GETTING STARTED

charity: water's Fluxx partner portal is the hub for managing all your charity: water grant proposals and reports. In the portal, you can find grant information, submit proposals and reports, and exchange documents with the Water Programs Team at charity: water. You will be able to:

- View details and documents for all concept notes/proposals and grants
- View report due dates for open grants
- Submit documents to your Water Programs Officer and receive documents back
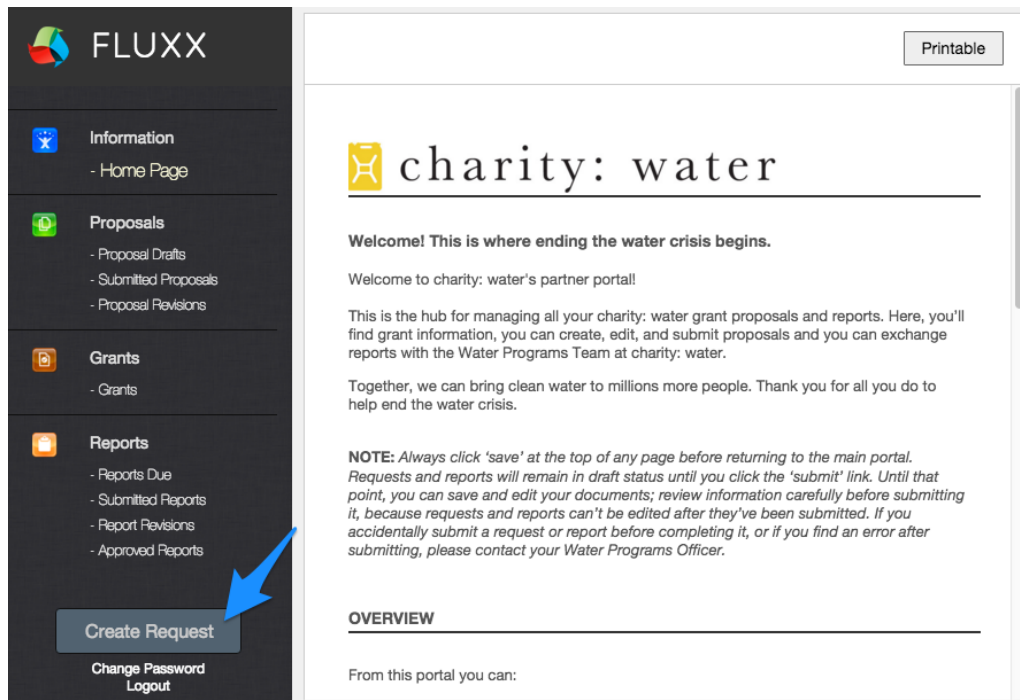- Receive email alerts advising when reporting is due

LOG-IN INFORMATION

You can access the partner portal using the following link: http://charitywater.fluxx.io
You will receive a username and password instructions from your Water Program Officer or Associate via email.
Your password can be changed by clicking on the *'Reset or create password'* link on the home screen.

SUBMITTING A NEW REQUEST

To submit a Concept Note or Proposal to charity: water, click on the **'Create Request'** button on the home page of the partner workspace. This will bring you to a new request page where you will enter information about the concept note or proposal.

To upload proposal documents:

1. On the request page, click the green ⊕ button next to the **Concept Note/Proposal Documents** section.
2. Click **'Add Files'** to browse for the corresponding documents.
3. Assign an appropriate **document type label** to every attachment using the drop-down menu.
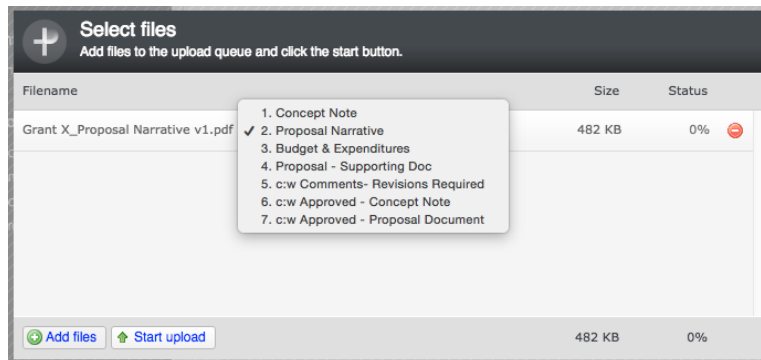
4. Click **'Start Upload'**.
5. This document will now appear under the corresponding proposal.

To enter inventory:

1. On the request page, click the green ⊕ button next to the **Inventory Information** section.

2. Create an inventory group for each separated inventory type in the Proposal Budget Detail and Water Points List tabs.

3. Click **'Save'** and repeat for each inventory group.

To submit the request:

When you've finished entering your request details and have uploaded the necessary documents, click the green **'Save'** button at the top of the page and Fluxx will take you to a saved version of the request. Click the green **'Submit'** button in the top right corner to fully submit the request to your charity: water Water Program Officer.

FLUXX GUIDELINES

You can navigate through the sections of the portal using the menu on the left side of the home page.

PROPOSALS

Proposals or concept notes that have been saved but not yet submitted to charity: water are listed under **Proposal Drafts.** Proposals or concept notes that have been submitted to charity: water are listed under **Submitted Proposals**. Proposals or concept notes that have been submitted, reviewed by charity: water, and require revisions from your team are listed under **Proposal Revisions**.

For each proposal listed, you will see the charity: water Grant ID, country where the grant will be implemented, the amount requested, cost per daily water user, and granting time period. You can click into each proposal listed to find program information, inventory, and proposal documents.

GRANTS

All open and closed charity: water grants can be found under the **Grants** section in the left-side menu. You can click into each grant to see the details for that grant. For each grant listed, you will find the charity: water Grant ID, country where the grant was implemented, the grant amount, cost per daily water user, and granting time period. You can find a read-only version of the grant's proposal documents by clicking into each grant.
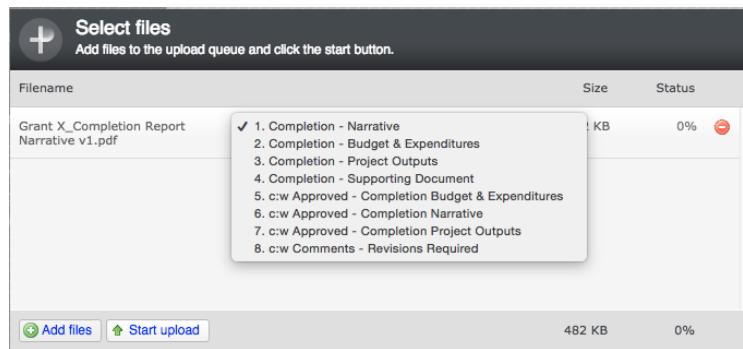
REPORTS

All associated reports for each of your organization's grants can be found in the **Reports** section in the left-side menu. For each report listed, you will find the charity: water Grant ID, type of report, and report due date. There are five types of reports, which are associated with different color icons when viewed in list form:

1. Grant Agreements ◆
2. Progress Reports ◆
3. Completion Reports ◆
4. Amendments ◆
5. Supplemental Reports ◆

All upcoming reports associated with an open grant will be listed under **Reports Due** and will remain in the **'Due'** state until fully submitted. Reports that have been submitted to charity: water are listed under **Submitted Reports**. Reports that have been submitted, reviewed by charity: water, and require revisions from your team will be listed under **Report Revisions.** Reports that have been submitted, reviewed, and approved by charity: water will be listed under **Approved Reports.**

To upload report documents:

1. On the report card, click the green ⊕ button next to the Report Documents section.
2. Click **'Add Files'** to browse for the corresponding documents.
3. Assign an appropriate **document type label** to every attachment using the drop-down menu.
4. Click **'Start Upload'**.

5. This document will now appear under the corresponding report.

To submit the report:

When you're ready to submit your report, click the green **'Save'** button at the top of the page and Fluxx will take you to a saved version of the report. You must click the green **'Submit'** button in the top right corner to fully submit the report to your charity: water Water Programs Officer.

QUESTIONS?

If you come across any technical issues while navigating through the portal, be sure to contact your Water Program Officer or Water Program Associate for assistance.