

M GRANTEE PORTAL: Logging In

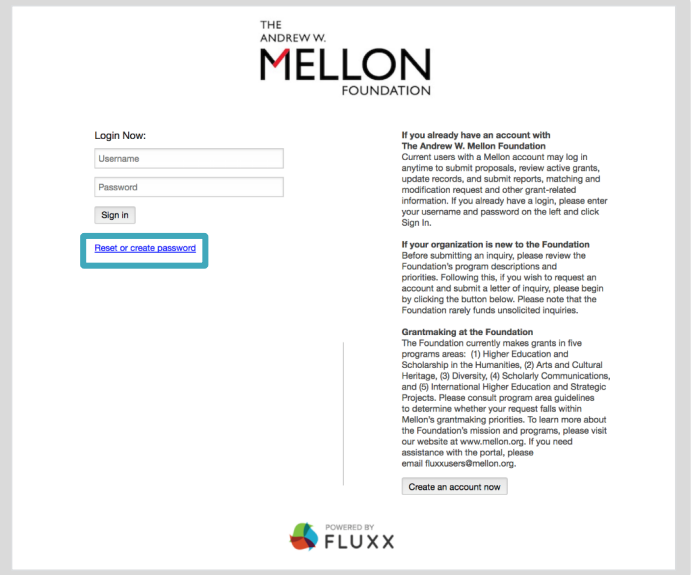
The Andrew W. Mellon Foundation's grantee portal launched in January 2018. Through the portal, invited organizations can submit new proposals, reports, matching fund requests, and modification requests. Use the instructions below to create or reset a password and log in to the portal.

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

1 FOLLOW EMAIL LINK TO 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.

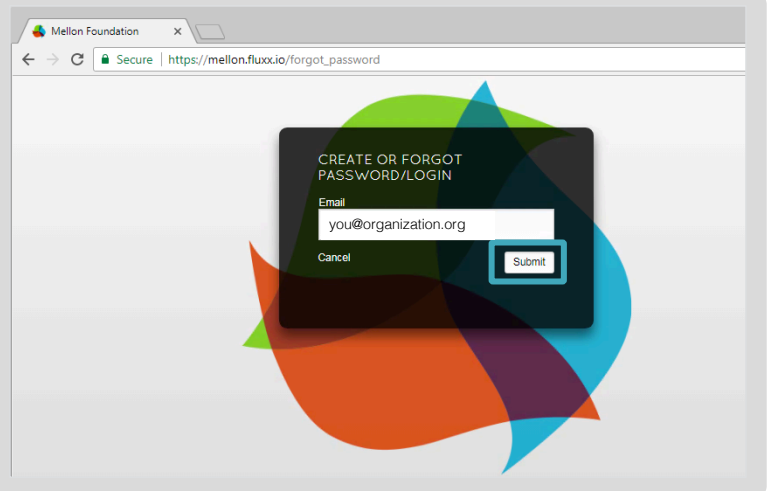
1. Follow the link in the Foundation's grantee portal email invitation to <https://mellon.fluxx.io>.
2. Click **Reset or create password**.



2 ENTER EMAIL ADDRESS

1. Enter your email address, and click **Submit**.
2. You will receive an email from noreply@fluxx.mellon.org.
3. Click on the link provided in the email.

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



3 CREATE PASSWORD AND LOG IN

1. Create a new password for Fluxx, and enter it a second time to confirm it.
2. Your password must be at least **8 characters** and contain **both upper and lower case** letters and at least **1 number**.
3. Click **Set Password and Log In**.
4. You will be redirected to the grantee portal and will see the portal welcome page.

Please save this password in a secure manner.

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

