

## Establish TWES Access

1. If you do not have a my New Jersey user account , create a user account (Register) at:

<http://www.state.nj.us> - **Select the 'Register' option found on the 'Home' tab and record your login credentials**

2. Log into your my New Jersey user account

<http://www.state.nj.us> – **Select the 'Login' option found on the 'Home' tab and login with your login credentials.**

3. After logging into your user account, select the 'myNewJersey' tab, and copy and paste, or type, the following URL into your browser's URL address line:

[https://www6.state.nj.us/DOL\\_TWES/jsp/AccessTwes.jsp](https://www6.state.nj.us/DOL_TWES/jsp/AccessTwes.jsp) **{Note: This is case sensitive}**

4. Complete the "TWES Authentication" screen

- a. ADMINISTRATOR **{Note: the administrator account must be established first. Also it's not necessary to establish a user account}**
  - i. Enter 12 digit FEIN/FID **{the employer's NJ FID minus the dashes and slash}**
  - ii. Enter employer's name control **{Note: This is usually the first 4 characters of the business legal name}**
  - iii. Select "Administrator" radio button
  - iv. Enter employer's on-line PIN\* assigned by the Division of Revenue for on-line filing of the NJ927 and WR-30
  - v. Select the "Submit" button
  - vi. Enter your contact information. Please ensure your email address is entered correctly.
  - vii. Select the "Submit" button then logoff and log back into your user account
- b. OPTIONAL - USER **{Note: the administrator and user cannot use the same my New Jersey user account}**
  - i. Enter 12 digit FEIN/FID **the employer's NJ FID minus the dashes and slash}**
  - ii. Enter employer's name control **{Note: This is usually the first 4 characters of the business legal name}**
  - iii. Select "User" radio button
  - iv. Select the "Submit" button
  - v. Enter your contact information. Please ensure your email address is entered correctly.
  - vi. Select the "Submit" button then logoff and log back into your user account

5. Receive and enter TWES authorization code

- a. An email will be sent with the TWES authorization code
- b. Log into your my New Jersey user account and select the myNewJersey tab
- c. Choose the "enter authorization code" menu option
  - i. Copy and paste, or type, the authorization code into the authentication code box
  - ii. Select the "Finished" button – **{Note: you will then be taken back to the user log on screen}**

6. Upon confirmation of the authorization code the Labor Application Channel with TWES application will be added to your myNewJersey page – Blue Bar entitled **Labor Applications**

- a. You must log into you're My New Jersey user account and choose the 'myNewJersey' tab
- b. Select the 'TWES Application' under the Labor Applications heading to see the list EIN(s) for which you established TWES access
- c. Select the EIN – blue color – that you want to review.

**\* If you do not know your on-line PIN, DOR requires you to request you're PIN on-line at:**

<https://www.state.nj.us/treas/revenue/requestpin.shtml>