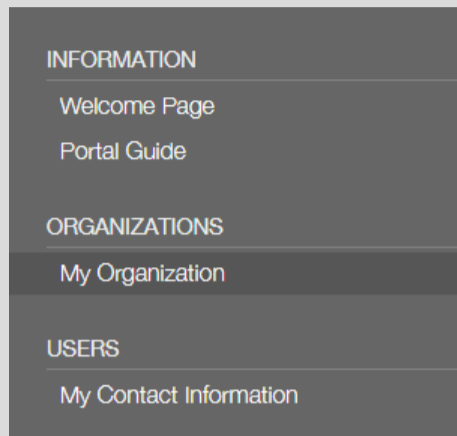


M The Andrew W. Mellon Foundation: Updating Contact Information

To update your Organization's contact information in Fluxx, navigate to the **Organizations > My Organization** section. Click **Edit** in the top right corner to enter your changes.

Please note that any changes to organizational information must be submitted to the Foundation for review prior to the change being accepted in the portal. If you wish to update or edit organizational details, please click Edit and enter the requested changes. Click Save to save the changes then Submit to send the request to the Foundation. The Foundation will process the request within five business days.



Edit

Current Key Contacts

Leader of Organization:	Portia Sampson
Current Leadership Start Date:	
Foundation Relations Contact:	
Banking Information Contact:	
Chief Academic Officer:	

Leader of Organization

Leader of Organization Email

Current Leadership Start Date (if University of College)

Foundation Relations Contact

Foundation Relations Contact Email

The Banking Information Contact is a person in the organization who the Foundation can contact to obtain or confirm bank account information for grant payments. The person in this role will be assigned a login and receive email alerts when the Foundation requires bank account information to be added, confirmed or updated.

Banking Information Contact

Banking Information Contact Email

Chief Academic Officer (if University or College)

Chief Academic Officer Email

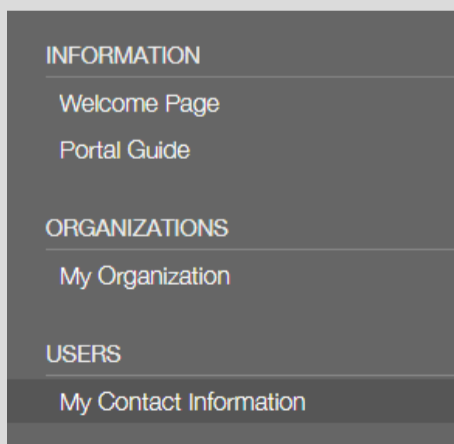
The **Banking Information Contact** is a key contact for the Organization. Please ensure that the name and email address for this role is up-to-date, as this person is responsible for adding and confirming bank information for grant payments. The **Banking Information Contact** will receive an email alert when bank information requires reconfirmation for the organization. Please see the [Confirming Bank Information](#) guide for more details.

Please only enter information into fields that require changes. Please review your work as you will not be able to make further changes. After selecting **Save**, click the **Submit Requested Changes for Review** button to send for Foundation review. The Foundation will process the request within five business days.

Save

Submit Requested Changes For Review

To update your own contact information in Fluxx, navigate to the **Users > My Contact Information** section. Click **Edit** in the top right corner to enter your changes.



Edit

▼ Contact Information

Prefix

First Name

Middle Initial

Last Name

Suffix

Job Title

After entering your changes and clicking **Save**, the edits to your own contact information will be updated and visible immediately in the grantee portal.

Save

Please note that your username and password must be unique and exclusive to you. For changes to account owners, please contact fluxxusers@mellon.org. The account owner's email address must be updated so that notifications are sent to the correct person. Please see also the [Foundation's terms of use policy](#).

For technical support, please contact fluxxusers@mellon.org or (212) 500-2484, Mon-Fri, 9:00am-5:30pm ET