New Jersey Department of Health Portal Directions

Directions on How Childcare Center and Consultant Staff can Register for an Account on the NJDOH Portal
Updated 10/25/2022

Childcare Center Registrations

1. Go to https://iehprogram.nj.gov/
2. At the top of the page, click on Sign Up
3. Complete all required fields (indicated with an *)
4. If you indicate that you own or work for a childcare center, enter the security message and then click "Save and Next"
5. Click on the "Add Child Care Center" button (right side of screen)
6. On the screen that pops up, click the magnifying glass icon: 🔍
7. You can enter part of the center name or address. If you use an * in front of your search, it will search for words that are not at the beginning of the center's name. As an example, if you need to search for ABC CCC at 123 Main Street in Trenton, NJ, you can search for it a couple of different ways:
    - ABC
    - ABC C
    - *CCC
    - *Main St
    - *123

    Note regarding changes to a center's name: If you have changed your center's name (but didn't change ownership) or you are a new owner (ie. you were not the owner the last time a Safe Building Interior Certification was issued) and the center's name has changed, **you need to select the record with the old center name**. When you complete your application, you will be able to enter the new center name and contact information.

8. When you locate your center, check the box and the click on the "Select" button.
9. Answer the "Do you need access to submit applications to the NJDOH for this center?" question
10. Click on the "Save & Continue" button.
11. Click on the "Submit & Close" button.
12. Once your registration request has been approved, an email will be sent to you. Click on the "Redeem Invitation Code" link and set up your account with a username and password.

Consultant Registrations

1. Go to https://iehprogram.nj.gov/
2. At the top of the page, click on Sign Up
3. Complete all required fields (indicated with an *)
4. If you indicate that you own or work for a Consulting Firm, answer the next two questions
5. Enter the security message
6. Click the "Save and Next" button
7. Click the "Submit & Close" button
8. Once your registration request has been approved, an email will be sent to you. Click on the "Redeem Invitation Code" link and set up your account with a username and password.