



## NJDEP SAGE

New Jersey Department of Environmental Protection  
System for Administering Grants Electronically

### SAGE Instructions

February 2022

1

Submitting an initial application .....	1
Next Steps .....	10
Signing and Returning Your Grant Package .....	10
Executing Your Grant Package / Starting the Work Period.....	10
Progress Reporting.....	11
Expenditure Reporting / Reimbursement Request / Charging Station Information .....	11
Navigating the System .....	12

### Submitting an initial application

1. Go to <https://njdepsage.intelligrants.com/Login2.aspx?APPTHEME=NJDEP>
2. In the Login box, Click on the New User button.

3. Enter your registration information, then click save



4. After submitting a registration request, you will receive an email confirmation of your acceptance into the system.
5. All employees who will need to sign the grant agreement (grant executor, resolution certifier, fiscal officer, etc.) need to be added to the system in order to be associated with the Organization. See Navigating the System below.
6. Login with your credentials
7. Under the header “View Available Opportunities”, click on the “View Opportunities” box

2

The screenshot shows the NJDEP SAGE login page. At the top is the NJDEP logo and the text 'NJDEP SAGE New Jersey Department of Environmental Protection System for Administering Grants Electronically'. Below this is a navigation bar with tabs: 'My Home' (selected), 'My Applications', 'My Financial Reporting', and 'My Progress Reporting'. To the right of these tabs are links for 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout', along with a 'SHOW HELP' button. A 'Welcome Test' box on the left identifies the user as an 'Authorized Official' and provides a 'Change My Picture' link. To the right, 'Instructions' are listed, including a reference to the 'SHOW HELP' button. Below the instructions, a message says 'Hello Test, please choose an option below.' The main section is titled 'View Available Opportunities' and states 'You have 108 opportunities available. Select the View Opportunities button below to see what is available to your organization.' The 'VIEW OPPORTUNITIES' button is circled in green.

8. Filter My Opportunities and choose It Pay\$ to Plug In 2021 (Level 1 & Level 2)

The screenshot shows the 'Filter My Opportunities' form. It includes a 'RESET MY OPPORTUNITIES' button at the top. Below it are three fields: 'Provider:' with a dropdown arrow, 'My Opportunities:' with a dropdown menu showing 'It Pay\$ to Plug In 2022 (Level 1 & Level 2)', and 'Due Date (From - To):' with two empty input boxes. A 'FILTER' button is at the bottom.

9. Click Filter

This screenshot is identical to the previous one, but the 'FILTER' button at the bottom is circled in green to indicate it should be clicked.

10. Choose Apply Now



### It Pay\$ to Plug In 2022 (Level 1 & Level 2) for Test Ye Olde Computer Shoppe LLC

Offered By:  
New Jersey Department of Environmental Protection

Applications Availability Dates:  
01/01/2022-open ended

Applications Period:  
01/16/2020-open ended

Applications Due Date:  
not set

Description:  
This application is for Level 1 & Level 2 charging stations only. If your project includes DC Fast Chargers, a separate application for DC Fast Chargers must also be submitted.

Purpose of Funding  
To provide grants to offset the cost of purchasing electric vehicle charging stations.  
The program is designed to expand New Jersey's growing network of electric vehicle infrastructure, allowing residents, businesses, and government agencies to purchase and drive electric vehicles.

Source of Funding  
Funding for the It Pays to Plug In Electric Vehicle Charging Station grant program comes from several different sources. These include, but are not limited to, Supplemental Environmental Projects (SEPs), settlement funds and the Low Emission Vehicle Fund.

Statutory Citation  
N.J.S.A 13:1D-9 et seq

Who is Eligible  
The program is open to businesses, governments, non-profit organizations, and educational institutions. Private residential dwellings other than multi-unit dwellings are not eligible for grants.

Grant Limitations  
Applicants will be considered on a first-come, first-served, basis, and funds will be allocated to approved projects until depleted. Please see [www.drivegreen.nj.gov](http://www.drivegreen.nj.gov) for information regarding reimbursement limitations.

Application Procedures  
Prospective applicants must submit an application thru NJDEP SAGE. Prospective applicants must also register for NJStart at <https://www.njstart.gov/bso>.

For More Information, Contact  
NJ Department of Environmental Protection  
Division of Air Quality, Bureau of Mobile Sources  
P.O. Box 420, Mail Code: 401-02E  
Trenton, NJ 08625  
Phone: (609) 292-7953  
Email: [DriveGreen@dep.nj.gov](mailto:DriveGreen@dep.nj.gov)

[APPLY NOW](#) [NOT INTERESTED](#)

3

## 11. Hover over the Forms Menu

The screenshot shows the NJDEP SAGE application portal. The top navigation bar includes links for My Home, My Applications, My Financial Reporting, My Progress Reporting, My Training Materials, My Organization(s), My Profile, and Logout. Below this, a menu bar contains links for Menu, Forms Menu (highlighted with a green circle), Status Changes, Management Tools, and Related Documents and Messages. The Forms Menu dropdown is open, displaying a table with columns for Status, Page Name, and Note. The table lists four items: Initial Application Forms, Applicant Information, Project Information - L1 L2s, Certification Checklist, and Deadlines Acknowledgement. To the right of the dropdown, there is a table with columns for Role, Current Status, and Period Date / Date Due. The table shows one entry for an Authorized Official with a status of Application In Process and a period date of 01/16/2020 - N/A. Below the tables, there is a section for APPL with instructions: 'To begin...' and 'To submit or cancel your application, please hover over the Status Changes link and select the appropriate option.'

## 12. Click on Applicant Information

## 13. Fill out the information. Everyone listed here must be registered in SAGE.

- Contact Person – The Contact Person will be the primary contact throughout the grant process
- Application Preparer – The Application Preparer will be the person that prepares and submits the application on behalf of the applicant, such as a consultant



- c. Fiscal Officer – The Fiscal Officer will be the primary fiscal contact throughout the grant process. An example of their responsibility will be providing invoices for work performed.
- d. Grant Executor – The Grant Executor is authorized to sign the agreement on behalf of the applicant.
- e. Resolution Certifier – The Resolution Certifier will sign to certify that the resolution to accept the funding was passed. This person CANNOT be the same as the Grant Executor.

4

#### APPLICANT INFORMATION

##### Instructions:

Please complete this page, then click the **Save** button

Required fields are marked with an \*

Individuals identified as Contacts must be registered within NJDEP SAGE

##### Applicant/Organization Info

Name: Test Midsomer County

Employer Name for Workplace Charging Project (if different):

Address: 123 Test Street  
Suite A, Test Causton City, New Jersey, 08332  
Phone Number: (856) 825-2171  
Organization Category: County  
Type of Governing Body: County Commissioners  
Vendor ID: Test123456  
DUNS Number: 887766554

If you need to find or register for a DUNS number [Click Here](#) and then revisit the Organization Profile to enter.

##### \* Contact Person ?

Name:   
Title:   
Address:   
Phone Number:   
Email:

##### \* Application Preparer ?

Name:   
Title:   
Address:   
Phone Number:   
Email:

##### \* Fiscal Officer ?

Name:   
Title:

##### \* Grant Executor ?

Name:   
Title:

##### \* Resolution Certifier ?

Name:   
Title:

##### Accounting Information

\* Accounting Method:   
\* Fiscal Year End Date:

##### Insurance Information ?

\* Comprehensive General Liability:   
\* Automotive Liability:   
\* Worker's Compensation:   
\* Employer's Liability:   
\* Documentation of Insurance/Self-Insurance:   
Insurance Certificate Upload:  No file chosen

14. Click Save at the top. Fix any errors that will be displayed at the top of the page. Select **Save/Next** to avoid losing any content.



My Home | My Applications | My Financial Reporting | My Progress Reporting | My Training Materials | My Organization(s) | My Profile | Logout

SAVE | SAVE/NEXT | NEXT | PRINT VERSION

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

Your information has been saved and the following Page Error(s) have been found.

- Make a selection for Automobile Liability Insurance
- Make a selection for Worker's Compensation Insurance
- Make a selection for Employer's Liability Insurance
- Make a selection for Documentation of Insurance/Self-Insurance

5

## 15. You are now in Project Information – Level 1 & Level 2

### PROJECT INFORMATION - L1 L2S

All required fields are marked with an \*.  
Use the **Save** button to save text and calculate data on each page.  
Click **Save** before you proceed to another page.

#### Proposed Charging Station(s) Location

\*Street Address:   
\*City:   
\*County:   
\*State:   
\*Zip code:

\*Primary Category of Location:

\*Is the Location on Government-owned Property? ☐ Yes ☐ No

\*Primary Location Usage:

\*Primary Type of Location: ☒

#### \*Site Verification Form:

No file chosen

Click on link to download form. Must be completed, signed by both the Applicant and Property Owner, and uploaded here. Property address on form must match address on this page.

#### \*Charging Station Quote Submittal

No file chosen

Quotes from three (3) different charging station providers must be uploaded here  
If applicant is using the Cooperative Purchasing Agreement, then only one (1) quote is required

\*Is the project also participating in a utility EV charging infrastructure incentive program? ☒ ☐ Yes ☐ No

#### Charging Stations to be Installed ☒

Level	Make	Model	kiloWatts
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\*Network Provider  
Which network provider are you planning to use?

16. Enter the street address for the proposed charging station location including the road, city, county, and zip code.

17. Choose a Primary Category of Location

- Workplace
- Public Place
- Multi-Unit Dwelling

18. Select whether the charging stations will be used exclusively by the public. An answer of No will not be accepted for Public Place projects.

19. Select whether the location is government-owned property.


20. Choose the Primary Location Usage

- Employee Use
- Fleet Use





- c. Private Use
- d. Public Use

21. Choose a primary type of location (hover mouse over  for more information)


- a. Corridor
- b. Leisure Destination
- c. Downtown Area
- d. Retail Area – Not Downtown
- e. College/University
- f. Hotel/Motel
- g. Transit Center
- h. Public Park
- i. Public Parking Lot or Garage
- j. Residential/Apartments/Condominium
- k. Other (Explanation Required)


6

22. Download the Site Verification form by clicking on the link “Site Verification Form”. Complete and upload.

23. Upload quotes from three (3) different charging station providers. If the applicant is using a Cooperative Purchasing Agreement, then only one (1) quote is required.

24. Select whether the project will also be participating in a utility EV charging infrastructure incentive program. Please note that utility incentive programs may not be active and are subject to available funding. For more information about current programs, please contact the utility

company in your area. (hover mouse over  for more information)

25. Enter the charging stations to be installed (hover mouse over  for more information)

26. Level 2 chargers must be at capable of providing least 7.2kW continuous

27. To add multiple chargers, click on the plus sign

Charging Stations to be Installed 

Level	Make
 <input type="text"/>	<input type="text"/>

28. Enter the Network Provider that your stations will be using. Some charging station manufacturers have their own network.

29. Click Save at the top. Fix any errors that are displayed at the top.

30. To add additional project locations, click on Add and follow instructions #14-28 again



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My Home	My Applications	My Financial Reporting	My Progress Reporting
My Training Materials   My Organization(s)   My Profile   Logout			
SAVE	SAVE/NEXT	NEXT	ADD
DELETE   PRINT VERSION			

31. Click Save/Next



My Home | My Applications | My Financial Reporting | My Progress Reporting | My Training Materials | My Organization(s) | My Profile | Logout

SAVE | SAVE/NEXT | NEXT | PRINT VERSION

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

Your information has been saved and the following Page Error(s) have been found.

- A response for "Is the project also participating in a utility EV charging infrastructure incentive program?" is Required.
- Charging Stations to be Installed is required

7

32. You are now on the Certification Checklist. Read through the items and mark the check box next to them to certify. This form must be checked and signed at the bottom by the person designated as the Grant Executor.

#### CERTIFICATION CHECKLIST

##### Instructions:

Please complete the following certifications, providing documentation where requested. Form must be completed by the individual authorized to execute the grant agreement. All boxes **must** be checked before you will be allowed to submit your application. Hit **Save** before you proceed to another page.

I certify that:

- ☐ I understand that I must not purchase or install any equipment that I have documented in the Project Information Form until my application for a grant is approved, the grant is executed, and the work period begins. Doing so would cause any such expenses to be ineligible for grant funds and reimbursement.
- ☐ The project location is not a private residential dwelling other than a multi-unit dwelling.
- ☐ An adequate power supply exists to provide power to all charging stations simultaneously. If such power supply does not exist, I certify that I will upgrade any and all necessary equipment.
- ☐ I will follow all State and Federal procurement rules which include obtaining a minimum of three bids for EV Charging Equipment and one bid for EV Charging Station Installation. I understand that I am required to submit these bids alongside my initial application.
- ☐ The charging station(s) will be placed in parking spots restricted to electric vehicle charging only. The parking spots will be designated as EV charging only with appropriate signage and floor paint. A single-port charging station must have one EV-only spot; a dual-port charging station must have two EV-only spots.
- ☐ The charging station(s) must connect to a network by wired ethernet, Wi-Fi, or cellular connection. Level 1 charging stations are exempt from this network requirement.
- ☐ I am licensed to do business in New Jersey, as are any contractors used to complete the project, as listed on the Subcontractor List form.
- ☐ I understand that I must complete the Site Verification Form and submit the form alongside my initial application. Failure to do so will result in the denial of the application.
- ☐ The charging station(s) will be kept operational and in service for a minimum of five (5) years.
- ☐ I have identified the party responsible for maintenance and repair of the charging station(s) and have a plan to minimize theft of service or vandalism of charging station(s), as applicable.
- ☐ I understand that periodic Progress Reports will be required for L2 and DCFC applicants and that reimbursement is contingent upon timely submittal of these report(s). The details and due dates of the required Progress Reports will be outlined in the executed grant agreement.
- ☐ I will provide usage data to the DEP Bureau of Mobile Sources in a .csv file (or another format if requested by the Department) on a quarterly basis for a period of no less than five (5) years from the date of installation. Alternatively, I will allow the Department to obtain data directly from the network provider, if requested by the Department. The data that must be provided will be described in detail in the grant agreement.
- ☐ All required permits and approvals will be obtained prior to installation and use of the charging station(s) and the charging station(s) will comply with applicable federal, state, and local laws, to the best of my knowledge.

Signature of Grant Executor (click SAVE to sign this document)

- ☐ I certify under penalty of law that I believe the information provided in this document is true, accurate and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information

Name:  
Title:

The NJDEP reserves the right to request documentation and perform site visits to ensure compliance with the above requirements.



33. Click Save at the top. Fix any errors that are displayed on the top. Click Save/Next

My Home | My Applications | My Financial Reporting | My Progress Reporting | My Training Materials | My Organization(s) | My Profile | Logout

SAVE SAVE/NEXT NEXT PRINT VERSION

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

**Your information has been saved and the following Page Error(s) have been found.**

- All certification boxes must be checked
- Checkbox under Signature of Grant Executor is Required

8

34. You are now on the Deadlines Acknowledgement Form. Read through the items and mark the check box next to them to certify. This form must be checked and signed at the bottom by the person designated as the Grant Executor.

#### DEADLINES ACKNOWLEDGEMENT

##### Instructions:

Please complete the following certifications.  
Form must be completed by the individual authorized to execute the grant agreement.  
All boxes **must** be checked before you will be allowed to submit your application.  
Hit **Save** before you proceed to another page.

I certify that I have been informed and agree to the below deadlines. I also understand that if I do not meet one of these deadlines, my application and/or grant agreement may be canceled:

- ☐ Return completed and signed grant agreement to NJDEP - 60 days from receipt
- ☐ Additional documentation (if needed) to Grant Agreement - 3 weeks from date of grant execution
- ☐ Installations completed for Level 1 and Level 2 Charging Stations - 9 months from grant execution
- ☐ Reimbursement request submitted to NJDEP - 30 days from the expiration of the work period
- ☐ Revisions to reimbursement request (if needed) - 3 weeks from submission of reimbursement request

##### Signature of Grant Executor (click SAVE to sign this document)

- ☐ I certify under penalty of law that I believe the information provided in this document is true, accurate and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information

Name: Test AO  
Title: Authorized Official

The NJDEP reserves the right to request documentation and perform site visits to ensure compliance with the above requirements.

35. Click Save at the top. Fix any errors that pop up. Click Save/Next

My Home | My Applications | My Financial Reporting | My Progress Reporting | My Training Materials | My Organization(s) | My Profile | Logout

SAVE SAVE/NEXT NEXT PRINT VERSION

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

**Your information has been saved and the following Page Error(s) have been found.**

- All certification boxes must be checked
- Checkbox under Signature of Grant Executor is Required

36. You are now on the Application Snapshot screen

37. Hover over the Status Changes Menu





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[My Home](#) [My Applications](#) [My Financial Reporting](#) [My Progress Reporting](#)

[My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

[Menu](#) [Forms Menu](#) [Status Changes](#) [Management Tools](#) [Related Documents and Messages](#)

[Back](#)

Document Information

[Details](#)

**Info** **Document Type**

It Pay\$ to Plug In

### APPLICATION SNAP

- To begin or continue work
- To submit or cancel your
- Please ensure appropriate

#### Status Changes

##### Possible Statuses

##### APPLICATION SUBMITTED

[APPLY STATUS](#)

##### CANCEL APPLICATION

[APPLY STATUS](#)

	Current Status	Period Date / Date Due
Authorized Official	Application In Process	08/01/2020 - N/A N/A

Click on the form you wish to fill out.  
Select the appropriate option.  
[here](#)

38. Choose Apply Status under Application Submitted



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[My Home](#) [My Applications](#) [My Financial Reporting](#) [My Progress Reporting](#)

[My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

[Menu](#) [Forms Menu](#) [Status Changes](#) [Management Tools](#) [Related Documents and Messages](#)

[Back](#)

Document Information

[Details](#)

**Info** **Document Type**

It Pay\$ to Plug In

### APPLICATION SNAP

- To begin or continue work
- To submit or cancel your
- Please ensure appropriate

#### Status Changes

##### Possible Statuses

##### APPLICATION SUBMITTED

[APPLY STATUS](#)

##### CANCEL APPLICATION

[APPLY STATUS](#)

	Current Status	Period Date / Date Due
Authorized Official	Application In Process	08/01/2020 - N/A N/A

Click on the form you wish to fill out.  
Select the appropriate option.  
[here](#)

39. Identify any notes about this status change, and then choose I Agree.



## Agreement

Please make a selection below to continue.

As the Authorized Official for this organization, I hereby certify that the information provided within this proposal and application form is complete and true.  
If you would like to include notes about this status change, please supply them below.

0 of 2000

10

40. Your application will now be transmitted to the DriveGreen team. Thank you! We will be in touch.

## Next Steps

1. Your application will be reviewed for completeness and eligibility.
2. If there are items that need to be revised, we will send the application back to you in the SAGE Portal for modifications. You will get an email from SAGE that will inform you that it has been sent back. You will also get an email from a member of the DriveGreen Team explaining what modifications need to be made in order to bring your application into compliance.

## Signing and Returning Your Grant Package

1. You will get an email from SAGE indicating ACTION NEEDED: Grantee Signature
2. Click on the SAGE link in the email and log in
3. Open My Tasks and you should have task for Grantee Signature.
4. Click on the document name
5. For an overview of the process, read the Instructions that show up on the screen.
6. Click on the Forms Menu, and then click through the grant agreement forms
7. Have the Resolution Certifier identified in the Applicant Information page complete the resolution forms and sign. Click save at the top of the page.
8. When you get to the Miscellaneous Attachments page, upload your insurance certificates if they have not already been uploaded
9. Once your review is complete, the individual identified as the Grant Executor on the Applicant Information page should click on Approval Signatures Page
10. Check the box next to "I have acknowledged and approved", then click the save button at the top of the page
11. Hover over Status Changes, and choose Apply Status under Agreement Signed by Grantee
12. This will transmit the signed grant package back to NJDEP for review. We will be in touch if there are any questions.

## Executing Your Grant Package / Starting the Work Period

1. If there are no missing items from your returned grant package, it will be transmitted to NJDEP's Contracts & Grant Management Unit for further review.
2. If there are any questions, your grant package may be transmitted back to you in order to address them. You will also receive an email from a team member to elaborate.



3. If there are no questions, your grant package will be transmitted back to the DriveGreen group for final execution.
4. Once executed, you will receive an email from SAGE stating that your grant has been executed. At this point, your work period has begun, and you can begin to purchase and install your charging stations.

## Progress Reporting

1. Sixty (60) days after grant execution, there will be a progress report due.
2. Log in to SAGE and click My Applications at the top
3. Filter for your project using the search criteria
4. Click on the Grant Name in order to open it
5. Hover over Related Documents and Messages, and choose to Initiate a Progress Report
6. Click on the I Agree button for the certification form
7. Hover over the Forms Menu, and choose It Pays to Plug In Progress Report
8. Complete the section, then click Save
9. Hover over Status Changes, and click Apply Status under Progress Report Submitted

## Expenditure Reporting / Reimbursement Request / Charging Station Information

1. Once your charging stations are installed and operational, you can request reimbursement.
2. Log in to SAGE and click My Applications at the top
3. Filter for your project using the search criteria
4. Click on the Grant Name in order to open it
5. Hover over Related Documents and Messages, and choose to Initiate an Expenditure Report
6. Click on the I Agree button for the certification form
7. Hover over the Forms Menu, and choose Financial Report
8. This form must be completed and signed by the Financial Officer
9. Answer the questions and fill out the tables:
  - a. Final Report? - Indicate if this is a final report
  - b. Are You Requesting an Advance Payment – Click no. It Pays to Plug In does not allow for advance payments
  - c. Are you reporting expenditures from a prior advance payment – click no
  - d. Enter your expenditures incurred during the current period in the row labeled “Purchase and maintenance”



Please enter below the current expenditures related to the award. Do not include matching expenditures/contributions.

EXPENSE CATEGORY	TOTAL BUDGET	PREVIOUSLY REPORTED CUMULATIVE EXPENDITURES	EXPENDITURES INCURRED DURING THE CURRENT PERIOD	CUMULATIVE EXPENDITURES	UNEXPENDED BALANCE
A. Personnel Costs					
Salaries	\$0	\$0	\$0		
Fringe Benefits	\$0	\$0	\$0		
B. Consultants and Subcontractors	\$4,000.00	\$0	\$0		
C. Other Costs (Specify Below)					
• Purchase and maintenance	\$76,000.00	\$0	\$0		
D. Audit	\$0	\$0	\$0		
Subtotal Direct Costs	\$80,000.00	\$0			
Less: Program Income	\$0	\$0	\$0		
Total Direct Costs	\$80,000.00	\$0			
Indirect Costs 0 %	\$0	\$0	\$0		
TOTAL AMOUNT	\$80,000.00	\$0			

12

- e. Enter the matching expenditures in the next table. Choose the appropriate set of columns for the funding, and make sure to enter the amount in the row labeled "Purchase and maintenance"
  - f. Upload paid invoices, proof of payment, and pictures for the expenditures being reported
  - g. Check the certification box
  - h. Click Save
10. If you have the serial numbers for the charging stations, complete the Charging Station Information form
- a. Hover over Forms Menu
  - b. Click on Charging Equipment Information
  - c. Enter the Serial Numbers for the charging stations
  - d. Upload the files requested
  - e. Click Save

## Navigating the System

1. To find a list of your in process applications:, click on My Applications.
  - a. Click on My Applications
  - b. Click on the drop down next to Application Types and choose It Pay\$ to Plug In 2022 (Level 1 & Level 2)
  - c. Click Search
  - d. This will bring up a list of all of your applications for 2022
2. Adding Members to an Organization
  - a. Click on My Organization at the top
  - b. Click on Organization members about 1/3 of the way down the page
  - c. Click on Add Members about 1/3 of the way down the page
  - d. Click on New Member next to the Member Search bar
  - e. Add their information and role. The role should be Authorized Official for anyone who will need to sign
  - f. Click Save & Add to the Organization at the top of the page