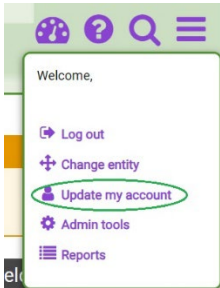


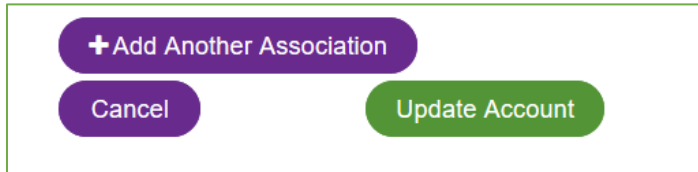
Adding ACCESS for yourself to another entity

If you require access to another entity in Sage follow the instructions on this page.

1. Click on **Update my account** on the navigation bar on top of your dashboard.



2. Click on the **Add Another Association** button at the bottom of the page.



3. Select the **POSITION** that you have relative to the APR or CAPER. (Note subrecipients do not have direct access to Sage for the CAPER and should not have an association with ESG; subrecipients of CoC grants may only have access if the recipient grants access to them.)

4. Find the entity you want to associate with by **typing the name of the ENTITY** (recipient name or CoC number (CT-503)) that you need to add to allow Sage to search for appropriate choices. When names appear, you must select a name from the drop-down menu. **YOU MUST SELECT FROM THE DROP DOWN MENUE -- do not type a name in.**

POSITION	ENTITY <i>Begin typing the CoC organizations name, ESG jurisdiction name, or CoC number. You must select a drop down name – not type your own.</i>	USER LEVEL	DELETE
	<input type="text" value="Type your CoC Number/Entity Name to begin s"/>	TBD	DELETE
<div style="border: 1px solid black; padding: 2px;"> Recipient - CoC Grant Recipient - ESG Grant Continuum of Care HUD Field Office HUD Administration </div>	CT-503 Housing Authority of the City of Waterbury	Data Entry and Account Admin	DELETE
	ESG Waterbury - CT	Data Entry and Account Admin	DELETE

5. The USER LEVEL will change from TBD to “Pending Approval”.
6. If you are not a Data Entry and Account Admin user level your account will have to be approved by an Account Admin user at your organization, the ESG jurisdiction, the CoC or HUD prior to your ability to access a new entity.