Registering for e-CImpact

Ways to Access e-CImpact:

- UWCWC Agency Login Link: https://agency.e-cimpact.com/login.aspx?org=08090F
- UWCWC Agency Login Organization Code: 08090F
- UWCWC Grant Opportunities page of our website

Please Note: When registering for e-CImpact, you are creating two accounts. Your overall Organization Account, which can be accessed by any contact you create login credentials for, and your Primary Contact Profile, which only you can access using the Username and Password created.

Steps:

Step 1: From the agency login page select **'Click here to create a new e-CImpact Account'**.

Step 2: The system will verify your Employer Identification Number (EIN) is in the IRS Nonprofit database. Enter your EIN, click **'Next'** to continue.

Step 3: Depending on whether your EIN was found in the IRS Nonprofit database:

- **If found**, the system will automatically enter any information linked to the EIN entered. Confirm and enter all required information on your organization. The system will screen your EIN, organization name, and website URL to confirm you do not already have an account. If an account is found, the system will stop you from continuing. Please contact Community Impact staff to gain access to your organization's account.

- **If not found,** please contact our Community Impact staff at communityimpact@unitedwaycwc.org.

Step 4: As you scroll down on the same screen, you will come to the **'Primary Contact Information'** section. This is where you can create your personal account for your agency and e-CImpact. Please enter all required information and set up your username and password, then select **'Next'** to continue.

Username and Password Requirements:

- Username must be at least 6 characters long. We recommend using your email address as your username.
- Password must be at least 8 characters long and must contain at least three of the four following requirements:
    - At least 1 capital letter
    - At least 1 lowercase letter
    - At least 1 number
    - At least 1 symbol (allowed symbols are ! @ # $ ^ & * ( ))
    - Cannot contain the following characters: " % or blank spaces.

Step 5: The following steps depend on whether we have an active grant opportunity:

- **No active grant opportunities:**

a. Review the information you entered. If all is correct, select **'Complete Registration'.**

- **Active grant opportunities:**
    a. Review the list of currently available grant application(s) and select one that you are interested in, scroll to the bottom and select **'Next'** to continue. You will have the ability to connect to other grant applications once fully registered.

    b. If the grant has a Qualification Form to complete prior to receiving access to the application, you will automatically be brought to that Form. Once you complete the Qualification Form, click **'Continue'**.
        - Note: If your organization passes the qualification form, you will move forward to confirm your registration. If your organization does not qualify, please contact our Community Impact staff.

    c. Review the information you entered. If all is correct, select **'Complete Registration'.**

Important Notes:

- When you successfully register you will receive a confirmation page and an automatic confirmation email to your Primary Contact's email.

- Registration must be completed in one sitting. This includes **ALL** the above steps. If you do not select **'Complete Registration'** after entering all your information, you have not completed registration and will need to redo the process or contact a member of the Community Impact Team.

- If your Primary Contact is different than your Executive Director or Chief Executive Officer (CEO), we recommend that you add the CEO as a contact in the system after registering. You can do this after logging into e-CImpact and selecting the **'Contacts'** section on the left-hand side of the page.