

## BOOST After School Report FLUXX - Technical Assistance

### Step-by-Step Instructions:

1. Open a web browser and go to the FLUXX grantee portal login page.
2. Enter your FLUXX login credentials (username and password) provided to you. Click the "Login" button to access your account.
3. Once logged in, you will be directed to the grantee portal dashboard. Look for the "Grants" tab on the navigation menu and click on it.
4. Under the "Grants" section, select the "Active" tab. Here, you should see a list of your active grants. Identify the relevant grant you are working on for the current report.
5. Click on the "Reports" link. This will take you to the Reports page where you can view and manage your reports.
6. On the Reports page, navigate to the "Reports due" section. This section displays the reports that are currently due or upcoming.
7. Look for the specific report you need to complete based on the appropriate date or deadline.
8. Once you have identified the correct report, click on the "Edit" button next to it. This will allow you to begin working on the report and make any necessary updates or changes.
9. Review the report carefully and ensure that all the required information is completed accurately.
10. Pay attention to any specific instructions or questions mentioned in the report. Please note that during this reporting period, there is a question that requires you to complete an external Excel document. Download the document, fill it out, save it, and then re-upload it onto the report as instructed.
11. Once you have finished completing the report, review it once again to verify that all the information is accurate and complete. Finally, click the "Save and Close" button to submit your report.

If you encounter any issues during the login process or have any technical difficulties, please contact Boost email support at [Boostapplication@unitedwayatlanta.org](mailto:Boostapplication@unitedwayatlanta.org). They will be able to assist you in resolving any login or access problems.

Please note: Boost Support staff are available via email during the following office hours:

Days	Office Hours
Monday	9:00am- 12:00pm
Wednesday	12:00pm-3:00pm

Please anticipate a response time of approximately 23-48 hours for email inquiries.

Thank you for your cooperation and timely submission of the report.

