



## SAGE: Annual Agency Information Update

When show on you Task List Start Menu require action. Click on “**Click here to create and updated Agency Information Update**” or “**View All Agency Information Updates**”.

The screenshot shows the SAGE system interface. At the top left is the 'NJDCA SAGE' logo. On the right, it displays 'User Agency: [redacted]', 'Access Level: Agency Authorized Official', 'User: [redacted]', and 'Help' and 'Logout' buttons. Below the header is a 'Start Menu' with 'Agency Info' selected. A green box contains a welcome message and a file size limit notice: 'FYI - The file size limit for any upload (attachment) in the system is equal or less to 5 MB (5,000 KB). You do not have any system messages.' The 'Task List: Actions Required' section shows a tree view with 'Agency Information Update' expanded, and a link 'Click here to create a new Agency Information Update' circled in red. The 'Quick Links' section lists several options, with 'View All Agency Information Updates' circled in red and a red arrow pointing to it.

**Note:** Only the Agency Authorized Official or Agency Administrator can submit an Agency Information Update.

### SEARCH AGENCY INFORMATION UPDATES

Click on “**Create Update**” button. Continue the next page.

The screenshot shows the 'SEARCH AGENCY INFORMATION UPDATES' page. At the top left is a 'Back to Main Menu' link. The title is 'SEARCH AGENCY INFORMATION UPDATES'. Below the title are instructions: 'Instructions: To create/update your Agency Information Update, click the **Create Profile** button below (if available) to create a new Agency Information Update. To locate an existing Agency Information Update, enter your search criteria in the form below and click the **Search** button. Click the **Clear** button to clear the search criteria and start a new search. The search results matching the search criteria you entered will appear in a grid at the bottom of the page.' Below the instructions is a search form titled 'Agency Information Update Search'. The form has fields for 'Status' (a dropdown menu), 'Date Submitted' (two date input fields with 'to' between them), 'Date Approved' (two date input fields with 'to' between them), 'Agency Number' (a text input field), and 'Legal Name' (a text input field). At the top right of the form are 'Search', 'Clear', and 'Create Update' buttons. The 'Create Update' button is highlighted in yellow and a red arrow points to it. At the bottom of the form are 'Search', 'Clear', and 'Create Update' buttons. At the bottom of the page, it says 'Powered by IntelliGrants' on the left and 'Copyright 2000-2005 Agate Software' on the right.

## AGENCY INFORMATION UPDATE

Select **“Edit”** and update all fields with the correct information.

The screenshot shows the NJDCA SAGE interface. At the top left is the logo. At the top right, it displays 'User Agency: [redacted]' and 'Access Level: Agency Authorized Official'. Below this is a navigation bar with 'Start Menu', 'Agency Info', 'User: [redacted]', 'Help', and 'Logout'. The main content area is titled 'AGENCY INFORMATION UPDATE' and includes instructions: 'Click on the links below to begin completing/updating your Agency Information Update.' Below the instructions is a form with fields for 'Agency Information Update', 'Agency:', 'Status: In Progress', and 'Certificate of Corporation: N/A'. At the top right of the form are 'Submit Update' and 'Delete Update' buttons. Below the form is a tabbed interface with 'Agency Information', 'Service Areas', 'Grant - Transfer Ownership', and 'Comments'. Under the 'Agency Information' tab, there is an 'Edit' button highlighted with a red box and a red arrow pointing to it, and a 'Search' button.

Click **“Save”**, then select **“Submit Update”**.

This screenshot is similar to the previous one, showing the 'AGENCY INFORMATION UPDATE' page. The 'Submit Update' button is now highlighted with a red box and a red arrow pointing to it. The 'Edit' button is no longer highlighted.

Select **“Yes”** to ensure and finalize your update.

Your update is now complete. DCA will review and process your update information.