

Updating Your SAGE Information

This guide will assist you in the process of checking and updating your SAGE information. It is important that your contact information and organizational profile in SAGE is accurate and up to date, as applicants with outdated, incorrect, or missing information risk missing out on important updates and information.

Individual User Profiles

To confirm your personal account information, please log in to SAGE. This will take you to the MAIN MENU (shown below).

STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

Home | Calendar | Documents

Reports | Training Materials | Organization(s) | Profile: | Logout

SHOW HELP

Welcome
Authorized Official
[Change 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 , please choose an option below.

View Available Opportunities

You have **22** opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

My Inbox

You have **47** new messages.
Select the **Open Inbox** button below to open your system message inbox.

[OPEN INBOX](#)

To confirm or change your personal contact information, click on the “Profile” link located in the black bar at the top of the page. This will take you to a page (shown below) that allows you to view and update your email address, password, and other important information. If you do make any changes, please be sure to click the SAVE button before leaving the page.

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Profile

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

Contact Information

Name	Prefix <input type="text"/>	First <input type="text"/> *	Middle <input type="text"/>	Last <input type="text"/> *	Suffix <input type="text"/>
Organization	<input type="text"/> *				
Title	<input type="text"/>				
Address	<input type="text"/> *				
City	<input type="text"/> *	State	<input type="text"/>	Zipcode	<input type="text"/> *
County	<input type="text"/>				
Phone #1	<input type="text"/> *	Phone #2	<input type="text"/>		
Fax	<input type="text"/>	Cell Phone	<input type="text"/>		
Email	<input type="text"/> *				
Website	<input type="text"/>				
Username	<input type="text"/> *				
Password	<input type="text"/> *	Confirm Password	<input type="text"/> *		
District Assignment	<input type="text"/>				
Region Assignment	<input type="text"/>				

In some cases, some fields may be locked for editing. If you encounter an error in one of these fields, please contact the New Jersey Historical Commission so that we can address the error.

Organizational User Profiles

Just as individual users of SAGE all have individual profiles that require periodic review and updating, each organization also has its own profile that requires periodic review and updating.

To confirm and update your organizational information, please click on the "Organization (s)" link in the black row at the top of the screen. This will take you to the page shown below.

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Organization - NJSAGE_DOS

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

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

Organization Information

Name	<input type="text"/>	*
Federal Tax I.D. Number	<input type="text"/>	*
DUNS Number	<input type="text"/>	
SAM CAGE Code	<input type="text"/>	
Address	<input type="text"/>	*
City	<input type="text"/>	*
State	<input type="text"/>	*
Zipcode	<input type="text"/>	*
County	<input type="text"/>	*
Phone	<input type="text"/>	*
Fax	<input type="text"/>	
Email	<input type="text"/>	
Website	<input type="text"/>	

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When updating your organizational information, do not forget to click the 'Organization Details' link located at Additional Profile Information' link, shown below.

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Organization - NJSAGE_DOS

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

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

Organization Information

Name	<input type="text"/>	*
Federal Tax I.D. Number	<input type="text"/>	*
DUNS Number	<input type="text"/>	
SAM CAGE Code	<input type="text"/>	
Address	<input type="text"/>	*
City	<input type="text"/>	*
State	<input type="text"/>	*
Zipcode	<input type="text"/>	*
County	<input type="text"/>	*
Phone	<input type="text"/>	*
Fax	<input type="text"/>	
Email	<input type="text"/>	
Website	<input type="text"/>	

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You will need to select the 'Additional Profile Information- Required for applicants to the NJ Department of State' link on the following page.

Organization Details

Status	Page Name	Note	Created By	Last Modified By
	NJ State Council on the Arts Board Chart			
	Additional Profile Information – Required for applicants to the NJ Department of State			
	Additional Profile Information – Required for applicants to the NJ Department of Education			
	Additional Profile Information – Required for applicants to the NJ Department of Human Services			
	Additional Profile Information – Required for applicants to the NJ Department of Health			
	Additional Profile Information – Required for applicants to the NJ Department of Law and Public Safety			
	Organization Vendor Numbers - Payee Name and Address			

You will then need to complete the following form.

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

ADDITIONAL NJDOS ORGANIZATIONAL PROFILE INFORMATION

NOTE: This information is only required if you will be/are currently applying for a grant opportunity provided by the NJ Department of State (Council on the Arts, Historical Commission, Office of Faith-Based Initiatives, Travel and Tourism, and Center for Hispanic Policy Research and Development).

Instructions:

- Please enter all requested information.
- When you have finished filling out this page click the **SAVE** button.
- Click the **Main Menu** link in the top left corner of this screen to return to the Main Menu.

Charities Registration # (Click [HERE](#) for more information) CH Example: CH 1234567 *

Please upload proof of your Charities Registration number in the box provided. No file chosen

Organization Exempt EX or EXE

Division of Revenue registration number (Click [HERE](#) for more information) Certificate Number Example: Certificate Number 1234567 *

Please upload proof of your Division of Revenue Registration number in the box provided. No file chosen

Congressional District of Applicant
 (If your organization exists outside of New Jersey check this box and leave the above box blank)

State Legislative District of Applicant
 (If your organization exists outside of New Jersey check this box and leave the above box blank)

Date of Incorporation (MM/DD/YYYY)

Fiscal Year Ends (MM/DD) *

Executive Director of Organization

Prefix First Name Last Name Suffix Title

Project Director

Prefix First Name Last Name Title

As in the case of your individual profile, please remember to click the SAVE button before navigating away from any page. Information that is entered into any form will not be saved unless you click the SAVE button.

In some cases, some fields may be locked for editing. If you encounter an error in one of these fields, please contact the New Jersey Historical Commission so that we can address the error.