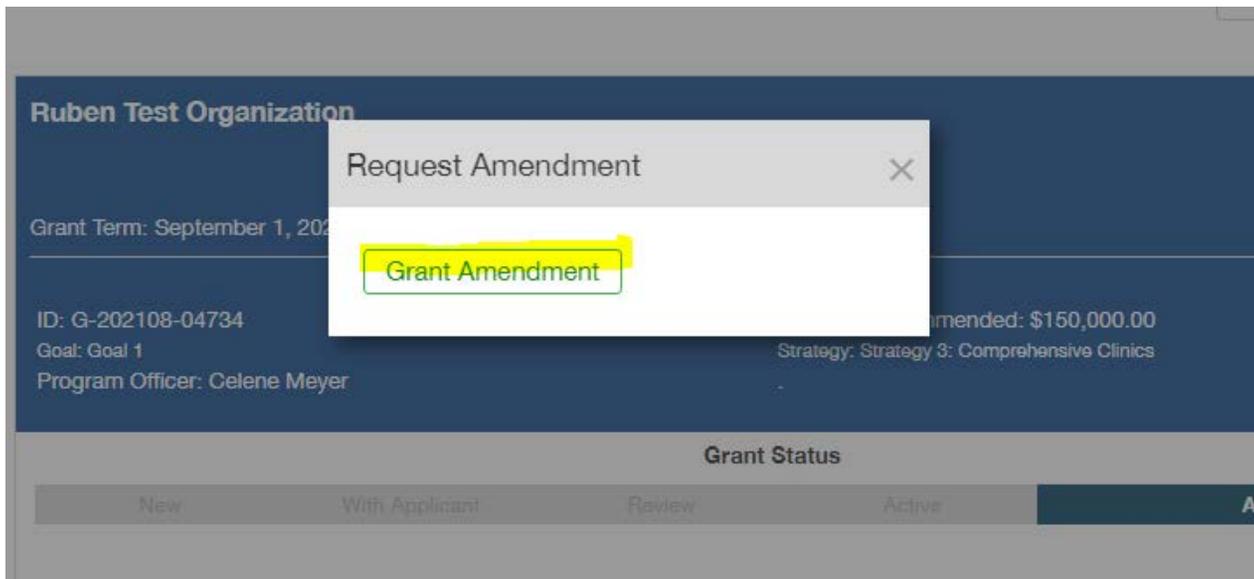


1. Log in to <https://ehf.fluxx.io/>
2. Go to Grant/Contract then click Active. It will show all your Active grants. Select the grant you want amended. Click Request Amendment at the upper right hand corner beside the printer icon.

The screenshot displays the EHF (Episcopal Health Foundation) portal interface. On the left, a navigation menu is visible with the following items: All, LOI Drafts/Pending Review (1), Grantee Invited (2), Edits Requested (2), Applications Under Review (4), Declined, GRANT / CONTRACT (6), Active (6), Closed, REPORT (4), Reports Due (2), and Reports to Edit. The 'GRANT / CONTRACT' section is expanded, and the 'Active' sub-section is highlighted with a yellow circle. The main content area shows a search bar and a list of grants. The first grant, 'Ruben Test Organization' (ID: G-202108-04734), is highlighted in green. Below it, another grant with ID G-202108-04735 is visible. The right side of the screen shows a detailed view of the selected grant, 'Ruben Test Organization' (ID: G-202108-04734). The grant term is September 1, 2021 - August 31, 2023. The amount recommended is \$150,000.00. The goal is 'Goal 1' and the strategy is 'Strategy 3: Comprehensive Clinics'. The program officer is Celene Meyer. A 'Grant Status' bar shows 'Active' as the selected status. Below this, there are 'Application Instructions' and a 'Please note' section stating that the portal does not autosave and users should click 'Save and Continue' frequently. A list of instructions follows, including: 'All questions are on one page please scroll up and down to navigate through the application.', 'To expand a section, click the name of the section or the down arrow next to it', 'You can use the Table of Contents to quickly go to a specific section in the application.', 'To Save and Finish at a later time, click the Save and Close button at the bottom of the page.', and 'To Submit your application, you must first click the Save and Close button at the bottom of the page, then the Submit button will be'. A yellow box highlights the 'Request Amendment' button in the top right corner, next to a printer icon.

3. A new modal will open. Click Grant Amendment.



4. Fill up the form. When it's completed, click Save.

Request Amendment ✕

Ruben Test Organization

Grant ID: G-202108-04734 Amendment ID: 39335436
EHF Contact: Celene Meyer Created: August 27, 2021
Status: New

Amendment Status:

New

Amendment Type

No Cost Extension
 Project Budget Modification
 Change in Scope/Deliverables

Amendment Information

Total Funds Remaining

Save

5. Go to Amendment then click For Review. Select the grant with the amendment request then click Submit.

The screenshot displays the FLUXX web application interface. On the left is a navigation sidebar with the Episcopal Health Foundation logo and a search bar. The sidebar lists various report and amendment categories, with 'AMENDMENT (6)' expanded to show 'For Review (4)'. The main content area shows a list of four amendment entries for 'Ruben Test Organization'. The first entry is highlighted in green, indicating it is selected. The right-hand pane displays the details for the selected amendment, including its status ('New'), creation date, and funding information. A yellow highlight is placed over the 'Submit' button at the bottom right.

EPISCOPAL HEALTH FOUNDATION

Search...

AMENDMENT (6)

- Active (6)
- Closed
- REPORT (4)
 - Reports Due (2)
 - Reports to Edit
 - Submitted Reports (2)
- AMENDMENT (6)**
 - For Review (4)**
 - In Process or Approved (1)
- PAYMENT (9)
 - Scheduled (7)
 - Paid (2)
- EVENT
 - Open

FLUXX

1 - 4 of 4

Ruben Test Organization
G-202108-04734
Amendment ID: 39335439
Created: August 27, 2021
Status: New

Ruben Test Organization
G-202107-04539
Amendment ID: 39335418
Created: August 25, 2021
Status: New

Ruben Test Organization
G-202107-04563
Amendment ID: 39333886
Created: July 20, 2021
Status: With Grantee

Ruben Test Organization
G-202107-04553
Amendment ID: 39333898
Created: July 20, 2021
Status: New

Ruben Test Organization

Grant ID: G-202108-04734
EHF Contact: Celene Meyer
Status: New

Amendment ID: 39335439
Created: August 27, 2021

Amendment Status: **New**

Created By: Ruben Test

Amended At: 8/27/2021

Amendment Type: No Cost Extension

Amendment Information

Total Funds Remaining: \$150,000.00

New Start Date: 9/1/2021

New End Date: 8/31/2024

No Cost Extension:
EHF will allow a no-cost extension only in instances when a grantee's program implementation has been delayed for reasons deemed legitimate.

Delete Submit

6. Click OK.

