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.**

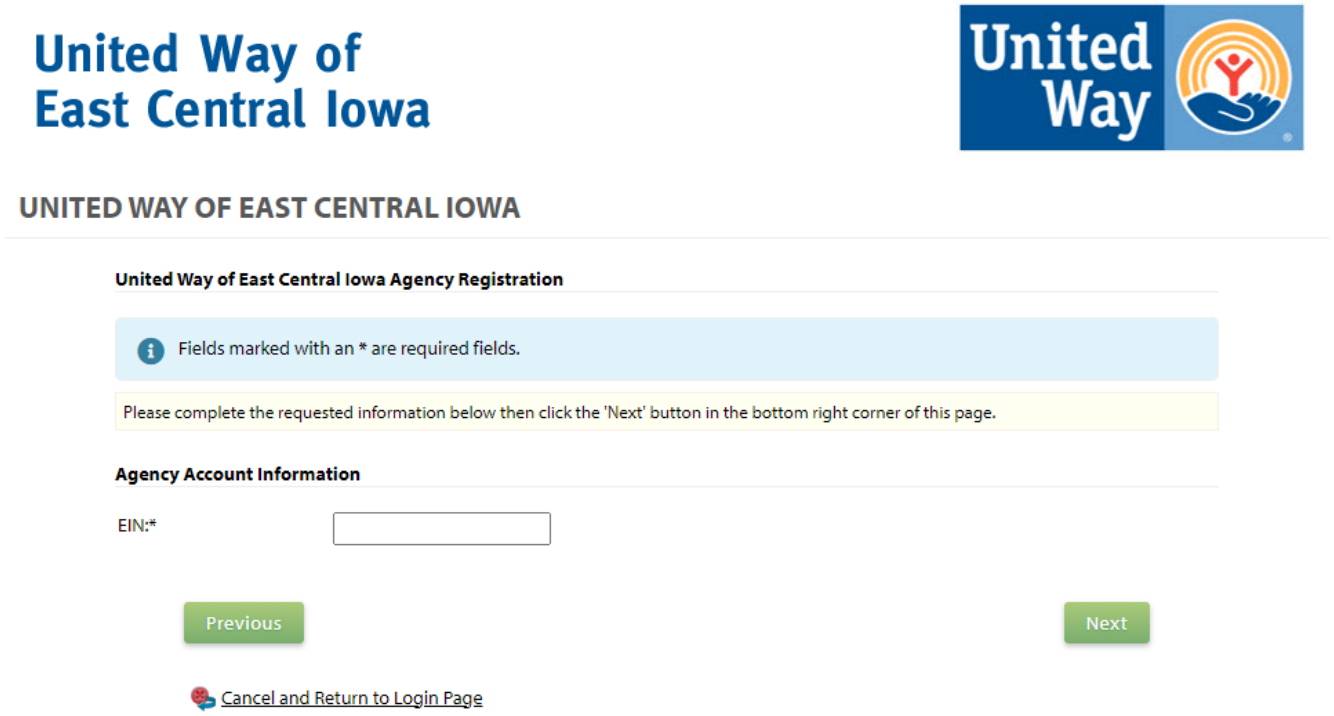
## Registering a New Agency

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

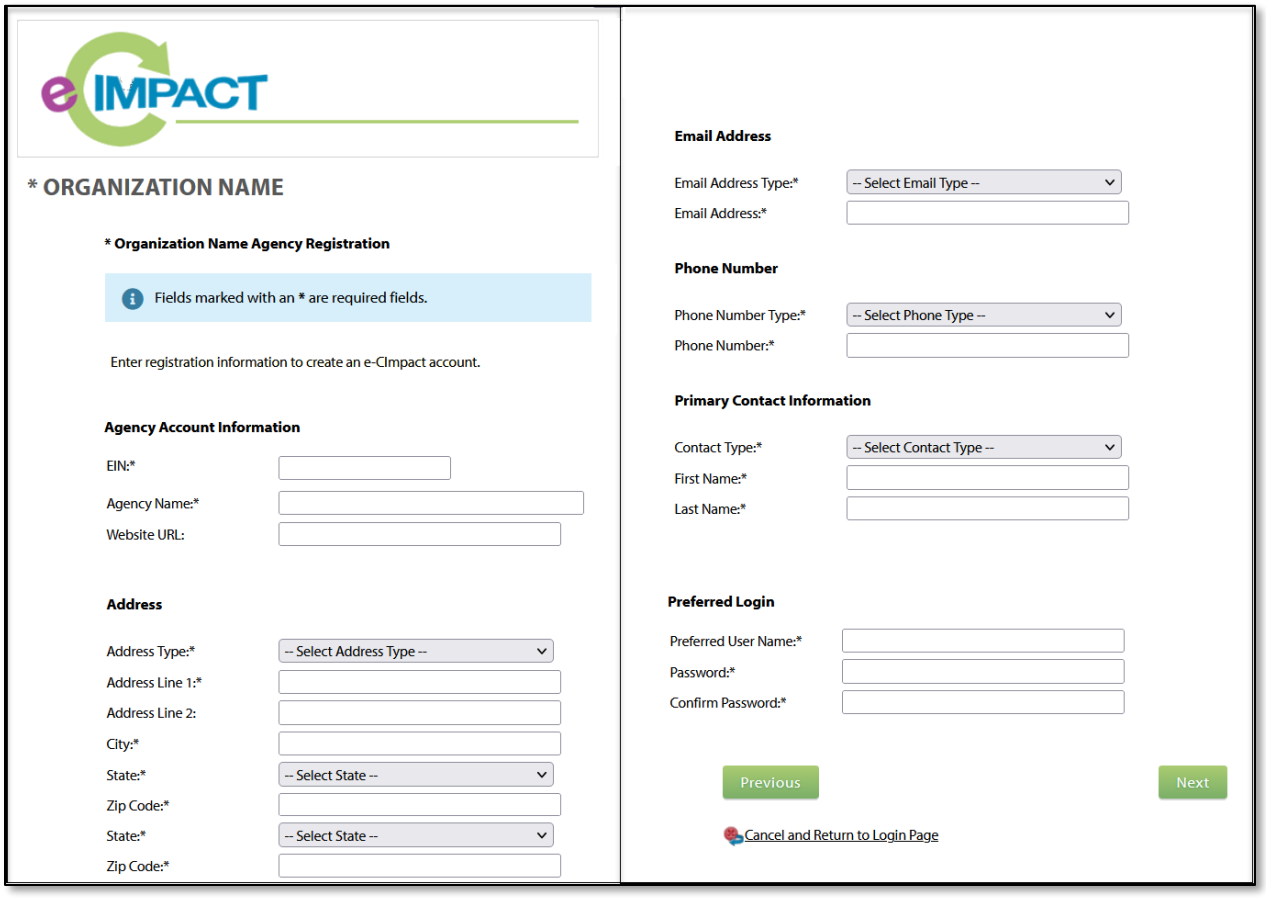
**Step 1:** From the Agency Site login page, select 'Click here to create a new e-CImpact account'

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

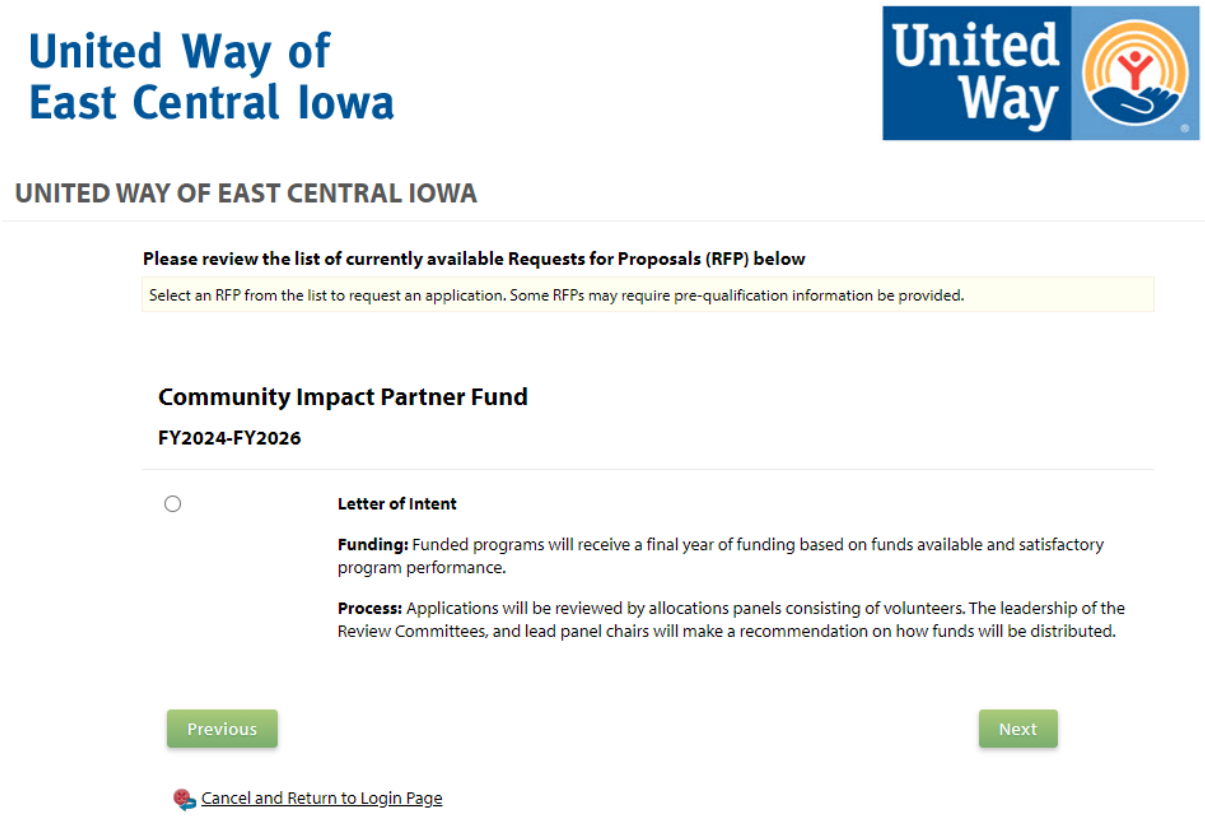
**Step 3:** Enter EIN. e-Cimpact will validate the EIN provided against the IRS Exempt Orgainzations Business Master File (EO BMF) database.



**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.

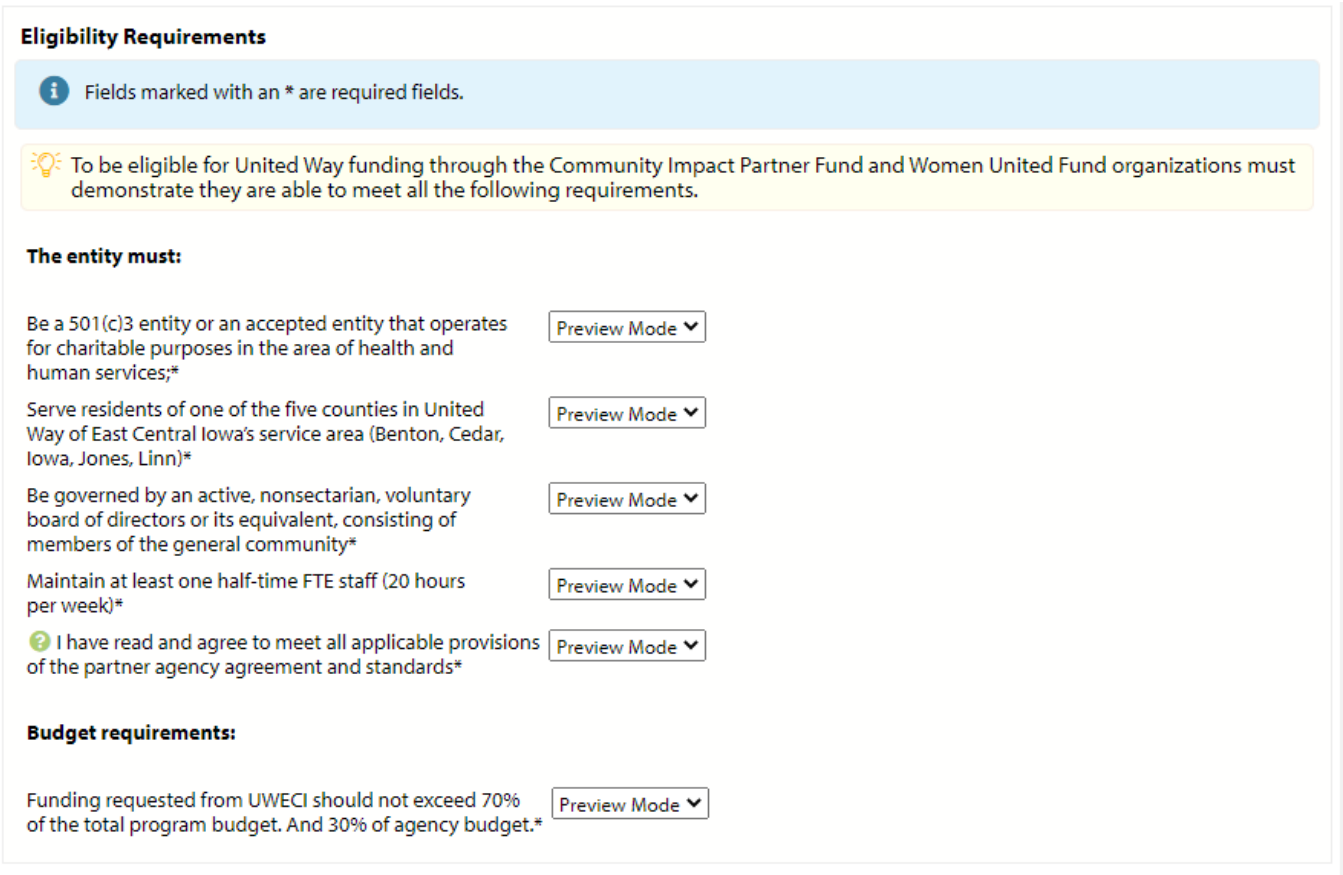


**Step 5:** Select the desired funding opportunity and continue to the next page



**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.*




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

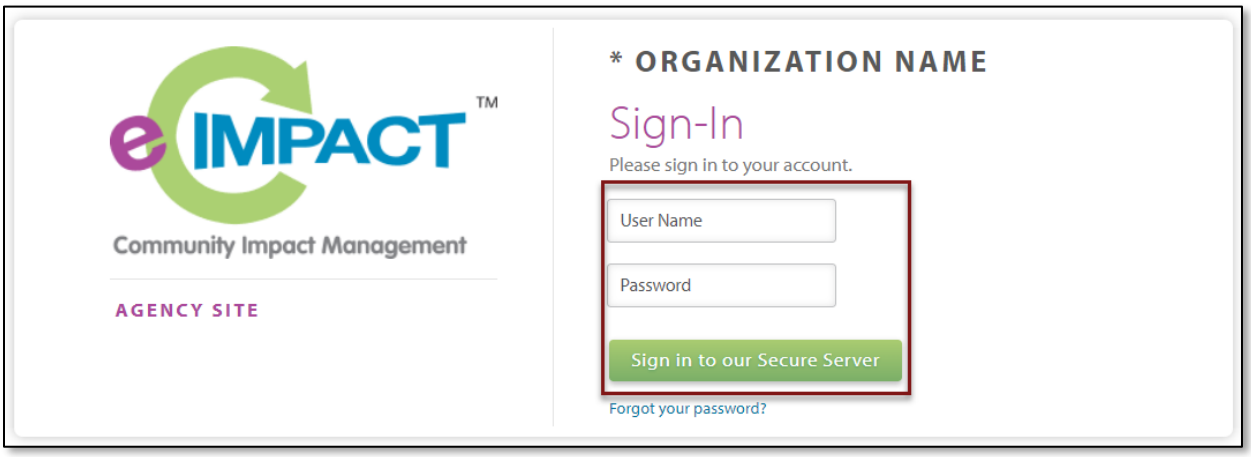
Once your registration is completed, you will be able to print your confirmation page.

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

## Signing In

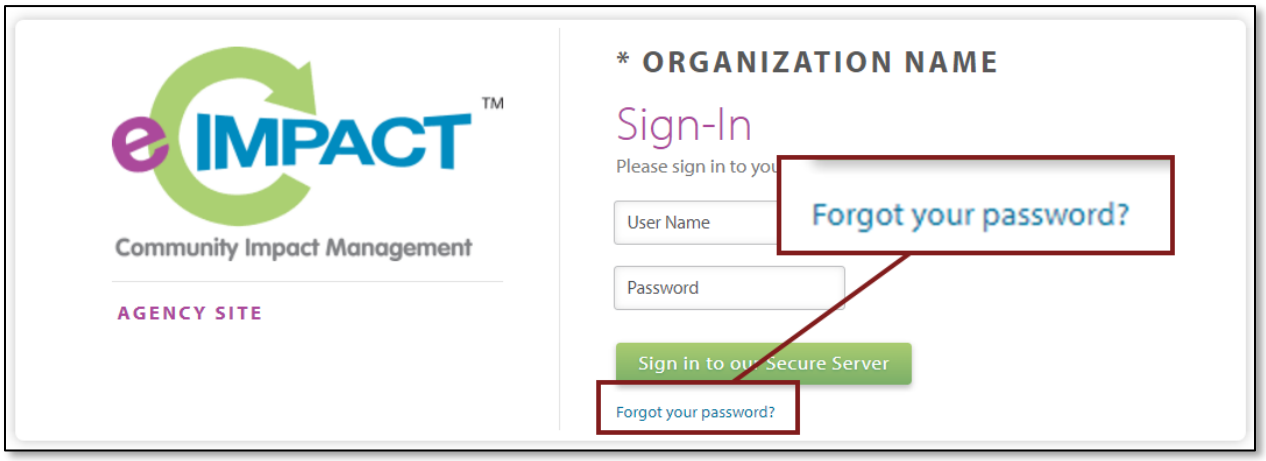
**Step 1**: Enter your username and password

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

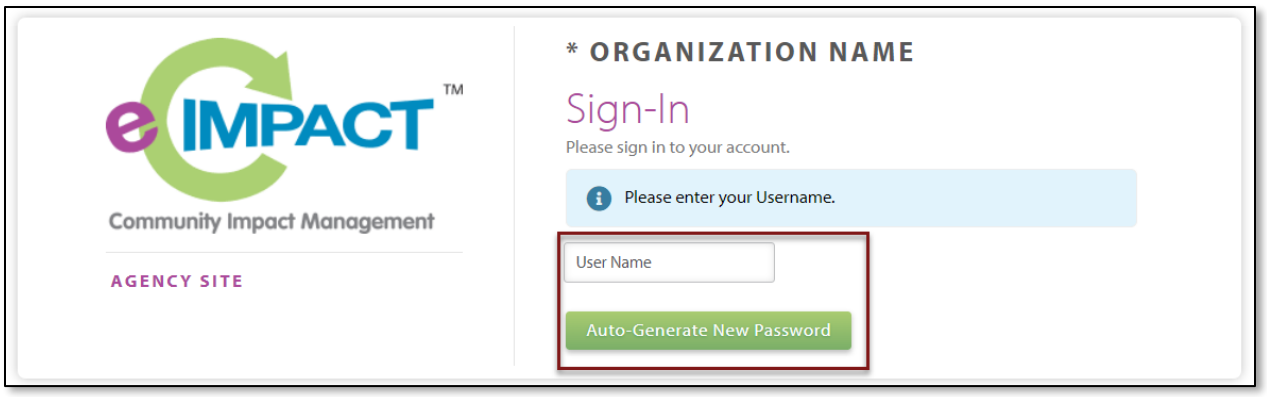



## Forgot Password

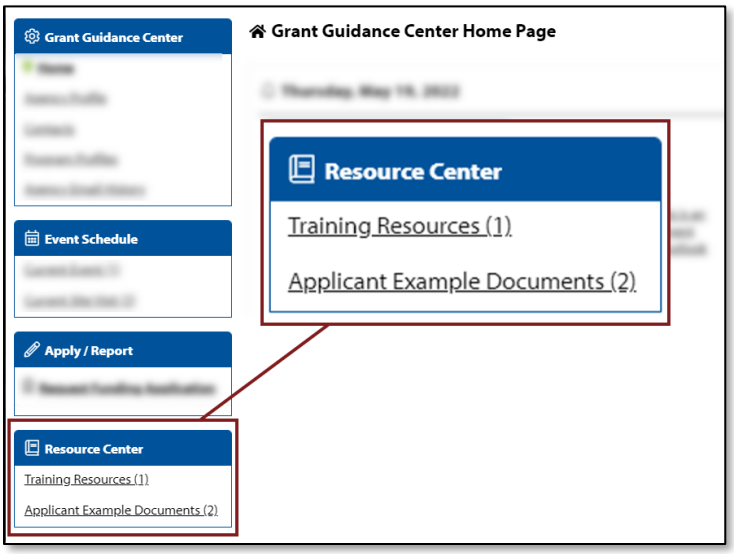
**Step 1:** Click 'Forgot your password?' on the agency login page




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