

FY2016 Year-End Reporting Checklist

Please use the following instructions for completing the FY2016 Year-End Reporting Requirements

- 1) Click on this web link to access the database:
<http://uweci.upicsolutions.org/epledge/crm/Start.jsp>
- 2) Underneath the “Agency Reporting” tab at top of page click on “Outcome Reporting”.
- 3) Please complete the following items for your FY2016 Reporting Requirements:
 - FY2016 Year-End Activity Outputs.
 - FY2016 Year-End Indicator Measurements.
 - FY2016 Year-End Demographics.
 - FY2016 Year-End Narrative Questions.
 - Submit all items.
- 4) Please contact your United Way Staff Representative if you have experienced significant changes to your strategies funding and/or services and need to make changes to your FY2016 Proposed activity outputs and indicator measurements.

Listed below are United Way Staff Representatives you may contact with any questions you have regarding the database and Year-End reporting.

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