Agency Training Manual

Valley of the Sun United Way



Valley of the Sun United Way



Please feel free to contact us

via <u>eCImpact@vsuw.org</u>.

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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. <u>Please remember to use your email address as your username</u> when creating profile.

Preferred Login		
Please enter the contact's er	nail address as the Username.	
Preferred User Name:*]
Password:*]
Confirm Password:*]
Previous		
Scancel and Ref	turn 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.



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 procede 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	Sign-In Please sign in to your account. User Name	
Community Impact Management	Password Sign in to our Secure Server Forgot your password?	
New to e-CImpact?	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
Secured by Thawte P © 2013 e-CImpact, Community Impact Management	owered by seabrooks	

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

Letter of Intent / RFP pre-qualification process!		
gister and request an application for the current funding round. Please application request requires that you succesfully complete a pre-qualific	e be ready to enter your agency's EIN, a ation test to determine your agency's e	contact information, and mission ligibility.
Scancel and Return to Login Page	Step 2: Read all directions, then click 'Next'	Next
e-CImpact™ Community In © 2015 Powered by	npact Management y Seabrooks.	

e-CImpact Agency Training Manual

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 <u>not</u> 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.

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

Select a grant from the list to request an application. Some grants may require pre-qualification information be provided.				n information be provided.
٥	Give Back	The Youth Philanthropy Project The Youth Philanthropy Project is transitioning Community Foundation and HandsOn Project. I further enhance the quality of the experience of reach to youth throughout the region.	to a formal partnership between The The purpose of this partnership is to for participants and to further expane	e d our
D	و ک	The Best Grant Ever You would be remiss if you did not apply for the	is	
<	Previo	us	Step 4: Select an Application, and then click 'Next'	Next 🗪
ę	b Cancel a	nd Retum to Login Page		

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



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

Please Review	the information below for accuracy.			
Agency Name:	123 Test Agency			
Additional Age	ency Account Information Summary			
Accredited:	C Yes C No			
Mission Statement:				
Agency Inform	nation Summary			
Address:	123 Main Street City, Illinois 45654 (Mailing)			
Email Address:	info@email.com (Main)			
Phone Number:	(555) 666-3333 (Fax)			
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			Complete Regis	stration 🔿
Cancel and	Return to Login Page			
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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
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Please ensure to click 'Complete Registration' on the Review page to successfully add
very measure to the application. When the Dream Drefile registration is complete all of the
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-CImpact Agency Training Manual please go to the resource center located in the lower left side of the agency homepage.

