

# ePAR Self Registration

Below are the required steps to activate the ePAR link on the myNewJersey Portal page. All state employees are automatically enrolled by the portal team as part of the agency activation process.

**For new employees who do not have an existing myNewJersey Portal account OR for employees hired after an agency is activated, a self-registration mechanism is in place to enable the link on the portal.**

Please follow the directions below:

1. Navigate to the self-registration page below:  
[https://nj-dotnet.state.nj.us/NJ\\_ePar\\_Reg/SelfRegistration.aspx](https://nj-dotnet.state.nj.us/NJ_ePar_Reg/SelfRegistration.aspx)
2. Fill in Step 1 with your employee information and click Register. If you need your EID you can either find the information on your paystub or contact your HR department.



The screenshot shows the 'Electronic Performance Assessment Review (ePAR)' self-registration page. It features a header with the state seal and the title 'Electronic Performance Assessment Review (ePAR)'. Below the header is a progress bar with three steps: 'Step 1: ePAR Access Registration' (highlighted), 'Step 2: Link ePAR to your myNewJersey account', and 'Step 3: Access ePAR Application'. The main form area contains several input fields: 'Employee ID' (000123789), 'First Name' (Test), 'Last Name' (Id), 'Email Address' (TestID@csc.state.nj.us), 'Verify Email Address' (TestID@csc.state.nj.us), and 'Date of Birth (MM/DD/YYYY)' (08/19/2014). At the bottom of the form are 'Cancel' and 'Register' buttons.

3. On Step 2 enter the myNewJersey Portal account you have associated with paystub, or create a new one if you do not have one.

### **Link ePAR to Your myNewJersey Account**

Do you have a myNewJersey Logon ID?

Yes

No

### **Information about your existing myNewJersey account**

myNewJersey Logon ID:

myNewJersey Password:

- a. If you chose to create a new myNewJersey Portal account, you need to create a Logon ID and password. You will be also required to create a security question. There is a 5-minute time out during Step 2 of the registration process. If you are interrupted during this step, please close all windows and register later.

- b. Complete the required information for your portal logon and then click “Next”.

4. Once you have completed the steps you will automatically be brought to the ePAR dashboard.

5. To make sure everything works, close all browsers, then open a new browser, and try to log back in to the myNewJersey Portal by navigating to <http://nj.gov>.
6. Your portal account should now correctly show the ePAR application under the Civil Service Commission Application section.



Civil Service Commission Applications

ePAR