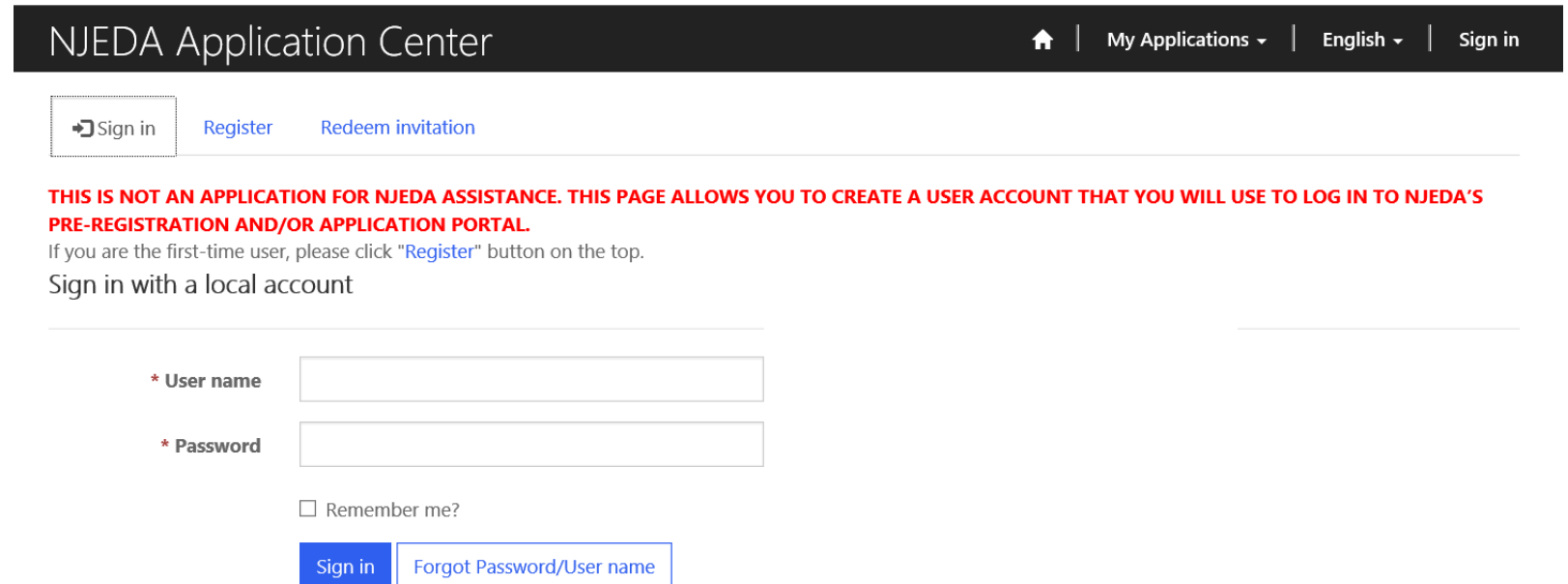# Small Business Emergency Assistance Loan Program (Phase 2) Sample Pre-Registration

- The pre-registration period will open starting **9:00 AM EST on Wednesday, February 10, 2021**. Entities will have until **5:00 PM EST on Monday, February 22, 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 Monday, February 22, 2021** in order to start your pre-registration.

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Sign Into Portal Using User Name and Password

https://njeda.powerappsportals.us/en-US/SignIn?returnUrl=%2F
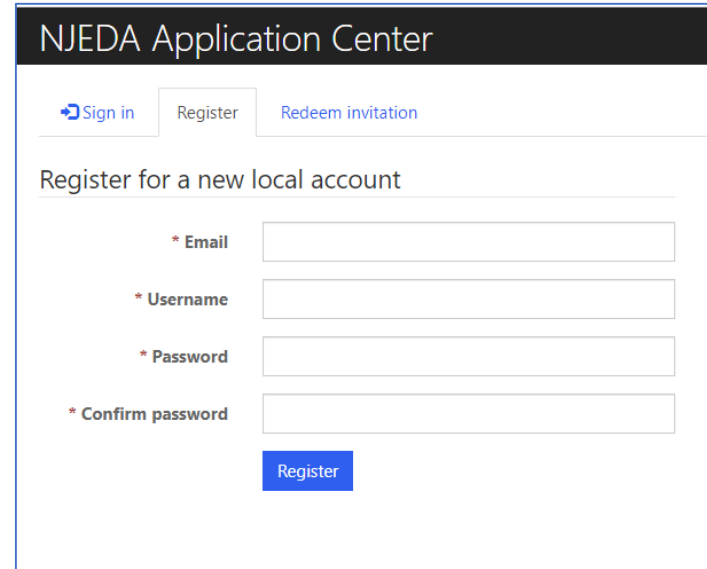
- If you do not currently have a user name and password, click the **Register** tab at the top to create a new user name and password.

- 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.

NJEDA Application Center

🏠 | My Applications ⏷ | English ⏷ | Sign in

→] Sign in   Register   Redeem invitation

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.
If you are the first-time user, please click "Register" button on the top.

Sign in with a local account

* User name

* Password

☐ Remember me?

Sign in   Forgot Password/User name

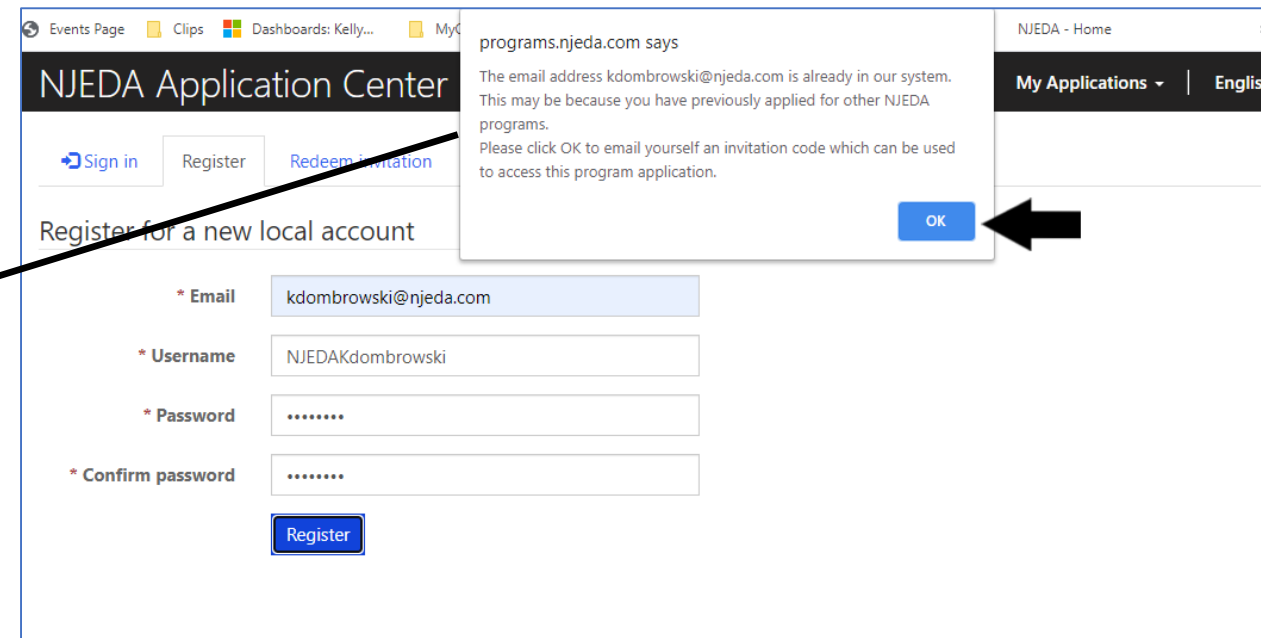NJ EDA
ECONOMIC DEVELOPMENT AUTHORITY

Creating a New User Name and Password (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.**

NJEDA Application Center

Sign in | Register | Redeem invitation

Register for a new local account

* Email
* Username
* Password
* Confirm password

Register

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** Check junk/spam for this email if you do not receive it.

programs.njeda.com says

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.

OK

NJEDA Application Center

Sign in | Register | Redeem invitation

Register for a new local account

* Email   kdombrowski@njeda.com
* Username   NJEDAKdombrowski
* Password   ••••••••
* Confirm password ••••••••

Register

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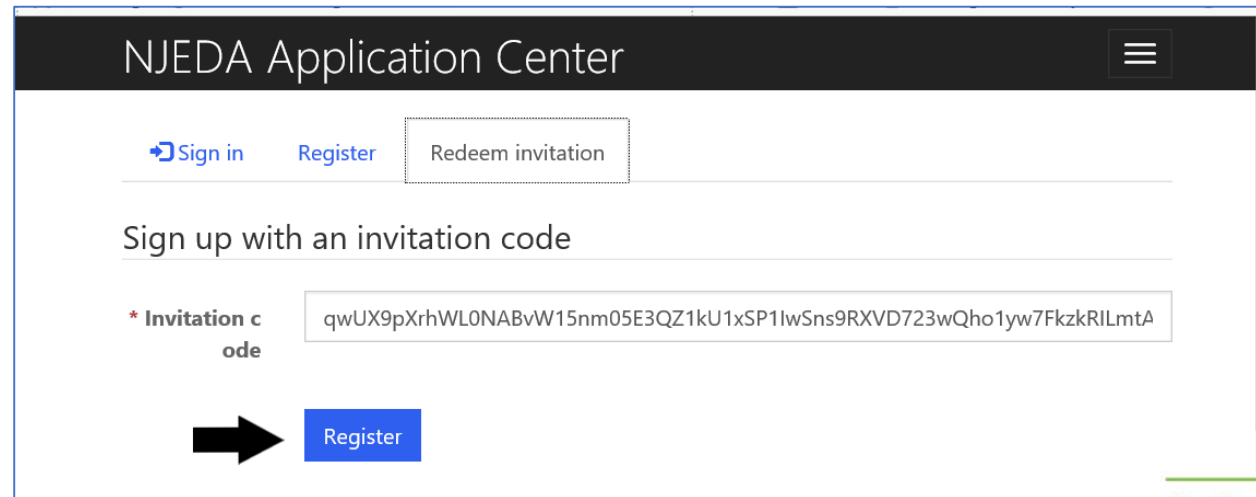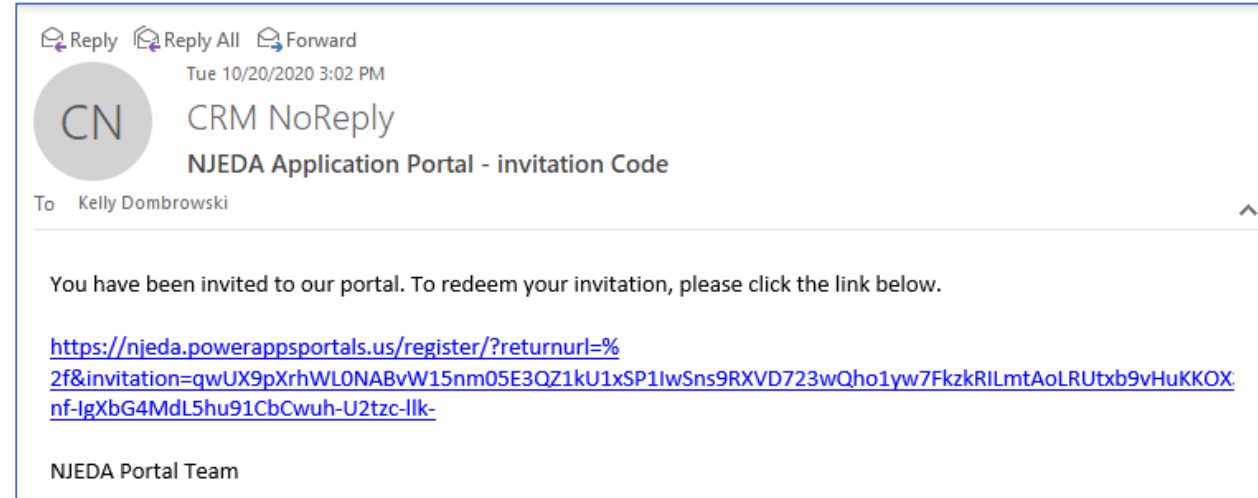
Select Small Business Emergency Assistance (Phase 2) Loan Pre-Registration

Select "Start my Pre-Registration"

Provide General Information about the Business or Entity

General Information

Organization

Organization Name

Legal Registered Name of Your Business →

Doing Business As

If different from your Legal Registered Name →

Does your business operate under a different name?

Entity Type

Will need to select one of the options below: →

What is the ownership structure of the applicant?

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

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.

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

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

Street Address

Street Address 2

Suite, Apt., Floor?

NJ Zip Code   **State**

Use the look up feature to first find your zip code, and then select the appropriate city based on your zip code.

City   **County**

Is your mailing address the same as your business address?

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

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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 or Alternative Phone Number

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 Date of Operation

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.

Small Business Emergency Assistance (Phase 2) Loan

Organization Details

Date Established

	📅

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

Date Entity Began Operating

	📅

This is the first day that you started operating your business, which may be different than the day your business was formed.

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 *

Estimated New Jobs

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

Yes

Estimated Number of New Full Time (W2) jobs in NJ to be created by 6/30/2022 *

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? *

Yes

Estimated Number of Full Time (W2) jobs in NJ to be retained

Estimated Number of Part Time jobs to be in NJ retained

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Provide Information About Your Business

Additional Organization Details

Is the Entity a home-based business?

[dropdown]

Is the entity a real estate holding company?

[dropdown]

Is the business religiously affiliated?

[dropdown]

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?

[dropdown]

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?

[dropdown]

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 Loan Program (Phase 1)
- ☐ PPE Access Program (Phase 2)

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)

[Yes]

What is the estimated cumulative assistance received? *

[dropdown]

You will be asked during the application process for more information about any COVID-19 assistance your entity has applied for and/or received. It is recommended that you gather this information after you complete your pre-registration so that you are prepared for the application process.

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.

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What is the loan amount you are requesting from the NJEDA? Cannot be more than $100,000

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

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

Describe as specifically as you can how COVID-19 has negatively impacted your business. Were you forced to temporarily close, reduce operating hours, etc.?

Anticipated Loan Request

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.

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.

Please describe how your entity has been negatively impacted by COVID-19. Please be as detailed as possible. For example: temporary shutdown, reduction in operating hours, significant drop in revenue, materially impacted by employees who cannot work due to the outbreak, or supply chain disruption that has slowed production.

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Demographic Information

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

Small Business Emergency Assistance (Phase 2) 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?

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.

NAICS Code

Click the magnifying glass to use the lookup tool to find and select the appropriate NAICS code from the picklist that best matches your entity

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.

Previous   Next

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.

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

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Electronic Signature

Small Business Emergency Assistance (Phase 2) Loan Edit

Electronic Signature

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

John Doe

Previous   Next

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. The application form will be available starting 9:00 AM EST on Wednesday, February 24, 2021. 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 starting 9:00 AM EST on Wednesday, February 24, 2021. **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.**