

Agency Training Manual

Valley of the Sun United Way



Please feel free to contact us
via eCImpact@vsuw.org.

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Accessing e-CImpact

Requirements: All you need to access e-CImpact is a computer with an internet connection and current version of web browser (example: Internet Explorer, Firefox, Chrome, Safari)

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

Please bookmark the address to easily access e-CImpact at your convenience.

Agency Login

Now that you have accessed the Agency site, it is time to login.

New Organizations:

When creating new account. Please remember to use your email address as your username when creating profile.

Preferred Login

Please enter the contact's email address as the Username.

Preferred User Name:*

Password:*

Confirm Password:*

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[Cancel and Return to Login Page](#)

Others: if you do not know or remember your username and password, please contact ecimpact@vsuw.org.

Step 1: Enter your username and password

Step 2: Click 'Sign In to our Secure Server' or use the enter key.

The screenshot shows the e-IMPACT Agency Site login page. On the left is the logo for e-IMPACT Community Impact Management. The main content area is titled 'Sign-In' and contains a 'User Name' field, a 'Password' field, and a 'Sign in to our Secure Server' button. A 'Forgot your password?' link is also present. Below the sign-in section is a 'New to e-Clmpact?' section with a 'Don't have an account?' link and a 'Click here to create a new Account' button. Two green callout boxes with arrows point to the 'User Name' field (labeled 'Step 1: Enter Username and Password') and the 'Sign in to our Secure Server' button (labeled 'Step 2: Click 'Sign in to our Secure Server'').

Sign-In
Please sign in to your account.

User Name

Password

[Sign in to our Secure Server](#)

[Forgot your password?](#)

New to e-Clmpact?

[Don't have an account?](#)
Create an account to apply for available grants

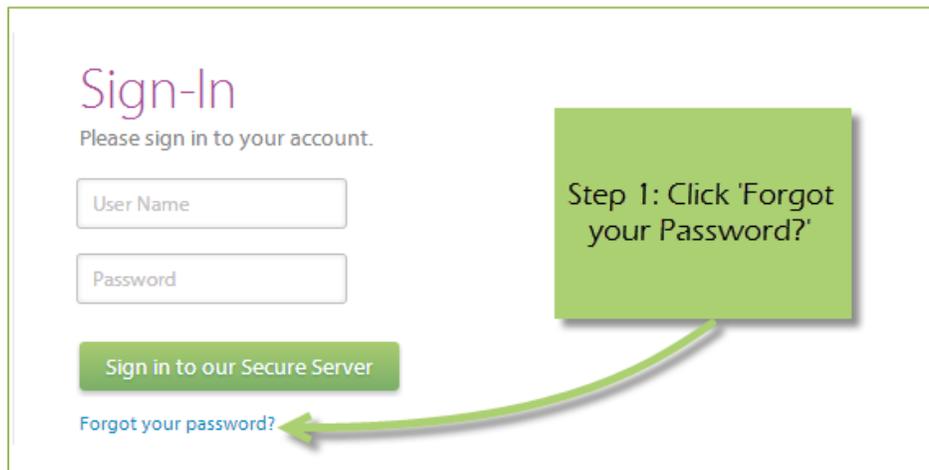
[Click here to create a new Account](#)

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POWERED BY seabrooks

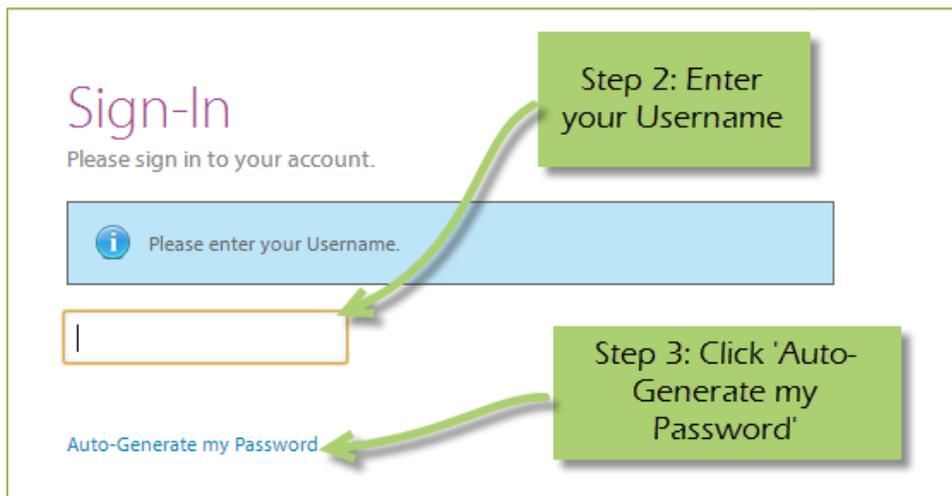
Forgot Password

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



Step 2: Enter your username

Step 3: Select 'Auto-Generate my Password'



Step 4: Check your email, return to the login page and proceed to login. If you do not see the email in your inbox, be sure to check the 'junk' folder. If the email is not in either, please contact ecimpact@vsuw.org

Registering a New Agency

If you are not yet a Valley of the Sun United Way Partner Agency, please proceed with site registration. Registration is required for all non-partner agencies.

Step 1: From the agency login page select **'Create new agency account'**

e-IMPACT™
Community Impact Management
AGENCY SITE

Sign-In
Please sign in to your account.

User Name
Password

Sign in to our Secure Server

Forgot your password?

New to e-Clmpact?

Don't have an account?
Create an account to apply for available grants

Click here to create a new Account

Step 1: Click here to create a new account

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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'

Next

Cancel and Return to Login Page

e-IMPACT™ Community Impact Management
© 2015 Powered by Seabrooks.

Step 3: Please enter all required information regarding your agency. Then proceed to the next page.

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

**Please remember to use your email address as your username when creating profile.*

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

EIN: *

Agency Name:*

Website URL:

Account Information

Description:

Limit up to 750 characters (0 used).

Mission Statement:

Limit up to 750 characters (0 used).

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 password to ensure that you have entered it correctly. Your Password must be between 6 and 15 characters and must contain at least one character from 2 of the groups of alpha, numeric, or special characters. Your Password may not contain any white-space.

Password:

-- abcdefghijklmnopqrstuvwxyz0123456789!@#\$%^&*()-+=;:~`{|}~ (6-15 characters)

-- pa\$\$w0rd (6-15 characters)

-- 123456 (6-15 characters)

-- abcdefgh (invalid, contains only letters) (6-15 characters)

-- abc23 (invalid, less than 6 characters)

Preferred User Name:*

Password:*

Confirm Password:*

[Cancel and Return to Login Page](#)

Step 3: Enter required information, then click 'Next'

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.

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. A member of our Community Investment Team will review and approve/deny registration.

[Adding Program\(s\) to Application](#)

Once your agency has been approved you will need to add a program to your application.

From the grant homepage navigate to the section below. Add an existing program from the drop down or select 'Create a New Program and Assign it to this Application'

Assign Programs to this Application

At least one program is required for this application for funding.

To add a program to this application, select a program from the drop down (if available), or if there is no drop-down displayed, select 'Create a new Program.'

Click the link to 'Create a New Program and Assign it to this Application' to proceed to the Add new program profile page. Do not create duplicate programs.

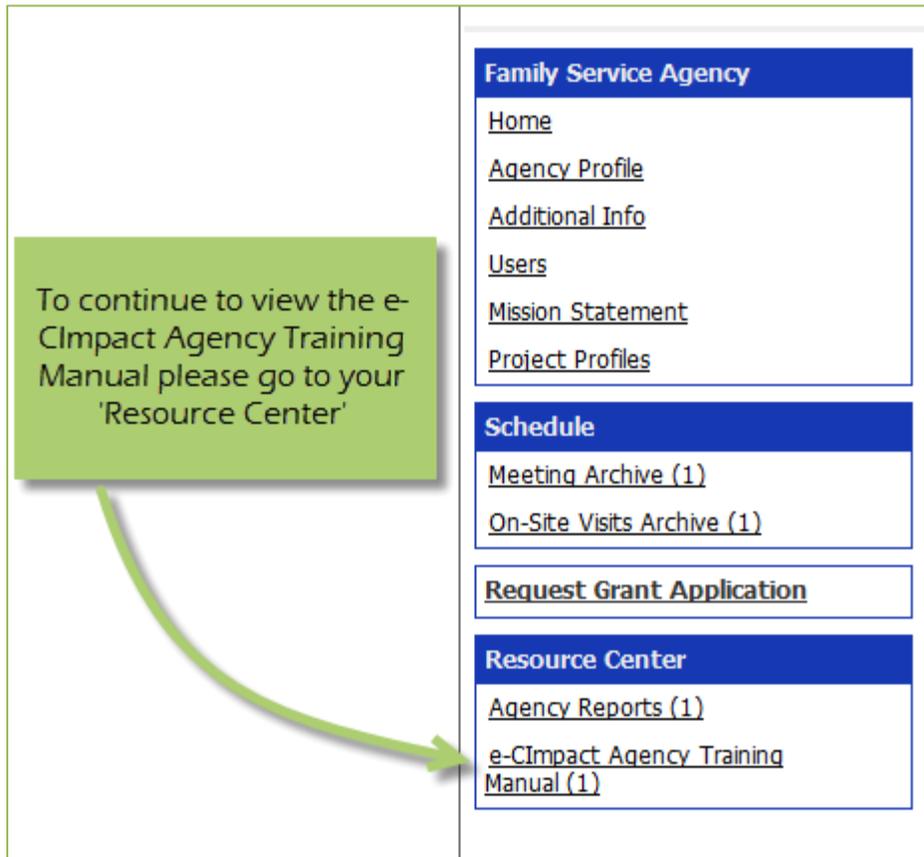
Please ensure to click 'Complete Registration' on the Review page to successfully add your program to the application. When the Program Profile registration is complete, all of the forms for that program will display in your list of forms below.

Select a Program:

 [Assign Selected Program to the Application](#)

 [Create a New Program and Assign it to this Application](#)

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.



The image shows a screenshot of a website's navigation menu. On the left, a green callout box contains the text: "To continue to view the e-Clmpact Agency Training Manual please go to your 'Resource Center'". A green arrow points from this box to the "Resource Center" section of the menu. The menu itself is organized into several sections, each with a blue header:

- Family Service Agency**
 - [Home](#)
 - [Agency Profile](#)
 - [Additional Info](#)
 - [Users](#)
 - [Mission Statement](#)
 - [Project Profiles](#)
- Schedule**
 - [Meeting Archive \(1\)](#)
 - [On-Site Visits Archive \(1\)](#)
- Request Grant Application**
- Resource Center**
 - [Agency Reports \(1\)](#)
 - [e-Clmpact Agency Training Manual \(1\)](#)