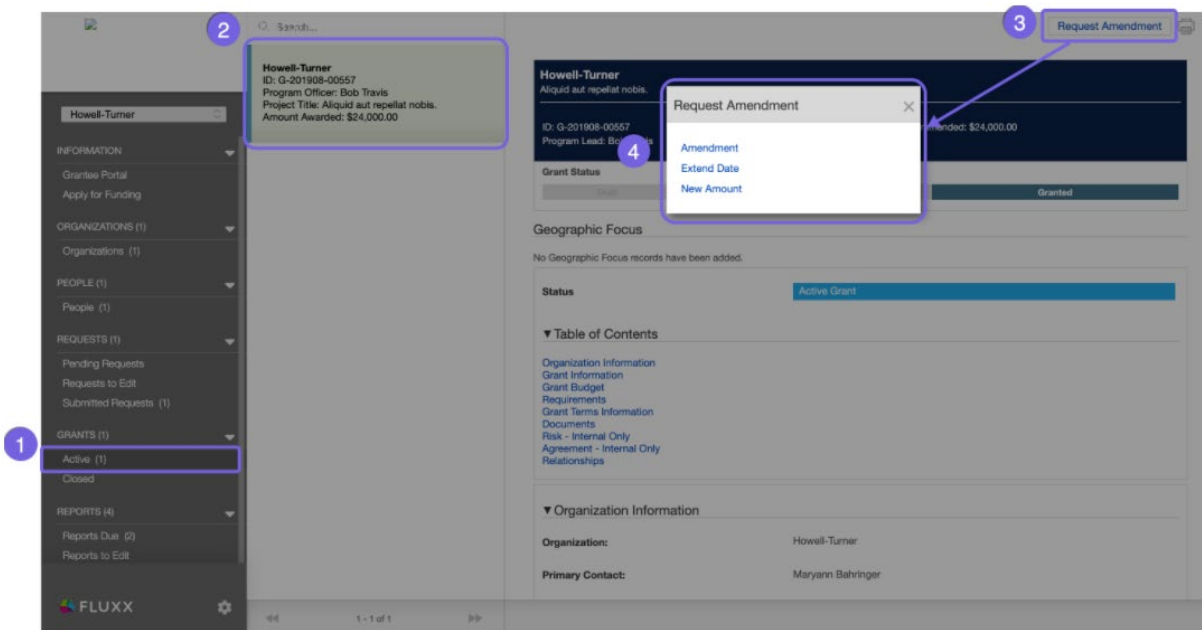


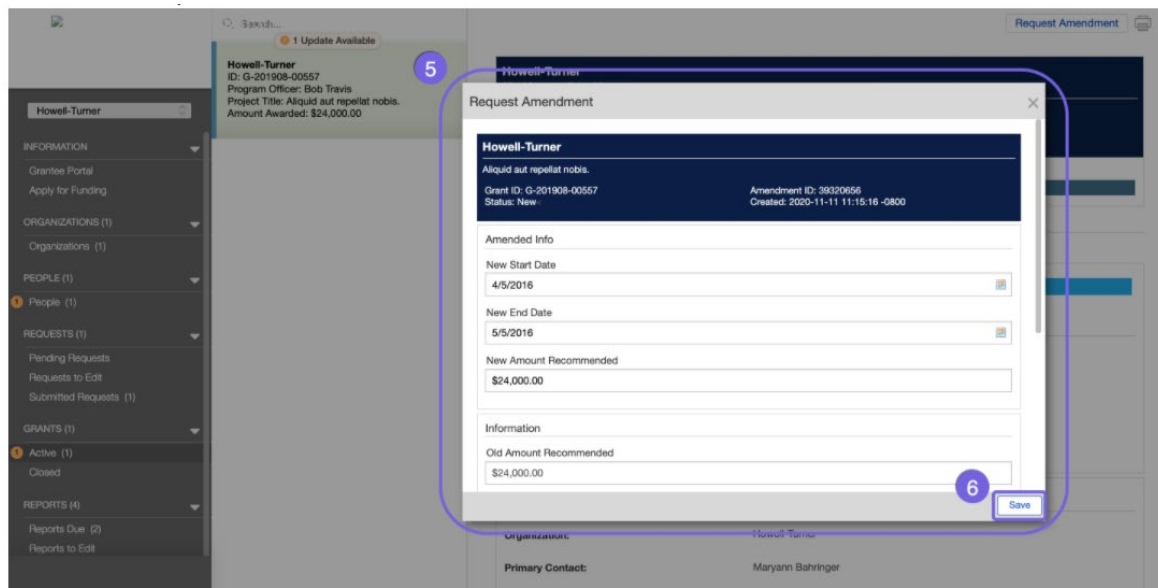
Instructions on how to request an amendment in the GBIF Grants Portal

In the Grantee Portal (<https://gbif.fluxx.io/>)

1. Navigate to the section containing Active Grants
2. Select the grant record
3. Click “Request Amendment”
4. In the modal that opens, select an Amendment Theme



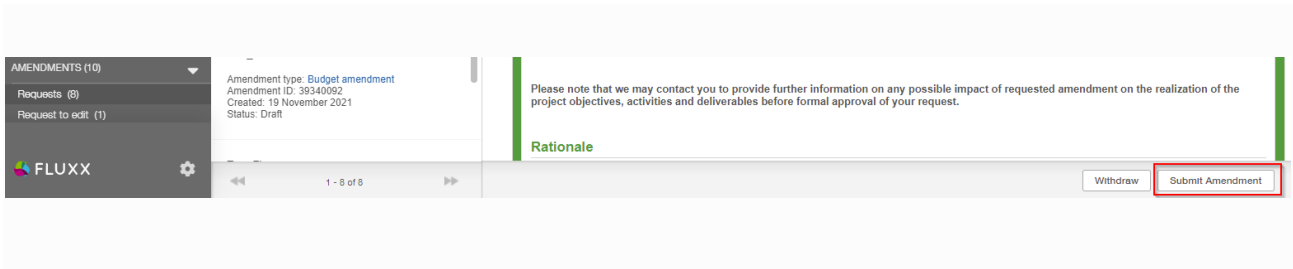
5. Once selected, the theme will open in a new modal
6. Fill out the necessary information and click “Save”.



7. Navigate to the Amendments section 'Requests' to view your saved amendment. Refresh your page if you do not see this.



8. Select the relevant amendment and click "Submit Amendment" in the lower right-hand corner.



9. In the modal that opens, click "OK" to confirm to proceed with submitting your amendment.

