How to Register and Create an Account in the Grants Portal

1. Go to the FLUXX registration site located at [https://irrrb.fluxx.io/user_sessions/new](https://irrrb.fluxx.io/user_sessions/new)

2. Click on “Create an Account now”

3. Complete the ORGANIZATION INFORMATION:

   Organization Name
   Address 1
   Address 2

   **Please Note:**
   To find your County and Legislative District, please click on this [link](https://)

   County
   Legislative District

   City
   Zip Code

   Country
   United States
   State

   Organization E-mail
   Organization Phone
   Organization Fax

   Is your organization qualified as tax exempt under Internal Revenue Code (IRC) 501(c)(3)?
4. Complete the PRIMARY CONTACT INFORMATION:

**PRIMARY CONTACT INFORMATION**

Prefix

First Name

Last Name

Title

Main Phone

Backup Number for Emergency

E-mail

5. Click “Submit Request”

6. The FLUXX system administrator will review the registration for approval and the registrant will be sent an e-mail containing login information, if approved.