



Department of Community Affairs



Division of Fire Safety

OFFICE of TRAINING & CERTIFICATION

To obtain access to the NJ DFS certification and Registration portal (with an existing FFID#)

Confirm or create a login at nj.gov for myNJ.

1. Go to nj.gov
2. Log into your existing myNJ account. If you do not have one, create it now.
3. After confirming your myNJ
4. If you have access to the NJ DFS certification Portal go to the Portal via myNJ. If you do not have access, you must complete the sign-up process below.

How to link the DFS Portal to your myNJ.

1. Contact the DFS for your Authentication CODE, by sending an email to trainingcontractorcort@dca.nj.gov include your name and DFS ID.
2. Access the portal registration site at the link shown.
https://certification.dca.nj.gov/NJDCA_cert_Lice_Portal
3. Click the sign-up button on the upper right side of the page.
4. Answer Yes as you already have a DFS ID.
5. Enter the Authentication Code provided by the DFS
6. Enter your last name exactly as it appears in the email reply from DFS, (even if it is spelled incorrectly, this is how the system will verify your previous account).
7. If an email appears reenter, it exactly as shown (ALL CAPS Etc.) If no email appears enter your email.
8. Enter the verification code as shown on the screen. (This code is not case sensitive)
9. Click the blue register account Bar.
10. The system will ask if you have a myNJ, answer yes as you should have already confirmed or created one.
11. Log into your myNJ.
12. You will be sent a verification email, click the link to complete the process.
13. Log into your myNJ, you will have an icon to access the DCA Cert and Reg Portal.
14. Once in the portal use the Fire License/Certification link on the left side of the page for electronic application.

Future access is through your myNJ account.