

## Online Registration Renewal using Non-Registered Service

On June 30<sup>th</sup> 2013 your waste decals will expire. To obtain new decals you must renew using an online service. You now have two methods for such renewal – “Registered” and “Non-Registered”. Below is a summary of the advantages and disadvantages of each method:

|  | Non-Registered | Registered                          |
|--|----------------|-------------------------------------|
| Required to create NJDEP Online Account  | No             | Yes                                 |
| Maximum Number of vehicles that can be renewed - i.e. - “Cabs”, “Single Unit Vehicles”, or “Trailers | 10             | Unlimited                           |
| Maximum Number of containers that can be renewed   | 150            | Unlimited                           |
| Ability to renew equipment which is leased from another company or rental company provider           | No             | Yes                                 |
| Ability to modify the license plate information for currently registered equipment.                  | Yes            | Yes                                 |
| Ability to register new equipment during online renewal instead of completing add-on form.           | Yes*           | No                                  |
| Payment options  | Credit Card    | Credit Card, E-Check, Bill Me Later |
| Ability to complete renewal in more than one session   | No             | Yes                                 |
| Summary of online renewal sent to you by e-mail  | Yes            | Yes                                 |
| Ability to retrieve information about past renewal activities  | No             | Yes                                 |

\*The total amount that can be added depends on how much equipment is being renewed. Specifically, the total that can be added and renewed is 10 vehicles, i.e. - “Cabs”, “Single Unit Vehicles”, or “Trailers”. If you renew 2 vehicles you could add up to 8 vehicles, if you renew 5 vehicles you could add up to 5 vehicles, if you renew 10 vehicles you cannot add any other vehicles, etc.

To begin the renewal processes go to the web site [www.njdeponline.com/](http://www.njdeponline.com/)

The screenshot shows the NJDEP Online website interface. Two red callout boxes are overlaid on the page:

- The first callout box, located at the top center, contains the text "Click here to renew using Registered service" and has a red arrow pointing to the "Log in to NJDEP Online" button on the right side of the page.
- The second callout box, located on the left side, contains the text "Click here to renew using NonRegistered service" and has a red arrow pointing to the "View Registered Services" link in the "Registered Services" section.

This step-by-step instruction manual explains how to complete renewal using the NonRegistered service. A different manual is available for renewing using the Registered service at <http://www.nj.gov/dep/dshw/hwr/reg.pdf>

Under the heading of Non-Registered Services there will be a choice of “Vehicle Registration Renewal”. **Click** on this link to begin your registration renewal. You will be brought to a screen with information about the non-registered online service as shown below. **Click “Continue.”**

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### INSTRUCTIONS

You now have two methods for such renewal- "Registered" and "Non-Registered". Below is a summary of the advantages and disadvantages of each method. The non-registered method is preferred for renewals up to 10 vehicles:

|   | Non-Registered | Registered                          |
|---|----------------|-------------------------------------|
| Required to create NJDEP Online Account   | No             | Yes                                 |
| Maximum Numbers of vehicles that can be renewed- i.e. - "Cabs", "Single Unit Vehicles", or "Trailers" | 10             | Unlimited                           |
| Maximum Number of containers that can be renewed  | 150            | Unlimited                           |
| Ability to renew equipment which is leased from another company or rental company provider            | No             | Yes                                 |
| Ability to modify the license plate information for currently registered equipment                    | Yes            | Yes                                 |
| Ability to register new equipment during online renewal instead of completing add-on form             | Yes*           | No                                  |
| Payment options   | Credit Card    | Credit Card, E-Check, Bill Me Later |
| Ability to complete renewal in more than one session  | No             | Yes                                 |
| Summary of online renewal sent to you by e-mail   | Yes            | Yes                                 |
| Ability to retrieve information about past renewal activities   | No             | Yes                                 |

\* The total amount that can be added depends on how much equipment is being renewed. Specifically, the total that can be added and renewed is 10 vehicles, i.e. - "Cabs", "Single Unit Vehicles", or "Trailers". If you renew 2 vehicles you could add up to 8 vehicles, if you renew 5 vehicles you could add up to 5 vehicles, if you renew 10 vehicles you cannot add any other vehicles, etc.

**Click "Continue"** if you wish to complete renewal using the Nonregistered Service. To renew using the Registered service click [here](#).

This process was designed to be self-explanatory. However step-by-step instructions are available by clicking [here](#).

**Continue**

You will be brought to the screen shown below. Enter your “NJDEP Transporter Registration Number (NJDEP #)” and click **Search**. This number was listed on the letter sent to you regarding the upcoming renewal. It is also shown on “cab card” you received with your current decals. It also should be marked on each piece of equipment you currently have registered for transporting waste.

After clicking **Search** your company name and address should appear below the **Search Results** header. Click on the circle below the column for **Select** and then **Click “Continue.”**

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**REGISTRANT SEARCH**

Enter your “NJDEP Transporter Registration Number (NJDEP #)” and click **Search**. This number was listed on the letter sent to you regarding the upcoming renewal. It also appears on the “cab card” you received with your current decals as shown below. The NJDEP number is also required to be marked on each piece of equipment you currently have registered for transporting waste in letter and number at least three inches high.

Your company name and address will appear below the **Search Results** header. Click on the circle below the column marked \***Select** and then **Click “Continue.”**

State of New Jersey  
Department of Environmental Protection  
Solid Waste and Pesticides Enforcement  
9 Evans Street, Mail Code 09-01  
P.O. Box 910  
Trenton, NJ 08625-0420  
(609) 292-7081

**EXEMPT SOLID WASTE**

*NJDEP Registered Transporter:*  
**ABC WASTE TRANSPORTER COMPANY**  
123 MAIN ST  
ANYTOWN, PA 123456789

**NJDEP Transporter Vehicle Registration Card**

Expiration Date: 06/30/2013  
Decal Number: SWE-13-013117  
VIN ID#: 121234567800 NJ  
License Plate #: ABC123  
Vehicle Type: Single Unit Vehicle  
Vehicle leased?: N  
If Yes, lessor's name:  
**NJDEP Registered Transporter:  
ABC WASTE TRANSPORTER COMPANY  
NJDEP #: 0034844**

**NJDEP #**

This card must be carried in the cab of the vehicle at all times.  
This registration card & decal are valid for use only by the listed registrant.  
Leased equipment can only be used to transport waste by the listed registrant.

\*NJDEP Transporter Registration Number (NJDEP #):

**Search Results**

Please select the Registration you would like to renew and Click Continue.

| Select                | NJDEP # | Vehicle Registration Holder   | Program Interest # | Street Address | City/State/Zip       |
|-----------------------|---------|-------------------------------|--------------------|----------------|----------------------|
| <input type="radio"/> | 0034844 | ABC WASTE TRANSPORTER COMPANY | 561406             | 123 MAIN ST    | ANYTOWN/PA/123456789 |

Clicking a column title will sort the table by that column.

\* Required

You will now be brought to the screen shown below which lists the mailing address we have listed for your company. If this address is correct **Click "Continue."**

If the address listed is wrong **Click "No"** for the question **"Is the following address your current mailing address?"** You can then enter the correct mailing address for your company. Once the address has been corrected select **Yes** for the question **"Is the following address your current mailing address and Click "Continue."**

The screenshots show the 'UPDATE MAILING ADDRESS' form in the NJDEP Online system. The form includes a navigation menu on the left with options like 'Instructions', 'Registrant Search', 'Update Mailing Address', 'Contacts', 'My Registered Vehicles', 'Additional Registration Information', 'Certification', and 'Payment'. A 'Please Note' section explains that users can click on a previously visited page to navigate back.

**First Screenshot:** The form displays the current mailing address: B21 MAIN STREET, Out Of State, SMITHVILLE. The question 'Is the following address your current mailing address?' has the 'Yes' button selected.

**Second Screenshot:** The 'No' button is selected. A red arrow points to the 'Address Line 1' field, which contains 'B21 MAIN STREET'.

**Third Screenshot:** The 'Yes' button is selected. The address fields are updated to: 123 MAIN ST, Out Of State, ANYTOWN, Pennsylvania, 123456789. A red arrow points to the 'Continue' button.

You will now be brought to the screen shown below which lists the contact information we have listed for your company. If this information is correct **Click “Continue.”**

If the information listed is wrong type over what is listed. Once the information is correct **Click “Continue.”**

The screenshot shows the NJDEP Online interface. The browser address bar displays the URL: [https://www11-stg.state.nj.us/DEP\\_RSP/Orchestrate.do?orchestrationId=NJDEP-SHWM-NonRegVehicle-Registration-Renewal&btnAction=ProgressNavigate&entry\\_seq\\_id=NJD](https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do?orchestrationId=NJDEP-SHWM-NonRegVehicle-Registration-Renewal&btnAction=ProgressNavigate&entry_seq_id=NJD). The page title is "NJDEP Online" and the version is 5.0. The main content area is titled "Contacts" and contains the following text:

Listed below is the contact information previously provided for your company. If this information is correct **click "Continue"**. If the information listed is wrong correct the information by simply typing over the existing text. You must provide at least one phone number for each contact listed. Once correct information is entered, **click "Continue"**.

**1. Applicant**

*Note: Selecting an option below will replace all information for this contact.*

Insert From Existing Contact(s)...

**\*First Name:** John  
**\*Middle Initial:**  
**\*Last Name:** Smith  
**Title:**  
**\*E-Mail Address:** jsmith@aol.com  
**\*Confirm E-Mail:** jsmith@aol.com

**\*Address Line 1:** 123 Main Street  
**Address Line 2:**  
**Address Line 3:**  
**\*County:** Out Of State  
**\*City:** Anytown  
**\*State:** Pennsylvania  
**\*Zip Code:** 123456789

**\* At least 1 phone number is required.**

| *Type             | *Contact Number (must be 10 digits) | Extension | Comments | Remove |
|-------------------|-------------------------------------|-----------|----------|--------|
| Cell Phone Number | (800) 123-7654                      |           |          |        |

**Add Number**

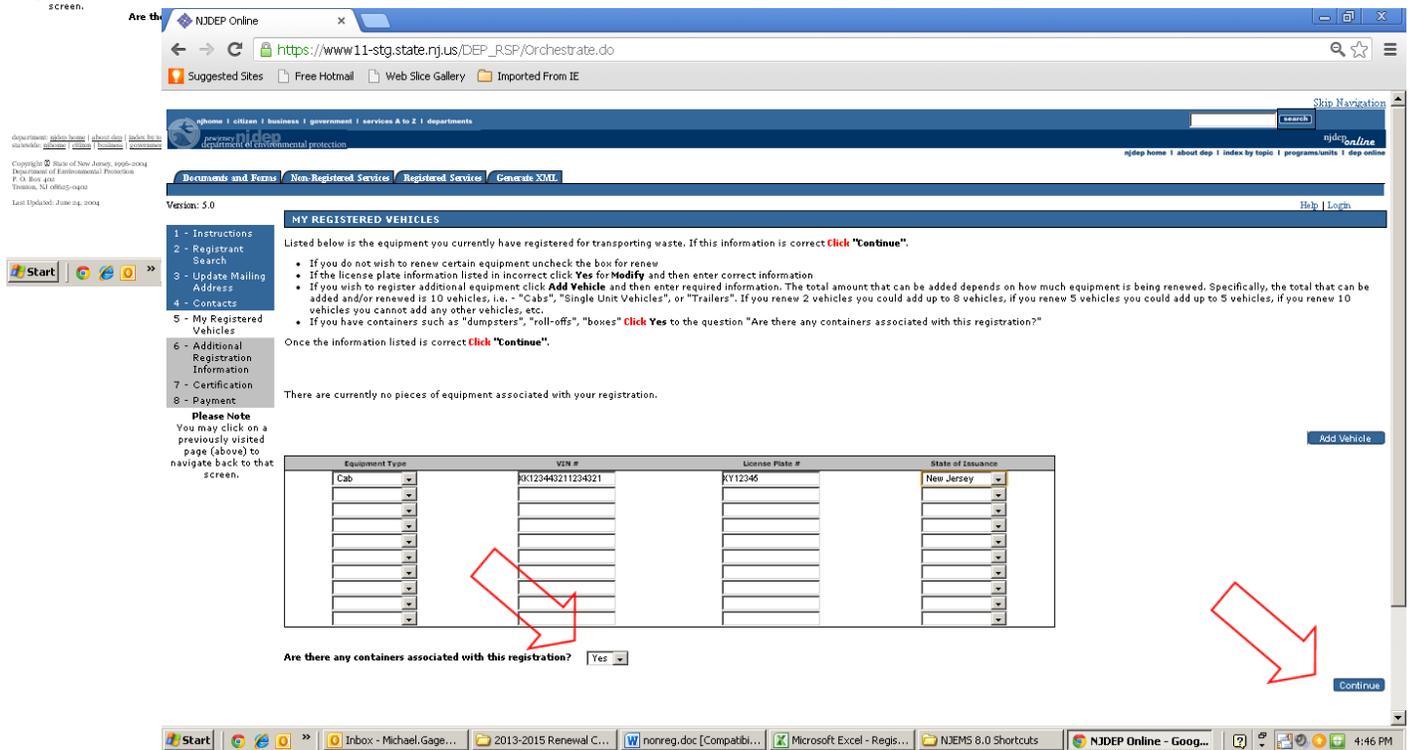
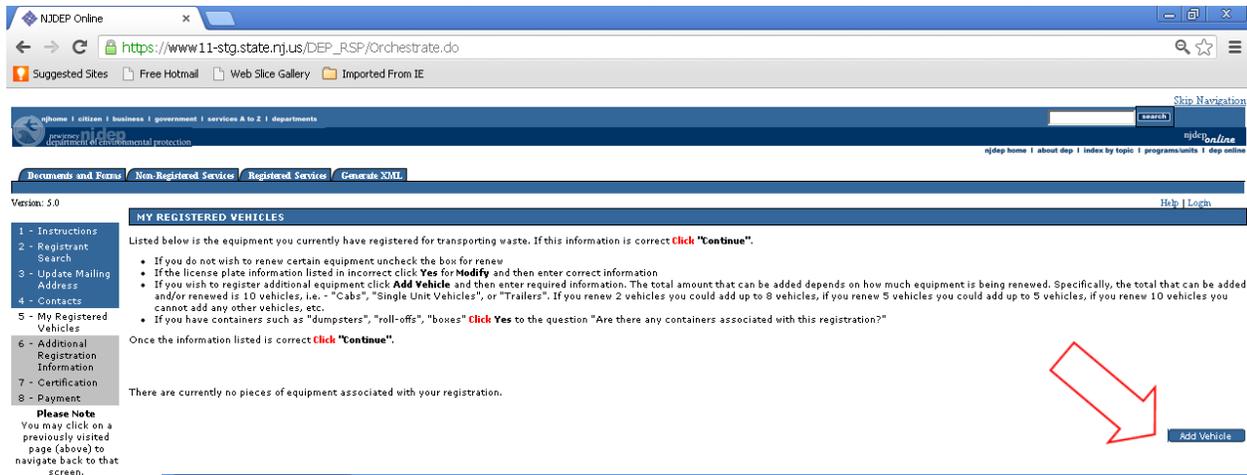
*\* Required*

*Note: Please enter contact information on ALL required tabs before clicking Continue.*

**Continue**

You will now be brought to the screen shown below which lists the equipment currently registered for transporting waste. If this information is correct **Click** “Continue.”

- If you do not wish to renew certain equipment uncheck the box for renew
- If the license plate information listed is incorrect click **Yes** for **Modify** and then enter correct information
- If you wish to register additional equipment click **Add Vehicle** and then enter required information. The total amount that can be added depends on how much equipment is being renewed. Specifically, the total that can be added and/or renewed is 10 vehicles, i.e. - “Cabs”, “Single Unit Vehicles”, or “Trailers”. If you renew 2 vehicles you could add up to 8 vehicles, if you renew 5 vehicles you could add up to 5 vehicles, if you renew 10 vehicles you cannot add any other vehicles, etc.



If you have containers such as “dumpsters”, “roll-offs”, “boxes” click **Yes** to the question “Are there any containers associated with this registration?”

Once the information listed is correct **Click** “Continue.”

If you answered **Yes** to the question “**Are there any containers associated with this registration?**” you will be brought to the following screen:

NJDEP Online

https://www11-stg.state.nj.us/DEP\_RSP/Orchestrate.do

Suggested Sites | Free Hotmail | Web Slice Gallery | Imported From IE

home | citizen | business | government | services A to Z | departments

department of environmental protection

njdep online

njdep home | about dep | index by topic | programs/units | dep online

Documents and Forms | Non-Registered Services | Registered Services | Generate XML

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CONTAINER INFORMATION

Enter the number of containers you would also like to register. Containers include “dumpsters”, “roll-offs”, and “boxes” If you do not have any containers check the box next to “I do not have any containers.” Click “Continue.”

Please indicate the number of containers associated with this registration:

I do not have any containers.

Continue

1 - Instructions  
2 - Registrant Search  
3 - Update Mailing Address  
4 - Contacts  
5 - My Registered Vehicles  
6 - Container Information  
7 - Additional Registration Information  
8 - Certification  
9 - Payment

**Please Note**  
You may click on a previously visited page (above) to navigate back to that screen.

department: [action home](#) | [about dep](#) | [index by topic](#) | [programs/units](#) | [dep online](#)  
statewide: [about us](#) | [contact](#) | [business](#) | [government](#) | [services A-Z](#) | [departments](#) | [search](#)

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Department of Environmental Protection  
P. O. Box 600  
Trenton, NJ 08646-0600  
Last Updated: June 24, 2004

contact dep | privacy notice | legal statement | accessibility statement

Start | Inbox - Michael.Gage... | 2013-2015 Renewal C... | nonreg.doc [Compatibi... | Microsoft Excel - Regis... | NJEMS 8.0 Shortcuts | NJDEP Online - Goog... | 4:47 PM

Enter the number of containers you would like to register. Containers include “dumpsters”, “roll-offs”, and “boxes” If you do not have any containers check the box next to “I do not have any containers.” **Click “Continue.”**

If you modified or added any equipment you will be brought to the screen shown below which allows you to upload copies of registration and insurance documents. You can submit this information electronically on this web page or send it to us by mail. If you wish to send by mail **Click "Continue"** and you will be provided with the address to mail such documents.

**ATTACHMENT UPLOAD**

Since you modified and/or added equipment you must submit the motor vehicle registration and proof of insurance for such equipment. You may submit this information electronically on this web page if you have a scanned copy of the information or you can send it to us by mail. If you wish to send it by mail **Click "Continue"** and you will be provided with the mailing address.

**Maximum File Size:** 5 Mb  
**Total Maximum File Size:** 15Mb  
**Allowed Attachment Types:** pdf,jpg,doc,docx,txt,rtf,gif,jpg,jpeg,bmp,tiff,tif,xls,xlsx,xps

| Attachment Type            | Attachment Description                           | Upload File Name             | File Size Mb                | Remove |
|----------------------------|--|------------------------------|-----------------------------|--------|
| Motor Vehicle Registration | Motor Vehicle Registration VIN #XK12343211234321 | Choose File   No file chosen | 0 Mb                        | ✖      |
| Proof of Insurance         | Proof of Insurance VIN #XK12343211234321         | Choose File   No file chosen | 0 Mb                        | ✖      |
|                            |  |                              | <b>Total Uploaded:</b> 0 Mb |        |
|                            |  |                              | <b>Remaining:</b> 15 Mb     |        |

[How do I upload a file?](#)

**Please Note**  
 You may click on a previously visited page (above) to navigate back to that screen.

**Continue**

If you did not upload the motor vehicle registration and proof of insurance for such equipment you will be brought to the page below. Click on the link for “**Printer Friendly Version**” to print out this page and mail it to us with copies of the motor vehicle registration and proof of insurance. **Click “Continue”**

The screenshot shows a web browser window with the URL [https://www11-stg.state.nj.us/DEP\\_RSP/Orchestrade.do](https://www11-stg.state.nj.us/DEP_RSP/Orchestrade.do). The page title is "NJDEP Online". The main content area is titled "HARD-COPY COVER LETTER".

Since you did not upload the motor vehicle registration and proof of insurance for new and/or modified equipment you need to mail these documents to the address provided below. Click on the link for "**Printer Friendly Version**" to print out vehicle registration renewal information and mail it to us with the required copies of the motor vehicle registration and proof of insurance. After printing, **click "Continue"**

**SHWM - Vehicle Registration Renewal**

**Program Interest Name:** JERSEY CONTRACTORS  
**Preferred ID Number:** 211762

You are required to submit the following documents: Motor Vehicle Registration VIN #XK1234567890  
Proof of Insurance VIN #XK1234567890

Please mail them to:

New Jersey Department of Environmental Protection  
Division of Licensing Operations, Solid Waste and Pesticide Enforcement  
Bureau of Solid Waste Compliance & Enforcement  
Mail Code 09-01  
P.O. Box 420  
Trenton, NJ 08625-0420  
ATTN: Vehicle Registration Unit

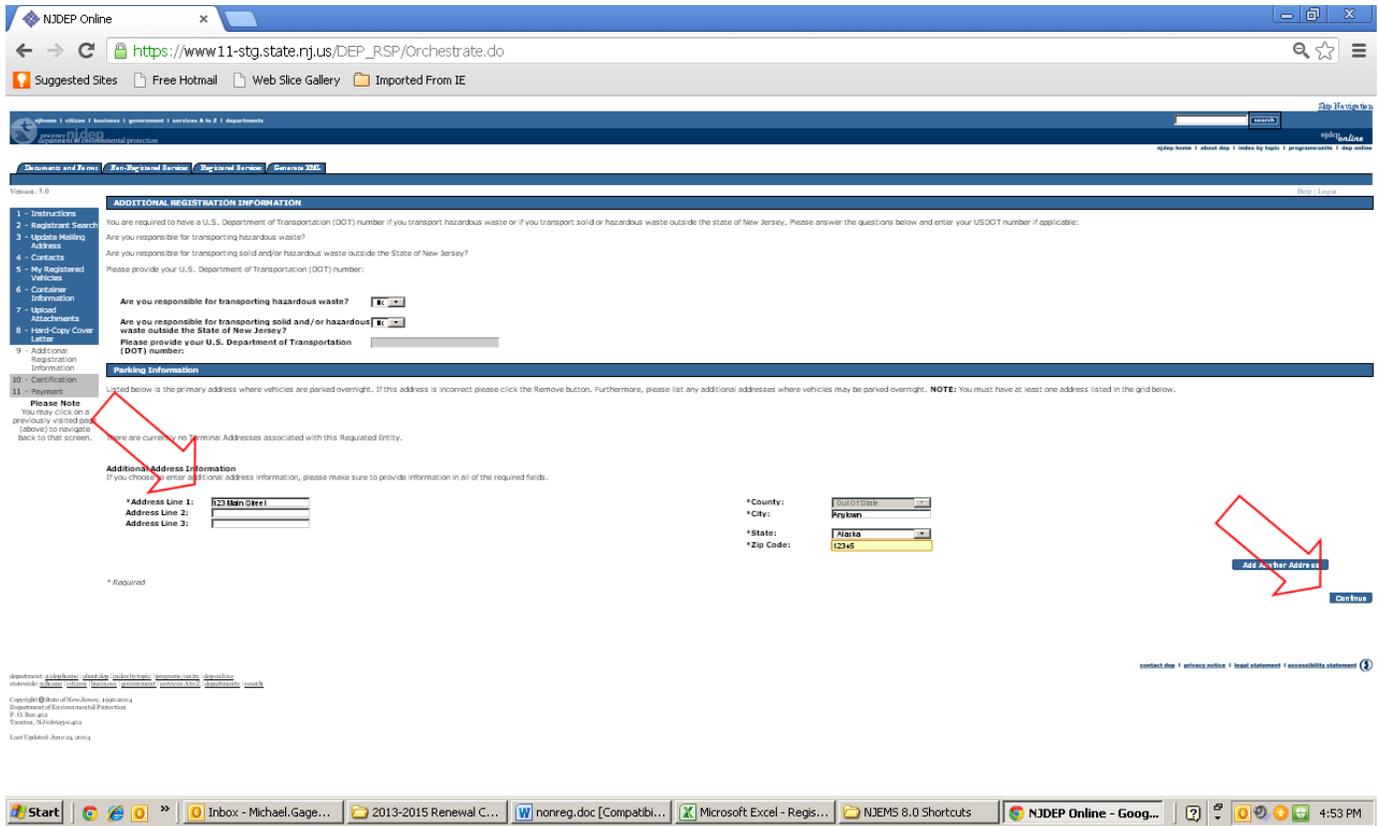
[Printer Friendly Version](#)

[Continue](#)

**Please Note**  
You may click on a previously visited page (above) to navigate back to that screen.

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Department of Environmental Protection  
P.O. Box 400  
Trenton, NJ 08646-0400  
Last Updated: June 24, 2004

You are now brought to the screen shown below which requires additional information be provided.



At the top of the screen are two questions which deal with whether you transport hazardous waste or if you transport solid or hazardous waste outside the state of New Jersey. If the answer to either question is **Yes** you are required to have U.S. Department of Transportation (DOT) number and must enter it in the required field.

The lower half of this screen requires you to identify the location where vehicles are stored overnight. You must list all such addresses in this section. If any of the addresses currently listed are incorrect you should remove them by clicking the Remove button.

Once all required information on this screen is complete **Click Continue**.

You are now brought to the screen shown below which requires you to certify the information provided is correct. Clicking the box next to the certification statement will cause a check to appear. Once “checked” **Click Certify.**

The screenshot shows a web browser window with the URL [https://www.11-stg.state.nj.us/DEP\\_RSP/Orchestrate.do](https://www.11-stg.state.nj.us/DEP_RSP/Orchestrate.do). The page is titled "SUBMISSION CERTIFICATION" and contains the following elements:

- Navigation Menu:** 1 - Instructions, 2 - Registrant Search, 3 - Update Mailing Address, 4 - Contacts, 5 - My Registered Vehicles, 6 - Container Information, 7 - Upload Attachments, 8 - Hard-Copy Cover Letter, 9 - Additional Registration Information, 10 - Certification, 11 - Payment.
- Text:** "Please certify to the following statement prior to submitting your service."
- Checklist:**  I hereby certify that the foregoing statements are true and I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment which may take the form of monetary penalties or revocation. I will notify the Department, in writing, of any changes to the information within this registration statement within thirty days. I authorize the New Jersey Department of Environmental Protection to confirm liability coverage with my insurance company. I further certify my company has the proper authority to operate on the public highways.
- Buttons:** "Certify" button.

The remainder of the process deals with payment using a credit card. After making such payment you can print out a copy of your payment receipt. The next screen you will be brought to provides a summary of your renewal. You should print out a copy for your records since you will not be able to retrieve such information online later because this is a non-registered service. A copy of this summary will also be e-mailed to the address provided on the Contacts screen.

There are approximately 7,000 transporters which need to renew and the decals will be sent in the order such renewals were completed. We are committed to get all decals mailed no later than June 15, 2013 for those companies which renew by the specified deadline (April 1<sup>st</sup> for users of non-registered service and May 1<sup>st</sup> for users of registered service). If you have not received your decals by this date please contact us at [lru@dep.state.nj.us](mailto:lru@dep.state.nj.us)