



Community Impact Management

2020

# Agency Training Manual

United Way of Greater Stark County

401 Market Ave N Suite 300  
Canton, OH 44702

For Support, please contact:

Project Coordinator Jodi Barnard  
Jodi.Barnard@uwstark.org  
330-491-9986

## 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)

To access the e-CImpact website, please go to the **Important Documents and Links** section of our Funding Applications webpage here: <https://www.uwstark.org/our-work/community-partners/rfp/>

Or access the Agency e-CImpact site here: <https://agency.e-cimpact.com/login.aspx?org=37091F>

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.

### **For New Organizations (those not funded by this United Way in the 2019-2020 cycle):**

Create a new username. We recommend using the email address of the agency's **primary contact**.

The first time you login, the password will be pwd123. Once logged in you will be automatically prompted to change your password.

**For Funded Partners:** We uploaded your usernames and agency profiles from Apricot for your convenience. To login for the first time, please enter the username from Apricot. This is generally the email of the agency's primary contact. *If you do not know or remember your username and password, please contact your Project Coordinator Jodi Barnard.*

Your password will be pwd123. Once logged in you will be automatically prompted to change your password.

**Step 1:** Enter your username and password

**e IMPACT™**  
Community Impact Management  
AGENCY SITE

**UNITED WAY OF GREATER STARK COUNTY**  
**Sign-In**  
Please sign in to your account.

User Name  
Password

**Sign in to our Secure Server**

[Forgot your password?](#)

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**New to e-Clmpact?**

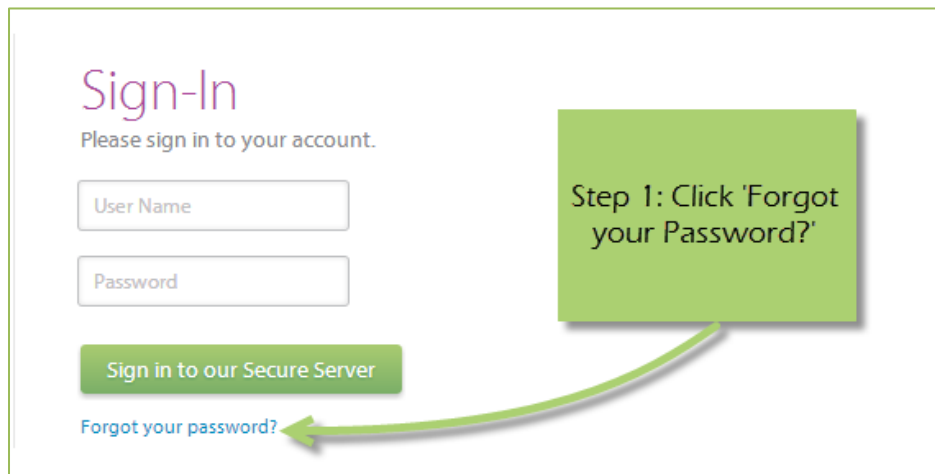
**Create an e-Clmpact account**  
To create a new account select the link below:

**Click here to create a new e-Clmpact account**

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

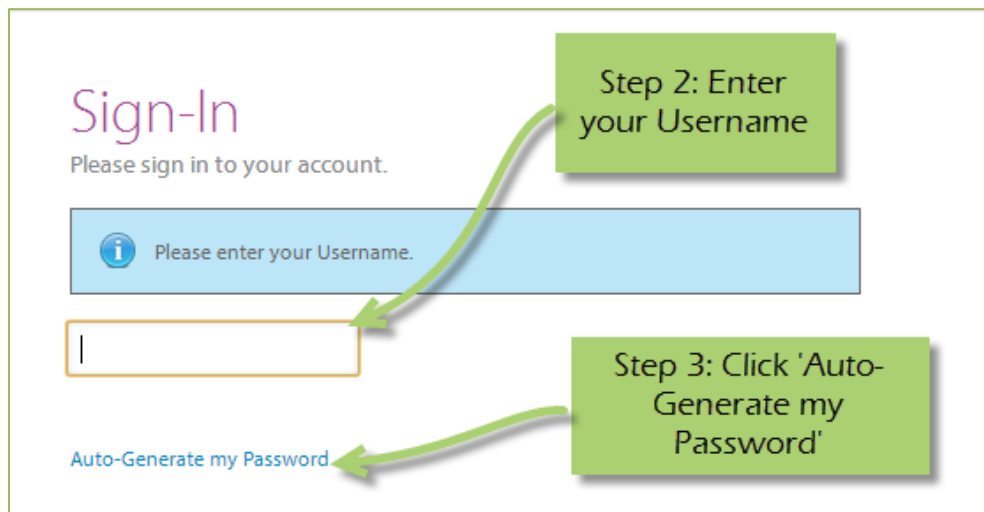
## Forgot Password

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



**Step 2:** Enter your username

**Step 3:** Select 'Auto-Generate my Password'

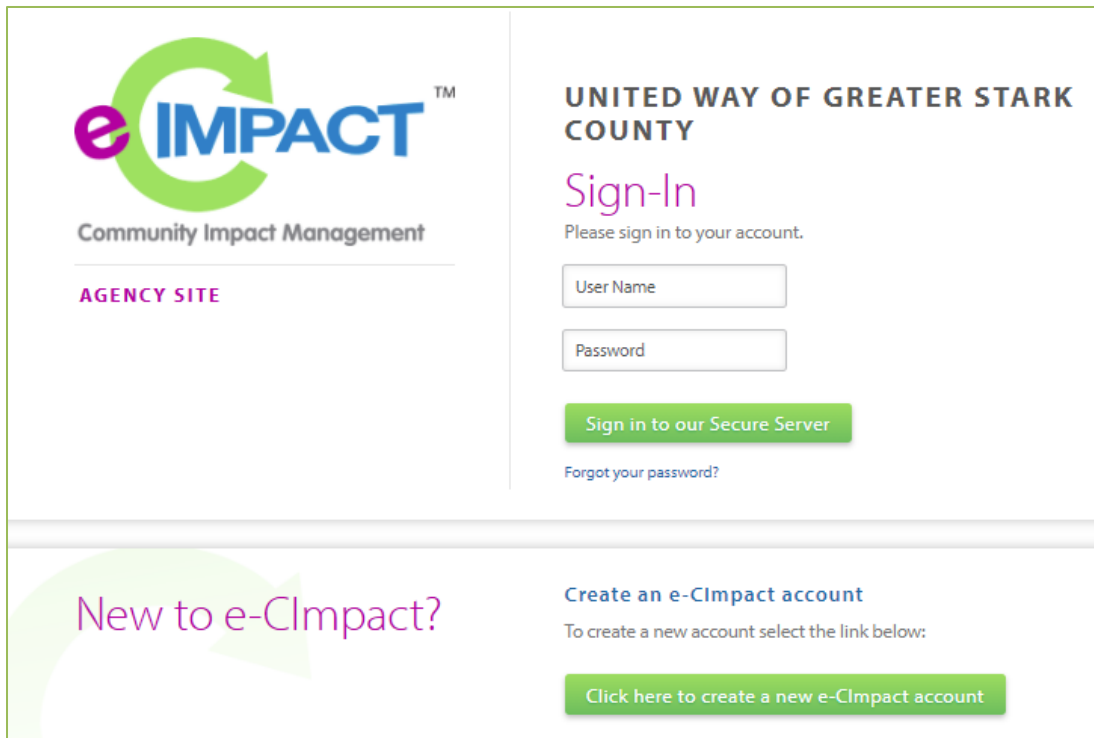


**Step 4:** Check your email, return to the login page and proceed to login. If you do not see the email in your inbox, be sure to check the 'junk' folder. If the email is not in either, **please contact your Project Coordinator Jodi Barnard.**

## Registering a New Agency

If you are not yet a United Way of Greater Stark County Partner Agency, please proceed with site registration. Registration is required for all non-Funded Partner agencies.

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



**e IMPACT™**  
Community Impact Management

**AGENCY SITE**

**UNITED WAY OF GREATER STARK COUNTY**

**Sign-In**  
Please sign in to your account.

User Name

Password

**Sign in to our Secure Server**

[Forgot your password?](#)

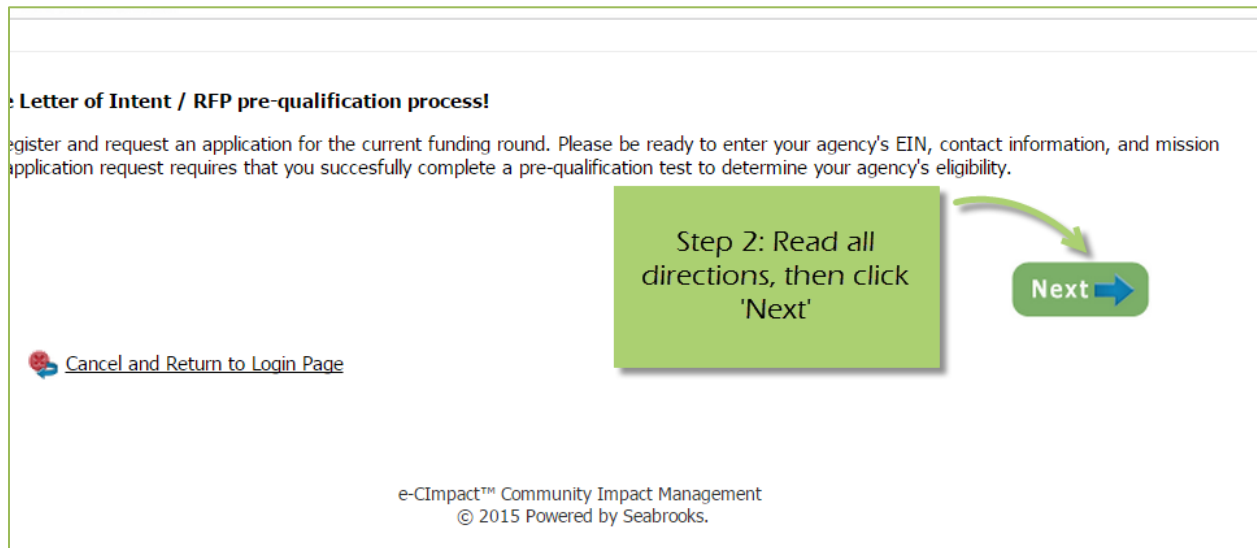
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**New to e-Clmpact?**

**Create an e-Clmpact account**  
To create a new account select the link below:

**Click here to create a new e-Clmpact account**

**Step 2:** Please read all directions carefully, and then click 'Next' to continue with your registration process. In this section you will provide your agency's mission and vision statements, in addition to contact information. Note all fields marked with an asterisk are required fields.



**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-Impact account. The system will also automatically enter any information linked to the EIN entered. PLEASE NOTE: Organizations with multiple locations that share an EIN should not attempt to create separate agencies. Instead separate programs under one agency can be created. Alternatively, a single program could apply to provide service at multiple locations. The difference being the level of collaboration in tracking indicators/outcomes for reporting.*

### 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 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:   
-- abcdefghijklmnopqrstuvwxyz (letters)  
-- pas\$%w@ (letters, numbers, special characters)  
-- 1234567890 (numbers)  
-- abcdefgh (invalid; contains only letters)  
-- abc23 (invalid, less than 6 characters)

Preferred User Name:\*   
Password:\*   
Confirm Password:\*

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[Cancel and Return to Login Page](#)

[Next](#)

Please note what username and password you create.

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.



## UNITED WAY OF GREATER STARK COUNTY

**Please select from the list of currently available Funding Opportunities below:**

After selecting the Funding Opportunity, you will gain access to the Agency Qualification Tool. If qualified, you will then proceed to the Letter of Intent application.

### Community Impact Allocations

#### FY 2021-2022

- Letter of Intent**

United Way of Greater Stark County (UWGSC) is accepting Letters of Intent for program funding for July 1, 2021-June 30, 2022. The Letter of Intent (LOI), designed as a preparation and screening tool, is open to all qualified 501 (c)3 health and human service organizations in Stark and Carroll Counties.

In addition to a concise program description, the LOI should convey how the program aligns with UWGSC investment priorities, what community need is addressed by the program and how UWGSC funds will be used to operate the program.

Letters of Intent will be evaluated by a council of volunteer citizen reviewers. The volunteer leadership of the Community Impact division of United Way, and lead council chairs will make final recommendations on programs invited to submit a Request for Proposal. Invitations for full proposals will be sent by November 20, 2020.

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**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.*

**Funded Partners that completed an Agency Review in 2020 have met the Standards for Membership for this Funding Opportunity and should answer Yes to all twelve questions.**

**Note: If you do not select a response for each question, you will not be able to proceed.**

### UNITED WAY OF GREATER STARK COUNTY

**? Agency Qualification Tool**

Please read the entire statement before selecting your response. Select Yes to indicate that your organization meets the Standard, and No to indicate it does not. If you reply No to any statement, your agency is not eligible to apply for this funding opportunity.

All organizations must meet each of the following twelve United Way Standards for Membership to receive funding. Those that are invited to submit a Request for Proposal are subject to an Agency Review prior to the funding cycle to assure that all Standards are met. Agency Reviews are conducted every other year once funding is awarded.

If you have any questions, please contact Jodi Barnard at [jodi.barnard@uwstark.org](mailto:jodi.barnard@uwstark.org) or 330-491-9986 for more information.

**United Way Standards for Membership**

STANDARD 1: The organization is incorporated as a non-profit organization by the state of Ohio and has tax- status under IRS code 501(c) 3.	<input type="button" value="v"/>
STANDARD 2: The organization has bylaws and a Code of Regulations/Constitution that conforms to requirements of Ohio law and provide rules for selection and tenure of board members, the number of board meetings, the number of officers, committees and quorum requirements.	<input type="button" value="v"/>
STANDARD 3: The organization has a two-year history of service to residents of the geographic area covered by the United Way of Greater Stark County.	<input type="button" value="v"/>
STANDARD 4: The organization has a Board of Directors that is actively involved in the formulation of policies and a board approved planning process. These policies include, but are not limited to: public and community	<input type="button" value="v"/>

**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.

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

[Complete Registration](#) 

 [Cancel and Return to Login Page](#)

Once your registration is completed you will be able to print your confirmation page. You will also receive a confirmation email. Click Next to proceed or log out to continue later.

To access additional information about this Funding Opportunity, go to the Resource Center located in the lower left side of the agency homepage.

The screenshot shows the user interface of the United Way of Greater Stark County website. At the top, there is a navigation bar with the text "Hello, Adrienne Price" and links for "Change Password", "My User Profile", and "Signout". Below this is a large blue header with the "United Way of Greater Stark County" logo. The main content area is divided into three columns. The left column contains a sidebar with three sections: "AAA Test Agency" with links for Home, Agency Profile, Contacts, Mission/Vision Statements, Program Profiles, and Agency Email History; "Apply / Report" with links for Community Impact Allocations, FY 2021-2022, and Letter of Intent; and "Resource Center" with a link for Training Resources (\$), which is highlighted with a yellow circle. The middle column is titled "Community Impact Allocations" and contains sub-sections for "FY 2021-2022 - Letter of Intent" and "AAA Test Agency". The right column contains detailed text about the Letter of Intent process, including a deadline of November 20, 2020, and a final submission deadline of October 30, 2020, by 11:45pm.