

1. Introduction

This user guide is provided to assist applicants with the New Jersey Division of Travel and Tourism application submission process through the System for Filing Grants Electronically (SAGE). It addresses technical requirements, user assignment, declaration of intent and application initiation and submission. For information on the Division's funding programs, including funding areas, program priorities, criteria and eligibility requirements, please consult the program guidelines for which you wish to receive support at www.visitnj.org.

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2. System Requirements

New Jersey Department of State (NJDOS) SAGE was designed so that the majority of computer users will be able to use the system with few or no changes to their computer environment. The four requirements that are mentioned below are common computer elements that are already present on most machines.

The NJDOS SAGE system requirements listed below can also be viewed on the system itself by clicking the “review the system requirements” link from the system homepage.

2.a. Operating System

NJDOS SAGE was designed to work with both of the two most common computer operating systems - Windows and Macintosh. It has not been tested and is not supported on other operating systems such as Linux and Unix. Users accessing the system from a Macintosh environment are required to have MacOS 7.5 or higher running on a PowerPC processor. Windows users are required to have an operating system that is Windows 95 or higher.

2.b. World Wide Web Connection

NJDOS SAGE is an Internet application. It is accessed via the Internet and was specifically designed for Internet usage. For the purpose of accessing NJDOS SAGE, the standard Internet connection is via a modem connection. A modem is a piece of hardware that connects to the computer to send data through a phone line to and from the computer. Internet connections that are "faster" than a modem connection, such as cable and DSL, will improve the speed at which the system operates, but are not necessary in order to use the system. If you are in an office environment, you may already have an Internet connection, but if you are unsure, please contact your organization's network administrator.

For those using a dial-up connection over a modem, it is highly recommended that you have a modem connection speed of at least 33.6 kbps (kilobits per second).

2.c. Web Browser

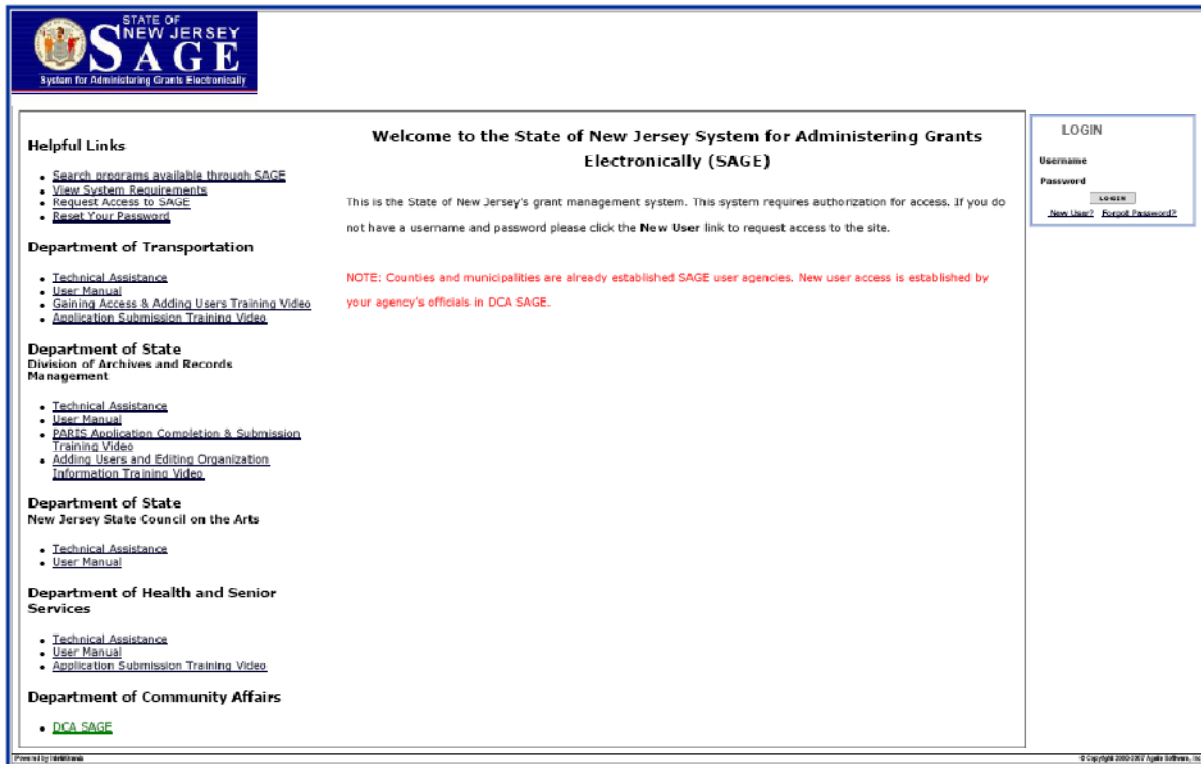
This system was designed to be compatible with common up-to-date web browsers including Internet Explorer, Firefox, Safari, and Opera.

2.d. Adobe Acrobat Reader

Adobe Acrobat Reader is used to view PDF (Portable Document Format) documents. The system will generate grant documents in PDF format using information that has been saved into the various narrative and budget pages. Using Adobe Acrobat Reader you may choose to view, print, or save these documents. If you do not have a copy of Adobe Acrobat Reader, you can go to www.Adobe.com and download one for free.

3. NJDOS SAGE System Homepage

To access SAGE, type www.sage.nj.gov into the address bar of your web browser and hit "Enter". The page you see should look like the image shown below.



3.a. Browser Configuration

In order to avoid various browser-related restrictions unnecessarily placed on NJDOS SAGE please make the following configuration changes for the web-browser that you are using.

3.a.1 Internet Explorer

If you are using Internet Explorer, it is recommended that you add the NJDOS SAGE homepage to your list of trusted sites. To do this, please complete the following steps:

- 1) Click "Tools"
- 2) Click "Internet Options"
- 3) Click the "Security" tab
- 4) Click "Trusted Sites"
- 5) Click the "Sites" button
- 6) In the "Add this Web site to the zone:" textbox type www.sage.nj.gov
- 7) Click the "Add" button
- 8) Click the "OK" button, and then click the "OK" button again

4. Gaining access to SAGE if you are a non-profit organization

In order to use the system you must first be granted access to it.

If you are a non-profit organization to create a new user account:

1. From the NJDOS SAGE (sometimes known as the Blue SAGE Page) homepage (www.sage.nj.us) click the “New User?” link located in the “Login” section.

2. Complete the user form in its entirety.
3. Fill in all information as required. All items marked with an “*” are required.
4. The 'Username' field must consist of all letters and numbers.
5. The 'Password' field must consist of all letters and numbers and must be at least 7 characters long.
6. The fields 'Password' and 'Confirm Password' must be the same.
7. Make a note of your username and password.
8. The Person who is to be the Authorized Official for the Organization completes the page, including Organization and title. (See Section 5 “Applicant User Types” for definitions of Authorized Officials and other user types.)
9. If Organization and Title are not included your validation will be delayed. After entering the name of your organization please add (NJDTT).
10. Click “Save” to save the data.

NOTE: Once you create a user account and gain access to the system, you will never have to request access again. There is no need for multiple accounts within NJDOS SAGE. Having saved your contact information, your account must then be approved by a Department of State administrator before you can access the system.

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.

4b. Gaining access to SAGE if you are a county or municipality

If you are a county or municipality you are already in SAGE, but an Authorized Official from your county or municipality must create a new user account. The request is done through the New Jersey Department of Community Affairs (NJDCA) SAGE (sometimes known as the Green SAGE Page) at <https://njdcasage.state.nj.us/portal.asp>.

NJDCA SAGE and NJDOS SAGE are two different grant management websites used by the state of NJ that share information about users from Counties and Municipalities. Organization information and user contact information is shared and must also be edited in NJDCA SAGE if you are a member of a county or municipality.

The way in which you gain access to the NJDOS SAGE is by having an Authorized Official from your organization add you to the system. The Agency Administrator can also perform this task.

- 1) Your organization's Authorized Official will need to log into NJDCA SAGE at: <https://njdcasage.state.nj.us/portal.asp> and click on the Agency Information link at the top of the page.
- 2) The Authorized Official will then need to scroll down the page until they see the Agency Contacts section of the Agency Information Page.
- 3) The Authorized Official should see a list of people under the Agency Information section that are currently added to NJDCA SAGE for this Organization.
- 4) If you would like to add a new user to NJDCA SAGE as a member of your organization, you simply need to click the "Add" button and enter the new user's information. The form is pictured below. Once you have filled in all the required fields, click the "Save" button.
- 5) After this process is complete, login to www.sage.nj.gov and complete the registration process as if you were a non-profit organization. This step is necessary to allow you access to the New Jersey Division of Travel and Tourism forms.

Agency Contact
Save Cancel

Salutation	<input type="text"/> *
First Name	<input type="text"/> *
Middle Name	<input type="text"/>
Last Name	<input type="text"/> *
Correspondence Greeting:	Dear <input type="text"/> * [Last Name]
Suffix	<input type="text"/>
Title	<input type="text"/>
Address Street	<input type="text"/> 12 Mercedes Drive *
Address continued	<input type="text"/>
Address continued	<input type="text"/>
City	<input type="text"/> Montvale *
State	<input type="text"/> NJ *
Zip Code	<input type="text"/> 07645 *
County	<input type="text"/> 0200: Bergen *
Active	<input checked="" type="checkbox"/> *
System Security Level	<input type="text"/> *
Phone	<input type="text"/> *
Extension	<input type="text"/>
Fax	<input type="text"/>
Interest	<input type="text"/>
Email	<input type="text"/> *
Disable Drop Menus	<input type="checkbox"/>
Agency Type	
Executive Director	<input type="checkbox"/>

* = Required Field
Save Cancel

NOTE: You will use this NJDCA (Green) SAGE site **only** to edit your contact information. You will use NJDOS (Blue) SAGE site to create and submit your New Jersey Division of Travel and Tourism grant applications.

5. Applicant user types

After the registration process and once you have gained access to SAGE you will be able to assign user roles to various people in your organization. (**See instructions in section 6 below.**) There are three security roles defined for NJDOS SAGE users: 1) Authorized Officials, 2) Agency (i.e. organization) Administrator, and 3) Agency (i.e. organization) Staff. These roles have different security access to work on the applications. Once Authorized Officials are identified for each organization and their new user accounts created, the Authorized Officials may select and enter their own organization's staff into the system and assign them the roles of Agency Administrator or Agency Staff.

Authorized Officials and Agency Administrators will be able to:

- Edit and delete user account information for themselves and for Agency Staff
- Initiate and submit declarations of intent; initiate and submit applications
- Enter, update and delete information on applications
- Upload and attach files to applications
- Cancel applications before submission
- Access agreements to terms and conditions, contracts and payment vouchers
- Modify applications and forms when in the status of Modifications Required
- Check on the status of each application
- Assign and grant permissions to Agency Staff

Agency Staff will be able to:

- Edit their own user account information
- Enter, update and delete information on applications when permission is granted
- Upload and attach files to the applications when permission is granted
- Modify applications with status of Modifications Required when permission is granted
- Check on the status of applications when permission is granted

Security Roles	Control Access to Organization	Control Access to Application	Read	Write	Submit Application	Delete Application
Authorized Officials	X	X	X	X	X	X
Agency Administrators	X	X	X	X	X	X
Agency Staff			X	X		

6. Adding new users and assigning roles

For applicants to add new additional users to their organization after they have gone through the initial registration process and once approved in SAGE they should do the following:

1. The new staff member, not yet approved, must request access to SAGE on the login page.
2. Any already approved Authorized Official or Agency Administrator must login and click the name of their organization on the main menu to enter the profile.
3. Click Add Members
4. Type all or a portion of the new user's name, then click search.
5. Place a check in the box next to the user they want to add, select a role for them and enter a date in the first date box.
6. Click SAVE at the top or the bottom of their organization's profile.

This can be repeated as many times as needed.