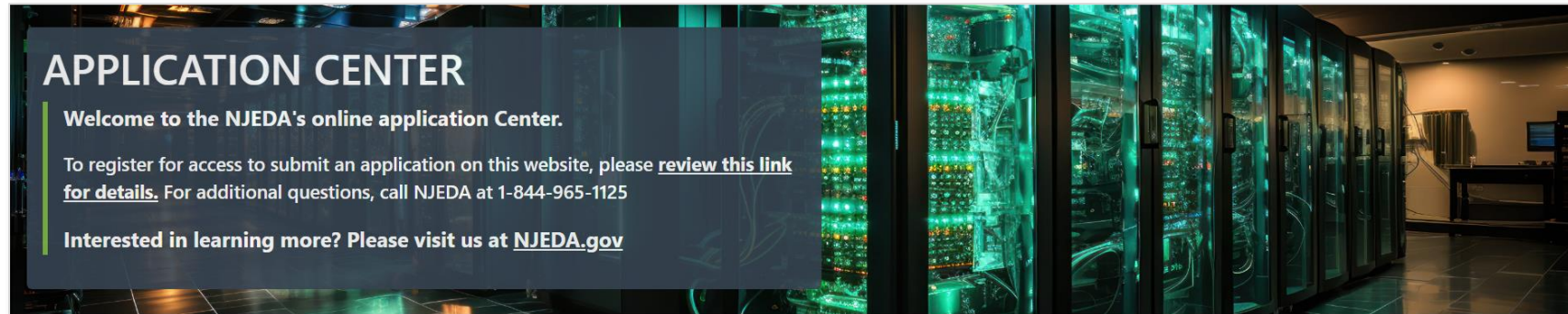


# Logging in to the NJEDA Application Center

The NJEDA Application Center is located at [Home](#) · [Custom Portal \(njeda.com\)](#)

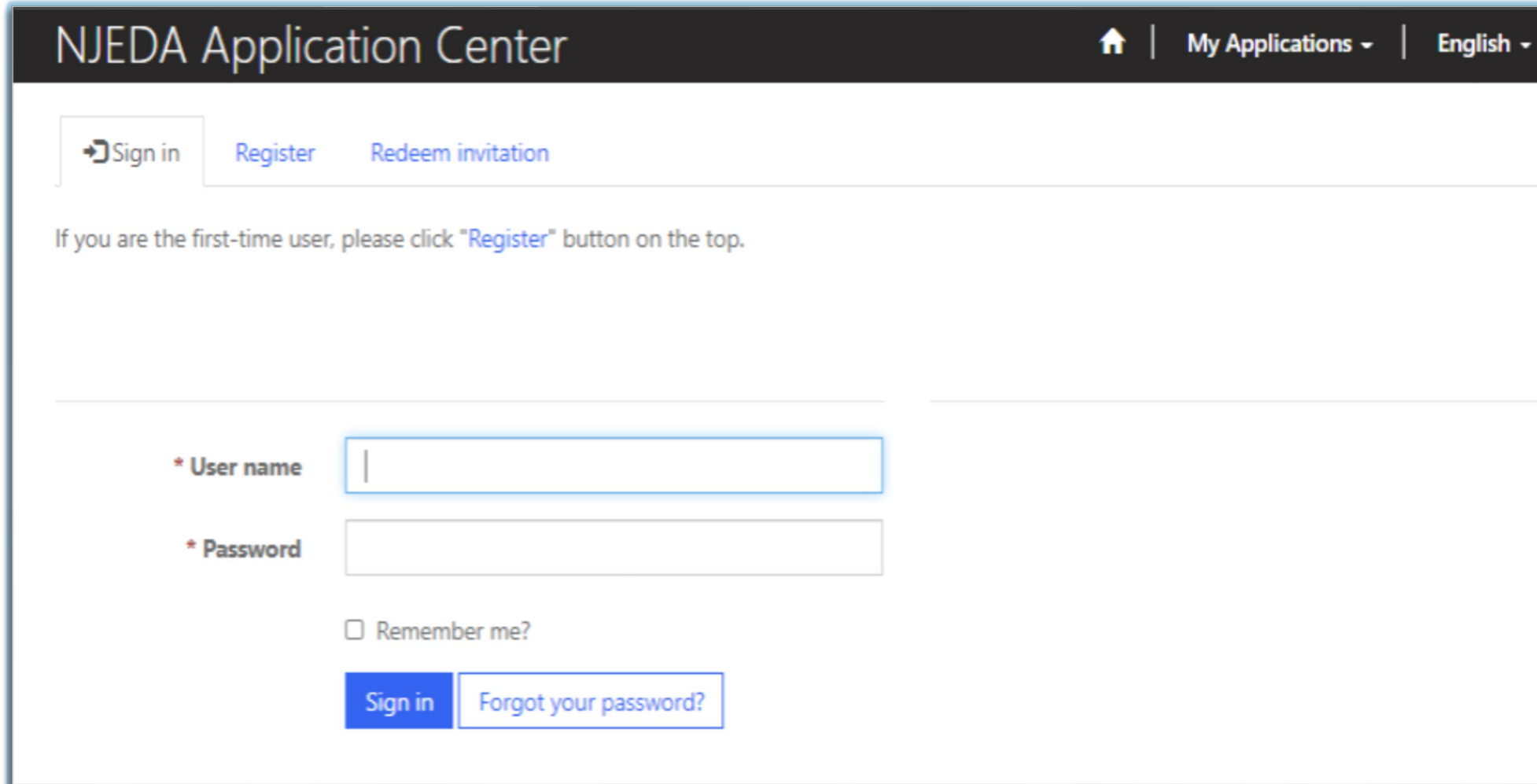


Please DO NOT use Internet Explorer as your browser to complete this application as it is unsupported and may cause delays to your application processing. Alternative browsers include 'Microsoft Edge,' 'Chrome,' or 'Safari.'

Questions about submitting your application? Please contact NJEDA Customer Care at 844-965-1125

- |  |   |  |
|--|---|--|
|  <b>Aspire</b>                                 |  <b>Asset Activation Grant</b>          |  <b>Brownfields Redevelopment Incentive</b>  |
|  <b>Child Care Facility Improvement Grant</b> |  <b>COVID Phase 4 Grant</b>            |  <b>Food Desert Tax Credit</b>              |
|  <b>Food Security Planning Grant</b>          |  <b>Historic Property Reinvestment</b> |  <b>Henri/Ida Business Assistance Grant</b> |

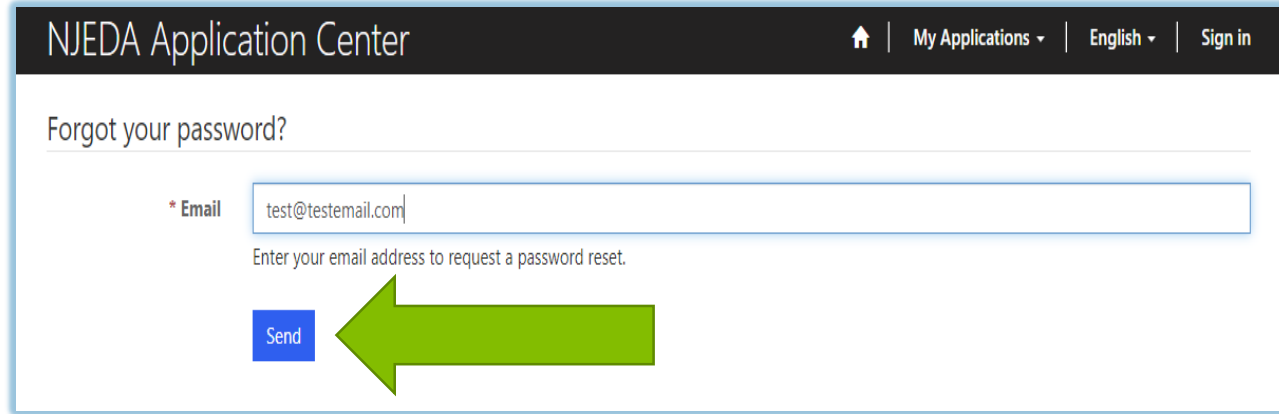
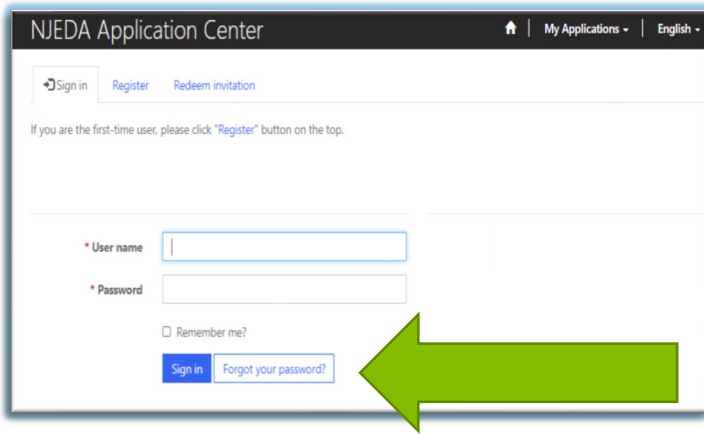
## If you have applied using the NJEDA Application Center previously – simply log in with your Username and Password



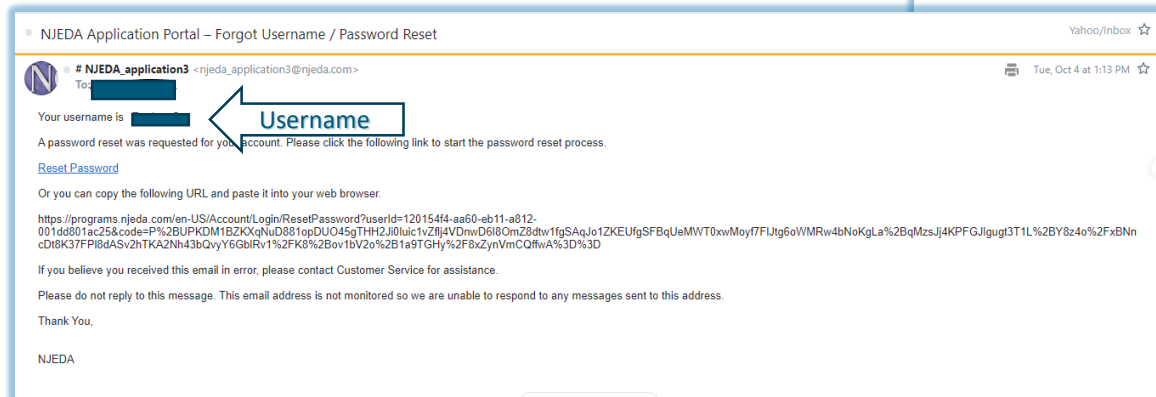
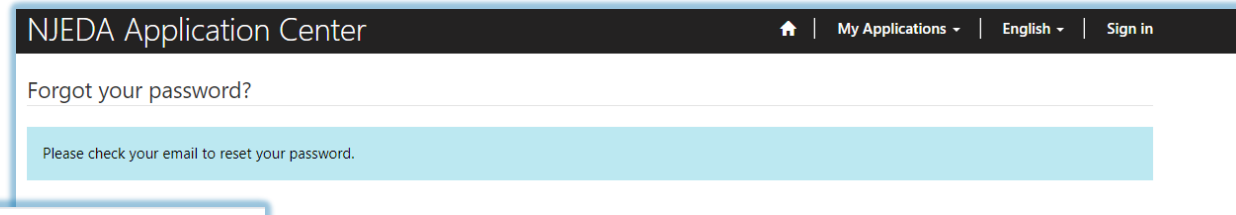
The screenshot shows the NJEDA Application Center login interface. At the top, there is a dark header with the text "NJEDA Application Center" on the left, a home icon, "My Applications" with a dropdown arrow, and "English" with a dropdown arrow. Below the header, there are three buttons: "Sign in" (highlighted with a blue border), "Register", and "Redeem invitation". A message below the buttons reads: "If you are the first-time user, please click 'Register' button on the top." The main form area contains two input fields: "\* User name" and "\* Password". Below the password field is a checkbox labeled "Remember me?". At the bottom of the form, there are two buttons: "Sign in" (a solid blue button) and "Forgot your password?" (a button with a blue border).

# Forgot your Password?

1. Use the “Forgot Password” button to receive an email to reset.
2. Enter your email address and click “Send”.

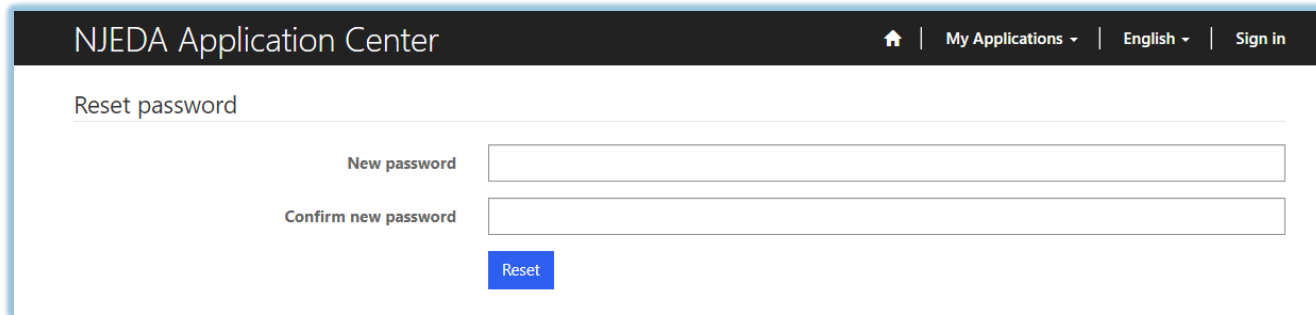


3. Check your email including Spam and Junk.
4. Follow the instructions in the email.  
(Please note that the reset email also contains your Username)

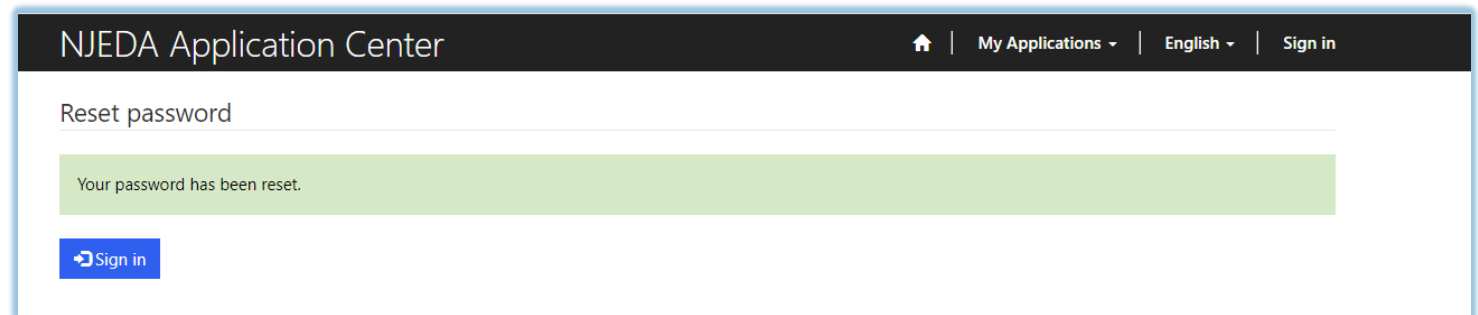


# Forgot your Password?

- 5. Enter and Confirm your new Password, then click Reset.
- 6. Click Sign In – you will be directed back to the original Sign In screen.



The screenshot shows the 'Reset password' form in the NJEDA Application Center. The header includes the site name and navigation links for home, My Applications, English, and Sign in. The form contains two input fields: 'New password' and 'Confirm new password', followed by a blue 'Reset' button.



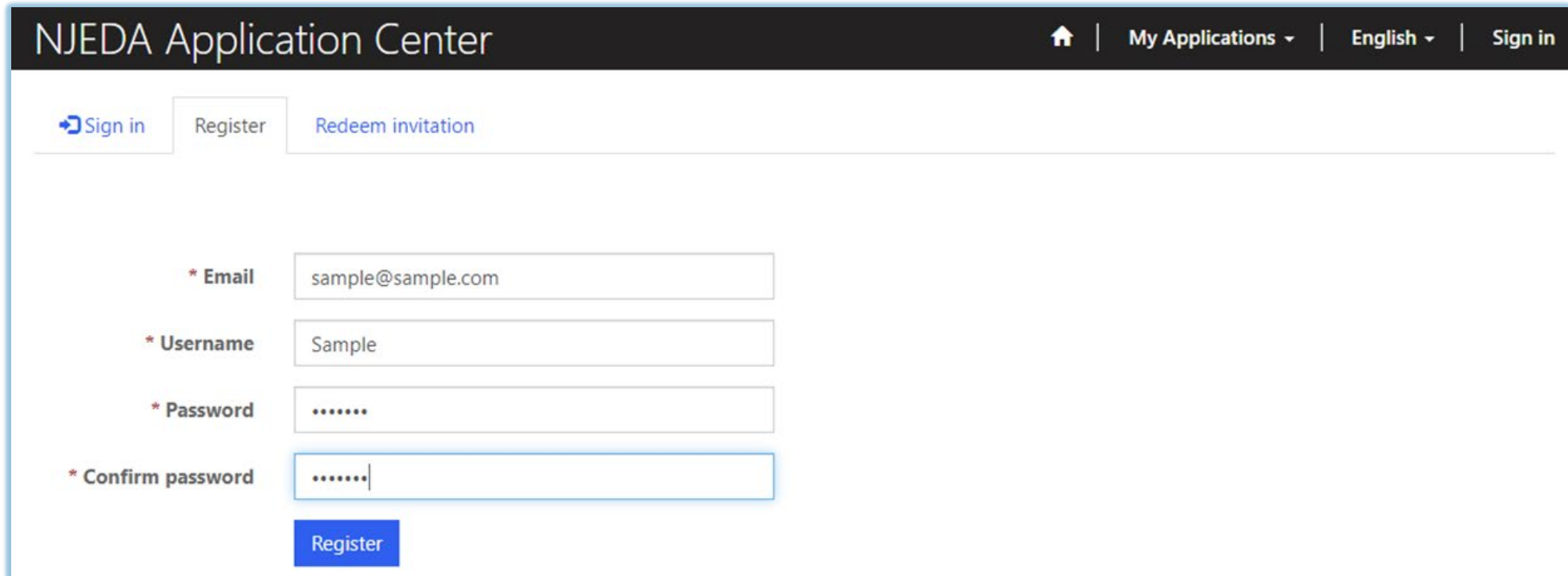
The screenshot shows the 'Reset password' form after successful completion. A green message box displays 'Your password has been reset.' Below the message is a blue 'Sign in' button with a right-pointing arrow.

# First Time Registrants – Step One

*How to Register on the NJEDA Application Center portal*

1. **Enter your email, username (can be the same as your email) and password.**  
Passwords must contain 1 upper case letter, 1 lower case letter and be at least 8 characters
2. **Once information is filled in click “Register”**

**PLEASE MAKE SURE TO WRITE-DOWN YOUR USERNAME AND PASSWORD**



The screenshot shows the NJEDA Application Center registration page. At the top, there is a navigation bar with the title "NJEDA Application Center" and links for "My Applications", "English", and "Sign in". Below the navigation bar, there are three tabs: "Sign in", "Register", and "Redeem invitation". The "Register" tab is active. The registration form includes the following fields:

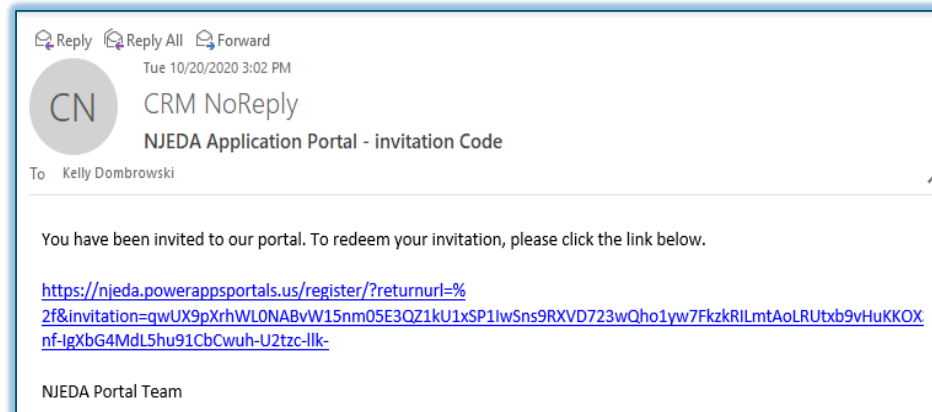
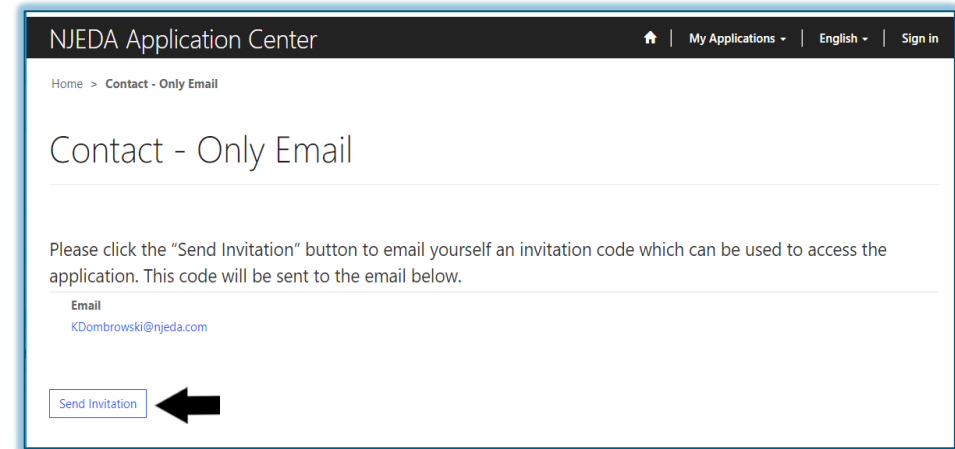
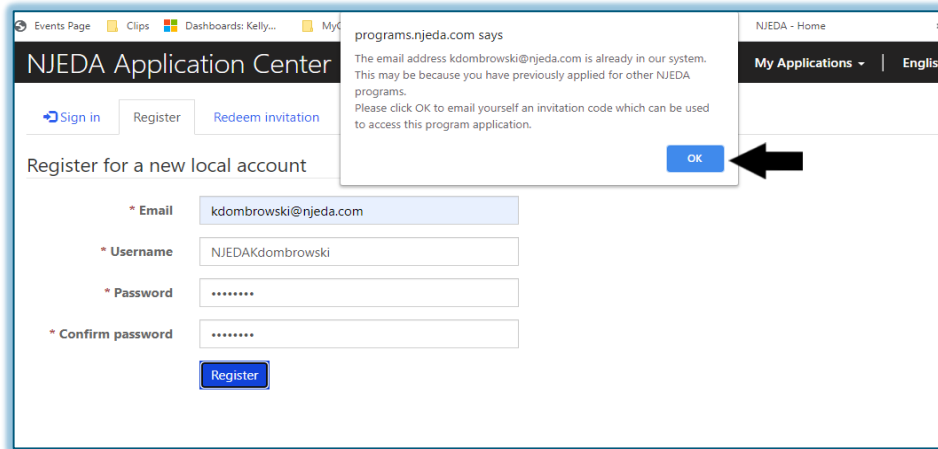
- \* Email: sample@sample.com
- \* Username: Sample
- \* Password: .....
- \* Confirm password: .....

A blue "Register" button is located at the bottom of the form.

# First Time Registrants – Invitation Code -Step One B

**IF, when you click “Register” a pop-up appears on your screen** stating your email is in our system, please follow the instructions provided, starting with clicking on “OK”. Next, click on “Send Invitation”. An email will be sent to the address you provided. Upon receipt, click the link provided in the body of the email.

**If the pop-up does not appear, please proceed to STEP TWO on slide number EIGHT.**



**Be sure to check Junk and Spam folders!**

# First Time Registrants – Invitation Code - Step One B

After clicking the link in the email, you will be returned to the NJEDA Application Center. Your Invitation Code will be pre-populated and you then need to click “Register”. You will be directed back to the registration page where you will continue with the registration process.

NJEDA Application Center

Sign in Register Redeem invitation

Sign up with an invitation code

\* Invitation code

Register

NJEDA Application Center

Sign in Register Redeem invitation

Redeeming code:  
qwUX9pXrhWLOnABvW15nm05E3QZ1kU1xSP1lwSns9RXVD723wQho1yw7FkzkRILmtAolRURtXb9vHuKKOX3ZroIENf-IgXbG4MdL5hu91CbCwuh-U2tzc-llk-

Register for a new local account

\* Email

\* Username

\* Password

\* Confirm password

Register

Please proceed to STEP TWO on the next slide.

# First Time Registrants – Step Two

## Setting up your Profile

1. Once you click Register, you must enter “Your Information”
2. First Name, Last Name and Phone Number is Required
3. Confirm your email address is correct (this will be the primary way the NJEDA contacts your business)
4. Once complete, click “Update”

NJEDA Application Center

Home > Profile

### Profile

Please provide some information about yourself. If you need language assistance, please send NJEDA your name, spoken language and telephone number to [languagehelp@njeda.com](mailto:languagehelp@njeda.com)

You must complete your profile before using the features of this website. ×

**Your information**

**Profile name**

Profile

**Security**

Change password

Change email ⓘ

**First Name \***

Test

**Last Name \***

Email

**E-mail**

testemail@testemail.com

**Phone**

609-000-0000

**Organization Name**

Test

**Title**

Test

**Web Site**

https://www.test.com

**Update**



# First Time Registrants – Step Three

Please check your email Inbox including Spam and Junk folders.

## Confirming Your Email

1. Once “Your Information” is complete, you will need to confirm your email.
2. Within the blue box, click on “Confirm Email”
3. An email will be sent to the email address listed.
4. Go to your email and follow the instructions within the email. (Be sure to check Junk and Spam folders)
5. You MUST confirm your email address, in order to **complete the registration**.
6. Once your email is Confirmed you MUST come back into the NJEDA Application Center and Log-In to begin the application process.

