



Community Impact Management

Agency Training Manual

United Way of East Central Iowa

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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:

Direct access to the Agency Site is: <https://agency.e-cimpact.com/login.aspx?org=17080>

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.

Registering a New Agency

All agencies will need to create an e-CImpact profile, even if you are currently a United Way of East Central Iowa Partner Agency.

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

**United Way of
East Central Iowa**



UNITED WAY OF EAST CENTRAL IOWA

Welcome to the United Way of East Central Iowa Agency Registration Page. In order to access any of the current funding opportunities, you must first register your Agency. Once approved, you will receive an email with your login information.

If you have any questions, please contact communitybuilding@uweci.org.

Next

 [Cancel and Return to Login Page](#)

Step 3: Enter EIN. e-Cimpact will validate the EIN provided against the [IRS Exempt Organizations Business Master File \(EO BMF\)](#) database.

United Way of East Central Iowa



UNITED WAY OF EAST CENTRAL IOWA

United Way of East Central Iowa Agency Registration

 Fields marked with an * are required fields.

Please complete the requested information below then click the 'Next' button in the bottom right corner of this page.

Agency Account Information

EIN:*

Previous

Next

 [Cancel and Return to Login Page](#)

Step 4: Enter all agency information and continue to the next page. e-CImpact will autofill some information based on the IRS database the EIN is validated with.



* ORGANIZATION NAME

*** Organization Name Agency Registration**

i Fields marked with an * are required fields.

Enter registration information to create an e-CImpact 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 5: Select the desired funding opportunity and continue to the next page

**United Way of
East Central Iowa**



UNITED WAY OF EAST CENTRAL IOWA

Please review the list of currently available Requests for Proposals (RFP) below

Select an RFP from the list to request an application. Some RFPs may require pre-qualification information be provided.

Community Impact Partner Fund

FY2024-FY2026

Letter of Intent

Funding: Funded programs will receive a final year of funding based on funds available and satisfactory program performance.

Process: Applications will be reviewed by allocations panels consisting of volunteers. The leadership of the Review Committees, and lead panel chairs will make a recommendation on how funds will be distributed.

Previous

Next

 [Cancel and Return to Login Page](#)

Step 6: 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.

Eligibility Requirements

 Fields marked with an * are required fields.

 To be eligible for United Way funding through the Community Impact Partner Fund and Women United Fund organizations must demonstrate they are able to meet all the following requirements.

The entity must:

Be a 501(c)3 entity or an accepted entity that operates for charitable purposes in the area of health and human services;*

Serve residents of one of the five counties in United Way of East Central Iowa's service area (Benton, Cedar, Iowa, Jones, Linn)*

Be governed by an active, nonsectarian, voluntary board of directors or its equivalent, consisting of members of the general community*

Maintain at least one half-time FTE staff (20 hours per week)*

 I have read and agree to meet all applicable provisions of the partner agency agreement and standards*

Budget requirements:

Funding requested from UWECI should not exceed 70% of the total program budget. And 30% of agency budget.*

Step 7: Review all agency information entered and click 'Complete Registration'

Complete Registration

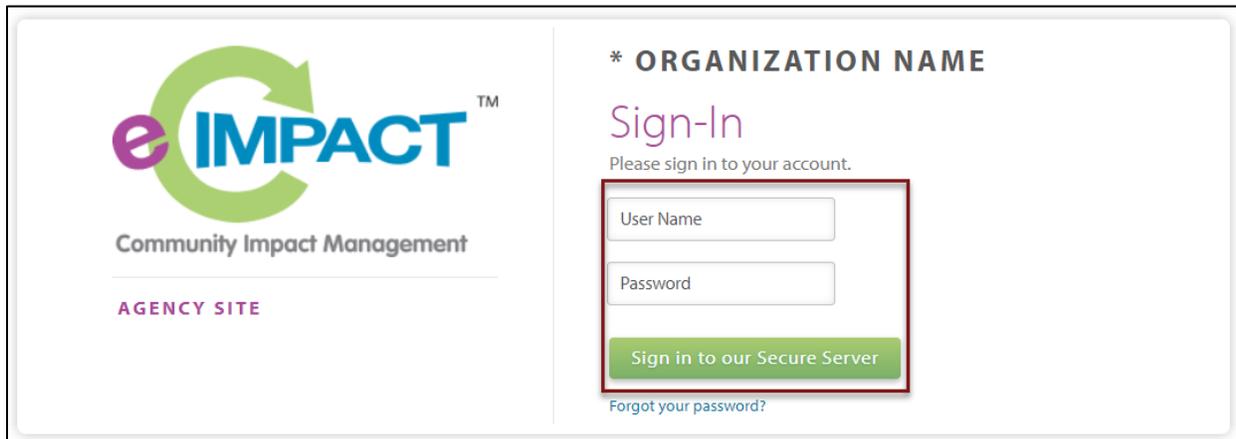
Once your registration is completed, you will be able to print your confirmation page.

Agency registrations will be Auto-Approved and agencies will receive notification on how to log in.

Signing In

Step 1: Enter your username and password

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



* ORGANIZATION NAME

Sign-In

Please sign in to your account.

User Name

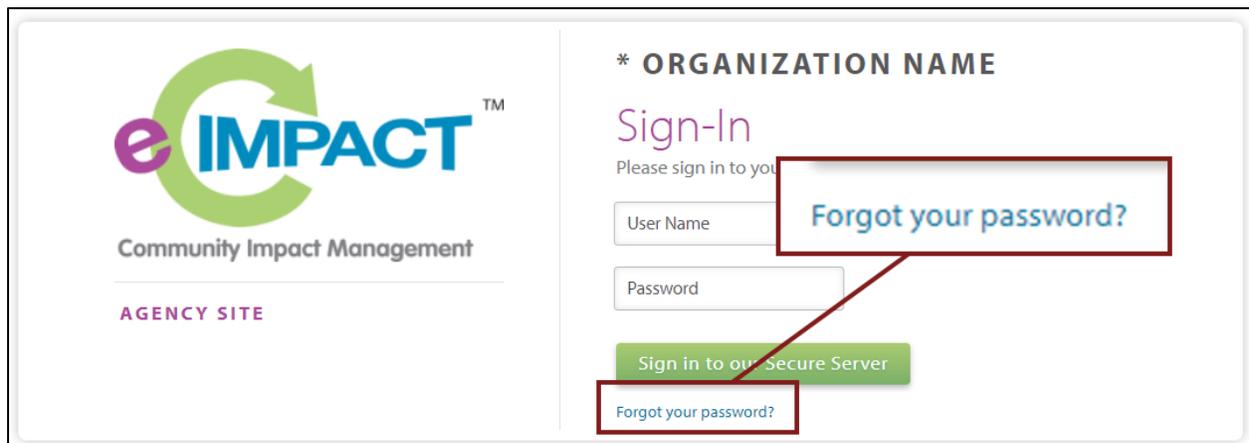
Password

Sign in to our Secure Server

[Forgot your password?](#)

Forgot Password

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



* ORGANIZATION NAME

Sign-In

Please sign in to your account.

User Name

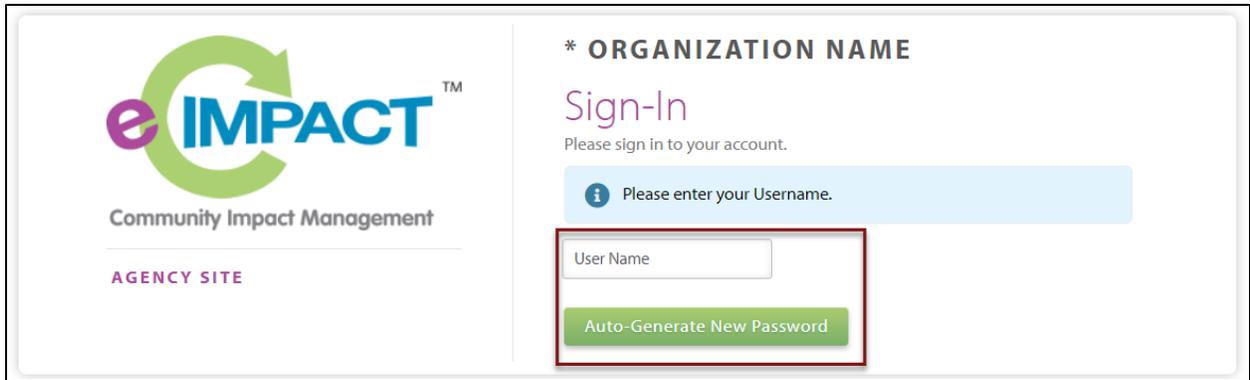
Password

Sign in to our Secure Server

[Forgot your password?](#)

[Forgot your password?](#)

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-Clmpact account. Once received, return to e-Clmpact 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 Mystic Henningsen.

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.

