

Topic: *Update Employer Information*

Summary: *This document will demonstrate how to access and update information pertaining to an Employer profile.*

This Guide is for:
Attorneys or Employer Administrative staff

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NJCourts Login

To begin, you will need to sign in with the nine character ID for your firm or legal institution (this type of ID likely begins with an “F”, “H” or “L”) and the password.

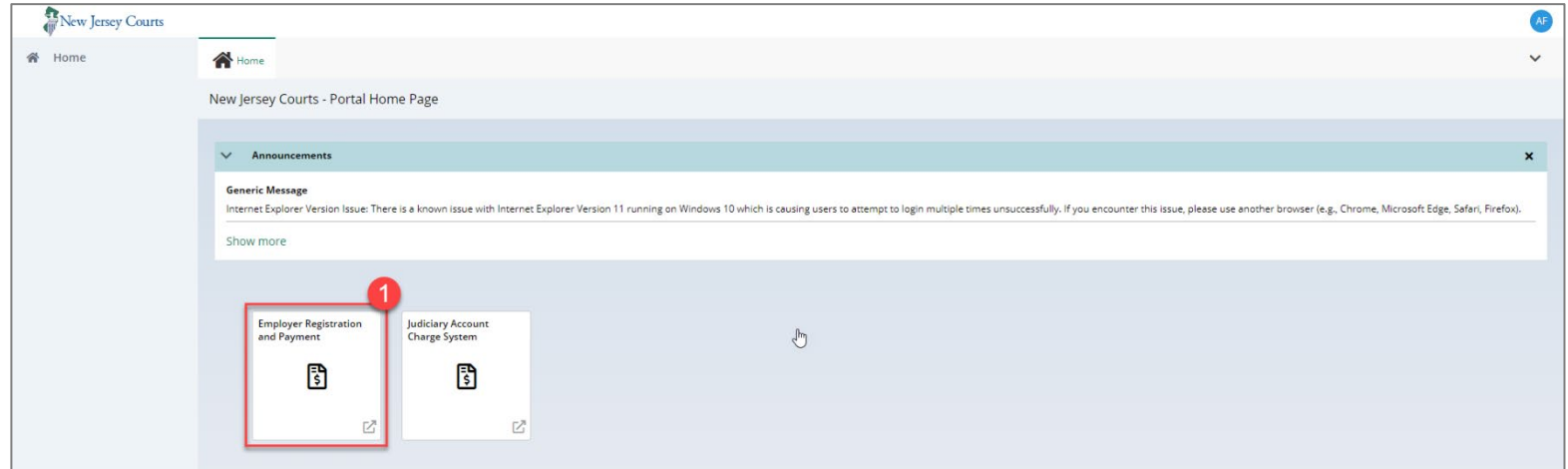
NOTE: If you forgot your password, or have never logged in with this ID it may be necessary to receive a temporary password. Please contact the Superior Court Clerk’s Office at 609-421-6100 to obtain a temporary password.

The screenshot shows the NJCourts login interface. On the left, there is a 'Log in help' section with the following text: 'To request information about your existing ID click **Forgot User ID?** Follow the steps below if you're receiving Authentication Failed error message after logging in. 1. Click the **Forgot Password?** link 2. Answer the security questions when prompted 3. An email will be sent to the email address used to activate the account 4. Open the email and follow the instructions. If you are still not able to successfully login after resetting your password, please contact the Help Desk at 609-421-6100 and someone will assist you. To access the New Jersey Courts website click NJCourts.gov'. Below this is a 'Browser compatibility' section stating: 'There is a known issue with Internet Explorer Version 11 running on Windows 10 which is causing users to attempt to login multiple times unsuccessfully. If you encounter this issue, please use another browser (e.g., Chrome, Microsoft Edge, Safari, Firefox)'. On the right, there is a login form with the text: 'Enter user ID and password. If you have been provided with a temporary password, login below.' It includes a 'User ID *' field with the value 'F00000298' and a 'Forgot User ID?' link. Below it is a 'Password *' field with masked characters and a 'Forgot Password?' link. A green 'Login' button is positioned below the password field. At the bottom of the login form, there is a link for 'Resend Activation Email'.

ESSO Landing Page

The ESSO (Enterprise Single Sign On) home page will display your Judiciary applications in the left-hand navigation menu.

1. Select **Employer Registration and Payment**.



Two-Factor Authentication

It is necessary to select an additional verification method (SMS Text or Email) to authenticate user access to the **Employer Registration and Payment**.

1. Confirm verification method.
2. Enter One-Time Passcode sent to method selected.
3. Click **Login**.

Two-Factor Authentication

Choose verification method from the dropdown.

Select

SMS OTP to: 160*****

*Message and data rates may apply.

Confirm

Code will expire 10 minutes after it is requested.



One - Time Passcode Login

Enter the One-Time Passcode(OTP) sent to the email/phone number you selected.

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Login

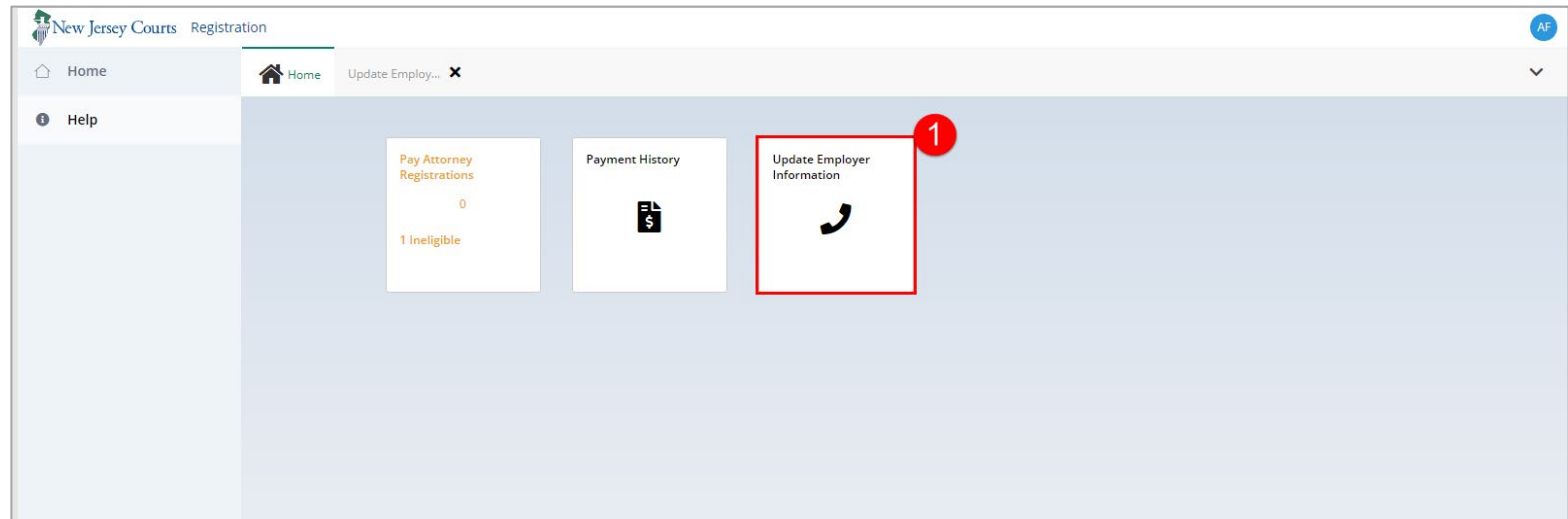
To get a new One-Time Passcode(OTP). Click [Regenerate](#)

Passcode will expire 10 minutes after it was requested.

Registration Home

The Employer Registration home screen will display tiles that correspond to actions you may initiate.

1. Select **“Update Employer Information”** to begin updating the employer profile.




The screenshot shows the 'New Jersey Courts Registration' home page. It features a navigation bar with 'Home' and 'Update Employo...' tabs. Below the navigation bar are three main tiles: 'Pay Attorney Registrations' (0), 'Payment History', and 'Update Employer Information' (1). The 'Update Employer Information' tile is highlighted with a red box and a red circle with the number 1.

Employer Information


After clicking the “Update Employer Information” tile, a screen will display employer details.

If required fields are not entered, it will not be possible to later perform some employer functions like bulk pay for attorney registrations. Required Fields include:

1. Confirm the Employer Name and Email. Select  to update information, if necessary. Update information and click Save.

Help Employer Information

Employer

Name	ID	Email	
CONNELL CONNELLS CAMASSA & YURO	F00000298	ERIC.DAWSON@LAB.JUDICIARY.STATE.NJ.US	

Notification for 2-Factor Authentication


The cell phone and email information provided is not accessible to the public (unless the email address also has been provided for electronic filing). This information will be used to send alerts to help manage your account security preferences and for certain official business purposes. Message and data rates may apply for cell phone messages. You may edit the cell phone or email address now or in the future. If you require an exemption, please contact Superior Court Clerk's Office at (609) 421 - 6100.

Country	Cell Phone	Email	
United States (+1)	6095551234	ERIC.DAWSON@NJUDLAB.NJCOURTS.GOV	If you would like to make changes to this information, please access your profile on NJ Courts - Portal Home Page (top right corner avatar that contains your initials).

Administrator

First Name	Last Name	Position	Phone number	Extension	Email	Contact
+Add administrator						


Address List

Address	City	State	Zip/Postal Code	County	Country	Phone	
2 HWY 356, STE 2	TRENTON	NEW JERSEY	08625	MERCER	UNITED STATES	609-633-7451	
+Add Branch							

If an address is no longer associated to the firm, please submit this [form](#) to Office of Attorney Ethics to delete the address from your firm.

[Close](#)

Employer

Name	ID	Email	
CONNELL CONNELLS CAMASSA & YURO	F00000298	ERIC.DAWSON@LAB.JUDICIARY.STATE.NJ.US	 1


Employer

Name	ID	Email	
<input type="text" value="CONNELL CONNELLS CAMASSA & YURO"/>	F00000298	<input type="text" value="ERIC.DAWSON@LAB.JUDICIARY.STATE.NJ.US"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

2. The 2-Factor Authentication cell phone and email information will display.

Note: If changes are needed to the 2 Factor Authentication information, access the profile on the New Jersey Courts – Portal Home Page by clicking on the avatar that contains your initials.

3. Select **+Add administrator** to add optional Firm Administrator information.

4. Select  to modify an existing address, if needed. Once address information is changed, click Save.

2 Notification for 2-Factor Authentication


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United States (+1)	6095551234	ERIC.DAWSON@NJJD.LAB.NJ.COURTS.GOV	

3 Administrator

First Name	Last Name	Position	Phone number	Extension	Email	Contact
+Add administrator						

4 Address List

Address	City	State	Zip/Postal Code	County	Country	Phone	
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Address List

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2 HWY 356 STE 2	TRENTON	NEW JERSEY	08625	MERCER	UNITED STATES	609-633-7451	Save Cancel
+Add Branch							

If an address is no longer associated to the firm, please submit this [form](#) to Office of Attorney Ethics to delete the address from your firm.

Select **+Add Branch** if a new branch needs to be created. Once branch information is entered, click Save.

5. Select Close when finished updating employer details.

Address List

Address	City	State	Zip/Postal Code	County	Country	Phone	
2 HWY 356, STE 2	TRENTON	NEW JERSEY	08625	MERCER	UNITED STATES	609-633-7451	

+Add Branch

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Address List

Address	City	State	Zip/Postal Code	County	Country	Phone	
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Select State Select County Select Country

Save XCancel

+Add Branch

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Help Employer Information

Employer

Name	ID	Email	
CONNELL CONNELLS CAMASSA & YURO	F00000298	ERIC.DAWSON@LABJUDICIARY.STATE.NJ.US	

Notification for 2-Factor Authentication

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Administrator

First Name	Last Name	Position	Phone number	Extension	Email	Contact
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Address List

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Close