

## **Contractor Manpower Project Reporting CC-257R**

We are pleased to announce that the Reporting on workforce information (CC-257 form) is now available through the New Jersey portal - <http://www.state.nj.us> on the Internet. To access this application, you will need to be **1)** registered with the New Jersey portal, **2)** receive an authorization code number (via email) to provide you with the link to the application. If you already have a portal account you do not need to register again. Instructions below explain the registration process.

### **New Jersey Portal Registration Instructions**

To register, please follow these instructions carefully.

*If you have already registered on the New Jersey portal and need to enter an Authentication Code for a new application, go to <http://www.state.nj.us> and follow the instructions beginning at step 7.*

1. Open an Internet browser and type <http://www.state.nj.us> in the address box and press <Enter>.
2. At the top left is the Login and Register boxes for the Portal.
3. Click on “Register”.
4. In the dialog box entitled “Create Your My New Jersey ID”, enter a Log On ID and Password of your choosing and the rest of the requested information. Be sure to include a challenge question and valid email address in case you forget your password.– This is the account your Portal password will be sent to if you forget it. You will not be able to get into the application if you do not log onto the Portal)
5. Now that you have created your account, logout. The next step is to verify the existence of your new account.
6. Log in to your account using your newly created Log On ID and Password.

### **Activating Authentication Code**

Authentication codes will be sent via email under separate cover after you have emailed the following to [trnsport@dot.state.nj.us](mailto:trnsport@dot.state.nj.us)

1. Company Name
2. Email Address for Company Official or CEO
3. Company’s Federal Identification Number
4. Contact Person’s Name (this is the person who registered the account and will be logging on and supplying the requested employment data)
5. Contact Person’s email address

Once you receive the code, follow the instruction below to provide access to the Stimulus Reporting program.

7. Once logged into the Portal, select 'Enter Authentication code'.
8. Follow the instructions carefully. Type the code in the textbox titled 'Authentication code', and click the 'Finished' button. The code is case-sensitive.
9. The system will log you out.
10. Log in to your account. Your new application will have a link under the NJDOT heading.

**Important:**

1-Under no circumstances should you give your authentication code to another user. This code has been personalized for your particular need.

2-Notify Local Aid project manager and the project sponsor when reports are submitted, this set up can be done once at the start of reporting for each new project.

3- The state job number specific to the project is needed for reporting.

NOTE: If you have questions and or problems with any of these steps please send an email to the following address: [NJDOTWorkForceReporting@dot.state.nj.us](mailto:NJDOTWorkForceReporting@dot.state.nj.us)