



Foundation for a
Healthy St. Petersburg



**CENTER FOR
HEALTH EQUITY**

Registration

How to register in the funded partner portal

For the Foundation 2023 Grant RFP, all grantseekers must register in the system, even if previously registered.

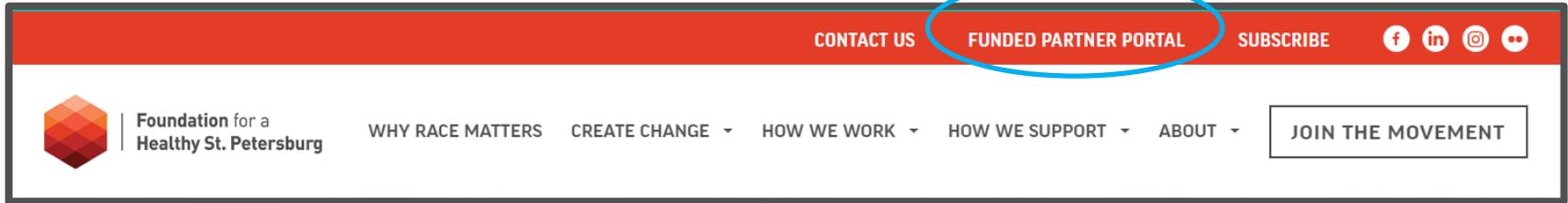


Navigation to Login/ Registration Page

Direct Link: https://healthystpete.fluxx.io/user_sessions/new

Also, on the Foundation home page, you will find the direct link:

<https://healthystpete.foundation/>





Foundation for a
Healthy St. Petersburg

Welcome to the Foundation for a Healthy St. Petersburg's Partner Portal

Login Now:

Sign in

[Forgot Password](#)

LOG IN

If you have already registered, please provide your username and password in the fields to the left to log in to the Grants Portal.

REGISTER

Please click on **Register** below to begin the registration process. Once your registration is submitted, please allow up to 48 hours to receive credentials to access the portal.

If you have further questions, please contact us at grants@healthystpete.foundation.

Register



[Privacy Policy](#) [Accessibility](#)

Registration completion

- Please complete all fields on the registration form , as accurately and completely as possible
- Consider having the following organizational staff register in the system for various functions: senior executive, project contact, and finance contact. Do not share user names and passwords as the system tracks who is entering information and allows us to direct questions to that individual, should they arise
- Note the required fields are in bold
- Ensure that you use the appropriate email as communications from the system will be sent with instructions on how to access the grants portal. Future email communication regarding your application will also be sent to the email(s) the organization has registered.
- Allow up to 48 hours for the registration to be processed



After accessing -

Once you have access to the portal, please be sure to complete and update the following sections:

Organization Profile

- Allows the Foundation to have an accurate and up to date view on your organization, including mission, etc.
- Complete organizational contact information

User Profile

- Will allow for you to connect the appropriate contact person to your proposal
- Full and accurate description of your personal profile

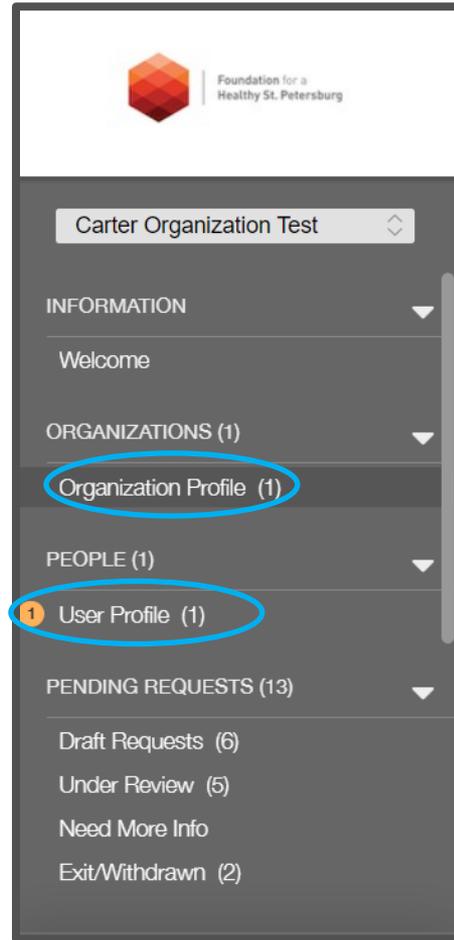


Navigation Menu

Once you access the portal, on the left side of your screen, you will notice the navigation menu. Here is where you will find the “Organization Profile” and the “User Profile” for your completion.

You will also find:

- Pending Requests
- Reports
- Transactions



Updating Profiles

With the “Organizational Profile” selected, you can update all fields by clicking the “Edit” button on the top right-hand corner of the screen. The same applies to the “User Profile” – ensure all fields are complete and accurate. We ask that you keep this information up-to-date to reflect any changes within the organization, including status, location, or staff.

The screenshot displays the user interface for managing organizational profiles. On the left, a sidebar contains navigation links: 'Carter Organization Test', 'INFORMATION', 'Welcome', 'ORGANIZATIONS (1)', 'Organization Profile (1)', 'PEOPLE (1)', and 'User Profile (1)'. The main content area features a search bar at the top, followed by a header for 'Carter Organization Test' with details like '55 test', 'tester, California', and 'Foundation Lead:'. Below this is a form titled 'Organization Information' with fields for 'Name (Required): Carter Organization Test', 'Mission and/or Purpose:', 'Does the organization have an equity statement in the governance documentation?', and 'Areas of focus (Aligns with Guidestar):'. In the top right corner, an 'Edit' button and a printer icon are visible, with the 'Edit' button highlighted by a blue circle.



Questions?

Please reach out to the Foundation Grants team at grants@healthystpete.foundation

You may also reach Foundation staff at 727-865-4650 during normal office hours of 9 a- 5p EST, Monday through Friday.

