

# SMALL BUSINESS EMERGENCY ASSISTANCE LOAN PROGRAM (PHASE 2)

*Sample Pre-Registration*



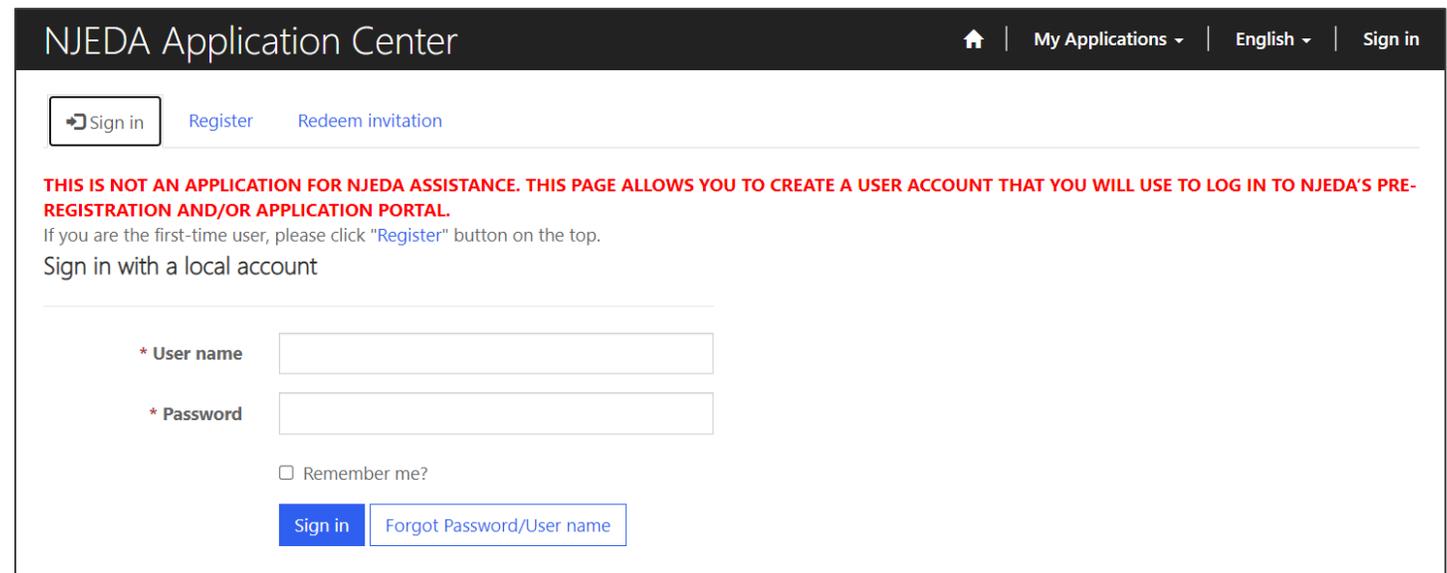
# Pre-Registration Information

- The pre-registration period will open starting **9:00 AM EST on Tuesday, July 20, 2021**. Entities will have until **5:00 PM EST on Friday, July 30, 2021** to complete their pre-registration. Only entities that pre-register will be eligible to apply for a Phase 2 Loan.
- The pre-registration process is NOT first come, first served. Entities can pre-register at any point during this pre-registration period, but will not be able to do so after the pre-registration period closes.
- It is not recommended to wait until just before the deadline of **5:00 PM EST on Friday, July 30, 2021** in order to start your pre-registration.

# Sign Into Portal Using User Name and Password

- If you do not currently have a user name and password, click the **Register** tab at the top to create a new user name and password.
- If you have a user name and password but have forgotten it, click the **Forgot Password/User name** button to email yourself an invitation code to reset the user name and password. Check junk/spam for this email if you do not receive it.
- Once you have created or located your username and password, make sure you write it down and that it is easy for you to locate as you will need it any time you need to access the portal.

<https://njeda.powerappsportals.us/en-US/SignIn?returnUrl=%2F>

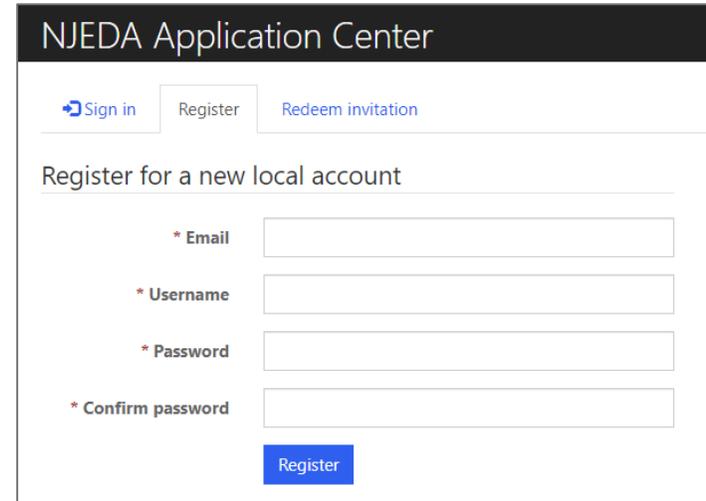


The screenshot shows the NJEDA Application Center sign-in page. At the top, there is a navigation bar with the text "NJEDA Application Center" on the left and a home icon, "My Applications" dropdown, "English" dropdown, and "Sign in" link on the right. Below the navigation bar, there are three buttons: "Sign in" (with a key icon), "Register", and "Redeem invitation". A red warning message states: "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 this, it says "If you are the first-time user, please click 'Register' button on the top." and "Sign in with a local account". There are two input fields: "\* User name" and "\* Password". Below the password field is a checkbox labeled "Remember me?". At the bottom, there are two buttons: "Sign in" and "Forgot Password/User name".

# Creating a New User Name and Password

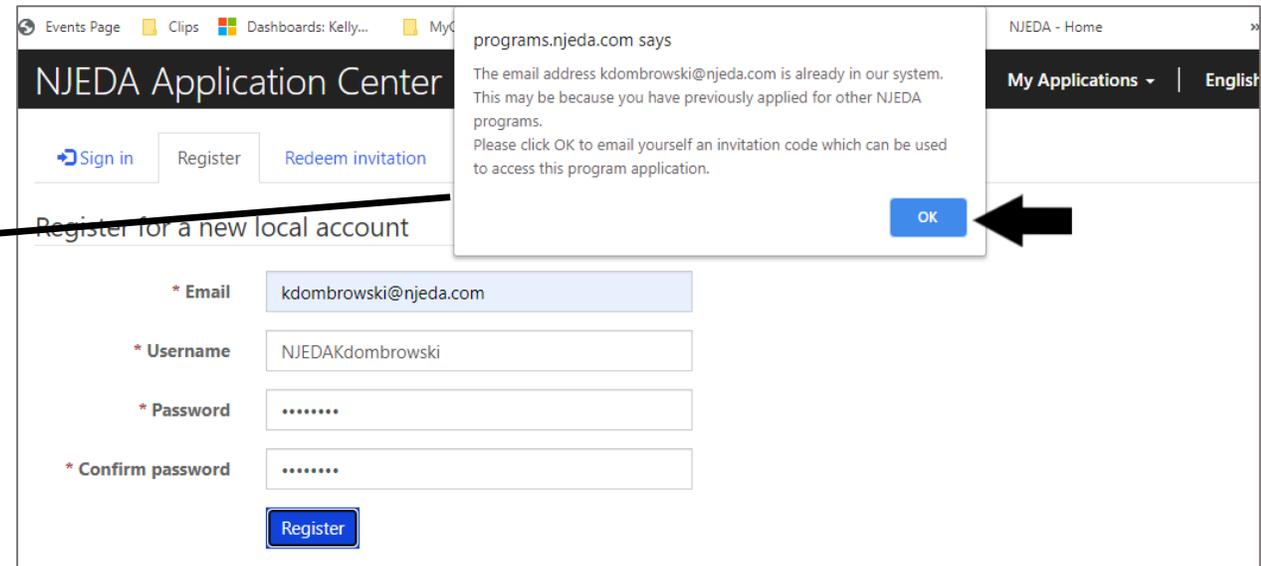
(only if you do not have one)

You will need to provide this information in order to create a profile. **Make sure you write it down and that it is easy for you to locate as you will need it any time you need to access the portal.**



The screenshot shows the 'NJEDA Application Center' registration page. At the top, there are three tabs: 'Sign in', 'Register', and 'Redeem invitation'. Below the tabs, the heading reads 'Register for a new local account'. The form contains four input fields, each with an asterisk indicating it is required: '\* Email', '\* Username', '\* Password', and '\* Confirm password'. A blue 'Register' button is positioned at the bottom right of the form.

You may receive this message when you attempt to register. This means your contact information is known to NJEDA, **but you still must create a profile in this application portal.** Click ok to send yourself an invitation code to create a profile in this portal. The email will be sent from [crmnoreply@njeda.com](mailto:crmnoreply@njeda.com) Check junk/spam for this email if you do not receive it.

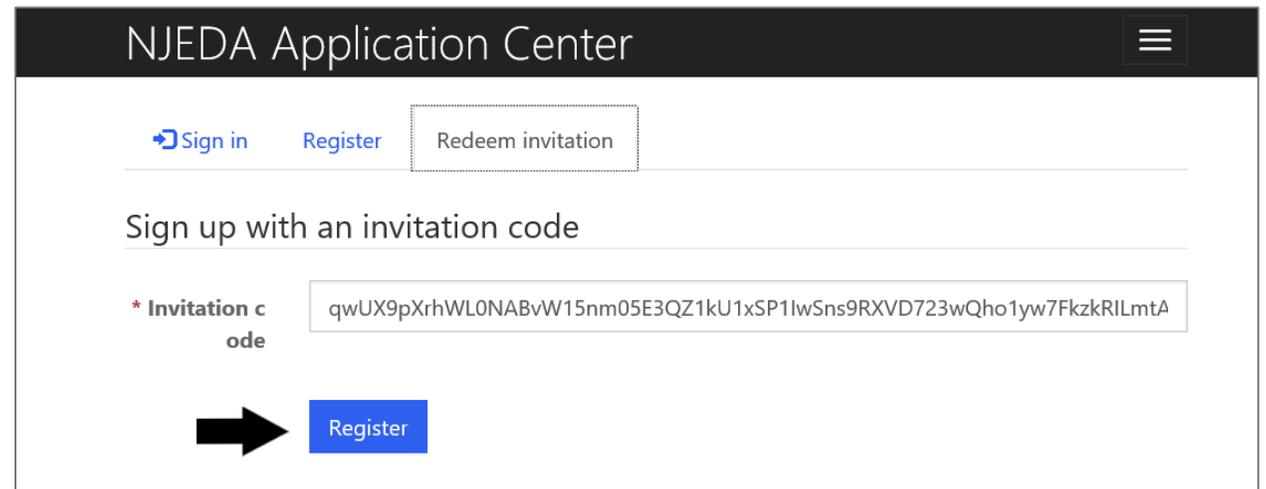
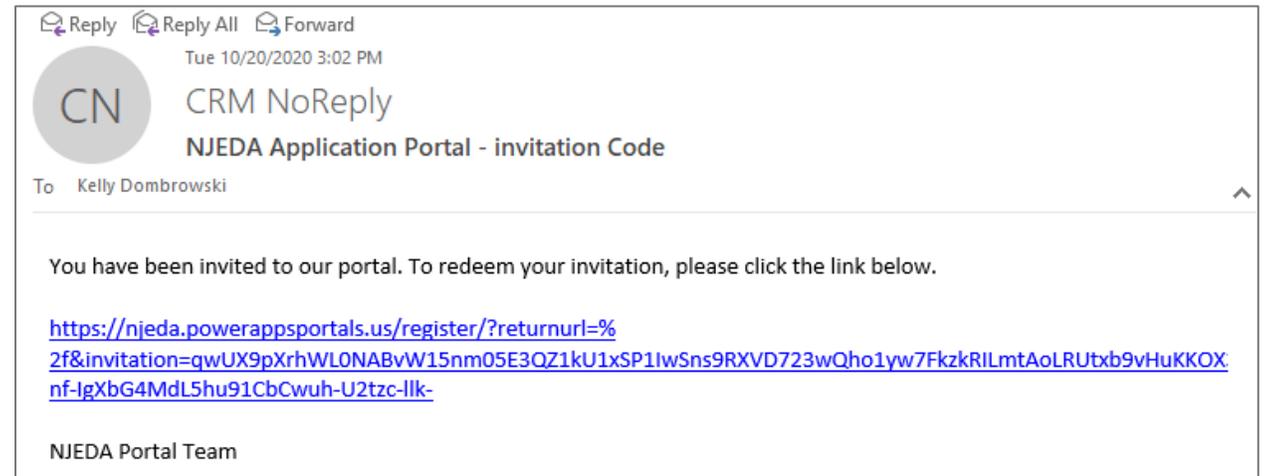


This screenshot shows the same registration form as above, but with an error message overlay. The error message, titled 'programs.njeda.com says', reads: 'The email address kdombrowski@njeda.com is already in our system. This may be because you have previously applied for other NJEDA programs. Please click OK to email yourself an invitation code which can be used to access this program application.' The 'OK' button in the message is highlighted with a black arrow. The registration form below has the following values: '\* Email' is 'kdombrowski@njeda.com', '\* Username' is 'NJEDAKdombrowski', '\* Password' is masked with dots, and '\* Confirm password' is also masked with dots. A blue 'Register' button is at the bottom.

# If You Were Emailed an Invitation Code

If you forgot your username and password, or if you attempted to register and your information was already known to NJEDA, then you should have received an invitation code via email. Please allow appx. 10-20 mins for that email to arrive, and check your junk or spam folders if you do not receive it. If you still haven't received it after 20 mins, contact the NJEDA call center at 844-965-1125 for assistance.

Once you receive the invitation code, please click the link to be returned to the portal. Clicking register should allow you to complete your registration.



# Select Small Business Emergency Assistance (Phase 2) Loan Pre-Registration

NJEDA Application Center



My Applications ▾

English ▾

## NJEDA Online Application Center

The Phase 4 NJEDA Small Business Emergency Assistance Grant Program Pre-registration will reopen on **May 26, 2021 at 9a.m. EDT** for entities that missed the initial deadline. Pre-registration will remain open through **June 30, 2021, 5:00 pm EDT**.

Welcome to the NJEDA's online application for the NJEDA Online Application Center. We look forward to helping you as you grow your business in New Jersey!

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."

COVID Phase 4 Grant Application

NJ ZIP Purchaser Application

NJ ZIP Vendor Application

Small Business Emergency Assistance Phase 2

# Select “Start my Pre-Registration”



Home > **Small Business Emergency Assistance Loan (Phase 2)**

## Small Business Emergency Assistance Loan (Phase 2)

Welcome to the pre-registration for the NJEDA Small Business Emergency Loan Program – Phase 2.

Before you begin the pre-registration process, it is recommended you review the main eligibility points below to make sure your entity may be eligible.

- Your Entity must be in existence by the date of application launch 8/3/2021
- Your entity’s annual revenue, as determined by its most recent business tax filing, must be \$10 million or less
- Home-based businesses and real-estate holding companies are not eligible for this program.
- Stage 1 applicants must have executed a new lease, leased additional space or acquired an owner-occupied commercial space on or after January 1, 2021 that is a minimum of 500 square feet.
- Not-for-profits organized under 501(c) of the Internal Revenue Code are also eligible.

Please click the Start Pre-Registration button below to begin your pre-registration.

[Start My Pre-Registration](#)

# Provide General Information about the Business or Entity

Legal Registered Name of Your Business

If different from your Legal Registered Name

Will need to select one of the options below:

- Sole Proprietorship
- Partnership
- General Partnership
- Limited Partnership
- Limited Liability Partnership
- C Corporation
- Subchapter S Corporation
- Limited Liability Corporation
- Government Body
- Nonprofit Organization
- Single Member LLC
- Other
- Individual Investor

## General Information

### Organization

Organization Name \*

*The full name of your registered legal entity.*

Doing Business As

*Does your business operate under a different name?*

Entity Type \*

*What is the ownership structure of the applicant?*

Employer Identification Number (EIN) \*

*The 9 digit Federal Tax ID number of your organization. Please enter numbers only, do not use dashes or spaces.*

Website

There is a limit of one loan application per EIN. If you have multiple EINs and wish to apply for a loan for each EIN, you will need to complete a separate pre-registration for each EIN. If you have multiple locations under a single EIN, you may only apply once under the sole EIN.

# Provide Your Primary Business Address and Mailing Address (if mailing address is different than primary address)

If your business has multiple locations, read this carefully and use the location that best meets this definition.

Use the **LOOK UP**  feature to first find your zip code, and then select the appropriate city based on your zip code.

If NO, you will be asked to provide similar information about your mailing address.

## Primary Business Address

*Your primary business location is the address where most of your employees are working. If no one location has the most employees because multiple locations have the same number, then the primary location from among those locations is the one that generates the most revenue. If there are still multiple locations that meet the criteria, the primary location is the location that opened first.*

Street Address \*

Street Address 2

*Suite, Apt., Floor?*

NJ Zip Code \*

State

City \*

County

Is your mailing address the same as your business address? \*

Next

# Provide your Contact Information

The pre-registration should be completed by the **CEO/Owner, or someone authorized to apply for a loan on behalf of the entity.**

Please use an email address that you want the NJEDA to communicate with you regarding the loan application. **Please take a moment and ensure the email address is entered correctly,** as a mistyped email could interfere with NJEDA's ability to quickly communicate with you.

If you are not the CEO or owner, we will collect similar contact information about the CEO/Owner as well.

## Authorized Representative

### Authorized Representative

First Name \*

Last Name \*

Title \*

Phone \*

Cell Phone Number

The NJEDA may use text messages for notifications.

Email \*

Email (Confirm) \*

Is the CEO/Owner of the business applying for the loan? \*

*Are you the CEO/Owner of the business applying for the loan?*

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# Provide Date of Formation and Stage 1 Qualification Information

You will need to provide us with the date your entity was legally formed and the date your entity began operations. These two dates may or may not be the same.

## Organization Details

Date Established \*

Please make sure this date matches the date on your entity's formation documents.

## Stage 1 Qualifications

On or after 1/1/2021 have you executed a new lease, leased additional space, or acquired an owner-occupied commercial space? \*

## Stage 1 Qualifications

On or after 1/1/2021 have you executed a new lease, leased additional space, or acquired an owner-occupied commercial space? \*

When was the new lease, lease of additional space, or acquisition of an owner-occupied commercial space executed? \*

What is the size of the newly leased or acquired space? \*

Total square feet.

If yes, you will be asked additional question regarding your newly leased place.

# Provide Information About the Type of Employees your Entity Employs

Choose all options that apply.

For each option that is chosen above, you will be asked for the number of those jobs you currently have at this time.

If you expect the loan will help create jobs, please answer YES and provide the number of jobs you expect the loan to create. Answering YES or NO does not impact your loan eligibility.

If you expect the loan will help retain jobs that would otherwise be lost, please answer YES and provide the number of jobs you expect the loan to retain. Answering YES or NO does not impact your loan eligibility.

Please indicate the type of employees that your entity employs. Please choose all options that apply:

- Full Time (W2) Employees
- Part Time Employees
- Other Workers (1099, Seasonal, PEO, etc.)

## Jobs at Application

Number of Existing Full Time Employees (W2) in NJ at time of application \*

Number of Existing Part Time Employees in NJ at time of application \*

Number of All Other Workers (1099, Seasonal, PEO, etc.) in NJ at time of application \*

## Estimated New Jobs

Do you expect this loan will help to create new jobs (including assisting employees return to work)? \*

## Estimated Retained Jobs (If Approved for a Phase 2 Loan)

Do you expect this loan will help to save jobs that will otherwise be lost? \*

# Provide Information About Your Business

If YES – you will be asked to identify the NJEDA programs that you have applied for (see below)

Please identify which program you received assistance through. Please select all that apply:

- Small Business Emergency Assistance Grant Program (Phase 1)
- Small Business Emergency Assistance Grant Program (Phase 2)
- Small Business Emergency Assistance Grant Program (Phase 3)
- Small Business Emergency Assistance Grant Program (Phase 4)
- Small Business Emergency Assistance Loan Program (Phase 1)
- PPE Access Program (Phase 2)
- Sustain and Serve NJ

If YES, we will need to know whether you have received more or less than \$10,000 through all of these programs. At the time of application, we will ask you to provide, for each program you listed, the date you applied, the amount you applied for and/or received, and what the funding was used for.

## Additional Organization Details

Is the Entity a home-based business? \*

Is the entity a real estate holding company? \*

Is the business religiously affiliated? \*

*If your organization is religiously affiliated, we may need to follow up with you for more information during the application process.*

Is your business/organization involved in political activity and/or lobbying? \*

*If your organization is involved in political activity and/or lobbying, we may need to follow up with you for more information during the application process.*

Has the applicant, or any other related parties, previously received assistance from NJEDA related to the COVID-19 pandemic? \*

Have you applied for any other COVID-19 financial assistance? (i.e. Paycheck Protection Program, Small Business Association Economic Injury Disaster Grant/Loan, or other Federal, State (non-NJEDA) or county/municipal financial assistance) \*

# Provide Information About Your Business

(continued )

What is the loan amount you are requesting from the NJEDA? Must be less than \$100,000



**Anticipated Loan Request \***

*What is the loan amount you expected to request from the EDA? Please enter numbers only, do not use commas or periods.*

Please make sure this matches the amount on your most recent business tax filing.



**What is the entity's annual revenues based on its most recent business tax filing? \***

*Please be sure this amount matches the amount on your most recent business tax filing or financial statements. Please enter numbers only, do not use commas or periods.*

Tell us a little about your business – what your business does, who you serve, etc.



**Please provide a brief description (2-3 sentences) of the business. \***

*For example - what your business or organization does, how long you have been in business, the customers you serve, etc.*

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# Demographic Information

This informs NJEDA about the businesses we are serving. **This does not impact your eligibility for a loan.**

## Demographic Information

Please select which of the following your entity self-identifies as: (Please choose all that apply)

- Minority Owned**
- Woman-Owned**
- Veteran Owned**
- Disabled Owned**
- I Do Not Wish to Identify**

Is English your primary language? \*

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This informs the NJEDA that you may need interpreter services should we need to contact you regarding your application.

# NAICS Code – This informs the NJEDA about the industry your entity operates in.

In this section, we will collect information about what type of business/organization you are, based on your NAICS Code. To look up your business's NAICS Code, please click the search icon below.

Click the magnifying glass to use the **LOOK UP**  to find and select the appropriate NAICS code from the picklist that best matches your entity

NAICS Code \*

Please select the magnifying glass to launch the NAICS search window. In the upper right hand of the window there is a search bar. In the search bar, you may enter your NAICS code (if you know it), the type of business you are, or the industry in which your business operates. Please be specific in your search. If you receive multiple NAICS code options, please select the code that most closely matches your business. If your search does not return a result, please try additional terms that describe your business until you return a result.

This is the lookup tool that will appear after the magnifying glass is selected. You can use the Search field and enter the industry or services that best describes your entity. Try searching multiple different terms if your first search does not return a result.

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Lookup records

Search 

NAICS Code ↑	NAICS Sub	NAICS Sector	Industry Code	National
✓ 101010	Not Labeled	Not Identified	Not Labeled	Not Labeled
111110	Crop Production	Agriculture, Forestry, Fishing and Hunting	Oilseed and Grain Farming	Soybean Farming
111120	Crop Production	Agriculture, Forestry, Fishing and Hunting	Oilseed and Grain Farming	Oilseed (except Soybean) Farming
111130	Crop Production	Agriculture, Forestry, Fishing and Hunting	Oilseed and Grain Farming	Dry Pea and Bean Farming
111140	Crop Production	Agriculture, Forestry, Fishing and Hunting	Oilseed and Grain Farming	Wheat Farming

< 1 2 3 4 5 6 7 8 .. 124 >

Select Cancel Remove value

# Electronic Signature

## Electronic Signature

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Pursuant to written policy, the New Jersey Economic Development Authority allows documents to be signed electronically and hereby agrees to be bound by such electronic signatures. Please confirm that you, as a signatory to this document, also agree to be bound by electronic signatures.

I agree to be bound by electronic signatures. \*

I am an Authorized Signer for this organization and I accept the above terms and conditions. \*

Full Name \*



[Generate a new image](#)

[Play the audio code](#)

Enter the code from the image

[Previous](#)

[Submit](#)

# Next Steps

- Once your pre-registration is submitted, you should receive an automated email from the NJEDA confirming that your pre-registration was received. Please check your junk/spam folders and allow appx. 10-20 minutes for this email to arrive.
  - » If you **DO NOT** receive the email after 10-20 minutes, **contact the NJEDA call center at 844-965-1125 for assistance.**
- The next step will be to complete the application form.
  - » **STAGE 1 APPLICANTS** will have an exclusive 10-day window to apply for the program, beginning Tuesday, August 3, 2021 at 9:00 AM.
  - » **STAGE 2 APPLICANTS** will be able to apply at the conclusion of the Stage 1 exclusive application window, which will be Friday, August 13, 2021 at 3:00 PM
- Only entities that have completed this pre-registration step will have access to the application form. The NJEDA will be releasing a similar walkthrough document for the application form.
- You will log into the portal using the same username and password to access the application form. **It is recommended to complete the application form as soon as possible as the program is first-come, first-serve, subject to the availability of funding.**