

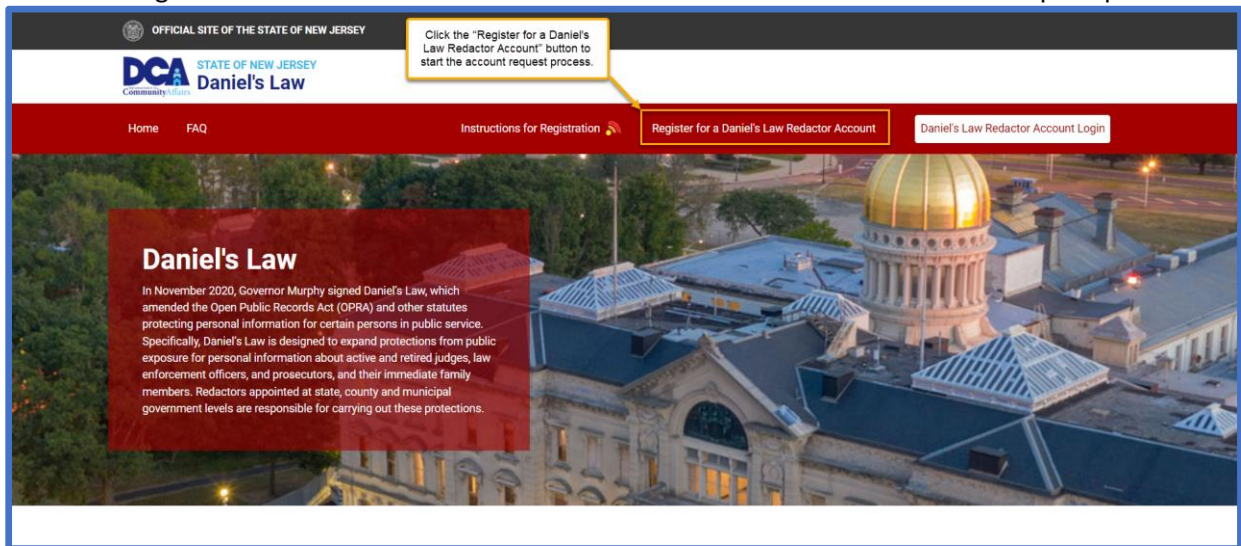
## How to Submit a Redactor Account Request Through the Daniel's Law Portal

This document details the process of submitting a redactor account registration request through the Daniel's Law portal page (<https://danielslawredact.nj.gov>). During the registration process, be prepared to provide the following information:

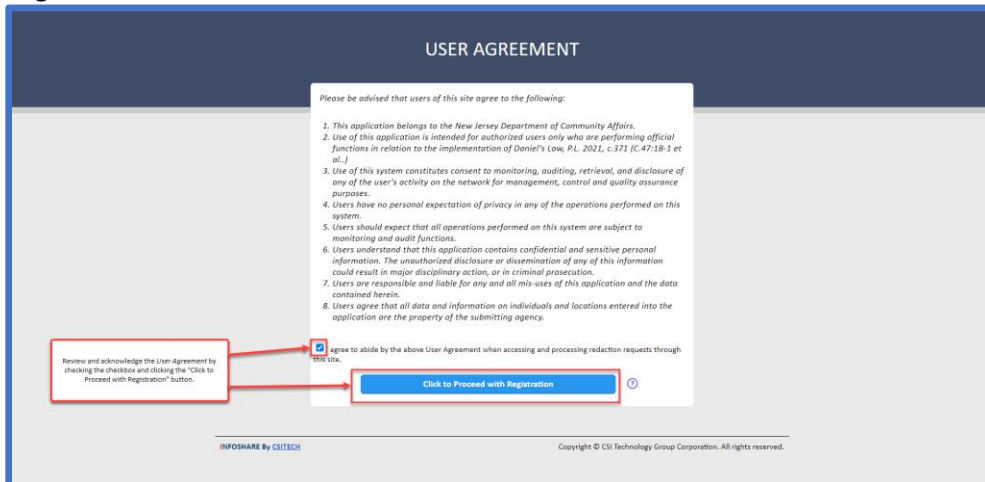
- Occupation/Title (*Required*)
- Valid agency email address (*Required*)
- Telephone # (*Required*)
- Agency Type (County, Municipal, or State) (*Required*)
- Agency address (Including county and municipality) (*Required*)
- Agency main telephone # (*Required*)
- Agency website URL
- Your myNewJersey/MBOS account login information

**NOTE:** Fields marked “(\*)” must be completed or you will not be able to submit an account registration request.

1. Go to the Daniel's Law redactor portal page by entering the following URL into your internet browser: <https://danielslawredact.nj.gov>
2. Click the “Register for a Daniel's Law Redactor Account” button to start the account request process.



3. Review and acknowledge the *User Agreement* by checking the checkbox and clicking the “Click to Proceed with Registration” button.



4. Complete the below fields on the redactor information page. Fields marked “(\*)” must be completed or you will not be able to submit an account registration request:

- \* First Name
- \* Last Name
- Middle Name
- Suffix Name
- \* Occupation/Title
- \* Agency Email Address
- \* Telephone #
- \* Agency Type
- \* Agency Name
- \* Agency Address 1
- Agency Address 2
- \* County
- \* Municipality
- \* Zip Code
- \* Agency Main Telephone #
- Agency Website URL
- Comments or Additional Information

The screenshot shows the 'User Account Information' and 'Agency Information' sections of the registration form. The 'User Account Information' section includes fields for First Name, Last Name, Middle Name, Suffix Name (a dropdown menu), Occupation/Title, Agency Email Address, and Telephone #. The 'Agency Information' section includes fields for Agency Type (a dropdown menu), Agency Name, Agency Address 1, Agency Address 2, County (a dropdown menu), Municipality (a dropdown menu), and Zip Code. The DCA logo is visible at the top of the page.

5. Enter the verification code displayed to the right of the field. If the code is difficult to distinguish, click the “Get a new code” link to generate a new verification code.


The screenshot shows the 'Verify Registration' section of the registration form. It includes a 'Verification Code' field with a dropdown arrow, a 'Get a new code' link, and a 'Certification Language' section with two checkboxes. The first checkbox is for acknowledging the application and creating a separate myNewJersey account. The second checkbox is for certifying that the statements made are true. At the bottom, there are 'Submit Registration' and 'Reset Form' buttons.

- Review and acknowledge the two (2) certifications by checking the checkbox for each, after which the “Submit Registration” button will activate. Click the “Submit Registration” button to submit your account request to the Office of Information Privacy (OIP).

Agency Website URL:

Comments or Additional Information:

Verify Registration

Verification Code:   [Get a new code](#)

Certification Language

I acknowledge that, by submitting this application, I am applying to act as a redactor for one county or municipal jurisdiction and that, if I am appointed to act as a redactor for another county or municipality, I must submit a separate application and create a separate myNewJersey account for that purpose.

Pursuant to R.14-4, I understand that by clicking the Submit Request button, I am certifying that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

[Submit Registration](#) [Reset Form](#)

- After creating your Daniel’s Law account, you will be required to link it to your myNewJersey account.

- If you have an existing myNewJersey account, select “Yes” under *Do you have a myNewJersey Logon ID?* and logon to your account.

Link NJ Disclosure Protection to myNewJersey

Do you have a myNewJersey Logon ID?

Yes  
 No

Information about your existing myNewJersey account:

myNewJersey Logon ID:

Password:

[Continue](#)

Forgot Your Logon ID?  
If you created a myNewJersey Logon ID before but forgot what it is, we can send it to you. [Tap or click here.](#) Please don't create another logon ID.

Forgot Your Password?  
If you have a myNewJersey Logon ID but forgot your password, we can reset it and send it to you. [Tap or click here.](#)

Why Do I Need a myNewJersey Logon ID?  
Here are [answers](#) to common questions.

- If you do not have a myNewJersey account, select “No” under *Do you have a myNewJersey Logon ID?* to create one.

Link NJ Disclosure Protection to myNewJersey

Do you have a myNewJersey Logon ID?

Yes  
 No

Information to create your new myNewJersey account:

Choose a myNewJersey Logon ID:

Choose a password:

Retype your password:

First name:  John

Last name:  Doe

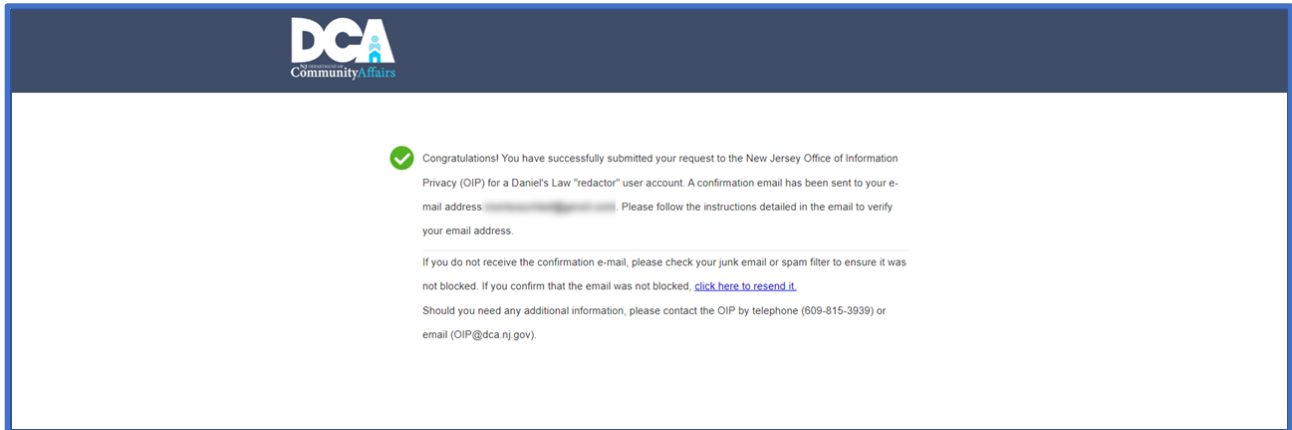
If you forget your ID or password later, we'll ask you the following question. If you answer it correctly, we'll send your ID or a new password to your email address.

Question you want us to ask:

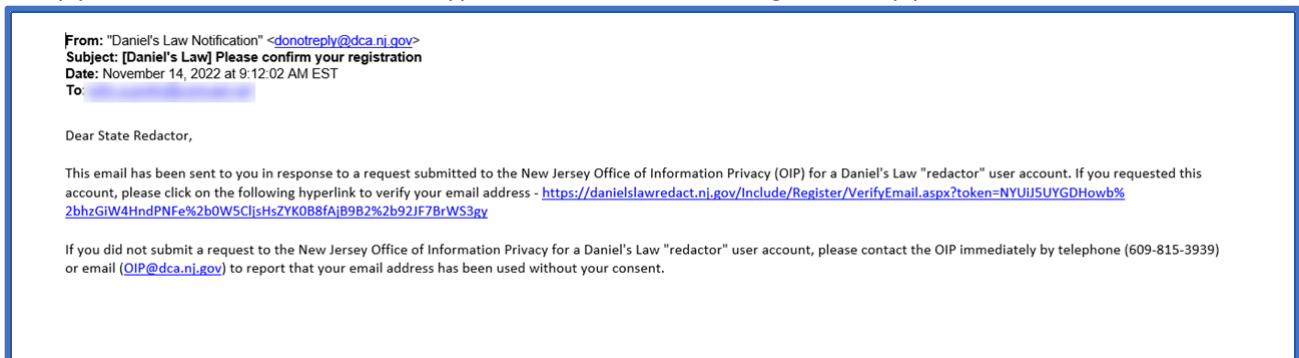
Forgot Your ID or Password?  
If you already have a myNewJersey logon ID, more information is available when you answer "Yes, I have a myNewJersey Logon ID" on this page.

Why Do I Need a myNewJersey Logon ID?  
Here are [answers](#) to common questions.

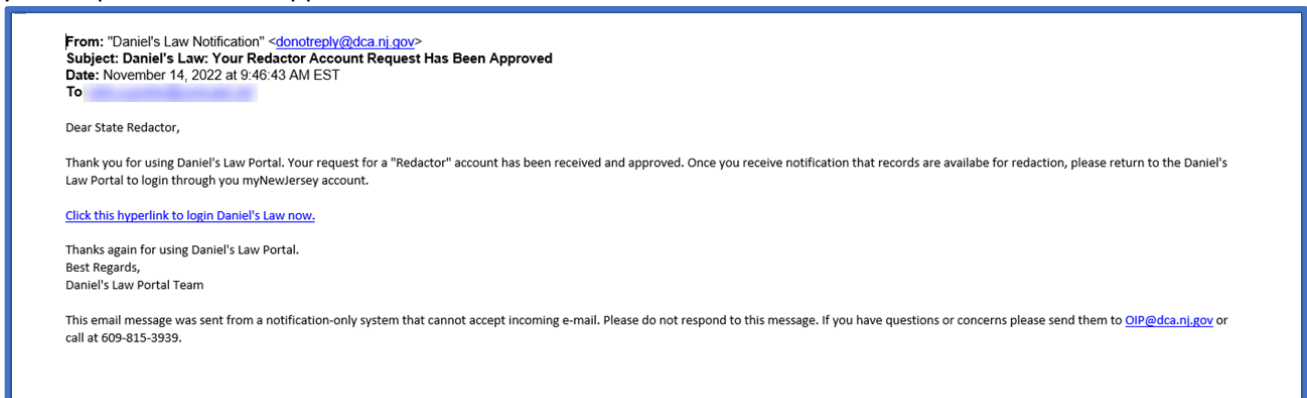
8. After confirming or creating your myNewJersey account, a message will display advising that your request has been successfully submitted and a confirmation email has been sent to your email address.



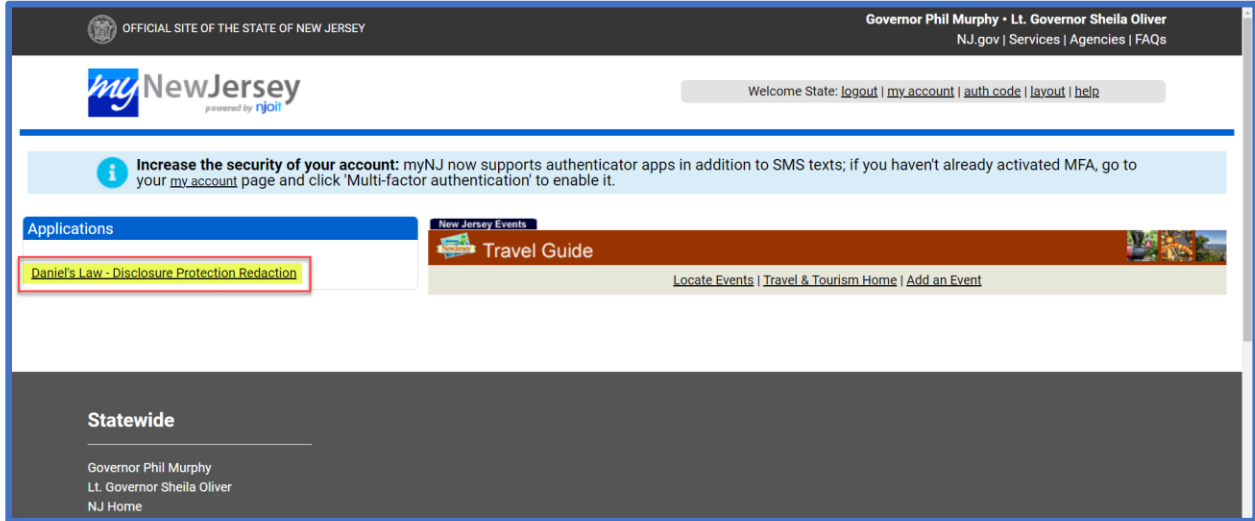
9. You should receive an automated email notification titled "Please confirm your registration" requesting you to verify your email address. Click the hyperlink listed in the message to verify your email address.



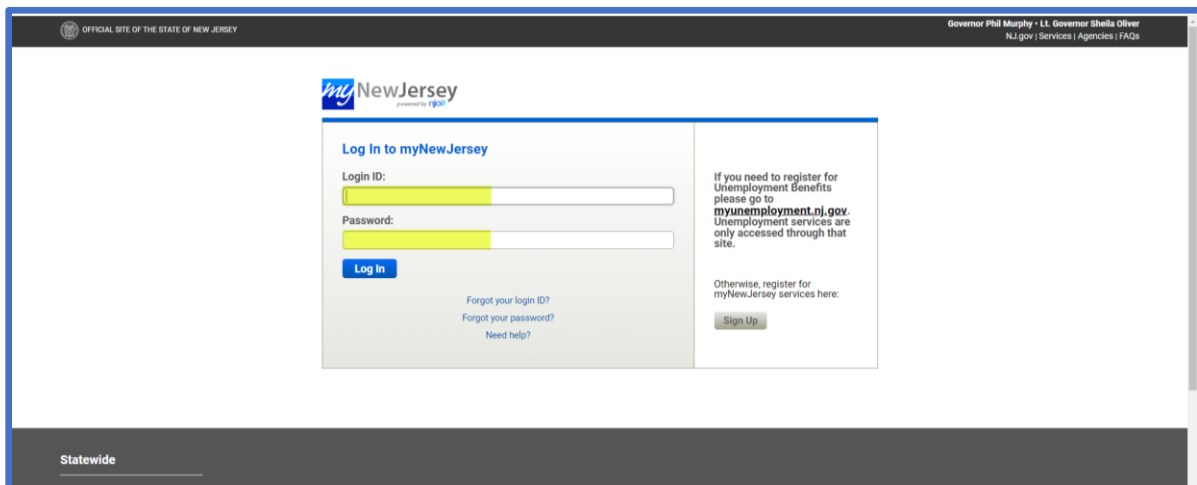
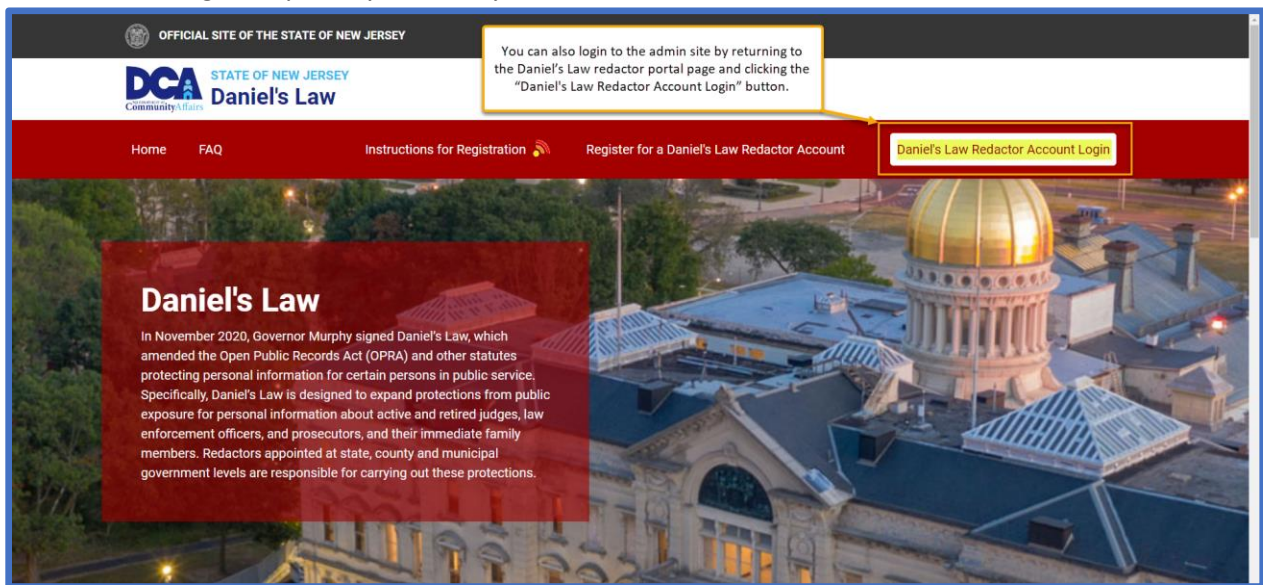
10. After verifying your email address, the OIP will review your account request. You will be notified via email if your request has been approved or denied.



11. If your account request is approved, the “Daniel's Law - Disclosure Protection Redaction” role will be displayed in your myNewJersey account. The role is a hyperlink that you can click to access the admin site to collect and confirm redaction information.



12. You can also login to the admin site by returning to the Daniel's Law redactor portal page (<https://danielslawredact.nj.gov>) and clicking the “Daniel's Law Redactor Account Login” button. You will then be directed to login to your myNewJersey account.



***For any questions concerning the Daniel’s Law redactor portal or redactor account registration process, please contact the Office of Information Privacy (OIP) at: [OIP@dca.nj.gov](mailto:OIP@dca.nj.gov)***