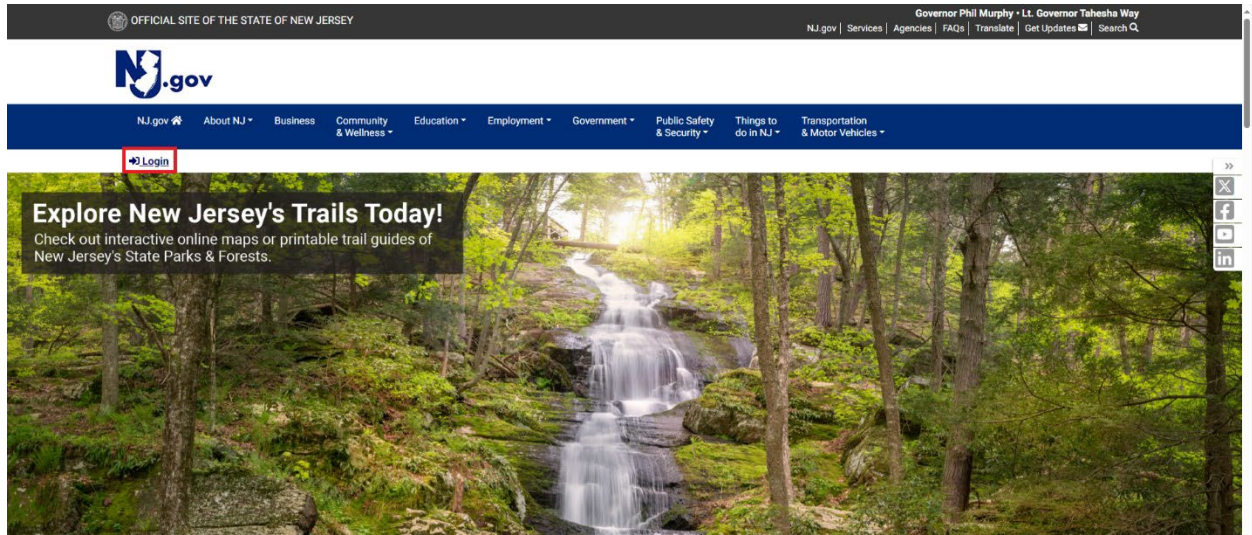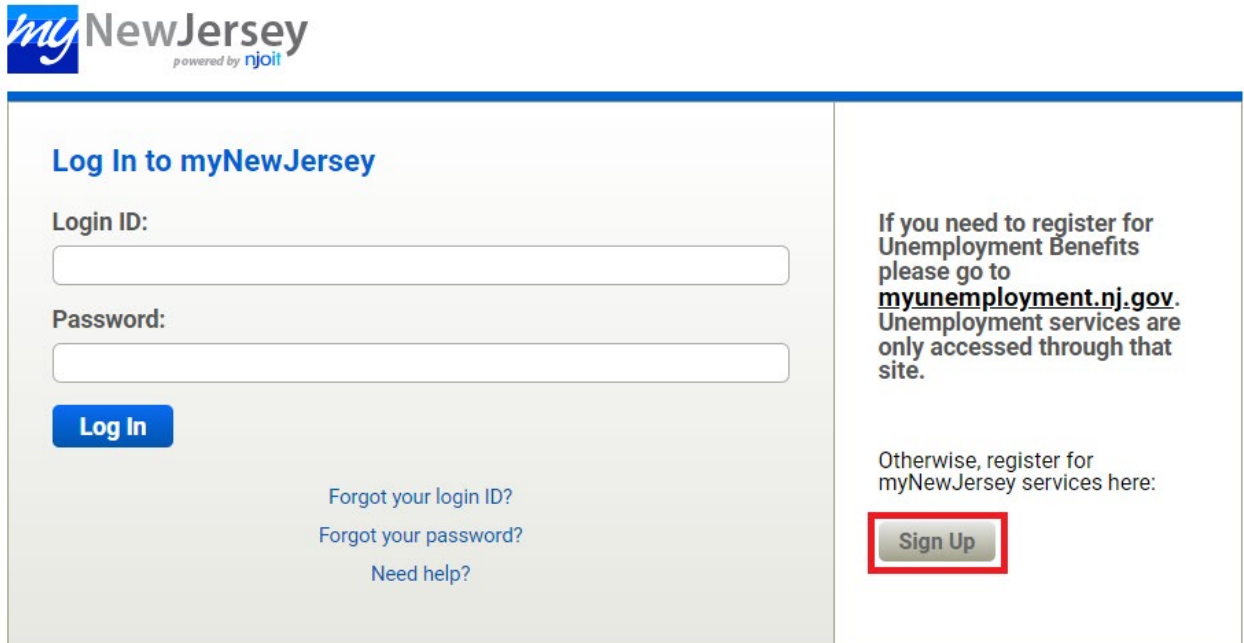# PATS Set-up

Proceed with these directions once you receive your <u>authorization code.</u>

Visit NJ.GOV and select Login seen within the red rectangle

Select Sign Up to register and become a my New Jersey member if you don't have an already existing account

Fill out your information. The page will look like the screenshot below

Create Your myNewJersey Account

To use specific services that New Jersey has offered you, you need to create a myNewJersey account using this form (all fields are **required**).

You'll be able to change all of your entries later, except your login ID, using the "my account" link any time you're logged in to myNewJersey.

Login IDs can be no more than 25 characters long, and may only contain letters, numbers, and these four characters: @ . - _

Login ID

[   ]

Passwords must be at least 8 characters long, chosen from at least three of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and \).

Password

[   ]

Retype your password

[   ]

First name

[   ]

Last name

[   ]

If you forget your login ID or password in the future, the system will ask you the question you enter here. If the answer you give then matches the answer you enter now, the system will send your ID or a new password to the email address you provide below. Enter a question and answer you can remember, but only you would know.

Question you want us to ask

[   ]

Your answer

[   ]

Email address

[   ]
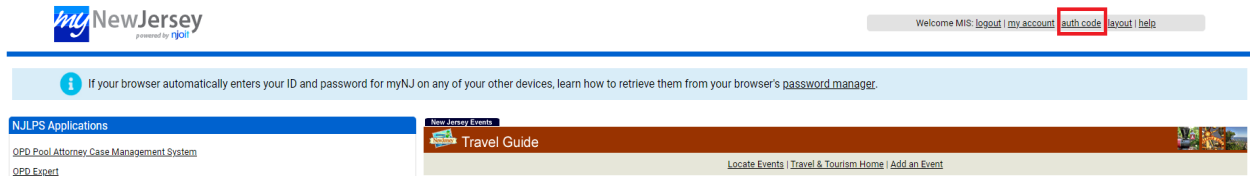
Retype your email address

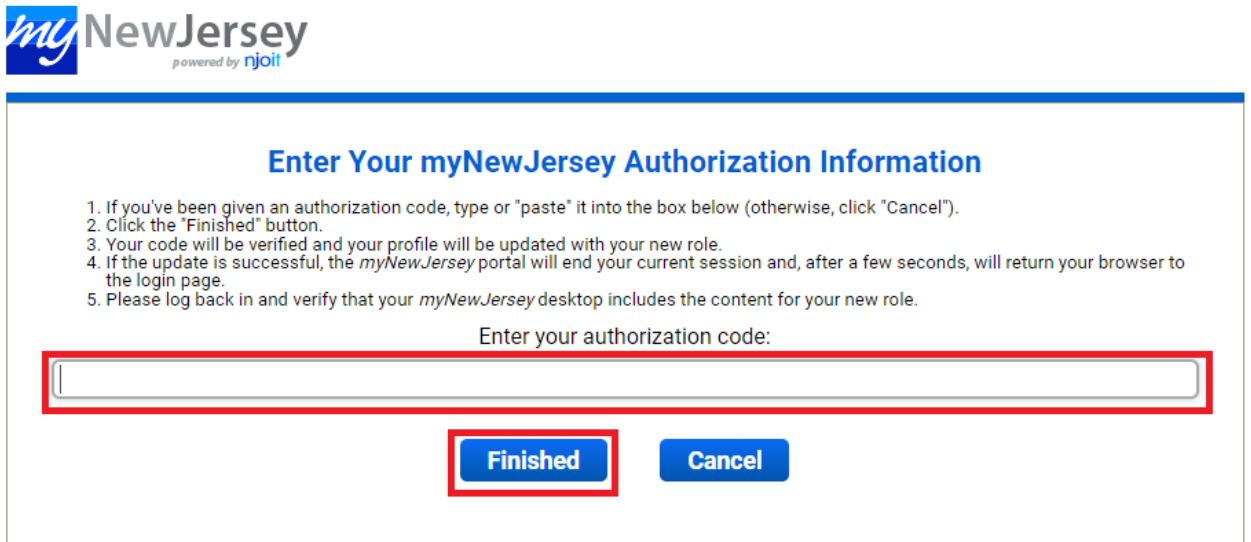[   ]

Take a moment to review your sign-up information and be sure it's correct before you click the Create Account button.

Create Account

Once an account is created, please log in and select "auth code" in the right corner of
the page to enter your authorization code

Enter your personal authorization code you received by e-mail

Enter Your myNewJersey Authorization Information

1. If you've been given an authorization code, type or "paste" it into the box below (otherwise, click "Cancel").
2. Click the "Finished" button.
3. Your code will be verified and your profile will be updated with your new role.
4. If the update is successful, the *myNewJersey* portal will end your current session and, after a few seconds, will return your browser to the login page.
5. Please log back in and verify that your *myNewJersey* desktop includes the content for your new role.

Enter your authorization code:

Finished   **Cancel**

Select Finished and log into the portal again. The PATS application will be on your
left viewing panel as seen in the screenshots below

Your myNewJersey Authorization Was Successful

- Your authorization code was processed and your profile has been updated.
- Your *myNewJersey* session has been ended.
- In a few seconds you'll be returned to the login page where you should log back in and verify your new content.

You've logged out

Return to the myNewJersey Login Page

Go to the New Jersey Home Page

Welcome OPD: log

NJLPS Applications

OPD Pool Attorney Case Management System

New Jersey Events

Travel Guide

Locate Events | Travel & Tourism Home | Add an E

Please be mindful of the below information:

The New Jersey portal environment places the following constraints on your session:

1) The portal will automatically log you out after ½ hour of inactivity.
2) The portal will automatically log you out after 2 hours, regardless of activity.

If you should see a message that instructs you to contact the administrator, it simply means that you have exceeded these time constraints. If this happens, please log into the NJ portal again and re-start the pool attorney application.

This means that you should make a note of the time that you first log into the **portal** (not the Pool Attorney System), as these times are tracked by the My New Jersey portal. This applies

to anyone who is logged into the My New Jersey portal, not just users of specific applications within the portal such as the Pool Attorney Timekeeping System.

When using the PATS system, you should try to avoid walking away from your computer while you are in the middle of entering data on the Time, Expenses or Disposition screens. If you are away from your computer for 30 minutes or more, without any activity, your session will be automatically terminated by the NJ Portal, and you may need to re-enter some, or all, of your data.

If you are logged into the Portal for more than two hours, your session will automatically. be terminated, and you will need to log back in, to continue your session.

TO ACCESS AND LOG INTO THE POOL ATTORNEY APPLICATION

Follow the instructions that have been sent to you via e-mail to create a New Jersey Portal account and for entering your authorization code. You may also use an existing My New Jersey account to access the Pool Attorney Timekeeping System.

Log into the PATS portal, the link for which will be found inside the NJLPS Applications box inside the My New Jersey portal. Enter the Username and Password that has been provided to you by the Public Defender office. These credentials will be different from the ones used to log in to the My New Jersey portal.

Note there is a Reset Password function on the log in page. If you forget your password, click Reset Password. If you have your login id, you will be able to answer your secret question. If you are successful, you will automatically receive a new password in your registered email. After you have logged into the system, you may change the password.

The first time you login, you will be asked to enter a secret question and its answer, which may be used to reset your password, should you forget it.

VERIFY YOUR CONTACT INFOTMATION

After successfully logging into the system, you will be brought to the portal's main page. A generic message, for example, notice for Vendor Compliance documents required, will be flashed as a pop-up message. Each time you login, the pop-up below will be presented. Click Continue to proceed to the portal's main page.
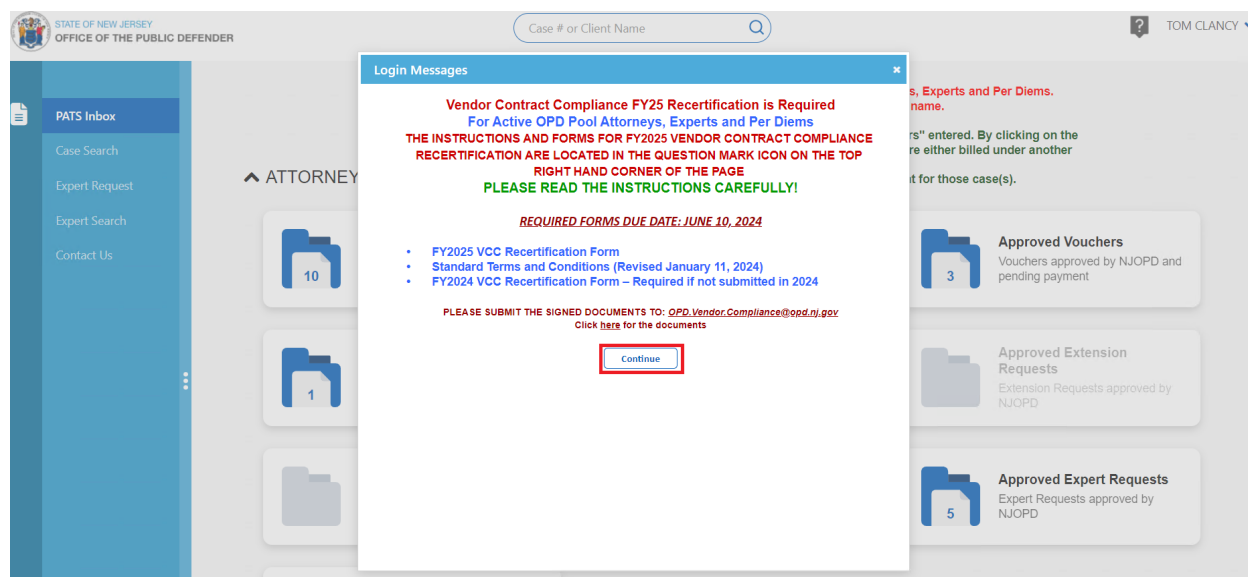
Click the Question Mark icon in the upper right corner of the page to get to the compliance required documents needed for the next fiscal year. The User Guide is also available at the location for further information on navigating through the PATS portal.

The Contact Information section provides further information on how to contact the Public Defender Office for your issues.

Click your name in the upper right corner of the page.

You will see your personal menu. You can edit your profile (as permitted), generate your barcode signature, possibly change your password, manage your password reset security questions and sign out. Please verify your phone, fax and cell numbers, and your e-mail address. The phone and e-mail fields are required. If any of the other information is incorrect, please contact the Compliance team from the Contact Information to have them make these corrections for you. Please note the running total of your In-Court and Out-of-Court hours for the current fiscal year is displayed in the center of the screen. The Vendor Compliant green check mark is at the center indicating your status is good for the fiscal year. Click the Save button to save the information you corrected.
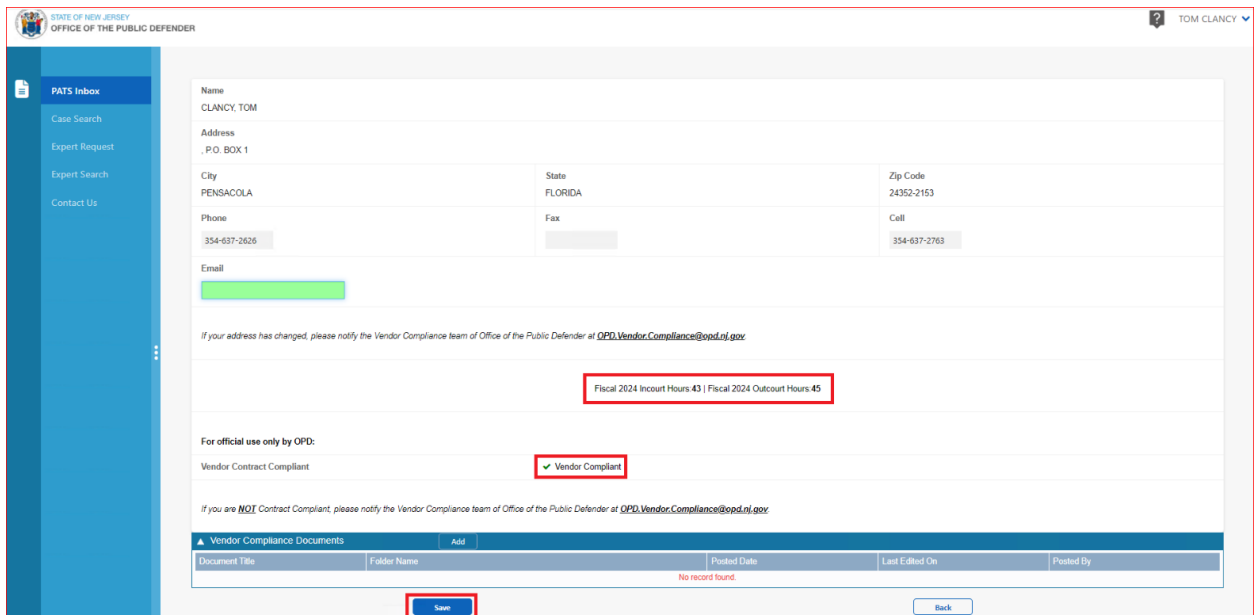

Vendor Compliance Documents section:

At the bottom of the Edit Profile page, you will see the section "Vendor Compliance Documents". Click the Add button.
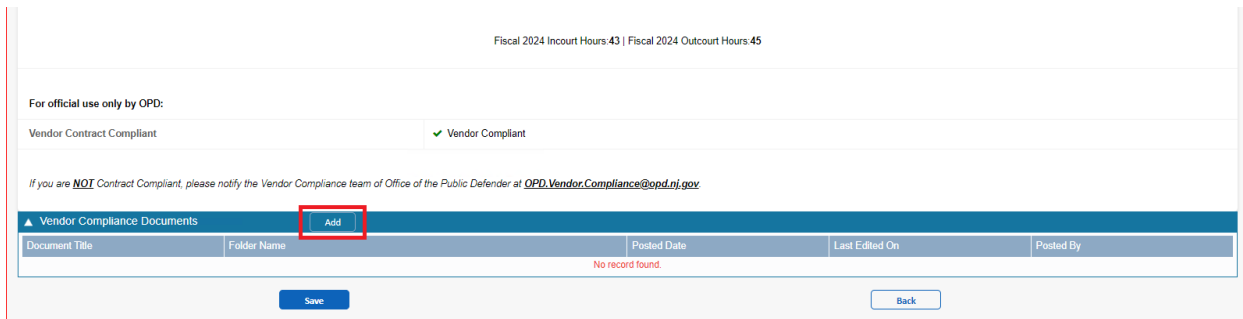
The Add Vendor Compliance Document window will appear. With this feature you will be able to upload your required state vendor compliance documents. The process is to select the appropriate Folder Name for the compliance document and then use the Choose File button to select the relevant document from your local computer. Note that you can add additional documents or
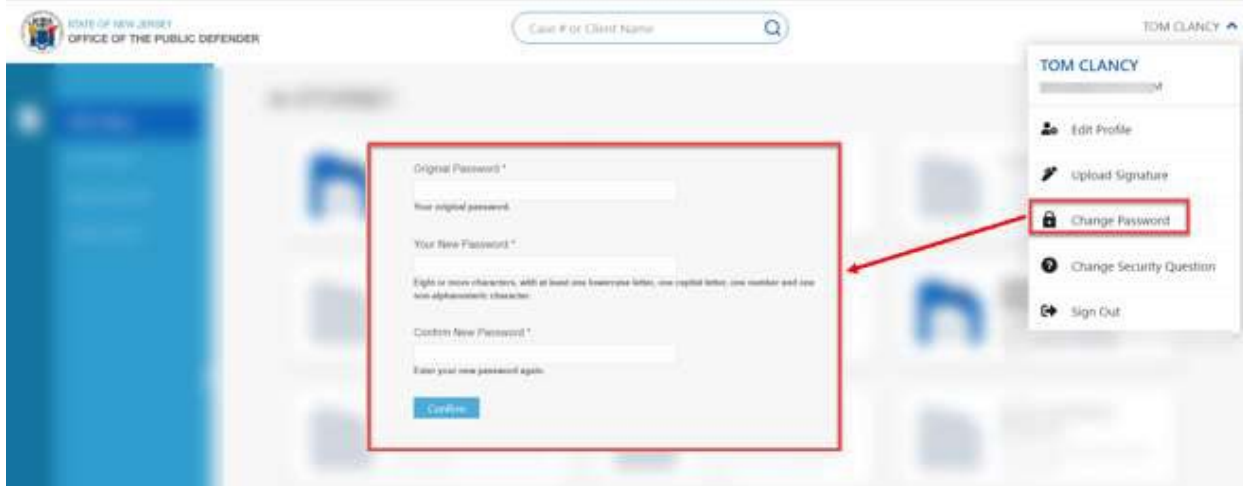
remove a document by using

buttons on the right of the screen. Kindly note that this feature is only to be used by established OPD pool attorneys. New Pool Attorney applicants are to use the standard procedure established by OPD.
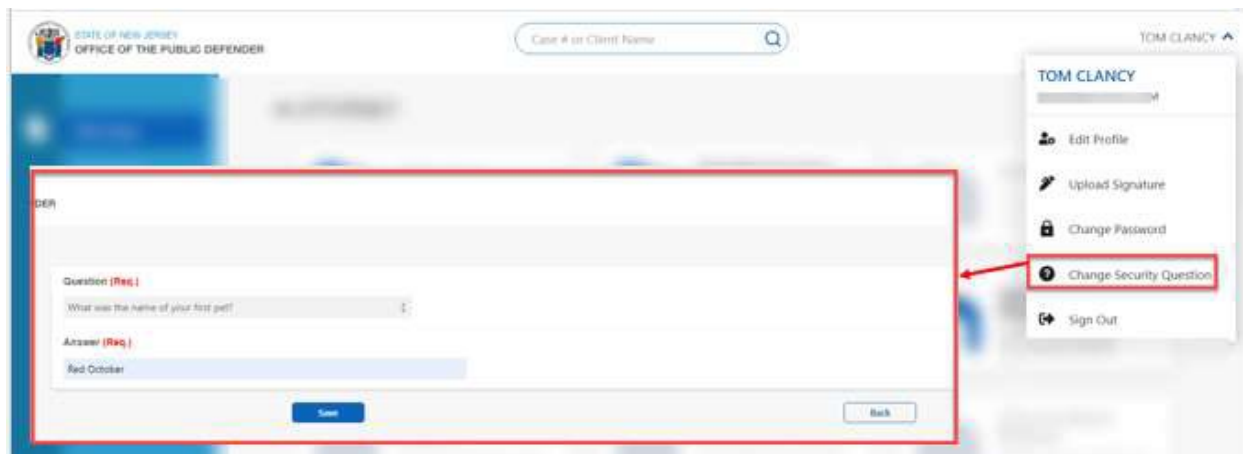

Upload Signature
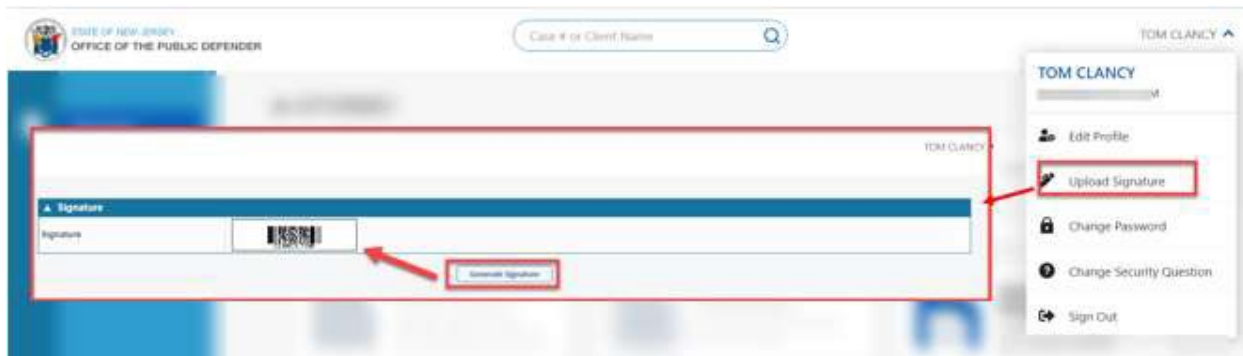
Change Password

Change Security Questions

Sign Out

It is always best practice to sign out of the application using the sign out option provided to you.