

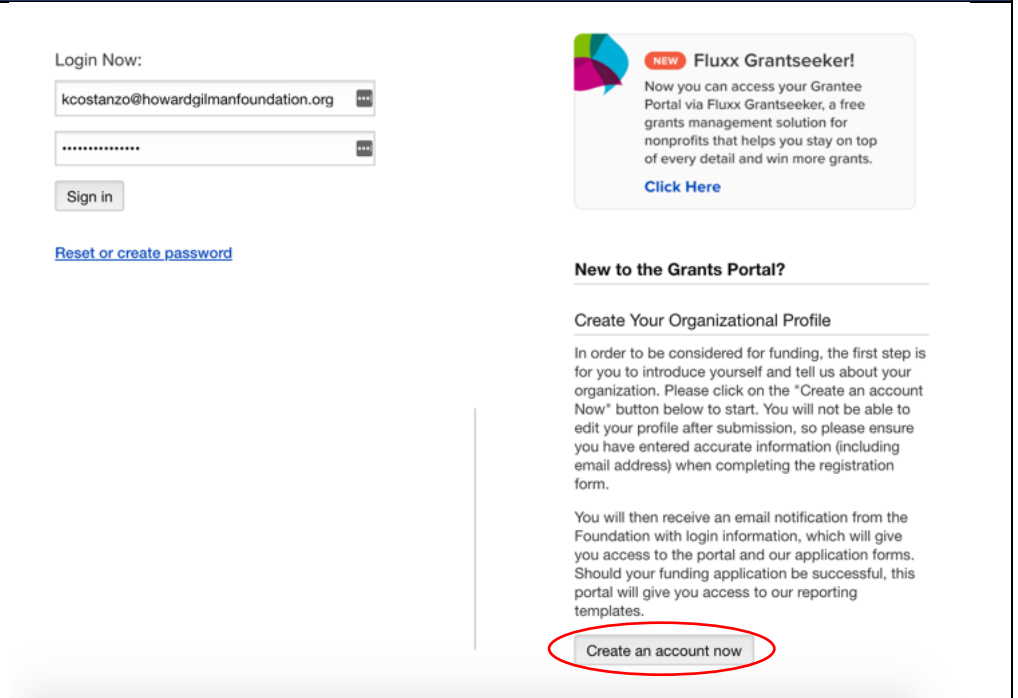
## Fluxx Quick Reference Guide - HOW TO REGISTER AN ACCOUNT

This guide walks new users through the steps of registering your organization profile and primary contacts in Fluxx. Updated 03/12/2021.

### Login to Fluxx

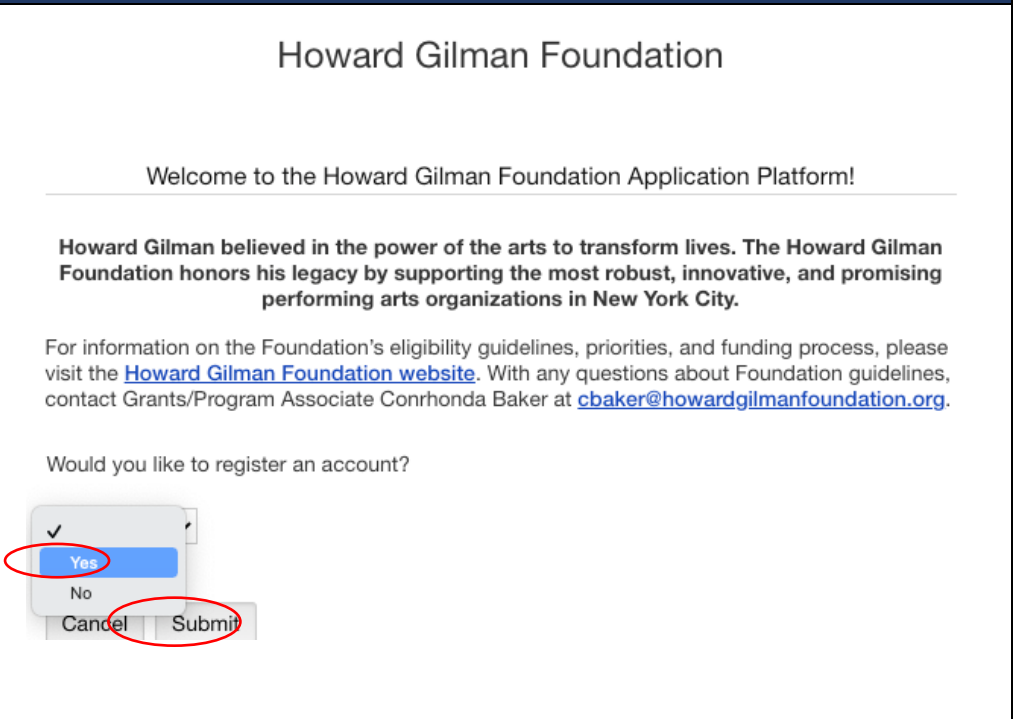
Go to [howardgilmanfoundation.fluxx.io](http://howardgilmanfoundation.fluxx.io).

As a brand-new user, you must click the **Create an account now** button.



The screenshot shows the Fluxx login interface. On the left, there is a 'Login Now:' section with an email input field containing 'kcostanzo@howardgilmanfoundation.org', a password input field with masked characters, and a 'Sign in' button. Below this is a link for 'Reset or create password'. On the right, there is a 'NEW Fluxx Grantseeker!' notification box with a 'Click Here' link. Below that is a section titled 'New to the Grants Portal?' with a sub-section 'Create Your Organizational Profile'. This section contains text explaining the registration process and a 'Create an account now' button, which is circled in red.

Select **yes** and click **submit** to register an account.



The screenshot shows the 'Howard Gilman Foundation' registration confirmation page. It features the foundation's name at the top, followed by a welcome message: 'Welcome to the Howard Gilman Foundation Application Platform!'. Below this is a paragraph about the foundation's mission: 'Howard Gilman believed in the power of the arts to transform lives. The Howard Gilman Foundation honors his legacy by supporting the most robust, innovative, and promising performing arts organizations in New York City.' This is followed by information on eligibility guidelines and contact details for Grants/Program Associate Conrhonda Baker at [cbaker@howardgilmanfoundation.org](mailto:cbaker@howardgilmanfoundation.org). At the bottom, there is a question 'Would you like to register an account?' with a dropdown menu. The 'Yes' option is selected and circled in red. Below the dropdown are 'Cancel' and 'Submit' buttons, with the 'Submit' button also circled in red.



## Enter Organization Information

Use the **Guidestar EIN lookup** to complete your organization information or **enter it manually**.

### Organization Information

If you have an Employer Identification Number (EIN), enter it in the GuideStar Profile Lookup and press search to autofill your organization's information. Please review the populated information and ensure it is up-to-date.

#### GuideStar EIN Profile Lookup

[Search](#)

GuideStar Database

#### Organization Legal Name\*

#### Organization Common Name\*

#### Tax ID\*

#### Address 1\*

#### Address 2

#### City\*

#### Country

United States

#### State

\*State is required

#### Postal Code (Zip)\*

#### Organization Website\*

#### Organization Phone\*

\*Phone numbers must be formatted ###-###-#### or ###-###-#### x.###



## Enter Primary Contact Information

Note: the Primary Contact should be the contact information of the staff member who will **interact most frequently** with the application portal.

There will be an opportunity to enter the contact information for a Primary Signatory (the Executive and/or Artistic leadership contact, if different, who will be contacted to sign official grant contracts, etc.) once you have full access to your profile.

Click **Submit Request**.

Primary Contact Information

Please complete the Primary Contact information fields with the contact information of the member of your staff we should be in touch with to answer questions about applications and schedule any future meetings or conversations, such as a member of the development staff. If multiple staff members will be interacting with Fluxx and require logins, they should each complete a separate registration to be connected.

You will have the opportunity to add other contacts, such as Executive/Artistic Directors or other Senior-level staff members who will not interact with Fluxx but should receive grant-related email notifications, once your registration is completed.

Prefix\*

First Name\*

Last Name\*

Pronouns

Title\*

Work Phone\*

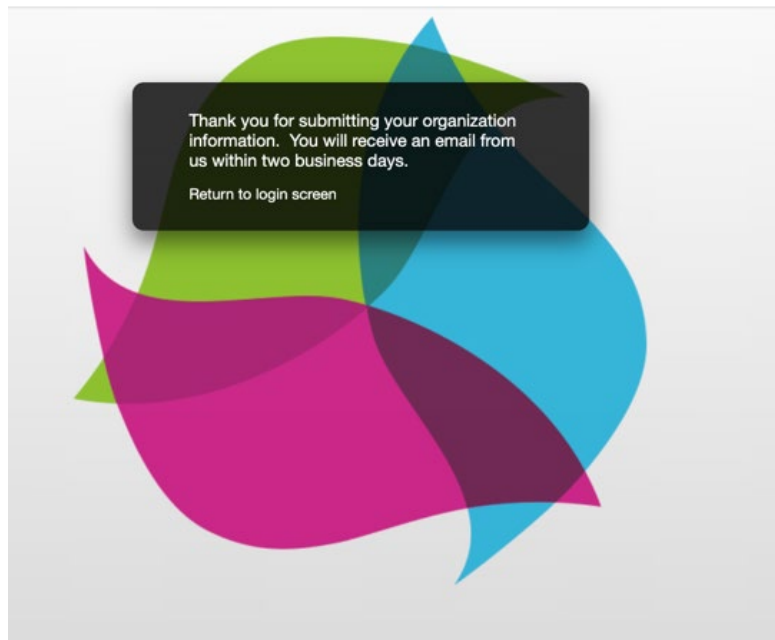
E-mail\*

Cancel **Submit Request**

## Confirm Submission

After clicking Submit Request, **this screen appears**.

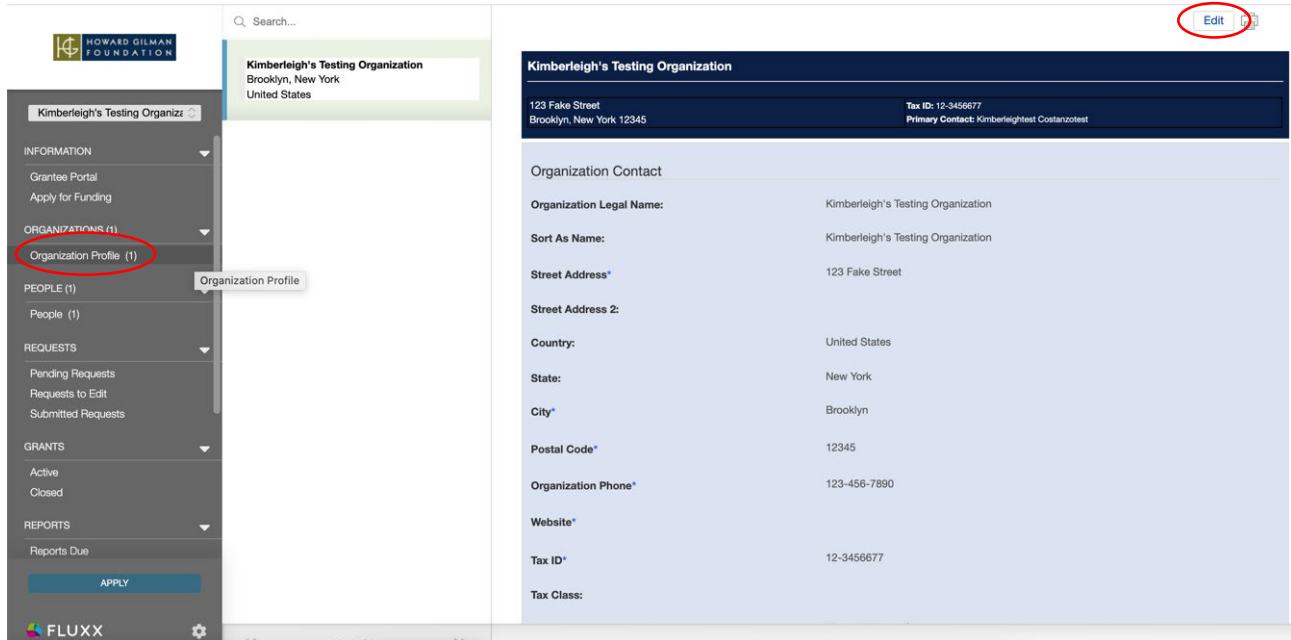
Once reviewed and approved by HGF staff, **you'll receive an email with your log in and a link to create a password**.



## Return to Fluxx

Once you create the password of your choice, return to the Fluxx log in page to sign in. Go to [howardgilmanfoundation.fluxx.io](http://howardgilmanfoundation.fluxx.io)

Navigate to the **Organization Profile** section in the left-side menu. Click **Edit** in the upper right-hand corner.



Search...

Kimberleigh's Testing Organization  
Brooklyn, New York  
United States

Kimberleigh's Testing Organiz...

INFORMATION  
Grantee Portal  
Apply for Funding

ORGANIZATIONS (1)  
**Organization Profile (1)**

PEOPLE (1)  
People (1)

REQUESTS  
Pending Requests  
Requests to Edit  
Submitted Requests

GRANTS  
Active  
Closed

REPORTS  
Reports Due

APPLY

FLUXX

Kimberleigh's Testing Organization  
123 Fake Street  
Brooklyn, New York 12345

Tax ID: 12-3456677  
Primary Contact: KimberleighTest Costanzotest

Organization Contact

Organization Legal Name: Kimberleigh's Testing Organization

Sort As Name: Kimberleigh's Testing Organization

Street Address\*: 123 Fake Street

Street Address 2:

Country: United States

State: New York

City\*: Brooklyn

Postal Code\*: 12345

Organization Phone\*: 123-456-7890

Website\*

Tax ID\*: 12-3456677

Tax Class:

Edit

## Complete Organization Information

Complete the **Organization Information** and click **Save and Close** once complete.

You'll be reminded to update this information at the time of each future application submission.

Organization Information

Discipline

Borough

Fiscal Year End Date

Year Incorporated

Mission Statement

The majority of my organization's programming is devoted to the performing arts

Organization Financial Information

FY'19

Fiscal Year 2019 Expenses

Fiscal Year 2019 Revenue

Fiscal Year 2019 Net Assets

Fiscal Year 2019 Status

FY'20

Fiscal Year 2020

Cancel Save and Continue **Save and Close**

## Navigating the Menu

You can navigate the left-side menu to **view and add contacts** (in the People section), view active and closed past **grants** (in the Grants section), and (once available) open and submit **applications** for funding (in the Apply for Funding section).

*Please note you may need to add multiple staff members to your profile. When submitting applications or letters of inquiry we ask you designate a **Primary Contact** and a **Primary Signatory**. The **Primary Contact** is the member of your staff we should be in touch with to answer questions about the application and schedule any future meetings or conversations, such as a member of the development staff. The **Primary Signatory** is the member of your staff that should be addressed in any future award letters and should act as signatory on any grant contracts, such as an Executive Director.*

