



Introduction to Using SAGE NJ's System for Administering Grants Electronically

To access New Jersey Historical Commission (NJHC) grant opportunities, an organization must be registered in the State of New Jersey's grant management system called SAGE: The System for Administering Grants Electronically. This system requires authorization for access.



Accessing NJ Historical Commission (NJHC) Grants in SAGE

Section 1: Accessing SAGE

Section 2: Logging In – The Basics

Section 3: Creating and Submitting Your Application

Section 4: Tips, Tricks and Things to Remember

PLEASE NOTE: If you have any questions about creating a SAGE account or technical questions about an existing SAGE account, please contact Shawn Crisafulli at Shawn.Crisafulli@sos.nj.gov or by phone at 609-826-3945.



SECTION 1

Accessing SAGE

www.sage.nj.gov



There are multiple versions of SAGE. The NJ Historical Commission uses “Blue SAGE.” Be sure the login page looks like this to ensure you are in Blue SAGE.

STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

System Login Portal Home

Welcome to the State of New Jersey System for Administering Grants Electronically (SAGE)

This is the State of New Jersey's grant management system. This system requires authorization for access. If you do not have a username and password please click the **New User** link to request access to the site.

NOTE: Counties and municipalities are already established SAGE user agencies. New user access is established by your agency's officials in [DCA SAGE](#).

Helpful Links

- [Reset Your Password](#)
- [SAGE Help Desk and Support Services](#)
- [Search programs available through SAGE](#)
- [Request Access to SAGE](#)
- [Dept of State Applicant User Guide](#)

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SAGE System Requirements

Operating System

- NJ Department of State (DOS) SAGE was designed to work with both of the two most common computer operating systems - Windows and Macintosh.

World Wide Web Connection

- NJDOS SAGE is an Internet application. It is accessed via the Internet and was specifically designed for Internet usage.

Web Browser

- This system was designed to be compatible with common up-to-date web browsers. Google Chrome is the recommended browser when using SAGE.

Adobe Acrobat Reader

- Adobe Acrobat Reader is used to view PDF documents. The system will generate grant documents in PDF format using information that has been saved into the various narrative and budget pages.



SECTION 2

Logging In – The Basics



NJDOS SAGE System Home Page

If you are a new user - click on ***New User***.

If you have forgotten your username or password – click on ***Forgot Username/Password***.



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A login form titled "Login" with a background image of hands typing on a laptop. It contains two input fields: "Username" and "Password". Below the fields is a blue "LOGIN" button. At the bottom of the form are two links: "New User" and "Forgot Username/Password?".

Helpful Links

- [Reset Your Password](#)
- [SAGE Help Desk and Support Services](#)
- [Search programs available through SAGE](#)
- [Request Access to SAGE](#)
- [Dept of State Applicant User Guide](#)



New User



System Login Portal Home

SAVE

[Back](#)

Registration

NOTE: Municipality and County Authorized Official and staff must not make changes here. You should make any necessary changes in NJDCA SAGE.

If you are a municipality or county staff please [Click Here](#). You must first access the DCA SAGE system to gain access to Statewide SAGE.

The 'Username' field must consist of all letters and numbers and must be between 5 and 20 characters long.

The 'Password' fields must consist of all letters and numbers and must be between 7 and 20 characters long.

Contact Information

Federal Employer Tax ID Number (FEIN) *

Granting Department/Agency *

Name
Prefix First * Middle Last * Suffix

Organization *

Title

Address *

City * State New Jersey * Zipcode *

County *

Phone #1 * Phone #2

Fax Cell Phone

Email *

Website

Username *

Password * Confirm Password *



Select:
Department of State – NJ
Historical Commission

[Top of the Page](#)



Forgot Username/Password



System Login

Portal Home

 [Back](#)

Forgot Your Password?

Please enter the following information to reset your password.

You will be e-mailed a new password if a matching e-mail address is found.

Please enter your username




[Forgot Username?](#)

Please enter your e-mail address



[RESET MY PASSWORD AND E-MAIL ME THE NEW ONE](#)

 [Top of the Page](#)

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Registration

- Enter your organization's (F)ederal (E)mployer (I)dentification (N)umber
- Select the **Department of State – NJ Historical Commission** as the Granting Department
- Complete the user form in its **entirety**.
- The 'Username' field must consist of all letters and numbers.
- The 'Password' field must consist of all letters and numbers and must be at least 7 characters long.
- The fields 'Password' and 'Confirm Password' must be the same.
- **Please keep record of your username and password.**
- The Person who is to be the Authorized Official for the Organization completes the page, including Organization and title.
- **Please create an account for each person in your organization who will need to access documents in SAGE.**
- If Organization and Title are not included your validation will be delayed.
- Click “Save” to save the data.



Registration (*continued*)

- NOTE: Once you create a user account and gain access to the system, you will never have to request access again. Once you have saved your contact information, your account must then be approved by a Department of State administrator before you can access the system.
- **Note: Access and approval of registration is NOT automatic.**
- If you attempt to log in to the system prior to getting approved/validated by a system administrator you will receive the following message: *Your account has not been validated yet.*
- **When access has been granted you will receive an email message confirming that your account has been validated.**



Main Menu - HOME

Hello DOS, please choose an option below.

- 1 – Documents Tab
- 2 – Training Materials
- 3 – Organization(s)
- 4 – Profile
- 5 – Log Out
- 6 – View Available Opportunities
- 7 – My Inbox
- 8 – My Tasks

Export Results to Sort by:

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	OFBI Direct Service 2015	DOS Quality Control Inc.	OFBI15DSP-089	Application in Process	3/9/2015	



Items to Edit - Profile

STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

Home | Calendar | Documents | Expenditure Reports

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

SHOW HELP

Welcome DOS
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 DOS, please choose an option below.

Click on Profile

View Available Opportunities

You have **21** opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.

VIEW OPPORTUNITIES

My Inbox

You have **8** new messages.
Select the **Open Inbox** button below to open your system message inbox.

OPEN INBOX

My Tasks

Export Results to Sort by:

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	OFBI Direct Service 2015	DOS Quality Control Inc.	OFBI15DSP-089	Application in Process	3/9/2015	



Verify Profile Information



Home | Calendar | Documents | Expenditure Reports

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

SAVE SHOW HELP

[Back](#)

Profile

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

Contact Information

Name	Prefix	First	Middle	Last	Suffix
	The Honorable	DOS		Quality Control	
Organization	DOS Quality Control Inc.				
Title	Quality Control Official				
Address	225 West State Street				
City	Trenton	State	New Jersey	Zipcode	08625
County	Mercer County				
Phone #1	(609) 555-5555	Phone #2			
Fax			Cell Phone		
Email	donotrespond@agatesoftware.com				
Website					
Username	DOSQC				
Password			Confirm Password		
District Assignment					
Region Assignment					

Make sure all information is correct and current. The email address listed here should be the main contact for communicating with the NJ Historical Commission.

Organization Information

Organization	Role	Active Dates	Assigned By
DOS Quality Control Inc.	Authorized Official	10/03/2013 - open ended	Schaum, Mr. William
NJSAGE_DOS	TRAV Reviewer	05/26/2015 - open ended	Karr, Colleen



Items to Edit - Organization

STATE OF NEW JERSEY
SAGE
System for Administering Grants Electronically

Home | Calendar | Documents | Expenditure Reports

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

SHOW HELP

Welcome DOS
Authorized Official
[Change Picture](#)

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Hello DOS, please choose an option below.

Click on the Organization(s) link.

View Available Opportunities

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[VIEW OPPORTUNITIES](#)

My Inbox

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[OPEN INBOX](#)

My Tasks

Export Results to Sort by: [GO](#)

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	OFBI Direct Service 2015	DOS Quality Control Inc.	OFBI15DSP-089	Application in Process	3/9/2015	



Verify Organization Information and Additional Profile Information



Home | Calendar | Documents | Expenditure Reports

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

SAVE SHOW HELP

[Back](#)

Organization - DOS Quality Control Inc.

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

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

Organization Information

Name	DOS Quality Control Inc. *		
Federal Tax I.D. Number	100009999 *		
DUNS Number			
SAM CAGE Code			
Address	225 West State Street *		
City	Trenton *	State	New Jersey * Zipcode 08625 *
County	Mercer County *		
Phone	(609) 555-5555 *	Fax	
Email			
Website			



Make sure all information is correct for your organization.

Then click on Organization Details for the Additional Profile Information page.



Additional Profile Information



System for Administering Grants Electronically

Home | Calendar | Documents | Expenditure Reports

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

ADD NOTE | SHOW HELP

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

Back

My Organization Information

Please complete all required forms below.

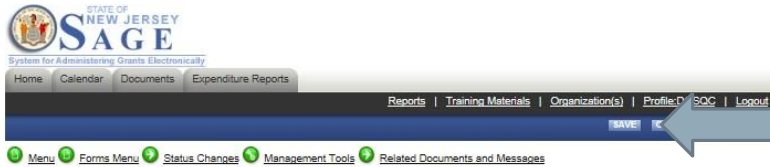
[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

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			

Click on the DOS link for the Additional Profile Information page.

Additional Profile Information



Make sure to click the **SAVE** button.



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.

Organization Exempt EX or EXE

Division of Revenue registration number (Click [HERE](#) for more information) (enter 0 if other Governmental Agency (County, Municipality or School Board)) Certificate Number Example: Certificate Number 1234567*

Please upload proof of your Division of Revenue Registration number in the box provided.

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)*

DO NOT PUT A ZERO
(Unless you are exempt)

Executive Director of Organization

Prefix	First Name	Last Name	Suffix	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Project Director

Prefix	First Name	Last Name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Board President or Chairman

Prefix	First Name	Last Name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Address:

Address 2:

City:

State:

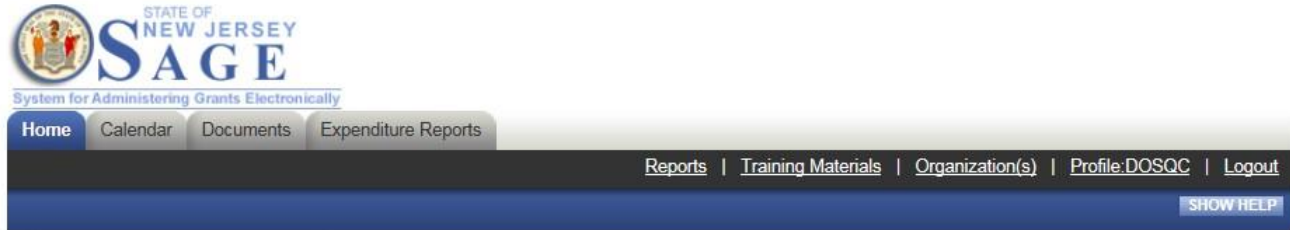
Zipcode:

Phone: (mm) mm-xxxx

Complete ALL information including information in blue box.



Your SAGE Inbox



Hello DOS, please choose an option below.

View Available Opportunities

You have 21 opportunities available. Select the **View Opportunities** button below to see what is available.

[VIEW OPPORTUNITIES](#)

My Inbox

You have 8 new messages. Select the **Open Inbox** button below to open your system messages.

[OPEN INBOX](#)

My Tasks

Export Results to [Screen](#) Sort by: [-- Select --](#)

Info	Document Type	Organization
	OFBI Direct Service 2015	DOS Quality Co



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[VIEW OPPORTUNITIES](#)

My Inbox

Sort inbox messages by: [-- Select --](#) [GO](#) | [View All System Messages](#)

	Priority	Sender	Subject	Date/Time
<input type="checkbox"/>		Betlow, Ms. Chelsea	PLEASE DISREGARD PREVIOUS EMAIL ABOUT ATTACHMENT C	4/11/2016 3:58:51 PM
<input type="checkbox"/>		Betlow, Ms. Chelsea	ATTACHMENT C'S ARE UPLOADED IN YOUR AIDS16RWB GRANTS IN SAGE - PLEASE REVIEW	4/11/2016 2:14:57 PM
<input type="checkbox"/>		Betlow, Ms. Chelsea	Request for Applications (RFA) - Care and Treatment Services- State 2017	2/9/2016 4:20:56 PM
<input type="checkbox"/>		System, Grant	New Jersey SAGE System Downtime	1/25/2016 9:10:13 AM
<input type="checkbox"/>		Betlow, Ms. Chelsea	DOH RFA for RWB Funds - Reminder	11/18/2015 3:41:27 PM

If you click on Open Inbox, your new messages will appear and options to retrieve your old messages as well.



Your SAGE Tasks



Home | Calendar | Documents | Expenditure Reports

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

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[Change Picture](#)

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My Tasks are items that need your attention. There may be an application/report in process or even a payment voucher requiring a signature.

This is a list of your TO DOs



