Agency Training Manual

United Way of East Central Iowa

317 7th Ave SE, Suite 401
Cedar Rapids, IA 52401

For Support, please contact:

Mystic Henningsen
mystic.henningsen@uweci.org
319-398-5372 ext. 833
Table of Contents
Accessing e-CImpact ................................................................. 2
Registering a New Agency ......................................................... 3
Accessing the Full Agency Site Manual ........................................ 10
Accessing e-Clmpact

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

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

Bookmark the address to easily access e-Clmpact 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-ClImpact 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-ClImpact account'

Step 2: Read all directions carefully, then click 'Next' to continue with your registration process
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 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-Climpact will autofill some information based on the IRS database the EIN is validated with.
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 to 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

Cancel and Return to Login Page

Next
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.

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

---

**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 Mystic Henningsen.
Accessing the Full Agency Site Manual

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