Fluxx User Instructions for Solicitation 4.0 Applicants

NOWRDC recommends going through the following steps well in advance of the application deadline, to ensure a smooth and timely application process. For any questions or issues encountered while using NOWRDC's Fluxx application portal, please contact kori.groenveld@nationaloffshorewind.org.

1. Create an account at https://nationaloffshorewind.fluxx.io/user_sessions/new
2. Your account will then be reviewed and approved by NOWRDC. This may take up to 24 hours.
3. Once approved, you will receive a welcome email which contains a tokenized link to set your password. See full eligibility parameters in Section VI of the RFP.
4. Once you've logged in, click on "Applicant Instructions" on the left hand navigation menu.
5. Review this page, as well as the RFP and associate application materials.
6. When ready, click "Begin Application".
7. Fill out the required fields.
8. For document uploads, click the "+" on the right side of the document you want to upload. Click "Add Files" on the bottom left. Select your file. Then click "Start Upload". Once the upload status is 100%, exit out. You will see the document now visible under "Grant Documents".
9. When editing your application, you can click "Save and Close" out of your application at any time, ensuring that your progress is saved and you are able to return to it later. When ready to return to editing the application, navigate to the top and click the "Edit" button on the upper right. **The system does not auto-save - be sure to save often while you are working on your application.**
10. When ready to submit, click "Save and Close". Then click "Submit".