

Signing up for SAGE

SAGE System Information and Application Instructions

To access the SAGE system log on to www.sage.nj.gov

If you are not registered for SAGE and you are not applying on behalf of a county or municipality, click on “Request Access to SAGE” on the left side of the screen.

If you are already registered do not register again.

Fill out the requested information. Some of the information may be used for correspondence so fill it out as it should appear on a formal letter.

The email address you provide will be the one that information will be sent to from the SAGE system, including help to reset your password. Keep track of your username and password as you will need these through the entire process. If you are staff and applying on behalf of someone authorizing the grant application, use that person’s email address and create a separate username and password for yourself.

If you have forgotten your password, click on the “Reset Password” option in the login box. You will be asked to enter your email address and login. The system will email your password to you if it finds a matching email address. Please note that you have to enter the email address that is in the system so that it can be matched to the username’s password. This is also the email address to which a new password will be sent.

Helpful hint: You should always make sure your SAGE account is up to date and assigned a valid email address. The Authorized Official should be the person who is ultimately responsible for the grant and can sign the contract.

Access is NOT automatic. Someone from Department of State will approve your request for access. **Please allow time for this to happen.**

Once you have requested and received access to SAGE, please review your organization’s profile information, to make certain the information is correct. Organizations will be able to review and update their information by clicking on the *Organizations* tabs at the top of the page. Once on your Organizations page, click on Organization Details, the “Additional Profile Information for applicants of NJ Department of State....” Please make sure ALL required information is completed.

On the *HOME* page, toward the top, you will see a box labeled *PROFILE: (name)*. This is your contact information. You can edit the information by clicking on the Profile button.

You will see applications available to you under *My Tasks* on the home page. You may also search all of your created documents by clicking on the grey Documents tab at the top of the page. In the future the two options will isolate current applications or reports you are currently working on and documents that you have submitted in the past.