

Grant Portal Basics

Create an Account

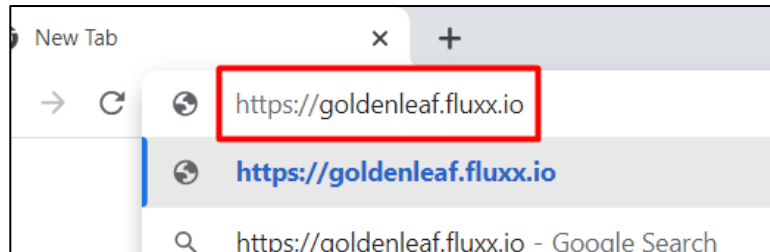


To create a new account—if you’ve not created an account in with Golden LEAF or you’ve changed organizations—follow the steps below using your unique email address. Account creation will enable you to start a request/application (for your primary organization), and access requests, and current and closed grants for organizations to which you are linked.

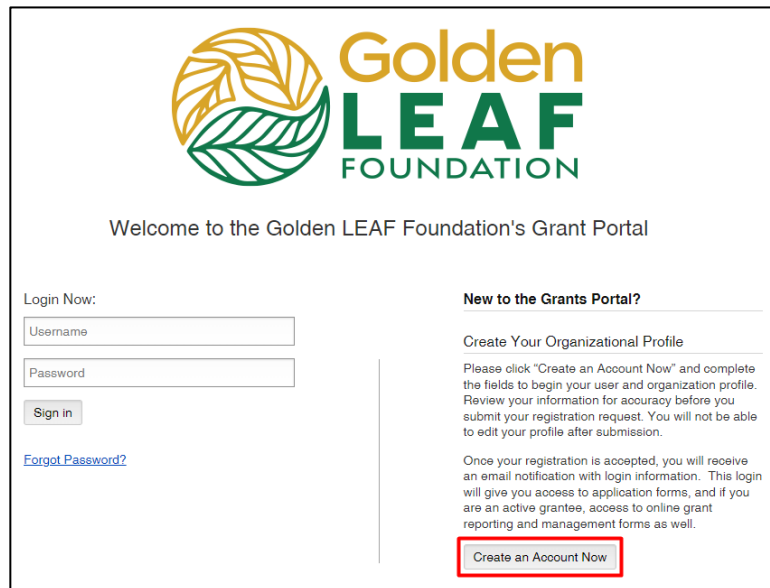
To change a job title, phone number or email address for an existing account (*same organization*), log into existing account and edit that information via the **People** section of the menu.

- 1) Open your preferred browser and go to <https://goldenleaf.fluxx.io>.

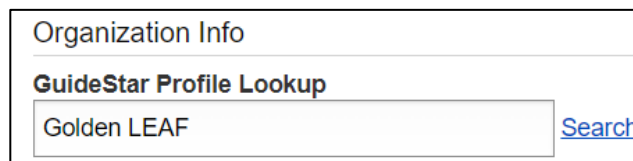
(You may also wish to bookmark this address or save it as a favorite).



- 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.



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

A screenshot of a web application showing a search for "Golden LEAF". The "GuideStar Profile Lookup" field contains "Golden LEAF" and a "Search" button is to its right. Below this, there are input fields for "Organization Name" and "Address 1". A "GuideStar Database" window is open, displaying a list of search results. The second result, "The Golden LEAF Long-Term Economic Advancement Foundation in Rocky Mt NC 27604", is highlighted with a red border. Other results include "GOLDEN LEAF EDUCATION FOUNDATION" and "Golden Leaf Charter High School".

- 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.

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 company that provides third-party consulting services.

A screenshot of a form titled "Organization Info". It includes a "GuideStar Profile Lookup" field with a cursor. Below are input fields for "Organization Name", "Address 1", "Address 2", "City", "Postal Code (Zip)", "Organization E-mail", and "Organization Phone". There are also dropdown menus for "Country" (set to "United States"), "State/Province", and "Tax Class". A "Tax ID" field is also present.

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- 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.

Primary Contact Info

Prefix

First Name

Last Name

User Title

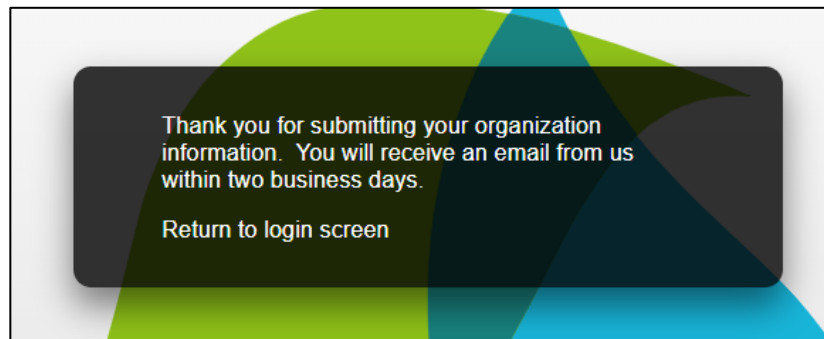
Work Phone

Work Phone Extension

E-mail

- 7) You're all set! The ball's in our court. You'll be notified of your account status within two business days.

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



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