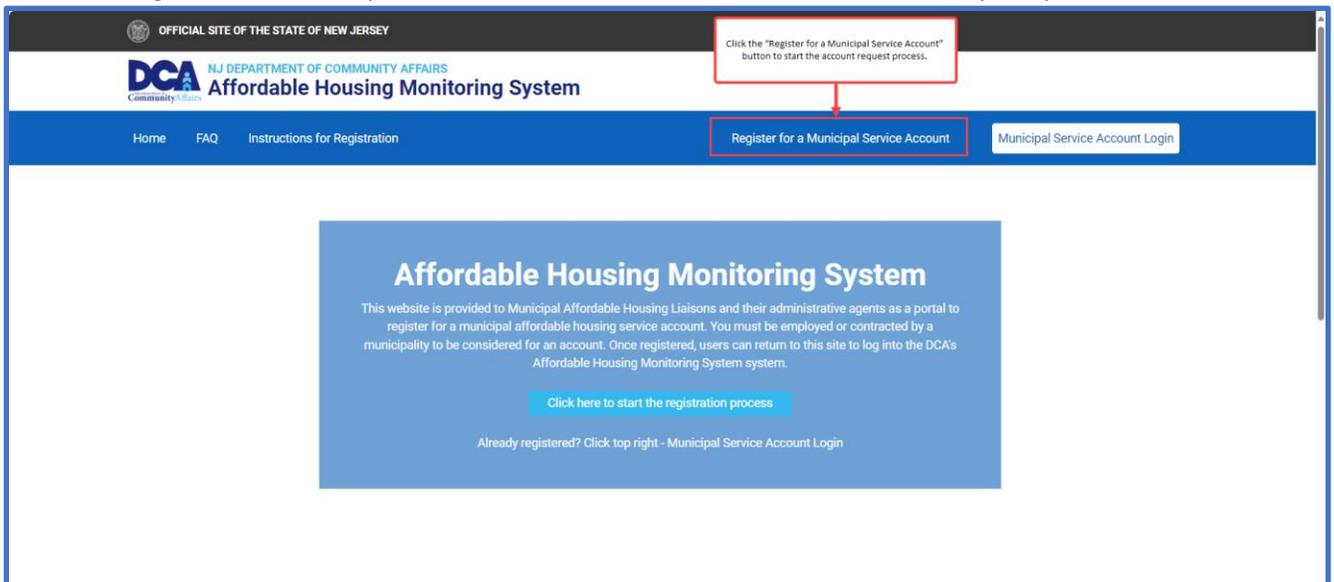


How to Submit a Municipal Service Account Request Through the Affordable Housing Monitoring System Portal

This document details the process of submitting a municipal service account registration request through the Affordable Housing Monitoring System portal (<https://ahms.dca.nj.gov>). During the registration process, you will be required to provide the following information:

- Name
- Agency Location (County and Municipality)
- Occupation/Title
- Valid agency email address
- Telephone #
- Your myNewJersey/MBOS account login information

1. Go to the Affordable Housing Monitoring System portal by entering the following URL into your internet browser: <https://ahms.dca.nj.gov>
2. Click the “Register for a Municipal Service Account” button to start the account request process.



3. Complete the following fields on the user account information page. Fields marked “(*)” are required and must be completed or you will not be able to submit an account request:

- * First Name
- * Last Name
- Middle Name
- Suffix Name
- * County
- * Municipality
- * Occupation/Title
- * Agency Email Address
- * Confirm Agency Email Address
- * Telephone #

4. Enter the verification code displayed to the right of the field. If the code is difficult to distinguish, click the “Get a new code” link to generate a new verification code.

5. Review and acknowledge the two (2) certifications by checking the checkbox for each, after which the “Submit Registration” button will activate. Click the “Submit Registration” button to submit your account request to the Office of Local Planning Services (LPS) for review.

6. After submitting the information for your municipal service account, you will be required to link it to your *myNewJersey* account.
 - If you have an existing *myNewJersey* account, select “Yes” under *Do you have a myNewJersey Logon ID?* and log into your account.

The screenshot shows the myNewJersey login interface. At the top, it says 'OFFICIAL SITE OF THE STATE OF NEW JERSEY' and 'Governor Phil Murphy • Lt. Governor Sheila Oliver'. The myNewJersey logo is prominently displayed. The main content area is titled 'Link NJ Disclosure Protection to myNewJersey'. It asks 'Do you have a myNewJersey Logon ID?' with radio buttons for 'Yes' (selected) and 'No'. Below this, there are fields for 'myNewJersey Logon ID:' and 'Password:', followed by a 'Continue' button. To the right, there are links for 'Forgot Your Logon ID?' and 'Forgot Your Password?' with explanatory text and links to help pages.

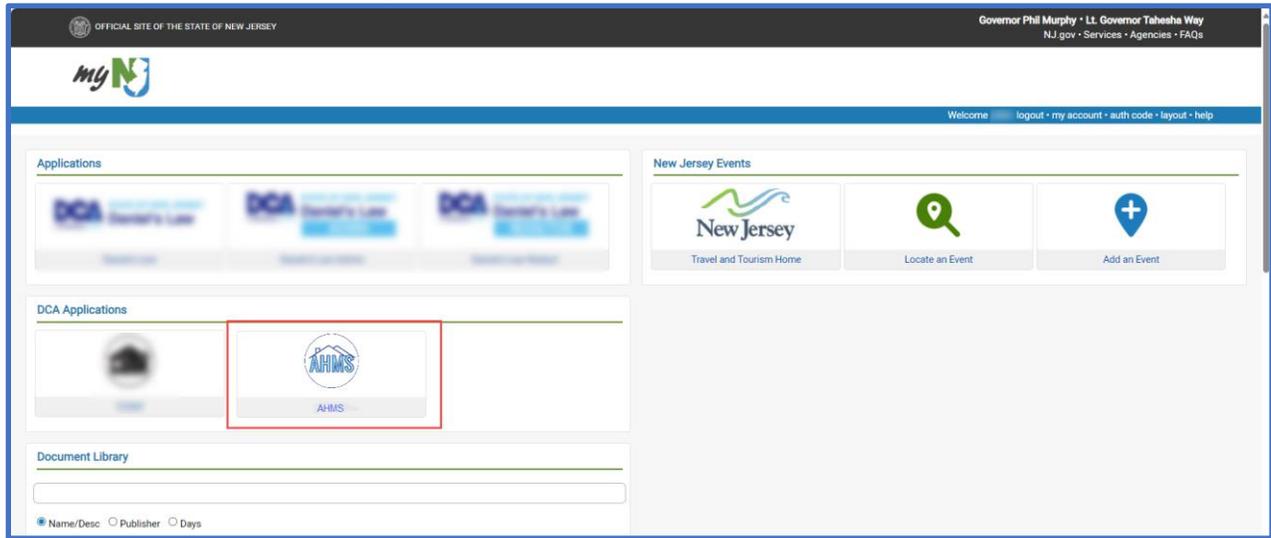
- If you do not have a *myNewJersey* account, select “No” under *Do you have a myNewJersey Logon ID?* to create one.

The screenshot shows the myNewJersey registration interface. It asks 'Do you have a myNewJersey Logon ID?' with radio buttons for 'Yes' and 'No' (selected). Below this, there are fields for 'Choose a myNewJersey Logon ID:', 'Choose a password:', and 'Retype your password:'. There are also fields for 'First name:' (filled with 'John') and 'Last name:' (filled with 'Doe'). At the bottom, there is a question 'Question you want us to ask:' and a note: 'If you forget your ID or password later, we'll ask you the following question. If you answer it correctly, we'll send your ID or a new password to your email address.'

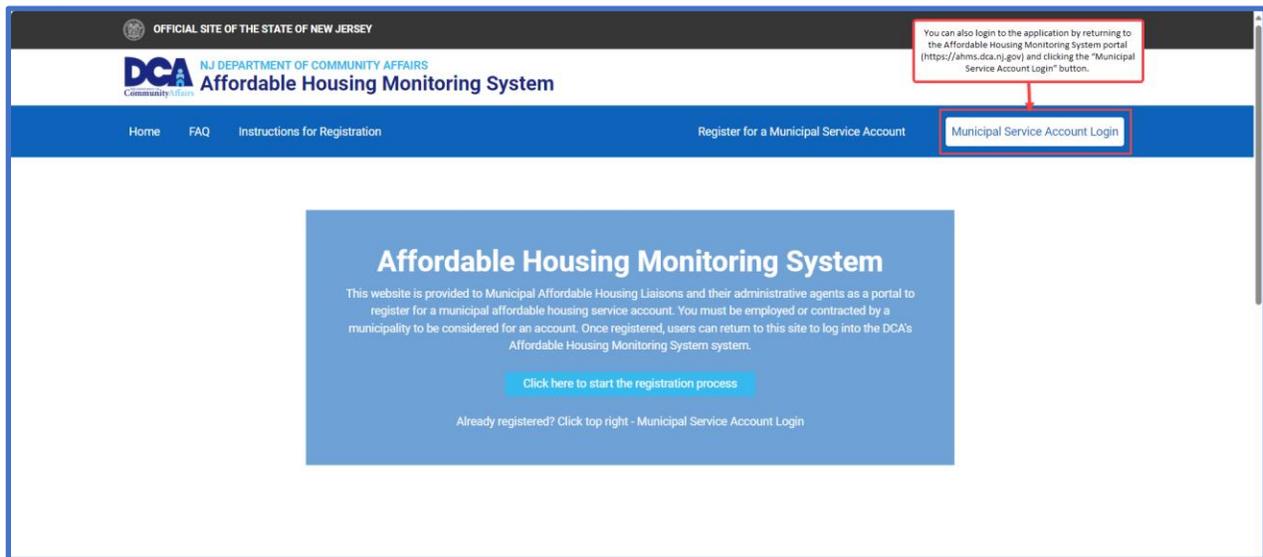
7. After confirming or creating your *myNewJersey* account, a message will display confirming that your request has been successfully submitted and a confirmation email has been sent to your email address.

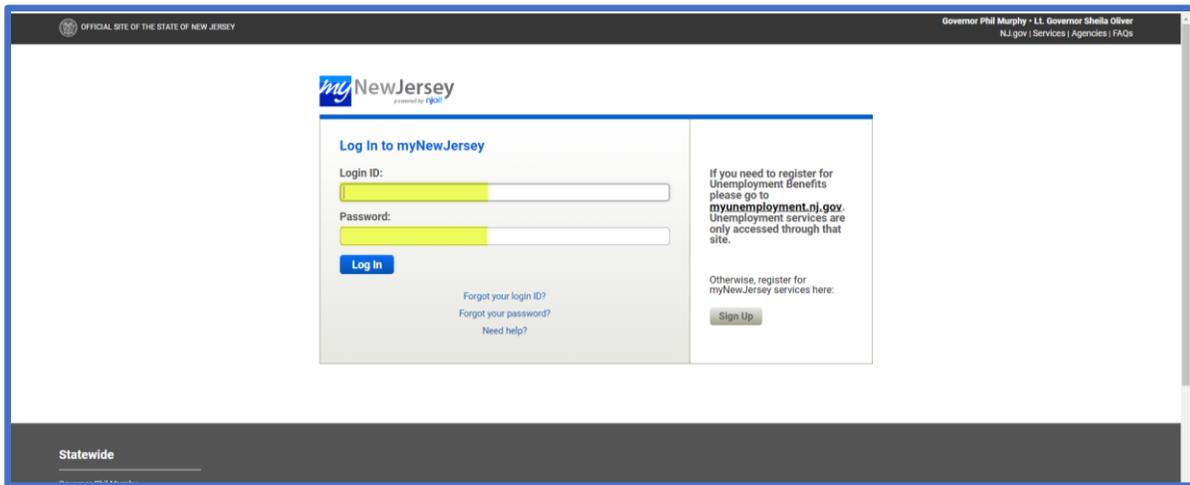
The screenshot shows a confirmation message from the NJ Department of Community Affairs, Affordable Housing Monitoring System. It features the DCA logo and the text: 'NJ DEPARTMENT OF COMMUNITY AFFAIRS AFFORDABLE HOUSING MONITORING SYSTEM'. The message includes a green checkmark icon and reads: 'Congratulations! You have successfully submitted your request to the New Jersey Office of Local Planning Services (LPS) for an Affordable Housing Monitoring System municipal service account. A confirmation email has been sent to your e-mail address [redacted]. Please follow the instructions detailed in the email to verify your email address. If you do not receive the confirmation e-mail, please check your junk email or spam filter to ensure it was not blocked. If you confirm that the email was not blocked, click here to resend it. Should you need any additional information, please contact the LPS by telephone (809-292-3000) or email (LPSmail@dca.nj.gov).'

8. You should receive an automated email notification titled “Please confirm your registration” requesting you to verify your email address. Click the hyperlink listed in the message to verify your email address.
9. After verifying your email address, LPS will review your account request. You will be notified via email if your request has been approved or denied.
10. If your account request is approved, the “AHMS” role will be displayed in your myNewJersey account. The role is a hyperlink that you click to access the Affordable Housing Monitoring System application to maintain your municipality’s affordable housing data.



11. You can also login to the application by returning to the Affordable Housing Monitoring System portal (<https://ahms.dca.nj.gov>) and clicking the “Municipal Service Account Login” button. You will then be directed to log into your myNewJersey account.





For any questions concerning the Affordable Housing Monitoring System portal or municipal service account registration process, please contact the Office of Local Planning Services (LPS) at LPSmail@dca.nj.gov