



Community Impact Management

2018

Agency Training Manual

United Way of Central Texas

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Accessing e-CImpact

Requirements: All you need to access e-CImpact is a computer with an internet connection and current version of web browser (example: Internet Explorer, Firefox, Chrome, Safari)

To access the e-CImpact website, please go to

Direct access to the agency site is: <https://agency.e-cimpact.com/login.aspx?org=46817F>

Please bookmark the address to easily access e-CImpact at your convenience.

Agency Login

Now that you have accessed the Agency site, it is time to login.

For New Organizations:

Currently, the default agency username is the email address of the agency's **primary contact**.

The first time you login, the password will be pwd123. Once logged in you will be automatically prompted to change your password.

For Others: *if you do not know or remember your username and password, please contact your Aly McMillan.*

Step 1: Enter your username and password

Step 2: Click 'Sign In to our Secure Server' or use the enter key.

The screenshot shows the e-IMPACT Agency Site login page. On the left is the e-IMPACT logo with the tagline 'Community Impact Management' and 'AGENCY SITE'. The main content area is titled 'Sign-In' and includes the text 'Please sign in to your account.' Below this are two input fields: 'User Name' and 'Password'. A green button labeled 'Sign in to our Secure Server' is positioned below the fields, with a 'Forgot your password?' link underneath. A large green arrow points from the 'Sign in to our Secure Server' button to a green callout box on the right that says 'Step 2: Click 'Sign in to our Secure Server''. Another green callout box on the right says 'Step 1: Enter Username and Password' with a green arrow pointing to the 'User Name' input field. Below the sign-in section is a section for new users titled 'New to e-IMPACT?' with a large green arrow pointing to the right. It includes the text 'Don't have an account?' and 'Create an account to apply for available grants', followed by a green button labeled 'Click here to create a new Account'. At the bottom left, there is a 'Secured by Thawte' logo with the date '2013-05-28' and the text 'Secured by Thawte © 2013 e-IMPACT, Community Impact Management'. At the bottom right, it says 'POWERED BY seabrooks'.

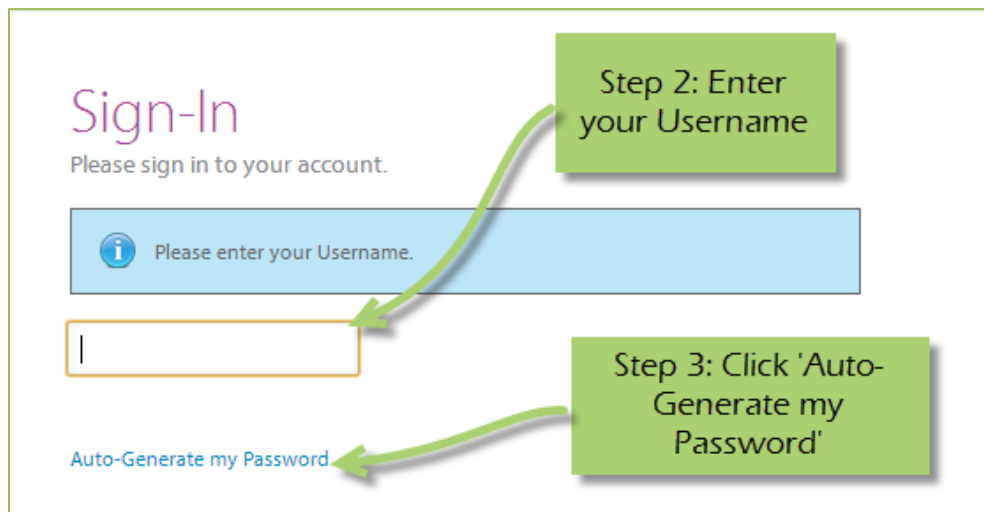
Forgot Password

Step 1: Click 'Forgot your password?' on the agency login page.



Step 2: Enter your username

Step 3: Select 'Auto-Generate my Password'



Step 4: Check your email, return to the login page and proceed to login. If you do not see the email in your inbox, be sure to check the 'junk' folder. If the email is not in either, please contact Aly McMillan at Aly.McMillan@uwct.org.

Registering a New Agency

If you are not yet a United Way of Central Texas Partner Agency, please proceed with site registration. Registration is required for all non-partner agencies.

Step 1: From the agency login page select **'Create new agency account'**

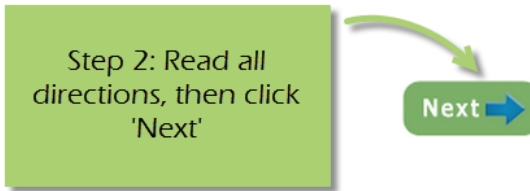
The screenshot shows the e-IMPACT Agency Site login page. On the left is the e-IMPACT logo with the text "Community Impact Management" and "AGENCY SITE". On the right is a "Sign-In" section with fields for "User Name" and "Password", a "Sign in to our Secure Server" button, and a "Forgot your password?" link. Below the sign-in section is a "New to e-IMPACT?" section with a "Don't have an account?" link and a "Click here to create a new Account" button. A green callout box with an arrow points to the "Click here to create a new Account" button, containing the text "Step 1: Click here to create a new account". At the bottom, there is a "Secured by Thawte" logo and "POWERED BY seabrooks" logo.

Step 2: Please read all directions carefully, and then click 'Next' to continue with your registration process.

Letter of Intent / RFP pre-qualification process!

register and request an application for the current funding round. Please be ready to enter your agency's EIN, contact information, and mission application request requires that you successfully complete a pre-qualification test to determine your agency's eligibility.

 [Cancel and Return to Login Page](#)



e-Impact™ Community Impact Management
© 2015 Powered by Seabrooks.

Step 3: Please enter all required information regarding your agency. Then proceed to the next page.

**EIN – the system will automatically validate your EIN, confirming you do not already have an e-Impact account. The system will also automatically enter any information linked to the EIN entered.*

Agency Registration

Fields marked with an * are required fields.

Please enter your Agency information in the fields below, including the agency Primary Contact information then select 'Next' at the bottom of the page to continue.

Agency Account Information

EIN: *

Agency Name: *

Website URL:

Account Information

Description:

Mission Statements:

Address

Address Type: * Mailing

Address Line 1: *

Address Line 2:

City: *

State: * Hawaii

Zip Code: *

Email Address

Email Address Type: * Main

Email Address: *

Phone Number

Phone Number Type: * Main

Phone Number: *

Primary Contact Information

Contact Type: * Executive Director

First Name: *

Last Name: *

Job Title:

Preferred Login

Enter your password to ensure that you have entered it correctly. Your Password must be between 6 and 15 characters from 2 of the groups of alpha, numeric, or special characters. Your Password may not contain any white-space.

Please note what username and password you create.

Password:

- abcd1234567890 (letters and numbers)
- abc!@#\$%^&* (letters, numbers, and special characters)
- 1234567890 (numbers)
- abcdefghijklmnop (letters)
- abc23 (invalid, less than 6 characters)

Preferred User Name: *

Password: *

Confirm Password: *

Step 3: Enter required information, then click Next

Previous Next

Cancel and Return to Login Page

Step 4: Select a grant application you would like to apply for, and then continue to the next page.

Apply / Report

Community Impact Fund - 2019 Funding Cycle

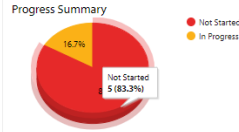


United Way of Central Texas

Letter of Intent

The 2019 Letter of Intent process is open to nonprofit agencies with an IRS designation of 501(c)3 serving populations in East Bell County Texas who wish to apply for Community Impact Grant Funding.

Status: ● In Progress
Last Updated: 11/13/2018 12:15:10 PM
Due Date: 12/15/2018 5:00:00 PM
Remaining: 32 days 4 hours 39:48 minutes
[Click Here to Continue Working](#)



Community Impact Fund - 2019 Funding Cycle



United Way of Central Texas

Application for 2019 Community Investment Grant

Welcome to the United Way of Central Texas 2019 Community Investment Grant application.

Status: ● Not Started
Due Date: 2/16/2019 11:59:00 PM
Remaining: 95 days 11 hours 38:48 minutes
[Click Here to Get Started](#)



Step 5: Please answer all qualification questions, and proceed to the next page.

If your agency passes the initial qualification questions, you will then move on to confirm your registration. In the event your agency does not qualify, you will be provided information on who to contact should you have any questions.

Agency Qualification Form

Customizable instructions can be entered here.

Section 1

Does your organization have a 501c3 rating? (answer 'Yes' to Qualify).....

[Previous](#) [Next](#)

[Cancel and Return to Login Page](#)

Step 5: Answer Qualification Question, then Click 'Next'

Step 6: Review all agency information entered, and then click **'Confirm Registration'**

Please Review the information below for accuracy.
EIN: 567774568
Agency Name: 123 Test Agency

Additional Agency Account Information Summary
Description:
Accredited: Yes No
Mission Statement:


Agency Information Summary
Address: 123 Main Street
City, Illinois
45654
(Mailing)
Email Address: info@email.com (Main)
Phone Number: (555) 666-3333 (Fax)

Primary Contact Information Summary
Contact Name: me me (Executive Director)

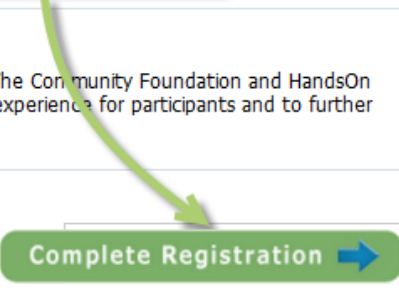
Preferred Login
Username: 123agency
Password: *****

Request Summary
The Youth Philanthropy Project
The Youth Philanthropy Project is transitioning to a formal partnership between The Community Foundation and HandsOn Project. The purpose of this partnership is to further enhance the quality of the experience for participants and to further expand our reach to youth throughout the region.

Complete Registration →



Step 6: Review your agencies information, then 'Complete Registration'



Once your registration is completed you will be able to print your confirmation page. You will also receive a confirmation email.

To access the rest of the e-Clmpact Agency Training Manual please go to the resource center located in the lower left side of the agency homepage.

