



Community Impact Management

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 2020-2021 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?](#)

New to e-Clmpact?

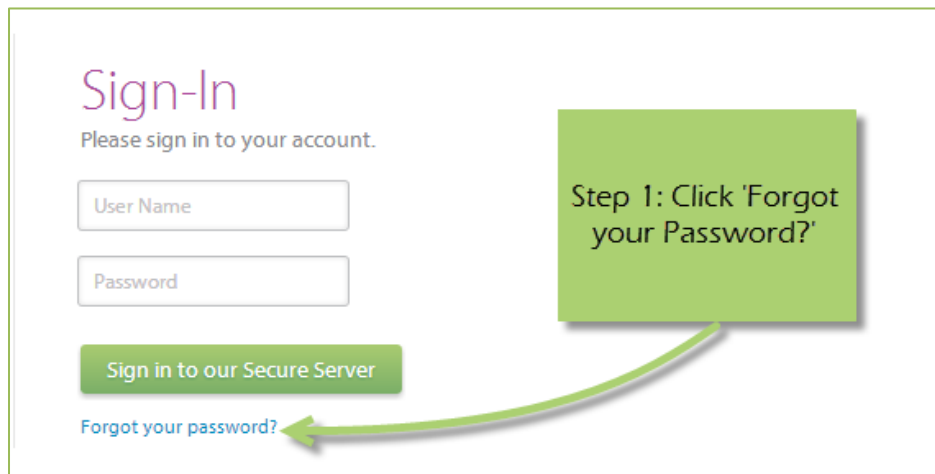
Create an e-Clmpact account
To create a new account select the link below:

Click here to create a new e-Clmpact account

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

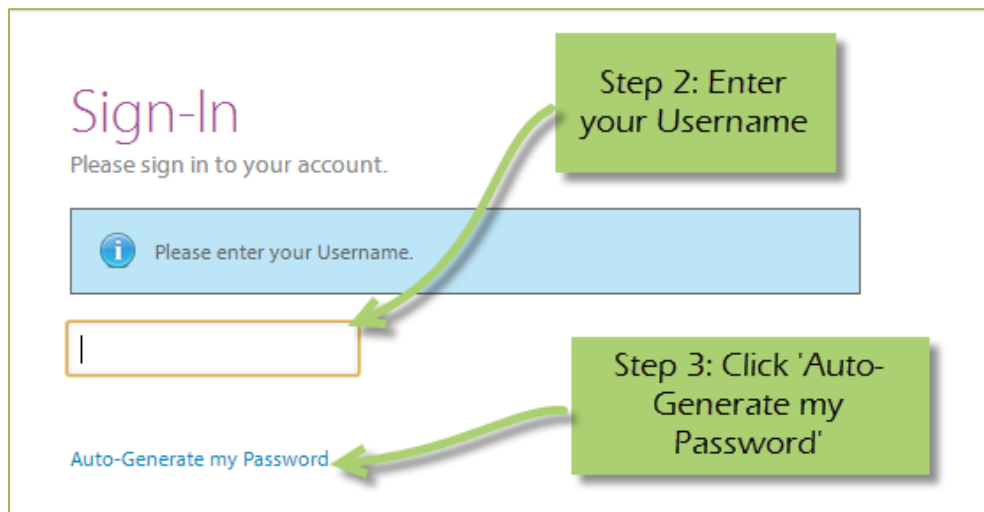
Forgot Password

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



Step 2: Enter your username

Step 3: Select 'Auto-Generate my Password'

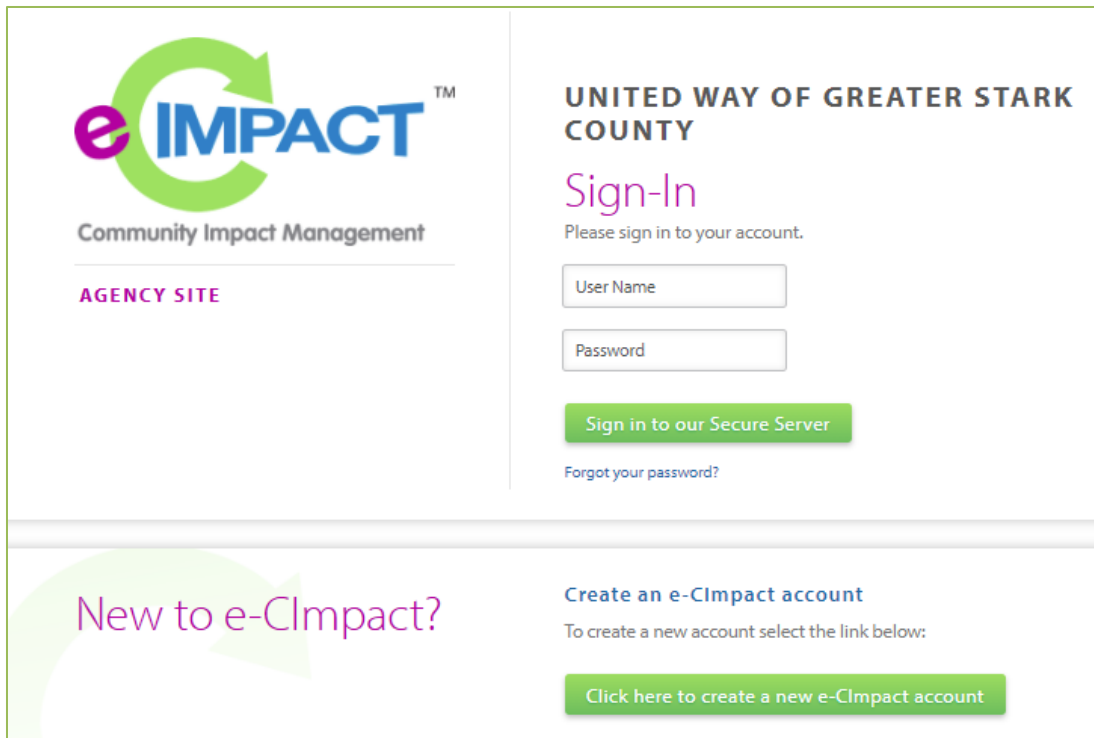


Step 4: Check your email, return to the login page and proceed to login. If you do not see the email in your inbox, be sure to check the 'junk' folder. If the email is not in either, **please contact your Project Coordinator Jodi Barnard.**

Registering a New Agency

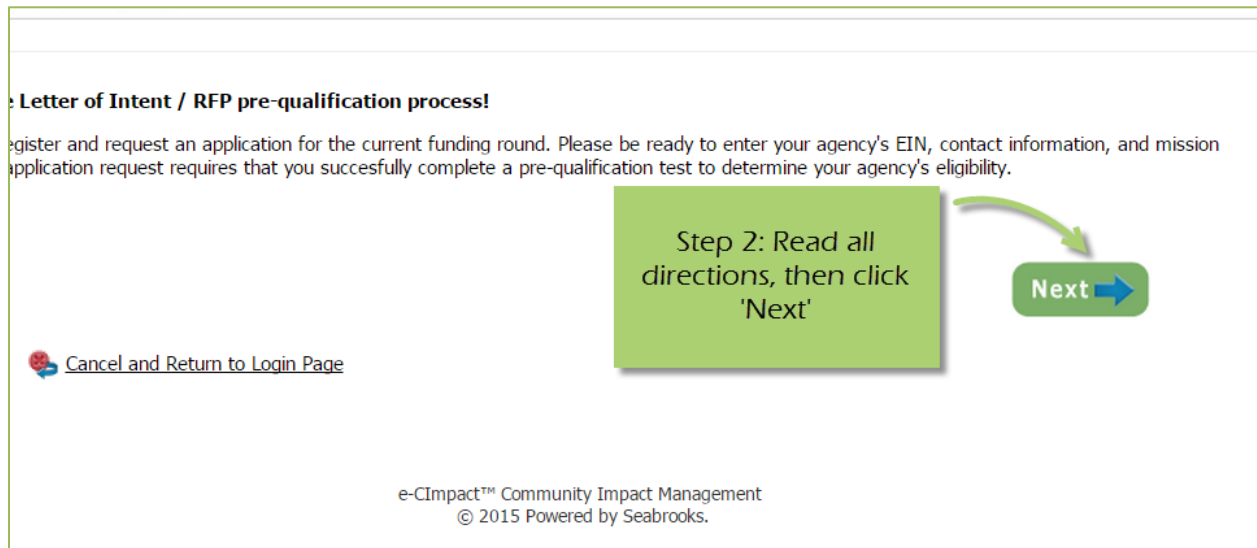
If you are not yet a United Way of Greater Stark County Partner Agency, please proceed with site registration. Registration is required for all non-Funded Partner agencies.

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



The screenshot shows the e-IMPACT login and registration interface. On the left, the logo features a green circular arrow with a purple 'e' and the word 'IMPACT' in blue, with 'Community Impact Management' and 'AGENCY SITE' below it. The right side is titled 'UNITED WAY OF GREATER STARK COUNTY' and 'Sign-In', with a prompt to sign in to an account. It includes input fields for 'User Name' and 'Password', a green 'Sign in to our Secure Server' button, and a 'Forgot your password?' link. Below a horizontal separator, a section titled 'New to e-Clmpact?' with a green arrow graphic offers to 'Create an e-Clmpact account' and includes a green button that says '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.



The screenshot shows a registration page with the following elements:

- Section Header:** Letter of Intent / RFP pre-qualification process!
- Text:** Register and request an application for the current funding round. Please be ready to enter your agency's EIN, contact information, and mission statement. This application request requires that you successfully complete a pre-qualification test to determine your agency's eligibility.
- Callout Box:** A green box with the text: "Step 2: Read all directions, then click 'Next'". A green arrow points from this box to the 'Next' button.
- Buttons:** A "Next" button with a right-pointing arrow, and a "Cancel and Return to Login Page" link with a left-pointing arrow.
- Footer:** 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-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 from 2 of the groups of alpha, numeric, or special characters. Your Password may not contain any white-space.

Please note what username and password you create.

Password:

-- abcdefgh (letters)

-- pa\$\$w0rd (letters and numbers)

-- 123456 (numbers)

-- abcdefgh (invalid; contains only letters)

-- abc23 (invalid, less than 6 characters)

Preferred User Name:*

Password:*



Confirm Password:*

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

[Previous](#) [Next](#)

[Cancel and Return to Login Page](#)

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.

[Previous](#) [Next](#)

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 2021 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 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 homepage of the United Way of Greater Stark County. 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 organization's name "United Way of Greater Stark County" in white text. The main content area is divided into three columns. The left column contains a sidebar with several menu items: "AAA Test Agency" (with sub-links for Home, Agency Profile, Contacts, Mission/Vision Statements, Program Profiles, and Agency Email History), "Apply / Report" (with sub-links for Community Impact Allocations, FY 2021-2022, and Letter of Intent), and "Resource Center" (with a sub-link for Training Resources (\$)). The middle column is titled "Community Impact Allocations" and contains information about the "FY 2021-2022 - Letter of Intent" for the "AAA Test Agency". The right column contains instructions for completing the application sections, including a deadline of "October 30, 2020 by 11:45pm". The "Resource Center" link in the sidebar is highlighted with a yellow circle.