

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:

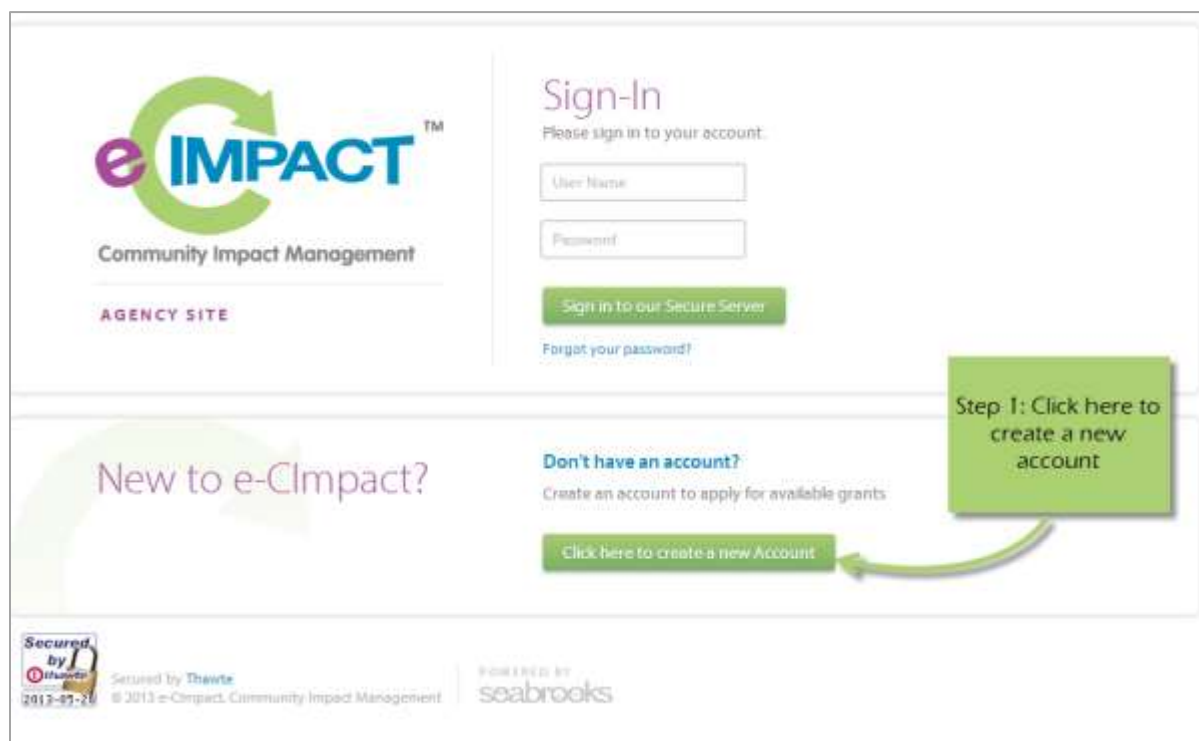
<https://agency.e-cimpact.com/login.aspx?org=11330U>

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.

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



The screenshot shows the e-CImpact Agency Login page. On the left is the e-IMPACT logo with the text 'Community Impact Management' and 'AGENCY SITE'. On the right is the 'Sign-In' section with fields for 'User Name' and 'Password', a 'Sign in to our Secure Server' button, and a 'Forgot your password?' link. Below the sign-in section is a 'New to e-CImpact?' section with a 'Don't have an account?' link and a 'Create an account to apply for available grants' text. A green callout box with the text 'Step 1: Click here to create a new account' has an arrow pointing to the 'Click here to create a new Account' button. At the bottom, there is a 'Secured by Thawte' logo, the text 'Secured by Thawte © 2013 e-CImpact, Community Impact Management', and a 'POWERED BY seabrooks' logo.

Step 2: Please read all directions carefully, and then click 'Next' to continue with your registration process.

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.*

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 *

Mission Statement *

Link up to 750 characters (if used).

Link up to 750 characters (if 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 character(s) not contain:

– abcdefghijklmnopqrstuvwxyz0123456789-.,!@#\$%^&*()_+~`|}{~<>[]\;:'"~
– abcdefghijklmnopqrstuvwxyz0123456789-.,!@#\$%^&*()_+~`|}{~
– abcdefghijklmnopqrstuvwxyz0123456789-.,!@#\$%^&*()_+~`|}{~
– abc23 (result, less than 6 character)

Please note what username and password you create.

– abcdefghijklmnopqrstuvwxyz0123456789-.,!@#\$%^&*()_+~`|}{~
– abcdefghijklmnopqrstuvwxyz0123456789-.,!@#\$%^&*()_+~`|}{~
– abcdefghijklmnopqrstuvwxyz0123456789-.,!@#\$%^&*()_+~`|}{~
– abc23 (result, less than 6 character)

to ensure that you have entered it correctly. Your Password must be between 8 and 15 characters from 2 of the groups of alpha, numeric, or special characters. Your Password may only utilize spaces.

Preferred User Name *

Password *

Confirm Password *

Previous

Next

Cancel and Return to Login Page

Step 3: Enter required information, then click Next

Step 4: Log-in as your agency. Your home screen will look similar to the image below.

The screenshot shows the e-IMPACT user interface. At the top, it says "Hello, Rose Ogihara" with links for "Change Password", "User Profile", and "Signout". The session time remaining is 16:27. The font size is set to 'A'. The main header features the e-IMPACT logo and the text "Community Impact Management".

Four callout boxes highlight key areas:

- 1. Account Management:** Points to the top right navigation area.
- 2. Agency Information:** Points to the left sidebar menu.
- 3. News, Events, and Calendars:** Points to the "New Meeting" section, the "Calendar" section, and the "Our Work through Initiatives" section.
- 4. Application and Resource Center:** Points to the "Request Grant Application" and "Resource Center" sections in the sidebar.

The main content area includes:

- Family Service Agency:** A sidebar menu with links for Home, Agency Profile, Additional Info, Users, Mission Statement, and Project Profiles.
- Schedule:** A sidebar menu with links for Current Meeting (1), Meeting Archive (1), and On-Site Visits Archive (1).
- Request Grant Application:** A button in the sidebar.
- Resource Center:** A sidebar menu with links for Agency Reports (1) and e-IMPACT Agency Training Manual (1).
- New Meeting:** A section titled "Application Training - Agency Site" for Thursday, February 28, 2013, from 7:45 AM to 10:45 PM. A red text prompt says "Please RSVP for this Meeting!".
- Calendar:** A calendar for February 2013. The date 14 (Thursday) is highlighted. The calendar shows days from 27 to 9.
- Today's Schedule:** Thursday, February 14, 2013. It shows "None Scheduled" for both "Today's Schedule" and "Schedule for February".
- Our Work through Initiatives:** A section with two updates:
 - African American Initiative Update:** "This exciting program supports community-wide efforts to nurture young, at-risk African American boys as they develop into successful young men."
 - Immunization Initiative Update:** "This nationally-recognized program is getting kids in underserved communities the immunizations they need to stay healthy."

A vertical "FEEDBACK" button is located on the right side of the page.

Step 5: On the left-hand side of the screen on the home page, look for the menu labeled “Apply/Report.”

Step 6: Select “Agency Certification.”

Hi, Donald Duck | Change Password | My User Profile | Signout | Session Time Remaining: 1:59:28 | Font Size: A

United Way of Escambia County

A Duck Place

- Home
- Agency Profile
- Contacts
- Statements
- Program Profiles
- Agency Email History

Event Schedule

- Current Event (2)
- Current Site Visit (1)

Apply / Report

- Community Investment
- 2019-2020 Cycle
- 1-Year Grant Application
- 3-Year Grant Application
- Agency Certification**

New Event

e-Cimpact Agency Training
Monday, November 05, 2018 @ 12:00 PM - 2:00 PM

This will provide the training necessary for agencies to certify and/or complete funding applications.

Please RSVP for this Event!

Calendar

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today's Schedule: Wednesday, October 31, 2018

- None Scheduled

Schedule for October

- None Scheduled

Apply / Report

Community Investment - 2019-2020 Cycle

United Way of Escambia County
UnitedWayEscambia.org

United Way

1-Year Grant Application
Community Investment panels will review your application and deliberate on funding decisions. You will receive notification of your

F
E
E
D
B
A
C
K

Step 7: Click on “Agency Information” and complete the form. If you wish to return to this form later, click “Save My Work and Return to Previous Page.”

If you are completely done with this form, click “Save My Work and Mark as Completed” and then “Return to Overview Page.”

Status: ● Not Started

Agency Information

You may save your work at any time by clicking on the "Save My Work" link/icon at the bottom or top of the page.

When you have completed all questions on the form, select the "Save My Work and Mark as Completed" link/icon at the bottom or top of this page.

You may also SWITCH between forms in this application by using the SWITCH FORMS feature in the upper right corner. When switching forms, any updates to the existing form will automatically be saved.

Agency Contact Information

Agency Name*

Address

Agency Phone

Agency Email

Executive Director

Agency Information

of agency employees

Is the agency affiliated with any National/State Organization Initiatives?

If so, please identify the organization.

Limit up to 700 characters (0 used).

Year agency was established.

-  [Save My Work](#)
-  [Save My Work And Return To Previous Page](#)
-  [Save My Work and Mark as Completed](#)
-  [Return To Overview Page](#)

Step 8: Click on “Agency Certification Attestation” and complete the form by selecting the drop-down response that applies to your organization.

Community Investment
 2019-2020 Cycle - Agency Certification

Please complete the Certification Attestation, Patriot Act Letters, United Way Workplace Campaigns form and Document upload for the 900, audit/financials, and Florida Charitable Solicitation Registration.

Please submit all certification forms and documents no later than Monday, December 3rd by 5 pm. If you have any questions, please contact Rebecca Cleary at 850-444-7148 or rebecca@unitedwayescambia.org.

Agency Certification Status [View Printable Version of this Entire Agency Certification](#)

Item # (includes required items)	Last Updated	Status	Options
Agency Information*		Not Started	
Agency Certification Attestation*		Not Started	
Patriot Act Compliance*		Not Started	
United Way Workplace Campaign*		Not Started	
Attachments		Not Started	

© Clonect™ Community Impact Management
 © 2019 Powered by Testimony
 Florida Policy

Agency Certification Attestation

PLEASE NOTE: By answering "yes" to any of the questions below, you are attesting that you have a current and valid copy of such form readily available to send to UWEC upon request.

Click "Save My Work and Return to Previous Page" if you wish to come back later. Once you are totally done with a form, click "Save My Work and Mark as Completed"

If you need help, email rebecca@unitedwayescambia.org or call 850-444-7148.

The organization has a copy of the agency's state Articles of Incorporation.

Yes ▾

The organization has a copy of Corporation By-Laws.

▾

The organization has IRS 501c 3 letter.

▾

The organization has a current list of Board of Directors including affiliations.

▾

The organization has filed an annual business report/return in the last year with the Department of State (sunbiz.org).

▾

The organization attests that it is current on all local, state, and federal filings and is not aware of any possible, pending, or threatened litigation or regulatory penalties that may impact their ability to application.

▾

The organization has an affiliation to a religious institution, but clients are not required to participate in religious activities to receive program services.

▾

The organization agrees to host a United Way workplace campaign between July 1 – June 30 of current year.

▾

The organization provides program services within Escambia County.

▾

The organization maintains a non-discrimination policy for staff and clients that does not discriminate based on race, color, religion, gender, national origin, marital status, sexual orientation, veteran status, or disability.

▾

If you wish to return to this form later, click “Save My Work and Return to Previous Page.”

If you are completely done with this form, click “Save My Work and Mark as Completed” and then “Return to Overview Page.”

Step 9: Click on “Patriot Act Compliance” and complete the form by selecting the appropriate response from the drop-down menu.

Community Investment
2019-2020 Cycle - Agency Certification

Please complete the Certification Attestation, Patriot Act Letter, United Way Workplace Campaign form, and Document Upload for the 990, audit/financials, and Florida Charitable Solicitation Registration.

Please submit all certification forms and documents no later than Monday, December 3rd by 5 pm. If you have any questions, please contact Rebecca Cleary at 850-444-7148 or rebecca@unitedwayescambia.org.

Agency Certification Status

Not Started | In Progress | Ready To Submit | Submitted

Item (* indicates Required Item)	Last Updated	Status
[Redacted]		Not Started
Agency Information*		● Not Started
Agency Certification Attestation*		● Not Started
Patriot Act Compliance*		● Not Started
United Way Workplace Campaign*		● Not Started
Attachments		● Not Started

e-Impact™ Community Impact Management
© 2018 Powered by Seabrooks
[Privacy Policy](#)

Counterterrorism Compliance

 Fields marked with an * are required fields.

In compliance with the spirit and intent of the USA PATRIOT Act and other counter-terrorism laws, the United Way requests that each funded agency ("Organization") certify that it is in compliance with the ("UWW") compliance program.

You may save your work at any time by clicking on the "Save My Work" link/icon at the bottom or top of the page.

When you have completed all questions on the form, select the "Save My Work and Mark as Completed" link/icon at the bottom or top of this page.

You may also SWITCH between forms in this application by using the SWITCH FORMS feature in the upper right corner. When switching forms, any updates to the existing form will automatically be saved.

COUNTERTERRORISM COMPLIANCE

Indicate Your Compliance With Each of the Following:

Organization Name:*

Limit up to 150 characters (25 used).

This Organization is not on any federal terrorism "watch lists," including the list in Executive Order 13224, the master list of specially designated nationals and blocked persons maintained by the Treasury Department, and the list of Foreign Terrorist Organizations maintained by the State Department.*

Comply

This Organization does not, will not and has not knowingly provided or collected funds or provided material support or resources with the intention that such funds or material support or resources be used to carry out acts of terrorism.*

Comply

This Organization does not, will not and has not knowingly provided financial, technical, in-kind or other material support or resources* to any individual or entity that is a terrorist or terrorist organization, or that supports or funds terrorism.*

Comply

This Organization does not, will not and has not knowingly provided financial or material support or resources to any entity that has knowingly concealed the source of funds used to carry out terrorism or to support Foreign Terrorist Organizations.*

Comply

This Organization does not regrant to organizations, individuals, programs and/or projects outside of the United States of America with out compliance with IRS guidelines.*

Comply

If you are completely done with this form, click "Save My Work and Mark as Completed" and then "Return to Overview Page."

If you wish to return to this form another time and save your current progress, click "Save My Work and Return to Previous Page."

Step 9: Click on “United Way Workplace Campaign,” complete the form by selecting the drop-down response that applies to your organization and typing in the date that works best for your workplace campaign.

[Hello, Donald Duck](#) |
 [Change Password](#) |
 [My User Profile](#) |
 [Signout](#) |
 Session Time Remaining: 1:55:57 |
 Font Size:

A Duck Place

- [Home](#)
- [Agency Profile](#)
- [Contacts](#)
- [Statements](#)
- [Program Profiles](#)
- [Agency Email History](#)

Event Schedule

- [Current Event \(2\)](#)
- [Current Site Visit \(1\)](#)

Apply / Report

- [Community Investment](#)
- [2019-2020 Cycle](#)
- [1-Year Grant Application](#)
- [3-Year Grant Application](#)
- [Agency Certification](#)

Community Investment

2019-2020 Cycle - Agency Certification

A Duck Place

Please complete the Certification Attestation, Patriot Act Letter, United Way Workplace Campaign form, and Document Upload for the 990, audit/financials, and Florida Charitable Solicitation Registration.

Thank you for submitting your certification attestation form. You will be notified if your agency is approved as a certified partner by late December 2018, after staff reviews the attestation form, Patriot Act, and workplace campaign forms and after the Finance Committee reviews the financial documents uploaded.

Agency Certification Submission Details

Executive Director: Donald Duck
Board President: Minnie Mouse
Submission Confirmation Email Sent To: rebecca@unitedwayescambia.org
Submitted By: Donald Duck on 10/24/2018 at 4:31 PM (CST)

Agency Certification Status [View Printable Version of this Entire Agency Certification](#)

Not Started
In Progress
Ready To Submit
Submitted

Item (* Indicates Required Item)	Last Updated	Status	Options
A Duck Place	10/24/2018 4:31 PM (CST)	Submitted	
Certification Attestation*	Donald Duck 10/24/2018 4:31 PM (CST)	Submitted	
Patriot Act Compliance*	Donald Duck 10/24/2018 4:31 PM (CST)	Submitted	
United Way Workplace Campaign*	Donald Duck 10/24/2018 4:31 PM (CST)	Submitted	
Attachments	Donald Duck 10/24/2018 4:30 PM (CST)	Submitted	

e-Impact™ Community Impact Management
 © 2018 Powered by Seabrooks
[Privacy Policy](#)

F
E
E
D
B
A
C
K

Community Investment
2019-2020 Cycle - Agency Certification

Status: ● Not Started

United Way Workplace Campaign

 Fields marked with an * are required fields.

You may save your work at any time by clicking on the "Save My Work" link/icon at the bottom or top of the page.

When you have completed all questions on the form, select the "Save My Work and Mark as Completed" link/icon at the bottom or top of this page.

You may also SWITCH between forms in this application by using the SWITCH FORMS feature in the upper right corner. When switching forms, any updates to the existing form will automatically be saved.

Were you a certified partner last year?*

Did you participate in the annual campaign during most recent year completed?*

Will you participate in the annual campaign this year?*

Please advise of upcoming campaign dates. Note: 2 to 3-week timeframes tend to work best for campaigns.*

Limit up to 300 characters (0 used).

 [Save My Work](#)

 [Save My Work And Return To Previous Page](#)

 [Save My Work and Mark as Completed](#)

 [Return To Overview Page](#)

If you are completely done with this form, click "Save My Work and Mark as Completed" and then "Return to Overview Page."

If you wish to return to this form another time and save your current progress, click "Save My Work and Return to Previous Page."

Step 10: Click on “Attachments” and upload your agency’s most current, unexpired Florida Charitable Solicitation Registration, IRS Form 990, and audit if your organization has revenues of \$500,000 or greater. You must include the Letter to Management from the auditor in the audit you upload.

*If your organization has revenues below \$500,000, you are required to upload the budget vs. actual, profit & loss statement, balance sheet, financial summary spreadsheet, and bank statements for the most recently completed fiscal year. You must also submit a copy of the board meeting minutes where these financials were approved.

Regardless of revenue level, a current and unexpired Florida Charitable Solicitation Registration and IRS Form 990 must be uploaded as well.

The screenshot shows a web application interface for 'A Duck Place'. The top navigation bar includes 'Hello, Donald Duck', 'Change Password', 'My User Profile', and 'Signout'. A session timer shows 'Session Time Remaining: 1:55:22' and a font size selector. The left sidebar contains navigation links for 'Home', 'Agency Profile', 'Contacts', 'Statements', 'Program Profiles', 'Agency Email History', 'Event Schedule', 'Current Event (2)', 'Current Site Visit (1)', 'Apply / Report', 'Community Investment', '2019-2020 Cycle', '1-Year Grant Application', '3-Year Grant Application', and 'Agency Certification'.

The main content area is titled 'Community Investment' and '2019-2020 Cycle - Agency Certification'. It includes a message: 'Thank you for submitting your certification attestation form. You will be notified if your agency is approved as a certified partner by late December 2018, after staff reviews the attestation form, Patriot Act, and workplace campaign forms and after the Finance Committee reviews the financial documents uploaded.' Below this is the 'Agency Certification Submission Details' section, which lists: 'Executive Director: Donald Duck', 'Board President: Minnie Mouse', 'Submission Confirmation Email Sent To: rebecca@unitedwayescambia.org', and 'Submitted By: Donald Duck on 10/24/2018 at 4:31 PM (CST)'. A link for 'View Printable Version of this Entire Agency Certification' is also present.

The 'Agency Certification Status' section shows a progress bar with four stages: 'Not Started', 'In Progress', 'Ready To Submit', and 'Submitted'. Below this is a table of certification items:

Item (* indicates Required Item)	Last Updated	Status	Options
A Duck Place	10/24/2018 4:31 PM (CST)	Submitted	
Certification Attestation*	Donald Duck 10/24/2018 4:31 PM (CST)	Submitted	
Patriot Act Compliance*	Donald Duck 10/24/2018 4:31 PM (CST)	Submitted	
United Way Workplace Campaign*	Donald Duck 10/24/2018 4:31 PM (CST)	Submitted	
Attachments	Donald Duck 10/24/2018 4:30 PM (CST)	Submitted	

The footer of the page contains the text: 'e-Orpact™ Community Impact Management © 2018 Powered by Seabrook Privacy Policy'. A vertical 'FEEDBACK' button is visible on the right side of the page.

Community Investment

2019-2020 Cycle - Agency Certification

Status: ● Not Started

- Maximum Individual File Size: 16 MB.
- Combined Maximum File Size: 48 MB.
- If you're not uploading any files and none are required, click 'Save/Upload Attachments' and Mark as Completed' to mark this section as Completed.

Items marked with an * are required.

Attachments

Description	File	Last Modified
Florida Charitable Solicitation Registration*	Browse... No file selected. Accepted file types: pdf, doc, docx, rtf, gif, jpg, jpeg, tif, bmp, png, eps.	
IRS Form 990*	Browse... No file selected. Accepted file types: pdf, doc, docx, rtf, gif, jpg, jpeg, tif, bmp, png, eps.	
Financial Audit/Board-Approved Financials* If your organization has revenues of \$500,000 or more, you must upload an audit that includes the letter to management. If your organization has revenues less than \$500,000, you must upload your most current end-of-year financials that includes: 1. a profit and loss statement 2. a budget versus actual 3. a balance sheet 4. minutes from the board meeting showing a motion that the financials were approved	Browse... No file selected. Accepted file types: pdf, doc, docx, rtf, gif, jpg, jpeg, tif, bmp, png, eps.	

[Save/Upload Attachments](#)

[Save/Upload Attachments and Return to Previous Page](#)

[Return to Overview Page](#)

Step 11: If you wish to return to this page at a later date, click “Save/Upload Attachments.”

Choose “Save My Work and Return to Previous Page” if you are done.

Step 12: Hit “Submit for Certification Now!” to actually complete and submit all certification forms.

Apply / Report
Community Investment
 2019-2020 Cycle
 Agency Certification

Your Agency Certification is now Ready To Submit!
 Please click SUBMIT NOW to send your certification forms to United Way of Escambia County for review. If you have not clicked the submit button, your documents and forms have not been submitted.

Agency Certification Submission Details

Executive Director*: Donald Duck
 Board President*: Mirrie Mouse
 Send Submission Confirmation Email To*: lgillam@unitedwayescambia.org

Submit This Agency Certification Now!

Agency Certification Status [View Printable Version of this Entire Agency Certification](#)

Not Started In Progress **Ready To Submit** Submitted

Item (* Indicates Required Item)	Last Updated	Status	Options
Escambia County Sportsmen	10/31/2018 11:28 AM ICST	Completed / Ready to Submit	
Certification Attestation*	Laura P. Gillam 10/31/2018 11:28 AM ICST	Completed / Ready to Submit	
Patriot Act Compliance*	Laura P. Gillam 10/31/2018 11:28 AM ICST	Completed / Ready to Submit	
United Way Workplace Campaign*	Laura P. Gillam 10/31/2018 11:28 AM ICST	Completed / Ready to Submit	
Attachments	Laura P. Gillam 10/31/2018 11:27 AM ICST	Completed / Ready to Submit	

e-Climpact™ Community Impact Management
 © 2018 Powered by Seabrooks
 Privacy Policy

F E E D B A C K

You will now receive a note on the screen saying your documents have been submitted for review.

You will hear back about whether your agency was approved or not in late December 2018.

Thank you!