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.

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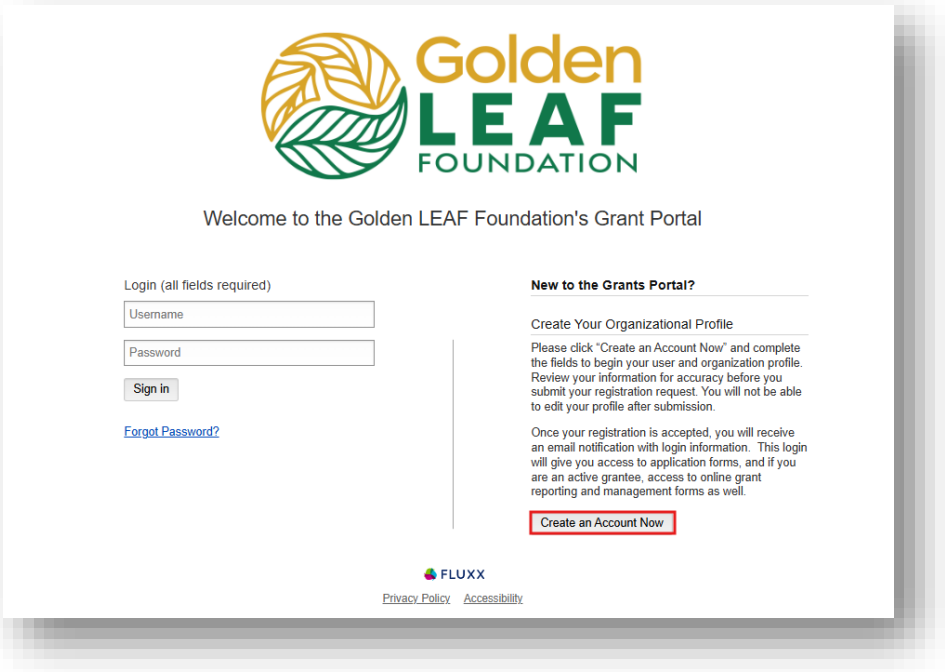
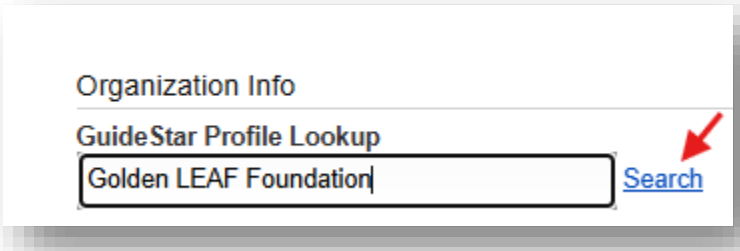
Steps to Create an Account

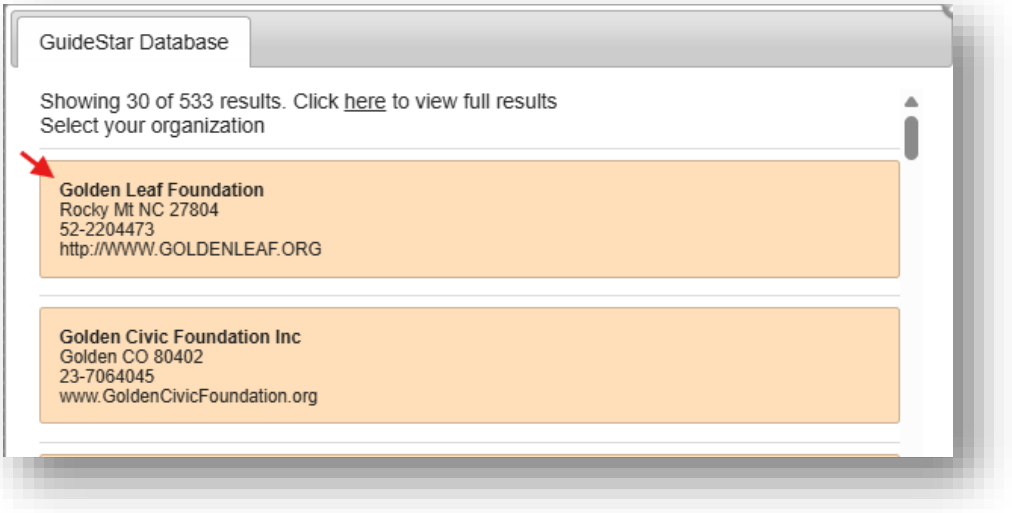
1. Open your preferred browser and go to **https://goldenleaf.fluxx.io**.
2. Click **Create an Account Now**.



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.



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).