United Way of South Hampton Roads
2515 Walmer Avenue
Norfolk, VA 23455

For Support, please contact:
Carey Yates, AVP of Community Impact
cyates@unitedwayshr.org
(757) 853-8500
**Accessing e-Climpact**

Requirements: All you need to access e-Climpact 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-Climpact website, go to:

The Community Investment’s page of our website: [https://unitedwayshr.org/what-we-do/community-investments/](https://unitedwayshr.org/what-we-do/community-investments/)

**OR**


Bookmark the address to easily access e-Climpact 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-Climpact 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-ClImpact profile.

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

![Create a new e-ClImpact account](image1)

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

![eClImpact Sign Up Form](image2)

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

*Note: e-ClImpact will screen your EIN, agency name, and website URL, confirming you do not already have an e-ClImpact account.*
Step 4: Select the desired funding opportunity from the options given and continue to the next page.
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.

Step 6: Review all agency information entered and click '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-Clmpact Agency Training Manual, go to the Resource Center located on the lower-left side of the Agency Site home page.