How to register in the AmplifyChange Grants Portal

1. Go to https://amplifychange.fluxx.io/user_sessions/new and click on the button that says ‘Register’

2. You will need to answer three eligibility questions before moving forward with the registration process. Respond to the questions and click ‘Submit’.
3. Once you have completed the three eligibility questions, and the system determines that you are eligible to set up an AmplifyChange profile, you will arrive at a page that asks questions about your organisation as well as your personal contact information and role. **Please answer these questions as accurately as possible as you will not be able to change them once submitted.** They will be reviewed by our team to approve your registration, so they must be correct. Once completed, click ‘Submit Request’.
4. Your registration will now be manually reviewed by the AmplifyChange team. This is to ensure accuracy and to avoid duplications with existing profiles. Please note that this process can take up the three working days in normal times, but potentially longer if we have a high demand, such as when a funding round opens.

5. Once the team has reviewed your request, you will receive an email that will say whether your request has been approved or rejected.
   a. If your request has been rejected, it is likely due to the fact that your organisation does not meet our requirements for funding. You can review these requirements on our website www.amplifychange.org or email enquire@amplifychange.org if you would like to discuss your case with someone.

6. If your request has been approved, you will need to go to https://amplifychange.fluxx.io/user_sessions/new and set up a password. Click ‘Forgot Password?’
7. You will need to enter the email address you registered with – it will be the email address where you received the confirmation of registration.

8. Once you click ‘Submit’ the system will automatically email you a link to set up a password. Click this link and put in your new password, then click ‘Set Password and Log in’.

9. You can now access the AmplifyChange Grants Portal!