# e-CImpact Open Application Navigation & Screen Shots

## Table of Contents

Click on the item below to go directly to the content. Use the link in the footer to return to the Table of Contents.
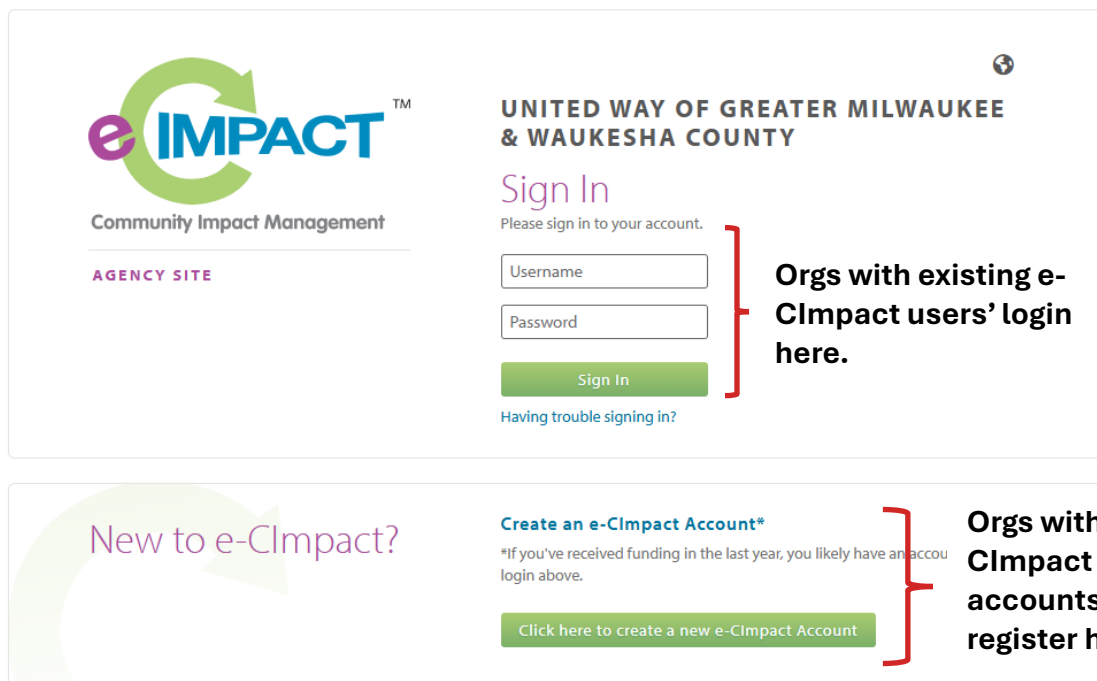
# e-CImpact Agency Site Overview

This is the site 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-CImpact 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



**Orgs with existing e-CImpact users' login here.**

**Orgs without e-CImpact accounts, register here.**

**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 usernames and passwords for e-CImpact. **Organizations are not able to add users themselves.**

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, bihde@unitedwaygmwc.org. Include the leader's phone number for verification.

User credentials will be created within two business days, and the user will receive a confirmation email with their username and a temporary password.

## New to e-CImpact? Organization Registration

Once you have confirmed that your organization does not 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
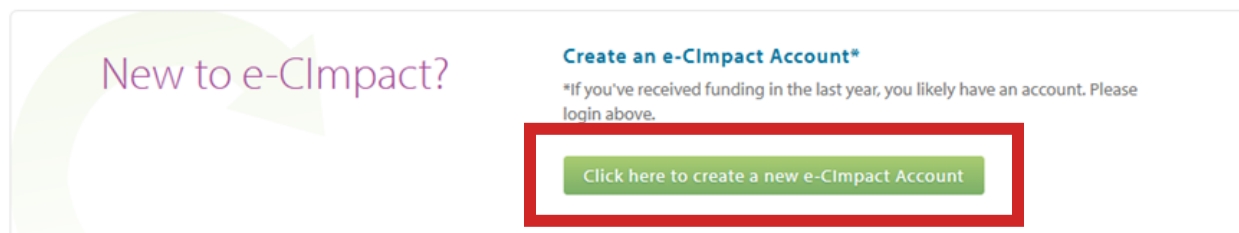


3. Current open funding opportunities will appear. Click **Next** to Continue
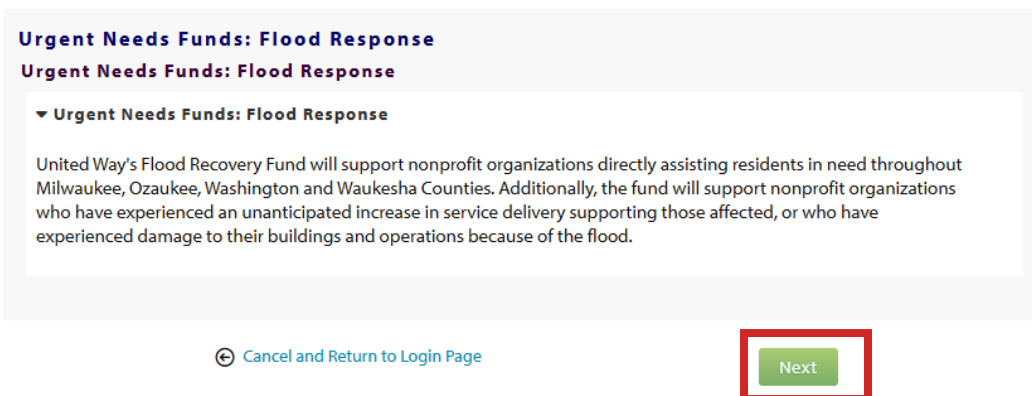
4.  Enter the organization's EIN. *United Way
    funding is only available to nonprofits in good standing with the IRS.*

5.  Click **Next**

**Agency Account Information**

EIN:*

Previous          Next

⊕ Cancel and Return to Login Page

6.  The system will pre-fill in information based on the EIN. Please check for accuracy
    and enter any additional required information before continuing.

**Agency Account Information**

EIN:*                EIN will appear here

Agency Name:*        Agency Name will appear here

Website URL: *

Description:

Limit up to 4000 characters.

**Address**

Address Type:*       Main

Address Line 1:*     Address will appear here

Address Line 2:

City:*               ALLEN

State:*              Texas

4

# Create login credentials

**Preferred Login**

| | |
|---|---|
| Preferred Username:* | |
| Password:* | 👁 |
| Confirm Password:* | 👁 |

[Previous]   [**Next**]

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.

✓ Password must be at least 8 characters long.

Must not contain " % or blank spaces.

✓ Must meet at least 3 of the 4 following requirements:

  ✓ At least 1 capital letter

  ✓ At least 1 lowercase letter

  ✓ At least 1 number

  ✓ At least one symbol ( allowed symbols are !@#$^&*() )

✓ Password and Confirm Password must match.

7. Click **Next**

## Selecting the Funding Investment

Open applications will view on the next screen. Select the radial button to select the application you're interested in and click Next.

**Apply for Funding**

Please fill out the information and click submit your request.

### Urgent Needs Funds: Flood Response

**Urgent Needs Funds: Flood Response**

○ **Urgent Needs Funds: Flood Response**

United Way's Flood Recovery Fund will support nonprofit organizations directly assisting residents in need throughout Milwaukee, Ozaukee, Washington and Waukesha Counties. Additionally, the fund will support nonprofit organizations who have experienced an unanticipated increase in service delivery supporting those affected, or who have experienced damage to their buildings and operations because of the flood.

[ Previous ]          [ Next ]

← Cancel and Return to Login Page

Connect with United Way of Greater Milwaukee & Waukesha County

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

**IMPORTANT:** If there are any errors in the information, you must cancel and return to the login page and start the process over.

Click on Complete Registration after you've reviewed for errors and are ready to submit the request.

← Cancel and Return to Login Page          [ Complete Registration ]

Connect with United Way of Greater Milwaukee & Waukesha County

6

# Review the qualification items.

**IMPORTANT:** All of these must be true (yes) to proceed with the application. If your organization is unable to meet the eligibility requirements, the request will be declined, and the organization will not be able to apply.

## UNITED WAY OF GREATER MILWAUKEE & WAUKESHA COUNTY

**Urgent Needs Funds: Flood Response Qualification Form**

> ℹ️ Fields marked with an * are required fields.

**By submitting this form, applicant agrees to the following statements. All must be true to proceed with the application.**

| | |
|---|---|
| Organization is a 501c3 in good standing with the IRS.* | Yes ▾ |
| Organization serves Milwaukee, Ozaukee, Washington, and/or Waukesha Counties* | Yes ▾ |
| Organization can demonstrate an urgent need for requested funding.* | Yes ▾ |
| Grant award will be spent as specified in the written application.* | Yes ▾ |
| Organization will not use funds for endowments.* | Yes ▾ |
| Organization will report on the impact of United Way's investment within seven months of receipt of grant funds including the number of individuals impacted. (if applicable)* | Yes ▾ |

[Previous]　　　　　　　　　　　　　　　　　　　　[Continue]

**Registration Confirmation**

> ✅ Thank you for your application.
>
> Thank you, your request has been submitted. An e-mail confirmation has been sent to you.

View Printer-Friendly Summary 🖨️

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, United Way staff will review the request and approve or decline based on eligibility.

**IMPORTANT:** 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 admin@e-cimpact.com** 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 admin@e-cimpact.com** once your request to apply is reviewed and approved. Once that email is received you can login and begin the application process.

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

# Existing Users: Open Process Eligibility

1. Login to e-CImpact using your login credentials.
2. Navigate to the left side menu and click on **Urgent Needs Fund: Flood Response**
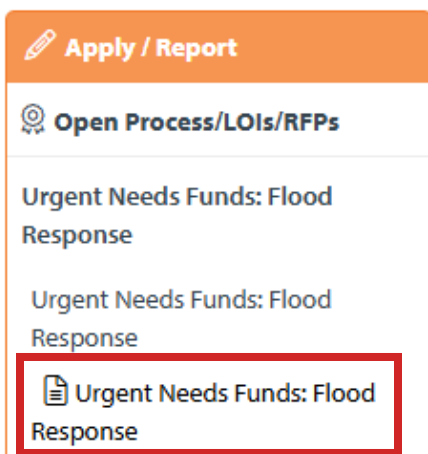
3. Select the radial button and click on **Continue**.

**Urgent Needs Funds**

**Flood Response**

⦿　　　**Flood Recovery Fund**

United Way's Flood Recovery Fund will support nonprofit organizations directly assisting residents in need throughout Milwaukee, Ozaukee, Washington and Waukesha Counties. Additionally, the fund will support nonprofit organizations who have experienced an unanticipated increase in service delivery supporting those affected, or who have experienced damage to their buildings and operations because of the flood.

**Continue**

4. Review the qualification items. **IMPORTANT:** All of these must be true (yes) to proceed with the application. 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 **Next**

**Urgent Needs Funds: Flood Response Qualification Form**

ⓘ　Fields marked with an * are required fields.

**By submitting this form, applicant agrees to the following statements. All must be true to proceed with the application.**

| | |
|---|---|
| Organization is a 501c3 in good standing with the IRS.* | ⌄ |
| Organization serves Milwaukee, Ozaukee, Washington, and/or Waukesha Counties* | ⌄ |
| Organization can demonstrate an urgent need for requested funding.* | ⌄ |
| Grant award will be spent as specified in the written application.* | ⌄ |
| Organization will not use funds for endowments.* | ⌄ |
| Organization will report on the impact of United Way's investment within seven months of receipt of grant funds including the number of individuals impacted. (if applicable)* | ⌄ |

**Previous**　　　　　　　　　　　　　　　　**Next**

6. Review the next screen and click on **Complete Registration**

9

## United Way Review and Approval of Request – existing users

Once the request to apply for the funding investment has been submitted, United Way staff will review the request and approve or decline based on eligibility.
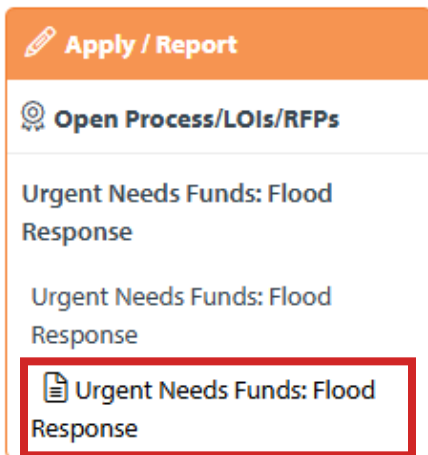
**IMPORTANT:** Approval process may take up to two business days. Thank you for your patience!

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

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

# Completing the Urgent Needs Fund: Flood Response Application

1. Login to e-CImpact using your login credentials.
2. Navigate to the left side menu and click on **Urgent Needs Fund: Flood Response**

3. Click on the link under Competitive Process to get started



4. Click on the Urgent Needs Fund link to open the application



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

## Saving, Marking as Completed, and printing to a pdf

Save My Work

Save My Work And Return To Previous Page

Save My Work and Mark as Completed

Return To Overview Page

Select the **View Printable Version** or select the **Printer** icon to print or save as a pdf.

View Printable Version 🖶

## Submitting the application

1. Review the information carefully. **IMPORTANT:** Once the application 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. Review or enter the <u>Executive Director Name</u> that is pre-populated and ensure the <u>Send Confirmation Email to</u> is correct.
4. Click on **Submit this Application Now**

Each section listed below must be completed. To access a section, simply **click on the section name**. You may save your work at any time by clicking on the link at the bottom of the section page, <u>Save My Work</u>.

When you are satisfied with your responses on the section, mark it completed by clicking on the <u>Save My Work and Mark Completed</u> at the bottom of each section page.

When all sections of the application have been marked completed, the application may be submitted.

⚠ Nice work, your Application is now Ready to Submit! **Would you like to** Submit This Application Now?

**By clicking** SUBMIT, you attest that you are authorized to submit this application on behalf of your organization and the information contained in this application is true and accurate to the best of your knowledge.

**Application Submission Details**

Executive Director*: [ ]

Send Submission Confirmation Email To:* [ ]

I certify that the information submitted in this application is true and correct to the best of my knowledge.*: ☐

☁ **Submit This Application Now!**

**Application Status**                                          View Printable Version of this Entire Application 🖶

| ✓ | ✓ | ③ | ④ |
|---|---|---|---|
| Not Started | In Progress | Ready To Submit | Submitted |

| Item (* indicates Required Item) | Last Updated | Status | Options |
|---|---|---|---|
| ★ THE SALVATION ARMY | 8/14/2025 5:23 PM (CST) | **Completed / Ready to Submit** | 🖶 |
| Urgent Needs Funds: Flood Response Application* | Salvador Smith 8/14/2025 5:23 PM (CST) | ● Completed / Ready to Submit | |

12

5. 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 Application Submission

We will be in contact with you within the next three weeks with a decision or a more accurate timeframe for a decision.

Please reach out to Gerry Coon at gcoon@unitedwaygmwc.org if you have any questions or need to make any adjustments to your application after it has been submitted.

Thank you for your patience as we anticipate a high volume of applications.