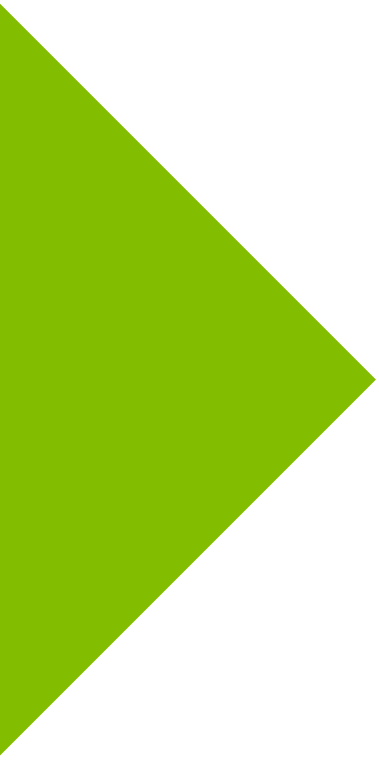


Why is the process changing?

- We are hoping to streamline and make it easier for Grantees and EDA to process FFE requests quickly and efficiently
- EDA is using new technology to gather required documents and quickly identify items that need curing
- Submissions that are incomplete will have a cure period of 10 business days to address issues.
 - If after the cure period there are unresolved issues, EDA will administratively withdraw your request.
 - Grantees will need to complete a new submission once all cures have been fixed.

When is the process changing?



The new submission process
will be effective
Monday, April 6, 2026

Review the complete process before beginning your first disbursement.

Failure to do so may result in mistakes and incomplete FFE submissions.

Step 1: How to Request FFE Disbursement

This step must be taken with every request

- Send your GPS an email requesting to submit for a FFE Disbursement
- An email with a link to the submission form will be sent

Hello

Please use the link below to submit the necessary documents for requisition:

[Link](#)

Please ensure you "Sign In" at the top right corner of the portal page to access the form.

Additionally, [here](#) is a link to a slide deck that explains how to create an account. Please focus on slide #6 for instructions on receiving an invitation code.

If you have any difficulties, please reach out to our customer care team at 844-965-1125 or CustomerCare@njeda.com

Thank you,
NJEDA

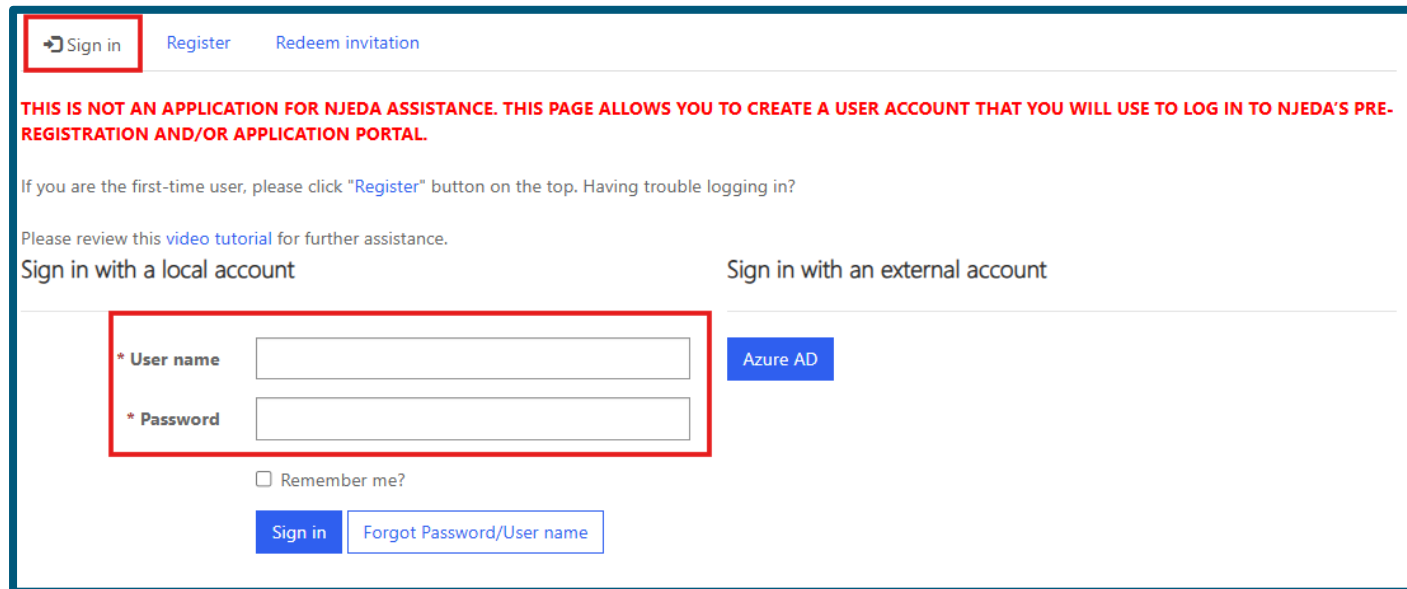
Step 2: How to prepare your documents

Your receipts and photos must be saved with a specific name

- EDA will no longer be organizing your FFE files. This is the responsibility of the Grantee. If files are not named correctly, you will be asked to cure them before your request goes under a full review.
- A corresponding proof of purchase (i.e. credit card statement, bank statement, or cancelled check) will be required for each receipt
- Files should be named as followed:
 - **RECEIPTS:** [Month-Day]_[Vendor Name] Receipt_[Product ID] (e.g., 8-28_Amazon Receipts_PROD-001234567)
 - **PHOTOS:** [Month-Day]_[Vendor Name] Photos_[Product ID] (e.g., 8-28_Amazon Photos_PROD-001234567)
 - **PROOF OF PAYMENT:** [Month-Day]_[Vendor Name] Payment_[Product ID] (e.g., 8-28_Amazon Payment_PROD-001234567)

Step 3: Getting Started

- Using the email sent by your GPS click on the link. You will need to sign into the Application Portal using you log in



The screenshot shows the NJEDA login portal. At the top, there are three links: "Sign in" (highlighted with a red box), "Register", and "Redeem invitation". Below the links is a red warning message: "THIS IS NOT AN APPLICATION FOR NJEDA ASSISTANCE. THIS PAGE ALLOWS YOU TO CREATE A USER ACCOUNT THAT YOU WILL USE TO LOG IN TO NJEDA'S PRE-REGISTRATION AND/OR APPLICATION PORTAL." Below the warning, there is a note: "If you are the first-time user, please click 'Register' button on the top. Having trouble logging in?" and a link to a "video tutorial". The main section is divided into "Sign in with a local account" and "Sign in with an external account". Under "Sign in with a local account", there are two input fields: "* User name" and "* Password", both highlighted with a red box. Below the password field is a "Remember me?" checkbox. At the bottom of the local account section are two buttons: "Sign in" and "Forgot Password/User name". Under "Sign in with an external account", there is a blue button labeled "Azure AD".

Contact our Customer
Care Team at
844-965-1125 or
CustomerCare@njeda.gov
if you have any issues
signing on

Step 4: Add a receipt

Requisition Documentation

Applicant :	[REDACTED]	Product Id :	[REDACTED]
Primary Point of Contact :	[REDACTED]	Primary Point of Contact Email:	[REDACTED]

Please click on the blue button to upload documentation for each eligible FFE reimbursement request. You will enter in a new item for each eligible proof of purchase/receipt.

For each item, please upload proof of purchase must include all the following information.

- Vendor name
- Date of purchase
- Description of purchase(s)
- Quantity purchased
- Unit Price
- Total Amount Paid
- Estimated delivery/Photo of Item in Facility

Note for a FFE reimbursement that includes approved Installation, please provide proof of payment to approved non-Public Works contractor, totaling less than \$2000, in the form of:

- Electronic purchase confirmation
- Cancelled check
- Bank statement
- Credit card receipt or statement

Once you have added all the eligible FFE items, please click submit. If you have any questions, please contact your assigned Grantee Support Specialist (GPS) with any questions.

Ensure all submissions are complete and accurate. Incomplete submissions may result in delays. Please reach out to customercare@njeda.gov with any questions.

Add New Requisition Item

Check that all the information specific to your PROD is correct.
Contact your GPS if there are any issues.

Click here to add your first receipt.

Step 5: Enter Vendor Information

1. Enter the name of the store where the purchases were made
For example, Lakeshore, Amazon, Home Depot, etc.

2. Enter the total amount of **eligible** items

3. Enter a brief description of the items purchased
For example, Cribs, Storage units, tables and chairs, fine motor materials, etc.

YOU DO NOT NEED TO LIST EVERY SINGLE ITEM ON YOUR RECEIPT.

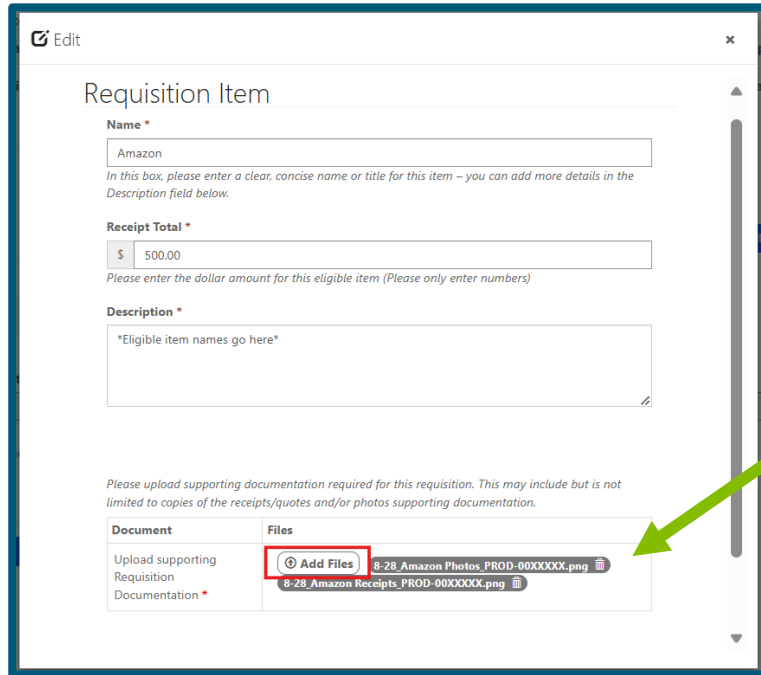
We are looking for broad categories that summarize what is included in the receipt.

4. Click here to continue

The window will briefly close and then re-open. This is totally normal.

The screenshot shows a web form titled "Create" with a close button in the top right corner. The main heading is "Requisition Item". There are three input fields, each with a red box around its label: "Name *", "Amount *", and "Description *". The "Name" field has a text input box and a note below it: "In this box, please enter a clear, concise name or title for this item – you can add more details in the Description field below." The "Amount" field has a text input box and a note below it: "Please enter the dollar amount for this eligible item (Please only enter numbers)". The "Description" field has a larger text input box. Below the input fields is an information icon and the text: "Click 'Next' to proceed to the document upload section." At the bottom of the form is a blue button labeled "Next". Green arrows point from the instructions on the left to the corresponding fields in the form.

Step 6: Upload your Documents



Requisition Item

Name *
Amazon
In this box, please enter a clear, concise name or title for this item – you can add more details in the Description field below.

Receipt Total *
\$ 500.00
Please enter the dollar amount for this eligible item (Please only enter numbers)

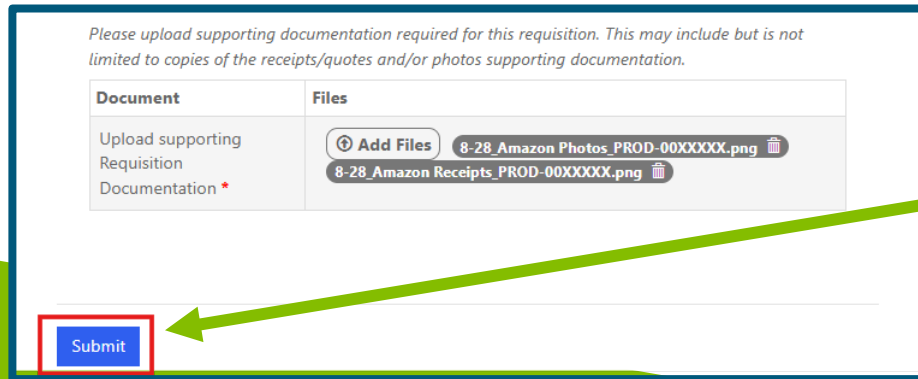
Description *
Eligible item names go here

Please upload supporting documentation required for this requisition. This may include but is not limited to copies of the receipts/quotes and/or photos supporting documentation.

Document	Files
Upload supporting Requisition Documentation *	Add Files 8-28_Amazon Photos_PROD-00XXXXX.png 8-28_Amazon Receipts_PROD-00XXXXX.png

Once this page refreshes, you will see the upload field.

- Click on Add files and upload the receipt and photos for this item.
- Check that all the necessary files have been added properly.



Please upload supporting documentation required for this requisition. This may include but is not limited to copies of the receipts/quotes and/or photos supporting documentation.

Document	Files
Upload supporting Requisition Documentation *	Add Files 8-28_Amazon Photos_PROD-00XXXXX.png 8-28_Amazon Receipts_PROD-00XXXXX.png

Submit

Click submit when you have successfully uploaded all your documents.

Step 7: Add additional receipts and photos

Click here to add a new receipt and follow Steps 5 and 6

The screenshot shows a web form for adding requisition items. At the top right, a blue button labeled "Add New Requisition Item" is highlighted with a red border and a green arrow pointing to it from the text box above. Below this is a table with two columns: "Name" and "Amount". The first row contains "Amazon" and "\$500.00". To the right of the table is a dropdown menu with a downward arrow and an "Edit" button below it. Below the table, there is a section labeled "Total Amount Requested" with a text input field containing "500.00". A note below the input field reads: "NJEDA will not begin its formal review until you select the 'Submit Form' button below." At the bottom left of the form, there is a blue button labeled "Submit Form". A green arrow points from the text box on the left to the "Amazon" entry in the table.

Name ↑	Amount
Amazon	\$500.00

Total Amount Requested

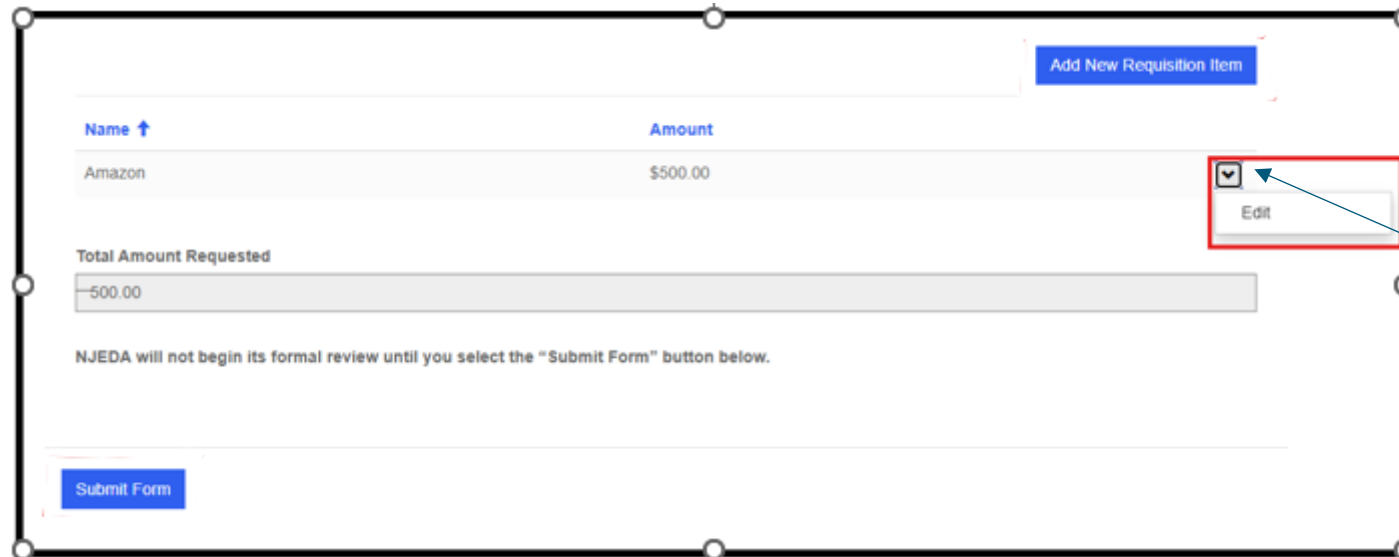
500.00

NJEDA will not begin its formal review until you select the "Submit Form" button below.

Submit Form

You will see your completed receipts here

To edit Receipts



The screenshot shows a web interface for managing requisitions. At the top right is a blue button labeled "Add New Requisition Item". Below it is a table with two columns: "Name" (with an upward arrow) and "Amount". The table contains one row with "Amazon" and "\$500.00". To the right of this row is a dropdown menu with a down arrow icon and the word "Edit" below it. Below the table is a section titled "Total Amount Requested" with a text input field containing "-500.00". Below that is a note: "NJEDA will not begin its formal review until you select the 'Submit Form' button below." At the bottom left is a blue button labeled "Submit Form".

Name ↑	Amount
Amazon	\$500.00

Total Amount Requested

-500.00

NJEDA will not begin its formal review until you select the "Submit Form" button below.

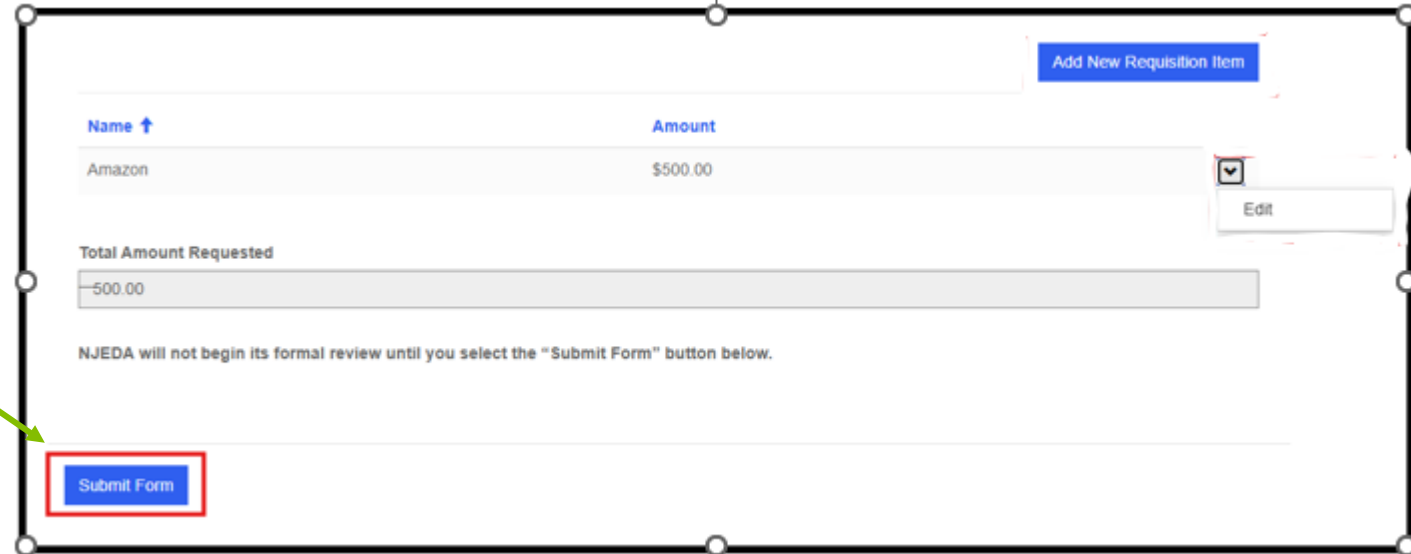
Submit Form

Edit an existing item by clicking on the **down arrow** on the same line as the item you want to edit and clicking **Edit**

Step 8: Submit your Completed Form

WARNING: You will NOT be able to edit requisition forms once they have been submitted.

- NJEDA will not begin reviewing your submission until you click **Submit Form**.
- **DO NOT** submit until you are confident your submission is complete, i.e., each item's name, amount, description, and files are complete and accurate.



The screenshot shows a web form for submitting a requisition. At the top right is a blue button labeled "Add New Requisition Item". Below it is a table with two columns: "Name" and "Amount". The first row contains "Amazon" and "\$500.00". To the right of the table is a dropdown menu with a downward arrow and an "Edit" button. Below the table is a section labeled "Total Amount Requested" with a text input field containing "-500.00". Below this is a warning message: "NJEDA will not begin its formal review until you select the 'Submit Form' button below." At the bottom left, a blue button labeled "Submit Form" is highlighted with a red border. A green arrow points from a text box on the left to this button.

Name ↑	Amount
Amazon	\$500.00

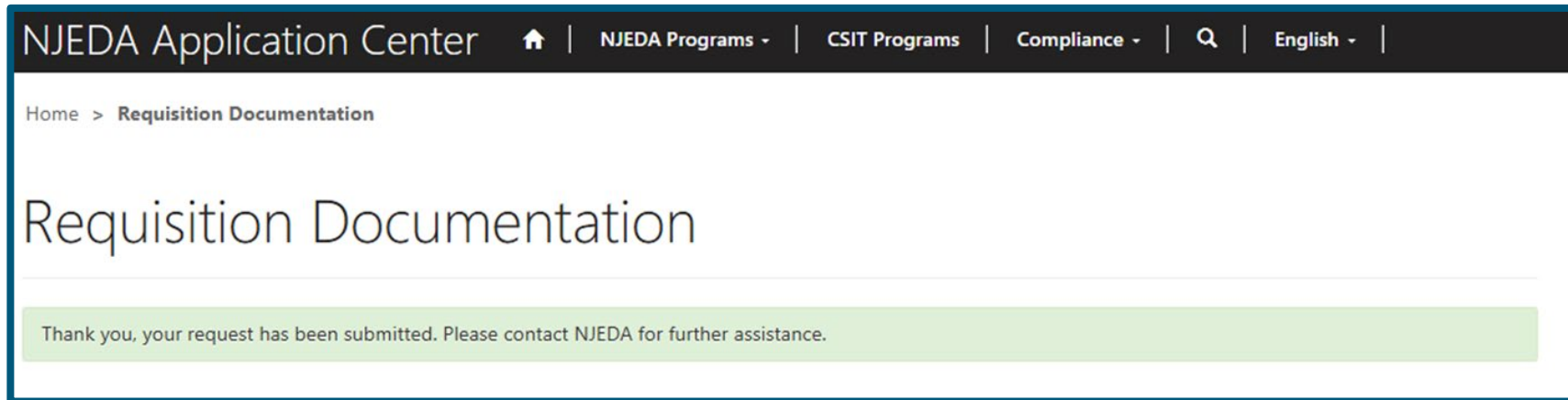
Total Amount Requested
-500.00

NJEDA will not begin its formal review until you select the "Submit Form" button below.

Submit Form

Click to submit your form

Step 9: Confirmation



Once you have submitted your requisition form you may now close out of the window.
If you have any questions, please contact your GPS.