



Seattle
Information Technology

Seattle IT

USER GUIDE

City Wide Grants Management System (GMS)- Seattle
Department of Transportation (SDOT)



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WHAT IS THE INTENT OF THIS DOCUMENT?

This document aims to provide the Applicant with an overview of how to register to Fluxx System and Apply for a Grant.

This is a living document, and assigned department resource/s will maintain and update it on a need basis.

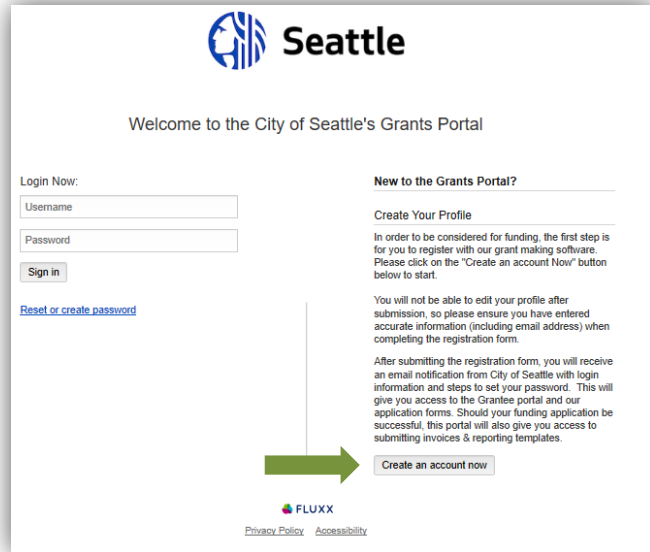


USER GUIDE: APPLICANT

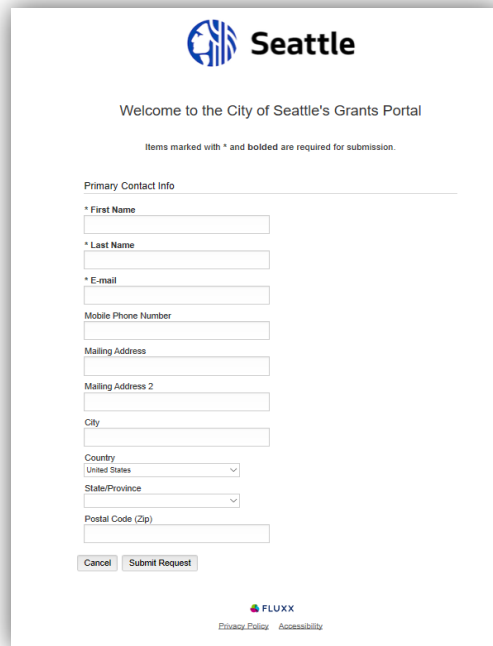
HOW DO I REGISTER TO THE GRANTS PORTAL?

Step 1- Open the web browser and enter https://seattle.fluxx.io/user_sessions/new and press enter.

Step 2- Click on the "Create an Account Now."



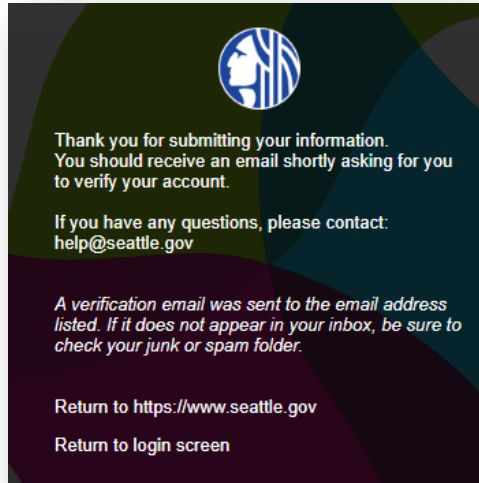
Step 3- On the registration form, fill out all the information. Fields in bold are required.



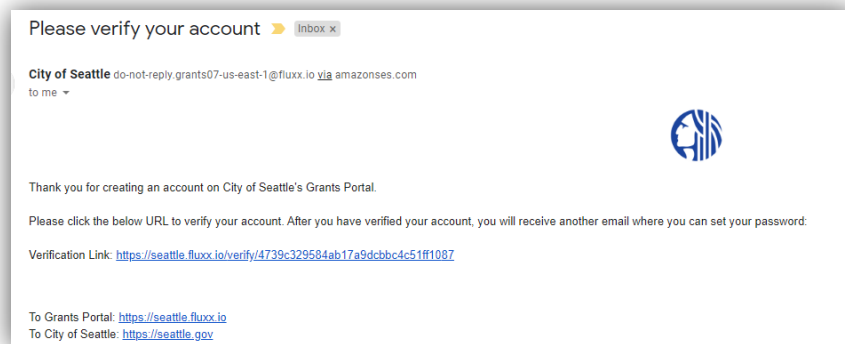
Step 4- Click on the "Submit Request" Button. **Submit Request**



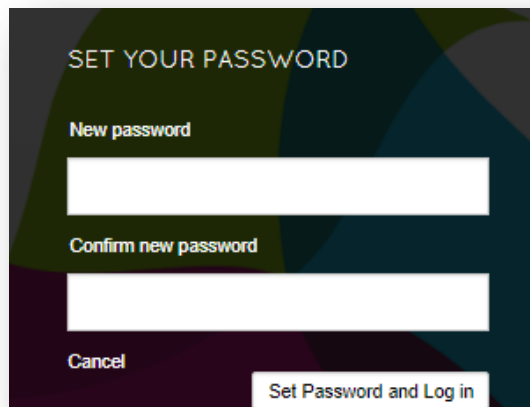
Step 5- Message is displayed after submitting the registration form.



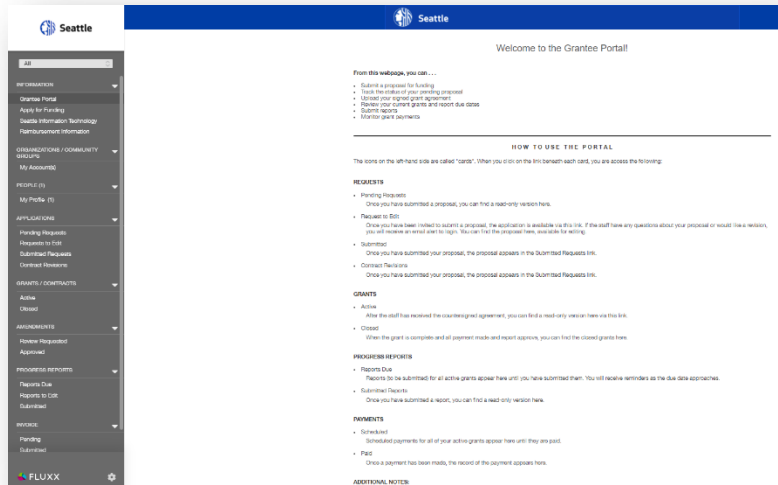
Step 7- Login to the email you provided in the registration form and verify the link provided in the email.



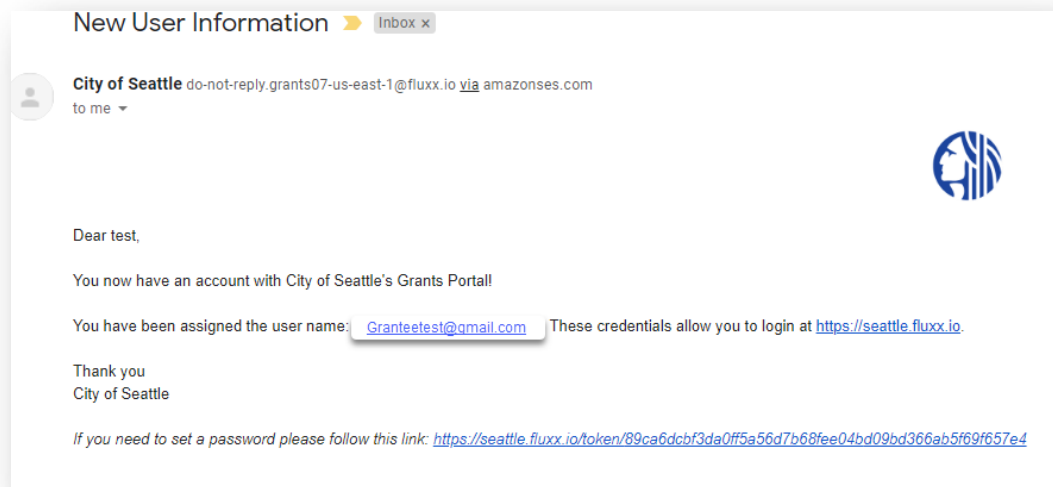
Step 8 You will be asked to set your password.



Step 9- Once the password is set, you will be navigated to Grantee Portal



Step 10- You will also receive an email from City of Seattle for “New User Information.”



Step 11- Login to the <https://seattle.fluxx.io/> and enter the user name and password.





HOW TO RESET LOGIN AND PASSWORD?

Step 1- Open the web browser and enter https://seattle.fluxx.io/user_sessions/new and press enter.

Step 2- Click on "Reset or Create Password."

Seattle

Welcome to the City of Seattle's Grants Portal

Login Now:

Username

Password

Sign in

[Reset or create password](#)

New to the Grants Portal?

Create Your Profile

In order to be considered for funding, the first step is for you to register with our grant making software. 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.

After submitting the registration form, you will receive an email notification from City of Seattle with login information and steps to set your password. This will give you access to the Grantee portal and our application forms. Should your funding application be successful, this portal will also give you access to submitting invoices & reporting templates.

Create an account now

FLUXX

Privacy Policy Accessibility

Step 3- Enter the registered email and Click on Submit.

Create or Forgot Password/Login

Email

test2@gmail.com

Cancel

Submit

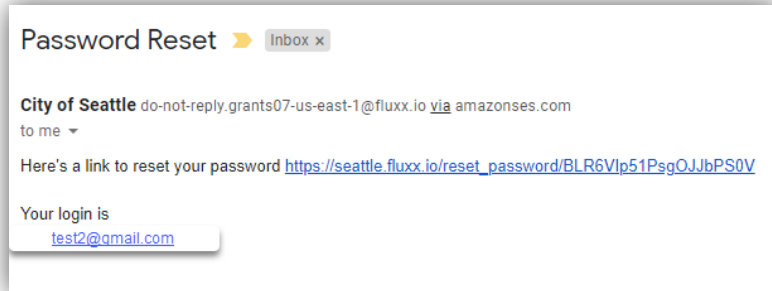
Step 4- The message window is displayed.

Forgot Password

A password reset link has been sent for the Fluxx account associated with the email you entered.

Return to Login Page

Step 5- Login to the registered email and click on the link sent.



HOW DO I APPLY FOR A GRANT?

Step 1- Open the web browser and enter https://seattle.fluxx.io/user_sessions/new and press enter.

Step 2- On the Login Page, enter the login credentials.

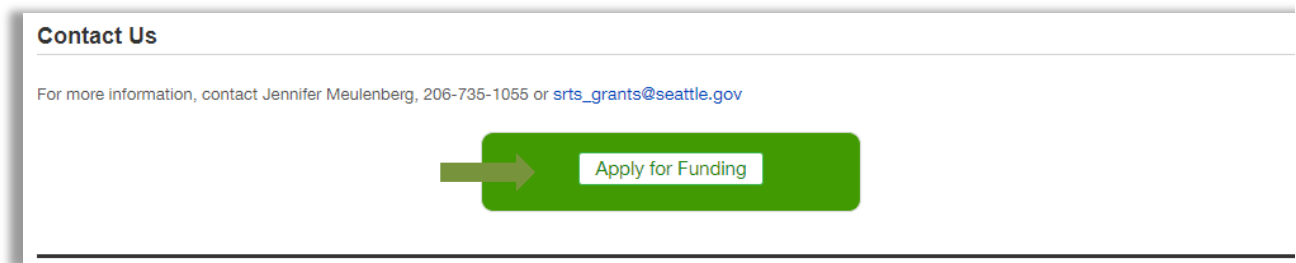




Step 3- Click on “Seattle Department of Transportation” from Information section.

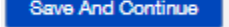


Step 4- Click on “Apply for Funding.”






Step 5- Fill out the information on the form. Note: if this is your first application, you will be required to click “Add New” next to “School or Group.” Please add in the information for your organization, including the Tax ID if you are applying as School, PTA/PTSA, or 501(c)3. If applying as a community group without a Tax ID, you will be asked to provide a Fiscal Sponsor letter in the application.

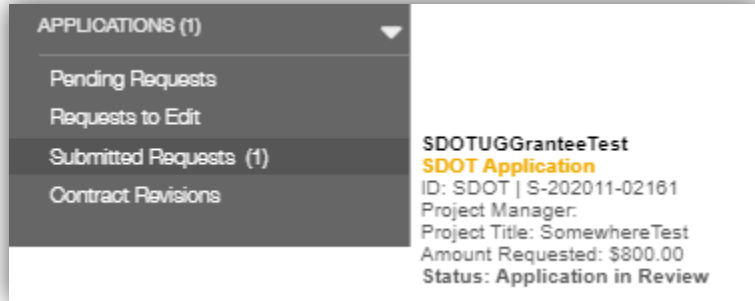
Step 6- Click on Save and Continue  , it will save your application and you can continue entering the data. *Note: Application is not auto saved.*

Step 7- Once application is complete, click on 

Step 8- Review the application and click on Submit Application button  . The note dialog is displayed, if desired enter any comments and click okay.



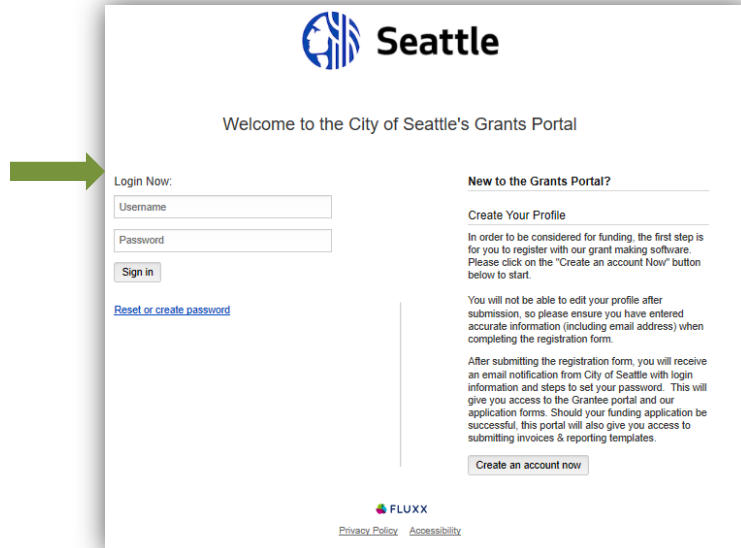
Step 9- Once the application is submitted, it will be listed under the “Submitted Requests” tab. The application status will be “Application in Review”.



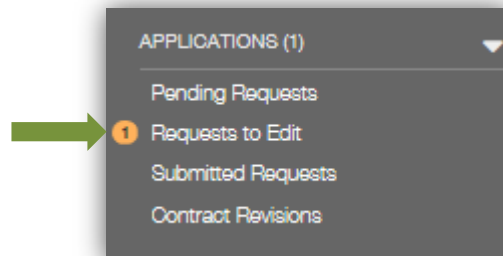
HOW CAN I RESUBMIT AN APPLICATION WITH EDITS?

Step 1- Open the web browser and enter https://seattle.fluxx.io/user_sessions/new and press enter.

Step 2- On the Login Page, enter the login credentials.



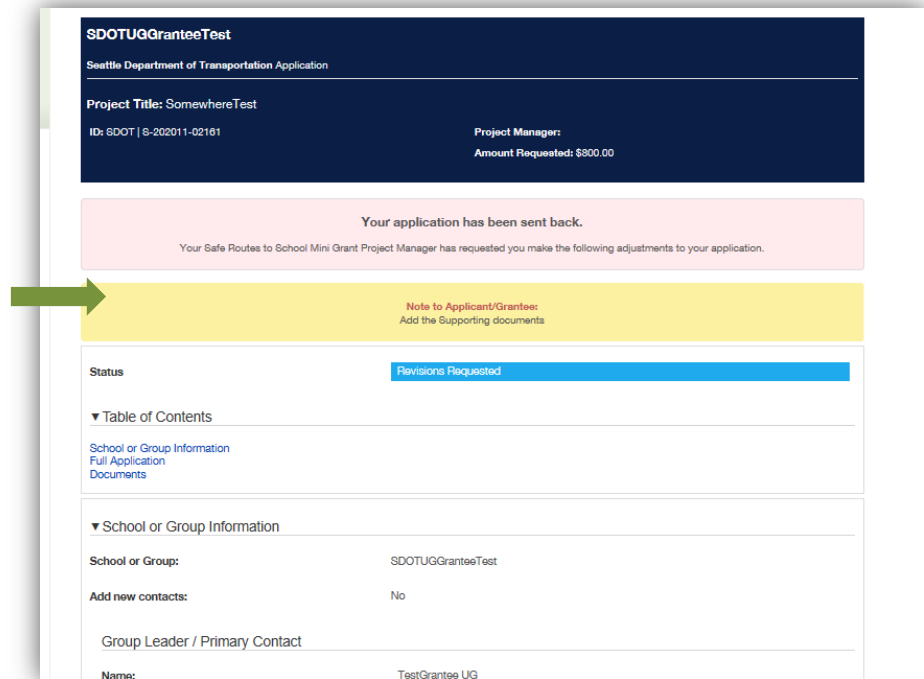
Step 3- Click on the “Requests to Edit” tab from the applications. This is only available if an application has been sent back for edits.





Step 4- The application that requires edit will be listed and has a “Revision Requested” status.




Step 5- Click on the application and the application form will be displayed. The “Note to Applicant/Grantee” section will display the request from the Grant Project Manager.



Step 6- To enable the application to edit, click on the edit button  and the application will be opened in the edit mode.

Step 7- Make the required changes, Click on Save and Close button. 

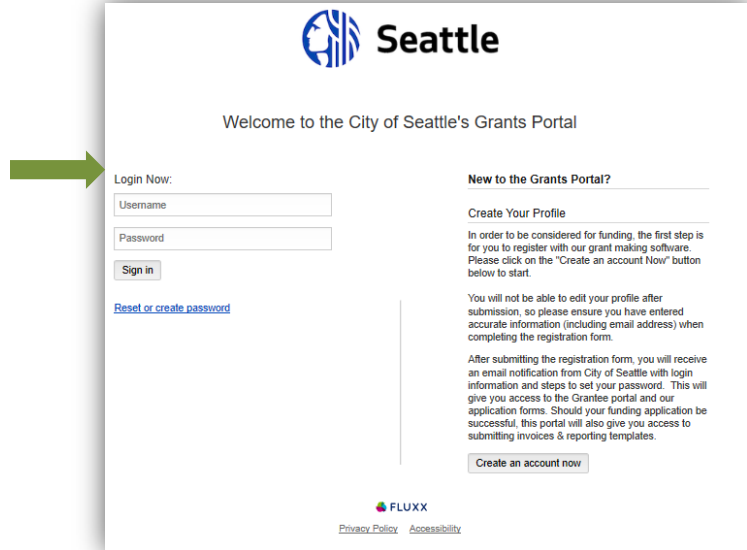
Step 8 - Click on “Re-submit” button. 



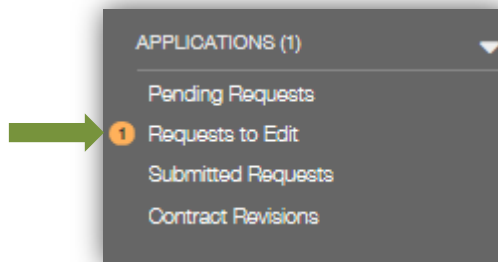
HOW CAN I WITHDRAW AN APPLICATION?

Step 1- Open the web browser and enter https://seattle.fluxx.io/user_sessions/new and press enter.

Step 2- On the Login Page, enter the login credentials.



Step 3- Click on the “Requests to Edit” tab from the applications.



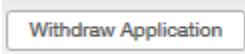
Step 4- The application that requires edit will be listed and has a status of “Revision Requested”.



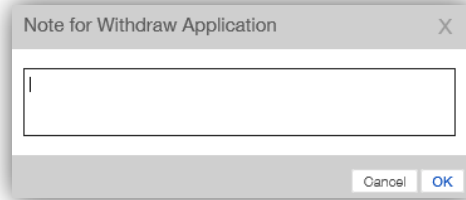
Step 5- Click on the application and the application form will be displayed.



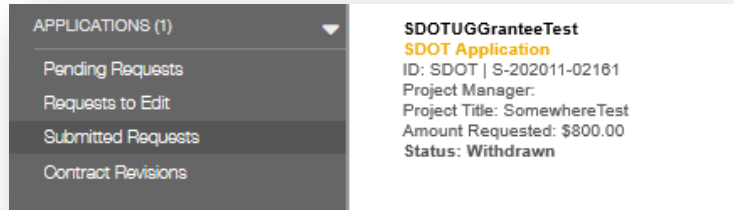
Step 6 - Click on “Withdraw Application” button.



Step 7- The “Note for Withdraw Application” dialog window will be displayed. Click ok button.



Step 8- Application will move to “Submitted Requested”. The Application status will be changed to Withdrawn.





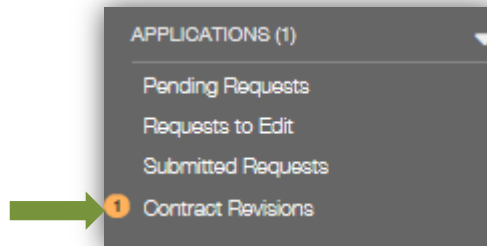
HOW CAN I REVIEW THE CONTRACT AND ADD COMMENTS AND ATTACH MY W9?

Step 1- Open the web browser and enter https://seattle.fluxx.io/user_sessions/new and press enter.

Step 2- On the Login Page, enter the login credentials.




Step 3- Click on the "Contract Revisions".



Step 4- Click on the application.



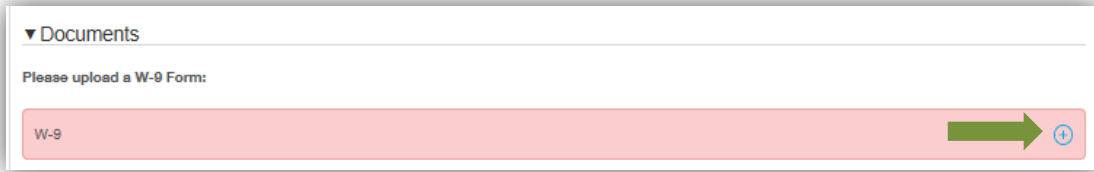
Step 5- Click on the Edit  and the application edit mode is displayed.



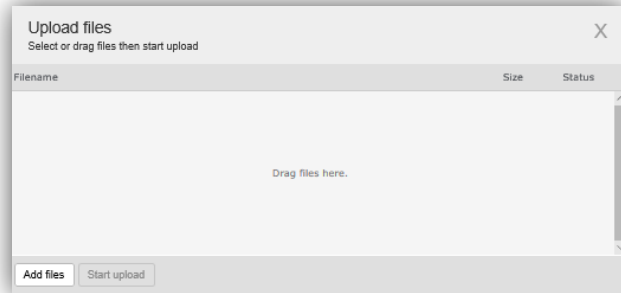
Step 6- Review the application.


Step 7- Navigate to the Document Section

- a) Upload the W9 document by clicking on the + symbol.



- b) The Upload Files window is displayed.



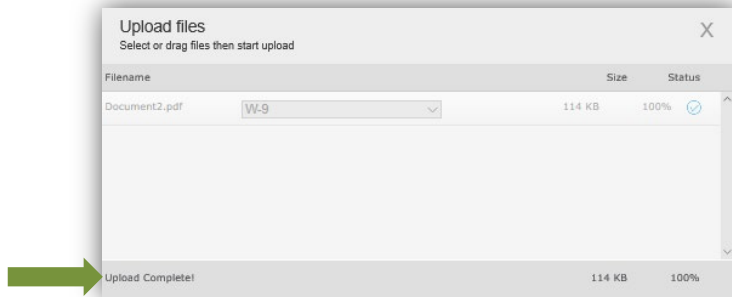
- c) Click on "Add Files" button 
- d) Your local explorer will be displayed.



- e) Select and upload the file.

- f) Click on "Start Upload" 

- g) Once the upload is completed. Click on "X" and the upload files window will be closed.





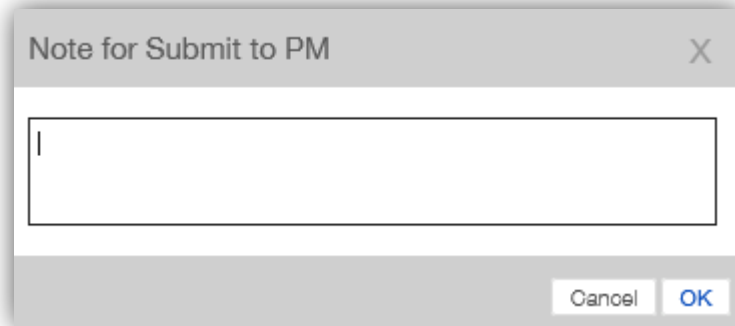
Step 8- Click on Save and Close button.



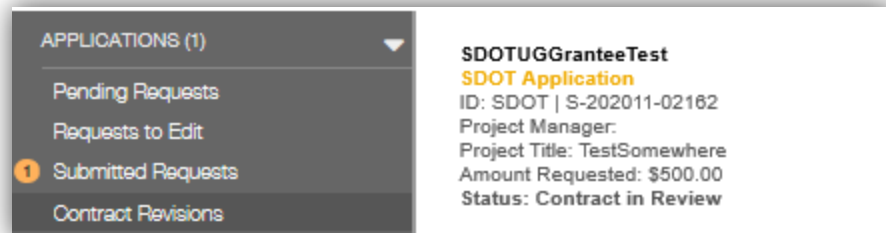
Step 7- Click on "Submit to PM" button.



Step 8- The Note window is displayed. Click Ok. *Entering comments is optional.*



Step 9- Application is submitted and moved to "Submitted Requests" and the status is changed to "Contract in Review".

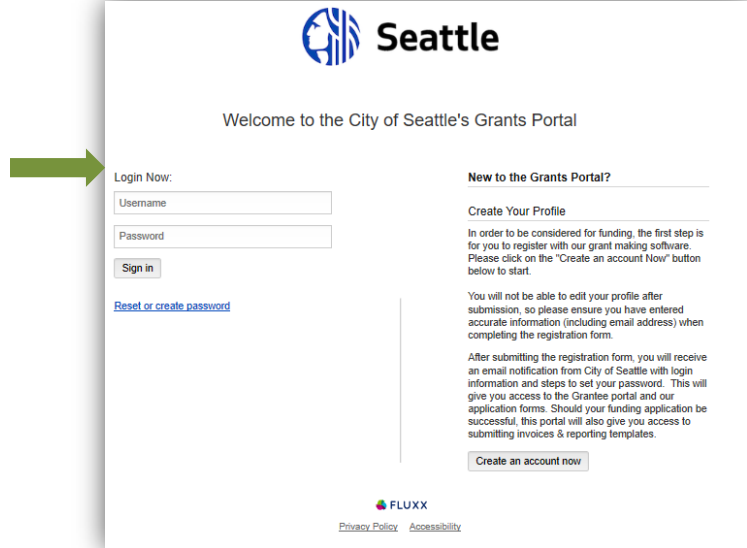




HOW DO I ATTACH DOCUMENTS TO THE APPLICATION?


Step 1- Open the web browser and enter https://seattle.fluxx.io/user_sessions/new and press enter.

Step 2- On the Login Page, enter the login credentials.



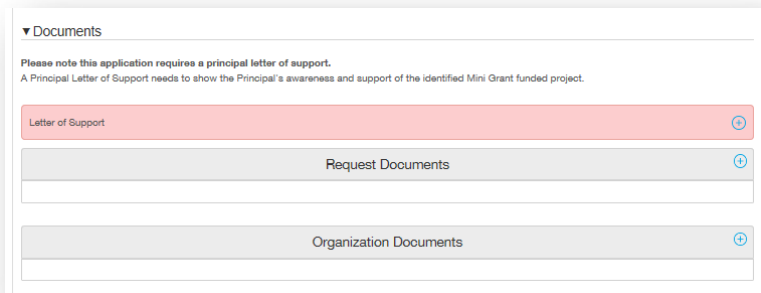
Step 3- Open the application. Users can upload documents at following stages

- 1) When application has "Application in Progress" status
- 2) When application has "Revisions Requested" status
- 3) When application has "Contract Revisions" status

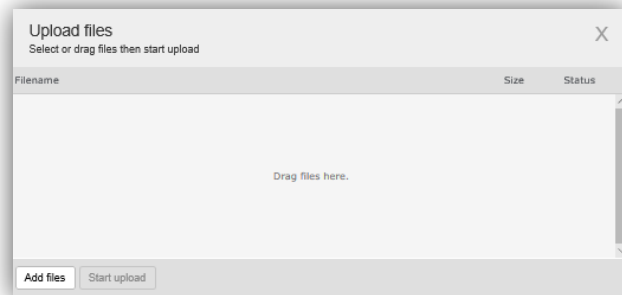
Step 5- Click on the Edit  and the application edit mode is displayed.

Step 6- Navigate to the Document Section

- a) Upload the document by clicking on + symbol.

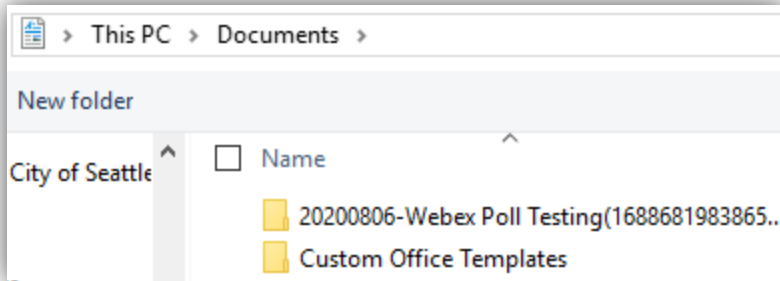


b) The Upload Files window is displayed.



c) Click on "Add Files" button 

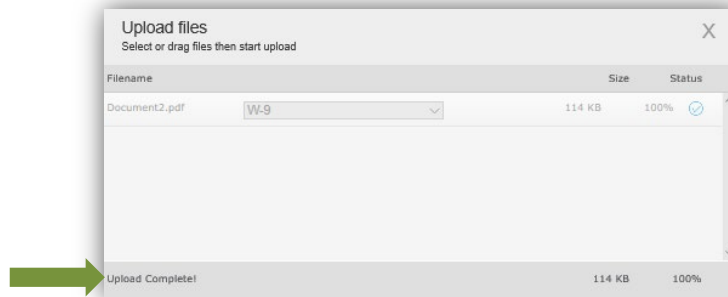
d) Your local explorer will be displayed.



e) Select and upload the file.

f) Click on "Start Upload" 

g) Once the upload is completed. Click on "X" and the upload files window will be closed.






HOW DO I DOWNLOAD/SAVE A COPY OF MY APPLICATION TO MY LOCAL MACHINE?

Step 1- Open the web browser and enter https://seattle.fluxx.io/user_sessions/new and press enter.

Step 2- On the Login Page, enter the login credentials.

The screenshot shows the Seattle Grants Portal login page. At the top, there is the Seattle logo and the text "Welcome to the City of Seattle's Grants Portal". Below this, there are two main sections: "Login Now:" and "New to the Grants Portal?". The "Login Now:" section contains a "Username" input field, a "Password" input field, and a "Sign in" button. Below the "Sign in" button is a link for "Reset or create password". The "New to the Grants Portal?" section contains a "Create Your Profile" heading, followed by instructions: "In order to be considered for funding, the first step is for you to register with our grant making software. Please click on the 'Create an account Now' button below to start." Below this is another paragraph: "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." This is followed by a final paragraph: "After submitting the registration form, you will receive an email notification from City of Seattle with login information and steps to set your password. This will give you access to the Grantee portal and our application forms. Should your funding application be successful, this portal will also give you access to submitting invoices & reporting templates." At the bottom of this section is a "Create an account now" button. At the very bottom of the page, there is the FLUXX logo and links for "Privacy Policy" and "Accessibility".

Step 3- Open the application. Click on the  to download or save the application. The application will open in the default browser view. Save it as desired.