

New Jersey Department of Health Portal Directions

How to Add a Center to your Account Updated 10/25/2022



1. Login to the <https://iehprogram.nj.gov/>.
2. Click on “Manager Users & Add Centers” at the top of the page and then select “Request Child Care Center Access”
3. On the right side of the page, click on the “Add Child Care Center” button
4. Click on the magnifying glass icon to bring up the search screen
5. In the search box you can enter the name or address of your center (you can enter partial information, but may have to use an *)
6. Check the box in front of the center you want to add
7. If you will be submitting applications for this center, answer “Yes” to “Do you need access to submit applications to the NJDOH for this center?”
8. Click on “Save & Close” button
9. Complete steps 3-8 for each center you need to add
10. When done, click the “Submit” button in the bottom left corner of the main Child Care Center Access Request page.
11. If done correctly, you will see a message that says, “Submission completed successfully.”

Once we receive the request, we will process it. When it is approved, we will send you an email indicating that the center has been added to your account.