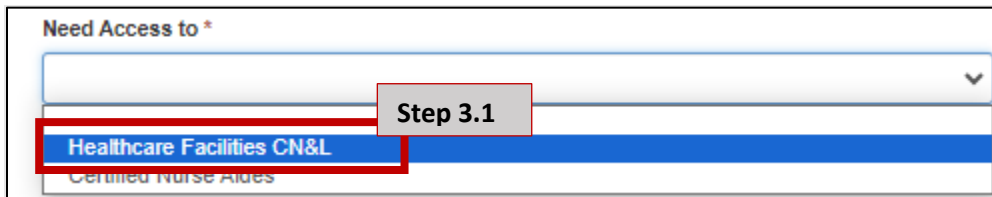


## STEP 3: Choose Module.

Click on the dropdown to enable module list.



### STEP 3.1: Select "Healthcare Facilities CN&L" for Renewal Application



**STEP 3.2:** Enter all Mandatory Information requested:

- First Name
- Last Name
- Email Id
- Phone Number



**STEP 3.3:** Type the security code visible on screen in the box below and click 'Next.'"

**Note:** Security codes are case sensitive



## Add Facilities and add Permissions.

**STEP 4: Add Facilities and add permissions.** Here user is required to Add Facilities & choose the type of permission for that facility.

To add a facility, click on “Add Facility “



**STEP 4.1.1:** Search Facility & add the Required Permissions.

Enter the license Number in the search bar and click on “Search”. Facility name will auto populate below.

**STEP 4:1.2:** Add License application permission.

Choose the type of permission by clicking on the “dropdown” and click on “+ADD”:

- Read Only - Provides user a **Read only** access to the application.
- Read & Write- User can **view** and **edit** the application.

**Note\*:** To add another Facility follow steps [4.1.1 & 4.1.2].

The screenshot shows a 'Create' form with the following elements:

- Search Facility by License Number \***: A text input field with a 'Search' button. A red box highlights this section, with a callout box labeled 'Step 4.1.1' pointing to the search button.
- Facility Name**: A text input field.
- License application permission \***: A dropdown menu. A red box highlights this section, with a callout box labeled 'Step 4.1.2' pointing to the dropdown arrow.
- + Add**: A blue button at the bottom left, highlighted with a red box.

**STEP 4:1.3:** Once all facilities and permission types are added. Click on “Submit” and follow the **STEP 5** to redeem Invitation code.

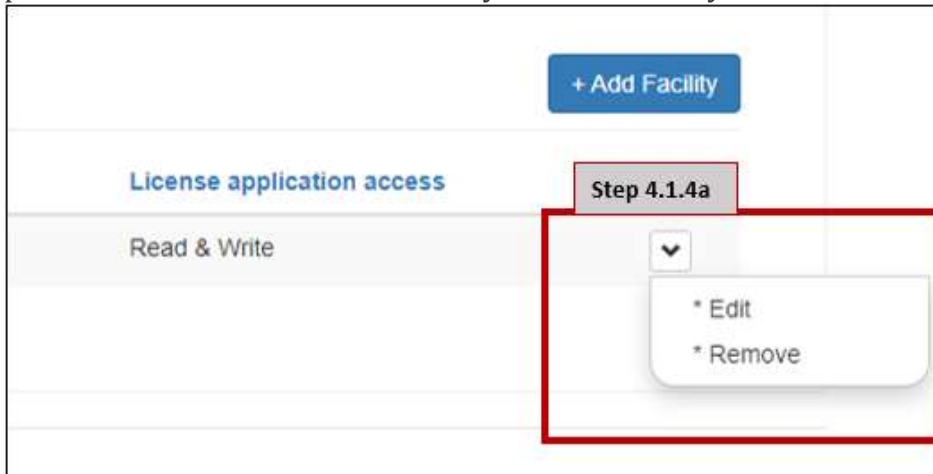


## Edit Permissions

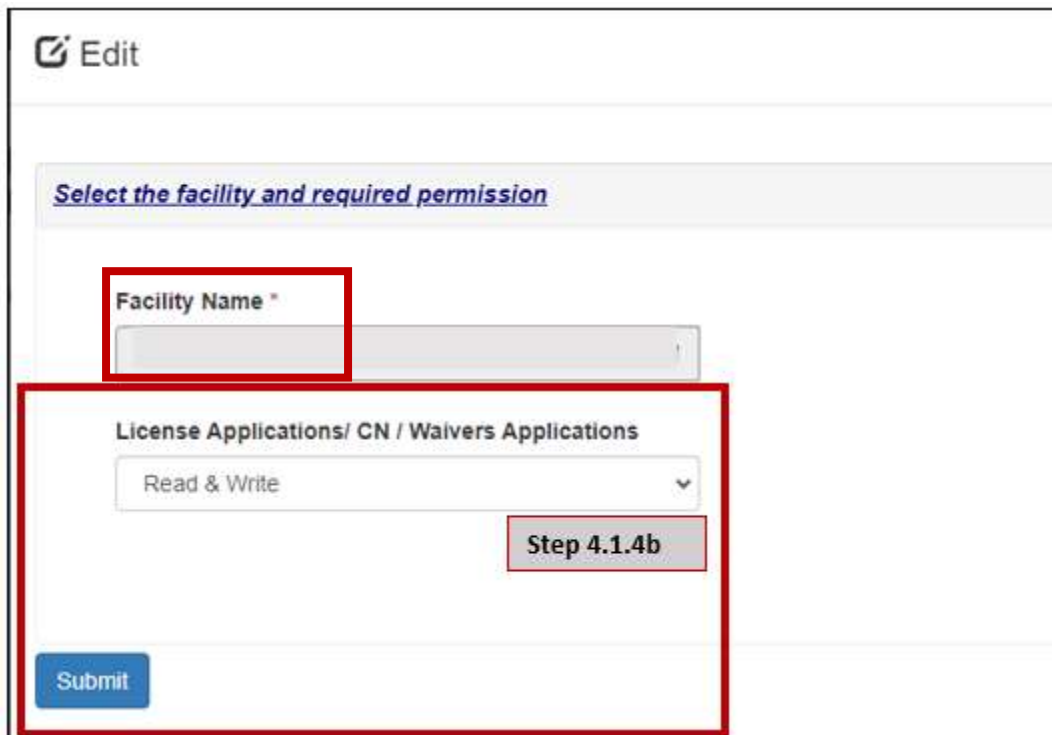
**STEP 4:1.4 a:** To edit or remove existing permissions for a facility click on the dropdown and choose one option.

Click on “**Edit**” edit current permissions for chosen facility.

**STEP 4:1.4 b:** To Remove permissions, click on “**Remove**” [this action will revoke all permissions and remove the Facility from the facility list.



This screenshot shows a table with a header row containing a blue button labeled "+ Add Facility" and a sub-header "License application access". Below this, a row is visible with the text "Read & Write". A dropdown menu is open from the right side of this row, showing two options: "\* Edit" and "\* Remove". A red box highlights the dropdown menu, and a grey callout box labeled "Step 4.1.4a" points to the dropdown arrow.



This screenshot shows the "Edit" form. At the top left is an "Edit" button with a pencil icon. Below it is a grey instruction bar: "Select the facility and required permission". The form contains two main sections: "Facility Name \*" with a dropdown menu, and "License Applications/ CN / Waivers Applications" with a dropdown menu currently showing "Read & Write". A blue "Submit" button is at the bottom left. A red box highlights the "Facility Name" dropdown and the "License Applications/ CN / Waivers Applications" dropdown and "Submit" button. A grey callout box labeled "Step 4.1.4b" points to the "License Applications/ CN / Waivers Applications" dropdown.

# Redeem Invitation code & Register on Portal

## STEP 5.1: Redeem Invitation Code:

User will receive an email with an Invitation code. Click on link "Redeem Invitation Code". You will be redirected to the Redeem Invitation Page; the code will be auto populated for you.

**STEP 5.2:** Click on "Redeem Invitation" and proceed with registration.

OFFICIAL SITE OF THE STATE OF NEW JERSEY

## Health Facility Services

Home | Contact Us | My Facilities | Manage Contacts | Test User

Sign in | Redeem invitation

### Sign up with an invitation code

\* Invitation code: f8678478449a9ce6c3f4b38c5c504ce1

I have an existing account

Step 5.2 | Redeem Invitation

**STEP 6: Registration Page.** Enter email, create a username & password, and confirm password. Click on "Register"

**Note:** Passwords must be at least 8 characters. Passwords must contain characters from at least three of the following four classes: uppercase, lowercase, digit, and non-alphanumeric (special such as: & % # @).

OFFICIAL SITE OF THE STATE OF NEW JERSEY

## Health Facility Services

Home | Contact Us | My Facilities | Manage Contacts | Test User

Sign in | Redeem invitation

Redeeming code: f8678478449a9ce6c3f4b38c5c504ce1

### Facility User Login

Step 6

\* Email: [input field]

\* Username: [input field]

\* Password: [input field]

\* Confirm password: [input field]

Register

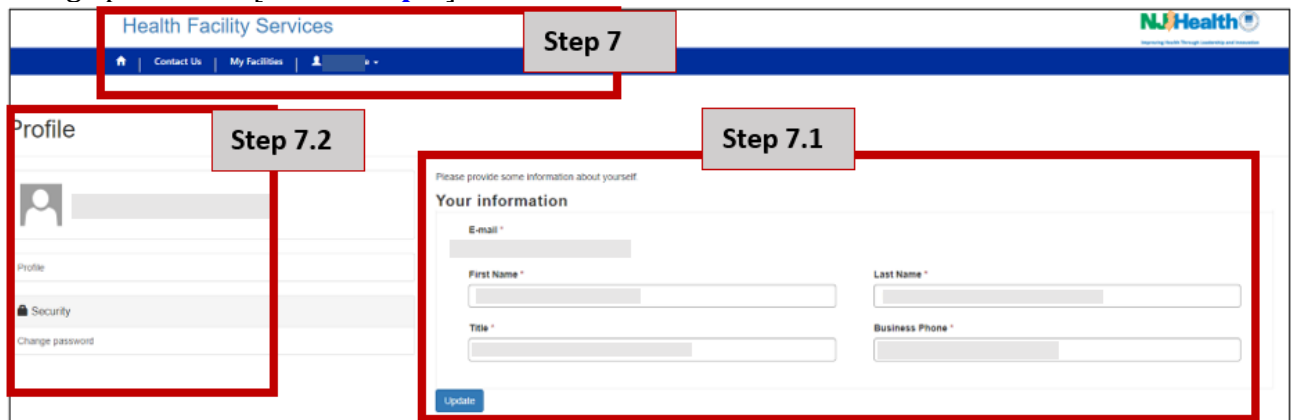
Department of Health Register

Sign in

**STEP 7: User "Profile" page.** From here user can navigate to their facility dashboard by clicking on "My Facilities" Here user will see the list of facilities for which they have requested access for.

**STEP 7.1: “Your Information”** User can edit and update their [Email, Name, Title & Phone] and click on update to save changes.

**STEP 7.2: “Profile and Security”** User can view their Name. Under security user can update or change password. [follow [Step 9](#)]

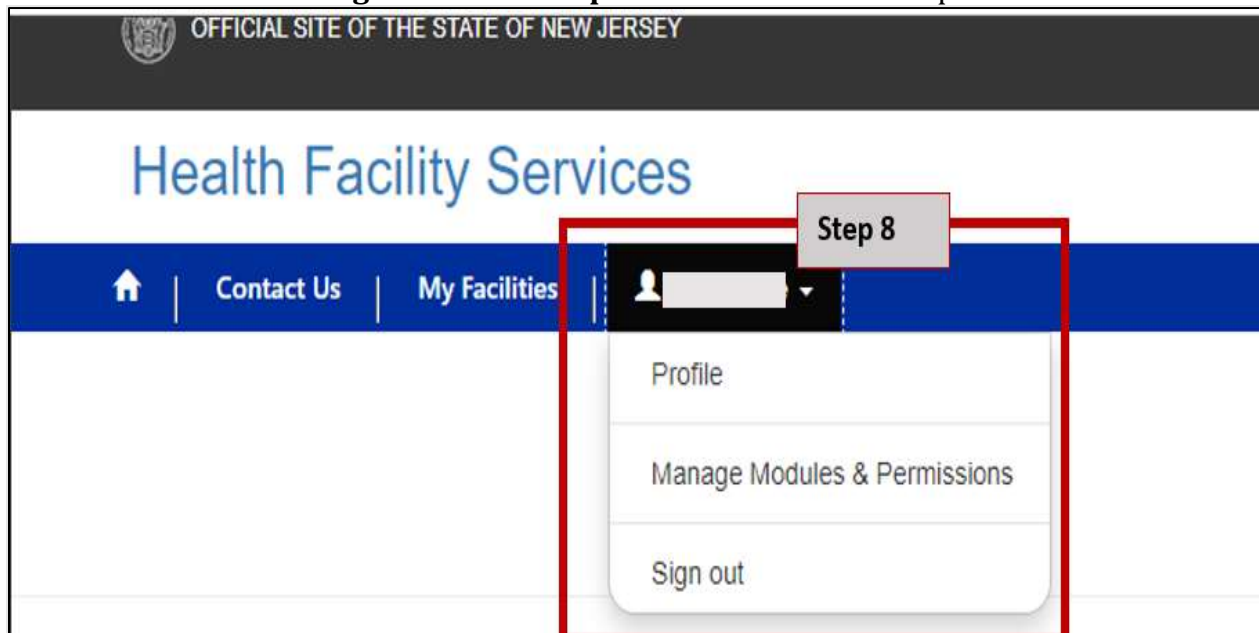


## [ADD Facility] Manage Profile & Manage Modules

Click on the **person icon**/ your name on the screen.

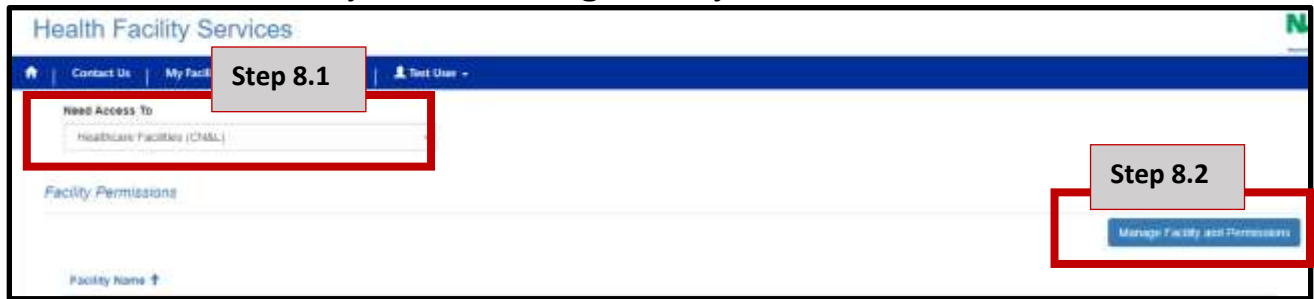
**STEP 8: [Add Facility] Manage modules and permissions.**

To get access to **more** facilities and edit or deactivate current permissions click on the “**Person Icon**” and click on “**Manage modules and permissions**”. Follow steps listed below.



**STEP 8.1:** Click on “Healthcare Facility [CN&L]” from the drop down, this will populate “Facility Permissions” section on your screen.

**STEP 8.2:** To add a facility, click on “Manage Facility and Permissions.”



**STEP 8.3:** Enter the license Number in the search bar and click on “Search”. Facility name will populate below.

**STEP 8.4:** Choose Type of Permission, Add permission & revoke permissions.

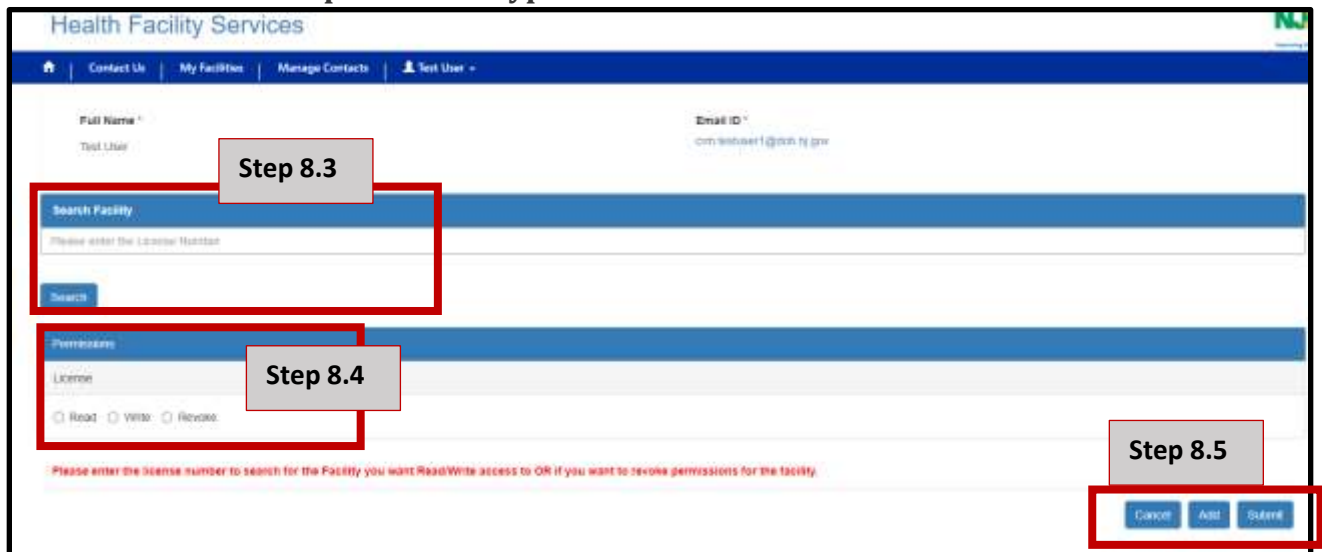
Type of permission:

- Read Only - Provides user a **Read only** access to the application.
- Write- User can **view** and **edit** the application [Read & Write Access]
- Revoke – User can Revoke existing Permission & remove facility from account.

**STEP 8.5:** Click on “Add” to add the facility.

To **Add** more Facilities and assign permissions follow [Steps 8.2 -8.5].

Once all facilities and permission types are added. Make sure to Click on “Submit.”





## Remove Facility/Revoke Access

Click on the person icon/ your name on the screen.

**STEP 8.6:** Click on “**Manage Facility and Permissions.**”

The screenshot shows the 'Health Facility Services' web application. At the top, there is a navigation bar with 'Contact Us', 'My Facilities', 'Manage Contacts', and 'Test User'. Below this, a dropdown menu is set to 'Healthcare Facilities (CN&L)'. The main section is titled 'Facility Permissions'. A 'Facility Name' search bar is visible. A red box highlights the 'Manage Facility and Permissions' button, with a callout box labeled 'Step 8.6' pointing to it.

**STEP 8.7:** Enter the **license Number** in the search bar and click on “**Search**”. Facility name will populate below.

**STEP 8.7.1:** Click on “**Revoke.**”

**STEP 8.7.2:** Then click on “**ADD.** Revoking Facility Name and type of permission will populate on top of your screen.

This screenshot shows the 'Search Facility' and 'Permissions' sections. The 'Search Facility' section has a text input field for the license number and a 'Search' button, both highlighted with a red box and labeled 'Step 8.7'. The 'Permissions' section shows three radio buttons: 'Read', 'Write', and 'Revoke'. The 'Revoke' button is selected and highlighted with a red box, labeled 'Step 8.7.1'. Below the radio buttons is a red instruction: 'Please enter the license number to search for the Facility you want Read/Write access to OR if you want to revoke permissions for the facility.' At the bottom right, there are three buttons: 'Cancel', 'Add', and 'Submit'. The 'Add' button is highlighted with a red box and labeled 'Step 8.7.2'.

**STEP 8.7.3:** Click on “**Submit**” to Revoke Facility & permissions.

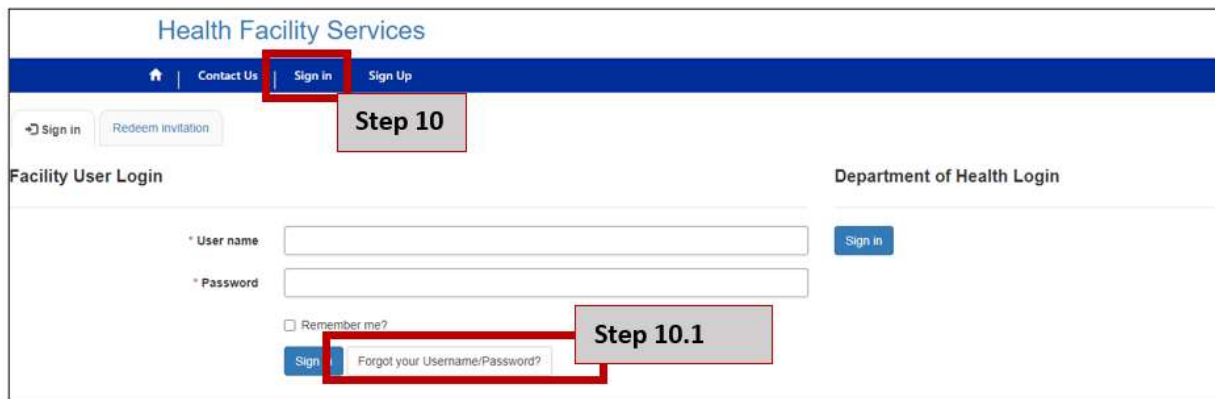
This screenshot shows the 'Permissions' section with the 'Revoke' radio button selected. The 'Add' button is now disabled. The 'Submit' button is highlighted with a red box and labeled 'Step 8.7.3'. The red instruction from the previous screenshot is still visible at the bottom.

# Change Password, Forgot Username & Password

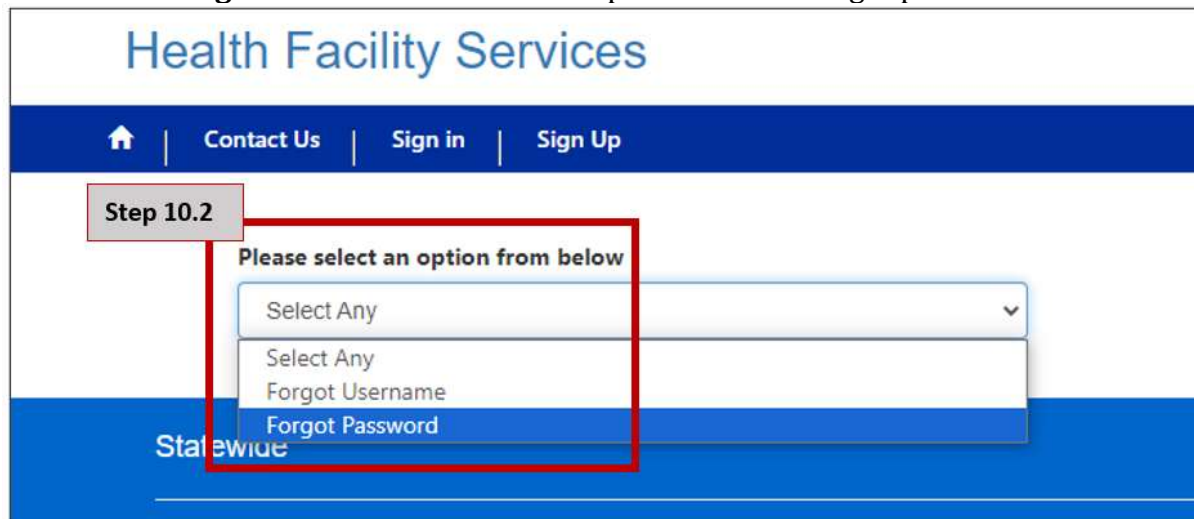
**STEP 9: Change Password.** Here username will be prepopulated. Enter old/ current password. Create new password & confirm new password then click on change password.



**STEP 10: Forgot Username or Password.** Click on “Sign In” and then click on “Forgot username/ Password?” [STEP 10.1]



**STEP 10.2: Forgot Password.** From the drop down select Forgot password



**STEP 10.3:** Enter the email address associated with the account to receive reset password instructions email **STEP 10.4**.

Health Facility Services

Home | Contact Us | Sign In | Sign Up

Please select an option from below

Forgot Password

Forgot Password?

\* Email

Enter email address that you have used to register on portal.

Submit Cancel

**Step 10.3**

**STEP 10.4:** Reset Password instructions email. User will receive the below email. Click on **Reset Password** hyperlink in the email and proceed to reset your password **STEP 10.5**

A password reset was requested for your account. Please click the following link to start the password reset process. **Step 10.4**

Reset Password

Or you can copy the following URL and paste it into your web browser.

If you believe you received this email in error, please contact [HFSportal@doh.nj.gov](mailto:HFSportal@doh.nj.gov) for assistance.

Please do not reply to this message. This email address is not monitored so we are unable to respond to any messages sent to this address.

Thank You,

Web Portal Team  
NJ Department of Health

Confidentiality Notice: This e-mail, including any attachments, may include advisory, consultative and/or deliberative material and, as such, would be privileged and/or confidential and not a public document. Any information in this e-mail identifying a client of the Department of Health or including protected health information is confidential. If you received this e-mail in error, you are not authorized to review, transmit, convert to hard copy, copy, or in any way further use or disseminate this e-mail or any attachments to it. You must immediately notify the sender, delete the email/attachment(s), confirm in writing to the sender that you deleted the email/attachment(s) and that you did not/will not further use or disclose the information contained in the email.

**STEP 10.5:** Enter New password and confirm the same and click on Reset. Password will be reset, and user will be signed In. Follow **STEP 7** to go to Facility Dashboard.

OFFICIAL SITE OF THE STATE OF NEW JERSEY

Health Facility Services

Home | Contact Us | Sign In | Sign Up

Reset password

New password

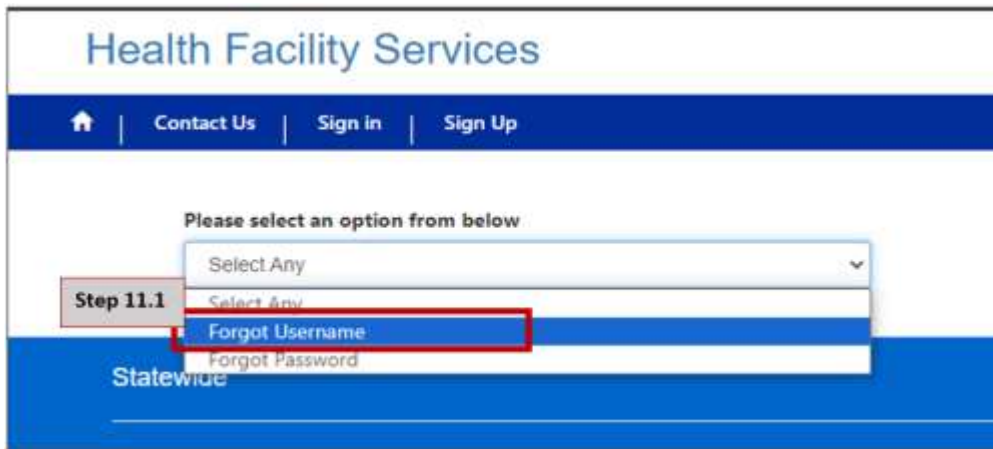
Confirm new password

Reset

**Step 10.5**

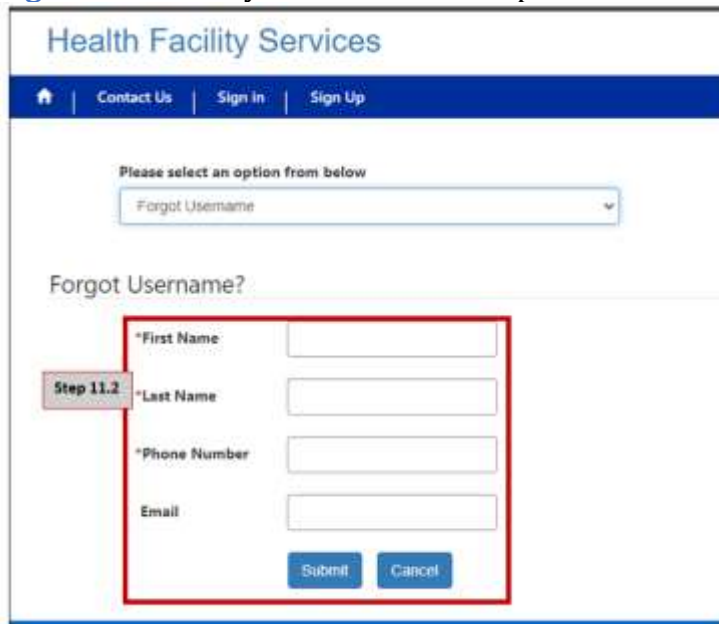
**STEP 11: Forgot Username**  
Follow **Step 10 & 10.1**.

**STEP 11.1:** Click on **“Forgot Username.”**



**STEP 11.2:** Enter all information [First Name, Last Name, Phone Number & email] and click submit.

**STEP 11.3:** An email will be sent to user's inbox with the Retrieved username. Click on **Sign In** and enter your username and password.



## Questions & links

- **For Facility License Renewal Related Questions:** Please email your questions / queries with detailed description and screen shots to [HFSPortal@doh.nj.gov](mailto:HFSPortal@doh.nj.gov).
- **New Account Instructions:** <https://dohlicensing.nj.gov/signup-instructions/>
- **Sign In:** <https://dohlicensing.nj.gov/SignIn?>
- **Sign Up:** <https://dohlicensing.nj.gov/registrationrequest/>