

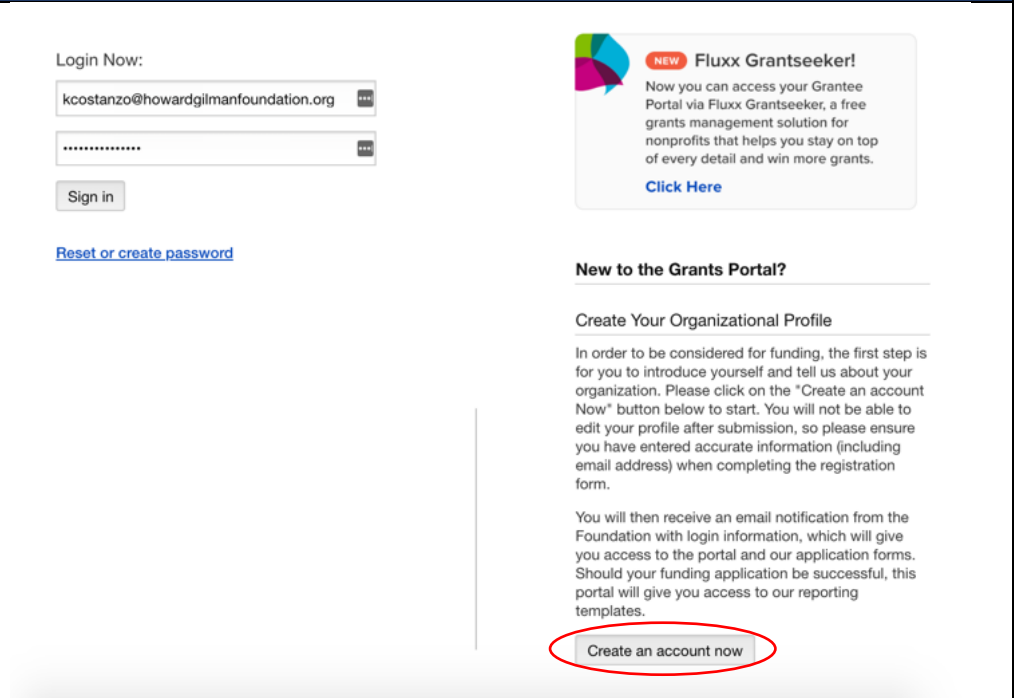
Fluxx Quick Reference Guide - HOW TO REGISTER AN ACCOUNT

This guide walks new users through the steps of registering your organization profile and primary contacts in Fluxx. Updated 11/03/2021.

Login to Fluxx

Go to howardgilmanfoundation.fluxx.io.

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



Login Now:

[Reset or create password](#)

NEW Fluxx Grantseeker!
Now you can access your Grantee Portal via Fluxx Grantseeker, a free grants management solution for nonprofits that helps you stay on top of every detail and win more grants.
[Click Here](#)

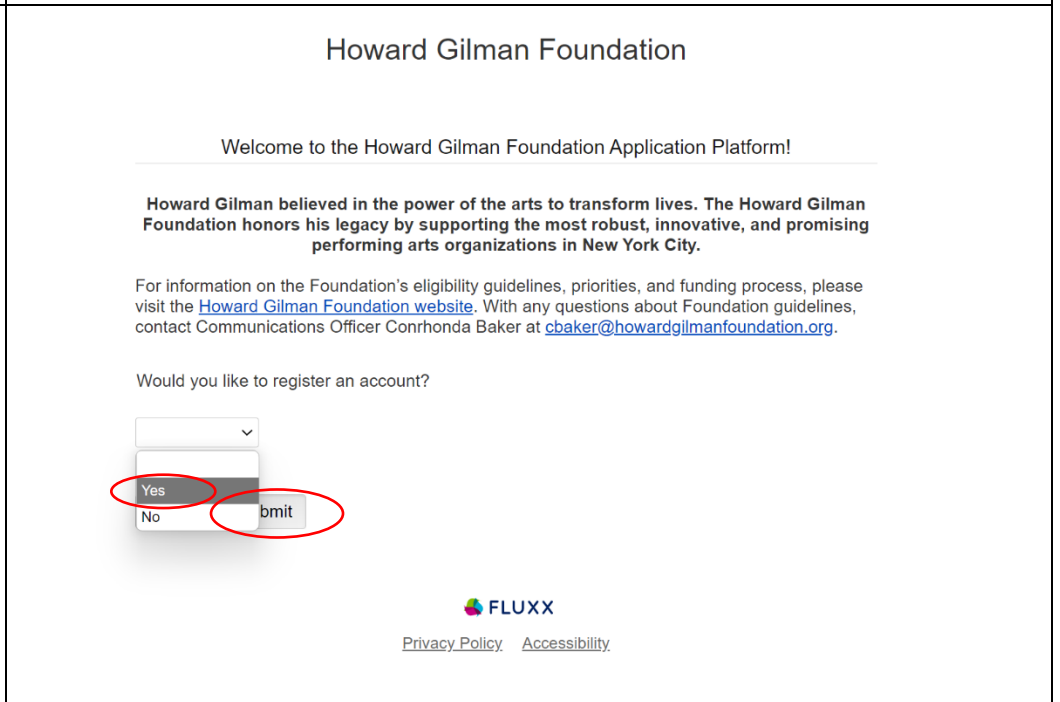
New to the Grants Portal?

Create Your Organizational Profile

In order to be considered for funding, the first step is for you to introduce yourself and tell us about your organization. Please click on the "Create an account Now" button below to start. You will not be able to edit your profile after submission, so please ensure you have entered accurate information (including email address) when completing the registration form.

You will then receive an email notification from the Foundation with login information, which will give you access to the portal and our application forms. Should your funding application be successful, this portal will give you access to our reporting templates.

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



Howard Gilman Foundation

Welcome to the Howard Gilman Foundation Application Platform!

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.

For information on the Foundation's eligibility guidelines, priorities, and funding process, please visit the [Howard Gilman Foundation website](#). With any questions about Foundation guidelines, contact Communications Officer Conrhonda Baker at cbaker@howardgilmanfoundation.org.

Would you like to register an account?

FLUXX
[Privacy Policy](#) [Accessibility](#)



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.

Once you have full access to your profile, 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.).

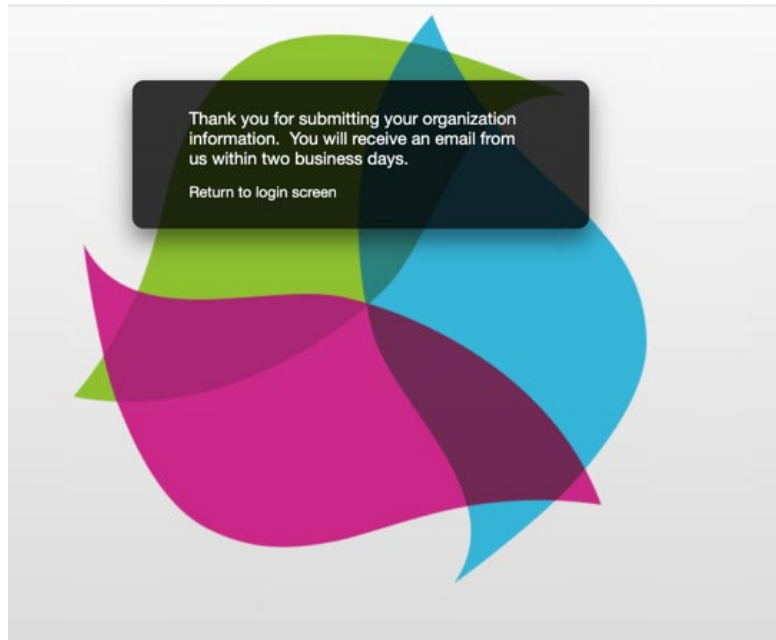
Click **Submit Request**.

The screenshot shows a form titled "Primary Contact Information" with a red circle around the title. Below the title is a paragraph of instructions: "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." Below this is another paragraph: "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." The form contains several input fields: "Prefix*", "First Name*", "Last Name*", "Pronouns", "Title*", "Work Phone*", and "E-mail*". At the bottom of the form are two buttons: "Cancel" and "Submit Request", with the latter circled in red.

Confirm Submission

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

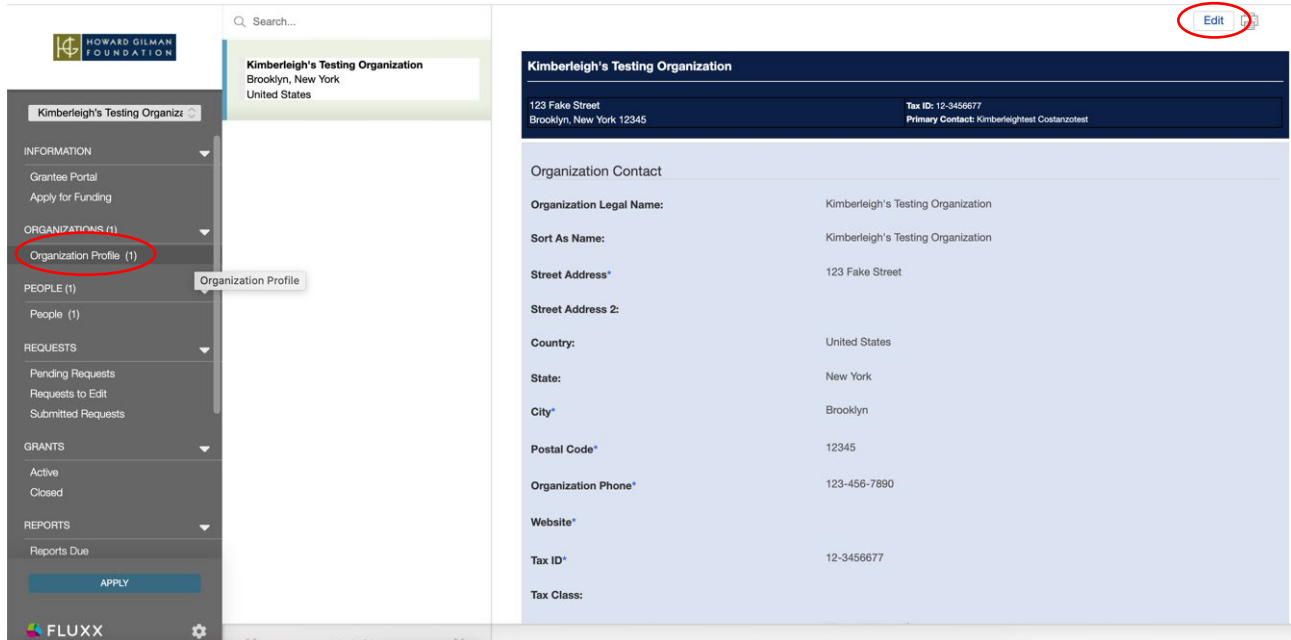
Once HGF staff review and approve, **you'll receive an email with your login and a link to create a password**.



Return to Fluxx

Once you create the password of your choice, return to the Fluxx login page to sign in. Go to 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: Kimberleigh@testcostanzotest

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

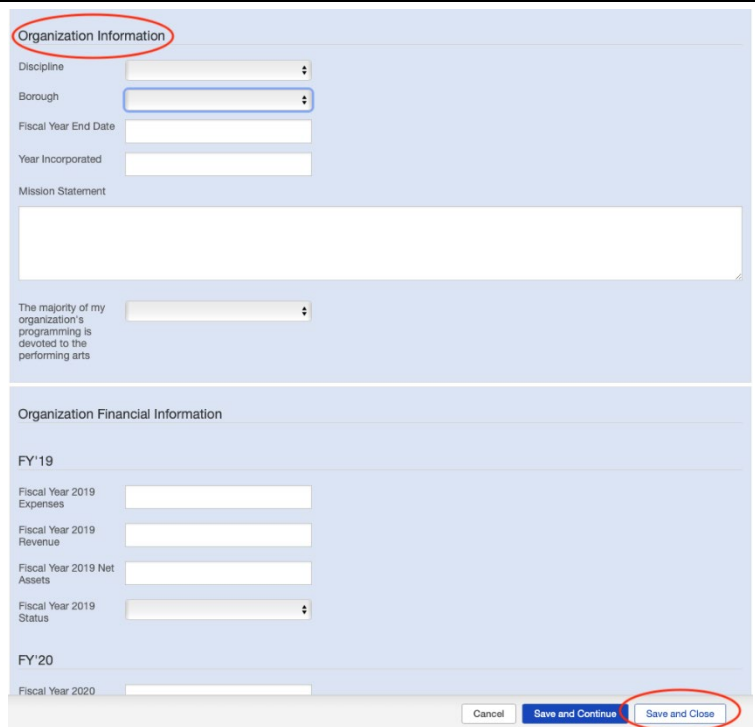
Tax Class:

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

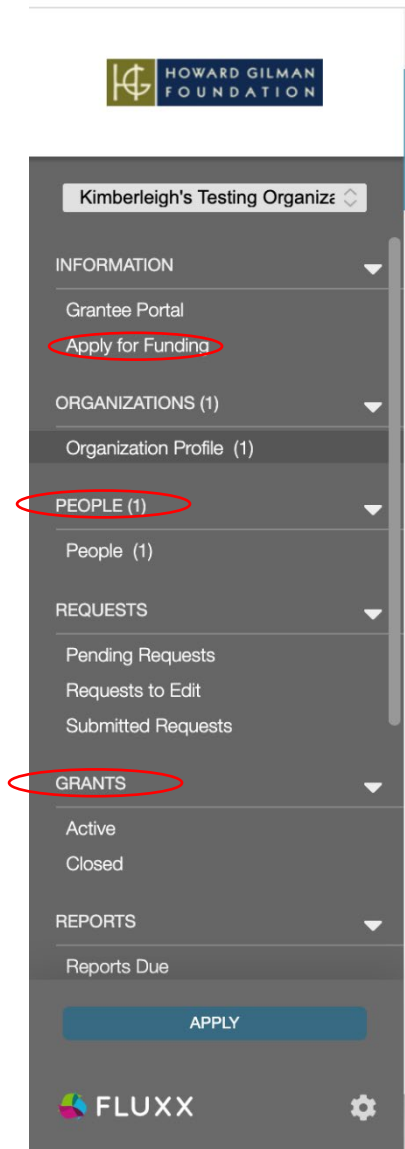
Fiscal Year 2020

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).



Updating Contacts

*Please note you may need to add multiple staff members to your profile. When submitting applications or letters of inquiry, we ask you to 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**, such as an Executive Director, is the staff member that should be addressed in any future award letters and should act as the signatory for any grant contracts.*

If you have a staff change, please don't overwrite names in the system. Instead, please use the following to add and remove contacts.

Adding a contact:

- If the contact is being added so they will get future grant or other notifications, **but they won't be logging into the system**, please have the primary user
 - log into their account,
 - click "People" from the left side menu, and
 - click the "Create New User" button on the bottom right of the screen.
 - Then they can add the contact information for this new person.
- If the contact being added **will be logging into the system to review or submit grant materials**, this staff member should create a new account. Please have them submit a new registration in the system following the instructions starting on page 1.

Removing a contact:

- If someone has left an organization, please notify your Program Officer of the departure.
- The new staff person should follow the steps above to be added to the system, depending on whether or not the new staff person will be logging in.