Instructions for Creating a Fluxx Account

Click [here](https://example.com) to access the Fluxx website.

**Step 1:** From the portal landing page click **CREATE ACCOUNT**.

**Step 2:** Fill in your organization’s information.
Then click the **SUBMIT REQUEST**.

The screen below will appear. Proceed to step 3.
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**Step 3:** Check your email for your account verification link. Click on the link.

When you click the link, the screen below will appear.

**Step 4:** Create your account password then click *SET PASSWORD and LOG IN.*
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You are now in the grantee portal. See instructions below for how to submit a Project Idea.

**Instructions for submitting a Project Idea**

**Step 1:** from the grantee portal click **APPLY FOR FUNDING** on the left panel.

Then click **SUBMIT A PROJECT IDEA**.
Step 2: Start by filling in organization information. See image below.

![Organization Information](image)

**Note:** for primary contact and primary signatory you can enter your name. We will update the signatory information in the system if your submission results in a grant award. Also, if you have already identified a fiscal agent select yes from the dropdown. Otherwise, select no. If you select yes, a text box will appear for you to enter the fiscal agent details.

Step 3: Scroll down the page to complete the Eligibility Quiz. Once you have answered questions to the eligibility quiz, click **SAVE**.
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Note: your answers to the eligibility quiz will determine if you can proceed to the Project Idea form. If you are determined to be eligible to apply the project idea form will load on to the page. If you are determined to be ineligible to apply, the project idea will not load on to the page. Instead, an ineligibility notification will appear. Step 4 assumes you have passed the eligibility determination.

Step 4: Begin filling in the project idea form.

Step 5: Once you have filled in the project idea form, click **SAVE and CLOSE** at the bottom right corner of the page.
Then click **SUBMIT** on the bottom right corner of the page that follows.

A pop-up notification will appear on the screen asking you to confirm your submission. Click **OK**.
Your project idea is now submitted.

You can access your submission by reviewing the left-hand panel of the screen in the below image and clicking on **SUBMITTED REQUESTS**. Once submitted, you cannot edit your project idea.

**Step 6**: Now that your Project Idea is submitted, monitor your email, including your spam folder, for an update notification from the Global Grants team. Project Idea submissions are reviewed on a rolling basis through March 28th. If your Project Idea is accepted, you will receive an email notification inviting you to submit an Application. If you are invited to submit an Application, you will receive instructions on how to access the Application form.