



2026 **Community GRANTS PROGRAM**



Fluxx Walkthrough Guide:

How to Register in Fluxx/Log In

For updates, resources, and application details: theendowment.org

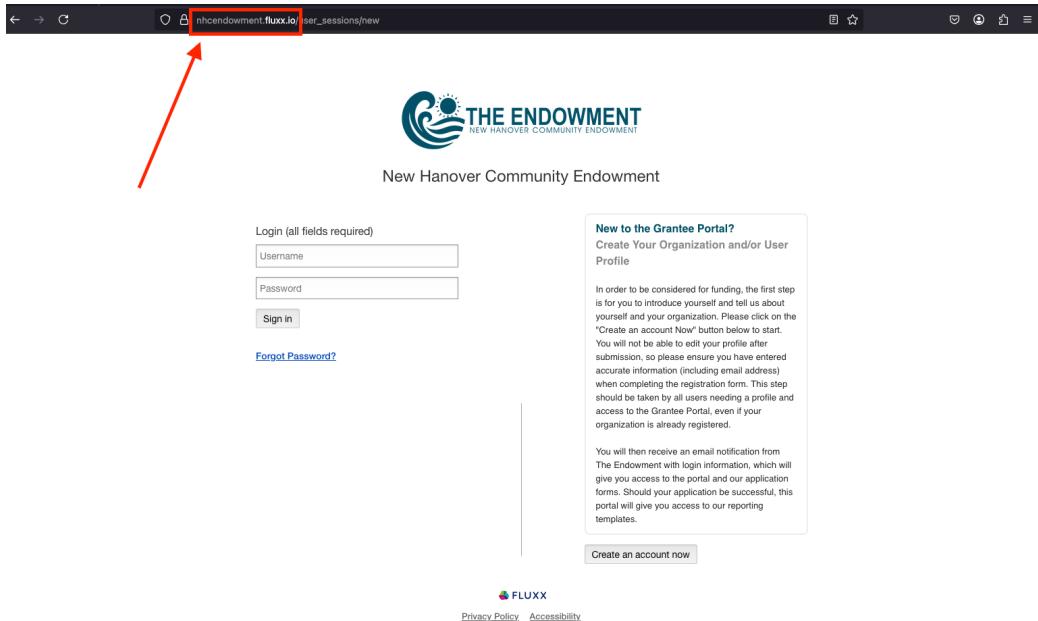
Fluxx Walkthrough Guide: How to Register in Fluxx & Log-In

How to Create an Account or New User Profile in Fluxx

These steps apply to organizations that are not yet set up in Fluxx or to individuals who need to be added as new users to an existing organization in Fluxx.

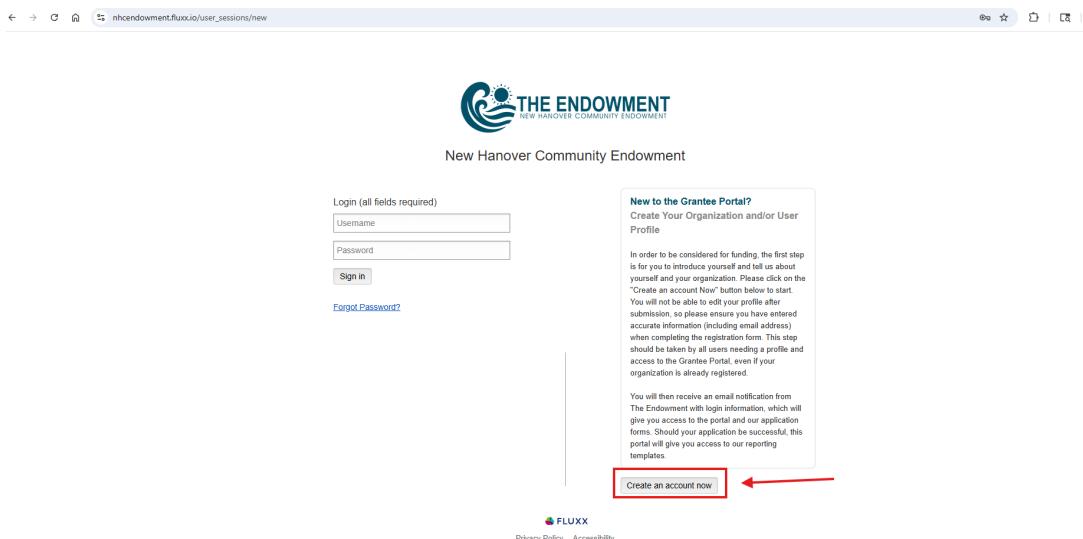
Do not use these steps if you have forgotten your password or need to update the email address associated with your Fluxx account. For password resets or email changes, please follow the steps in the next section.

1. Go to the following site: <https://nhcendowment.fluxx.io/>



The screenshot shows the Fluxx login page for the New Hanover Community Endowment. The URL in the browser bar is nhcendowment.fluxx.io/user_sessions/new. A red arrow points to the URL bar. The page has a logo for 'THE ENDOWMENT' and a 'Create an account now' button.

2. Click the 'Create an Account Now' button on the home page.



The screenshot shows the Fluxx home page for the New Hanover Community Endowment. The 'Create an account now' button is highlighted with a red box and a red arrow pointing to it.

3. Complete the eligibility quiz by answering all four questions provided.



New Hanover Community Endowment

Eligibility Quiz

Does your organization meet one of the following criteria? 1. A tax-exempt 501(c)(3) nonprofit organization. 2. A public / governmental entity. 3. A nonprofit group with fiscal sponsorship from a tax-exempt 501(c)(3) organization.

Select Option ▾

Does your organization provide services in New Hanover County?

Select Option ▾

Will the funding be used in New Hanover County?

Select Option ▾

To be eligible for funding, organizations must abide by all applicable local, state, and federal anti-discrimination laws in hiring, employment practices, and when providing services. The Endowment does not award grants to organizations that willfully discriminate against a particular class of individuals. Do you certify that your organization does not willfully discriminate against a particular class of individuals?

Select Option ▾

[Cancel](#)

[Submit](#)



[Privacy Policy](#) [Accessibility](#)

4. Once completed, click the 'Submit' button at the bottom of the quiz.



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FLUXX

[Privacy Policy](#) [Accessibility](#)

5. Complete the 'Organization Information' section of the form, ensuring that all applicable fields are completed. Use the following notes to serve as assistance when filling out forms to register your organization. **Note: bold fields are required.**

- a. Organization E-mail – if your organization has any generic emails (if not, use your work email).
- b. Organization Phone – if your organization has a generic phone line (if not, use your work phone number)
- c. Tax ID – this is your employee identification number (EIN) that your organization was assigned when you registered as an organization. If you are a 501(c)(3), this is what your organization used to register with the IRS to receive your public charity status.

New Hanover Community Endowment

ORGANIZATION INFORMATION

Acronym

Organization Name

Organization Legal Name

Address 1

Address 2

City

Country

State

Zip Code

Organization E-mail

Organization Phone

Website

Tax ID (This is your organization's Employer Identification Number. The organization name associated with this ID must match the name of your organization on this form.)

6. Complete the 'Primary Contact Info' form to register in the Grantee Portal.

a. E-mail – this is your work email address. This is important and should be specific to you as a user, because it becomes your username in our system. Every user should have their own user account. Every other employee at your organization that needs to access the portal will also need to do the same.

PRIMARY CONTACT INFORMATION



First Name
Shannon

Last Name
Wick

Title

Work Phone
9109038002

Work Phone Extension

E-mail
swick@theendowment.org

7. Once you have completed the forms, click 'Submit Request' at the bottom of the page.

PRIMARY CONTACT INFORMATION

First Name

Last Name

Title

Work Phone

Work Phone Extension

E-mail

[Cancel](#)

[Submit Request](#)



[Privacy Policy](#) [Accessibility](#)

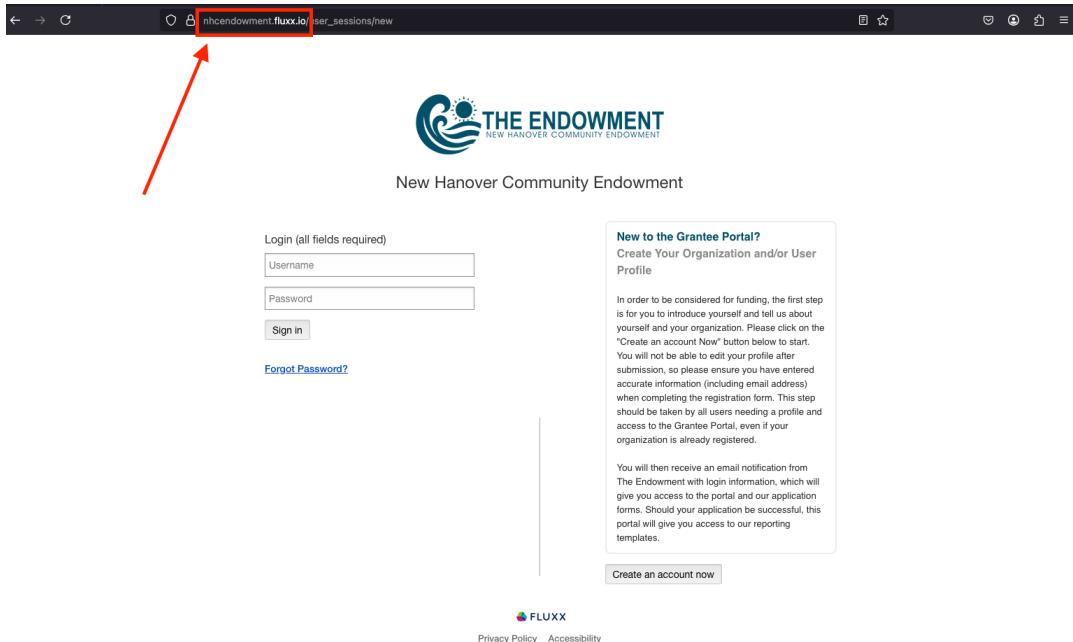
8. If your submission was successful, you will see a pop-up box thanking you for submitting information. You will be notified via email as soon as possible if your registration was approved from Fluxx via the Endowment.

9. If you are approved and are an organization or new user registering for the first time in Fluxx, follow the steps in the **'Fluxx Walkthrough Guide – How to Modify & Add New Contacts in Fluxx'** guide to make changes or connect accounts in Fluxx.

How to Recover a Forgotten Password:

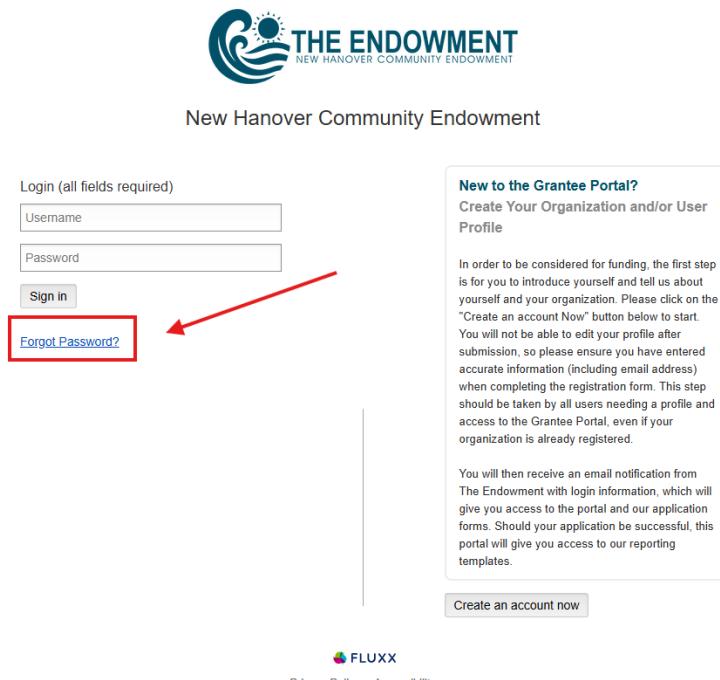
1. Go to the following site to log in to Fluxx: <https://nhcendowment.fluxx.io/>

Note: If you know that you do not know your password, you may go directly to the Reset Password link here to reset your password: https://nhcendowment.fluxx.io/forgot_password and skip to step #3.



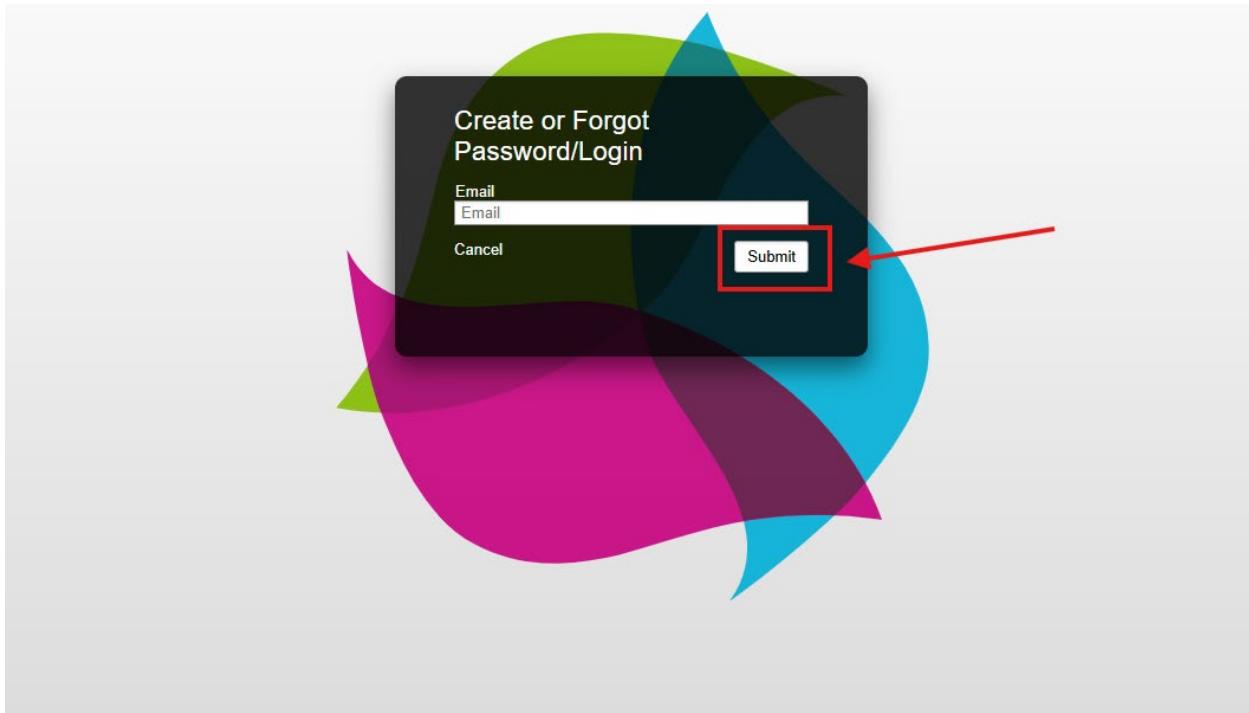
The screenshot shows the login page for 'THE ENDOWMENT' (New Hanover Community Endowment). The URL in the browser's address bar is 'nhcendowment.fluxx.io'. The page features a logo with a stylized sun and water design, and the text 'THE ENDOWMENT' and 'New Hanover Community Endowment'. On the left, there is a 'Login (all fields required)' form with fields for 'Username' and 'Password', and a 'Sign in' button. To the right of the login form is a box titled 'New to the Grantee Portal? Create Your Organization and/or User Profile'. This box contains instructions for creating an account, noting that it's the first step for funding consideration. It also mentions that users will receive an email notification with login information. At the bottom of this box is a 'Create an account now' button. At the very bottom of the page, there are links for 'FLUXX', 'Privacy Policy', and 'Accessibility'.

2. Login by entering your username and password and clicking 'Sign In'. If you have forgotten your password, click the 'Forgot Password' button. **Note: If you exceed three log-in attempts at any time, you will need to reach out to our Grants Technology & Operations Manager ksaldivar@theendowment.org to reset your account.**



The screenshot shows the same login page as the previous one, but with a red box highlighting the 'Forgot Password?' link in the 'Login (all fields required)' form. A red arrow points to this highlighted link from the left side of the image. The rest of the page, including the logo, header text, and other form fields, is visible.

3. Enter the email address associated with your Fluxx login and click 'Submit'.



4. You should receive a link to your email directing you to update your password with Fluxx. If you do not receive a link or it is not working, reach out to our Grants Technology & Operations Manager ksaldivar@theendowment.org.