

**NJDEP SAGE  
FIRST TIME USERS  
QUICK REFERENCE GUIDANCE**

1. Navigate to the NJDEP SAGE website:  
<https://njdepsage.intelligrants.com/Login2.aspx?APPTHEME=NJDEP>
2. First step is to register. Click on the “click here” link found in the second line of the Registration Instructions paragraph.
3. Enter all the information that has a red asterisk next to it. When complete, click the “SAVE” button found on the top right of the page.  
**NOTE:** For Program of Interest, select “Seafood Processors 2022”
4. A registration request will be sent to NJDEP who will confirm or deny within 72 hours. If the registration is denied, you will be contacted by an NJDEP employee with further details.
5. When approved, you will receive a confirmation email. Once you receive this email, you can sign-in to NJDEP SAGE using the link in #1 above.
6. Please note that you will need to be register in the State’s accounting system to receive a grant award payment. If you have never done business with the State of NJ previously, you will need to register on NJSTART to obtain a Vendor ID or “V” number. To do this, click on the “click here” link in the second line of the Vendor ID Registration paragraph.
7. In NJDEP SAGE, if you need to add additional members to your organization, follow the below steps: *[skip if you are the only member of your organization]*
  - a. Click on “My Organization(s)”
  - b. Click on “Organization Members”
  - c. Click on “Add Members”
  - d. Click on “New Member”
  - e. Enter all the information that has a red asterisk next to it
  - f. Click the “Save & Add to Organization” button
8. Once all members of your organization have been added, you can start your application
9. From your homepage, under the “View Available Opportunities” heading, click the “View Opportunities” button
10. Using the drop-down box next to “My Opportunities” select “Seafood Processors 2022” and click the “Filter” button
11. Scroll to the bottom of the grant opportunity information and click the “Apply Now” button
12. Navigate to and hover over the “Forms Menu” link. A floating sub-menu will appear with the 3 forms that need to be completed in their entirety [Applicant Information, Eligibility, Expense Reimbursement Calculation]

13. Once all forms have been completed and no errors are showing, navigate to and hover over the "Status Change" link
14. To submit your application, click the "Apply Status" button under "Application Submitted"
15. On the next screen with the header of "Agreement", you can add any comments related to your application submission. To officially submit your application, click the "I Agree" button on the bottom left of the page.

**NOTE:** Additional guidance/training/instructional material can be found under "My Training Materials" once you are able to access NJDEP SAGE. Each page and/or form within NJDEP SAGE should also contain specific instructions regarding completion and next steps.