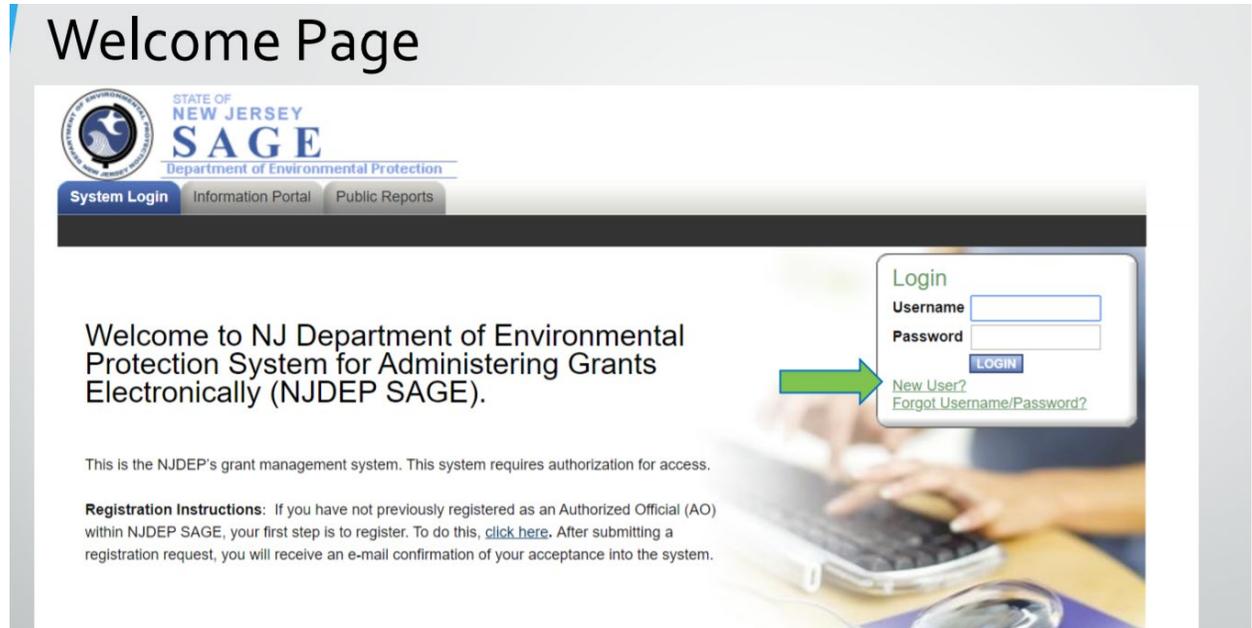


How to Register a New Organization

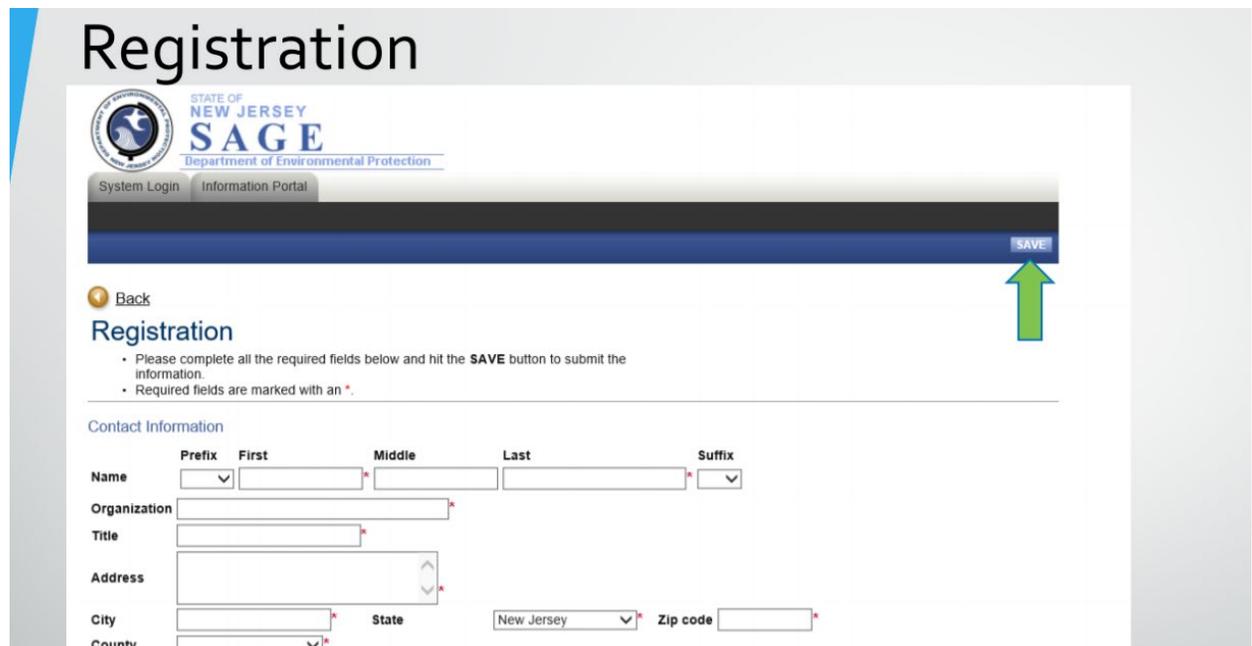
1. If your organization has not registered through the NJDEP SAGE system, please click on “New User?” on the home page to fill out the Registration Page.

Please Note: Only eligible applicants can register as a user. Consultants should be added as a member of the organization after the organization has been approved.



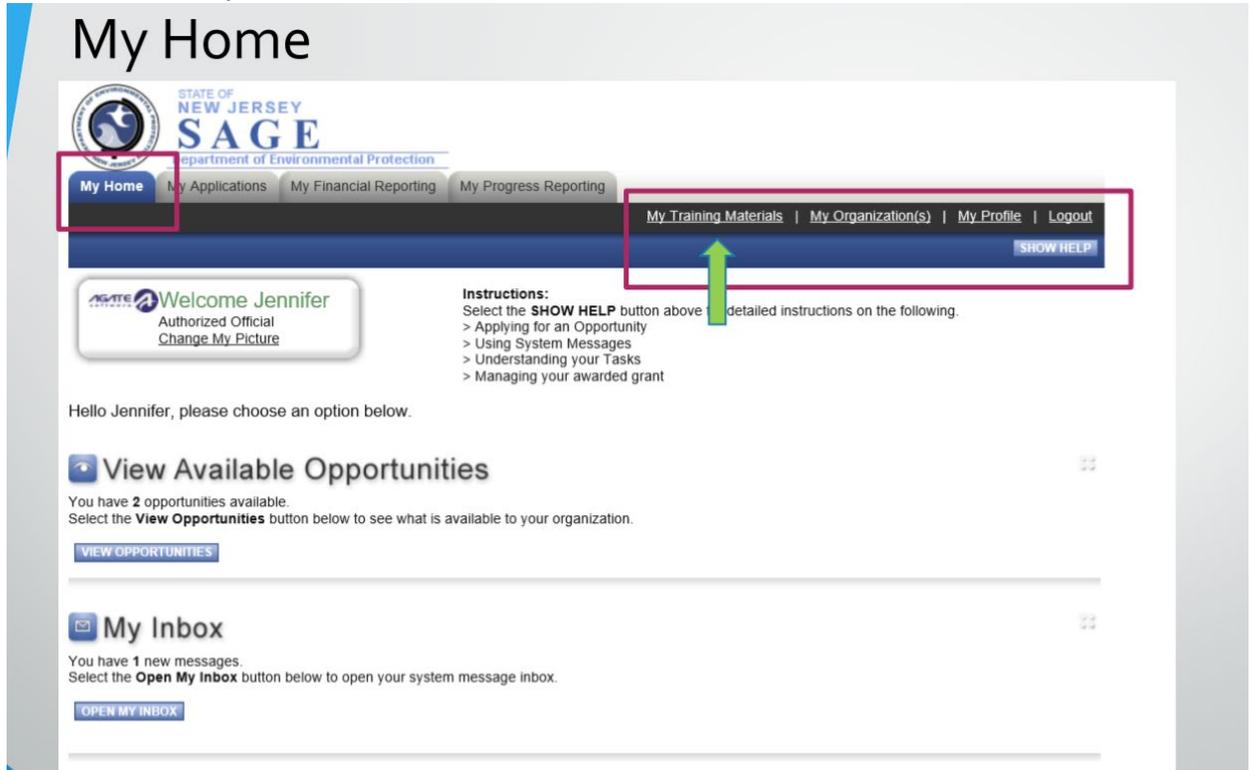
The screenshot shows the 'Welcome Page' of the NJDEP SAGE system. At the top left is the logo for the State of New Jersey Department of Environmental Protection. Below the logo are navigation tabs for 'System Login', 'Information Portal', and 'Public Reports'. The main heading reads 'Welcome to NJ Department of Environmental Protection System for Administering Grants Electronically (NJDEP SAGE)'. To the right, there is a 'Login' box with fields for 'Username' and 'Password', a 'LOGIN' button, and links for 'New User?' and 'Forgot Username/Password?'. A green arrow points from the 'New User?' link to the registration page. Below the heading, there is a paragraph explaining that the system requires authorization and providing 'Registration Instructions' for new users.

2. Once you fill out the Registration Page click on the “SAVE” button to submit. Within 72 hours, an email notification will be sent to let you know if you have been accepted into the system.



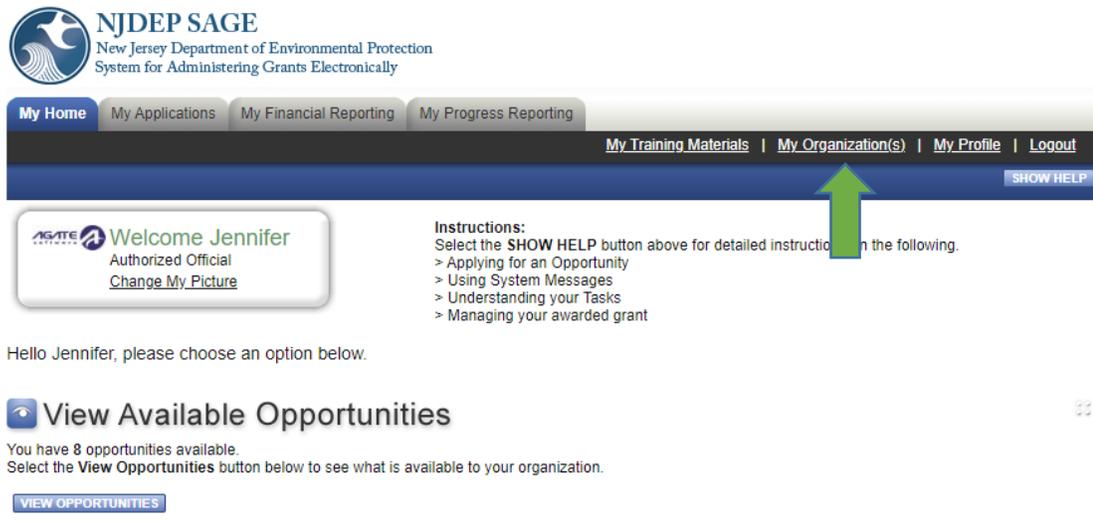
The screenshot shows the 'Registration' page. At the top left is the logo for the State of New Jersey Department of Environmental Protection. Below the logo are navigation tabs for 'System Login' and 'Information Portal'. A 'SAVE' button is visible in the top right corner, with a green arrow pointing to it. Below the navigation is a 'Back' link and the heading 'Registration'. There are two bullet points: 'Please complete all the required fields below and hit the SAVE button to submit the information.' and 'Required fields are marked with an *'. The 'Contact Information' section contains several form fields: 'Name' (with sub-fields for Prefix, First, Middle, Last, and Suffix), 'Organization', 'Title', 'Address', 'City', 'State' (with a dropdown menu set to 'New Jersey'), 'Zip code', and 'County'. Red asterisks indicate required fields.

3. Once logged in, you will be on the My Home Page. Here you will see My Training Materials, My Organizations, and My Profile on the banner at the top. My Training Materials will give you access to a manual for an overview of the system. To change your password or contact information, click on “My Profile”.

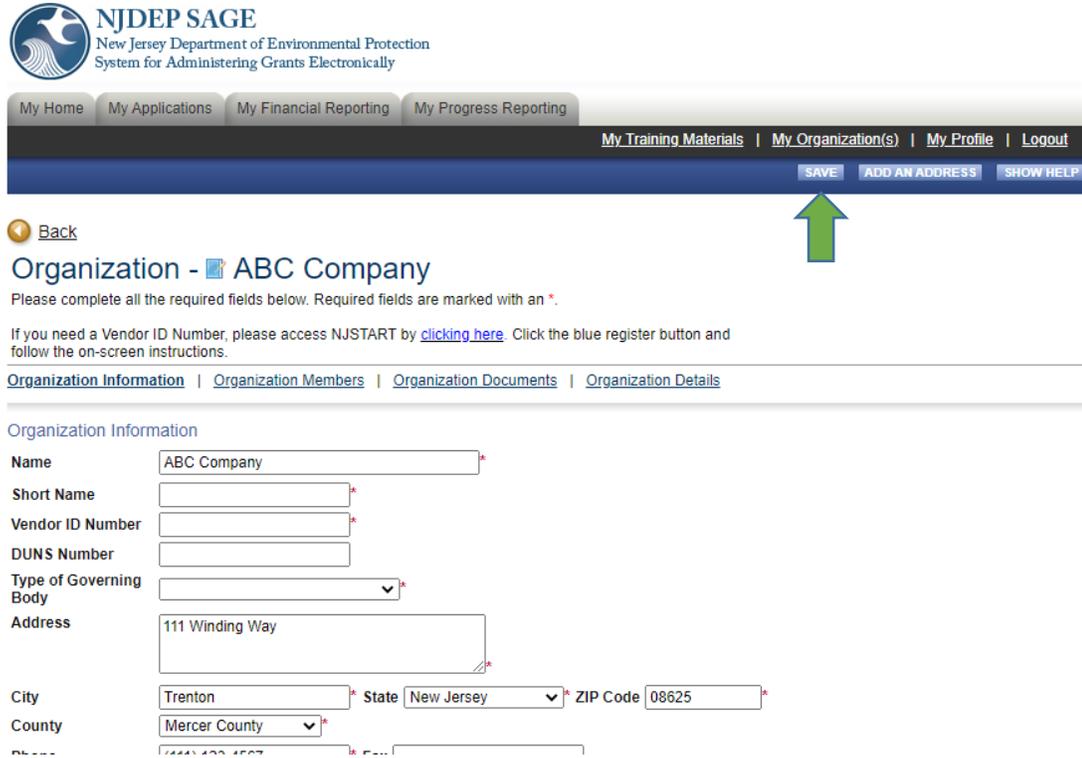


How to Add Members to Your Organization

1. To update your organization information or add members to your organization, click on “My Organizations” on the banner. **This is where you can add your Vendor ID number and DUNS Number which is required for the grant application.**



2. Once you are on the My Organizations page, you can update any information needed. Please remember to click the “SAVE” button once complete.



NJDEP SAGE
New Jersey Department of Environmental Protection
System for Administering Grants Electronically

My Home | My Applications | My Financial Reporting | My Progress Reporting

My Training Materials | My Organization(s) | My Profile | Logout

SAVE | ADD AN ADDRESS | SHOW HELP

Back

Organization - ABC Company

Please complete all the required fields below. Required fields are marked with an *.

If you need a Vendor ID Number, please access NJSTART by [clicking here](#). Click the blue register button and follow the on-screen instructions.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

Organization Information

Name: ABC Company *

Short Name: *

Vendor ID Number: *

DUNS Number: *

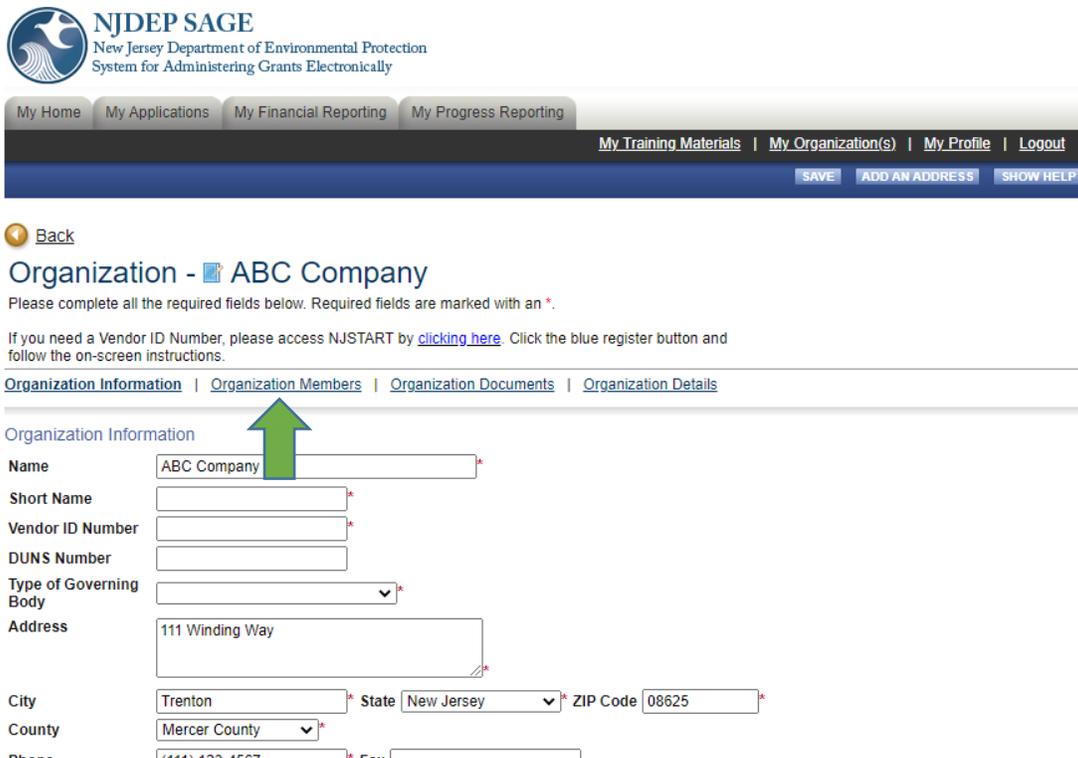
Type of Governing Body: *

Address: 111 Winding Way *

City: Trenton * State: New Jersey * ZIP Code: 08625 *

County: Mercer County *

3. To view members of the Organization, click on “Organization Members”.



NJDEP SAGE
New Jersey Department of Environmental Protection
System for Administering Grants Electronically

My Home | My Applications | My Financial Reporting | My Progress Reporting

My Training Materials | My Organization(s) | My Profile | Logout

SAVE | ADD AN ADDRESS | SHOW HELP

Back

Organization - ABC Company

Please complete all the required fields below. Required fields are marked with an *.

If you need a Vendor ID Number, please access NJSTART by [clicking here](#). Click the blue register button and follow the on-screen instructions.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

Organization Information

Name: ABC Company *

Short Name: *

Vendor ID Number: *

DUNS Number: *

Type of Governing Body: *

Address: 111 Winding Way *

City: Trenton * State: New Jersey * ZIP Code: 08625 *

County: Mercer County *

4. A list of members will appear, their role, and how many Active Documents they are assigned to. If a member is no longer with the organization, you can put an end date under “Active Dates” to disable their login. To add new Members, click on “Add Members”.

NJDEP SAGE
New Jersey Department of Environmental Protection
System for Administering Grants Electronically

My Home | My Applications | My Financial Reporting | My Progress Reporting

My Training Materials | My Organization(s) | My Profile | Logout

SAVE SHOW HELP

Back

Organization - ABC Company

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Sort By:	-----SELECT-----	Results Per Page	20	GO			
<input type="checkbox"/>	Person	Role	Active Dates	Active Documents	Assigned By	Modified By	Assignment Categories
<input checked="" type="checkbox"/>	Noblejas, Ms. Jennifer	Authorized Official	11/19/2019 -	4	Springer, Mr. Jay	11/19/2019	
1							

5. At the next page, click on “New Member”.

My Organization(s) – Organization Members

STATE OF NEW JERSEY SAGE
Department of Environmental Protection

My Home | My Applications | My Financial Reporting | My Progress Reporting

My Training Materials | My Organization(s) | My Profile | Logout

SAVE SHOW HELP

Back

Organization - ABC Company

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

- To add a member to your organization, select the **Add Members** link below.
- If a member has already added his/her information in the system, you can search for the member.
- If you need to add a member's information into the system, select **New Member**.
- For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Person Search

6. You will be directed to the Add/Edit Member page. Please fill out the new member information and click “SAVE and Add to Organization” button when complete.

NOTE: You must inform the New Member of their default username and password. Once logged in, they will be able to change it under the “My Profile” section.

NJDEP SAGE
New Jersey Department of Environmental Protection
System for Administering Grants Electronically

My Home | My Applications | My Financial Reporting | My Progress Reporting | My Training Materials | My Organization(s) | My Profile | Logout

SAVE & ADD TO ORGANIZATION | SHOW HELP

Back

Organization - ABC Company

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

Add/Edit Members

Administrators with the authority to add members to your organization can follow these steps:
Please complete the information below. All required fields are marked with an *.

Name	Prefix	First	Middle	Last	Suffix
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	<input type="text"/>				
Email	<input type="text"/>				
Username	<input type="text"/>				
Password	<input type="text"/>			Confirm Password	<input type="text"/>
Date Active	<input type="text" value="7/29/2021"/>			Date Inactive	<input type="text"/>
Role	<input type="text" value="-- Select --"/>				

7. To link a New Member to an Active Document, you must open the appropriate document/application and click on “Add/Edit People” under the Management Tools Section.

Management Tools- Add/Edit People

My Home | My Applications | My Financial Reporting | My Progress Reporting | My Training Materials | My Organization(s) | My Profile | Logout

Menu | Forms Menu | Status Changes | **Management Tools** | Related Documents and Messages

Back

Document Information: WQR-2019-ABC
[Details](#)

Info	Document Type
	Water Quality Restoration 2019

ADD/EDIT ORGANIZATIONS
Select the link above to manage the organizations associated with this document.

ADD/EDIT PEOPLE ←
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

MY ACTIVITIES SEARCH/REPORTS
Select the link above to perform a search and output the results from the My Activities.

Document Status	Period Date / Date Due
Application In Process	03/01/2019 - N/A N/A

DOCUMENT SNAPSHOT

- To begin or continue work on your application, please ensure appropriate staff have been assigned.
- To submit or cancel your application, please ensure appropriate staff have been assigned.
- Please ensure appropriate staff have been assigned.

Form you wish to fill out. Appropriate option.

8. Check mark the box next to the person and click the “SAVE” button. This will enable the new person to view/edit the document (depending on their role) and receive email notifications pertaining to this document.

Add/Edit People- Assign to Document

My Training Materials | My Organization(s) | My Profile | Logout

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back

Water Quality Restoration 2019 Menu - People

The functionality on this page will allow you add, delete or edit people on this document. Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results. Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people. After you perform your modifications, remember to select the **SAVE** button to save your changes.

Document Information: [WQR-2019-ABC Company-00165](#)

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Water Quality Restoration 2019	ABC Company	Authorized Official	Application In Process	03/01/2019 - N/A N/A

Person Search

Enter a name or partial name:

People Found

Person	Organization(s)	Role	Active Dates	Assigned By
<input type="checkbox"/> Jennifer Noblejas Email	New Jersey Department of Environmental Protection (Grant Manager)	-- Select --	12/11/2019	
<input type="checkbox"/> Jen Noblejas Email	Stony Brook-Millstone Watershed Association (Viewer)	-- Select --	12/11/2019	

How to Apply for A Request for Proposal (RfP)

1. At the My Home page, click on the “View Opportunities” button under View Available Opportunities.

My Home- My Inbox

Welcome Jennifer
Authorized Official
[Change My Picture](#)

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

Hello Jennifer, please choose an option below.

View Available Opportunities

You have **2** opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

- Under the appropriate Opportunity click on “Apply Now”. This system encompasses all grant programs within the NJDEP, so there may be other grants that you may be interested in applying to that will be available here.

My Home- My Opportunities

My Opportunities
To apply for an item listed below, select the **Apply Now** button below each description.

RESET MY OPPORTUNITIES

Provider:

Document Instance:

Due Date (From - To): -

FILTER

Water Quality Restoration 2019 for ABC Company
Offered By: Save The Trees

Applications Availability Dates:
03/01/2019-open ended

Applications Period:
03/01/2019-open ended

Applications Due Date:
not set

Description:

APPLY NOW **NOT INTERESTED**

Top of the Page

- Your document is now available. To fill out the Application Forms, hover over the Forms Menu and a list of all the pages will display. You must fill out each page of the application and click the SAVE button on each page.

Forms Menu – Initial Application Forms

Forms Menu

Status	Page Name	Note
	Initial Application Forms	
	Profile Information	
	Project Details	
	Project Location	
	Legislative/Congressional Districts	
	Waterbody Information	
	Best Management Practices Information	
	Project Proposal	

Current Status	Period Date / Date Due
Application In Process	03/01/2019 - N/A N/A

To get started for this application, please click on the "Status Changes" menu to submit the application.

4. When you are ready to submit your application, go to “Status Changes” and click the “Submit” button under Application Submitted. Or if you would like to Cancel the Application, click the “Submit” button under Cancel Application.

Menu – Status Changes

The screenshot displays the SAGE web application interface. At the top, the logo for the State of New Jersey SAGE Department of Environmental Protection is visible. Below the logo, there is a navigation bar with links for 'My Home', 'My Applications', 'My Financial Reporting', and 'My Progress Reporting'. A secondary navigation bar includes 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. A blue bar contains 'SAVE', 'SAVE&NEXT', and 'NEXT' buttons.

The main menu is located below the navigation bars and includes 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. The 'Status Changes' menu item is highlighted with a green arrow. A 'Possible Statuses' dialog box is open, showing two options: 'APPLICATION SUBMITTED' and 'CANCEL APPLICATION'. Each option has a 'SUBMIT' button and a green arrow pointing to it.

The background of the application shows a 'PROJECT DETAILS' section with the following fields:

- Project (RFP) Category: [Dropdown menu]
- Project Title: [Text input field, 0 of 200 characters]
- Estimated Project Duration in Months: [Text input field]
- Grant Amount Requested: [Text input field, \$0]

Instructions for the application process are listed below the project details:

- Fields with an * are required.
- After entering all information, click the 'Save' button.
- After clicking the 'Save' button, you will be taken to the 'Status Changes' page.
- To proceed to the next step, click the 'Submit' button.
- For detailed instructions, click the 'Details' link.

How to Retrieve an Application/Document

1. If a document is with you to perform an action, either to fill out an application or modify an application and you have not submitted it yet, the document will be under your “My Tasks” list on the My Home page.

My Home- My Tasks

The screenshot shows the SAGE My Home page. At the top, there is a navigation bar with links for My Home, My Applications, My Financial Reporting, My Progress Reporting, My Training Materials, My Organization(s), My Profile, and Logout. Below the navigation bar, there is a welcome message for Jennifer, an Authorized Official, with a link to Change My Picture. To the right, there are instructions for using the system, including links for Applying for an Opportunity, Using System Messages, Understanding your Tasks, and Managing your awarded grant. Below the instructions, there are three main sections: View Available Opportunities (with 2 opportunities available), My Inbox (with 1 new message), and My Tasks (with 1 new task and 0 critical tasks). The My Tasks section is highlighted with a red box, and a green arrow points to the 'OPEN MY TASKS' button. At the bottom of the page, there is a 'Top of the Page' button and a copyright notice for Agate Software, Inc.

2. You will click on the Name ie. “WQR-2019-ABC Company-00165” to open the document.

My Tasks – Grant Document

The screenshot shows the My Tasks page. At the top, there is a 'My Tasks' header with a checkmark icon. Below the header, there are options for 'Export Results to' (Screen) and 'Sort by' (-- Select --). Below these options is a table with the following data:

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Water Quality Restoration 2019	ABC Company	WQR-2019-ABC Company-00165	Application In Process	11/19/2019	

A green arrow points to the 'Name' column of the table. Below the table, there is a 'CLOSE MY TASKS' button.

3. If the document is not available through your My Tasks list, you will go to the “My Applications” tab, enter the Application Name, and click on the “Search” button. A list of results will display and you will click on the Name to open the document.
NOTE: It is best to leave the Status Field blank and just use the Application Name field to search for your document. Any part of the Application Name will search for the document, ie. 0165. All other fields should remain blank.

My Applications

STATE OF NEW JERSEY
SAGE
Department of Environmental Protection

My Home **My Applications** My Financial Reporting My Progress Reporting

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

[Back](#)

My Applications

Use the search functionality below to find a specific Application.

Search Applications

Application Types

Application Name

Status

Year

Export Results to Sort by:

Number of Results 1

Document Type	Organization	Name	Current Status	Year
Water Quality Restoration 2019	ABC Company	WQR-2019-ABC Company-00165	Application In Process	2019