



Community Impact Management

2017

Organization Registration Manual

United Way of Central Illinois

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Springfield, IL 62704

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[Accessing a New Grant Opportunity-\(Not a New Organization\)](#)

If you have recently applied for a United Way Community Investment Grant, you are probably still in the e-Cimpact system. In that case, please complete the following, and then move to “Step 4” under “Registering a New Organization”.

Step 1: Login to the e-Cimpact system. If you have trouble, please call Katrina and ask her to reset your password.

Step 2: From the agency home page select ‘Apply for a New Grant’

The screenshot shows the e-Cimpact system interface. The top navigation bar includes the 'LIVE UNITED' logo and 'United Way of Central Illinois' branding. A sidebar on the left lists various navigation options, with 'Apply for New Grant' highlighted with a red circle. The main content area features a calendar for February 2017, a 'Reporting Calendar' section with a checkmark icon and text about a 'Quarter 2 Mid-Year Report Goes LIVE!', and a 'New Software' section with a 'Welcome to e-Cimpact!!' message.

Step 3: Begin “Step 4” under “Registering a New Organization”

[Registering a New Organization](#)

If you are not yet a currently funded organization, please proceed with site registration.

Step 1: From the agency login page select ‘Create new agency account’

The screenshot shows the e-IMPACT sign-in page. The top section features the e-IMPACT logo and 'Community Impact Management' text. The sign-in section includes fields for 'User Name' and 'Password', a 'Sign in to our Secure Server' button, and a 'Forgot your password?' link. Below the sign-in section, there is a 'New to e-Cimpact?' section with a 'Don't have an account?' link and a 'Click here to create a new Account' button. A green callout box with an arrow points to the 'Click here to create a new Account' button, containing the text 'Step 1: Click here to create a new account'.

Step 2: Please read all directions carefully, and then click 'Next' to continue with your registration process.

Letter of Intent / RFP pre-qualification process!

register and request an application for the current funding round. Please be ready to enter your agency's EIN, contact information, and mission application request requires that you successfully complete a pre-qualification test to determine your agency's eligibility.

Step 2: Read all directions, then click 'Next'

[Cancel and Return to Login Page](#)

e-Impact™ Community Impact Management
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Step 3: Please enter all required information regarding your agency. Then proceed to the next page. Please remember your username and password.

**EIN – the system will automatically validate your EIN, confirming you do not already have an e-Impact account. The system will also automatically enter any information linked to the EIN entered.*

Agency Registration

Fields marked with an * are required fields.

Please enter your Agency information in the fields below, including the agency Primary Contact information then select 'Next' at the bottom of the page to continue.

Agency Account Information

Site: *

Agency Name: *

Website URL:

Account Information

Description:

Mission Statement: (not up to 750 characters (3 lines))

(not up to 750 characters (3 lines))

Address

Address Type: *

Address Line 1: *

Address Line 2:

City: *

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: *

Job Title:

Preferred Login

Enter your character and code. **Please note: what username and password you create.** (to be entered that you have entered it correctly. Your Password must be between 6 and 15 character from 2 of the groups of alpha, numeric, or special characters. Your Password may only use lowercase.)

Password: *

Preferred User Name: *

Confirm Password: *

Next

[Cancel and Return to Login Page](#)

Step 4: Select a grant application you would like to apply for, and then continue to the next page.

Please review the list of currently available Grant Applications below.

Select a grant from the list to request an application. Some grants may require pre-qualification information be provided.

-  **The Youth Philanthropy Project**
The Youth Philanthropy Project is transitioning to a formal partnership between The Community Foundation and HandsOn Project. The purpose of this partnership is to further enhance the quality of the experience for participants and to further expand our reach to youth throughout the region.
-  **The Best Grant Ever**
You would be remiss if you did not apply for this....

[← Previous](#) [Next →](#)

[Cancel and Return to Login Page](#)

Step 4: Select an Application, and then click 'Next'

Step 5: Please answer all qualification questions, and proceed to the next page.

If your agency passes the initial qualification questions, you will then move on to confirm your registration. In the event your agency does not qualify, you will be provided information on who to contact should you have any questions.

Agency Qualification Form

Customizable instructions can be entered here.

Section 1

Does your organization have a 501c3 rating? (answer 'Yes' to Qualify).....

[← Previous](#) [Next →](#)

[Cancel and Return to Login Page](#)

Step 5: Answer Qualification Question, then Click 'Next'

Step 6: Review all agency information entered, and then click **'Confirm Registration'**

Please Review the information below for accuracy.

EIN: 567774568
Agency Name: 123 Test Agency

Additional Agency Account Information Summary

Description:

Accredited: Yes No

Mission Statement:

Agency Information Summary

Address: 123 Main Street
City, Illinois
45654
(Mailing)

Email Address: info@email.com (Main)
Phone Number: (555) 666-3333 (Fax)

Primary Contact Information Summary

Contact Name: me me (Executive Director)

Preferred Login

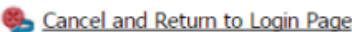
Username: 123agency
Password: *****

Request Summary

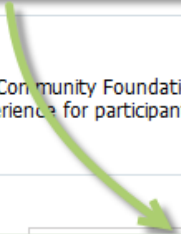
The Youth Philanthropy Project

The Youth Philanthropy Project is transitioning to a formal partnership between The Community Foundation and HandsOn Project. The purpose of this partnership is to further enhance the quality of the experience for participants and to further expand our reach to youth throughout the region.

Complete Registration →



Step 6: Review your agencies information, then 'Complete Registration'



Once your registration is completed you will be able to print your confirmation page. You will also receive a confirmation email.

To access the rest of the e-Clmpact Agency Training Manual please go to the resource center located in the lower left side of the agency homepage.

