



QUICK REFERENCE GUIDE (PORTAL) – LOGGING IN/GENERAL

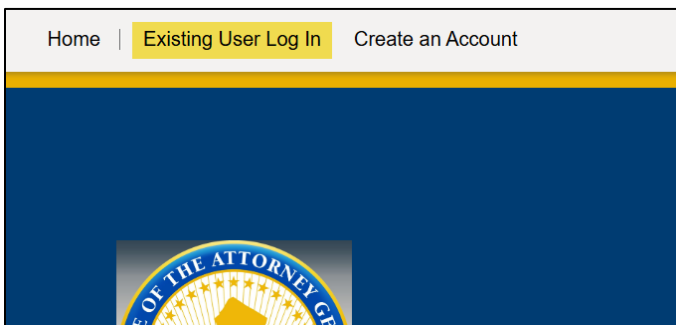
NAVIGATE TO THE LAW ENFORCEMENT PORTAL:

1. Portal **URL**: <https://le.lps.nj.gov>

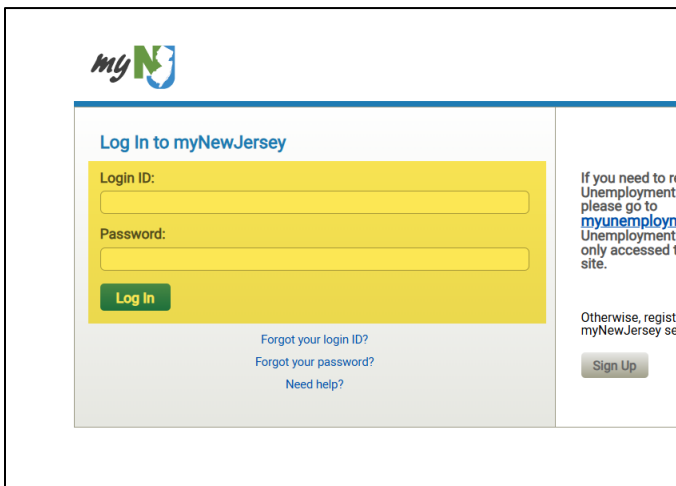


LOG INTO THE PORTAL WITH AN EXISTING ACCOUNT:

1. Click **Existing User Log In**.



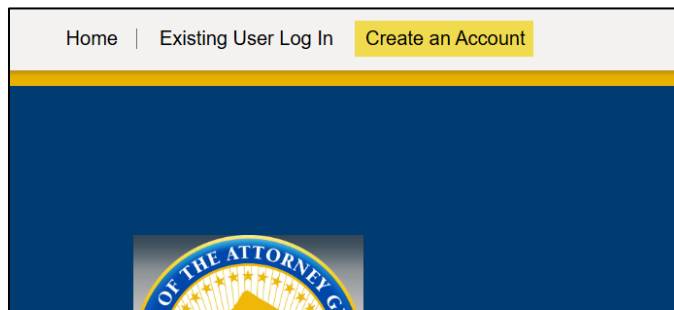
2. Input your **myNJ credentials**, then click **Log In**.



Note: You will be redirected back to the portal's homepage.

CREATE A NEW PORTAL ACCOUNT:

1. Click **Create an Account**.



2. Input your **First Name**, **Last Name**, and **Email**, then click **Submit**.

Create an Account

To begin creating your account, please fill out the form below. All fields below are required. Once you have entered your information, click on the **Submit** button. Clicking this button will direct you to the MYNJ site to complete the setup for your account.

First Name *

Last Name *

Email *

Confirm your email below *

Submit

Note: You will be redirected to the myNJ portal where you can either create a new myNJ account, or link your portal account with an existing myNJ account. This redirect process may take a few moments; do not navigate away until you are redirected.





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3. Select **Yes** if you have an existing myNJ login ID to link that with your portal login, or **No** if you need to create a new myNJ login ID.

Link NJ Law Enforcement to myNewJersey

Do you have a myNewJersey Logon ID?

☐ Yes

☐ No

Note: Completing the process on this page for either selection will redirect you back to the portal.

ASSOCIATE YOUR PORTAL ACCOUNT AS AN AGENCY OR MUNICIPAL PROSECUTOR:

1. After your initial portal login, you will be presented with a screen where you can select whether your account should be associated as an *agency* or as a *municipal prosecutor*.

To finish setting up your account first select whether you are a Municipal Prosecutor or an Agency. If you are a Municipal Prosecutor click 'Submit'. If you are an Agency select a County, Agency, and Agency PIN below and click 'Submit'.

Agency or Municipal Prosecutor *

Select

Submit

2. If you select **Agency**, you will be prompted to input your **County**, **Agency**, and **Agency PIN**. When finished, click **Submit**.

Agency or Municipal Prosecutor *

Agency

County *

Burlington

Agency *

Agency PIN *

Submit

Note: After three (3) unsuccessful PIN attempts, your account will be blocked from further attempts until a portal administrator assists you.

3. If you select **Municipal Prosecutor**, you can proceed by clicking **Submit**.
4. Once you click **Submit**, you will need to give the system approximately 10-20 minutes to process your information. Please log out and back in after this time.