

## **Stay NJ Online Survey – Quick Guide/FAQ**

### **Where can I access the Stay NJ survey?**

Stay NJ is accessed via the existing online platform for the FAST and Best Practices Inventory systems: <https://njdca.dynamics365portals.us/SignIn>. Specifically, Stay NJ survey is located in the same place as the Best Practices Inventory for each year.

### **Who will access the system to complete the Stay NJ survey?**

Chief Financial Officers, Chief Administrative Officers, and Municipal Clerks will automatically have access to the Stay NJ survey if they had access to the Best Practices Inventory in 2023 and their role in their municipality has not changed. Existing users should not request any additional access. Only one of these officials is required to login and complete the survey, as certification by all three officials is not required.

### **I am the new Chief Financial Officer for a municipality. How do I acquire access to the platform?**

Chief Financial Officers are typically given access to the Best Practices Inventory platform at the same time they are given FAST access. If a CFO has FAST access, they should be able to access Best Practices Inventory to access the Stay NJ survey.

### **Are Tax Collectors able to access the system to provide responses?**

There is no specific role for Tax Collectors within the system. That said, a list of questions is available for the Tax Collector to provide clarification for any responses to the municipal official who will be performing the data entry and submitting the survey responses for the municipality.

### **I am a new Chief Administrative Officer or Clerk who will be completing the survey for my municipality. How do I register for an account and request access?**

New users register here: <https://njdca.dynamics365portals.us/Account/Login/Register>. Once registered, click “Request Access”, select the Best Practices option, select your municipality, and submit the request. The CFO can then add you to the Roster of Officials, automatically providing you the necessary access to complete the Stay NJ survey.

### **How many questions are included in the survey?**

The survey includes eight questions regarding the implementation of the Stay NJ program. There is a tracker on the left side of the survey screen that will display the number of questions that still require a response or comment. Given the length of the survey, only one official of the three that have access is required to provide responses and submit.