2026
Community
GRANTS PROGRAM

THE ENDOWMENT
NEW HANOVER COMMUNITY ENDOWMENT

Fluxx Walkthrough Guide:

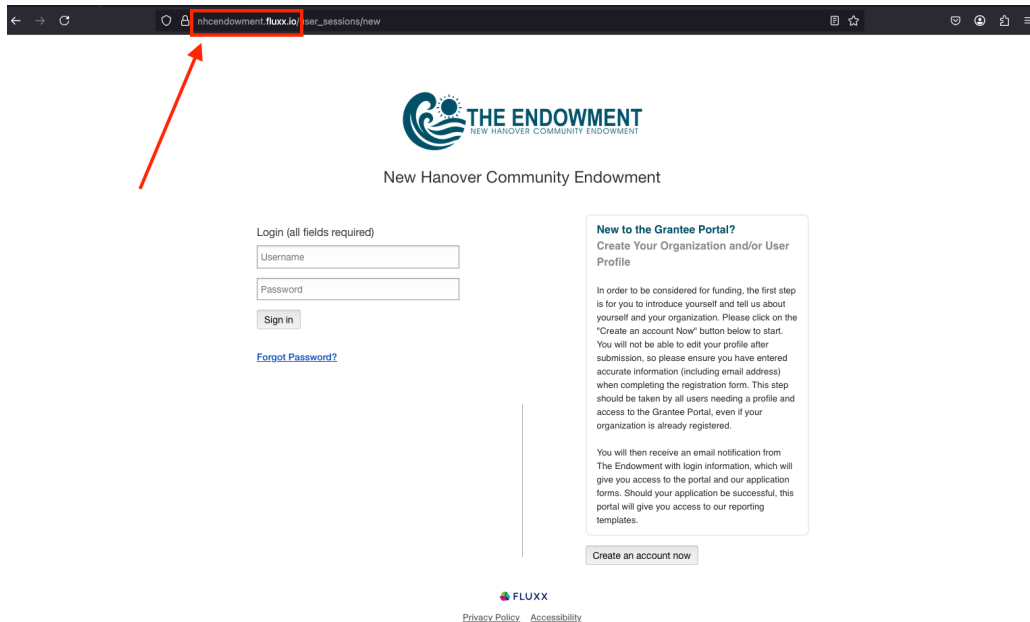# How to Register in Fluxx/Log In

Fluxx Walkthrough Guide: How to Register in Fluxx & Log-In
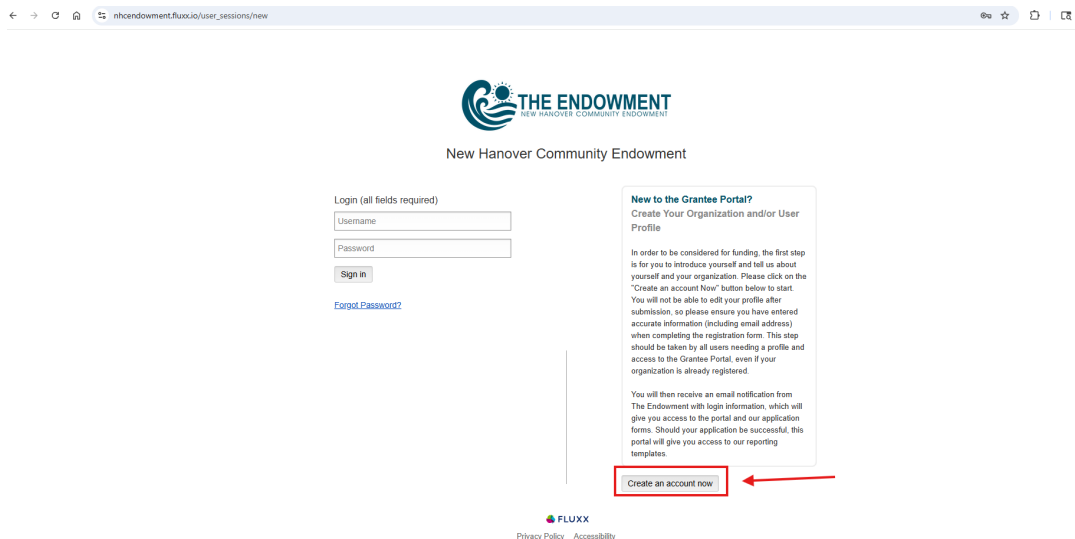
How to Create an Account or New User Profile in Fluxx

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/

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

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

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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

FLUXX

Privacy Policy   Accessibility

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

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

NHCE

Organization Name

The Endowment

Organization Legal Name

New Hanover Community Endowment

Address 1

115 N 3rd St

Address 2

City

Wilmington

Country

United States

State

North Carolina

Zip Code

28401

Organization E-mail

information@theendowment.org

Organization Phone

9107565990

Website

https://theendowment.org

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.)

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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

Cancel   Submit Request

FLUXX

Privacy Policy   Accessibility

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

PRIMARY CONTACT INFORMATION

First Name

Shannon

Last Name

Wick

Title

Work Phone

9109038002

Work Phone Extension

E-mail

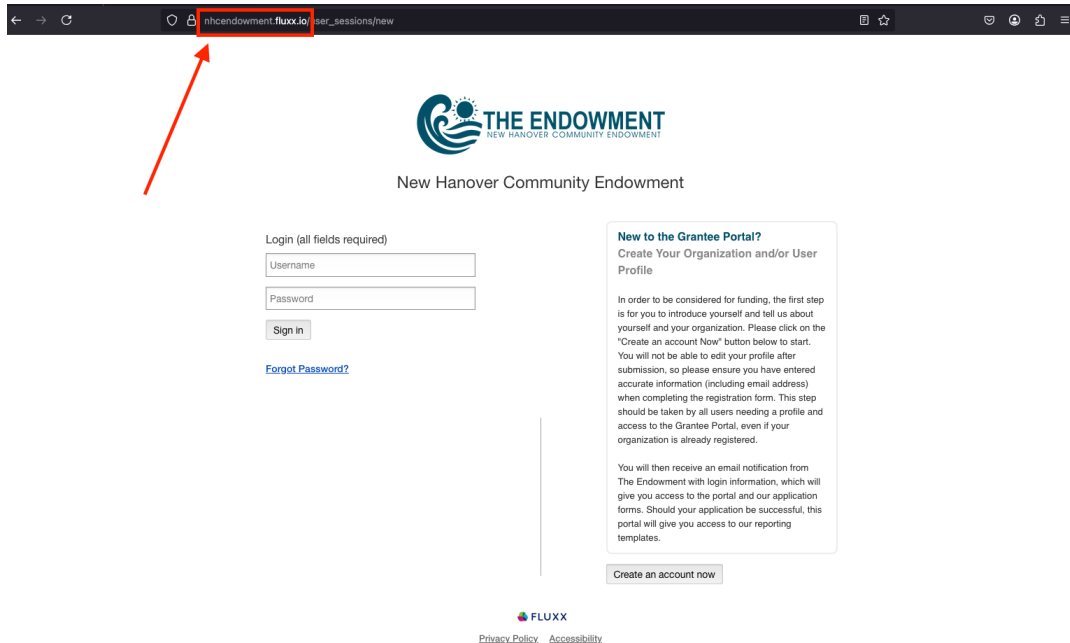swick@theendowment.org

[Cancel] [**Submit Request**]

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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.
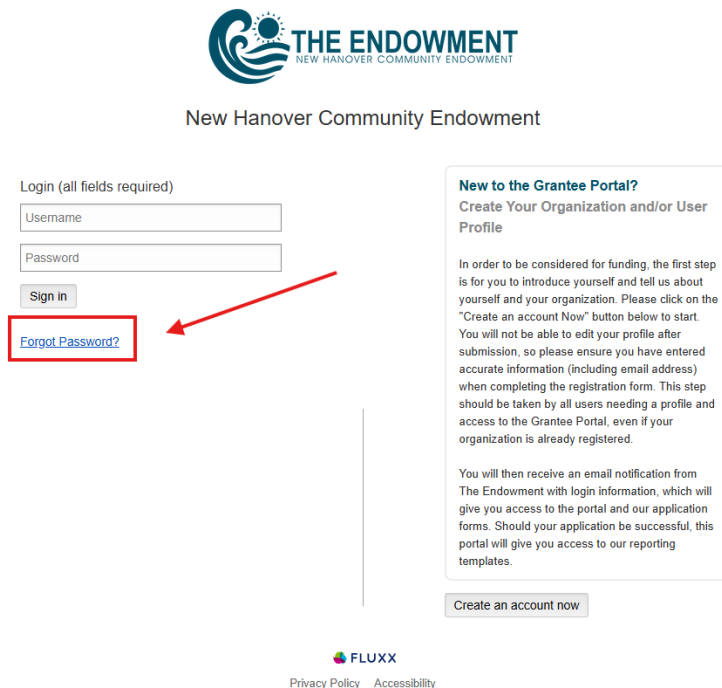
How to Recover a Forgotten Password:

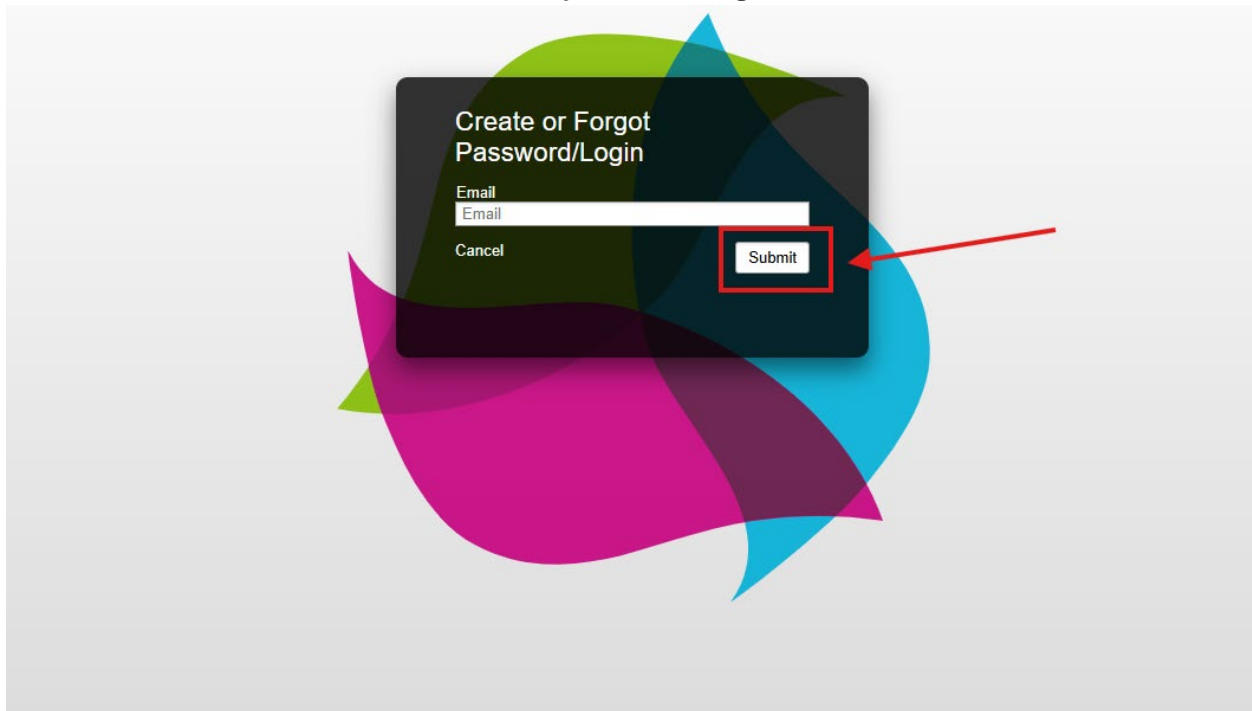1. Go to the following site to log in to Fluxx: https://nhcendowment.fluxx.io/
   Note: If you know that you do not know your password, you may go directly to the Reset Password link here to reset your password: https://nhcendowment.fluxx.io/forgot_password and skip to step #3.

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.**

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.