



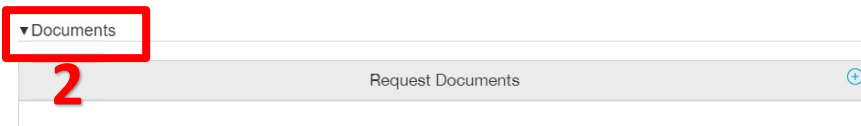
Adding documents to an application or report

Step 1 – The website



Open up an internet browser window. Remember that ELCA GrantMaker Portal works best with Google Chrome. Type elca.fluxx.io into the address bar and hit **Enter**. This is the link to ELCA GrantMaker Portal. Users should bookmark this site for easy access. Login using your user ID and password. **(1)** (Note: If you do not have a user ID or password, please see the “How to Register” resource available at ELCA.org/resources/grants.)

Step 2 – Where to add a document

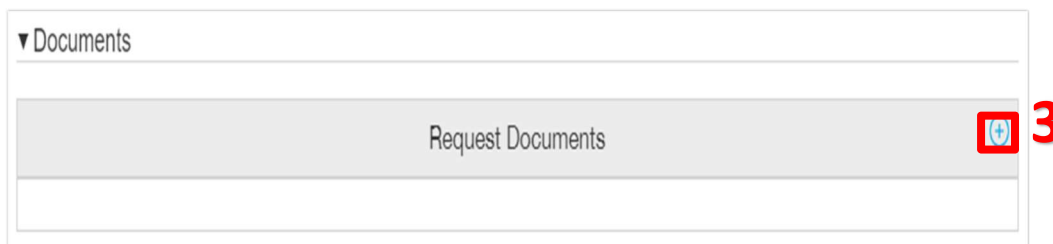


You may be asked at various points in the grants process to add documents or attachments to your grant request.

If you are asked to submit supporting documents, first determine if they should be uploaded to an application or a report. If they should be uploaded to an application, you will find the application in one of the sections under the **Requests** header. As a reminder, you cannot add documents to those applications in the **Submitted** section, so be sure to attach requested documents prior to submitting an application. If they should be added to a report, you will find the report in the **Reports Due** section under the **Reports** header.

Once the application or report is open, scroll down to the **Required Documents** sections located below the **Required Documents** header in the left navigation panel on the left side of the window. Click on the triangle next to **Additional Documents** to expand the collapsed section. **(2)**

The expanded section appears as below. Click on the plus sign on the right side to begin the upload. **(3)**



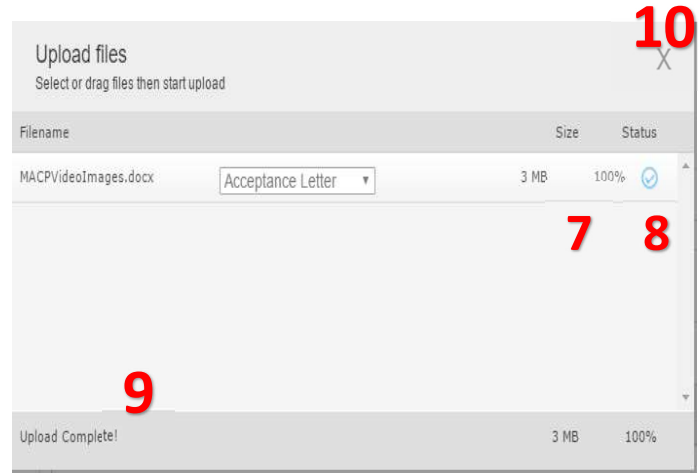
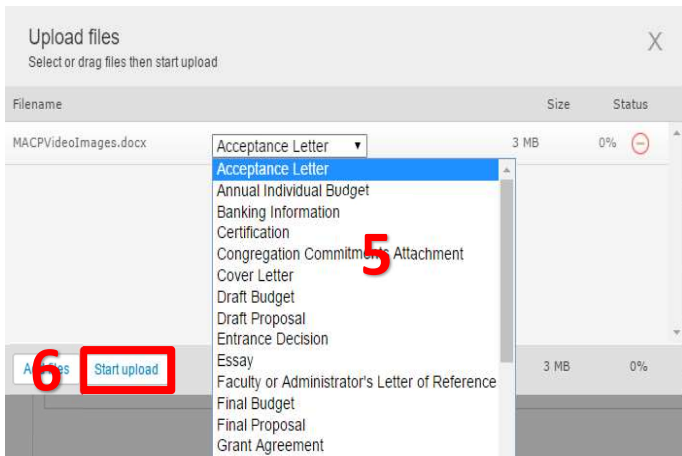
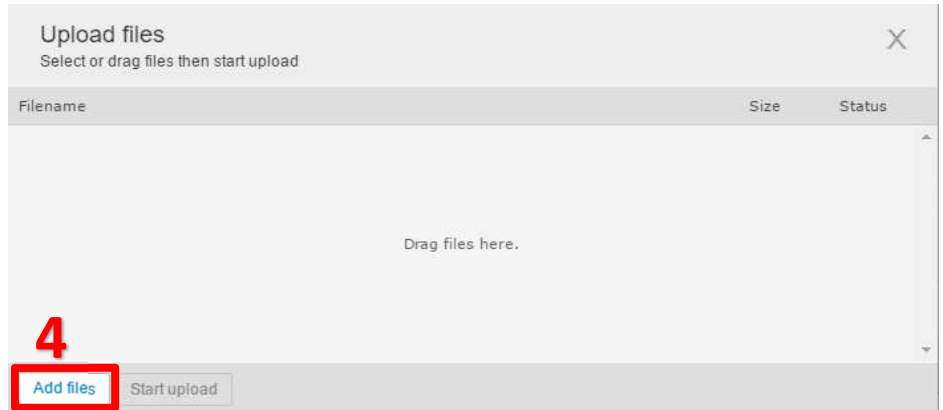


Step 3 – Adding files

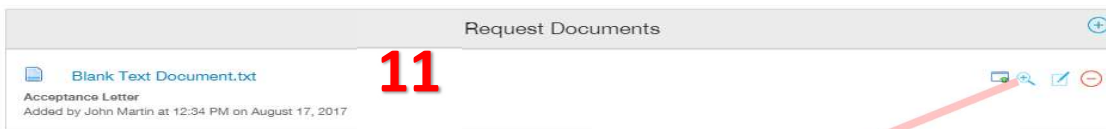
The screen to the right will appear. Click **Add files** (4) and select the file you would like to attach.

After the file has been selected, select a document type (5), such as **Grant Agreement** or **Banking Information**, before uploading the document. In some cases, the

document type will default to the correct type. After the type has been selected, click **Start upload** in the bottom left corner. (6) The percentage uploaded will count up to 100 percent. (7) Multiple documents can be added and uploaded at the same time.



Once each attachment is finished uploading, you will see a check mark for each uploaded document under the **Status** column on the right. (8) Once all documents have uploaded, **Upload Complete** will appear in the bottom left corner of the pop-up. (9) Close the pop-up box by clicking on the **X** in the upper-right corner. (10)



Now you will see your document listed in the section. Once the document has been

successfully attached, you can download it by clicking on the name of the document (11). When hovering over the hyperlink, you can also add a new version (12), preview the document (13), edit type (14) and delete the document (15) by using the icons that appear.

