Through the portal, invited organizations can submit new proposals, reports, matching fund requests, and modification requests. If you already have an account, please follow the instructions below to log in to the grantee portal and change your password.

**1 FOLLOW EMAIL LINK TO THE GRANTEE PORTAL**

Please note that the Foundation’s grantee portal is optimized for Google Chrome. For ease of use, install Google Chrome on your computer.

1. New users will receive an email from noreply@fluxx.mellon.org. The email will contain an assigned Username and a link to set a new password.
2. The Username will be your email address.
3. The Password must be a minimum of 8 characters and must contain upper and lowercase letters, and a number.
4. Click on the link for the grantee portal to https://mellon.fluxx.io.

If you do not receive an email, please contact Foundation staff at fluxxusers@mellon.org or call (212) 500-2484 during business hours (9:00 a.m. – 5:30 p.m. EST).

**2 LOG IN TO THE GRANTEE PORTAL WITH YOUR USERNAME AND PASSWORD**

1. Enter your Username (email address) and your new Password.
2. Click Sign In.
3. You will be redirected to the grantee portal and will see the portal welcome page.

Organizations that are not currently grantees of The Andrew W. Mellon Foundation can submit an inquiry and registration request by clicking Submit New Proposal Inquiry in the bottom right.

**3 CHANGE YOUR PASSWORD**

1. If you need to change your password, click the settings (the gear icon) in the bottom left corner.
2. Select Change Password.
3. Enter your current password. Create a new password and enter it a second time to confirm.
4. Your new password must be at least 8 characters and contain both upper and lower case letters and at least 1 number.
5. Click Change Password. You will receive an onscreen message that you have Successfully changed password.
6. Click Back to Main Menu to return to the grantee portal.

Please save this password in a secure manner.

In the future, use your Username (email address) and this password to log in to the portal at https://mellon.fluxx.io.