

e-Clmpact LOI and Application Navigation & Screen Shots

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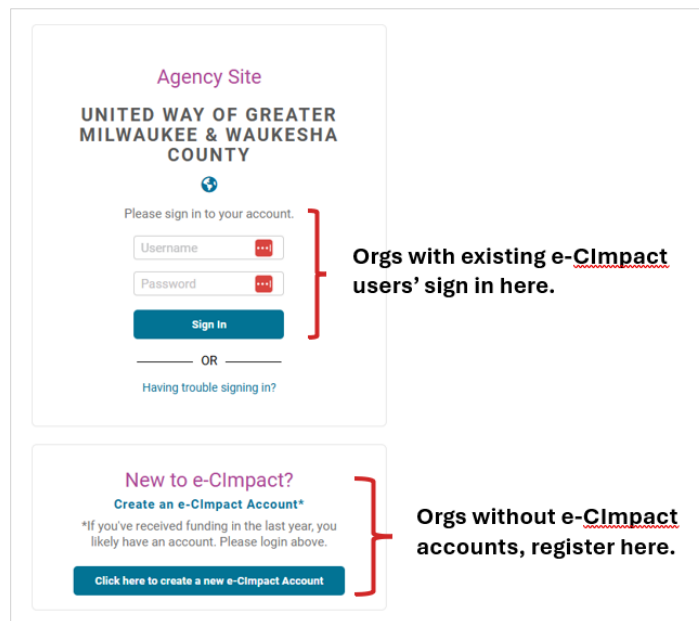
e-CIMPACT AGENCY SITE OVERVIEW

The site linked below is what you will be using to login to e-CImpact for applications, reporting, and resources. We recommend you bookmark this site, so it's saved when you need it.

<https://agency.e-cimpact.com/login.aspx?org=53255u>

Please note e-CImpact works best in Chrome. If you go to the site and it requests an organization code, the link you're using is broken. Re-paste the link above into your browser.

LOGIN PAGE



IMPORTANT: If your organization has applied for United Way funding in the past year or more, it is very likely the organization already has an account. If you're unsure, please reach out to Brook Ihde at bihde@unitedwaygwmc.org.

E-CIMPACT USER CREDENTIALS

Each person at your organization should have their own unique username and password for e-CImpact. **Organizations cannot add users themselves.** User credentials will be created within two business days, and the user will receive a confirmation email with their username and a temporary password.

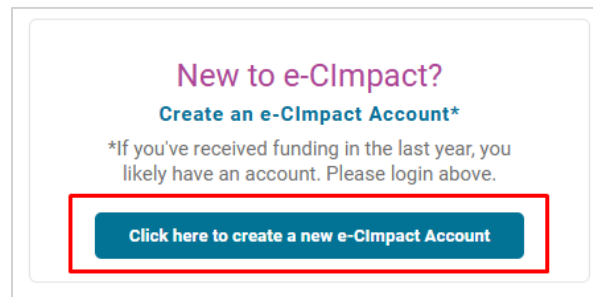
If someone at your organization needs e-CImpact login credentials, please follow these steps:

- Receive Organization's leader (Executive Director/CEO) approval to be added to the system.
- Organization leader should email, or the user can forward an email from the Organization's leader (Executive Director/CEO), approving the person to be added to the attention of Brook Ihde, bihde@unitedwaygwmc.org.
- Include the leader's phone number for verification.

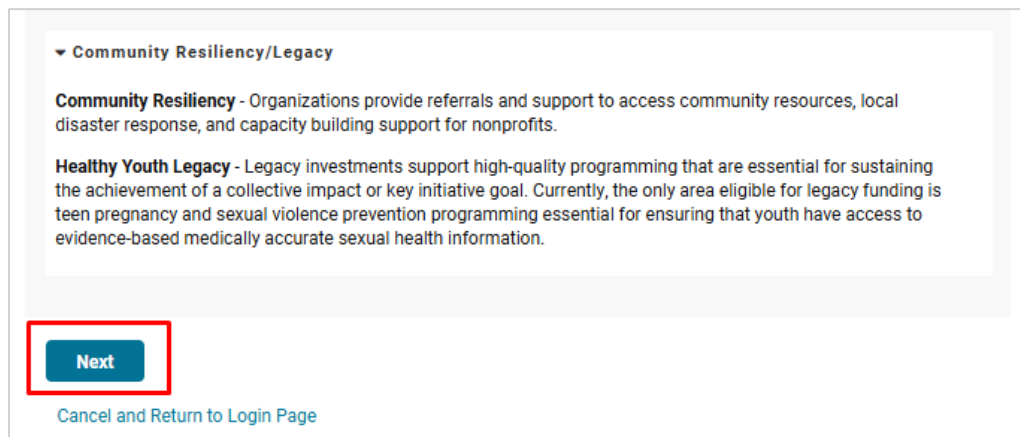
NEW TO E-CIMPACT? ORGANIZATION REGISTRATION

Once you have confirmed that your organization does not already have a profile in e-CImpact, you may follow the steps below to register an account.

1. Go to the e-CImpact Agency site: <https://agency.e-cimpact.com/login.aspx?org=53255u>
2. Click the button to create a new e-CImpact Account.



3. A brief explanation of current open opportunities will appear. Click **Next** to continue.



Current open opportunities may differ from screenshot above.

4. Enter the organization's EIN. *United Way funding is only available to nonprofits in good standing with the IRS.*
5. Click **Next**.

Fill in the required information fields below.

Agency Account Information

EIN:*

6. The system will pre-fill in information based on the EIN. Please check for accuracy and enter any additional **required** information before continuing. Required information is marked with an asterisk.

Agency Account Information

EIN:* EIN will appear here

Agency Name:* Agency Name will appear here

Website URL:*

Description:
Limit up to 4000 characters.

Address

Address Type:*

Address Line 1:* Address will appear here

Address Line 2:


City:*


State:*

7. Create Login Credentials

Preferred Login

Preferred Username:*

Password:* 

Confirm Password:* 

- a. **Username:** Please use the first initial last name for the username. If that is 6 characters or less or the username already exists, please use the first few letters of the first name and full last name. The system will give you a notice and not allow you to continue if the username is in use, or not long enough.

- b. **Password:** Passwords must follow the guidelines below. Note the allowable symbols below – no % or blank spaces are allowed. Both passwords must match.

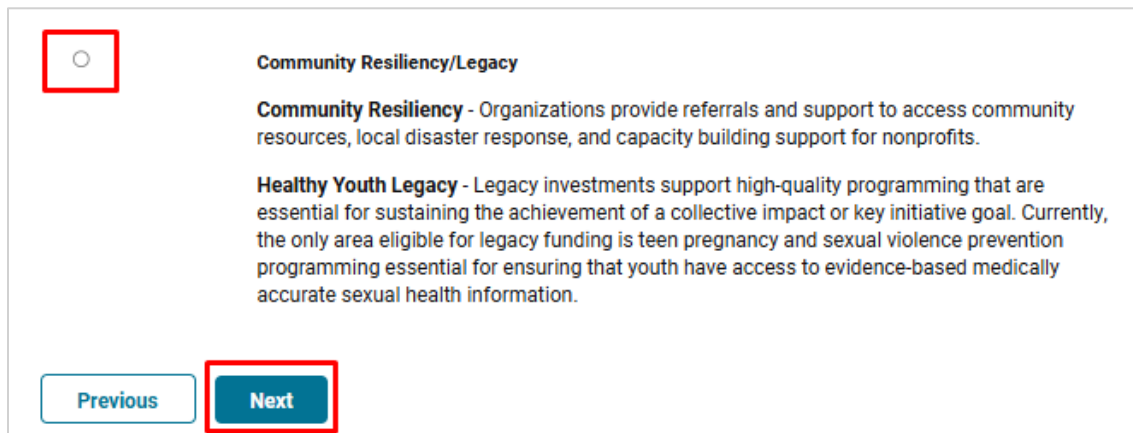
- ✓ Password must be at least 8 characters long.
- ✓ Must not contain " % or blank spaces.
- ✓ Must meet at least 3 of the 4 following requirements:
 - ✓ At least 1 capital letter
 - ✓ At least 1 lowercase letter
 - ✓ At least 1 number
 - ✓ At least one symbol (allowed symbols are !@#\$%^&*())
- ✓ Password and Confirm Password must match.

8. Click **Next**

SELECTING THE FUNDING INVESTMENT

Open opportunities will be available to view on the next screen. You may only select one option at this stage. **Click the radial button** to select one LOI you’re interested in and then click **Next**.

IMPORTANT: If your organization is interested in submitting more than one LOI, there will be an opportunity to select more after your account is created. See [“Existing Users: Open Process Eligibility”](#) section for instructions. For now, select only one LOI.



Community Resiliency/Legacy

Community Resiliency - Organizations provide referrals and support to access community resources, local disaster response, and capacity building support for nonprofits.

Healthy Youth Legacy - Legacy investments support high-quality programming that are essential for sustaining the achievement of a collective impact or key initiative goal. Currently, the only area eligible for legacy funding is teen pregnancy and sexual violence prevention programming essential for ensuring that youth have access to evidence-based medically accurate sexual health information.

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Current open opportunities may differ from screenshot above.

The system will ask you to review all the information provided.

REVIEW THE QUALIFICATION ITEMS

IMPORTANT: All of these must be true (yes) to proceed with the LOI. If your organization is unable to meet the eligibility requirements, the request will be declined, and the organization will not be able to apply. After answering each question, click Continue.

year.*

Applicants who do not meet the above requirements may use a fiscal agent that does meet the requirements.*

Be governed by an autonomous Board of Directors.*

Demonstrate that it meets all applicable requirements of local, state, and/or federal government concerning credentialing, accreditation, and/or licensing. This also includes written non-discrimination, conflict of interest, and whistleblower policies in the (1) provision of its services, (2) selection of Board, volunteers, committee members, and (3) the employment of staff.*

Consent to the full disclosure of its financial condition when necessary or requested.*


Reducing Barriers to Employment and Advancement Specific Eligibility

The organization must have a program or programs that align with a Reducing Barriers to Employment & Advancement strategy.*

Organizations with youth-serving programs must demonstrate that they serve opportunity youth. These are defined as youth who are between the ages of 16 and 24 and are neither enrolled in school nor working. Organizations serving opportunity youth should use the funding parameters below to determine what tier of funding they are eligible to apply for, ensuring that the estimated number of individuals expected to meet the outcomes are defined as opportunity youth.*

Qualification questions may differ from screenshot above.

Registration Confirmation

 Your request has been submitted. You will receive a confirmation email stating that we are reviewing your request. Once approved, you will receive another confirmation email from e-CImpact confirming your username. You will then be able to login to your new account and apply for funding.

If you have any questions about this process, please contact Brook Ihde at bihde@unitedwaygmwc.org.

Thank you, your request has been submitted. An e-mail confirmation has been sent to you.

After submitting, you will receive two confirmation emails from **e-CImpact System Administrator** <admin@e-cimpact.com>

UNITED WAY REVIEW AND APPROVAL OF REQUEST

Once the request to create an e-CImpact account and the funding investment has been submitted, your request will likely be automatically approved, however, the approval process may take up to two business days. Thank you for your patience!

You will receive a confirmation email from **e-CImpact System Administrator** admin@e-cimpact.com once your account is approved with the link to e-CImpact, the username you created, and instructions on how to reset your password.

You will receive a second email from **e-CImpact System Administrator** admin@e-cimpact.com once your request to apply is reviewed and approved. Once that email is received you can login and begin the LOI process.

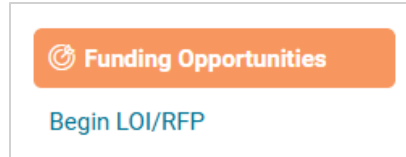
If anyone else in your organization needs access, please follow the steps for [e-CImpact User Credentials](#)

[New Users Skip to Completing the LOI](#)

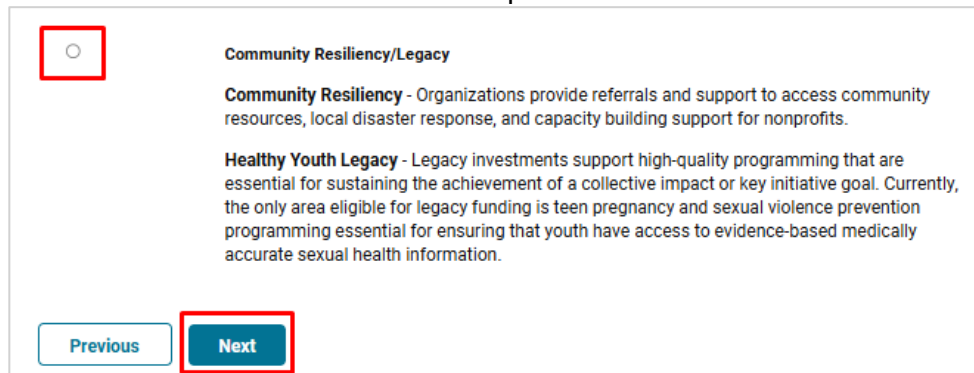
[Return to Table of Contents](#)

EXISTING USERS: OPEN PROCESS ELIGIBILITY

1. Login to e-CImpact using your login credentials.
2. Navigate to the left side menu and click on **Begin LOI/RFP**



3. Select the radial button of the LOI you would like to complete and click on **Continue**. You may only select one LOI at a time but can return to this step to submit additional LOIs.



Current open opportunities may differ from screenshot above.

4. Review the qualification items. **IMPORTANT:** All of these must be true (yes) to proceed with the LOI. If your organization is unable to meet the eligibility requirements, the request will be declined, and the organization will not be able to apply.
5. Once you have answered, click **Continue**
6. Review the next screen and click on **Complete Registration**

UNITED WAY REVIEW AND APPROVAL OF REQUEST - EXISTING USERS

Once the request to apply for the funding investment has been submitted, your request will be automatically approved if you meet the eligibility requirements.

You will receive an email from **e-CImpact System Administrator** admin@e-cimpact.com once your request to apply is approved. Once that email is received, you can login and begin the LOI process.

At this point, if anyone else in your organization needs access, please follow the steps for [e-CImpact User Credentials](#)

COMPLETING THE LOI OR APPLICATION

1. Login to e-CImpact using your login credentials.
2. Navigate to the home screen and click on the LOI or application you want to complete.

🕒 **Competitive Process Request History**

Competitive Process	Request	Status
Impact Based Funding - LOIs - Reducing Barriers to Employment & Advancement	✓ Approved	●
Impact Based Funding - LOIs - Techquity	✓ Approved	●
Impact Based Funding - LOIs - Safe & Stable Homes	✓ Approved	●

Your associated LOI's and/or applications may differ from screenshot above.

In e-CImpact, LOI's and applications are assigned using the term "program." While the grants awarded will be unrestricted, the term program will be used as it relates to associating your organization to the LOI or application. Because of this, you will need to associate an existing program or create a new program for each LOI you're completing in e-CImpact using the steps in the next section.

CREATING A NEW PROGRAM

In e-CImpact, LOI's and applications are assigned using the term "program." While the grants awarded will be unrestricted, the term program will be used as it relates to associating your organization to the LOI or application.

After clicking on the LOI you want to complete, click **Create a New Program and Assign it to this Form Packet** on the right side of the screen.

Assign Programs to this

At least one program is required for this application for funding.

To add a program to this application, select a program from the drop down (if available), or if there is no drop-down displayed, select 'Create a new Program.'

Click the link to 'Create a New Program and Assign it to this Application' to proceed to the Add new program profile page. Do not create duplicate programs.

Please ensure to click 'Complete Registration' on the Review page to successfully add your program to the application. When the Program Profile registration is complete, all of the forms for that program will display in your list of forms below.

Create a New Program and Assign it to this Form Packet

ASSOCIATING AN EXISTING PROGRAM

If you want to use an existing program, select it from the drop down menu and click **Assign Selected Program to the Form Packet**. Fill out the requested information and then click **Save/Complete Registration**.

Assign Programs to this Application

At least one program is required for this application for funding.

To add a program to this application, select a program from the drop down (if available), or if there is no drop-down displayed, select 'Create a new Program.'

Click the link to 'Create a New Program and Assign it to this Application' to proceed to the Add new program profile page. Do not create duplicate programs.

Please ensure to click 'Complete Registration' on the Review page to successfully add your program to the application. When the Program Profile registration is complete, all of the forms for that program will display in your list of forms below.

Program:

Assign Selected Program to the Form Packet

Create a New Program and Assign it to this Form Packet

Reminder: You will need to associate an existing program or create a new program for each LOI you're completing in e-CImpact using these instructions.

- Once you have associated a program, the LOI you selected will appear on the left side of your screen in the **Apply/Report** section. You may navigate to the LOI at any time by clicking the title link.

✎ **Apply / Report**

Impact Based Funding

LOIs

📄 **Reducing Barriers to Employment & Advancement**

Your LOI's and applications may differ from screenshot above.

- Each LOI and application is made up of forms that you must complete in order to submit.

Application Status		View Printable Version of this Entire Application	
Item (* indicates Required Item)	Last Updated	Status	Options
★ Counseling for Individuals and Family (Sample Program #1)		Not Started	<input checked="" type="checkbox"/> Include? Print
Organization Information*		● Not Started	
Reducing Barriers to Employment and Advancement Project Outline*		● Not Started	
Reflections on Organizational Practices*		● Not Started	

The forms associated with your LOI and/or application may differ from screenshot above.

- Answer all required questions to the best of your ability. Please be detailed, but concise.

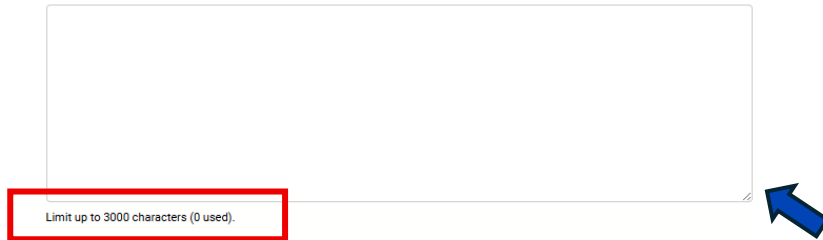
HELPFUL HINTS

Character Limits

Character counts are listed in the LOI or application guide and are also in e-ClImpact at the bottom of the text box. While the system will periodically save your work, we recommend writing longer answers in another program like Microsoft Word to check for spelling, grammar, and character counts prior to pasting in the LOI or application. If your answer runs over the character counts, the system will cut off the response.

Expanding Text Boxes

Text boxes can be expanded by placing your cursor on the lower right side, hold and drag



Saving, Marking as Completed, and Printing to a PDF

The system will periodically save your work. You can also save your work manually by clicking on Save My Work.

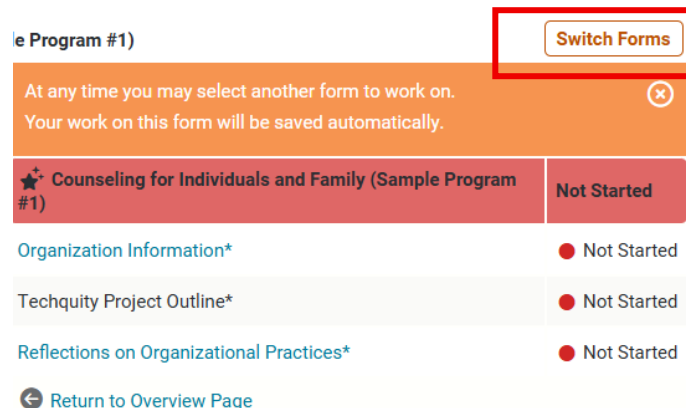


Select the **View Printable Version** to print or save as a pdf.

Each form on the LOI or application must be **Marked as Completed** to submit.

Switching Forms

You can easily switch between LOI's/applications or return to the Overview Page using the Switch Forms button on right side of the screen. Click on the form you'd like to complete next or click on Return to Overview Page.



SUBMITTING THE LOI OR APPLICATION

1. Review the information carefully. **IMPORTANT:** Once the LOI or application is submitted it cannot be changed.
2. Once all fields have been completed, click on **Save My Work and Mark as Completed**. The section will now be marked Completed Ready to Submit
3. Ensure the Send Confirmation Email to is correct.
4. Click the check box "I certify that the information submitted in this application is true and correct to the best of my knowledge."
5. Click on **Submit this Application Now!**

! Nice work, your Application is now Ready to Submit! Would you like to [Submit This Application Now?](#)

By clicking **SUBMIT**, you attest that you are authorized to submit this application on behalf of your organization and the information contained in this application is true and accurate to the best of your knowledge.

Application Submission Details

Send Submission Confirmation Email To:*

I certify that the information submitted in this application is true and correct to the best of my knowledge*

Submit This Application Now!

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

Not Started In Progress Ready To Submit Submitted

Item (* indicates Required Item)	Last Updated	Status	Options
★ Counseling for Individuals and Family (Sample Program #1)	10/16/2025 11:23 AM (CST)	Completed / Ready to Submit	<input checked="" type="checkbox"/> Include? Print
Organization Information*	Brook Ihde 10/16/2025 11:23 AM (CST)	● Completed / Ready to Submit	
Reducing Barriers to Employment and Advancement Project Outline*	Brook Ihde 10/16/2025 11:23 AM (CST)	● Completed / Ready to Submit	
Reflections on Organizational Practices*	Brook Ihde 10/16/2025 11:23 AM (CST)	● Completed / Ready to Submit	

6. Once you submit, the status will read **Submitted** and the email entered to receive the submission confirmation will receive an email from **e-CImpact System Administrator** admin@e-cimpact.com

✓ Thank you for submitting your application. Once it has been reviewed by the Review Committee, you will receive instructions for the next phase of the process.

Application Submission Details

Submission Confirmation Email Sent To: bihde@unitedwaygmwc.org

I certify that the information submitted in this application is true and correct to the best of my knowledge*

Submitted By: Brook Ihde on 10/16/2025 at 11:24 AM CST

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

Not Started In Progress Ready To Submit Submitted

Item (* indicates Required Item)	Last Updated	Status	Options
★ Counseling for Individuals and Family (Sample Program #1)	10/16/2025 11:24 AM (CST)	Submitted	<input checked="" type="checkbox"/> Include? Print
Organization Information*	Brook Ihde 10/16/2025 11:23 AM (CST)	● Submitted	
Reducing Barriers to Employment and Advancement Project Outline*	Brook Ihde 10/16/2025 11:23 AM (CST)	● Submitted	
Reflections on Organizational Practices*	Brook Ihde 10/16/2025 11:23 AM (CST)	● Submitted	

AFTER LOI SUBMISSION

Once the LOI is submitted it cannot be changed without United Way assistance.

Please reach out to Brook Ihde at bihde@unitedwaygmwc.org if you have any technical questions or need to make any adjustments to your LOI or application after it has been submitted.

We will try our best to respond within three business days. Thank you for your patience as we anticipate a high volume of submissions.