



How to register in ELCA GrantMaker

Step 1 – The website

Open up an internet browser window. Note that ELCA GrantMaker works best with Google Chrome. Type elca.fluxx.io into the address bar and hit **Enter**. This is the ELCA GrantMaker homepage. New users should bookmark this site for easy access. Click on **Create Account Now (1)** to begin the registration process.

Step 2 – Registration information

The first two questions will help the ELCA direct your application to the appropriate team.

The third question is a choice between registering as an individual or as an organization. Select a response based on the type of grant you plan to apply for.

These questions (2) are in bold, which means they are required to submit. If you choose **Individual**, then a **Personal Contact info** section (3) will appear. If you choose **Organization**, then an **Organization info** section (4) appears, as well as the **Personal Contact info** section. Fill out the requested information and click **Submit Request (5)** at the bottom of the screen.



Step 3 – Email notification and login

After clicking **Submit**, the screen to the right will appear. Within two to five business days, the applicant will receive an email with a user ID and details on how to create a new password. Please note that registration approval is a manual process, so the length of time will vary depending on staff availability. Once the email is received, log in and create a password. Congratulations! You are now a registered ELCA GrantMaker Portal user.

After logging in, the screen below will appear. Begin new applications by clicking on **Applications (6)** and then clicking on the **Apply** button (7) within the appropriate application group. **(It is GROUP 7 for DEM's)**

