Website – Entrance to application

The website is reached via this link: [https://cform.mwg.nj.gov/Default.aspx](https://cform.mwg.nj.gov/Default.aspx)

Login Screen

Register Now- First time users will follow this link to create a user name and password. *Note: Only one Denial of Access Complaint shall be filed per submission.*

Forgot your password- Forgotten passwords can be reset. An email is sent with a temporary password. When the temporary password is used, the system will require the user to create a new password for the existing account.

Forgot your username- Users can verify that they have an existing registered account. The system will send an email to the email address on file.
The application offers three options:

- **Department of Community Affairs**– Complainant should select this link. The program will proceed to the Registration form.
- Division of Revenue and Enterprise Services - Commercial Recording
- Division of Risk Management
Select an option to proceed:

**Personal Registration** - Register as Personal

**Company Registration** - Register as Company
Creating a New User Account

**User Information Tab:**

Enter the following information: User Name, First Name, Last Name, Email, Confirm Email, and Phone Number. Users will receive messages if information is required but not provided. *The email address provided on this screen will be used by the system to send all confirmations for registration and form submissions.*

Select an option to proceed:

- **Next** – program will proceed to the Address Information screen
- **Clear** – all fields are cleared of data entry
In the User address tab, enter the information for the mailing address and billing address. Users will receive messages if information is required but not provided.

Select an option to proceed:

- **Submit** - Users will be messaged if required information is missing. If all information is provided, users receive a confirmation message and a registration confirmation email is sent to the email address provided.
- **Clear** - all fields are cleared of data entry
- **Back** - return to the previous User Information screen
Forgotten passwords can be reset. A new temporary password will be emailed to the user. Once a user logs in with the temporary password, the system will require the user to create a new password.
Forgot User Name

Forgotten user names can be sent to the users email address on file.
Users have the options to:

- **Download .PDF Forms**- redirects the user to a screen to select the a Denial of Access Complaint form in a fillable .pdf format.
  - *Please note that you will need to have the most up-to-date version of Adobe Reader in order to download and complete the Denial of Access Complaint form This form will not work in another .pdf program.*
- **Create A New Submission** redirects the user to a screen that allows the user to upload a completed and saved Denial of Access Complaint form
- **View My Submissions**- redirects the user to a screen that allows the user to view past form submissions
Complainant can download Denial of Access Complaint form by clicking “Download” link.
To initiate a Denial of Access Complaint, the user should select the **Department of Community Affairs**.
The application offers one option for filing type:

- **New Jersey Government Records Council- Denail of Access Complaint (GRC_Complaint.pdf)**
Complainants can **browse** on their computer for a completed and saved Denial of Access Complaint form and upload it through the application.
The user will also be required to upload, at the very least, the relevant OPRA Records Request form. Complainants should also upload any additional records (up to 20 MB) that are relevant to the complaint.

Click “Submit Your Form” for processing.
A submission message appears after clicking the “Submit Your Form” button.

Users will also receive a confirmation email to the address provided at registration.