



Community Impact Management

# Agency Training Manual

## United Way of Lake County

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## Table of Contents

Accessing e-CImpact .....	2
Registering a New Agency.....	4
Accessing the Full Agency Site Manual.....	7

## Accessing e-Clmpact

Requirements: All you need to access e-Clmpact is a computer, smartphone, or tablet with an internet connection and a current version of a web browser (example: Microsoft Edge, Firefox, Chrome, Safari).

To access the e-Clmpact website, go to:

Direct access to the Agency Site is: <https://agency.e-clmpact.com/login.aspx?org=37430F>

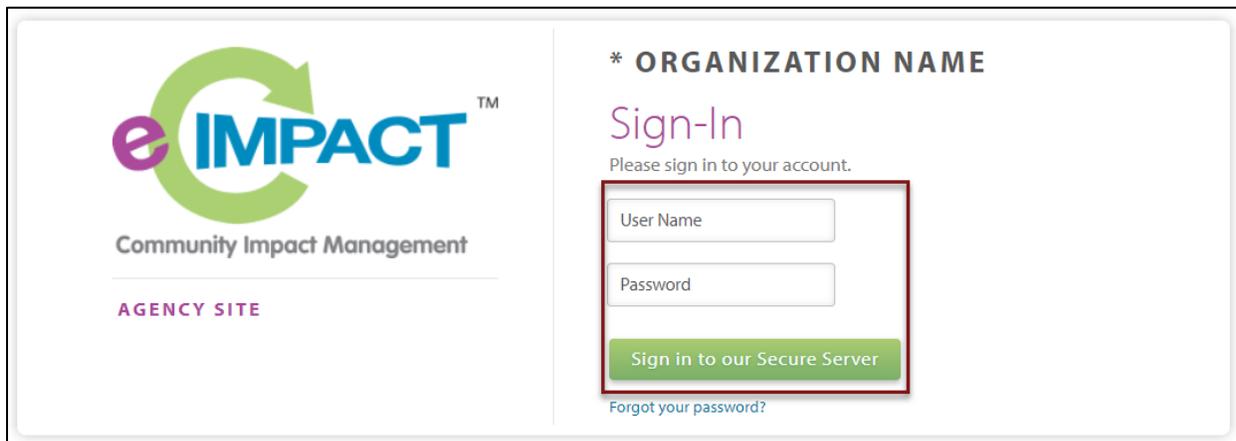
Bookmark the address to easily access e-Clmpact in the future.

**Note:** your specific site may differ slightly from the images in this manual, depending on which features are being used and potential site updates.

## Current e-Clmpact Account Holders: Signing In

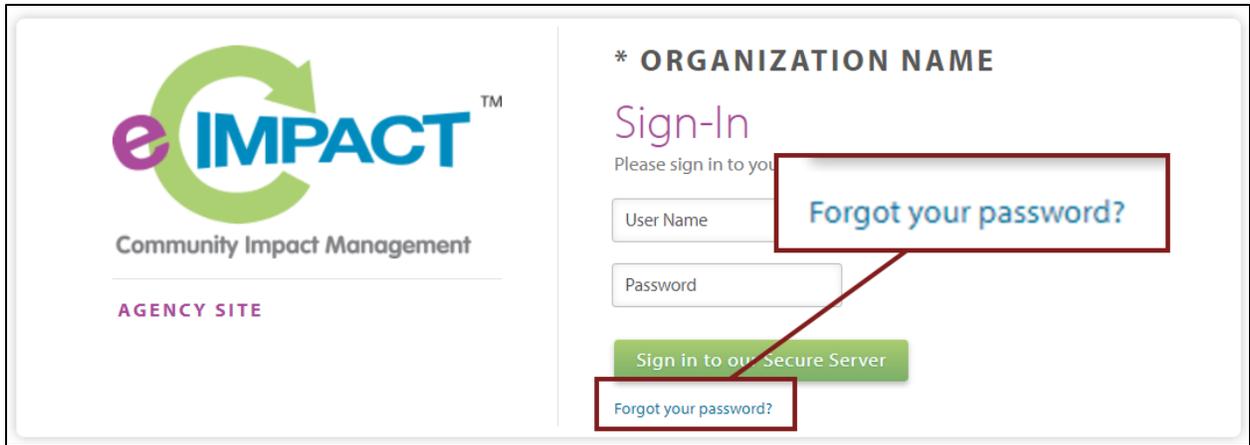
**Step 1:** Enter your username and password

**Step 2:** Click 'Sign In to our Secure Server'

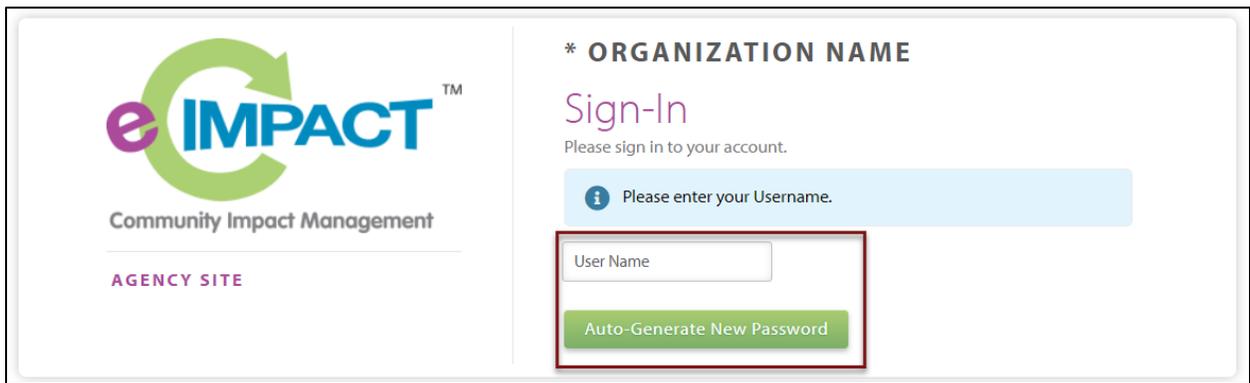


## Forgot Password

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



**Step 2:** Enter your username and select 'Auto-Generate my Password'



**Step 3:** A temporary password will be sent to the email address associated with your e-Clmpact account. Once received, return to e-Clmpact within 10 minutes and log in. If you do not see the email in your inbox, check the 'junk' folder. If the email is not in either location, contact David Whittaker.

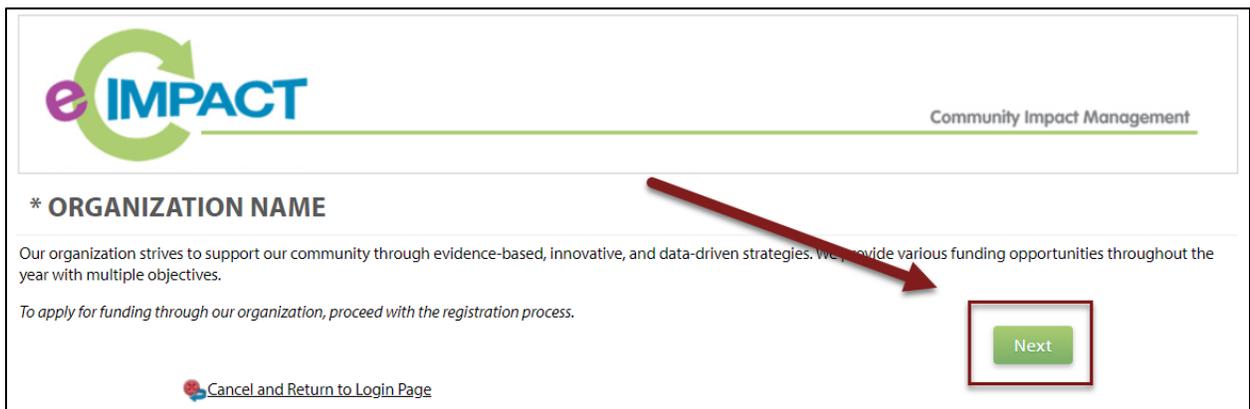
## Registering a New Agency

If you do not yet have an agency profile on e-Clmpact, proceed with site registration to create an e-Clmpact profile.

**Step 1:** From the Agency Site login page, select 'Click here to create a new e-Clmpact account'



**Step 2:** Read all directions carefully, then click 'Next' to continue with your registration process



**Step 3:** Enter all required agency information, then click 'Next' to proceed to the next page

*Note: e-Clmpact will screen your EIN, agency name, and website URL, confirming you do not already have an e-Clmpact account.*



**\* ORGANIZATION NAME**

**\* Organization Name Agency Registration**

**Fields marked with an \* are required fields.**

Enter registration information to create an e-IMPACT account.

**Agency Account Information**

EIN:\*

Agency Name:\*

Website URL:

**Address**

Address Type:\*

Address Line 1:\*

Address Line 2:

City:\*

State:\*

Zip Code:\*

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:\*

**Preferred Login**

Preferred User Name:\*

Password:\*

Confirm Password:\*

[Cancel and Return to Login Page](#)

**Step 4:** Select the desired funding opportunity and continue to the next page




UNITED WAY OF LAKE COUNTY

Please review the list of currently available Grant Applications below. Select a grant from the list to request an application. Some grants may require pre-qualification information be provided.

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**Community Impact**  
2020/21

Letter of Intent (2020/21)

[Cancel and Return to Login Page](#)

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e-IMPACT™ Community Impact Management  
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**Step 5:** Answer all qualification questions and proceed to the next page

Note: If your agency passes the initial qualification questions, you will move forward to confirm your registration. In the event your agency does not qualify, you will be provided information on who to contact with any questions.

The screenshot shows the 'Agency LOI Qualification' form for United Way of Lake County. The form includes a header with the United Way logo and the text 'UNITED WAY OF LAKE COUNTY'. Below the header, there is a section titled 'Agency LOI Qualification' with a note: 'Fields marked with an \* are required fields.' The main section is titled 'Applicant Requirements' and contains several questions with dropdown menus for answers:

- Private non-profit organizations holding a 501(c)(3) tax exemption or organizations with a 501(c)(3) tax-exempt fiscal sponsor, or a coordinating entities and coalitions that hold a 501(c)(3) tax-exemption or operate under a 501(c)(3) fiscal sponsor or a faith-based organizations that hold a separate 501(c)(3) and that offer programs or services to the general public and that do not restrict access to their program based on religious affiliation or require participation in religious activities\*
- Are you a Health and Human Service organization?\*
- Are you located within United Way's service area which is Lake County, OH?\*
- Do you comply with anti-terrorism laws?\*
- Are you applying for funding for a program that aligns with one of United Way's Impact Statements? (See details on United Way's Impact Statements by hovering over the help icon)\*

At the bottom of the form, there are two green buttons: 'PREVIOUS' and 'CONTINUE'. Below the buttons, there is a link: 'Cancel and Return to Login Page'. At the very bottom, there is small text: 'Connect with United Way of Lake County e-Impact™ Community Impact Management © 2023 Powered by Seabrook.'

**Step 6:** Review all agency information entered and click 'Complete Registration'

Complete Registration

Once your registration is completed, you will be able to print your confirmation page.

Upon successful registration, you will be automatically approved to complete the LOI process.

## Accessing the Full Agency Site Manual

To access the rest of the e-Clmpact Agency Training Manual, go to the Resource Center located on the lower-left side of the Agency Site home page.

