



THE SHARPE GROUP

# Step-by-Step NJ Tax Portal Registration Guide

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Group

# Introduction

As the State of New Jersey rolls out its new online Tax Portal, it's more important than ever to ensure that your business is registered and ready to file. This is especially important if you are required to submit Sales and Use Tax returns which are due on July 21, 2025.

To make this transition easier, we've created a detailed, visual guide that walks you through the registration and login process. These are real screenshots we captured while going through the process ourselves.

Included is:

- A step-by-step walkthrough of how to register for the NJ Tax Portal
- How to log in for the first time
- What to expect once you're inside the portal
- Helpful tips and reminders along the way

Navigating a new system can be frustrating. Our goal with this guide is to make it as clear and straightforward as possible so you can get set up with confidence.

If you have any questions or need additional support, please reach out to us!

# Step 1: Accessing the Tax Portal

- Go to The [NJ Tax Portal](#)
- If you don't already have a user profile – click on “Create a New Profile” on the left to do so.
- If you already have a log in, click “Returning Portal Users-Sign in”

THE STATE OF NEW JERSEY

x Portal

d. To pay a monthly remittance go to Online transactions - Make a Payment. Guests go to Tax Servi

Users

## Welcome to the New Jersey Tax Portal

The New Jersey Tax Portal will give taxpayers and preparers more control over their own accounts by providing faster access, easier filing, and (enhanced or real-time) assistance with tax account information.

Only [Phase 1 taxes](#) can be filed at this time.




Returning Portal Users - Sign In



## Step 2: Log in

- Log in with your credentials

STATE OF NEW JERSEY



**Log In to myNewJersey**

Login ID:

Password:

**Log In**

[Forgot your login ID?](#)  
[Forgot your password?](#)  
[Need help?](#)

## Step 3: Enter Code

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- Enter code sent via text message



### Log In to myNewJersey

Verification code from your text message:

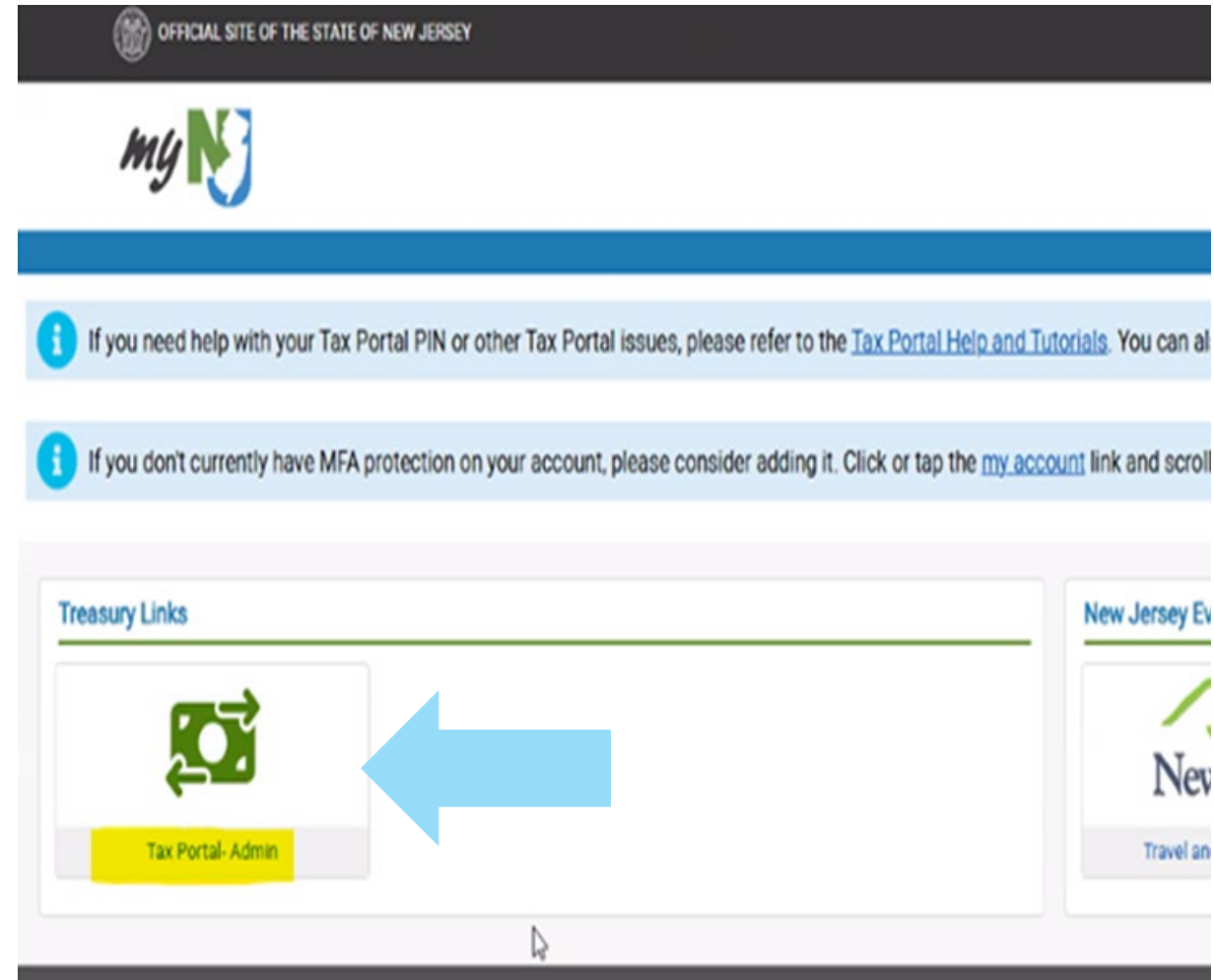
Submit

Request another code

[Need help?](#)

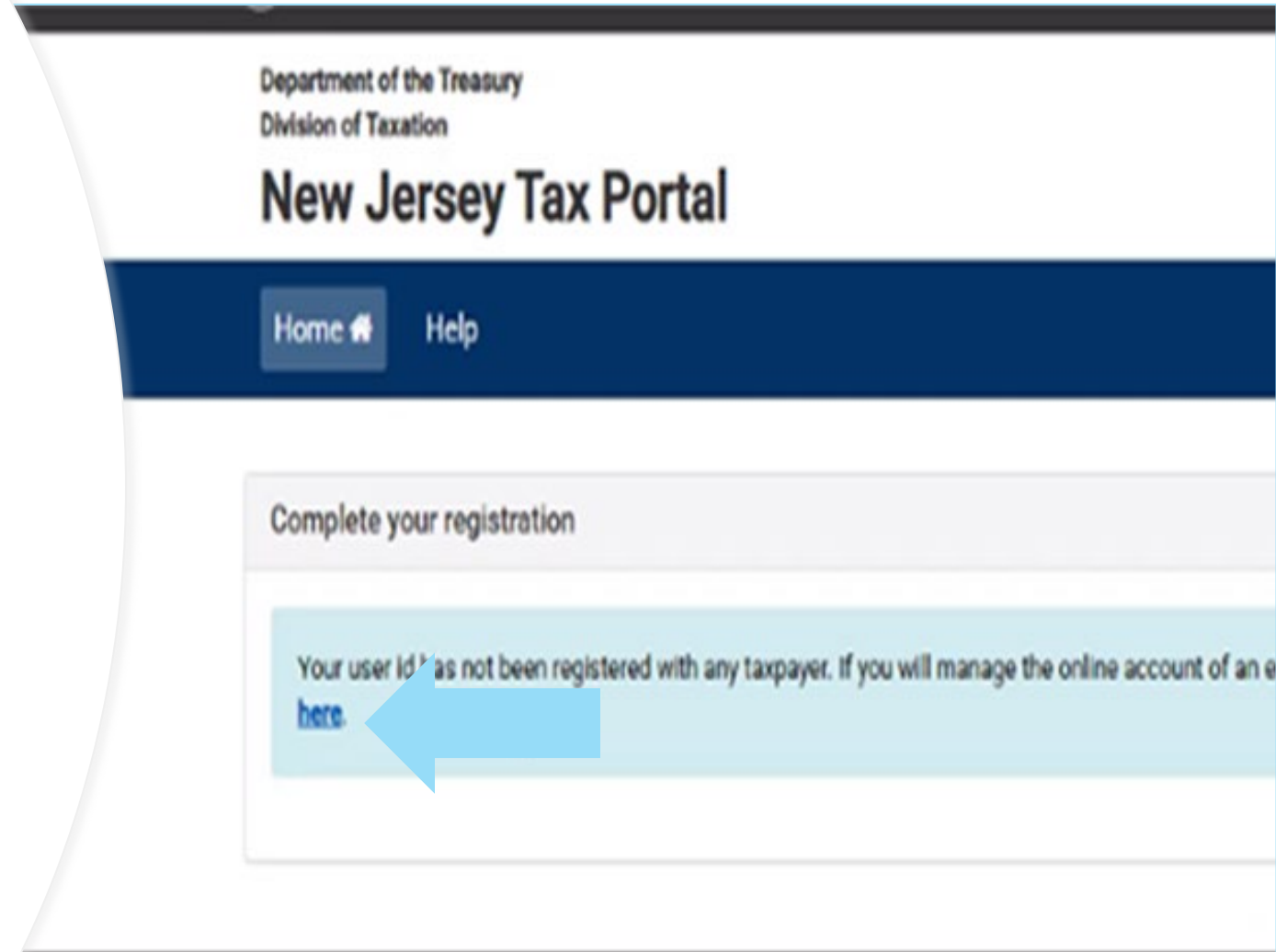
## Step 4: Tax-Portal Admin

- Complete Administrator registration by click on the “Tax-Portal Admin” link



## Step 5: Tax- Complete your registration

- Click okay on the warning pop-up to take you to the next screen.
- Then click the link in blue titled “here”




# Step 6: To link a Taxpayer Entity

- Please select the option that's says “ I have filed a tax return with the division of taxation”
- Then click next

OFFICIAL SITE OF THE STATE OF NEW JERSEY

Department of the Treasury  
Division of Taxation

## New Jersey Tax Portal

Home  Help

[Home](#) / [AddTaxpayer](#)

Select one of the options below

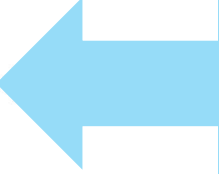
Progress 0%

In order to link a taxpayer entity to your portal profile, you will have to provide information on one of the taxes the entity files. Once the link is authenticated, you will have access to all accounts that entity files.

If the entity has filed with New Jersey for any Phase 1 tax, you will need Line 1 from the most recently filed tax return from one of the taxes the entity files for. You should only choose the first option if the entity you are linking has never filed a return for any of the Phase 1 taxes.

I have not filed any tax returns with the Division of Taxation yet ☐

I have filed a tax return with the Division of Taxation ☐



[Back](#) [Cancel](#)



# Step 7: Complete your registration

- Enter your information all starred fields
- Your star access passcode is your 4 digit pin number with 2 “00” preceding your pin.
- Click next and it will link your account.

Please provide the information on the entity for which you want to be an administrator.  
Enter the 12 digit Taxpayer ID. If you have previously filed, use the ID associated with the tax return you most recently filed. Only enter numbers; no letters, dashes, or slashes. If you have not been provided a 12 digit ID, use your 9 digit entity-ID with 3 zeroes at the end.  
Enter the name of the business as it was registered. Do not use the trade name.  
Select the tax type and return you are using line 1 from.  
Enter the number reported on Line 1 of the return most recently filed for the tax selected. If the return you are using has columns (i.e. Columns A, B, etc.) use the figure from Line 1 Column A. Use Line 1, even if the return starts with line items with letters (i.e. a,b,c, etc.).  
Enter your Portal Access Passcode. If you filed with NJ in the old system, or if your Welcome letter only has 4 digits, use your 4 digit pin with two 0's preceding your pin. For example, if you filed in the old system using 1234 as your pin, your Access Passcode is 001234

If you enter the information wrong 5 times you will have to wait 30 minutes before trying again.

If you cannot link your entity and need assistance, call 609-772-8577. Note, our employees cannot link your business to your portal account for you.

User ID

User Name

\* indicates required fields

## Information

* Taxpayer ID	<input type="text" value="Enter Taxpayer ID"/>
* STAR Access Passcode	<input type="text" value="Enter STAR Access Passcode"/>
* Business Name	<input type="text" value="Enter Business Name"/>
* Tax Type	<input type="text" value=""/>
* Amount from Line 1 of most recent return	<input type="text" value="\$"/>

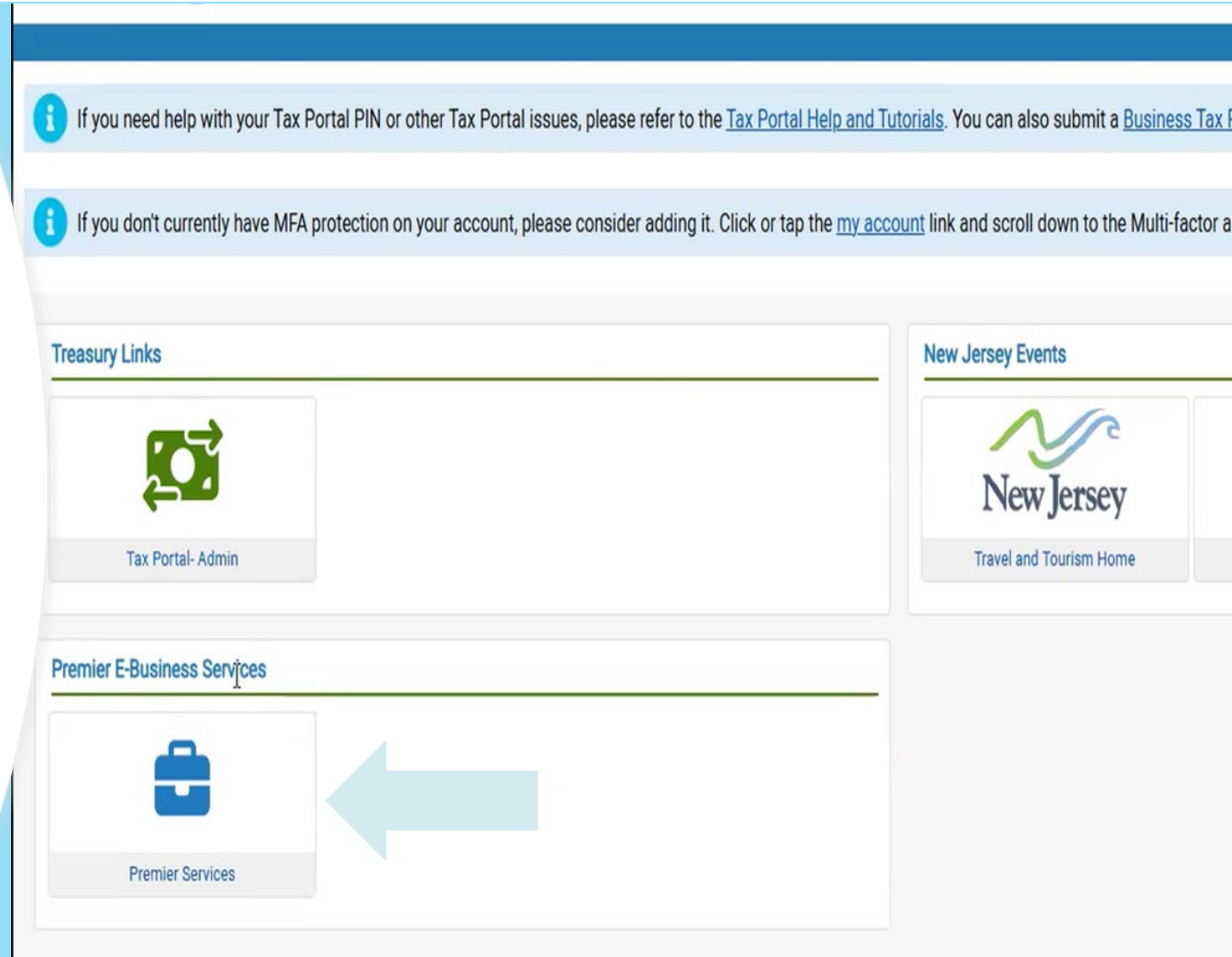
◀ Back

Cancel

Next ▶

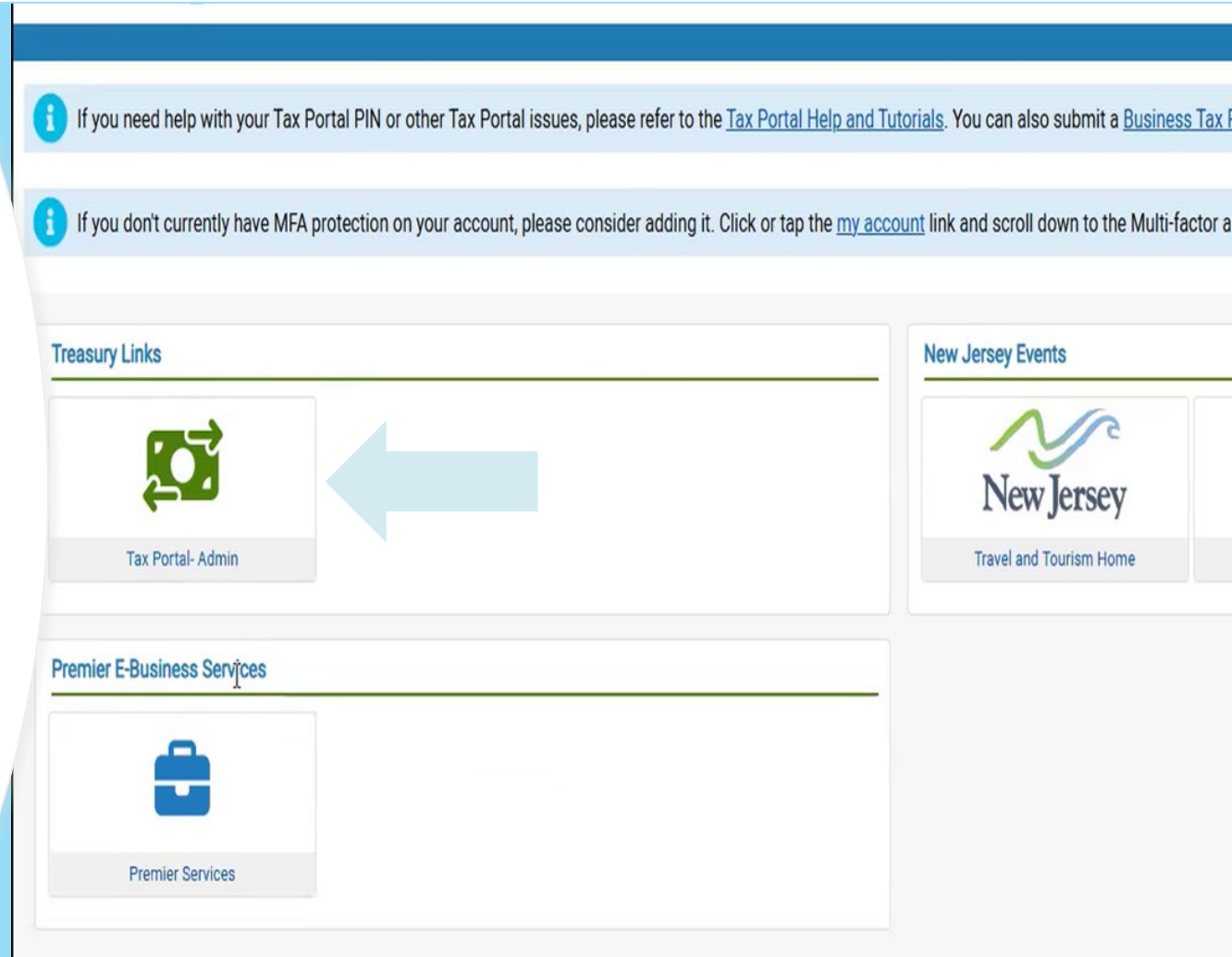
# Step 8: Linking account confirmation

- You will see that your account is linked on this page when you have the “Premier Services” link added.



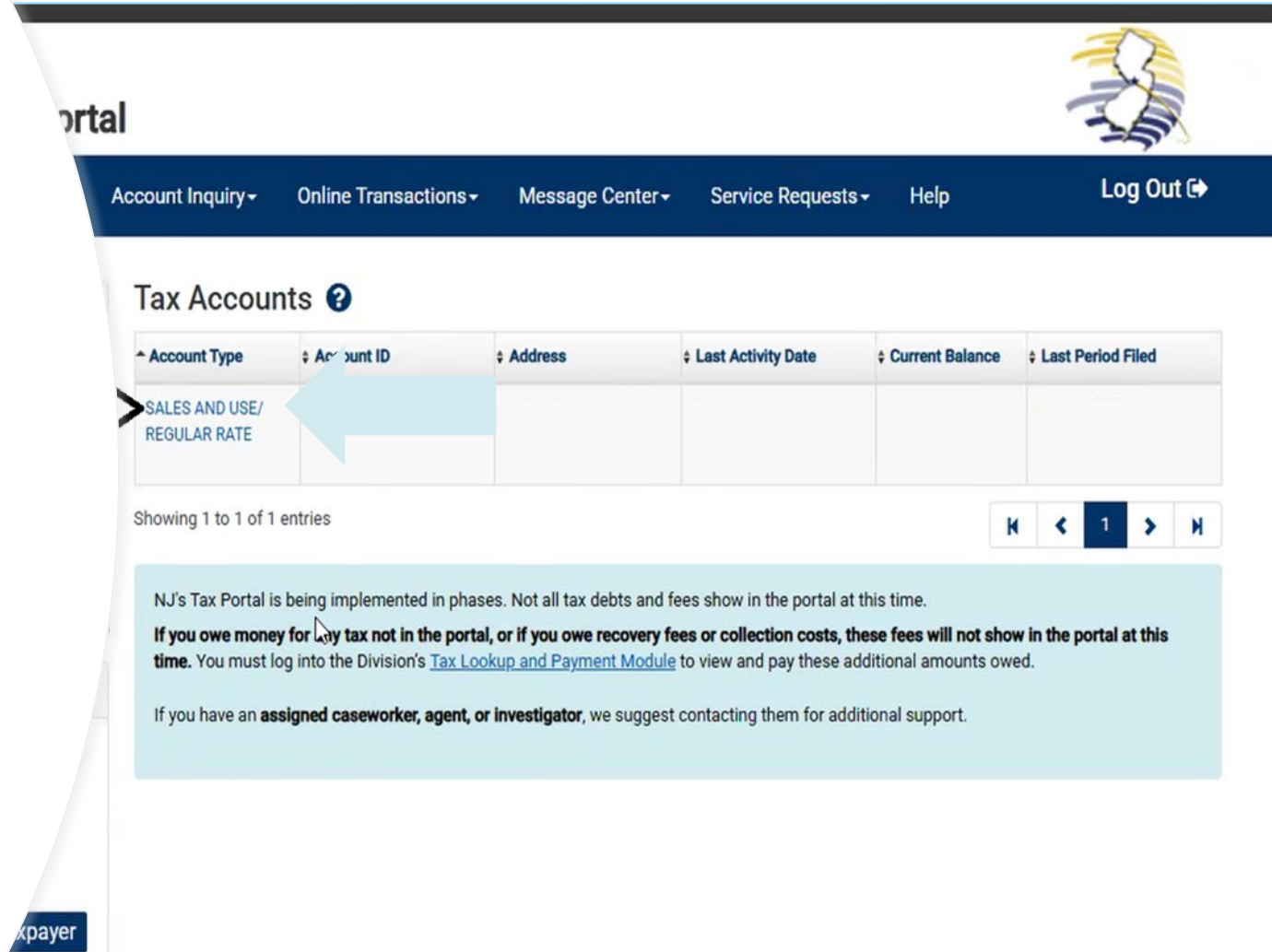
# Step 9: How to access forms

- Now that your account is linked, click on “Tax Portal Admin”



# Step 10: Accessing Tax accounts

- When filing, click on the account type.
- (for this example, we are using Sales and Use/ Regular Rate tax)

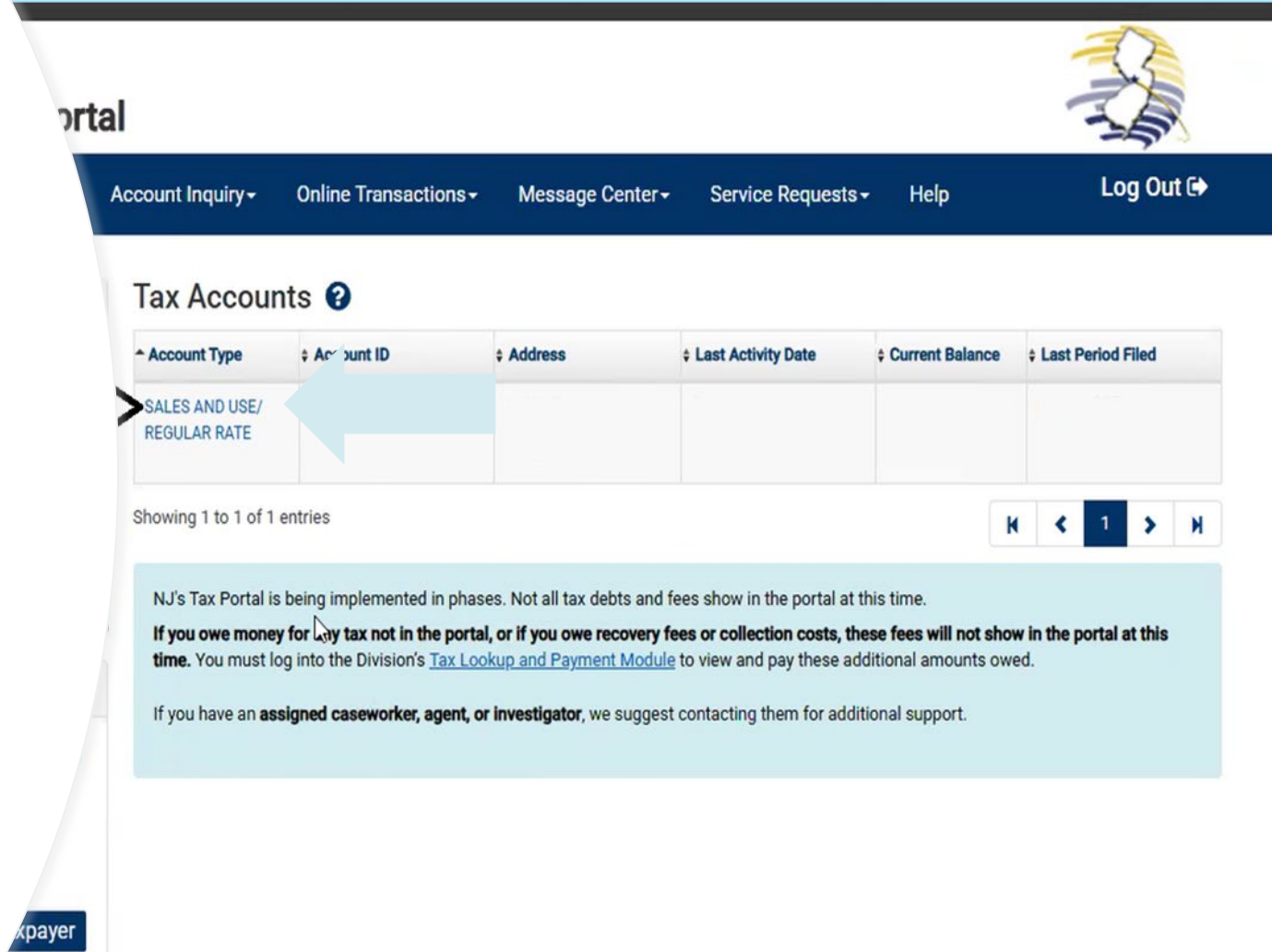


The screenshot shows the NJ Tax Portal interface. At the top, there is a navigation bar with links: Account Inquiry, Online Transactions, Message Center, Service Requests, Help, and Log Out. The main heading is 'Tax Accounts' with a help icon. Below this is a table with columns: Account Type, Account ID, Address, Last Activity Date, Current Balance, and Last Period Filed. The first row of the table is 'SALES AND USE/ REGULAR RATE', which is highlighted by a blue arrow. Below the table, it says 'Showing 1 to 1 of 1 entries' and a pagination control showing '1'. A light blue informational box contains the following text: 'NJ's Tax Portal is being implemented in phases. Not all tax debts and fees show in the portal at this time. If you owe money for any tax not in the portal, or if you owe recovery fees or collection costs, these fees will not show in the portal at this time. You must log into the Division's [Tax Lookup and Payment Module](#) to view and pay these additional amounts owed. If you have an assigned caseworker, agent, or investigator, we suggest contacting them for additional support.'

# Step 11: Navigating online transactions

- Go to “Online Transactions” drop down menu on the top bar.

This is where you can choose to file forms, make a payment, or submit an application.



portal

Account Inquiry ▾ Online Transactions ▾ Message Center ▾ Service Requests ▾ Help Log Out ↗

### Tax Accounts ?

Account Type	Account ID	Address	Last Activity Date	Current Balance	Last Period Filed
SALES AND USE/ REGULAR RATE					

Showing 1 to 1 of 1 entries

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taxpayer