

Website – Entrance to application

The website is reached via this link: <https://cform.mwg.nj.gov/Default.aspx>

Login Screen

The screenshot shows the login interface for the 'Division of Revenue & Enterprise Services Central Forms Repository & Payment Collection System'. At the top, there is a blue header with the system name. Below the header is a navigation bar with links for 'Download Forms', 'About', and 'Help'. On the right side of the navigation bar, there is a 'Translate this Page' button and a 'Select Language' dropdown menu. A 'Translation Disclaimer' link is located below the language selection. The main content area features a 'Please Login' form with two input fields: 'User Name:' and 'Password:'. Below these fields are 'Log In' and 'Clear' buttons. Underneath the form are three links: 'Register Now!', 'Forgot Your Password?', and 'Forgot Your Username?'. At the bottom of the page, there is a footer with navigation links: 'Revenue: Home | Registrations | Certifications | Tax Filings | NJBGS | Refund Policy | Contact us' on the left, and 'Privacy Notice | Legal Statement | Accessibility Statement' on the right.

Register Now- First time users will follow this link to create a user name and password. *Note: Only one Denial of Access Complaint shall be filed per submission.*

Forgot your password- Forgotten passwords can be reset. An email is sent with a temporary password. When the temporary password is used, the system will require the user to create a new password for the existing account.

Forgot your username- Users can verify that they have an existing registered account. The system will send an email to the email address on file.

Registration Options

Division of Revenue & Enterprise Services
Central Forms Repository & Payment Collection System

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Registration

User Information Address Information

User Information

User Name: Create a new User Name for your new account

First Name:

Last Name:

Password:

Confirm Password:

Email:

Confirm Email:

Phone Number: ext

Next Clear

Registration options [Exit](#)

Please select the submission agency name

- Select -
- Department of Community Affairs
- Division of Revenue and Enterprise Services - Commercial Recording
- Division of Risk Management

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The application offers three options:

- **Department of Community Affairs**– Complainant should select this link. The program will proceed to the Registration form.
- Division of Revenue and Enterprise Services - Commercial Recording
- Division of Risk Management

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Central Forms Repository & Payment Collection System

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Registration

User Information Address Information

User Information

User Name: Create a new User Name for your new account.

First Name:

Last Name: [Exit](#)

Password:

Confirm Password:

Email:

Confirm Email:

Phone Number: ext

Registration options

Please select a registration type

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Select an option to proceed:

Personal Registration- Register as Personal

Company Registration- Register as Company

Creating a New User Account

Central Forms Repository & Payment Collection System

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Registration

User Information Information

User Information

User Name: Create a new User Name for your new account

First Name:

Last Name:

Email:

Confirm Email:

Phone Number: ext

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Treasury: Home | Services | People | Businesses | Divisions/Agencies | Forms | Contact Us
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User Information Tab:

Enter the following information: User Name, First Name, Last Name, Email, Confirm Email, and Phone Number. Users will receive messages if information is required but not provided. ***The email address provided on this screen will be used by the system to send all confirmations for registration and form submissions.***

Select an option to proceed:

- **Next** – program will proceed to the Address Information screen
- **Clear** – all fields are cleared of data entry

Registration Address Information

The screenshot shows a web application interface for the "Division of Revenue & Enterprise Services Central Forms Repository & Payment Collection System". The page title is "Registration". There are two tabs: "User Information" and "Address Information", with "Address Information" being the active tab. The form is titled "Address Information" and contains two sections: "Mailing Address" and "Billing Address". Each section has three text input fields for "Address Line 1", "Address Line 2", and "Address Line 3", and a "City" input field. The "Mailing Address" section also includes a "State" dropdown menu and a "Zip Code" input field. The "Billing Address" section has a checkbox labeled "Same as Mailing Address" which is currently checked. At the bottom of the form are three buttons: "Submit", "Clear", and "Back". The footer of the page contains navigation links for "Home", "Registrations", "Certifications", "Tax Filings", "NJBSG", "Refund Policy", "Contact us", "Privacy Notice", "Legal Statement", and "Accessibility Statement".

In the User address tab, enter the information for the mailing address and billing address. Users will receive messages if information is required but not provided.

Select an option to proceed:

- **Submit** - Users will be messaged if required information is missing. If all information is provided, users receive a confirmation message and a registration confirmation email is sent to the email address provided.
- **Clear** - all fields are cleared of data entry
- **Back** - return to the previous User Information screen

Forgot Password Link from the Login Page

Division of Revenue & Enterprise Services
Central Forms Repository & Payment Collection System

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Forgot \ Reset Password

User Name:

- And -

Email:

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Forgotten passwords can be reset. A new temporary password will be emailed to the user. Once a user logs in with the temporary password, the system will require the user to create a new password.

Forgot User Name

Division of Revenue & Enterprise Services
Central Forms Repository & Payment Collection System

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To request your User ID, enter your e-mail address and press Submit.
You will then receive an e-mail message with your forgotten User ID.

Email:

Submit Clear

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Forgotten user names can be sent to the users email address on file.

Main Menu


The screenshot shows the main menu of the system. At the top, there is a blue header with the text "Division of Revenue & Enterprise Services" and "Central Forms Repository & Payment Collection System". Below the header, there is a navigation bar with "Log Out", "My Account", and "Help" buttons. To the right of the navigation bar, there is a "Translate this Page" button and a "Select Language" dropdown menu. Below the navigation bar, the main content area is titled "Main Menu" and includes a "User ID:" field. The main content area is divided into two sections: "My Submissions" and "My Profile". The "My Submissions" section contains three buttons: "Download PDF Forms", "Create A New Submission", and "View My Submissions". The "My Profile" section contains one button: "View/Update My Profile". At the bottom of the page, there is a footer with links for "Revenue: Home", "Registrations", "Certifications", "Tax Filings", "NJBGS", "Refund Policy", "Contact us", "Treasury: Home", "Services", "People", "Businesses", "Divisions/Agencies", "Forms", "Contact Us", "Statewide: NJ Home", "Services A to Z", "Departments/Agencies", "FAQs", "Copyright © State of New Jersey - Department of Treasury - Division of Revenue & Enterprise Services, 1996 - 2015", and "This site is maintained by the Division of Revenue & Enterprise Services". There are also links for "Privacy Notice", "Legal Statement", and "Accessibility Statement".

Users have the options to:

- **Download .PDF Forms-** redirects the user to a screen to select the a Denial of Access Complaint form in a fillable .pdf format.
 - *Please note that you will need to have the most up-to-date version of Adobe Reader in order to download and complete the Denial of Access Complaint form This form will not work in another .pdf program.*
- **Create A New Submission** redirects the user to a screen that allows the user to upload a completed and saved Denial of Access Complaint form
- **View My Submissions-** redirects the user to a screen that allows the user to view past form submissions

Download PDF Forms

Division of Revenue & Enterprise Services
Central Forms Repository & Payment Collection System

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Available PDF Forms

Submission Agency

Select An Agency To View Available PDF Forms :

Department of Community Affairs - Form List

	Document Name	Document Description	Document Fee
Download	GRC_Complaint.pdf	New Jersey Government Records Council- Denial of Access Complaint	\$0.00

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Complainant can download Denial of Access Complaint form by clicking “Download” link.

Create a New Submission 1

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Central Forms Repository & Payment Collection System

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Create A New Submission

Need help? [Click here to view the PDF form submission instructions](#)

Submission agency & filing type

1. Please Select the submission agency:
2. Filing type:

Options

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To initiate a Denial of Access Complaint, the user should select the **Department of Community Affairs**.

Create a New Submission 2

The screenshot shows a web browser window with the URL <https://cform.mwg.nj.gov/DropBox/CreateSubmis>. The page title is "Division of Revenue & Enterprise Services Central Forms Repository & Payment Collection System". The main heading is "Create A New Submission". Below the heading, there is a link for "Need help? Click here to view the PDF form submission instructions". The form is titled "Submission agency & filing type" and contains two numbered steps:

1. Please Select the submission agency: Department of Community Affairs
2. Filing type: - Select -
New Jersey Government Records Council- Denial of Access Complaint (GRC_Complaint.pdf)

Below the form, there is an "Options" section with a button labeled "Cancel & Return to the Main Menu". At the bottom of the page, there is a footer with navigation links and copyright information.

The application offers one option for filing type:

- **New Jersey Government Records Council- Denial of Access Complaint (GRC_Complaint.pdf)**

Create a New Submission

Division of Revenue & Enterprise Services
Central Forms Repository & Payment Collection System

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Create A New Submission

Need help? Click here to view the PDF form submission instructions

Upload your PDF form

1. Select your PDF form: Browse...

**click the browse button to select the filled out form on your computer before clicking the "Upload your selected PDF form" button below.*

Submission agency & filing type

2. The selected submission agency: Department of Community Affairs

3. The selected filing type: New Jersey Government Records Council- Denial of Access Complaint (GRC_Complaint.pdf)

**If you haven't filled out the form using the free [Adobe Reader](#) and saved a filled in copy to your computer, please click [here](#) to download a blank copy of the form. Then fill in the form using the free [Adobe Reader](#) as per the forms instructions and save it to your computer before proceeding to step #1. Please proceed to step #1 if you have already filled out the form and are ready to upload. The system will not accept PDF forms that have been scanned or PDF forms that have been modified by other software.*

Options

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Complainants can **browse** on their computer for a completed and saved Denial of Access Complaint form and upload it through the application.

This screen message appears after upload

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Central Forms Repository & Payment Collection System

Main Menu Help Translate this Page Select Language Translation Disclaimer

Create A New Submission

There is no payment required for this filing. Please Click on The "Submit Your Form" Button to finalize the Submission

Need help? Click here to view the PDF form submission instructions

Upload your PDF form

*click the browse button to select the filled out form on your computer before clicking the "Upload your selected PDF form" button below.
Your uploaded PDF form: [Click here to download your uploaded form: GRC Complaint FormV5_prod_ext_data.pdf \(56.71 KB\)](#)

Change Your Uploaded PDF Form

Submission agency & filing type

2. The selected submission agency: Department of Community Affairs
3. The selected filing type: New Jersey Government Records Council- Denial of Access Complaint (GRC_Complaint.pdf)

**if you haven't filled out the form using the free [Adobe Reader](#) and saved a filled in copy to your computer, please click [here](#) to download a blank copy of the form. Then fill in the form using the free [Adobe Reader](#) as per the forms instructions and save it to your computer before proceeding to step #1. Please proceed to step #1 if you have already filled out the form and are ready to upload. The system will not accept PDF forms that have been scanned or PDF forms that have been modified by other software.*

Change Submission Agency / Filing Type

- The user will also be required upload, at the very least, the relevant OPRA Records Request form. Complainants should also upload any additional records (up to 20 MB) that are relevant to complaint.
- Click "Submit Your Form" for processing.

Optional Submission Attachment(s):

Submit additional attachments below:
Please Attach a copy of the OPRA Records Request form

File 1: Browse... Clear

Click the "Add" button to upload more files: *Please note, the maximum number of attachments is 5 and each file cannot exceed 5MB.

Optional Submission Comments:

Enter your comment below:

Submission & Payment Options

There is no payment required. Please Click on The "Submit Your Form" button to finalize the Submission

Options

Revenue: Home | Registrations | Certifications | Tax Filings | NJBGS | Refund Policy | Contact us Privacy Notice | Legal Statement | Accessibility Statement

A submission message appears after clicking the “Submit Your Form” button.

The screenshot displays the user interface of the Central Forms Repository & Payment Collection System. At the top, a blue header contains the text "Division of Revenue & Enterprise Services" and "Central Forms Repository & Payment Collection System". Below the header, a grey navigation bar includes "Main Menu" and "Help" buttons on the left, and "Translate this Page" with a right-pointing arrow, a "Select Language" dropdown menu, and a "Translation Disclaimer" link on the right. The main content area is titled "Create A New Submission" and features a red confirmation message: "Your PDF form was Submitted successfully." Below this message is a white box labeled "Options" containing two buttons: "Main Menu" and "View My Submissions". At the bottom of the page, a footer contains a navigation menu with links for "Revenue: Home", "Registrations", "Certifications", "Tax Filings", "NJBGS", "Refund Policy", and "Contact us" on the left, and "Privacy Notice", "Legal Statement", and "Accessibility Statement" on the right.

Users will also receive a confirmation email to the address provided at registration.