

e-CIMPACT LOI NAVIGATION & SCREEN SHOTS

TABLE OF CONTENTS

e-CImpact LOI Navigation & Screen Shots	
Table of Contents	
e-CImpact Agency Site Overview	2
Login Page	2
e-CImpact User Credentials	2
New to e-CImpact? Organization Registration	3
Selecting the Funding Investment	5
Review the Qualification Items	5
United Way Review and Approval of Request	6
Existing Users: Open Process Eligibility	6
United Way Review and Approval of Request – Existing Users	7
Completing the LOI	7
Creating a New Program	8
Associating an Existing Program	8
Helpful Hints	g
Character Limits	g
Expanding Text Boxes	g
Saving, Marking as Completed, and Printing to a PDF	10
Switching Forms	10
Submitting the LOI	11
After LOI Submission	12
Key Dates	12



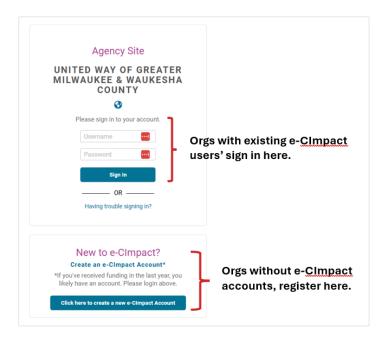
e-CIMPACT AGENCY SITE OVERVIEW

The site linked below is what you will be using to login to e-CImpact for applications, reporting, and resources. We recommend you bookmark this site, so it's saved when you need it.

https://agency.e-cimpact.com/login.aspx?org=53255u

Please note e-Clmpact works best in Chrome. If you go to the site and it requests an organization code, the link you're using is broken. Re-paste the link above into your browser.

LOGIN PAGE



IMPORTANT: If your organization has applied for United Way funding in the past year or more, it is very likely the organization already has an account. If you're unsure, please reach out to Brook Ihde at bihde@unitedwaygwmc.org.

E-CIMPACT USER CREDENTIALS

Each person at your organization should have their own unique username and password for e-CImpact. **Organizations cannot add users themselves.** User credentials will be created within two business days, and the user will receive a confirmation email with their username and a temporary password.

If someone at your organization needs e-CImpact login credentials, please follow these steps:

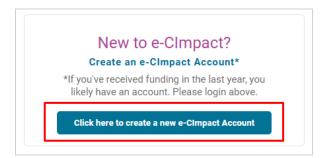
- Receive Organization's leader (Executive Director/CEO) approval to be added to the system.
- Organization leader should email, or the user can forward an email from the Organization's leader (Executive Director/CEO), approving the person to be added to the attention of Brook Ihde, <u>bihde@unitedwaygmwc.org</u>.
- Include the leader's phone number for verification.



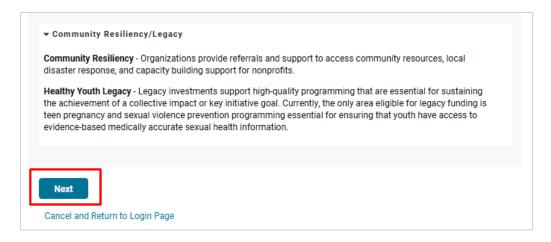
NEW TO E-CIMPACT? ORGANIZATION REGISTRATION

Once you have confirmed that your organization does not already have a profile in e-CImpact, you may follow the steps below to register an account.

- 1. Go to the e-CImpact Agency site: https://agency.e-cimpact.com/login.aspx?org=53255u
- 2. Click the button to create a new e-CImpact Account.



3. A brief explanation of current open opportunities will appear. Click **Next** to continue.

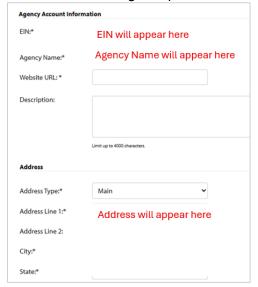


- 4. Enter the organization's EIN. *United Way funding is only available to nonprofits in good standing with the IRS.*
- 5. Click Next.

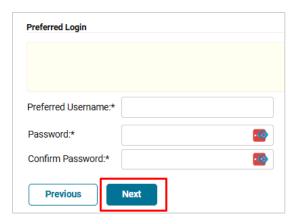




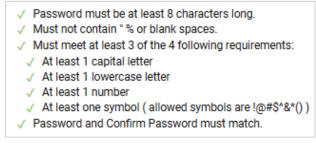
6. The system will pre-fill in information based on the EIN. Please check for accuracy and enter any additional **required** information before continuing. Required information is marked with an asterisk.



7. Create Login Credentials



- a. **Username:** Please use the first initial last name for the username. If that is 6 characters or less or the username already exists, please use the first few letters of the first name and full last name. The system will give you a notice and not allow you to continue if the username is in use, or not long enough.
- b. **Password:** Passwords must follow the guidelines below. Note the allowable symbols below no % or blank spaces are allowed. Both passwords must match.



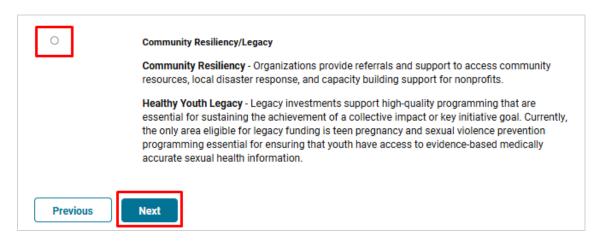
8. Click Next



SELECTING THE FUNDING INVESTMENT

Open opportunities will be available to view on the next screen. You may only select one option at this stage. **Click the radial button** to select one LOI you're interested in and then click **Next**.

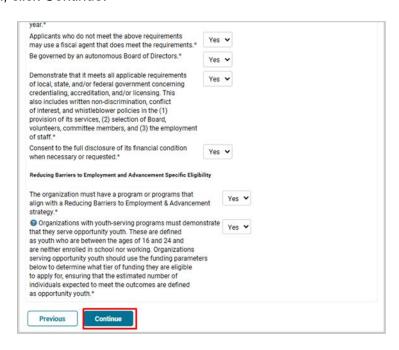
IMPORTANT: If your organization is interested in submitting more than one LOI, there will be an opportunity to select more after your account is created. See "<u>Existing Users: Open Process Eligibility</u>" section for instructions. For now, select only one LOI.



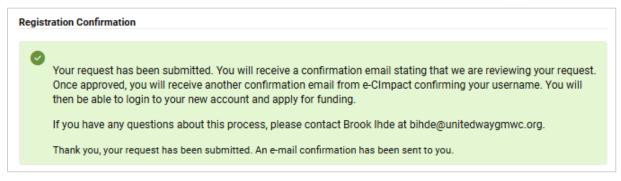
The system will ask you to review all the information provided.

REVIEW THE QUALIFICATION ITEMS

IMPORTANT: All of these must be true (yes) to proceed with the LOI. If your organization is unable to meet the eligibility requirements, the request will be declined, and the organization will not be able to apply. After answering each question, click Continue.







After submitting, you will receive two confirmation emails from **e-CImpact System Administrator <admin@e-cimpact.com>**

UNITED WAY REVIEW AND APPROVAL OF REQUEST

Once the request to create an e-CImpact account and the funding investment has been submitted, your request will likely be automatically approved, however, the approval process may take up to two business days. Thank you for your patience!

You will receive a confirmation email from **e-CImpact System Administrator** <u>admin@e-cimpact.com</u> once your account is approved with the link to e-CImpact, the username you created, and instructions on how to reset your password.

You will receive a second email from **e-CImpact System Administrator** <u>admin@e-cimpact.com</u> once your request to apply is reviewed and approved. Once that email is received you can login and begin the LOI process.

If anyone else in your organization needs access, please follow the steps for e-CImpact User Credentials

New Users Skip to Completing the LOI

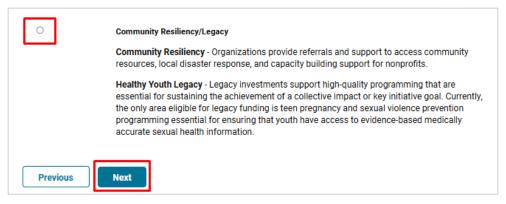
EXISTING USERS: OPEN PROCESS ELIGIBILITY

- 1. Login to e-Clmpact using your login credentials.
- 2. Navigate to the left side menu and click on Begin LOI/RFP



3. Select the radial button of the LOI you would like to complete and click on **Continue**. You may only select one LOI at a time but can return to this step to submit additional LOIs.





- 4. Review the qualification items. **IMPORTANT**: All of these must be true (yes) to proceed with the LOI. If your organization is unable to meet the eligibility requirements, the request will be declined, and the organization will not be able to apply.
- 5. Once you have answered, click Continue
- 6. Review the next screen and click on Complete Registration

UNITED WAY REVIEW AND APPROVAL OF REQUEST - EXISTING USERS

Once the request to apply for the funding investment has been submitted, your request will be automatically approved if you meet the eligibility requirements.

You will receive an email from **e-Cimpact System Administrator** <u>admin@e-cimpact.com</u> once your request to apply is approved. Once that email is received, you can login and begin the LOI process.

At this point, if anyone else in your organization needs access, please follow the steps for <u>e-CImpact User</u> Credentials

COMPLETING THE LOI

- 1. Login to e-Clmpact using your login credentials.
- 2. Navigate to the home screen click on the LOI you want to complete.



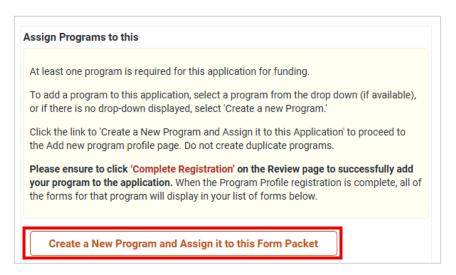
In e-CImpact, LOI's are assigned using the term "program." While the grants awarded will be unrestricted, the term program will be used as it relates to associating your organization to the LOI. Because of this, you will need to associate an existing program or create a new program for each LOI you're completing in e-CImpact using the steps in the next section.



CREATING A NEW PROGRAM

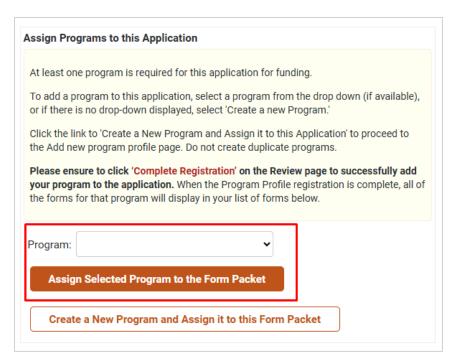
In e-CImpact, LOI's are assigned using the term "program." While the grants awarded will be unrestricted, the term program will be used as it relates to associating your organization to the LOI.

After clicking on the LOI you want to complete, click **Create a New Program and Assign it to this Form Packet** on the right side of the screen.



ASSOCIATING AN EXISTING PROGRAM

If you want to use an existing program, select it from the drop down menu and click **Assign Selected Program** to the Form Packet. Fill out the requested information and then click **Save/Complete Registration**.



Reminder: You will need to associate an existing program or create a new program for each LOI you're completing in e-CImpact using these instructions.



3. Once you have associated a program, the LOI you selected will appear on the left side of your screen in the **Apply/Report** section. You may navigate to the LOI at any time by clicking the title link.



4. Each LOI is made up of three forms that you must complete in order to submit.



5. Answer all required questions to the best of your ability. Please be detailed, but concise.

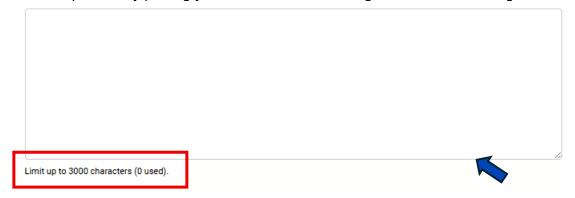
HELPFUL HINTS

Character Limits

Character counts are listed in the LOI guide and are also in e-CImpact at the bottom of the text box. While the system will periodically save your work, we recommend writing longer answers in another program like Microsoft Word to check for spelling, grammar, and character counts prior to pasting in the LOI. If your answer runs over the character counts, the system will cut off the response.

Expanding Text Boxes

Text boxes can be expanded by placing your curser on the lower right side, hold and drag





Saving, Marking as Completed, and Printing to a PDF

The system will periodically save your work. You can also save your work manually by clicking on Save My Work.

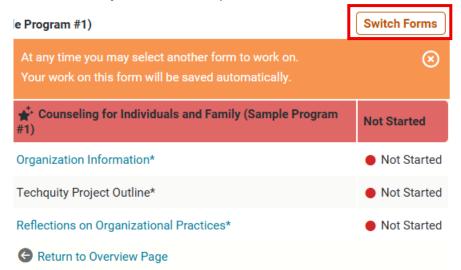


Select the View Printable Version to print or save as a pdf.

Each form on the LOI must be Marked as Completed to submit.

Switching Forms

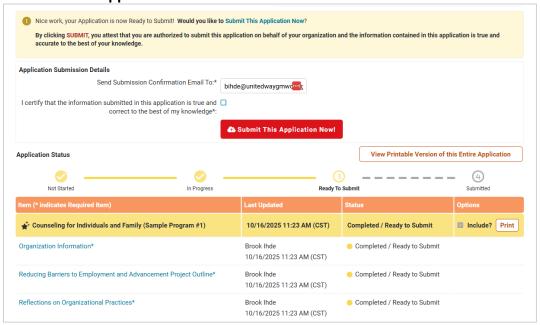
You can easily switch between LOI's or return to the Overview Page using the Switch Forms button on right side of the screen. Click on the form you'd like to complete next or click on Return to Overview Page.



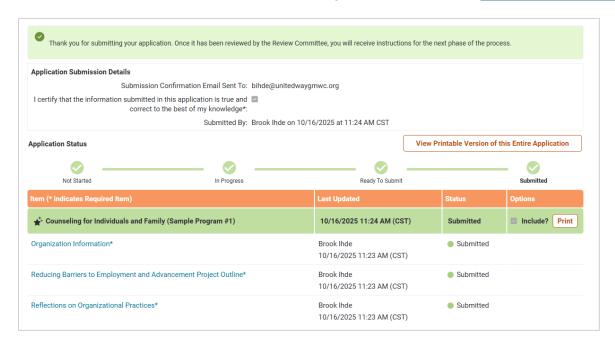


SUBMITTING THE LOI

- 1. Review the information carefully. IMPORTANT: Once the LOI is submitted it cannot be changed.
- 2. Once all fields have been completed, click on **Save My Work and Mark as Completed**. The section will now be marked Completed Ready to Submit
- 3. Ensure the Send Confirmation Email to is correct.
- 4. Click the check box "I certify that the information submitted in this application is true and correct to the best of my knowledge."
- 5. Click on Submit this Application Now!



6. Once you submit, the status will read **Submitted** and the email entered to receive the submission confirmation will receive an email from **e-CImpact System Administrator** admin@e-cimpact.com





AFTER LOI SUBMISSION

Once the LOI is submitted it cannot be changed without United Way assistance.

Please reach out to Brook Ihde at <u>bihde@unitedwaygmwc.org</u> if you have any technical questions or need to make any adjustments to your LOI after it has been submitted.

We will try our best to respond within three business days. Thank you for your patience as we anticipate a high volume of submissions.

KEY DATES

- Virtual training has been recorded and is available here.
- October 20, 2025: LOI Opens for 2026-27 Grant Cycle
- November 10, 2025: LOI Submission Deadline
- December 19, 2025: LOI Decision Notifications Sent
- **Full Application Training:** More information on full application training will be available by December 19, 2025.
- January 20, 2026: Full Application Opens
- February 16, 2026: Full Applications Due
- March 9 March 27, 2026: Virtual Visits & Presentations
- June 1, 2026: Full Application Decision Notification
- July 1, 2026: 2026-27 Grant Cycle Begins & Award Letters Issued