

Registering as an applicant in the Kresge Fluxx portal

THE KRESGE FOUNDATION

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STEP 1 – WEBSITE LOG IN


- Open up an internet browser window. Please note that Fluxx works best with Google Chrome or Apple Safari.
- Type **kresge.fluxx.io** into the address bar and hit **Enter**. You will be directed to the Kresge Fluxx homepage. New users should bookmark this site for easy access.
- Click on the **Create an Account Now** button to begin the registration process.

The screenshot shows the Kresge Foundation Fluxx portal login page. At the top, it says "THE KRESGE FOUNDATION" and "Welcome to the Kresge Foundation Portal". On the left, there is a "Login Now:" section with input fields for "Username" and "Password", and a "Sign in" button. Below this is a link for "Reset or create password". On the right, there is a "NEW Fluxx Grantseeker!" banner with a colorful icon and text explaining that users can now access their Grantee Portal via Fluxx Grantseeker, a free grants management solution. Below the banner, there is a "Click Here" link. Further down, there is a paragraph explaining that to create a Kresge Fluxx account, users should scroll to the bottom of the page and click the "Create an account now" button. Below this is a paragraph about the Kresge Foundation's mission and a link to learn more. Another paragraph explains that organizations seeking funding must have a Kresge Fluxx account and provides instructions on how to register. Below that is a paragraph for existing users to log in. At the bottom right, there is a "Create an account now" button highlighted with a red box. At the bottom center, there is the "FLUXX" logo and links for "Privacy Policy" and "Accessibility".

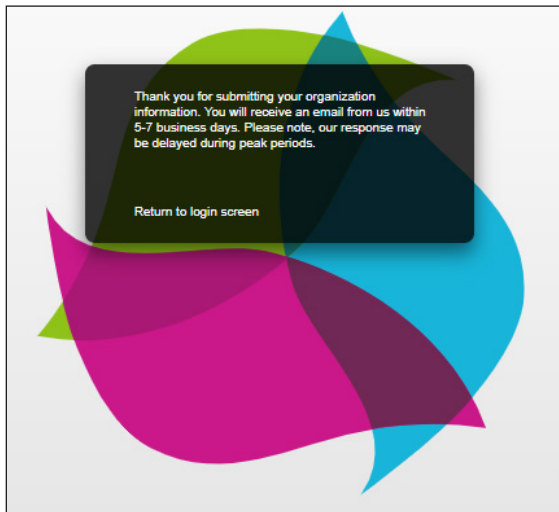
STEP 2 – REGISTRATION INFORMATION

The registration page is divided into two sections. The first section is the organization information section, starting with the Organization Name and Federal Tax ID field. The second section is your contact information. Please complete both the organization and contact information sections. After all fields are completed, click **Submit Request**.

With phishing schemes on the rise, please know that Kresge will never request your social security number or personal information.

<div style="text-align: center;"><p>Welcome to the Kresge Foundation Portal</p></div> <p>Please select the Kresge program of interest <input type="text"/></p> <p>ORGANIZATION NAME</p> <p>Organization Name <input type="text"/></p> <p>Tax ID (format: XX-XXXXXXX) <input type="text"/></p> <p>Address 1 <input type="text"/></p> <p>Address 2 <input type="text"/></p> <p>City <input type="text"/></p> <p>Country <input type="text" value="United States"/></p> <p>State/Province <input type="text"/></p> <p>Postal Code (Zip) <input type="text"/></p> <p>Organization Email <input type="text"/></p> <p>Organization Phone (format: (XXX) XXX-XXXX) <input type="text"/></p> <p>Organization Phone Extension <input type="text"/></p> <p>Organization Website <input type="text"/></p>	<p>YOUR CONTACT INFORMATION</p> <p>What is your role at your organization? <input type="text"/></p> <p>Are you a consultant? <input type="text"/></p> <p>Prefix (e.g., Mr., Ms. Dr.) <input type="text"/></p> <p>First Name (no nicknames) <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Suffix (e.g., Jr., III, IV) <input type="text"/></p> <p>Job Title <input type="text"/></p> <p><input type="checkbox"/> Check this box if your work address is different from the organization address.</p> <p>E-mail <input type="text"/></p> <p>Work Phone (format: (XXX) XXX-XXXX) <input type="text"/></p> <p>Work Phone Extension <input type="text"/></p> <p>Mobile Phone <input type="text"/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Submit Request"/></p>
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STEP 3 – EMAIL VERIFICATION AND LOGIN



After submitting the registration page information, the screen to the left will appear. The registrant should receive an email with a user ID and details on how to create a new password within **5-7 business days**. Please note that registration approval is a manual process, so the length of time will vary depending on staff availability. Once the approval email is received, the registrant can log in and create a password.

After logging in, the screen below will appear. New applications can be started by clicking on the **Grant Opportunities** section.

Other sections on the page to note include:

- The Organization section, where the user can update information about their organization;
- The People section, where the user can edit information about their contact information; and
- The Grants section, where a user can submit or edit applications.

A screenshot of the The Kresge Foundation Fluxx portal dashboard. The dashboard features a navigation menu on the left with categories like INFORMATION, ORGANIZATIONS (2), PEOPLE (1), GRANT - REQUEST, GRANTS (8), PRI - REQUEST, PMS, and REQUIREMENTS (18). The main content area includes a "Welcome to The Kresge Foundation Portal" banner, a "SCAM ALERT!" section, a "Kresge Foundation Portal Overview" section, and "GUIDELINES". The SCAM ALERT! section contains a warning about fraudulent emails and a list of red flags. The Kresge Foundation Portal Overview section lists key actions for users, such as submitting requests, tracking requests, and updating information. The GUIDELINES section provides instructions on how to use the portal, including how to submit requests and how to enter information on any page at any time.