

Topic:	Update	Employer
Informa	tion	

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Summary: This document	
will demonstrate how to access	5
and update information	
pertaining to an Employer	
profile.	

This Guide is for:

Attorneys or Employer Administrative staff

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NJCourts Login

To begin, you will need to sign in with the nine character ID for your firm or legal institution (this type of ID likely begins with an "F", "H" or "L") and the password.

NOTE: If you forgot your password, or have never logged in with this ID it may be necessary to receive a temporary password. Please contact the Superior Court Clerk's Office at 609-421-6100 to obtain a temporary password.

.og in help	Enter user ID and password. If you hav password, login below.	e been provided with a temporary
To request information about your existing ID click Forgot User ID?	User ID *	Forgot User II
ollow the steps below if you're receiving Authentication Failed error message after logging in. Click the Forgot Password? link	F00000298	
2. Answer the security questions when prompted 3. An email will be sent to the email address used to activate the account	Password *	Forgot Password
4. Open the email and follow the instructions		-
f you are still not able to successfully login after resetting your password, please contact the Help Desk at 609-421-6100 and someone will ssist you.	Log	in
To access the New Jersey Courts website click NJCourts.gov	Resend Activation Email	
To access the New Jersey Courts website click NJCourts.gov	Resend Activation Email	



ESSO Landing Page

The ESSO (Enterprise Single Sign On) home page will display your Judiciary applications in the left-hand navigation menu.

1. Select Employer Registration and Payment.

New Jersey Courts		AF
Home	Home A	~
	New Jersey Courts - Portal Home Page	
	✓ Announcements	×
	Generic Message Internet Explorer Version Issue: There is a known issue with Internet Explorer Version 11 running on Windows 10 which is causing users to attempt to login multiple times unsuccessfully. If you encounter this issue, please use another browser (e.g., Chrome, Microsoft Edge, Safari, Firefi Show more	fox).
	Employer Registration and Payment Judiciary Account Charge System	



Two-Factor Authentication

It is necessary to select an additional verification method (SMS Text or Email) to authenticate user access to the **Employer Registration and Payment**.

- 1. Confirm verification method.
- 2. Enter One-Time Passcode sent to method selected.
- 3. Click Login.

Registration Home

The Employer Registration home screen will display tiles that correspond to actions you may initiate.

1. Select "Update Employer Information" to begin updating the employer profile.





Employer Information	Help	Employer Information								
After clicking the "Update		Employer								
Employer Information" tile, a		Name		ID		Email				
screen will display employer		CONNELL CONNE	LLS CAMASSA & YURO	F00000298		ERIC.DAWSO	N@LAB.JUDICIARY.STATE.NJ.US	A		
details.										
		Notification for 2	-Factor Authentication							
If required fields are not entered, it will not be possible		The cell phone an account security p an exemption, ple	d email information provided oreferences and for certain off ase contact Superior Court Cle	is not accessible to the pu icial business purposes. M erk's Office at (609) 421 -	ublic (unless the email addres Message and data rates may a 6100.	ss also has been provic apply for cell phone me	led for electronic filing). This info essages. You may edit the cell ph	rmation will be used to one or email address n	send alerts to help manage y low or in the future. If you req	our juire
to later perform some		Country		Cell Phone		Email		If you would like to r	make changes to this information,	Dage
employer functions like bulk		United States (+1)		6095551234		ERIC.DAWSON@	NJJUDLAB.NJCOURTS.GOV	(top right corner ava	star that contains your initials).	
pay for attorney registrations.										
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		TAdd administrat	lor							
		Address List								
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		2 HWY 356, STE 2	TRENTON	NEW JERSEY	08625	MERCER	UNITED STATES	609-633-7451	<i>a</i>	
		+Add Branch								
		If an address is no lo	nger associated to the firm, please	submit this form to Office of	f Attorney Ethics to delete the add	iress from your firm.				
										_
										Close
	Employer									
1 Confirm the Employer	Name		ID		Email					
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information if										
necessary Undate	Employer									
information and click	Name		ID		Email					
Save.	CONNELL CONNELLS CAP	MASSA & YURO	F00000298		ERIC.DA	AWSON@LAB.JUDI	CIARY.STATE.NJ.US	Save XCancel		
2010							L			





Select +Add Branch if a new branch needs to be created. Once branch information is entered, click Save.

5. Select Close when finished updating employer details.

Address List								
Address	City	State	Zip/Postal Code	e County		Country	Phone	
2 HWY 356, STE 2	TRENTON	NEW JERSEY	08625	MERCER		UNITED STATES	609-633-7451	Ĩ
+Add Branch	r associated to the firm, please	submit this form to Office	of Attorney Ethics to delete	e the address from your f	irm.			
ddross List								
			7:- (2			6	D ia	
Jaress	City	State	21p/Postal Code	County		Country	Phone	<i>A</i>
HWY 356, STE 2	TRENTON	NEW JERSEY	08625	MERCER		UNITED STATES	609-633-7451	*
		Select State		Select C	ounty 🗸	Select Country		Save ×Cancel
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