COLORADO
Division of Criminal Justice
Department of Public Safety

Fluxx - New Organizations

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Who should use this Job Aid?

This job aid should be used by new users that create a new account with a new organization via the DCJ Grants Portal Landing Page.

- If your organization already has an account, please have a member of your organization add you as a user using the Add New Fluxx Users job aid.

Training Video

Video (1:44 minutes)

Step by Step Instructions

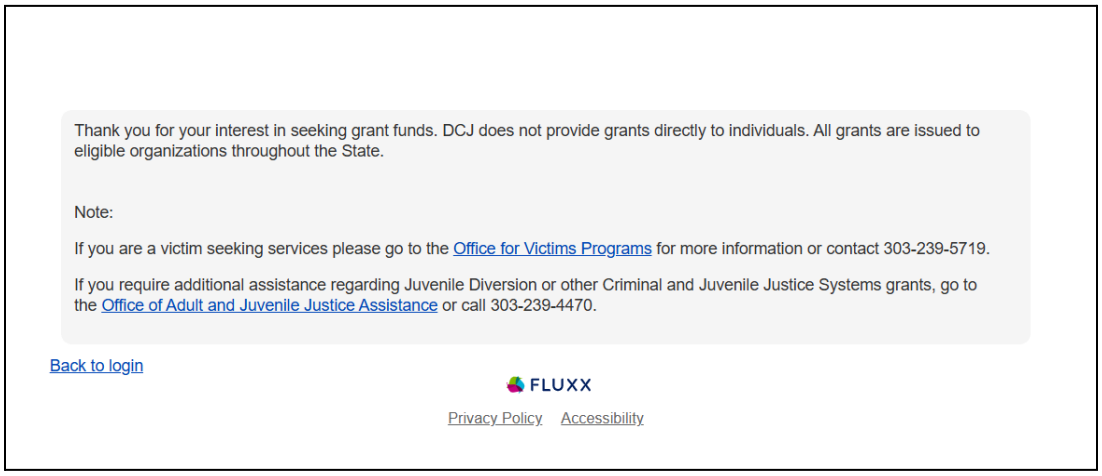
1. Go to https://dcjgrants.fluxx.io.

2. Find and click the **Create an account now** button in the lower right corner.

3. Answer the Eligibility question that appears and click **Submit** (below the question):

   a. If you select "No", and "Submit" you will be redirected and will not not be able to proceed. STOP HERE.

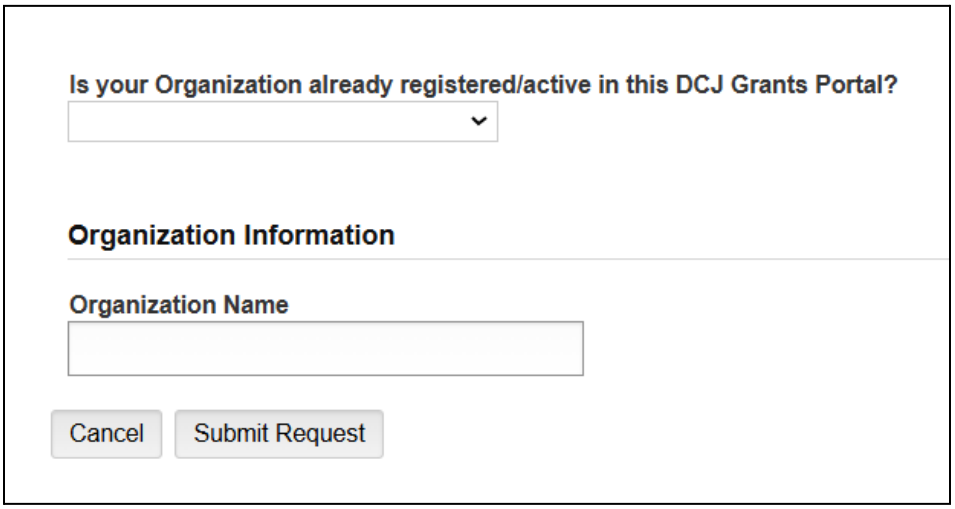
b. DCJ does not provide grants directly to beneficiaries. You must be part of an **eligible** organization that is seeking grant funding on behalf of that organization.



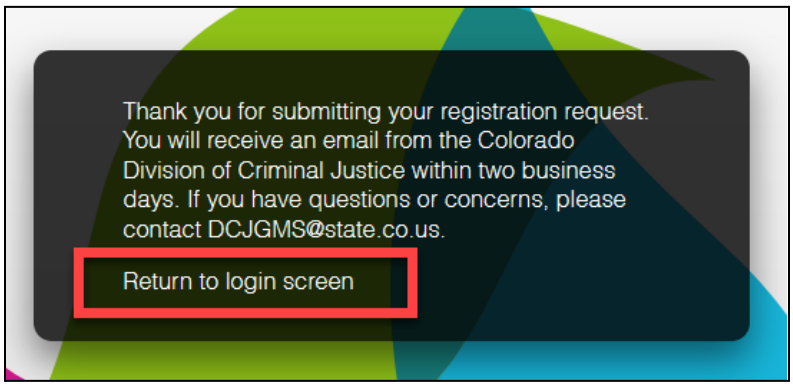
c. If you select “Yes”, and "Submit" you will be redirected to a new page to continue your Registration.

4. Fill in the information (**Bold** fields are required):
   a. First Name
   b. Last Name
   c. Title
   d. Primary Phone
   e. Email

5. Click **Submit Request** when you’re done:



6. When you are done, click the **Submit Request** button. You will see the message below informing you that you will get an email within two business days.



a. To go back to the Fluxx login page, click **Return to login screen**.

7. DCJ staff will review your submission and look for duplicate users and/or organizations. You will either receive an auto-generated message from Fluxx with your login credentials, or a follow-up email from DCJ staff.

Need More Help?

- For questions about using Fluxx, please contact dcjgms@state.co.us or 720-582-4510.