

SCFD Fluxx Bank Confirmation Guide

START HERE

Log into the [SCFD Grants Portal](#) within Fluxx or access it from the Tier I/II pages of the [SCFD website](#).

Please note: If you do not have a log-in, contact SCFD staff for assistance.

REPORT MENU TAB

- **Reports Due:** Any pending Bank Confirmation Reports will appear in this folder.
- **Reports to Edit:** Reports will appear in this folder if SCFD staff has sent back a submitted report for you to edit.
- **Submitted Reports:** After the report is completed and submitted, it will appear in this folder.



CONFIRMING BANK INFORMATION

For security reasons, the system will only display the bank's name on file and the last set of digits of the account number.

- Click on **Reports Due** and select the report you want to confirm.
- Once your report is displayed, click the **Edit** button in the top right-hand corner of the screen to open the report.
 - If correct, click the assurance checkbox.
 - If not correct, contact SCFD staff for an ACH Account Update Form and directions.
- Click the **Save and Close** button
- Click the **Submit** button when you are finished.

QUESTIONS

If you have any questions or concerns regarding this process, please do not hesitate to contact SCFD staff for clarifications or information on security measures.

The screenshot shows the SCFD Fluxx interface. At the top left is the SCFD logo with a bear icon and the text 'We Fund Culture. SCFD'. Below the logo is a navigation menu for 'SCFD Training Org' with categories: Active (2), Closed, AMENDMENTS (3), Draft (1), Feedback Required, Submitted (2), REPORTS (2), Reports Due (1), Reports to Edit, and Submitted Reports (1). A pink arrow points to the 'REPORTS (2)' section. On the right side, there is a 'Welcome' message and a list of actions: 'Apply for S', 'Update an', 'Submit a g', 'Make a mc', 'Track the s', 'Submit fine', and 'Monitor gra'. Below this is a section 'If you need a' with links: 'FLUXX Gr', 'SCFD Tier', 'SCFD Tier', 'SCFD Tier', and 'Eligibility F'. The main content area is titled 'Bank Account Confirmation' and contains the following text: 'Please confirm that the last digits of your bank account are accurate. If your bank account number has changed, please reach out to SCFD staff.' Below this, it shows 'Account Name: US Bank' and 'Last 4 Digits of Account Number: 2222'. A section titled 'Assurances' contains a checked checkbox: 'The organization certifies that all information in this banking confirmation form is true and accurate.' At the bottom, there are three buttons: 'Cancel', 'Save and Continue', and 'Save and Close'. A 'Submit' button is located at the bottom right of the form area. The 'Assurances' section and the 'Submit' button are circled in pink.