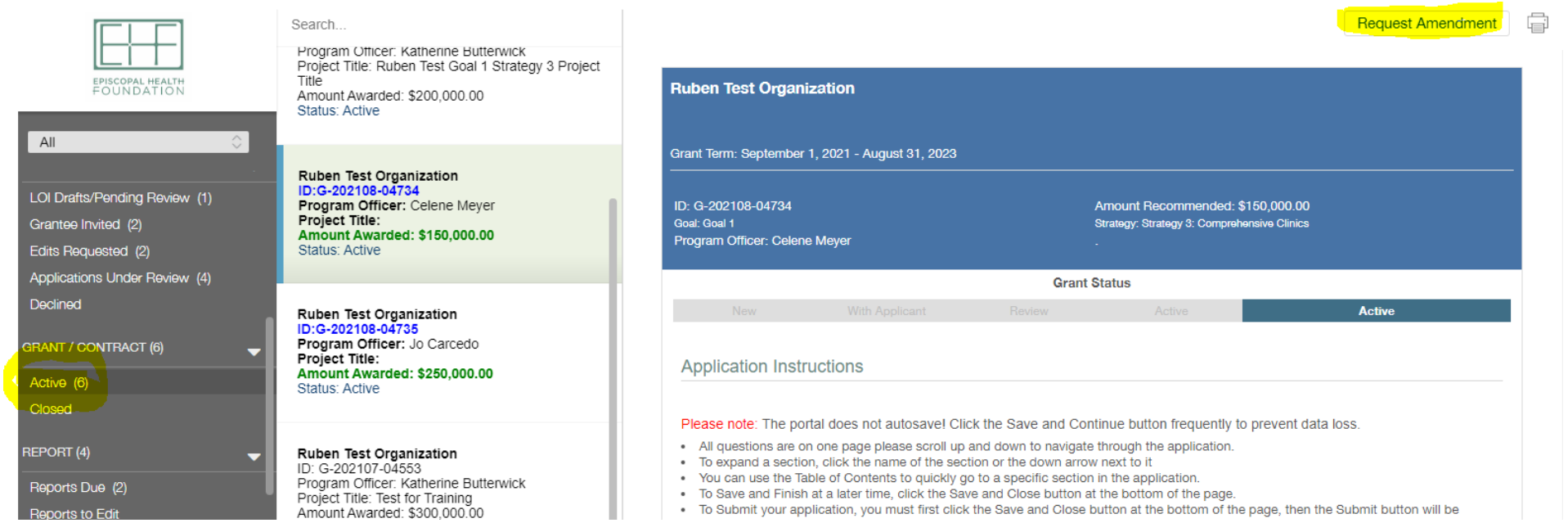
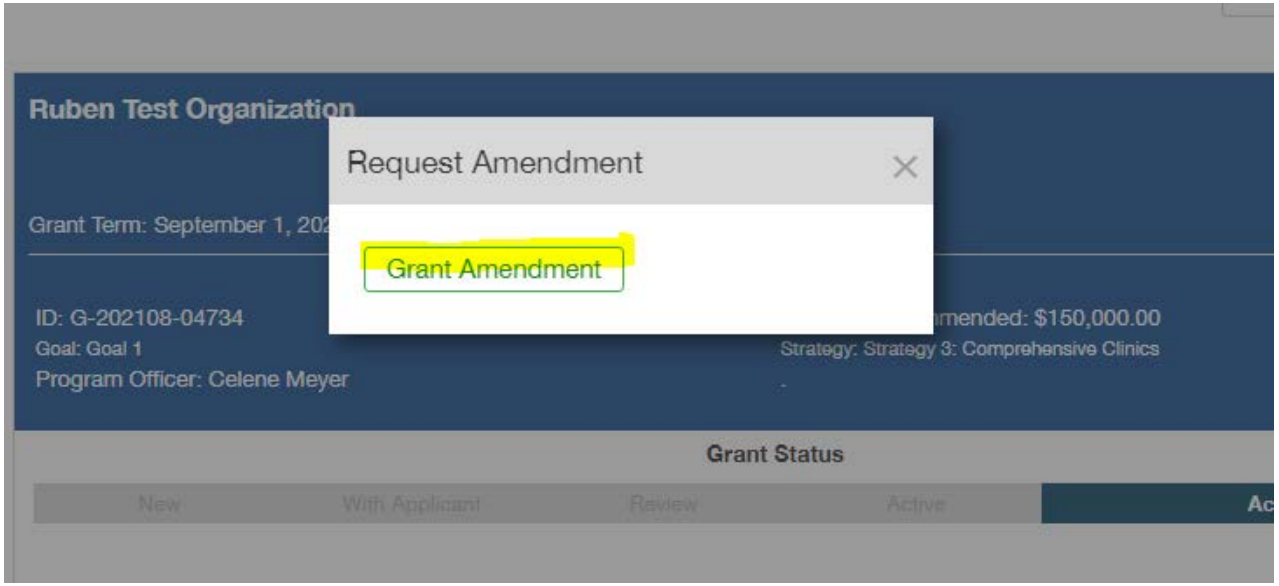
1. Log into the Grants Portal https://ehf.fluxx.io/

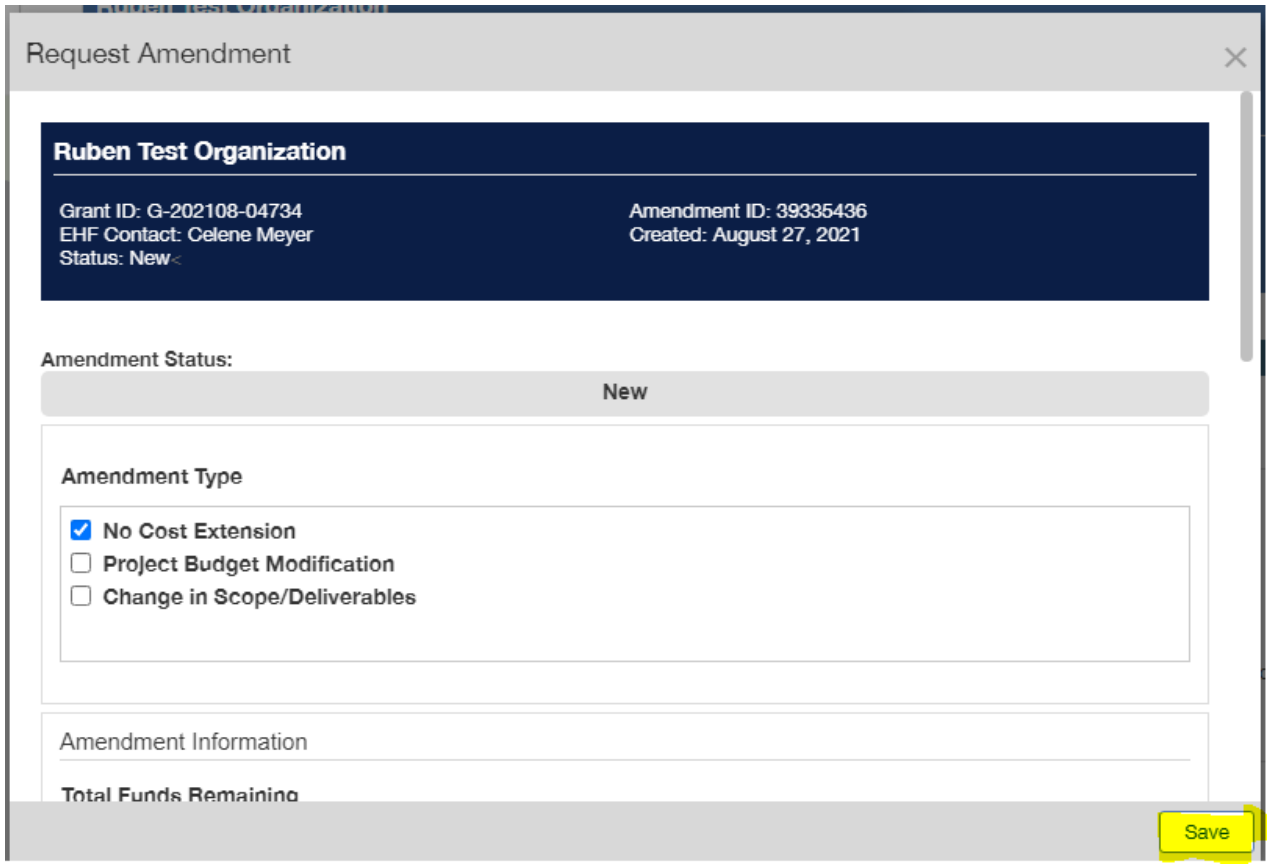
2. Navigate to the "Grant/Contract" section on the left panel and click "Active". This will display all your Active grants. Select the grant you want amended. Click "Request Amendment" which you can find in the top, right corner next to the printer icon.



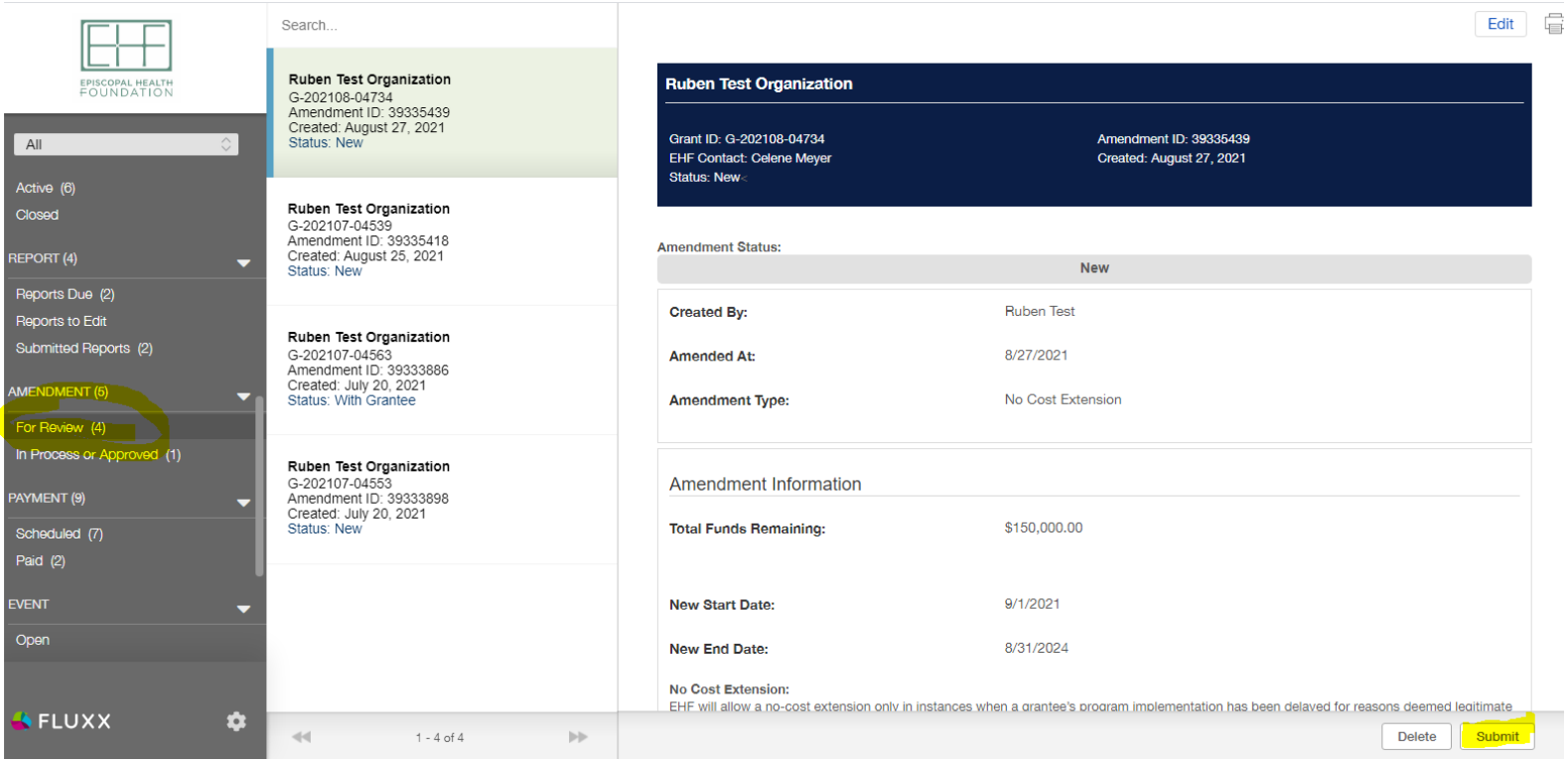
3. A new screen will appear. Click "Grant Amendment".



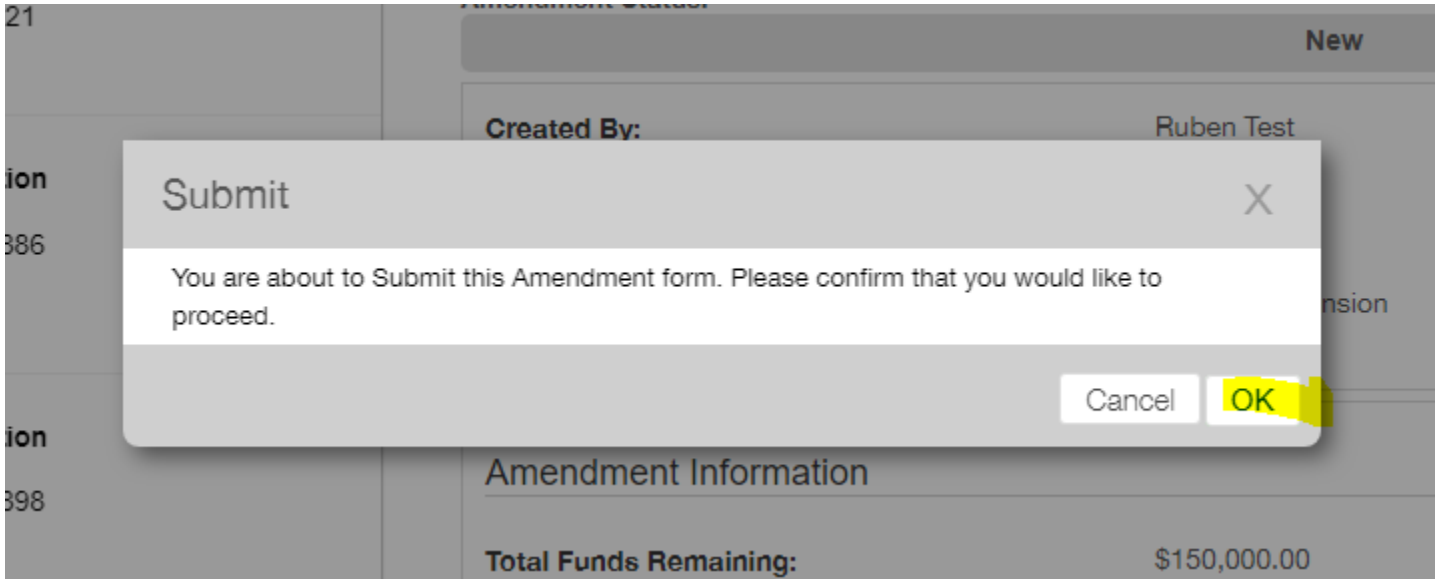
4. Follow the amendment instructions and select the "Amendment Type(s)" you require in the form. Once complete, please click "Save".



5. Navigate to "Amendment " section on the left panel and click "For Review". Select the amendment you just created and click "Submit". If your amendment does not appear, please refresh the portal.



6. Click "OK".



If you experience any technical difficulties or have questions, please reach out to your Program Officer or applicationassistance@episcopalhealth.org