



Lotterywest Healthway Grants Portal

How-to guide for grantees

The Lotterywest Healthway Grants Portal is a central location for organisations to request funding and manage approved grants. This document contains information for grantees to complete key activities in the Grants Portal.

Contents

Register a new organisation or user	2
Update organisation information.....	3
Submit a funding request.....	5
Submit a grantee report	7
Submit a grant amendment	9
Withdraw a request	11
Configure Multifactor Authentication	12

Lotterywest Healthway Grants Portal

Register a new organisation or user

All organisations which have previously requested or received funding from Lotterywest Healthway exist in the Grants Portal. If your organisation has never requested Lotterywest or Healthway funding, or has not already registered in the Portal you will need to register a new organisation.

If your organisation exists in the Grants Portal but you do not have a login, you will need to register as a new user.

1. Go to <https://lotterywesthealthway.fluxx.io> and click 'Register Now'.
2. Complete the "Getting started" questions and click 'Submit'.
3. For the question *Are you registering a new organisation or a new user against an existing organisation?* select either 'New Organisation' or "New User".
4. Fill in your organisation details. Mandatory fields are in bold.
5. Fill in your user details. Mandatory fields are in bold. Please make sure your email address is unique.
6. Click 'Submit Request'.

New to Lotterywest or Healthway Grants?

Click the "Register Now" button to create an organisation or user profile.

You will need to register your organisation if:

- It has not applied for Lotterywest or Healthway funding before
- It has not already registered an account in the Portal.

You will need to register as a user if:

- You have not logged in to the Portal before

Please allow two business days for your registration to be reviewed.

[Click here for more information about how to register](#)

By using the Lotterywest Healthway Grants Portal you irrevocably agree to the [Terms and Conditions for Use of Lotterywest Healthway Grants Portal](#) and you confirm that you have read and understood the applicable [Lotterywest Privacy Policy](#) or [Healthway Privacy Policy](#).

Register Now

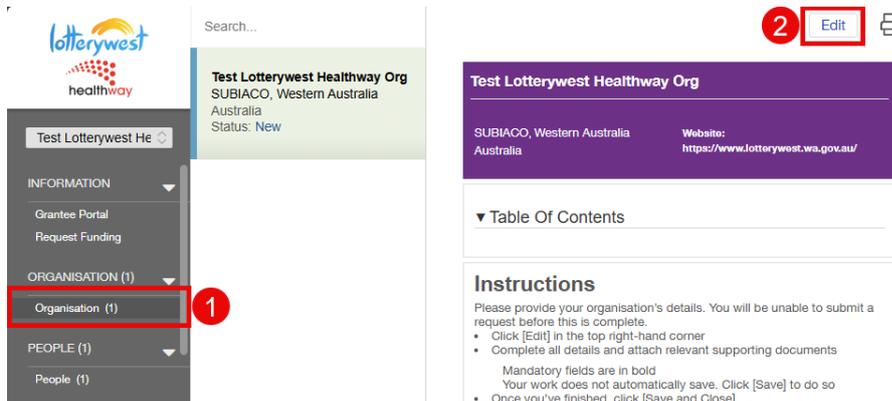
After submitting, you'll be sent an email confirming your registration has been received by us. Your details will be reviewed by our Grants Support team, which will take up to two business days. Once your registration is approved you will receive login details by email to enter the portal.

Lotterywest Healthway Grants Portal

Update organisation information

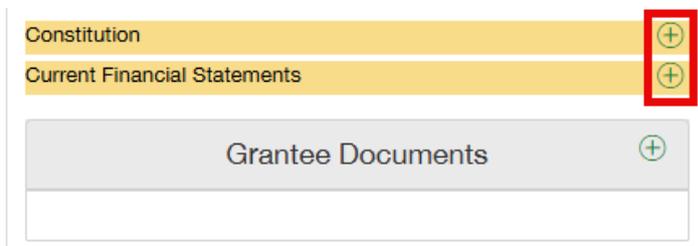
All organisations are required to update their details prior to submitting a funding request.

1. Log in to the Grants Portal and click 'Organisation' on the left-hand menu.
2. Click "Edit" in the top right-hand corner.

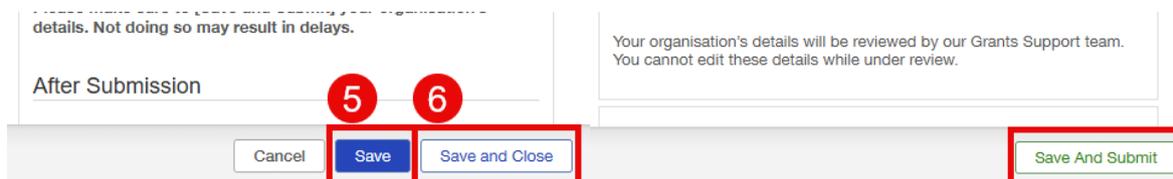


3. Fill in your organisation information. Mandatory fields are in bold.
4. Attach required documents. These are outlined in yellow. Click the green + to attach a document.

Note: You will not be able to delete uploaded documents. Please contact us to delete documents on your behalf.



5. The form does not autosave. Click 'Save' at the bottom of the form to save your progress.
6. When you have finished adding information, click 'Save and Close' at the bottom of the form.
7. Click 'Save and Submit' at the bottom of the page for your information to be reviewed.



8. A pop-up window will appear to confirm you are ready to submit. Click 'Ok'. You cannot edit your organisation's details while they are under review.

After submitting, you'll be sent an email confirming your organisation details have been received by us. Your details will be reviewed by our Grants Support team, which will take up to two business days.

Lotterywest Healthway Grants Portal

9. Please note some fields cannot be edited. To update these fields, please enter information in the 'Comments from Organisation' field and attach any supporting documents. These fields are:
- a. Organisation name
 - b. ABN
 - c. GST status
 - d. Entity type
 - e. Bank account details
10. We may request additional information before validating your organisation. You will receive an email from us directing you to the portal. Check the 'Comments from Staff' field to see what needs to be updated.

The screenshot shows a web form with two main sections highlighted by a red border. The top section is titled 'Questions from Staff' and contains the text: 'Lotterywest Healthway may ask for more information about your organisation. Any questions we have are below: Please provide your most recent financial statements.' The bottom section is titled 'Organisation Key Data' and contains the text: 'If you would like to amend the following information, please let us know in the box below, and attach supporting documents.' followed by a bulleted list: 'Organisation name', 'ABN', 'GST status', 'Entity type', and 'Bank account details'. Below this list is a text area labeled 'Comments from organisation' containing the text 'Please update my GST status to registered for GST'. At the bottom of the form is a 'Supporting Documents' section with a plus icon. At the very bottom of the page are three buttons: 'Cancel', 'Save', and 'Save and Close'.

11. Follow steps 2-8 to action any changes in the relevant section of the form.
12. After making changes, please 'Save and Submit'.

Lotterywest Healthway Grants Portal

Submit a funding request

1. Log in to the Grants Portal and click 'Request Funding' on the left-hand menu.
2. Select Lotterywest or Healthway.

The screenshot shows the Lotterywest Healthway Grants Portal interface. On the left is a dark navigation menu with the following items: 'Test Lotterywest He', 'INFORMATION', 'Grantee Portal', 'Request Funding' (highlighted with a red box and a red circle with the number 1), 'ORGANISATION (1)', 'Organisation (1)', 'PEOPLE (1)', 'People (1)', 'REQUEST (6)', 'Draft (1)', 'Information requested', 'Submitted (5)', 'Completed', and 'GRANTS (2)'. To the right, the 'Lotterywest' section is visible, with a red box and a red circle with the number 2 highlighting the 'Lotterywest Grant Funding Page' link. Below that, the 'Healthway' section is visible, with a red box and a red circle with the number 2 highlighting the 'Healthway Grant Funding Page' link.

3. Select the program you are applying for.
4. Fill in the request form. Mandatory fields are in bold.
5. Attach required documents. These are outlined in yellow. Click the green + to attach a document.

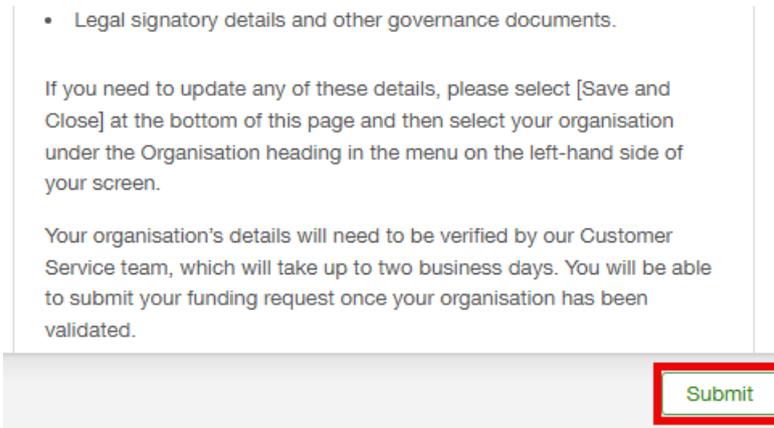
The screenshot shows a form section for document attachments. It features a yellow highlighted box labeled 'Project Budget' with a green plus icon in a red box to its right. Below this is a grey box labeled 'Other Attachments' with a green plus icon in a red box to its right. The 'Other Attachments' box is currently empty.

6. Please note the form does not autosave. Click 'Save' at the bottom of the form to save your progress.
7. When you have finished adding information, click 'Save and Close' at the bottom of the form.

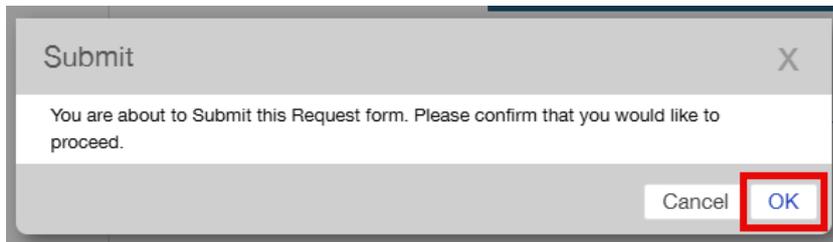
The screenshot shows the bottom of the form with the text 'How to Submit' and instructions: 'Please click on [Save and Close], and when the page is closed, please click on [Submit] at the bottom of the screen'. Below the text are three buttons: 'Cancel', 'Save' (highlighted with a red box and a red circle with the number 6), and 'Save and Close' (highlighted with a red box and a red circle with the number 7).

Lotterywest Healthway Grants Portal

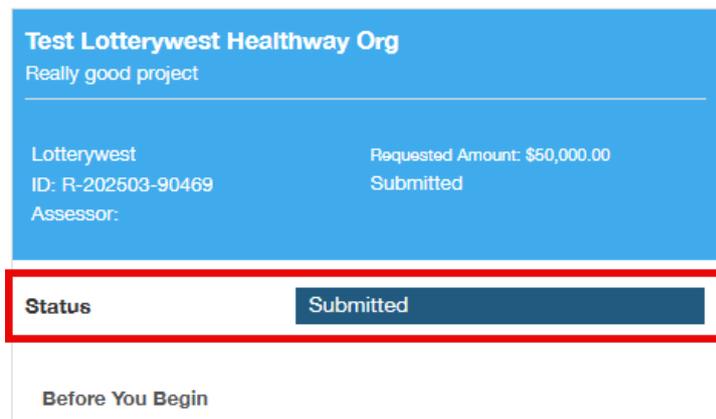
8. You can submit straight away or come back to your draft later. To submit, click 'Submit' at the bottom of the page.



9. A pop-up window will appear to confirm you are ready to submit. Click 'Ok'.



10. Check the status of the request has changed to 'Submitted'



11. You'll be sent an email confirming your request has been received by us.

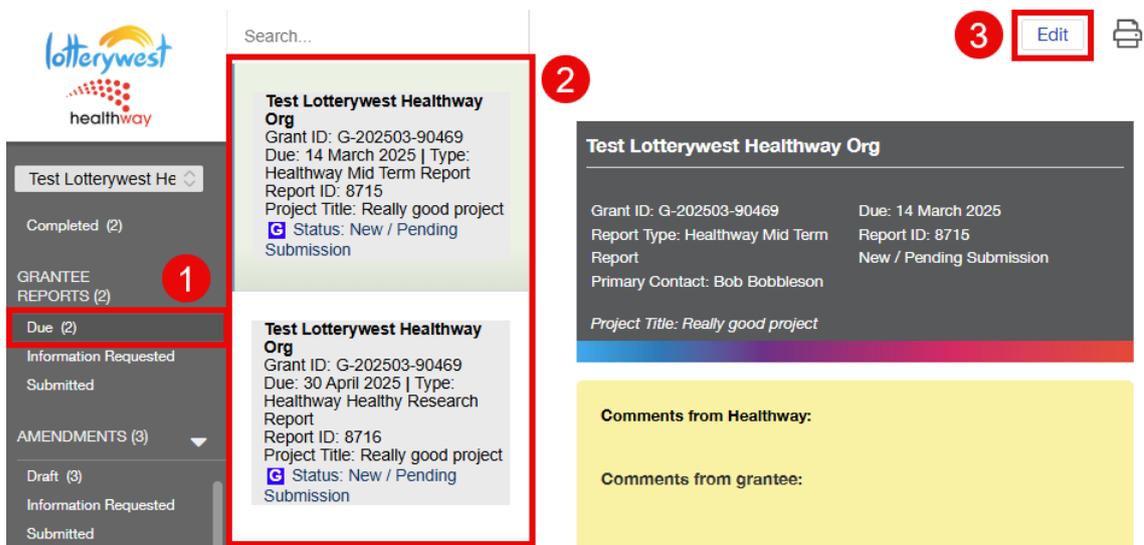
12. You can access all your requests in the 'Request' section on the left-hand menu:

- Draft: requests that have not been submitted
- Information requested: requests that have been sent back to you for further information
- Submitted: requests that have been submitted and are under assessment
- Completed: requests that did not progress past assessment. This includes withdrawn and not accepted requests.

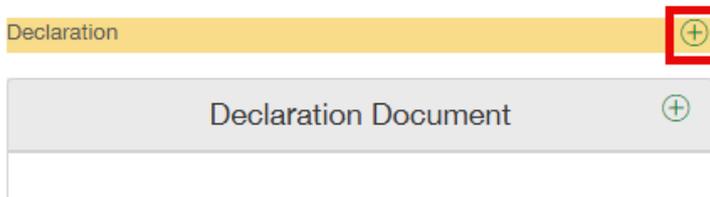
Lotterywest Healthway Grants Portal

Submit a grantee report

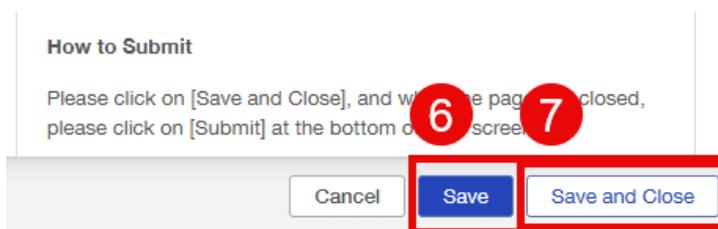
1. Log in to the Grants Portal and click 'Due' under the heading 'Grantee Reports' on the left-hand menu.
2. Click on the report you would like to complete in the list.
3. Click "Edit" in the top right-hand corner.



4. Fill in the report. Mandatory fields are in bold.
5. Attach required documents. These are outlined in yellow. Click the green + to attach a document.

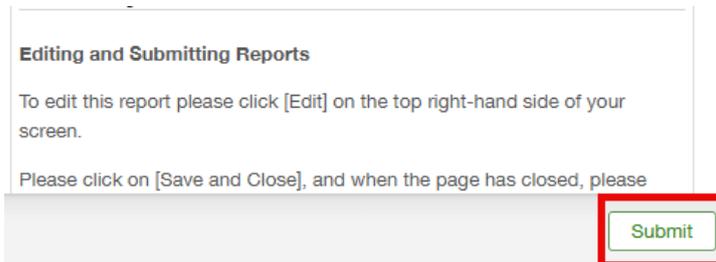


6. Please note the form does not autosave. Click 'Save' at the bottom of the form to save your progress.
7. When you have finished adding information, click 'Save and Close' at the bottom of the form.

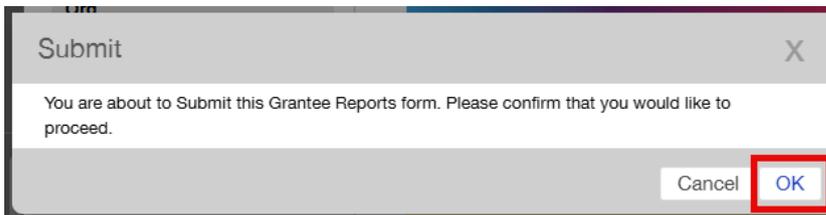


Lotterywest Healthway Grants Portal

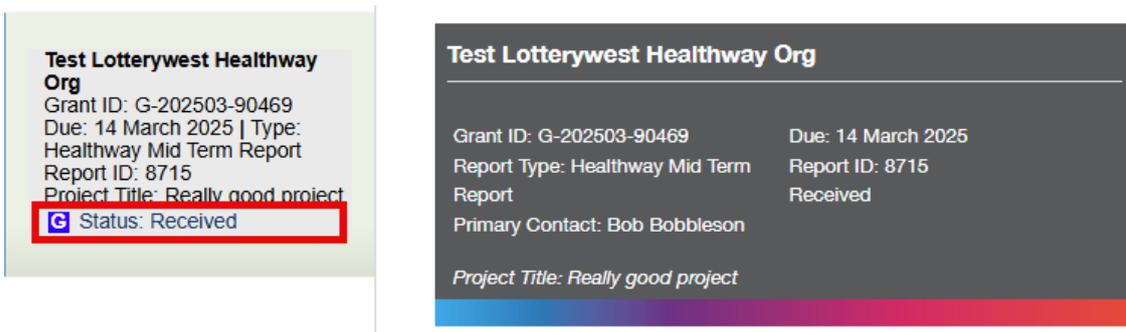
8. You can submit straight away or come back to your draft later. To submit, click 'Submit' at the bottom of the page.



9. A pop-up window will appear to confirm you are ready to submit. Click 'Ok'.



10. Check the status of the report has changed to 'Received'

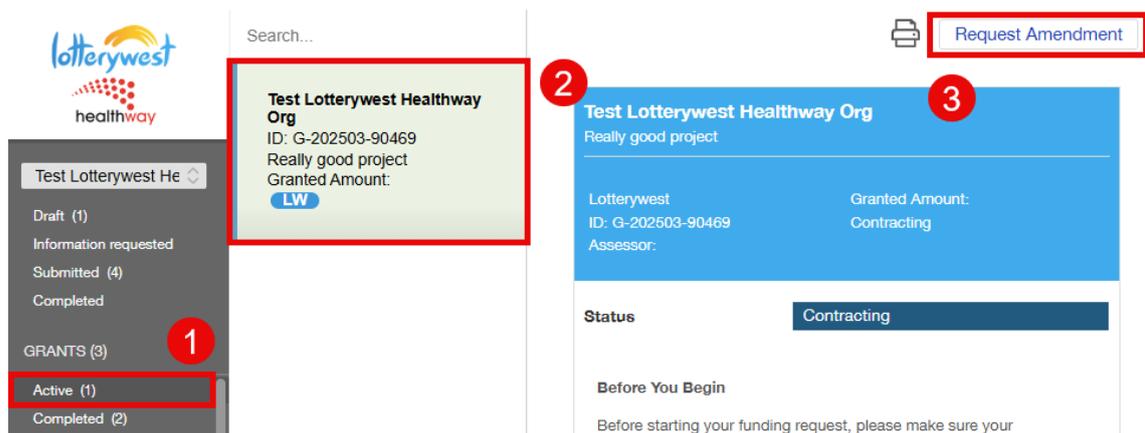


11. You'll be sent an email confirming your report has been received by us.
12. You can access all your reports in the 'Report' section on the left-hand menu in the sections:
- Due: reports that have not been submitted
 - Information requested: reports that have been sent back to you for further information
 - Submitted: reports that have been submitted

Lotterywest Healthway Grants Portal

Submit a grant amendment

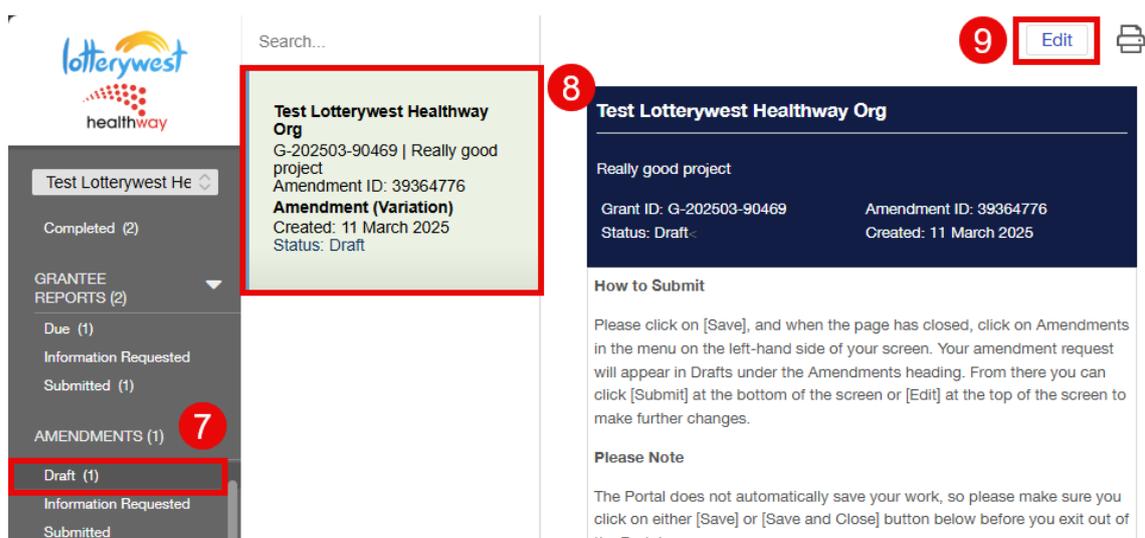
1. Log in to the Grants Portal and click 'Active' under the heading 'Grants' on the left-hand menu.
2. Click on the grant you would like to submit an amendment for on the list.
3. Click 'Request Amendment' in the top right-hand corner.



4. A popup window will open. Select 'Amendment (Variation)'
5. Fill in information about your amendment request. Mandatory fields are in bold.
6. Click 'Save' in the bottom right hand corner.

Please note your amendment has not been submitted yet.

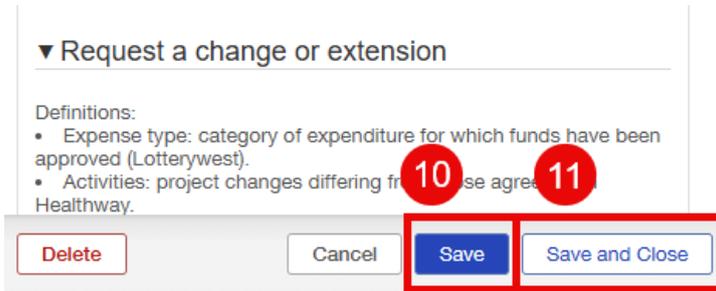
7. Click 'Draft' under the heading 'Amendments' on the left-hand menu.
8. Click on the amendment you would like to submit.
9. You can edit your amendment by clicking 'Edit' in the top right-hand corner.



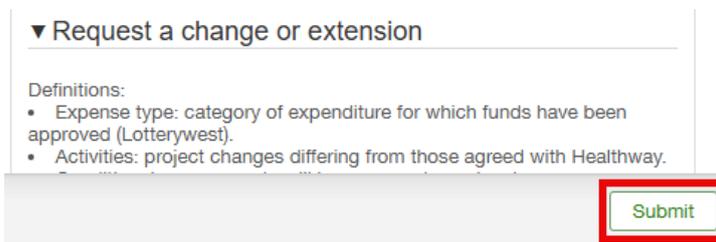
10. Please note the form does not autosave. Click 'Save' at the bottom of the form to save your progress.

Lotterywest Healthway Grants Portal

11. When you have finished adding information, click 'Save and Close' at the bottom of the form.

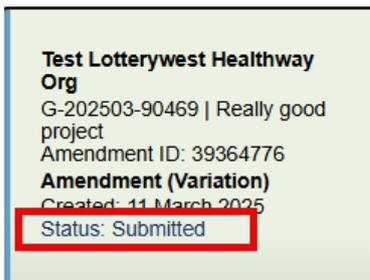


12. You can submit straight away or come back to your draft later. To submit, click 'Submit' at the bottom of the page.



13. A pop-up window will appear to confirm you are ready to submit. Click 'Ok'.

13. Check the status of the amendment has changed to 'Submitted'



14. You'll be sent an email confirming your amendment has been received by us.

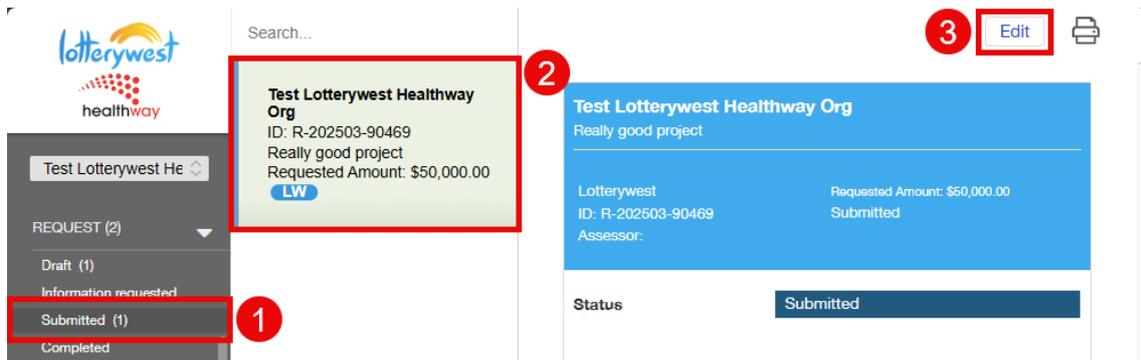
15. You can access all your amendments in the 'Amendment' section on the left-hand menu under the sections.

- Draft: amendments that have not been submitted
- Information requested: amendments that have been sent back to you for further information
- Submitted: amendments that have been submitted

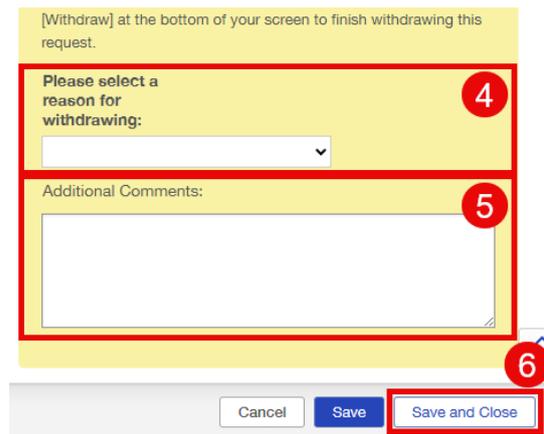
Lotterywest Healthway Grants Portal

Withdraw a request

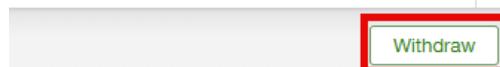
1. Log in to the Grants Portal and click 'Submitted' under the heading 'Requests' on the left-hand menu
2. Click on the request you would like to withdraw
3. Click 'Edit' in the top right corner



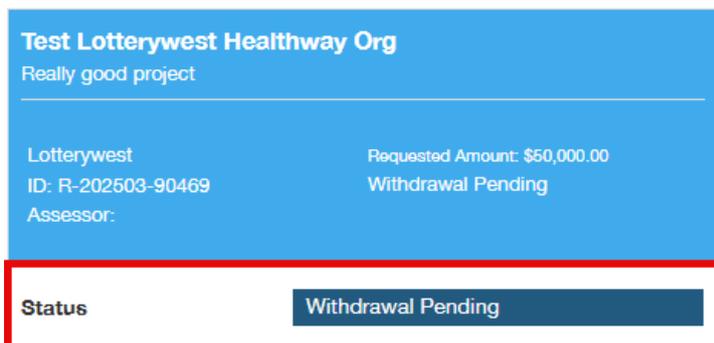
4. Select a reason for withdrawing from the dropdown
5. Write any additional comments about why you are withdrawing
6. Click 'Save and Close'
7. Click 'Withdraw' in the bottom right-hand corner



etails will need to be verified by our Customer
will take up to two business days. You will be able
g request once your organisation has been



8. A pop-up window will appear to confirm you are ready to withdraw. Click 'Ok'.
9. Check the status of the request has changed to 'Withdrawal Pending'



10. You'll be sent an email confirming your withdrawal has been received by us.

Lotterywest Healthway Grants Portal

Configure Multifactor Authentication

When logging into the Grants Portal for the first time, you have the option to set up multi-factor authentication.

1. Enter your username and password, then click next. You will be taken to the Configure Multi-Factor Authentication page.
2. Select 'Yes, Set up MFA'.
3. Choose to receive your MFA token via text message (SMS) or a Smartphone Application. You will receive an MFA token each time you login to the Grants Portal, so please select the option that you will use most.



Configure Multi-Factor Authentication

Lotterywest & Healthway Grant Portal requires that you use Multi-Factor Authentication to access your account.

Select MFA Method

SMS Smartphone App

4. Text message (SMS):
 - a. Change the area code to Australia (+61) in the dropdown
 - b. Enter your mobile number
 - c. Click 'Send SMS'

Please note: if you have not selected Australia's area code (+61) you will not receive a text message

Mobile Phone Number

Austria (+43) Australia (+61)

5. Smartphone application:
 - a. If you do not have a preferred authentication application, click 'iOS / Android' to be taken to the app site to download Google Authenticator.
 - b. Click 'Scan QR Code'.
 - c. A QR code will appear. Scan with your authenticator app and follow the prompts in the app to complete set up. Click 'Next'

Smartphone App MFA requires that you download an authenticator application to your smartphone.

[iOS / Android](#)

Once you have installed the application, click below to generate a QR Code to scan.

6. Enter your MFA token and click login. You will be taken to the Grants Portal landing page
7. If you skipped MFA setup the first time you logged in, you can configure it from the Grantee Portal. Click the cog icon in the bottom left-hand corner, then "Configure MFA" and follow the previous steps

