



## 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>

## 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.



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