



FLUXX Log-in Instructions for FIRST TIME USERS

All grantmaking communication and reporting will be done via our online portal using the FLUXX Grants Management system. This document outlines the process to set up your account and begin your request in FLUXX.

PLEASE NOTE: You must sign in using your own name/log-in. CFI and FLUXX follow very strict security guidelines to keep your organization's information safe and confidential. These guidelines prohibit the sharing of usernames or passwords. All users must be registered.

To begin the process, using the **Google Chrome** browser, navigate go to the **Coleman Foundation Grants Management Portal** at <https://colemanfoundation.fluxx.io>

The Coleman Foundation Grants Management Portal

Login Now:

Username

Password

[Reset or create password](#)

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.

FLUXX

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ELIGIBILITY QUIZ

If this is your first time using FLUXX, please take the eligibility quiz. If your organization meets Coleman's funding guidelines, you will be allowed to set up an account and submit a Letter of Inquiry.

When you are ready to submit, click the **Submit Request** button on the bottom of your screen.

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We will review this information and contact you for the next step. If you have any problems, please contact us at grants@colemanfoundation.org