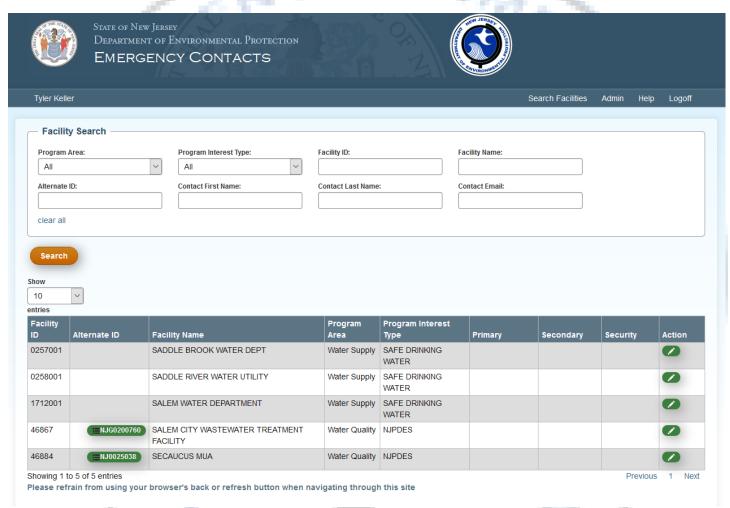
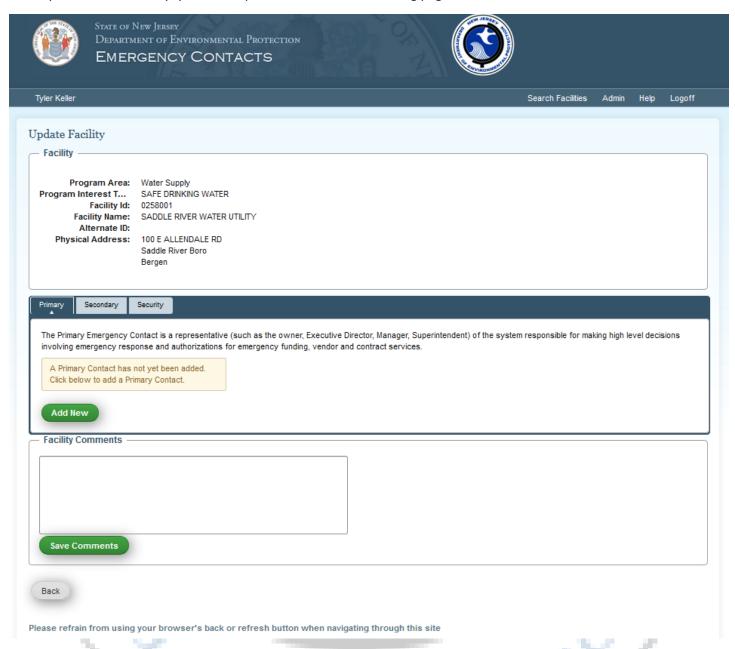
Once logged in, you will be presented with the following screen.



This screen shows all the facilities assigned to your account and allows you to search/filter them, if needed. As the appointed Administrator, you will need to open each facility (by clicking anywhere on it's corresponding row) and add contact information.

When you click on a facility, you will be presented with the following page.



You will be using the "Primary", "Secondary", and "Security" tabs to add contact information. Press the "Add New" button to begin. To avoid adding multiple copies of the same contact, you will be asked to search for existing contacts before adding one. You will be presented with the following screen.





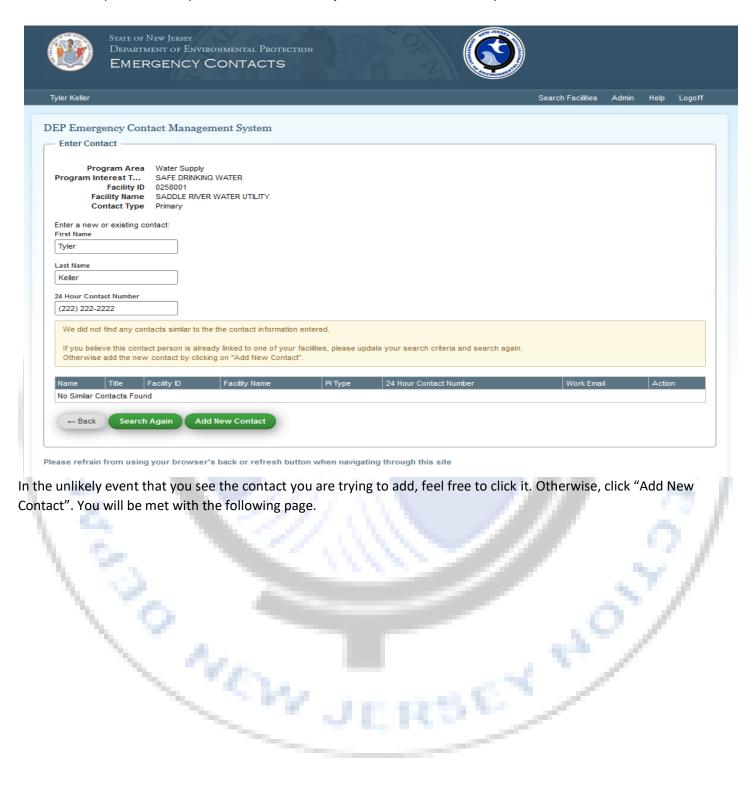
Tyler Keller Search Facilities Admin Help Logoff

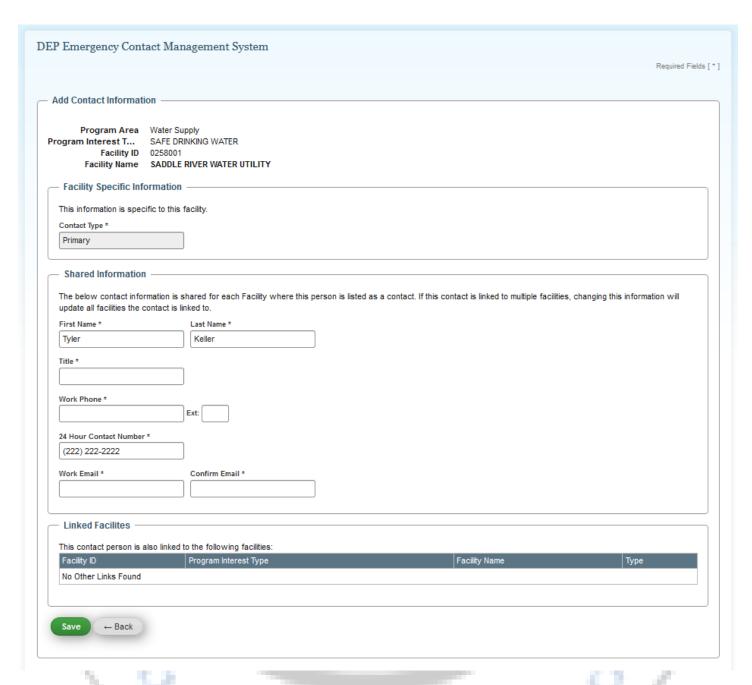
Program Area Water Supply Program Interest T... SAFE DRINKING WATER Facility Name SADDLE RIVER WATER UTILITY Contact Type Primary Enter a new or existing contact: First Name Last Name 24 Hour Contact Number

Please refrain from using your browser's back or refresh button when navigating through this site

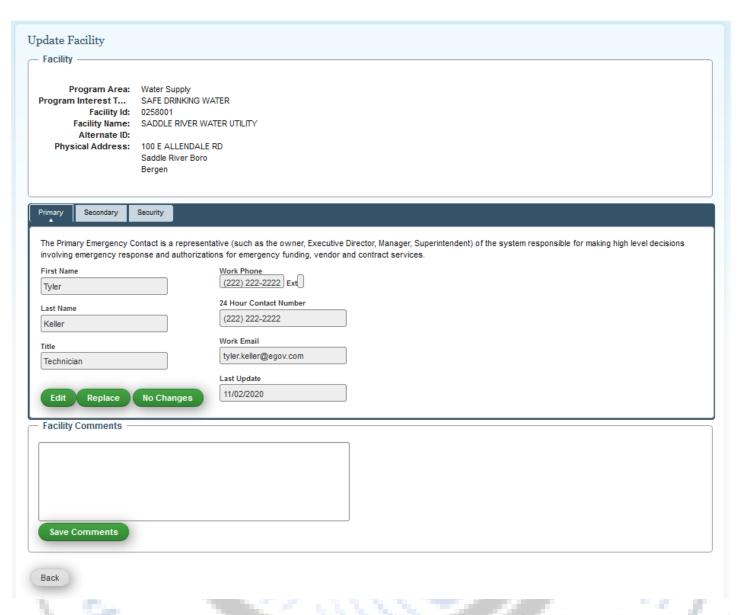


Since you are the newest users of this new government service, it is highly likely you will be adding a contact that doesn't already exist in the system. As shown below, just enter the information you'd like to add and click search.





Fill in any remaining information and check your entry before clicking "Save". This should bring you back to your facility page with the contact information now present in one of the contact tabs.

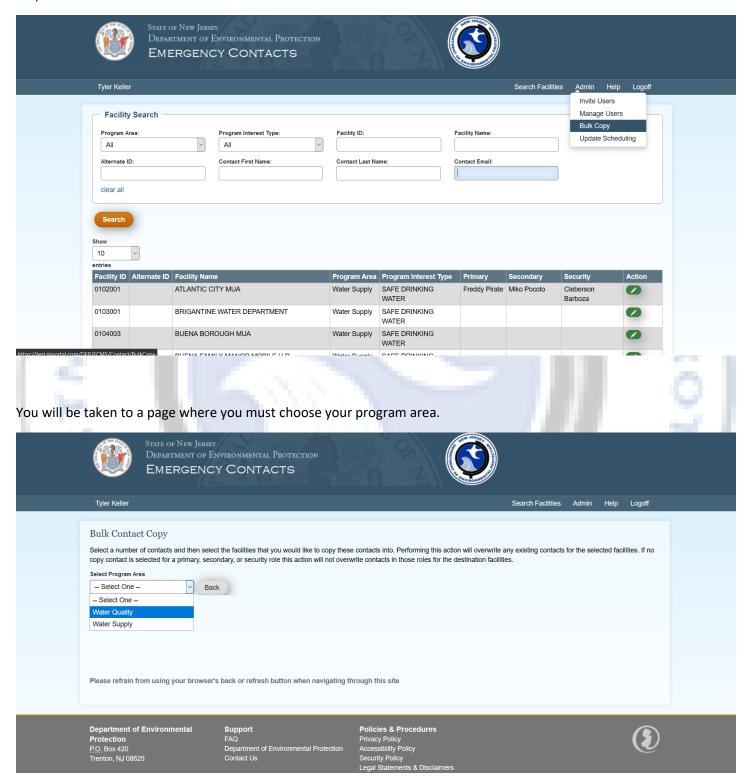


You will need to repeat these steps to add all available contact information for each of your facilities. If more than one of your facilities have the same contact(s), follow the instructions below.

Now 3

Editing Multiple Facilities with Bulk Copy:

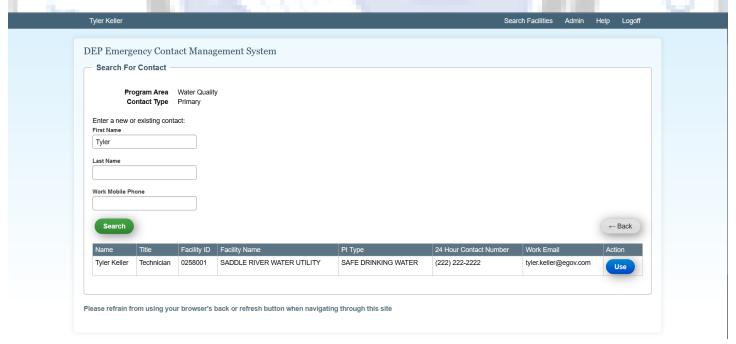
If you have multiple facilities that have the same contacts, click the "Bulk Copy" option under the "Admin" navigation tab, as shown below.



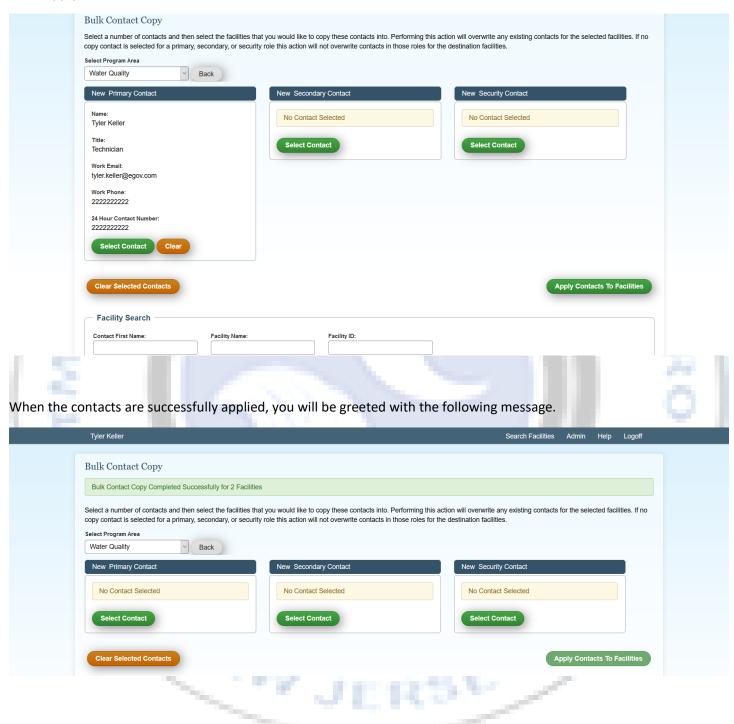
Once you have chosen your program area, you will be shown the following page. The top is where you will select the contacts that you want to apply to the facilities. The bottom is where you will be shown, or can search for, all the facilities you can apply the contacts to.

Select Program Area Water Quality	Back					
New Primary Contact		New Secondary	Contact	New Securi	y Contact	
No Contact Selected		No Contact Selected		No Contac	No Contact Selected	
Select Contact		Select Contact		Select Contact		
Clear Selected Contacts					Apply Contacts	To Facilities
Facility Search						
Contact First Name:	Facility Name:		Facility ID:			
Program Interest Type:	Contact Last Name:		Contact Email:	Alternate ID:		
All	~				clear all	

When you click "Select Contact" you will be taken to this page. It will allow you to select any previously used contacts by searching for them. Click "Use" to apply the contact to the current contact type.

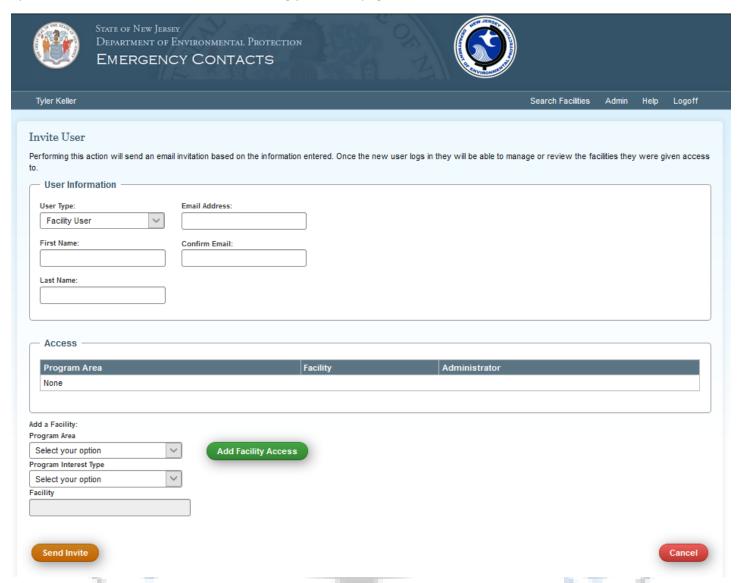


Once you have selected your contact, it will be displayed at the top of the page. Check the boxes next to the facilities that the contact should be assigned to. Once you've selected all of the facilities, double check your selected contacts and click "Apply Contacts to Facilities".



Inviting Other Admins to Your Facilities:

If you would like to share/reassign the contact management responsibilities with another admin in your facility group, you can do this by sending an invite from your account. When you are logged in, you can click the "Admin" navigation option and select "Invite Users". That will bring you to this page.



Use the bottom dropdown menus to search through your available facilities and add them to this invite. You can give the invitee access to edit facilities and invite others by making them an "Administrator". If you only want to allow facility editing, but not allow the user to invite others, set "Administrator" to "No". Once you have entered their details, assigned facilities, and set their permissions, go ahead and click "Send Invite". They will receive an invitation link and a copy of all the same information that was shared with you, when you were invited.

Final Notes:

- When viewing a facility, you may enter any relevant communication protocol information into the text box labeled "Facility Comments". These comments are not sent anywhere and are only viewable by administrators of this facility.
- All facilities will have an update timeline set by DEP administrators, at a later date. Facility administrators will receive email prompts, from the ECMS system, to confirm or update contact information at regular intervals.
- Any improvements or changes to the system, that affect facility level users, will be shared with updated training materials.
- When logged in, the "Help" button will contain all training materials, contact information to report bugs, and contact information to request support help.
- You cannot add new contacts in the "Bulk Copy" system. You can only re-use contacts already verified and applied to other facilities. You can add a new contact to a single facility and then use "Bulk Copy" to apply it to other facilities.

If you have questions about the login or account setup process, contact NIC and be sure to place "ECMS" in the subject:

Support@NJPortal.com

If you have questions regarding the ECMS program/protocols, as it pertains to your department, please contact the division representatives below:

Division of Water Quality:

ECMS Support DWQ@dep.nj.gov

Division of Water Supply & Geoscience:

• ECMS Support DWS@dep.nj.gov

Now.