

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

1. Navigate to the NJDEP SAGE website: <https://njdepsage.intelligrants.com>
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 “Marine Fisheries COVID-19 CARES Act Assistance 2020”*
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. 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
7. Once all members of your organization have been added, you can start your application
8. From your homepage, under the “View Available Opportunities” heading, click the “View Opportunities” button
9. Using the drop-down box next to “My Opportunities” select “Marine Fisheries COVID-19 CARES Act Assistance 2020” and click the “Filter” button
10. Scroll to the bottom of the grant opportunity information and click the “Apply Now” button
11. Navigate to and hover over the “Forms Menu” link. A floating sub-menu will appear with the 4 forms that need to be completed in their entirety [Applicant Info, Eligibility, Revenue Information & Certification]
12. Once all forms have been completed and no errors are showing, navigate to and hover over the “Status Change” link
13. To submit your application, click the “Apply Status” button under “Application Submitted”

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.