



ACCOUNTS, USERNAMES & PASSWORDS

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ENTERING ACCOUNT INFORMATION DURING REGISTRATION

If you've already registered in our WKKF Fluxx portal, please [skip to](#) the section on logging in.

You will receive a username and password within one business day of registering in the WKKF Fluxx portal. As a representative of your organization, these credentials will give you the ability to provide updates to your organizational information, apply for funding, and – if funded – manage all your organization's reports and payments.

Each person who logs in on behalf of an organization must have their own user profile (user ID and password).

QUICK TIP:

The Kellogg Foundation's portal is available in English, Spanish and Haitian Creole. Use the drop-down at the top right of the login page to change your language preference.

HOW TO REGISTER IN FLUXX

Start here: <https://wkkf.fluxx.io>

Click on **Get Started and Register Here.**

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Review the **Are We a Match** and **Alignment Guidelines** and answer “Yes” or “No” to the geography question.

ARE WE A MATCH?

Thank you for considering the W.K. Kellogg Foundation (WKKF) as a potential supporter of your work. A portal account is required to submit a letter of inquiry. Prior to requesting a portal account, please review the following important grantmaking guidelines. If you have questions about whether or not you meet these guidelines, please contact our Concierge Desk by [email](#), or by calling (269) 969-2329 between 8 a.m. and 5 p.m. Eastern Time, Monday through Friday.

When you are finished reviewing the guidelines, please respond to the geographic area of focus question and click 'Submit.'

Alignment Guidelines

Who we partner with:
WKKF follows the rules established by the Internal Revenue Service (IRS) for private foundations in the United States. Grantseekers wishing to request funding must be a legal entity and the funding request must not be for individual support. “Legal entity” and “individual support” are explained in more detail below:

Grant funds are only awarded to a legal entity. The following are examples of a legal entity:

- Nonprofit organization
- 501(c)(3) or equivalent (i.e., school, hospital or religious institution)
- Public or governmental entity
- For-profit entity doing charitable work

Grant funds cannot be awarded to, or in support of, specific individuals. The following are examples of individual support for which we do not supply funding:

- Scholarships or educational support
- Living expenses
- Emergency aid

If you intend on applying for funding on behalf of a legal entity, and the funding request is not for individual support, will the beneficiaries of the funding request (children, families and communities) be located in the United States, Haiti or Mexico?

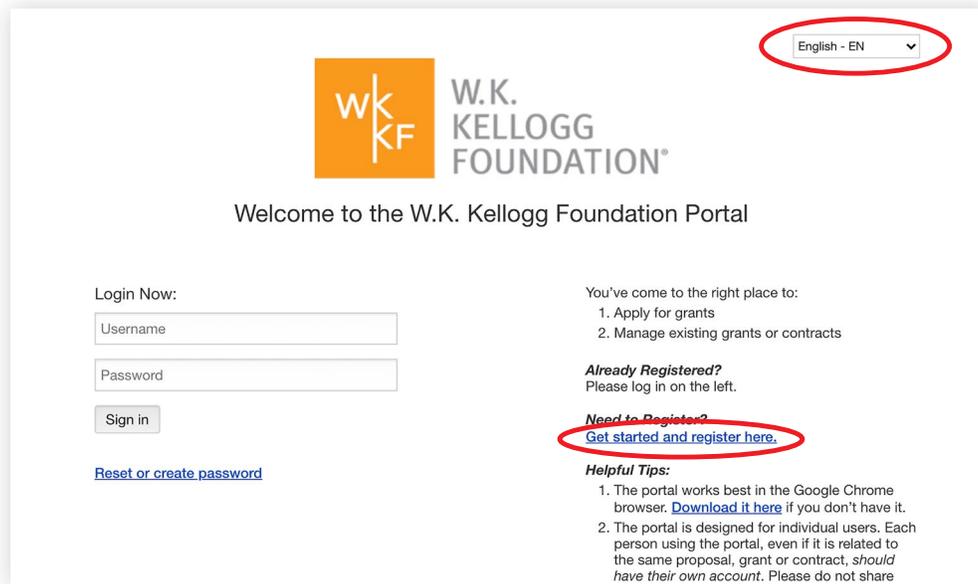
Provide the Organization and Contact information requested (fields in **bold** are required). If you know your organization’s Employee Identification Number (EIN) you may use the GuideStar Profile Lookup feature to populate your organizational information.

Submit your request.

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W.K. Kellogg Foundation staff will verify the user and organization information within one business day. Once verified, the person registering will receive an email to create portal credentials.

On creation of credentials, you can log in to the portal where you can submit your letter of inquiry.



HOW TO LOGIN TO THE FLUXX PORTAL AFTER REGISTERING

Start here: <https://wkkf.fluxx.io/>

Enter the username and password.

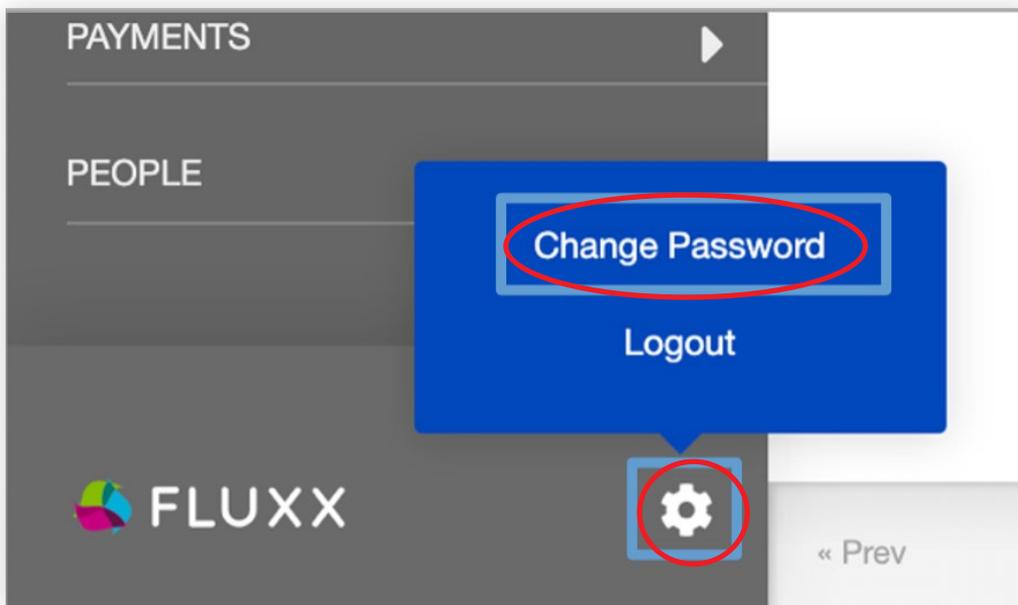
Click **Sign In**.

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CHANGE YOUR PASSWORD FROM THE PORTAL

At the bottom of the left-hand navigation panel, click on the gear icon and select **Change Password**.

Enter your current password and your new password, and click **Change Password**.



RESET FORGOTTEN PASSWORD

Start here: <https://wkkf.fluxx.io/>

Click on **Reset or Create Password**.

Enter the email address you used when registering.

Check your email and click on the link provided to reset your password.