

Updating Contact Information

TO UPDATE ORGANIZATIONAL CONTACTS

Please note: Any changes to organizational information must be submitted to the Foundation for review prior to the change being accepted in the portal.

1. Navigate to **Organizations > My Organization**
2. Click Edit in the top right corner and scroll down to the **Organization Contact Information – Requested changes to be confirmed** section to enter your changes.
3. Please only enter information into fields that require changes.
4. Click **Save** and **Continue** to be able to review and/or make additional changes. Please carefully review your updates before submitting as you will not be able to edit the changes further once you submit.
5. When you are ready to submit your changes, click **Save** and **Close** and then click **Submit Requested Changes for Review**. We will process your request within five business days.

A note about the Banking Information Contact: This is a key contact for your organization. Please ensure that the name, phone number, and email address for this role is up-to-date, as this person is responsible for adding and confirming bank information for grant payments.

New Banking Information Contact

New Banking Information Contact Title

New Banking Information Contact Phone

New Banking Information Contact Email

TO UPDATE YOUR INDIVIDUAL CONTACT INFORMATION

Note: Your username and password must be unique and exclusive to you. Please do not attempt to change your account to a different user. For changes to account owners, kindly contact fluxxusers@mellon.org. Please see the [Grantee Portal Terms of Use](#) for further information.

1. Navigate to the **People > My Contact Information** section. Click **Edit** in the top right corner to enter your changes.
2. Click **Save and Close** to save your changes. The updates will be immediately visible.

First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text"/>
Suffix	<input type="text"/>
Job Title	<input type="text"/>

As your email is tied to your login, if you wish to change your email address please contact fluxxusers@mellon.org.

Work Phone	<input type="text"/>
Work Extension	<input type="text"/>
Cell Phone (optional)	<input type="text"/>

Cancel

Save and Continue

Save and Close

For technical support, please contact: fluxxusers@mellon.org or (212) 500-2484, Mon-Fri, 9:00am-5:30pm ET. For additional information, please visit the [Grantee Portal Terms of Use](#).