



## Instructions for Submitting a Report in Fluxx

Once you are logged in, you can access all the information we have in the system for you using the menu on the left.

- Your **People** record and your **Organization** record have your contact info, please review and let me know if anything needs to change.
- The **Request** section shows agreements that are in process but are not yet active.
- **“Grant”** is how all grants and contracts are labeled in the system, this is where your active agreements will show.
- In the **Reports** section, you’ll be able to submit your reports or invoices and see those previously submitted.
- Your scheduled and completed **Payments** are shown with dates and confirmation numbers should you need that information.

Step 1 – Access the link to our Portal - <https://bainumfdn.fluxx.io/>

Step 2 – Log in to Fluxx

- If you are logging in for the first time, click “Forgot password?” to set a new password
- Your Username is your **email address**

Step 3 – Navigate to your Report

- In the left sidebar menu, scroll down until you find REPORTS
- Click “Reports Due” in the Reports section to access the report(s) you need to submit.

Step 4 – Complete your Report

If you have questions to answer in the form, follow these steps:

- Click “Edit” in the top right-hand corner of the report
- Complete the question fields regarding your activities

Step 5 – Upload Documents

If you have documents to upload (invoices, pictures, other reports to share, etc.), follow these steps:

- Click the green + on the right side of the section, which will open a pop-up window
- Drag and drop your documents to the pop up, or click the Add Files button at the bottom left to search for a document in your File Explorer
- Click the Start Upload button at the bottom left
- When the upload is complete, click the X at the top right to close the pop up

**Step 4 – SUBMIT**

When you have completed the report, **click the “Submit” button** at the bottom right

- **THIS IS THE MOST OFTEN MISSED STEP**, but you must Submit to alert our staff that your report is ready to review.
- The Report will move to “Submitted Reports” and is ready to be reviewed by staff.

**Video Tutorial:**

**How to Navigate the Bainum Portal in FLUXX:** <https://vimeo.com/642374487>