

How To: Sign Up for eReports

Steps to Gaining Access to eReports

Completing and Submitting the User Confidentiality Agreement:

1. Complete, sign, and return the User Confidentiality Agreement which can be found here: [User Confidentiality Agreement](#)
 - a. A separate agreement must be completed by each person requesting access to the system.
 - b. The overseeing physicians must sign off on all requests.
 - c. The completed User Confidentiality Agreement can be emailed to NJNBS.eReports@doh.nj.gov, faxed to (609) 530-8373, or mailed to Newborn Screening c/o Brielle Easton, P.O. Box 371 Trenton, NJ 08625-0371.

Creating a myNewJersey Portal Account:

1. Upon receipt and approval of your signed User Confidentiality Agreement, you will be sent an email from NJNBS.eReports@doh.nj.gov containing instructions for creating a myNewJersey portal account and an authentication code to add eReports to your myNewJersey dashboard.
2. To sign up for a myNewJersey portal account go to <https://www.state.nj.us/> or NJ.gov in your web browser. This will take you to the NJ.gov homepage.
3. In the upper left-hand section of the page there will be “Login” and “Register” buttons. Click “Register.”
4. Complete 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.
5. Once you have completed filling out the information, click the blue “Create Account” button at the bottom of the page.
6. Log out of your account.
7. Click the “Go to the New Jersey Homepage” link. You will be navigated back to the NJ.gov homepage.
8. Click “Login” in the upper left hand corner of the page.
9. Enter your Login ID and password. You should now have access to your myNewJersey portal dashboard.

Once you have created your myNewJersey portal account, you can register for access to the Specimen Gate eReports system application by following these steps:

1. In order to perform this step, you must have received an email from NJ DOH containing an authorization code.

2. Go to <https://www.state.nj.us/> or NJ.gov in your web browser. This will take you to the NJ.gov homepage.
3. In the upper left-hand section of the page there will be “Login” and “Register” buttons. Click “Login.”
4. Enter your Login ID and password on the “Log On to myNewJersey” page.
5. Once you’re logged in, click the “auth code” link to the right of the welcome message.
6. 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.
7. The system will log you out.
8. Log back into your myNewJersey portal account. You should now see a “DOH Specimen Gate Newborn Screening” link on your dashboard. Reply to NJNBS.eReports@doh.nj.gov informing us of this so that we can create a separate eReports username and password for you in order for you to log into eReports itself.
9. You will receive an email in response providing you with your separate eReports username and password.
10. Once you log in for the first time, the system should force you to change your password.

Note:

- Each time you wish to log in to eReports, you must first log in to your myNewJersey account (with your own credentials that you already created) 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 as well, using the separate eReports username that was created for you and the eReports password you created. We are trying to make sure everyone’s eReports usernames are the same as their myNewJersey usernames to make this easy to remember.
- To search for a baby, you must fill out at least three of the six search fields.
- When you search for results for a baby, you can click “View Report” under the “Report” column to see a PDF version of the report we send out in our mailers containing the screening results.

Providers who would like to create an account to view newborn screening test results electronically should follow this link: www.newbornscreening.nj.gov

For technical assistance, send an email to NJNBS.eReports@doh.nj.gov