



Community Impact Management

# Getting Started Guide

## United Way of South Hampton Roads

2515 Walmer Avenue

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For Support, please contact:

Carey Yates, AVP of

Community Impact

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(757) 853-8500

## Accessing e-CImpact

Requirements: All you need to access e-CImpact is a computer, smartphone, or tablet with an internet connection and a current version of a web browser (example: Microsoft Edge, Firefox, Chrome, Safari).

To access the e-CImpact website, go to:

The Community Investment's page of our website: <https://unitedwayshr.org/what-we-do/community-investments/>

**OR**

Access our Agency Site directly at: <https://agency.e-cimpact.com/login.aspx?org=50330>

Bookmark the address to easily access e-CImpact in the future.

**Note: your specific site may differ slightly from the images in this manual, depending on which features are being used and potential site updates.**

### **Logging in for the first time:**

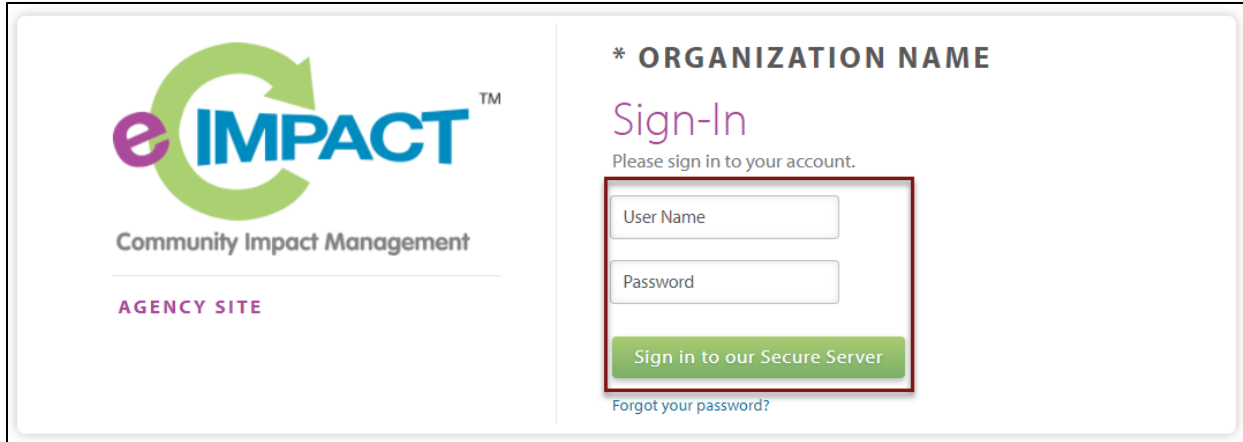
A profile for your organization's **Primary Contact** has been created to access the e-CImpact Agency Site. Your Primary Contact's username is their email address. If your agency is currently a UWSHR Certified Agency, the Primary Contact is the staff member your agency indicated on the most recent UWSHR partner agency survey.

The first time you log in, the password will be *pwd123*. After that, you will automatically be prompted to change your password the first time you log in.

### **Signing In**

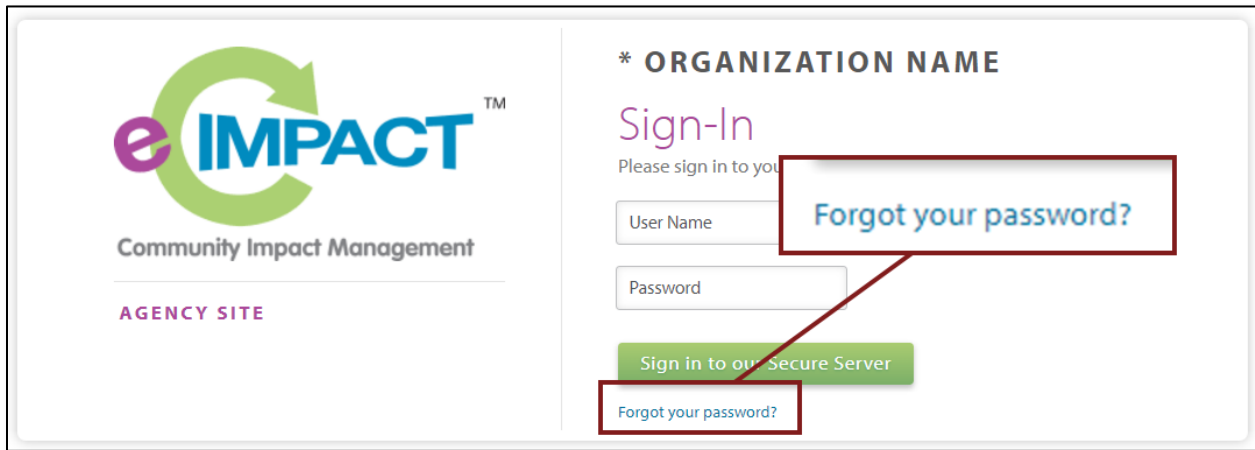
**Step 1:** Enter your username and password

**Step 2:** Click 'Sign In to our Secure Server'

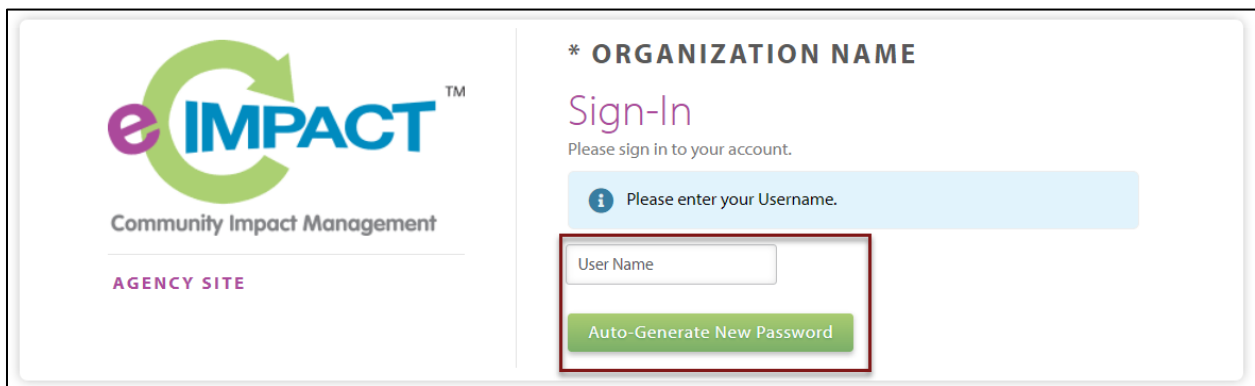


## Forgot Password

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



**Step 2:** Enter your username and select 'Auto-Generate my Password'

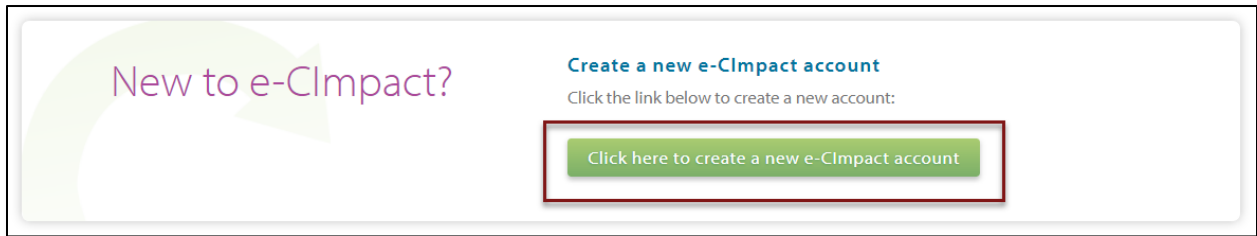


**Step 3:** A temporary password will be sent to the email address associated with your e-CImpact account. Once received, return to e-CImpact within 10 minutes and log in. If you do not see the email in your inbox, check the 'junk' folder. If the email is not in either location, contact Carey Yates, AVP of Community Impact.

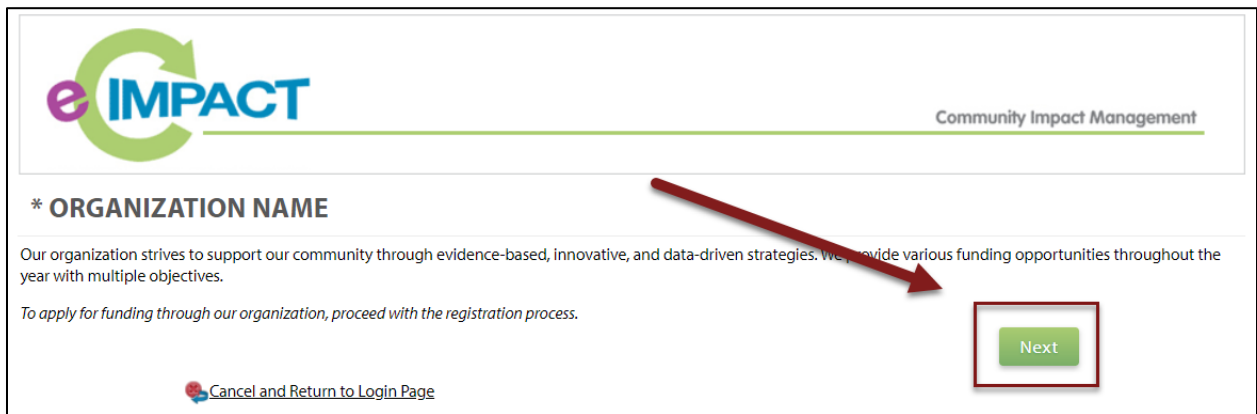
## Registering a New Agency

If you are not yet a United Way of South Hampton Roads Partner Agency, proceed with site registration to create an e-CImpact profile.

**Step 1:** From the Agency Site login page, select 'Click here to create a new e-CImpact account'




**Step 2:** Read all directions carefully, then click 'Next' to continue with your registration process



**Step 3:** Enter all required agency information, then click 'Next' to proceed to the next page

*Note: e-CImpact will screen your EIN, agency name, and website URL, confirming you do not already have an e-CImpact account.*



**\* ORGANIZATION NAME**

**\* Organization Name Agency Registration**

*Fields marked with an \* are required fields.*

Enter registration information to create an e-Clmpact account.

**Agency Account Information**

EIN:\*

Agency Name:\*

Website URL:

**Address**

Address Type:\*

Address Line 1:\*

Address Line 2:

City:\*

State:\*

Zip Code:\*

State:\*

Zip Code:\*

**Email Address**

Email Address Type:\*

Email Address:\*

**Phone Number**

Phone Number Type:\*

Phone Number:\*

**Primary Contact Information**

Contact Type:\*

First Name:\*

Last Name:\*

**Preferred Login**

Preferred User Name:\*

Password:\*

Confirm Password:\*

[Cancel and Return to Login Page](#)


**Step 4:** Select the desired funding opportunity from the options given and continue to the next page

**Please review the list of currently available funding opportunities below**

Select a funding opportunity from the list to request an application. Some applications may require pre-qualification information be provided.

**Transformation Funding**

**2023/24 Cycle**

 **Grant Application**

This is an example Grant Application illustrating how it will appear in e-Clmpact.

The Transformation Initiative is a long-standing effort to create community change by enabling effective, research-backed, and outcome-driven programs.

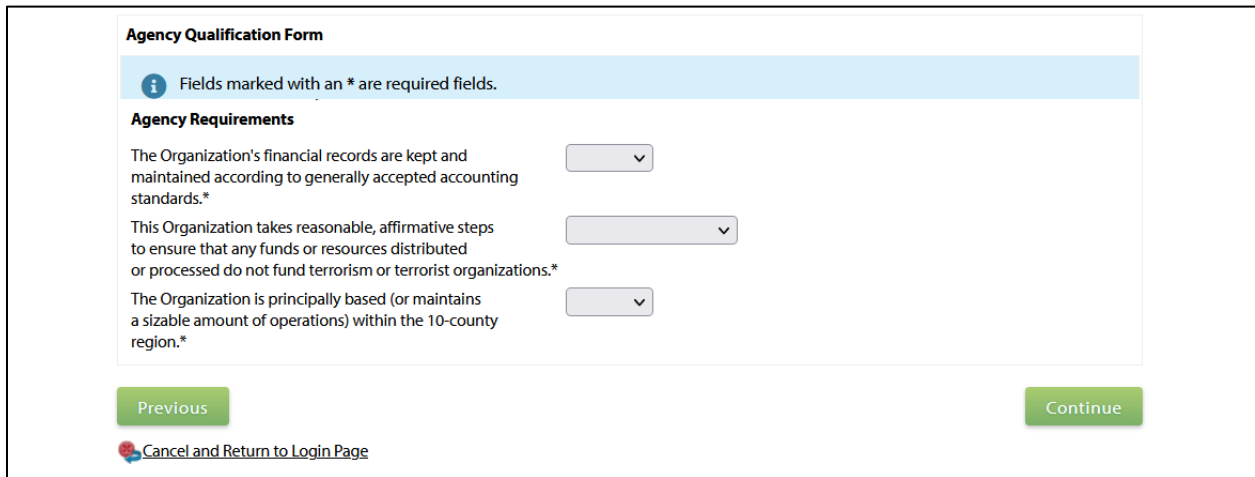
Need Help? Please contact us so we can assist you!

[Cancel and Return to Login Page](#)

e-Clmpact™ Community Impact Management

**Step 5:** Answer all qualification questions and proceed to the next page

*Note: If your agency passes the initial qualification questions, you will move forward to confirm your registration. In the event your agency does not qualify, you will be provided information on who to contact with any questions.*



The screenshot displays the 'Agency Qualification Form' interface. At the top, a light blue banner contains an information icon and the text 'Fields marked with an \* are required fields.' Below this, the section is titled 'Agency Requirements'. It contains three questions, each followed by a dropdown menu:

- Question 1: 'The Organization's financial records are kept and maintained according to generally accepted accounting standards.\*' with a dropdown menu.
- Question 2: 'This Organization takes reasonable, affirmative steps to ensure that any funds or resources distributed or processed do not fund terrorism or terrorist organizations.\*' with a dropdown menu.
- Question 3: 'The Organization is principally based (or maintains a sizable amount of operations) within the 10-county region.\*' with a dropdown menu.

At the bottom of the form, there are three buttons: a green 'Previous' button on the left, a green 'Continue' button on the right, and a red 'Cancel and Return to Login Page' button at the bottom left.

**Step 6:** Review all agency information entered and click 'Complete Registration'

**Complete Registration**

Once your registration is completed, you will be able to print your confirmation page.

If your agency passes the initial qualification questions, your agency will be auto-approved for registration, and you will have access to e-CImpact immediately.

## Accessing the Full Agency Site Manual

To access the rest of the e-CImpact Agency Training Manual, go to the Resource Center located on the lower-left side of the Agency Site home page.

