

Frequently Asked Questions (FAQ's)

How do I gain access to NJDOT SAGE?

Counties and Municipalities

Requires a valid username and password managed through DCA SAGE. Each county and municipality should already have at least one valid authorized official within DCA SAGE. This same username and password are also used to log into NJDOT SAGE. Typically, there are two authorized officials for each county, a Freeholder and another County Administrative official. Also, there are typically two authorized officials for each municipality, the Mayor and a Clerk or Administrator. The authorized officials are responsible for adding members to their organization through DCA SAGE.

Consultants, Non-Profit, Schools, School Districts and School Boards

Requires a valid username and password managed through NJDOT SAGE. NJDOT will provide a valid username and password for one authorized official per organizational office location. This will be in response to on-line requests through the New User Link provided on the NJDOT login page. It will then be the responsibility of the authorized official to add new members to their organizations' office location through NJDOT SAGE.

My username and password work in DCA SAGE but not in NJDOT SAGE?

Counties and Municipalities

As a member of a county or municipal government organization, all contact information is managed through DCA SAGE and is automatically updated in NJDOT SAGE. You should update your contact information in DCA SAGE if any information changes or if the information is not the same for both DCA SAGE and NJDOT SAGE. Upon saving your contact information, the DCA SAGE and NJDOT SAGE systems and corresponding contact information will be synced. To change your password, do the following:

- Logon to DCA-SAGE
 - Click your name on the SAGE Task Bar
 - At the Edit Your Contact Information screen, click on Change Password
 - At the Change your Password form
 - Enter your old password
 - Enter your new password
 - Re-enter your new password (to confirm)
 - Save (This will update your password in both DCA and DOT Sage systems.)
- Then:
- Log Off DCA-SAGE
 - Log On to NJDOT-SAGE (new Password)

Continue to use the new password for both DCA and DOT SAGE systems

Frequently Asked Questions (FAQ's)

How do I see an opportunity to create a new application?

Applicants will see the opportunity to create a new application if they have a valid username and password and are part of an eligible organization with the role of either Authorized Official or Agency Administrator. If you are a consultant or have the role of Agency Staff for an eligible organization you must be added to the specific application after it is created by an Agency Administrator or Authorized Official.

I can not attach a file to my application form?

The file size must be less than 4 MB (each file). NJDOT SAGE will accept most file formats (including bmp, doc, gif, jpg, pdf, png, ppt, fif, txt, wpd and xls). To attach a file click the browse button on the application form. Navigate to the folder where the file exists on your system and then click the “*open*” button. After the file name appears on the form, click the “*SAVE*” button. In order for SAGE to operate efficiently, a maximum file size of 4 MB is allowed. You may have to change file format or type in order to reduce the size of your file to less than 4 MB for the file attachment to be successful.

Also, the 2007 Microsoft Office files which have 4 character file extensions ending with an “x” are not yet directly compatible for uploading to NJDOT SAGE. If you want to attach a 2007 Microsoft Office file (docx, xlsx, etc.) you should first save the file to an earlier version. This can be accomplished by selecting “File” ... “Save As” ... and then selecting the type that is 1997-2003 compatible.

Why do I sometimes go back to the login page after clicking “*SAVE*”?

Most website applications have a server time-out that will be implemented if the page is not refreshed within a certain amount of time. The server time-out function for NJDOT SAGE is about 10 minutes. If you have not saved or moved off a particular page in an application and it is approaching the 10 minutes duration, you should click “*SAVE*” and then continue filling out the page and click “*SAVE*” again when it is complete.

Can a word document (narrative or a paragraph) be copied and pasted into SAGE?

Yes, just use the copy and paste function and it should work fine keeping in mind the allowable # of characters for each field in SAGE, if you still get an error message try copying and pasting small portions of the document at a time. If you are copying and pasting from different sources, you should check the formatting when finished to limit the amount of blank space between paragraphs and the use of bullets for lists (use numbers). This will aid proper output of your PDF for printing.

Frequently Asked Questions (FAQ's)

I forgot my password?

Counties and Municipalities

You should click on the *Forgot Your Password?* link on the DCA SAGE login screen.

Consultants, Non-Profits, Schools, School Districts and School Boards

You should click on the *Forgot Password?* link on the NJDOT SAGE login screen.

What are the implications if I choose to cancel an application that was initiated?

Changing the status of an application to “Application Canceled” means that you forfeit that particular opportunity to submit an application. If the program allows only the one opportunity to create an application and you want to submit one, then you should modify or delete the form pages, rather than canceling the application. If more than one application is possible for a program, canceling an application will reduce your opportunity for multiple applications by one.

How do I get the vendor number to appear in the drop-down on the Applicant Information Page?

The vendor number for your organization is entered on the Organization Information Page. You can navigate to this page by clicking on the name of your organization under the “My Organization” section of the main menu. You should then click on Vendor Numbers in the tree view. The vendor number is the same as the Federal Tax ID# with two additional digits that represents a location code or unit within your organization that is applying for the grant. Typically, if your organization has only one billing address for all units within your organization, the two additional digits will be 00. If your organization has direct deposit the additional two digits are typically 99. The vendor number will be used for invoicing purposes if your application is approved and must be a valid number in the NJ Department of Treasury database. The appropriate unit address should be associated with that particular vendor number.