ELCA Grantee Portal

Navigating Grantee Portal
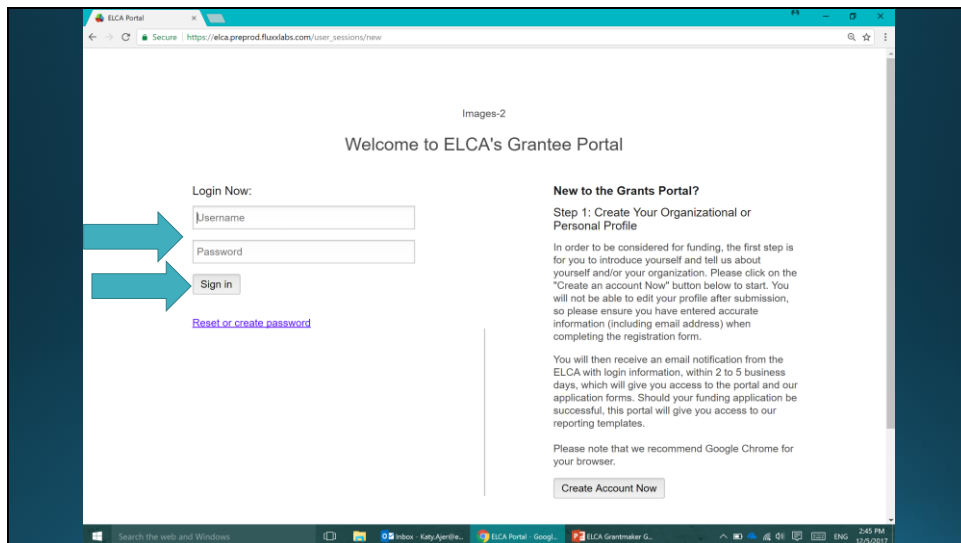
Tip – Use Google Chrome and do not use the browser arrows to go between portal webpages.

Once you have been registered in the ELCA Grantee Portal and have created a password you will be able to log-into the ELCA Grantee Portal. This resource will help you learn the different parts of the ELCA Grantee Portal.
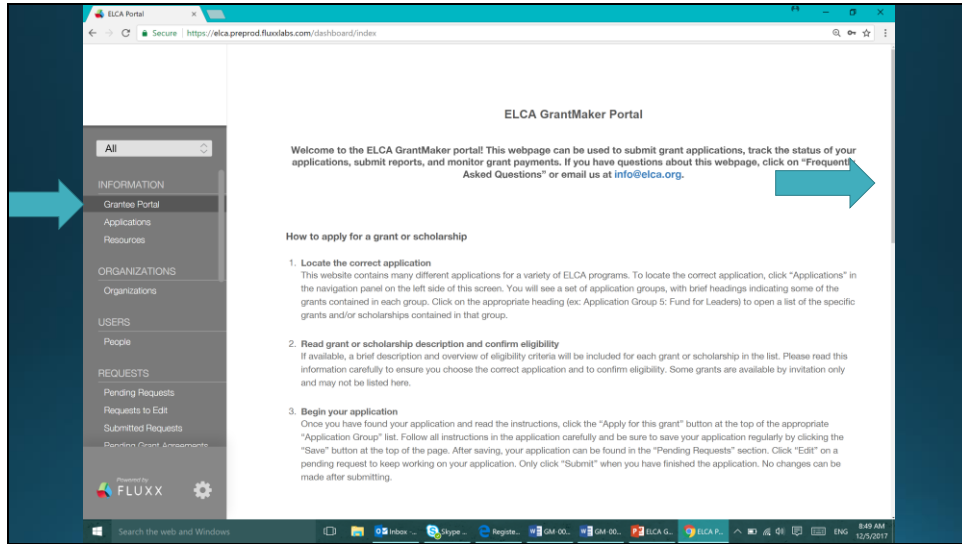

If you are not already logged-in, log-into the ELCA Grantee Portal at http://elca.fluxx.io

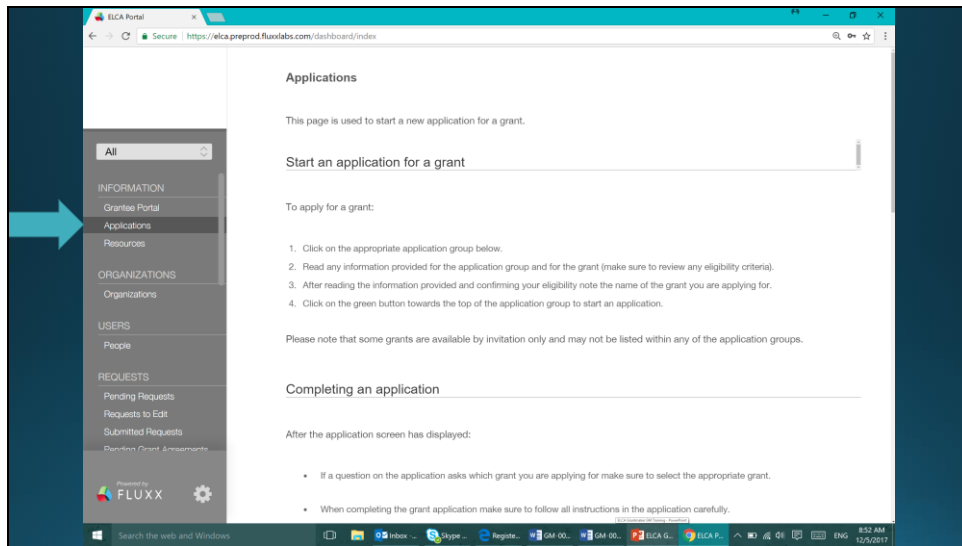1. Enter your Username and Password.
2. Click the "Sign-in" button.

Welcome to the ELCA GrantMaker Portal! This first page – **Grantee Portal** - will provide you information on how to use the portal.
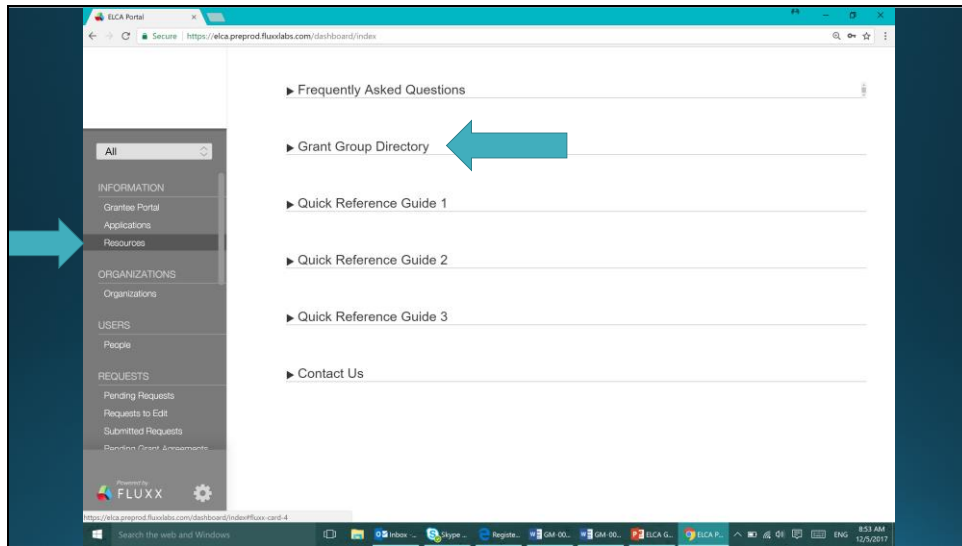
1. The Dark Grey Left-hand side bar contains different links to help you access different parts of the portal. Click on the links to move between different parts of the portal.

2. You can use your mouse and the scrollbars to scroll up and down the screen and see more information.

Applications will take you to a page where you can find information on the different types of grants ELCA offers and is where you can start an application.
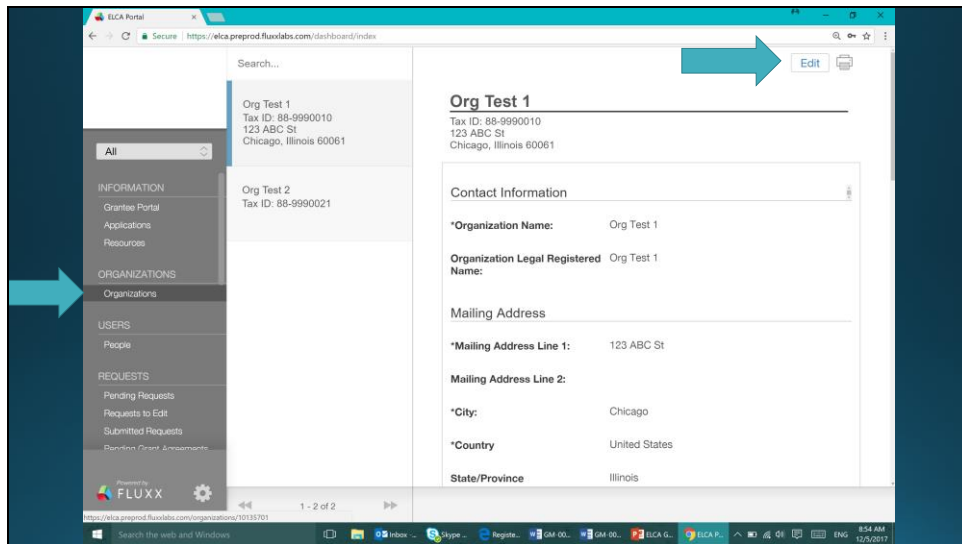
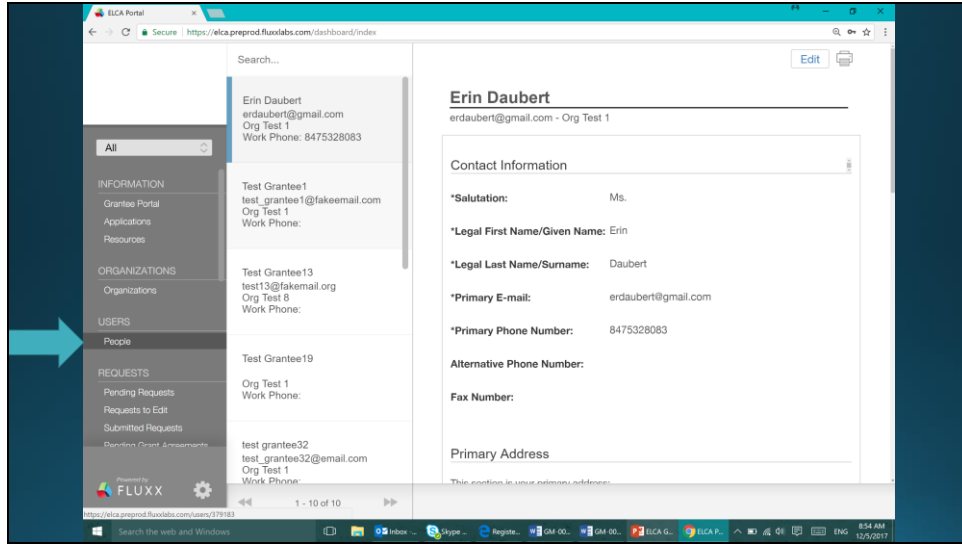**Resources** will take you to a page with different resources to help you better use the ELCA Grantee Portal.

Tip - When you see a sideways arrow, you can click the title and more information will appear.

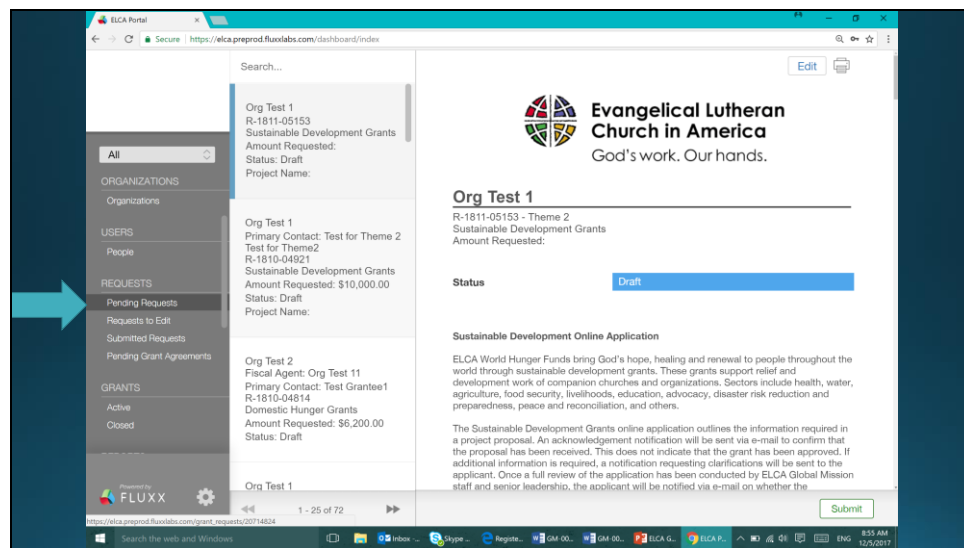**Organizations** is where you will see your organizations information if you are connected to an organization.

Tip - In some screens throughout the portal, you may see an "Edit" button at the top right-hand corner. Click this to be able to change information about your organization. Keep this information as up-to-date as possible as we will use it to contact you. Next to the "Edit" button is a printer icon. Click on this to print out the information on that page.

People is where you will see your personal information and the information of people you have been connected to. If you see someone's information you shouldn't please contact ELCA immediately.
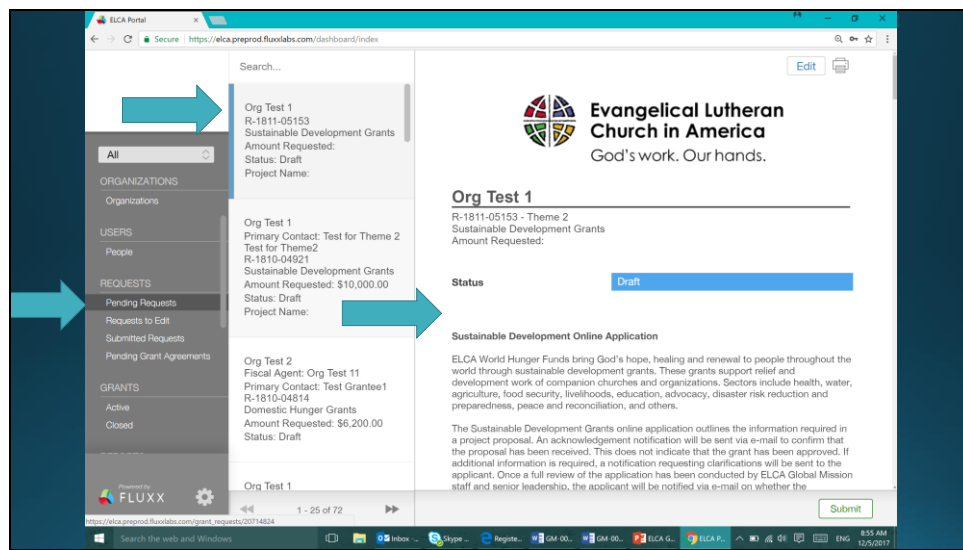
Requests contains Applications you have started at different stages of the application process.

- **Pending Requests** – Applications that have been started and saved but not yet submitted to ELCA.

- **Requests to Edit** – Applications that have been reviewed by ELCA and need you to provide additional information.

- **Submitted Requests** – Applications that you have submitted to ELCA. Once an application or report is submitted it cannot be edited unless ELCA asks for additional information.

- **Pending Grant Agreements** – Applications that have been approved by the ELCA and need you to sign a grant agreement before they are considered active and money can be sent.
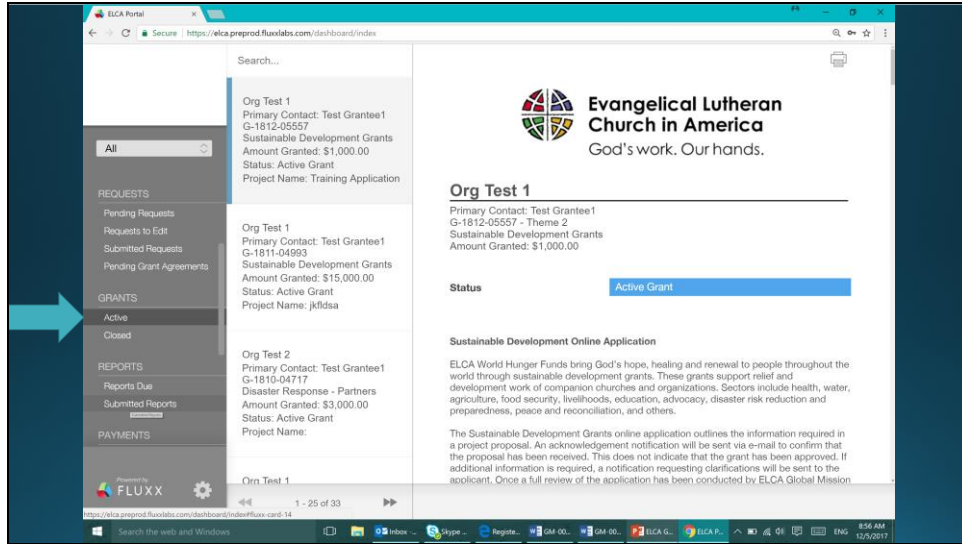
Tip - Most pages in the ELCA grantee Portal are set up like this, where you have 3 different columns. It works very similar to a computer filing system.
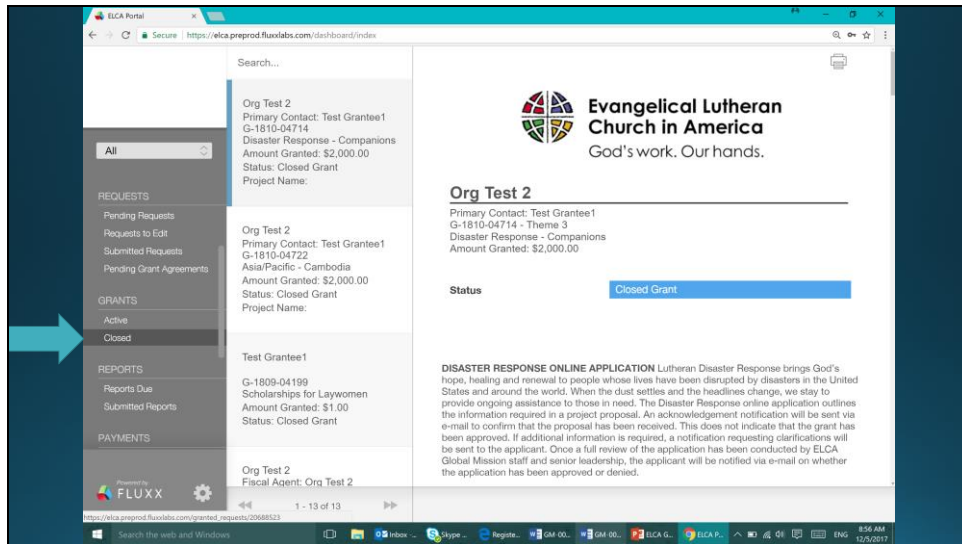
- ***Left-hand column (Dark-Grey)** – Links to various parts of the ELCA Grantee Portal*
- ***Middle Column** – All of the different files, related to that page. In this case, we can see the summaries for 3 different grants that you have submitted. A summary is provided so you can choose which one you would like to open. Each Summary starts with the Organization Name and then a unique number (for example R-1811-05153) assigned to grant when the application is saved the first time. Click on the application you would like to view and it will open in the right-hand column.*
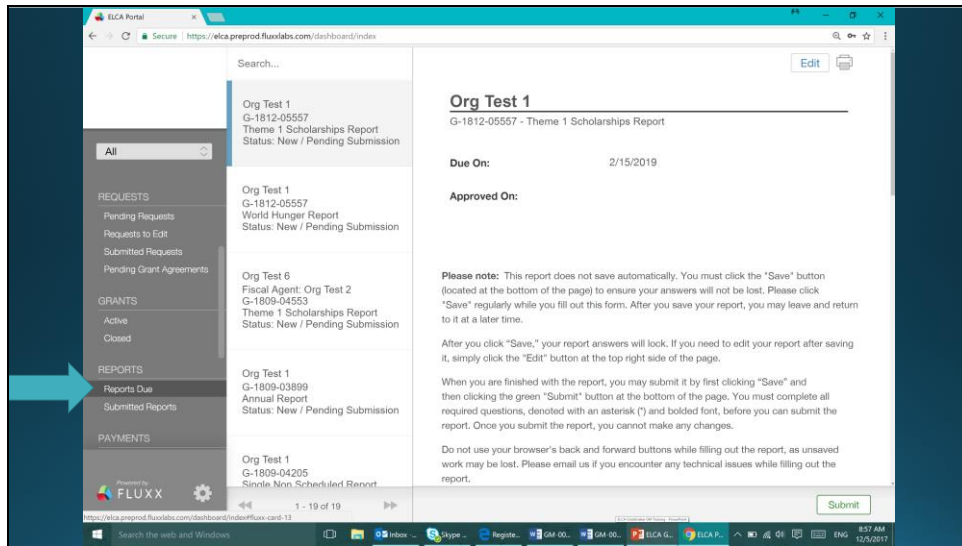- ***Right-hand column** – File that is open.*

Active is where you will find grants that have been approved by the ELCA, and have received a grant agreement signature from you. These are grants that are currently being funded by the ELCA, or will be in the coming year.
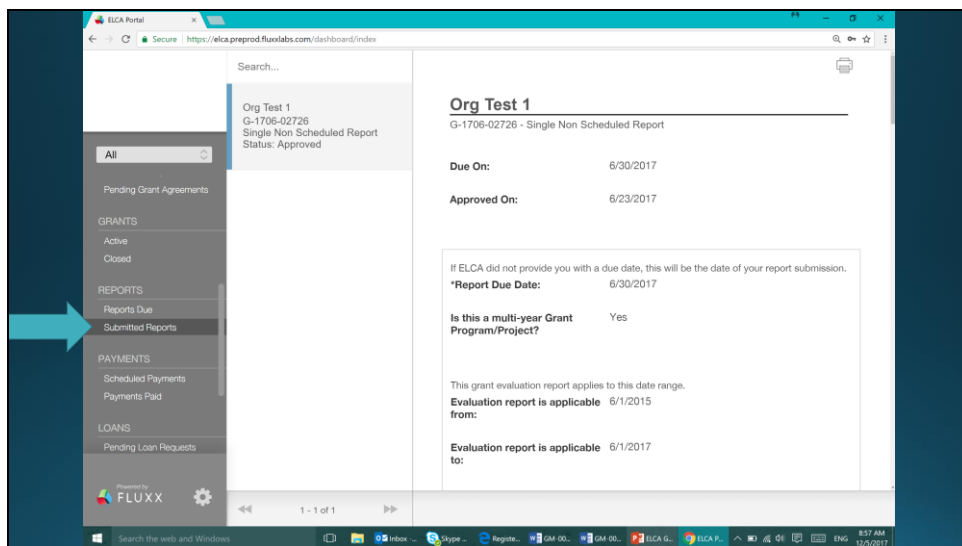

Closed are grants that were previously funded by the ELCA and have completed their timeline.

Reports Due is where you will find and fill out the required progress reports for your grant as per your grant agreement. The due date for the report is found at the top of the report. Reports that have been submitted but that the ELCA would like additional information from will be found here too.
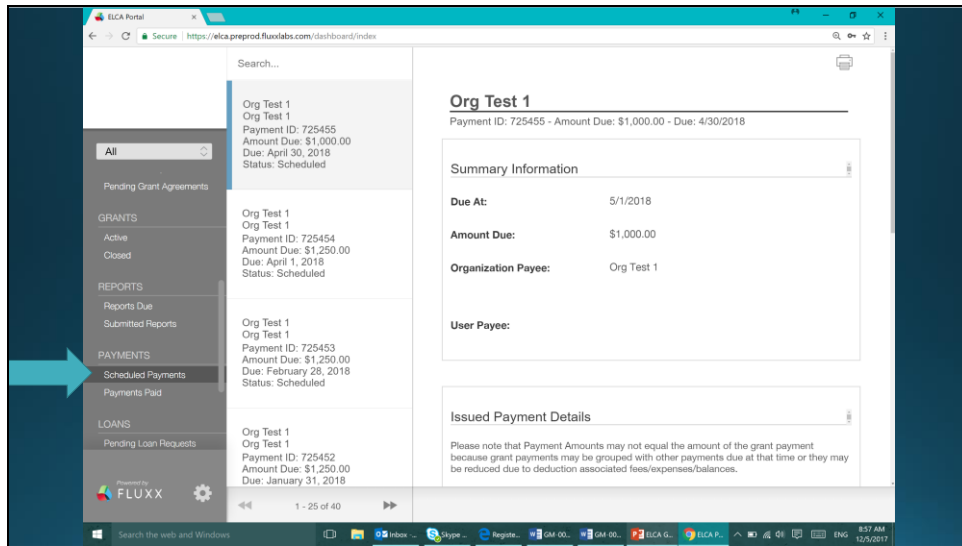

Submitted Reports is where you can see the progress reports you have already submitted. Once an application or report is submitted it cannot be edited unless ELCA asks for additional information.
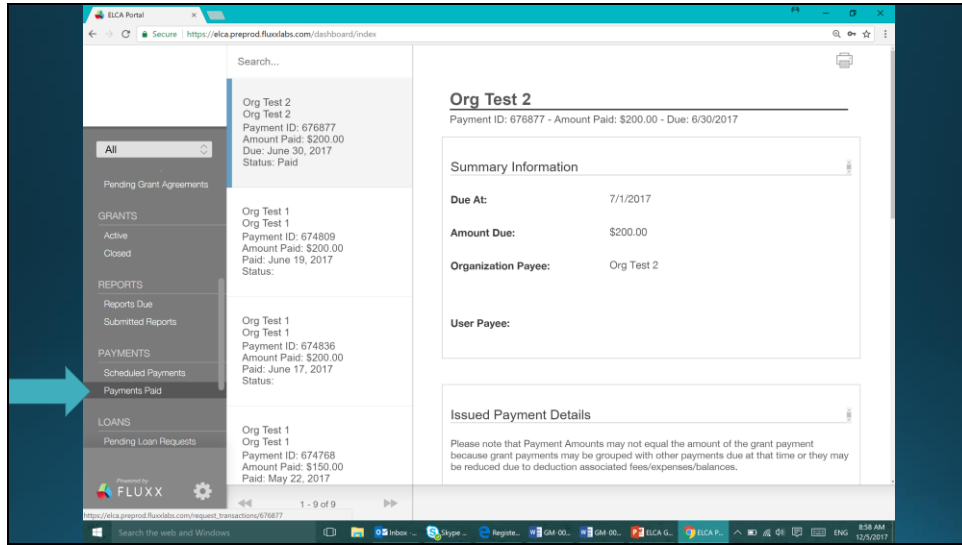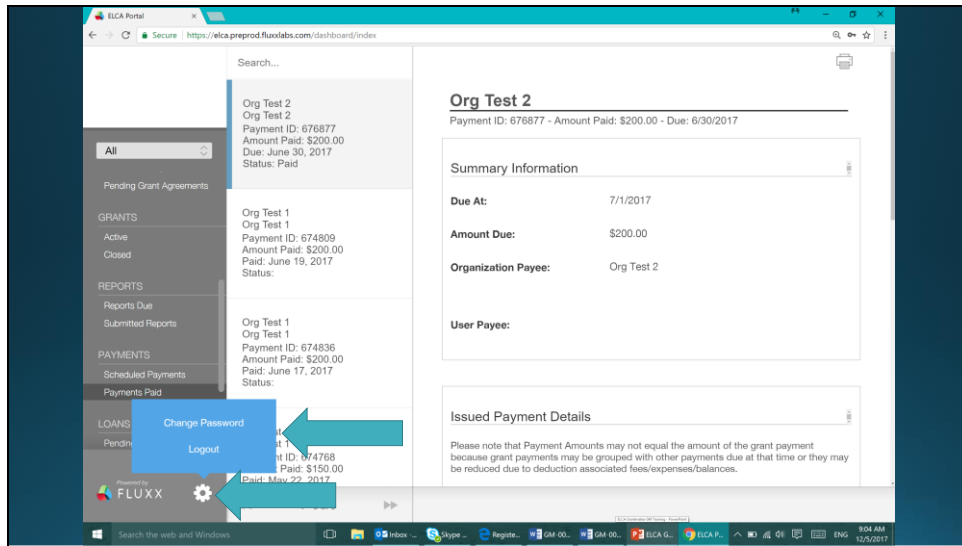
Scheduled Payments is where you can find payments that ELCA has scheduled for approved grants.

Payments Paid is where you can see information on payments that ELCA has made for your grants.

Tip - By clicking the gear at the bottom of the Dark Grey box you can change your password or logout of the ELCA Grantee Portal.

Recommend going to **Applying for a Global Mission Grant** resource for next steps.