



Introduction

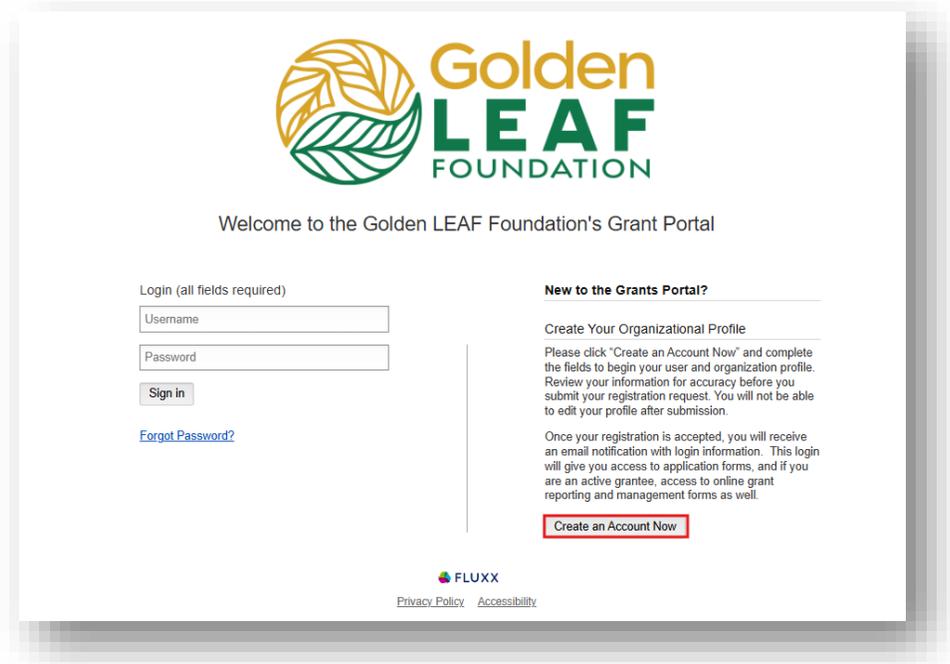
To create a new account—if you’ve not created an account with Golden LEAF or you’ve changed organizations—follow the steps below using your unique email address. Account creation will enable you to start a request/application, and access requests and current and closed grants for your organization. To change a job title or phone number for an existing account (same organization), log into existing account and edit that information via the **People** section of the menu. For any additional changes please reach out to grantportalhelp@goldenleaf.org.

Contents

<u>Steps to Create an Account</u>	2
<u>Contact Information</u>	4

Steps to Create an Account

1. Open your preferred browser and go to <https://goldenleaf.fluxx.io>.
2. Click **Create an Account Now**.



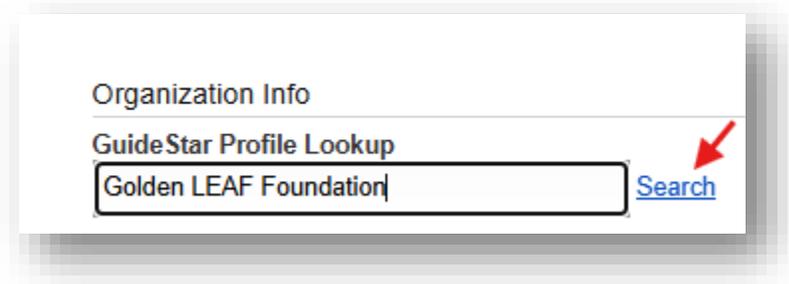
The screenshot shows the Golden LEAF Foundation's Grant Portal. At the top is the logo, which consists of a stylized leaf icon and the text "Golden LEAF FOUNDATION". Below the logo is the text "Welcome to the Golden LEAF Foundation's Grant Portal".

On the left side, there is a "Login (all fields required)" section with two input fields: "Username" and "Password". Below these fields is a "Sign in" button and a link for "Forgot Password?".

On the right side, there is a "New to the Grants Portal?" section. It contains the heading "Create Your Organizational Profile" and a paragraph of text: "Please click 'Create an Account Now' and complete the fields to begin your user and organization profile. Review your information for accuracy before you submit your registration request. You will not be able to edit your profile after submission." Below this text is another paragraph: "Once your registration is accepted, you will receive an email notification with login information. This login will give you access to application forms, and if you are an active grantee, access to online grant reporting and management forms as well." At the bottom of this section is a red-bordered button labeled "Create an Account Now".

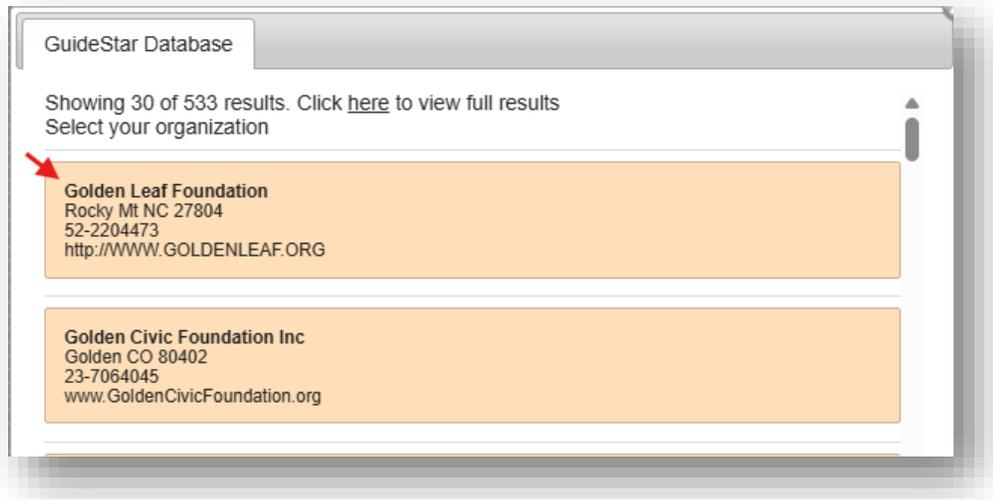
At the bottom center of the page, there is a "FLUXX" logo and two links: "Privacy Policy" and "Accessibility".

3. If your organization is a not-for-profit listed in GuideStar, you have the option to begin typing your organization's name in the *GuideStar Profile Lookup* field. Click **Search** to search for and select your organization's profile.



The screenshot shows a search interface for GuideStar. It has a heading "Organization Info" and a sub-heading "GuideStar Profile Lookup". Below the sub-heading is a text input field containing the text "Golden LEAF Foundation". To the right of the input field is a blue "Search" button. A red arrow points to the "Search" button.

4. If your organization is listed in GuideStar, select it from the search results.



5. If your organization is not listed (e.g. a governmental entity, for-profit business, NPO not listed in GuideStar), complete the fields with your organization's information.

Note: Governmental entities and 501(c)(3) tax-exempt organizations may apply for grants. Funds must be used for charitable, scientific, educational, or tax-exempt public purposes. Golden LEAF does not make awards to individuals or for-profit businesses.

If you are not an employee of the application organization, provide the data for your company, whether you have your own consulting business or work for a company that provides third-party consulting services. The applying organization will then need to reach out to grantportalhelp@goldenleaf.org to have your account linked to their application.

6. Enter the basic information for the person who is registering, then click **Submit Request**. **Every person needing access to the grant portal should have a unique email address.**
7. You're all set! The ball's in our court. You'll be notified of your account status within two business days.

Tip: Check your spam or junk folder if the email doesn't arrive in your inbox within two business days.

Contact Information

Still have grant portal questions? Send your question(s) to grantportalhelp@goldenleaf.org or drop by virtual office hours (schedule posted on the Golden LEAF website [here](#)).