



Reviewing a grant request

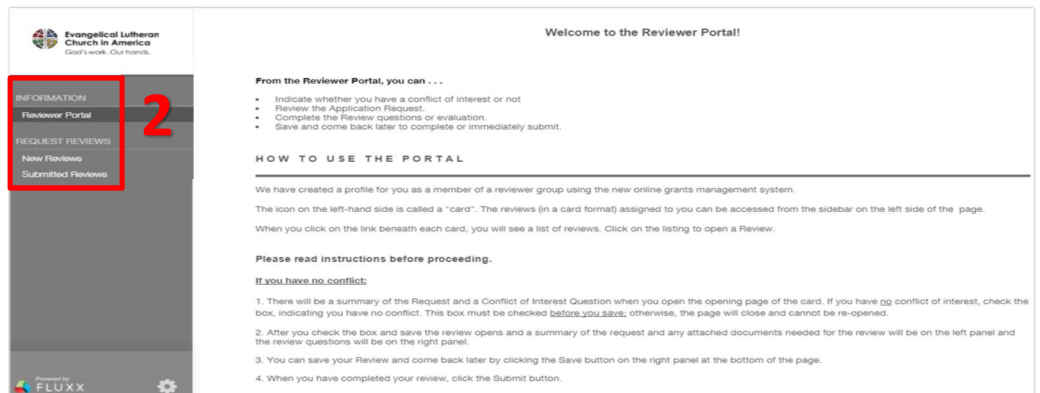
Step 1 – The website



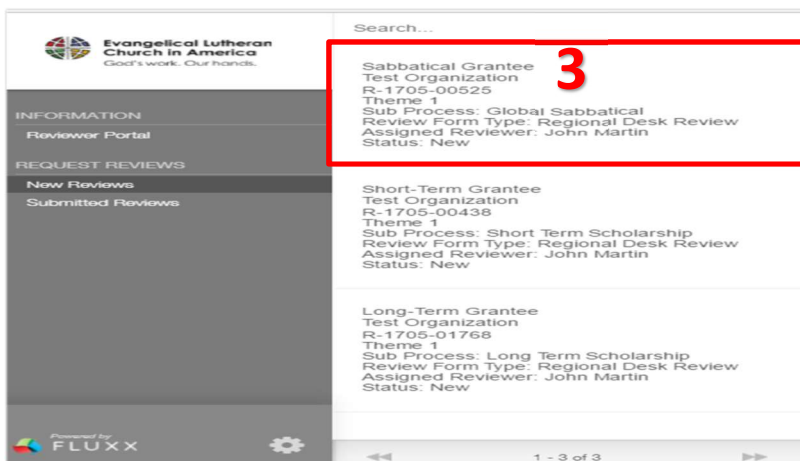
Open up an internet browser window. Note that ELCA GrantMaker works best with Google Chrome. Type elca.fluxx.io into the address bar and hit **Enter**. This is the ELCA GrantMaker homepage. Users should bookmark this site for easy access. An email will be sent with login credentials. Type your user ID in the top login field (1), then your password. Click the **Sign In** button. (Note: If you do not have a user ID or password, please see the “How to Register” resource available at ELCA.org/resources/grants.)

Step 2 – The reviewer portal

After logging in, the reviewer portal appears. The Information section (2) contains basic details about how to use the portal as well as relevant ELCA grants policies. Click on either **New Reviews** or **Submitted Reviews** to view and submit your reviews.



Step 3 – Finding a review

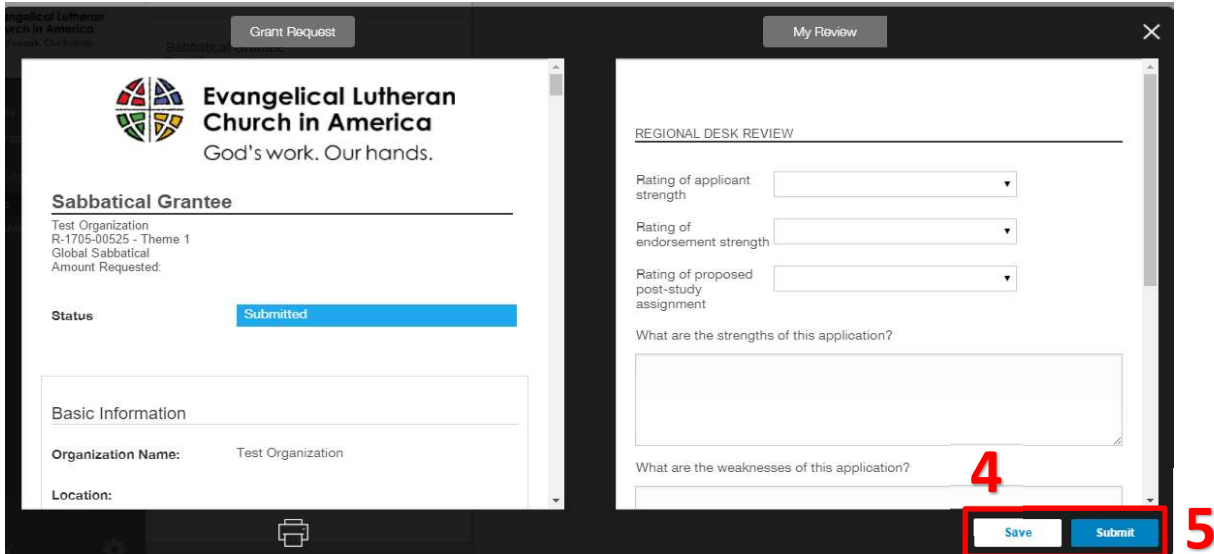


After clicking on either **New** or **Submitted**, a list of reviews that fit that description appears. (3) Use the information provided to find the review. The search feature at the top will allow you to find specific reviews. Click on one of the selections to view or edit.



Step 4 – Filling out and submitting a review

A double screen appears with the application on the left side and the review on the right. If this is a new review, the review screen will be editable by the reviewer, as seen in the image below. There will be a series of fields to complete. The reviewer may **Save (4)** and come back at any time and resume working on the review. Click **Submit (5)** when complete. Once submitted, a review cannot be edited. If you need to make changes, please contact the ELCA grant administrator.



Step 5 – Submitted review

Once a review is submitted, it can be viewed by selecting **Submitted Reviews** from the panel on the left side of the page. Immediately after a review is submitted, a small orange box (6) that indicates updates within the section will appear. (This orange box may also appear before a review is submitted, if another user has updated a review.) Submitted reviews will be available in the **Submitted Reviews** section and not in the **New Review** section.

