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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:

<https://www.uwct.org/nonprofit-connection/community-investment-grant> and click the link to access your e-Cimpact Agency Account.

Direct access to the Agency Site is: <https://agency.e-cimpact.com/login.aspx?org=46817F>

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.

Logging in for the first time:

A profile for your organization's **Primary Contact** has been created to access the e-CImpact Agency Site. Your Primary Contact's username is their email address.

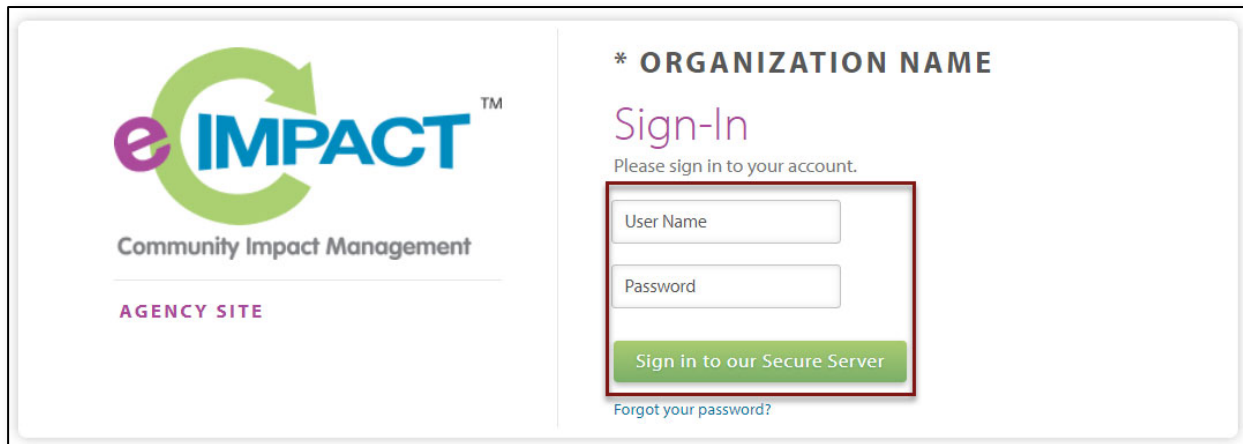
The person who is completing the grant application will be designated as the primary contact unless otherwise directed. If you would like to change the primary contact, email rachel.clemons@uwct.org to make this adjustment.

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

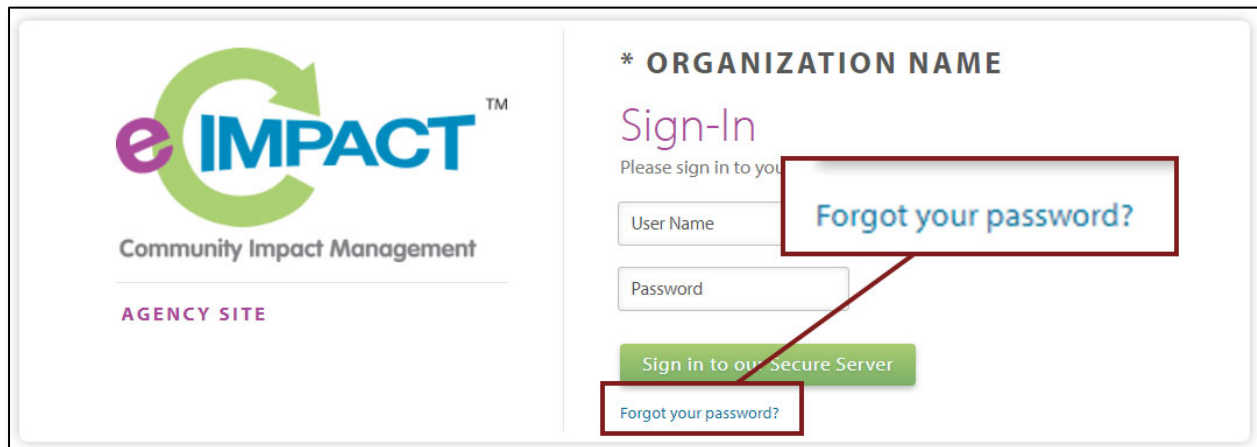
Step 2: Click 'Sign In to our Secure Server'



The image shows the eIMPACT Agency Site Sign-In page. On the left is the eIMPACT logo with the text "Community Impact Management" and "AGENCY SITE" below it. On the right, under the heading "* ORGANIZATION NAME", is the "Sign-In" section. It includes the instruction "Please sign in to your account." followed by two input fields: "User Name" and "Password". Below these fields is a green button labeled "Sign in to our Secure Server". At the bottom of the sign-in section is a link that says "Forgot your password?". A red rectangular box highlights the "User Name", "Password", and "Sign in to our Secure Server" button area.

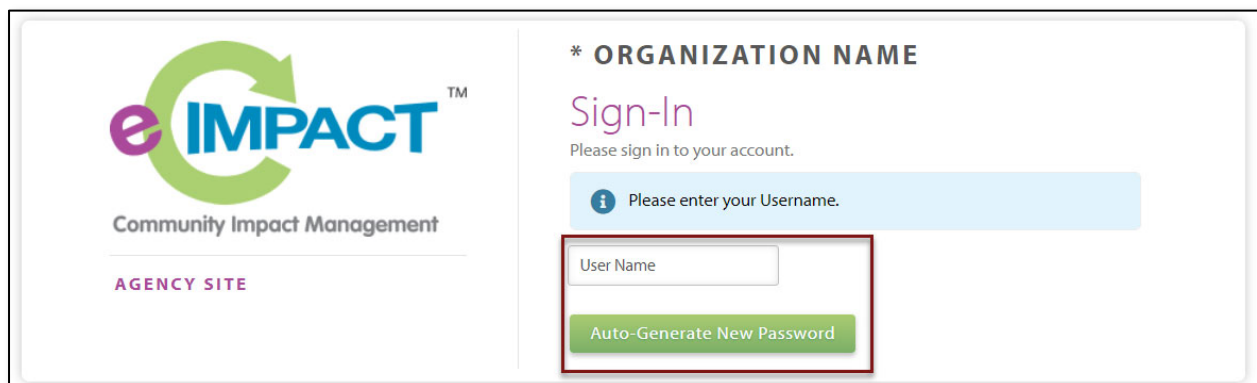
Forgot Password

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



This image shows the same eIMPACT Agency Site Sign-In page as before. A red rectangular box highlights the "Forgot your password?" link at the bottom of the sign-in section. A red line points from this box to another red rectangular box that highlights the "Forgot your password?" link in a separate, larger box to the right of the main sign-in area.

Step 2: Enter your username and select 'Auto-Generate my Password'



This image shows the eIMPACT Agency Site Sign-In page after clicking "Forgot your password?". A light blue banner with an information icon and the text "Please enter your Username." is displayed. Below this banner is the "User Name" input field. At the bottom of the sign-in section is a green button labeled "Auto-Generate New Password". A red rectangular box highlights the "User Name" input field and the "Auto-Generate New Password" button.

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 Rachel Clemons.

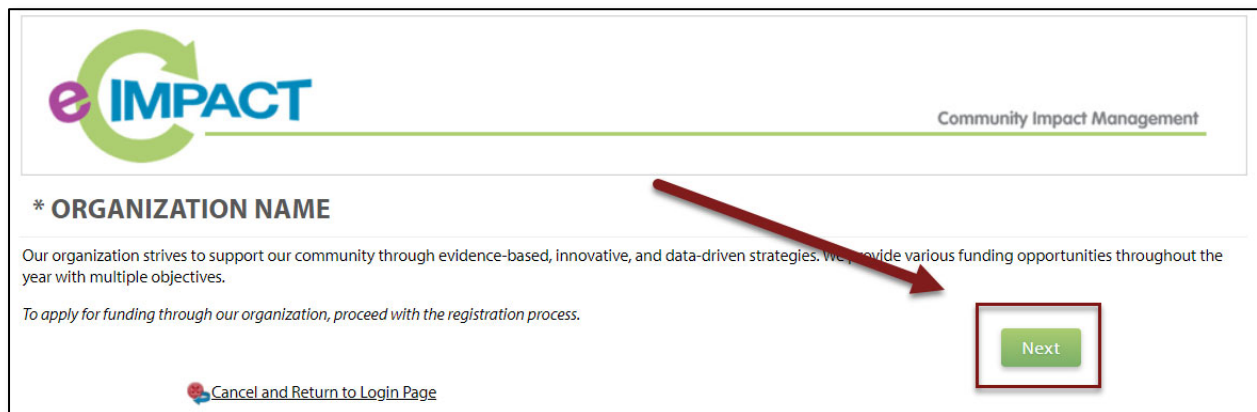
Registering a New Agency

If you are not yet a United Way of Central Texas 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'




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



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.



*** ORGANIZATION NAME**

*** Organization Name Agency Registration**

Fields marked with an * are required fields.

Enter registration information to create an e-IMPACT 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:*

[Previous](#) [Next](#)

[Cancel and Return to Login Page](#)


Step 4: Select the desired funding opportunity and continue to the next page

Please review the list of currently available funding opportunities below

Select a funding opportunity from the list to request an application. Some applications may require pre-qualification information be provided.

Transformation Funding

2023/24 Cycle

☐  **Grant Application**

This is an example Grant Application illustrating how it will appear in e-IMPACT.

The Transformation Initiative is a long-standing effort to create community change by enabling effective, research-backed, and outcome-driven programs.

Need Help? Please contact us so we can assist you!

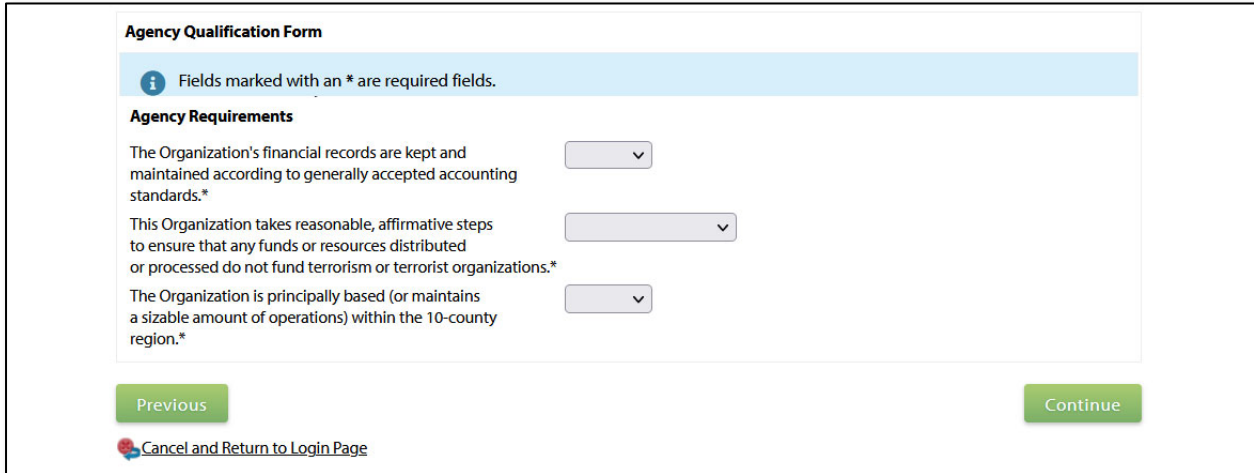
[Previous](#) [Next](#)

[Cancel and Return to Login Page](#)

e-IMPACT™ Community Impact Management

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.



The screenshot displays the 'Agency Qualification Form' interface. At the top, a light blue banner contains an information icon and the text 'Fields marked with an * are required fields.' Below this, the section is titled 'Agency Requirements'. It contains three questions, each followed by a dropdown menu:

- Question 1: 'The Organization's financial records are kept and maintained according to generally accepted accounting standards.*' with a dropdown menu.
- Question 2: 'This Organization takes reasonable, affirmative steps to ensure that any funds or resources distributed or processed do not fund terrorism or terrorist organizations.*' with a dropdown menu.
- Question 3: 'The Organization is principally based (or maintains a sizable amount of operations) within the 10-county region.*' with a dropdown menu.

At the bottom of the form, there are three buttons: 'Previous' (green), 'Continue' (green), and 'Cancel and Return to Login Page' (blue with a back arrow icon).

Step 6: Review all agency information entered and click 'Complete Registration'

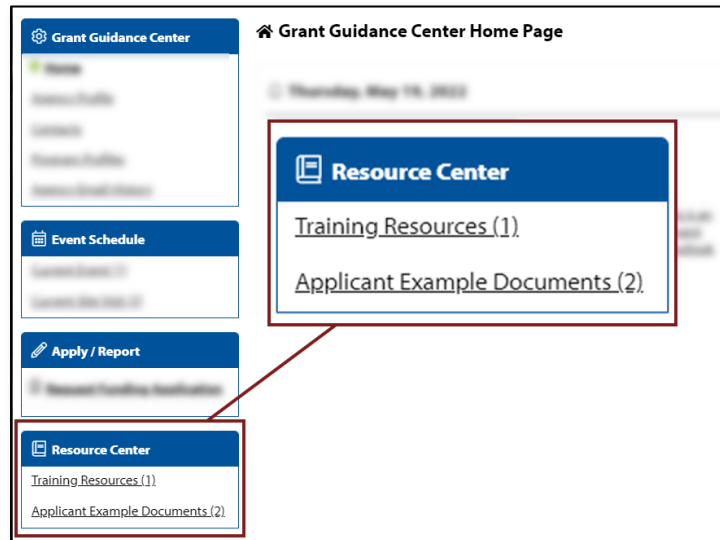
Complete Registration

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

Registration requests will be sent to the system administrator and reviewed by UWCT team members. Registrants can expect to receive a notification via email once the request has been approved or denied. If approved, you will be able to log in and access your home page on e-Cimpact. Further instructions will come from the administrator.

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.



Common Navigation

The navigation links in e-CImpact are consistent throughout the site.

Saving information:



Save/Update: Saves any changes made to the page and refreshes.



Save and Return to Previous Page: Returns you to the page last visited while saving any changes.



Cancel and Return to Previous Page: Returns you to the previous page and will NOT save any changes made since the last save.

Required Fields:

When entering data, some fields are required. An * symbol identifies these.



Fields marked with an * are required fields.

Agency Site Home Page

From the home page, you will be able to access all parts of the Agency Site. There are four basic sections:

1. Account Management
2. Agency Information
3. News, Events, and Calendar
4. Resource Center
5. Application(s) and/or Report(s)