## **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.

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	Images-2 Welcome to ELCA's Grantee Portal
Login Now:	New to the Grants Portal?
Username	Step 1: Create Your Organizational or Personal Profile
Password Sign in Reset or create password	In order to be considered for funding, the first step is for you to introduce yourself and tell us about yourself and/or your organization. Please click on the "Create an account Now" button below to start. You will not be able to edit your profile after submission, so please ensure you have entered accurate information (including email address) when completing the registration form.
	You will then receive an email notification from the ELCA with login information, within 2 to 5 business days, which will give you access to the portal and our application forms. Should your funding application be successful, this portal will give you access to our reporting templates.
	Please note that we recommend Google Chrome for your browser.
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Welcome to the ELCA GrantMaker Portal! This first page – <u>Grantee Portal</u> - 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.



<u>Applications</u> 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.



<u>Resources</u> will take you to a page with different resources to help you better use the ELCA Grantee Portal.

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	► Frequently Asked Questions	
All	Grant Group Directory	
INFORMATION Grantee Portal Applications	▶ Quick Reference Guide 1	
Resources	▶ Quick Reference Guide 2	
Organizations USERS Paggia	► Quick Reference Guide 3	
REQUESTS Pending Requests	► Contact Us	
Requests to Edit Submitted Requests Panninn (Inset Annamente		
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\*Tip - When you see a sideways arrow, you can click the title and more information will appear.

<u>Organizations</u> is where you will see your organizations information if you are connected to an organization.

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All	Org Test 1 Tax ID: 88-9990010 123 ABC St Chicago, Illinois 60061	Org Test 1 Tax ID: 88.9990010 123 ABC St Chicago, Illinois 60061
	Org Test 2 Tax ID: 88-9990021	Contact Information
Applications		*Organization Name: Org Test 1
Resources		Organization Legal Registered Org Test 1
ORGANIZATIONS		Name:
Organizations		Mailing Address
People		*Mailing Address Line 1: 123 ABC St
REQUESTS		Mailing Address Line 2:
Pending Requests Requests to Edit		*City: Chicago
Submitted Requests Receiver Access		*Country United States
Presenting		State/Province Illinois
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\*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. <u>People</u> 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.

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		Contact Information		ž.
Grantee Portal	Test Grantee1 test_grantee1@fakeemail.com	*Salutation:	Ms.	
Applications Resources	Work Phone:	*Legal First Name/Given Nam	e: Erin	
ORGANIZATIONS	Test Grantee13	*Legal Last Name/Surname:	Daubert	
Organizations	test13@fakemail.org Org Test 8 Work Phone:	*Primary E-mail:	erdaubert@gmail.com	
		*Primary Phone Number:	8475328083	
	Test Grantee19	Alternative Phone Number:		
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<u>Requests</u> contains Applications you have started at different stages of the application process.

- <u>Pending Requests</u> Applications that have been started and saved but not yet submitted to ELCA.
- <u>Requests to Edit</u> Applications that have been reviewed by ELCA and need you to provide additional information.
- <u>Submitted Requests</u> Applications that you have submitted to ELCA. Once an application or report is submitted it cannot be edited unless ELCA asks for additional information.
- <u>Pending Grant Agreements</u> 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.

	Search	Edit
All :	Org Test 1 R-1811-05153 Sustainable Development Grants Amount Requested: Status: Draft Project Name:	Evangelical Lutheran Church in America God's work. Our hands.
USERS People REQUESTS Pending Requests	Org Test 1 Primary Contact: Test for Theme 2 Test for Theme2 R:1610-04221 Sustainable Development Grants Amount Requested: \$10,000.00 Status: Draft Project Name:	R-1811-0513 - Theme 2 Sustainable Development Grants Amount Requested: Status Draft
Requests to Ealt Submitted Requests Pending Grant Agreemen	<sup>13</sup> Ora Test 2	Sustainable Development Online Application ELCA World Hunger Funds bring God's hope, healing and renewal to people throughout the
	Fiscal Agent: Org Test 11 Primary Contact: Test Grantee1 R-1810-04814 Domestic Hunger Grants	world through sustainable development grants. These grants support relief and development work of companion churches and organizations. Sectors include health, water, agriculture, food security, livelhoods, education, advocavy, disaster risk reduction and preparedness, peace and reconciliation, and others.
	Amount Requested: \$6,200.00 Status: Draft	The Sustainable Development Grants online application outlines the information required in a project proposal. An acknowledgement notification will be sent via e-mail to confirm that the proposal has been received. This does not indicate that the grant has been approved. If additional information is required, a notification requesting durifications will be sent to the applicant. Does a full review of the application has been conducted by ELCA Global Mission
📣 FLUXY 🛛 🐇	Grig lest i	starr and senior readenship, the applicant will be notified via e-mail on whether the

\*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.



<u>Active</u> 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.



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

	Search	9
	Org Test 2 Primary Contact: Test Grantee1 G-1810-04714 Disastier Response - Companions Amount Granted: \$2,000.00 Status: Closed Grant Project Name:	Church in America God's work. Our hands.
Pending Requests Requests to Edit Submitted Requests Pending Grant Agreements GRANTS Active	Org Test 2 Primary Contact: Test Grantee1 G-1810-04722 Asia/Pacific - Cambodia Amount Granted: \$2,000.00 Status: Closed Grant Project Name:	Primary Contact: Test Grantee1 G-1810-0474 - Theme 3 Disaster Response - Companions Amount Granted: \$2,000.00 Status Closed Grant
Closed REPORTS Reports Due Submitted Reports PAYMENTS	Test Grantee1 G-1809-04199 Scholarships for Laywomen Amount Granted: \$1.00 Status: Closed Grant	DISASTER RESPONSE ONLINE APPLICATION Lutheran Disaster Response brings God's hope, healing and renewal to people whose lives have been darupted by disasters in the United States and action of the word. When the dust settles and the headines change, we stay to provide organic an assigned proposal, an acknowledgement in officiation will be serif va- the information register of a project proposal. An acknowledgement in officiation will be serif va- emant to continue that the proposal has been registered. This cleans to indication will be serif va- base series provide another that the proposal has been registered. The cleans the indication will be serif va- base series provide another to an officiation of the series of the IE FA.
🖌 FLUXX 🔅	Org Test 2 Fiscal Agent: Org Test 2	Global Mission staff and senior leadership, the applicant will be notified via e-mail on whether the application has been approved or denied.

**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.



<u>Submitted Reports</u> 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.



<u>Scheduled Payments</u> is where you can find payments that ELCA has scheduled for approved

grants.

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4	Search			Ē
	Org Test 1 Org Test 1 Payment ID: 725455 Payment Dur: \$1,000.00	Org Test 1 Payment ID: 725455 - Amount	Due: \$1,000.00 - Due: 4/30/2018	
All 🗘	Due: April 30, 2018 Status: Scheduled	Summary Information		ł
OPANTS	Org Test 1	Due At:	5/1/2018	
Active	Org Test 1 Payment ID: 725454	Amount Due:	\$1,000.00	
Closed REPORTS	Amount Due: \$1,250.00 Due: April 1, 2018 Status: Scheduled	Organization Payee:	Org Test 1	
Reports Due				
Submitted Reports	Org Test 1 Org Test 1	User Payee:		
PAYMENTS Scheduled Payments	Amount Due: \$1,250.00 Due: February 28, 2018			
Payments Paid	Status: Scheduled			
LOANS	Orn Test 1	Issued Payment Details		į.
Pending Loan Requests	Org Test 1 Org Test 1 Payment ID: 725452 Amount Due: \$1,250.00 Due: January 31, 2018	Please note that Payment Amoun because grant payments may be be reduced due to deduction ass	its may not equal the amount of the grant payment grouped with other payments due at that time or to sociated fees/expenses/balances.	i hey may
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<u>Payments Paid</u> is where you can see information on payments that ELCA has made for your grants.

	Search			ē
	Org Test 2 Org Test 2 Payment ID: 676877	Org Test 2 Payment ID: 676877 - Amou	int Paid: \$200.00 - Due: 6/30/2017	
All Peoring Grant Arream	Amount Paid: \$200.00 Due: June 30, 2017 Status: Paid	Summary Information		ž
GRANTS	Org Test 1	Due At:	7/1/2017	
Active	Org Test 1 Payment ID: 674809 Amount Paid: \$200.00	Amount Due:	\$200.00	
Closed	Paid: June 19, 2017 Status:	Organization Payee:	Org Test 2	
Reports Due				
Submitted Reports	Org Test 1 Org Test 1	User Payee:		
PAYMENTS	Payment ID: 674836 Amount Paid: \$200.00			
Scheduled Payments Payments Paid	Status:			
LOANS		Issued Payment Detail	ils	1
Pending Loan Requests	Org Test 1 Org Test 1 Payment ID: 674768 Amount Paid: \$150.00 Paid: May 22, 2017	Please note that Payment Am because grant payments may be reduced due to deduction	ounts may not equal the amount of the grant paym be grouped with other payments due at that time of associated fees/expenses/balances.	ent or they may
	C Pald. May 22, 2017			

\*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.

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	Org Test 2 Org Test 2 Payment ID: 676877	Org Test 2 Payment ID: 676877 - Amo	unt Paid: \$200.00 - Due: 6/30/2017	
All Pending Grant Arreem	Amount Paid: \$200.00 Due: June 30, 2017 Status: Paid	Summary Information	1	į
	Org Test 1	Due At:	7/1/2017	
	Org Test 1 Payment ID: 674809 Amount Paid: \$200.00	Amount Due:	\$200.00	
	Paid: June 19, 2017 Status:	Organization Payee:	Org Test 2	
Reports Due Submitted Reports	Org Test 1 Org Test 1 Payment ID: 674836	User Payee:		
Scheduled Payments	Paid: June 17, 2017 Status:			
Payments Paid	e Password t .ogout t ID: 874768 .Paid: \$150.00 Paid: 4102 2017	Issued Payment Deta Please note that Payment An because grant payments ma be reduced due to deduction	ails nounts may not equal the amount of the grant paym by the grouped with other payments due at that time of associated fees/expenses/balances.	ant In they may

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