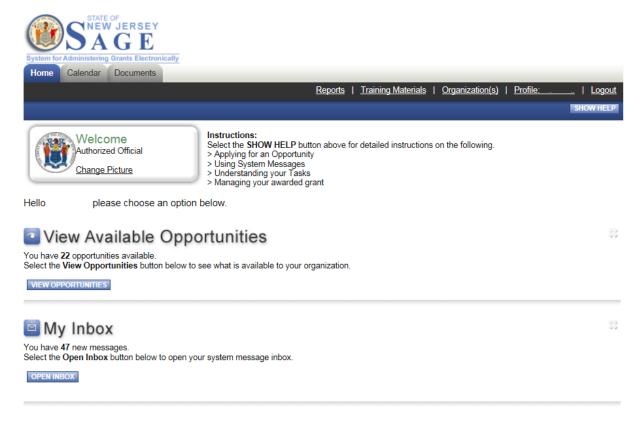
## **Updating Your SAGE Information**

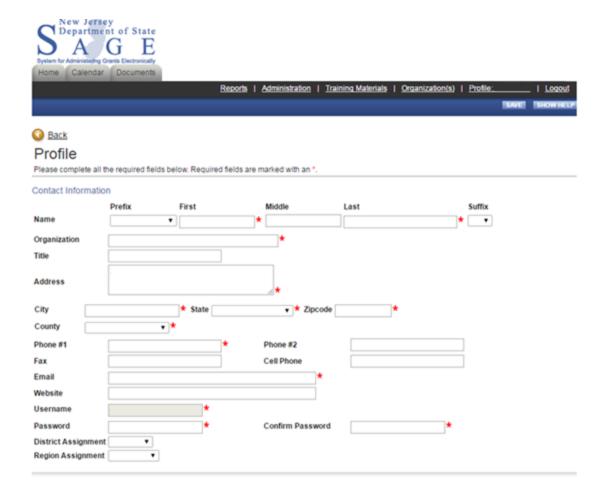
This guide will assist you in the process of checking and updating your SAGE information. It is important that your contact information and organizational profile in SAGE is accurate and up to date, as applicants with outdated, incorrect, or missing information risk missing out on important updates and information.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



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.

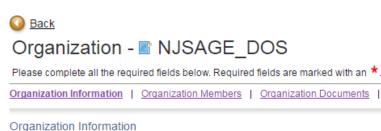


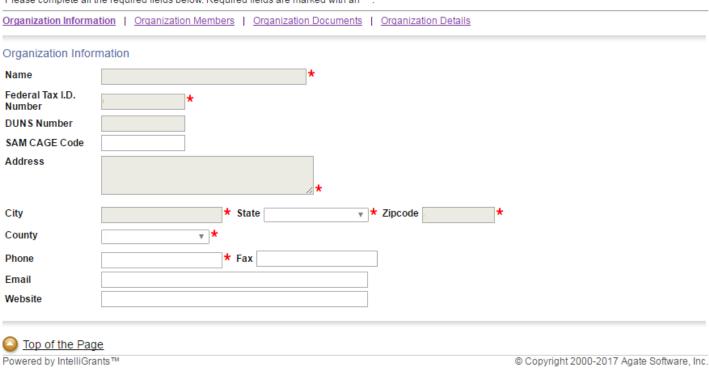
In some cases, some fields may be locked for editing. If you encounter an error in one of these fields, please contact the New Jersey Historical Commission so that we can address the error.

### **Organizational User Profiles**

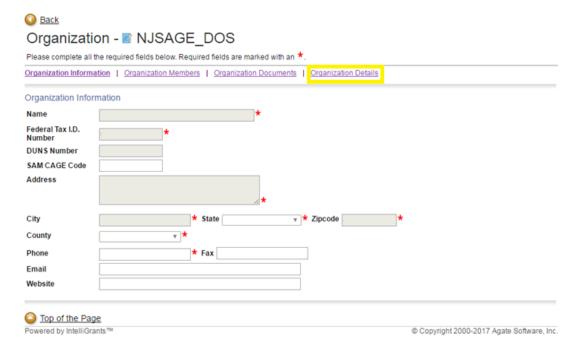
Just as individual users of SAGE all have individual profiles that require periodic review and updating, each organization also has its own profile that requires periodic review and updating.

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.





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

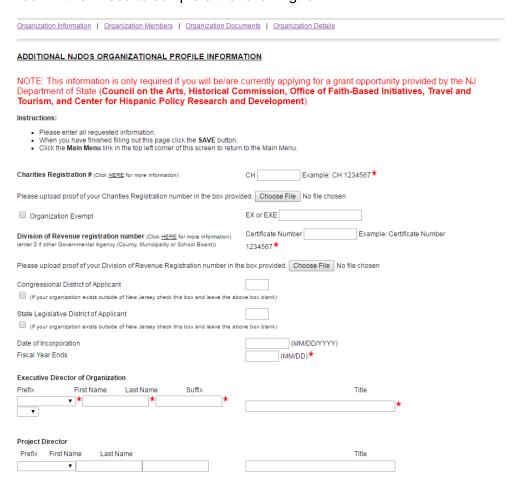


You will need to select the 'Additional Profile Information- Required for applicants to the NJ Department of State' link on the following page.

#### Organization Details



# You will then need to complete the following form.



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.