



GRANTEE REPORT INSTRUCTIONS

Portal Login Instructions: How to Use CEF's Grants Portal

Please follow these step-by-step instructions to log in to **Fluxx**, our grants management database.

Please Note: Our Fluxx instance is shared with our sister organization, the Bainum Family Foundation, so you will see references to both organizations on the site. Your application is ONLY for the Children's Equity Fund.

Step 1 – Access our Grantee Portal at <https://bainumfdn.fluxx.io/>

Step 2 – Log in to the system

- Below the “Log In Now” section, click “Reset or create password”
- Use the email address this message was sent to, this is your Username(s)

Step 3 – Complete your Report

- Under the header REPORTS, click “Reports Due (1)” to see your report.
- Click “Edit” in the top right-hand corner of the application to open the form for editing.
- Complete all the required fields.
- Upload any relevant documents to the Documents section.
 - On the right side of the Partner Document Uploads box, click the green + icon.
 - Drag and drop the document(s) to the popup window.
 - Click the “Start Upload” button at the bottom left.
 - When the upload is complete, click the X at the top right to close the popup window.
 - Your document should appear in the Partner Uploads section.
- When you are finished with the session, click “Save and Close” at the bottom of the page.

You can return to this application as many times as needed to complete.

Step 4 – Submit your Report

When your report is complete and is ready for us to review:

- **Click the “Submit” button**
 - This is the step most often missed! We will not be able to review your report until it has been Submitted.
- The Report will move to “Submitted Reports” and is ready to be reviewed by staff.

Video Reference: *How to Navigate the Portal in FLUXX:* <https://vimeo.com/642374487>