

# NJ DCA User Manual: FAST Portal Registration

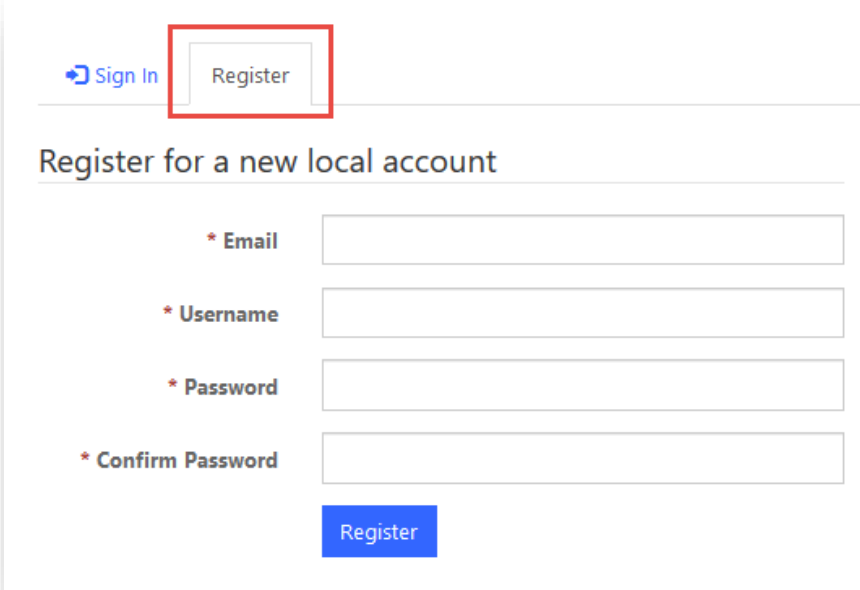
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## Accessing the FAST Portal

The first time you visit the NJ DCA FAST Portal, you will need to register for a login.

1. Navigate to <https://njdca.dynamics365portals.us>
2. Click the **Register** tab



Sign In Register

### Register for a new local account

\* Email

\* Username

\* Password

\* Confirm Password

Register

3. Enter your email address and choose a username and password for yourself. Passwords must be at least 8 characters and contain characters from at least three of the following:
  - a. Uppercase Letters
  - b. Lowercase Letters
  - c. Numbers
  - d. Non-Alphanumeric (Special) Characters
4. Click **Register**

## Profile

After you complete the registration, it's time to set up your portal profile.

1. Enter your information in the fields provided. Fields marked with a red asterisk (\*) are required.



Your Information

First Name \*

Middle Name

Last Name \*

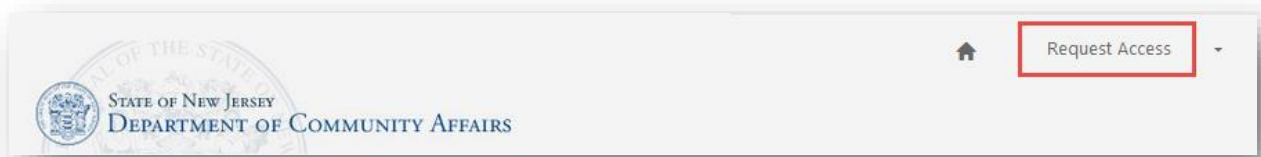
Mailing Address 1

2. Click **Update** to save your profile.

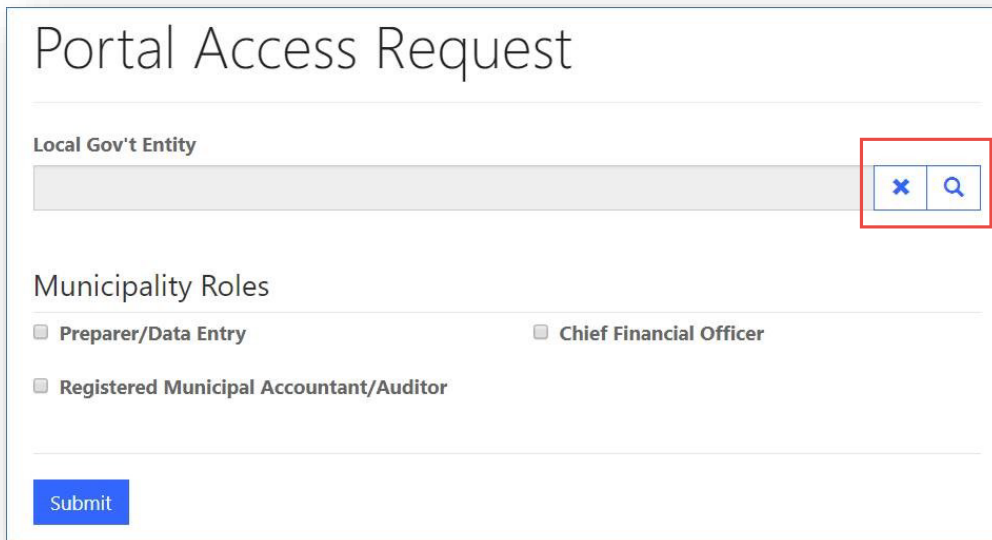
## Requesting Access

To gain access to your LGE and requisite data, you need to submit an Request Access.

1. Click on Request Access in the top toolbar.



2. Click on the magnifying glass to search for the Local Government Entity (LGE) that you represent.



Portal Access Request

Local Gov't Entity

Municipality Roles

Preparer/Data Entry  Chief Financial Officer

Registered Municipal Accountant/Auditor

Submit

3. Check the boxes for your role(s) at the LGE and click **Submit Request**.

### Access Approval

After you submit your request for access to the FAST Portal, you will receive an email confirming that NJ DCA has received your registration. A second email will be sent once your request has been processed. Once approved, you will be able to log into the FAST Portal using the login credentials you selected previously and begin entering data for your LGE.