

M GRANTEE PORTAL: Logging In

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).

From: noreply@fluxx.mellon.org
Date: Mon, Jan 22, 2018 at 1:56 PM
Subject: New User Information
To: Test Contact <test@email.com>

Welcome to The Andrew W. Mellon Foundation [grantee portal](#).

You have been assigned the following username:

* Username: <test@email.com>

Please visit the following link to set a new password:

* Set new password

We highly recommend that you use a unique password for each website you use. Please note that passwords must be a minimum of 8 characters and must contain upper and lowercase letters, and a number.

To ensure you receive any future correspondence from the Foundation, please add this email address to your contacts list.

Sincerely,

The Andrew W. Mellon Foundation

Assistance: For technical support, please contact Foundation staff at fluxxusers@mellon.org or call (212) 500-2484 during business hours (9:00am-5:30pm EST). You should expect a response to your email within three business days. For program-related questions, please contact program staff.

To ensure you receive any future correspondence from the Foundation, please add this email address to your contacts list.

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.

THE ANDREW W. MELLON FOUNDATION

Login Now:

Username

Password

Sign In

[Reset or create password](#)

If you already have an account
If you already have an account, please enter your username and password on the left and click Sign in. You may log in anytime to submit proposals, review active grants, update records, and submit reports, matching and modification requests and other grant-related information. If you have a Fluxx account and wish to discuss a new proposal idea, please contact a program officer directly.

If you do not have an account
If you do not have an account and have reviewed the Foundation's program descriptions and priorities on the website, and wish to submit an inquiry about a potential proposal, please click the button below to begin the inquiry process. Please note that the Foundation rarely funds unsolicited inquiries.

For more about the Foundation and its grantmaking programs, please visit our website at www.mellon.org

For an optimal experience, please [download and use Google Chrome](#). If you need assistance with the portal, please email fluxxusers@mellon.org or call (212) 500-2484 during business hours (9:00 a.m. - 5:30 p.m. EST)

Use of this grantee portal is subject to the [Foundation's Privacy Policy](#) and the [Grantee Portal Terms of Use](#). Please read these documents carefully before using the portal. By accessing or using the portal, you hereby agree to be bound by the Privacy Policy and Grantee Portal Terms of Use.

[Submit new proposal inquiry](#)

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>.

THE ANDREW W. MELLON FOUNDATION

INFORMATION

Welcome Page

Portal Guide

ORGANIZATIONS

My Organization

USERS

My Contact Information

PROPOSALS

To Submit

To Edit

Submitted

GRANTS

Active

Closed

REPORTS

To Submit

[Change Password](#)

[Logout](#)

Powered by FLUXX

Welcome to The Andrew W. Mellon Foundation Grants Portal

Please visit the Foundation's website for its [grantmaking policies and guidelines](#).

Portal Overview

From this portal, you can:

- Update your contact and organization information;
- Submit letters of inquiry and/or proposals;
- View approved grant records, including award letters;
- Submit reports and matching funds requests;
- Request grant modifications, grant transfers, and rollovers; and
- Monitor grant payments.

Using the Portal

Menu and navigation: Use the menu on the left to navigate through the records in the portal. Do not use your browser's Back button as this will log you out of the portal and may result in loss of work.

Email notifications: Email notifications from the Foundation will alert you when there are records that require your attention. Please ensure that the filters for your associated email account are set to **accept mail from @fluxx.io**.

Copy and Paste: You may copy and paste text from Microsoft Word into text fields in the portal.

Save your work: The portal does not auto-save, so please save your work regularly. You may save your work and return to it at any time before it is submitted. The grantee portal will time out if you are inactive for more than two hours.

Submit a record to the Foundation: The Foundation will not review a record unless it has been submitted. Once the record is saved and complete, submit it to the Foundation by selecting the submission button (e.g., Submit, Re-submit, Submit Update). Submitting a record will disable further editing so please ensure that you have completed working and