How To Access eReports

3 steps are required to gain access to the eReports system.

- 1. Complete & sign the User Confidentiality Agreement
- 2. Create a myNewJersey Portal Account
- 3. Add the DOH Specimen Gate Newborn Screening (eReports Application) to your dashboard.

1. User Confidentiality Agreement

a. Complete and return the User Confidentiality Form which can be via QR code, link below or requested from <u>njnbs.ereports@doh.nj.gov</u>



<u>Click Here for User</u> <u>Confidentiality Agreement</u>

- b. A separate agreement must be completed by each person requesting access to the system.
- Please EMAIL or FAX the signed agreement to <u>NJNBS.eReports@doh.nj.gov</u> or Fax: 609-530-8373

2. Creating a myNewJersey Portal Account:

- a. Upon receipt and approval of your signed Agreement, you will be sent an email from <u>NJNBS.eReports@doh.nj.gov</u> containing instructions on how to create a myNewJersey Portal account with a separate communication containing an authentication code to add eReports to your myNewJersey dashboard.
- b. Navigate to <u>https://www.state.nj.us/</u> or NJ.gov in your web browser. This will take you to the NJ.gov home page.



c. In the upper left hand part of the page in white text on a light blue background there will be "Login" and "Register" buttons. Click "Register."



Fill out the requested information to create a myNewJersey Account. Create a Login ID that will be easy for you to remember. You will also be asked to create a security question in case you forget your Login ID or password.

a have a house a house of h		64 H	
	NewJersey		
	Create Your myNewJersey Account To us used a sense that the jown has affined one, you must be under a monotone account any the familial fails a compared.		
	The production of the second		
	parameter may be at least (there is then been from a least from a least from a flatter groups, lowers as letters, approximate letters		
	Paraward d		
	Pitt forme		
	If you forget may hepe 10 or protocol in the forces may wrate will also use the question pay serve laws, if the answer you pro- bution of a constant of more your for a material question of a server pay and the server and the server pay pro- bution of a constant of more your for a material question of a server pay and the server and the server of the server pay and Desting the server of the server.		
	Year and we wanted and the second sec		
	Relyse your email address		
	Take a manner to review pair sign-up information and he uses it's correct hefore you disk the Create Actmust hutten.		
	Create Account		

up		Q 🕁 💲
	MyNewJersey	
	Create Your myNewJersey Account To an wardle aware that these provide all finded area, as a well an inner an intergration year and the first info an empirical. Toget the advect well and a second well the second year and by a second first are your works legated in the	
	Laper On the only chosen lemma, such that four charactery $P_{\rm c} \sim 1$ type D	
	Proceeds reach is a base (showness long charaction of their of hear of hear of these givings: lowerizes being, superiors being, Proceeds and the second store of the	
	First name	
	4 per lange year light G or excessed in site forms, the system will risk you the gentrate year error line. If the preserving gaps balance for a weak and more than a structure or a preserving structure for a weak and and the preserving structure. Outputs for you weak at the structure or a structu	
	Viur atorer Envi adores	
	Trafue you amal address	

- f. Log out of your account. Click the 'Go to the New Jersey Homepage' link.
- g. You will be navigated back to the NJ.gov home page. Click "Login" in the upper left hand corner of the page.



h. Enter your Login ID and password. You should now have access to your myNewJersey portal dashboard.

← → C 🏠 🔒 my.state.nj.us/openam/Ul/Login?gx_charset=UTF=	8	Q 🕁 🍮
CHINAL SITE OF THE SWEEP NEW LODGER		Governer Phil Marphy + LL Governer Shela Oliver NJ gov (Servers Ageneses 1926)
	NewJersey	
	Login to myNewJersey Login To myNewJersey Terrys not login (7) Parameter Par	
Batevide Terrer Hitkert, Terrer Hitkert, New Partie New Partie Pa		
N		
CTAL Ignes Path Income Act		Capyright to State of New Jersey, 1995-2019

- 3. Add DOH Specimen Gate eReports system Application to your myNewJersey dashboard
 - a. In order to perform this step, you must have received an email from NJ DOH containing an authorization code
 - b. Go to https://www.state.nj.us/ or NJ.gov in your web browser. This will take you to the NJ.gov homepage
 - c. Upper left-hand section there will be "Login" and "register" button. Click "Login"
 - d. Enter your Login ID and password on the "Log On to myNewJersey" page
 - e. Once you're in, click the "auth code" link to the right of the welcome message.
 - f. Copy the personalized authorization code you received via email and paste it into the box labeled "Enter your authorization code" and click the "Finished" button. You will not need to use this code again once you are authorized.
 - g. The system will log you out.

- h. Log back into myNJ portal. You should now see a "DOH Specimen Gate Newborn Screening" link on your dashboard. Reply to <u>njnbs.ereports@doh.nj.gov</u> informing us of this so we can create a separate eReports username and password for you to log into eReports itself.
- i. You will receive an email in response proving you with separate eReports username and password.
- j. Once you log in for the first time, the system will force you to change password

eReports Walk-through:

Note:

- Each time you wish to log in to eReports, you must first log in to your myNJ portal account and click the "DOH Specimen Gate Newborn Screening" link on your homepage. Then you will be directed to the login screen for eReports and you must log in there.
- To search for a baby, you must use 3 patient identification criteria, or the form # (the red serial # on the NBS kit) and hit search
- When you search for results, you can click "view Report" under the "report" column to see a PDF version of the report we send out in our mailers containing screening results.

For technical assistance, email njnbs.ereports@doh.nj.gov