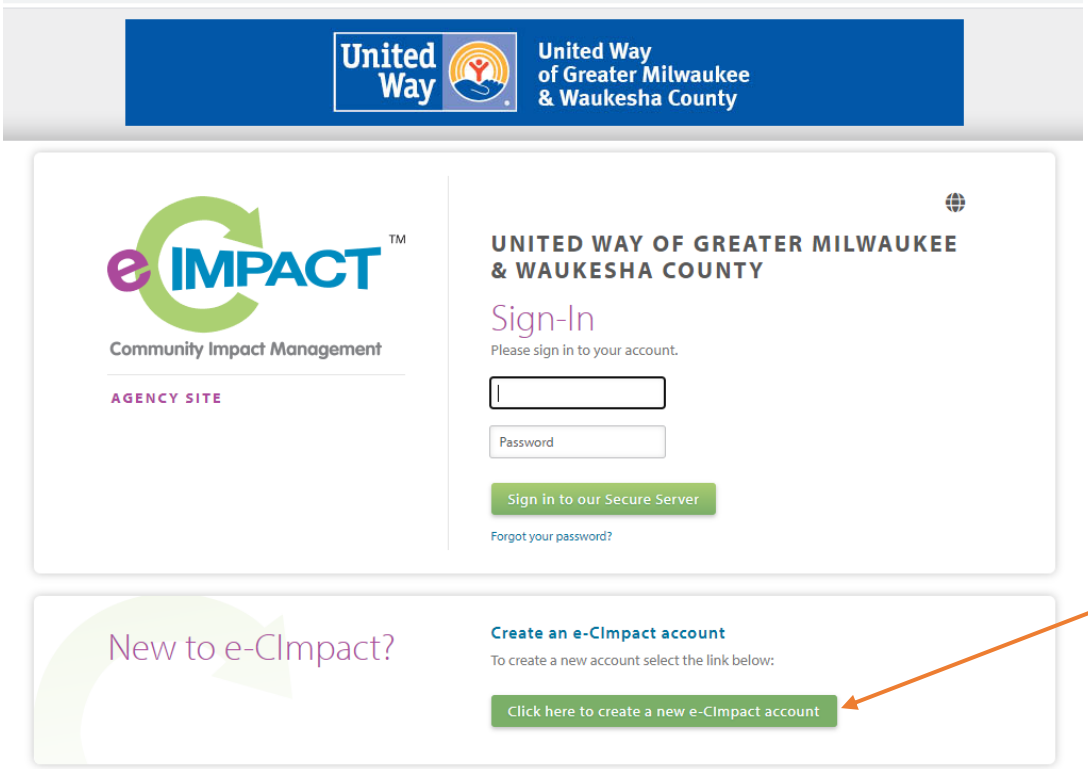
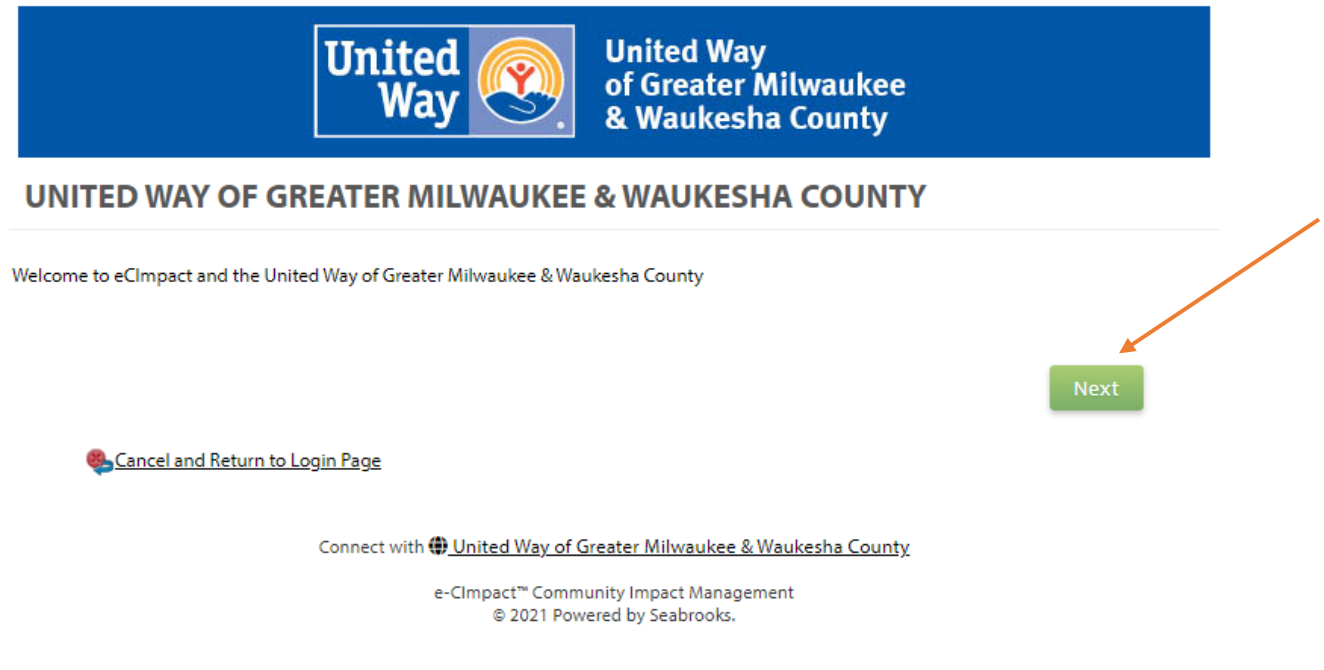
Go to e-CImpact: https://agency.e-cimpact.com/login.aspx?org=53255u

Choose **Click Here to create a new e-CImpact Account**



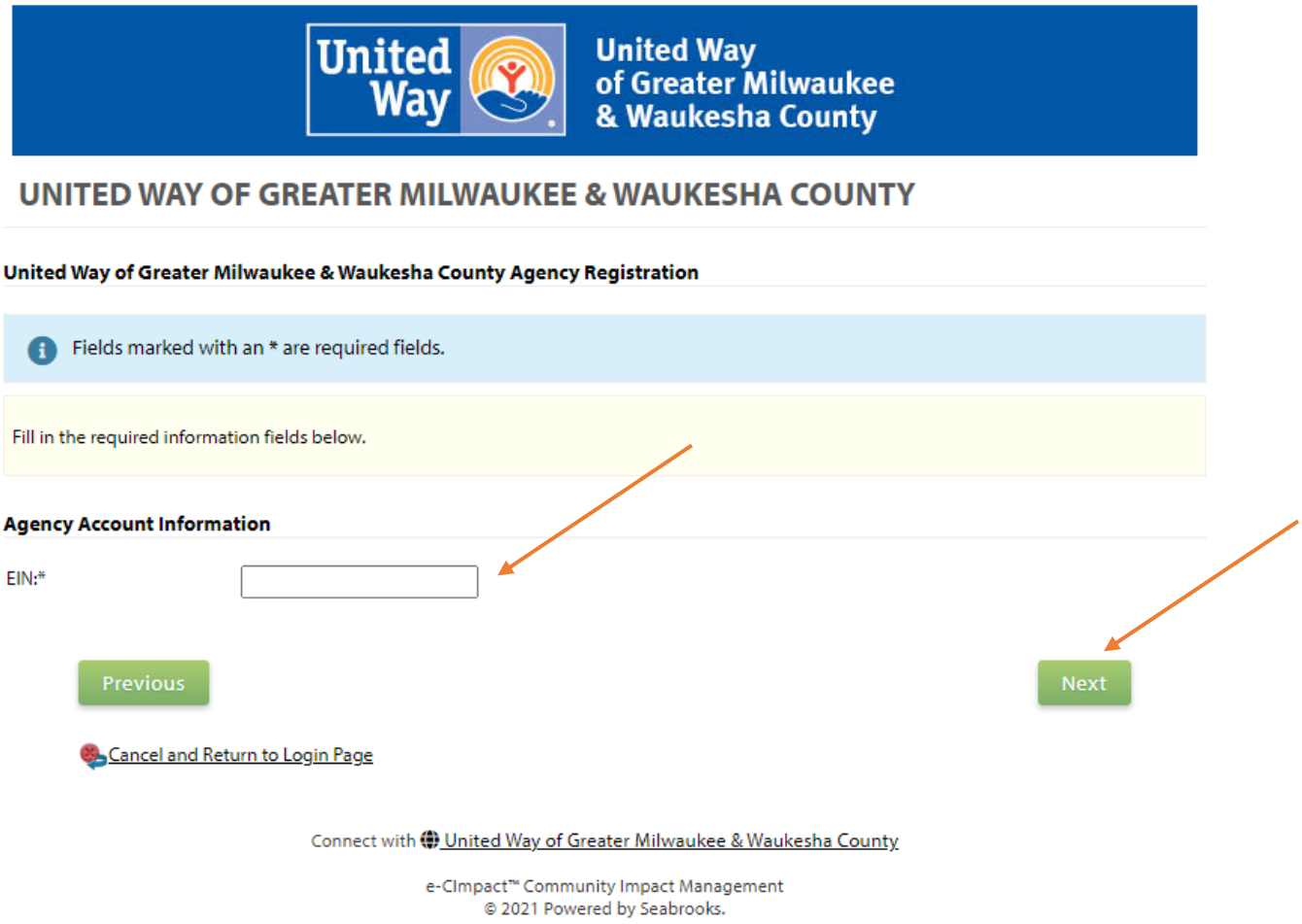
Click **Next**



Enter your agencies EIN* and click Next.

*EINs are required for the Techquity Digital Devices & Skills Grant Fund. If you don't have an EIN, please reach out to Dave Berka using the form on the Techquity grant webpage.

If you put in your EIN and it directs you to a blank page, it means that your organization already has an e-CImpact account. Please reach out to our team using the link on the Techquity grant webpage to create a username and password.



If you have questions about e-CImpact at any time, please use the link on the Techquity Grant webpage to reach out.

Fill in the required information, indicated with an asterisk and create a username and password.
Click Next

Fill in the required information fields below.

Agency Account Information

EIN:* 91-1503092

Agency Name:*

Website URL:

Description:

Limit up to 4000 characters.

Address

Address Type:* -- Select Address Type --

Address Line 1:*

Address Line 2:

City:*

State:* -- Select State --

Zip Code:*

Email Address

Email Address Type:* -- Select Email Type --

Email Address:*

Phone Number

Phone Number Type:* -- Select Phone Type --

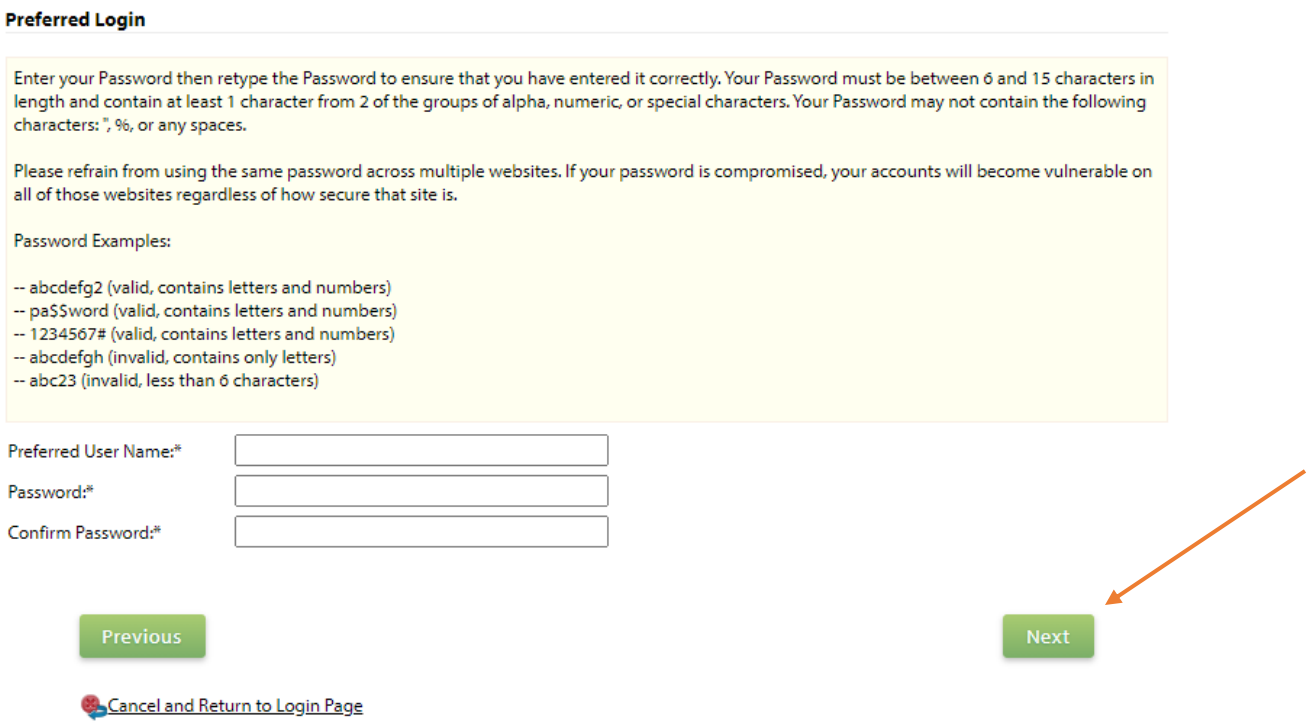
Phone Number:*

Primary Contact Information

Contact Type:* -- Select Contact Type --

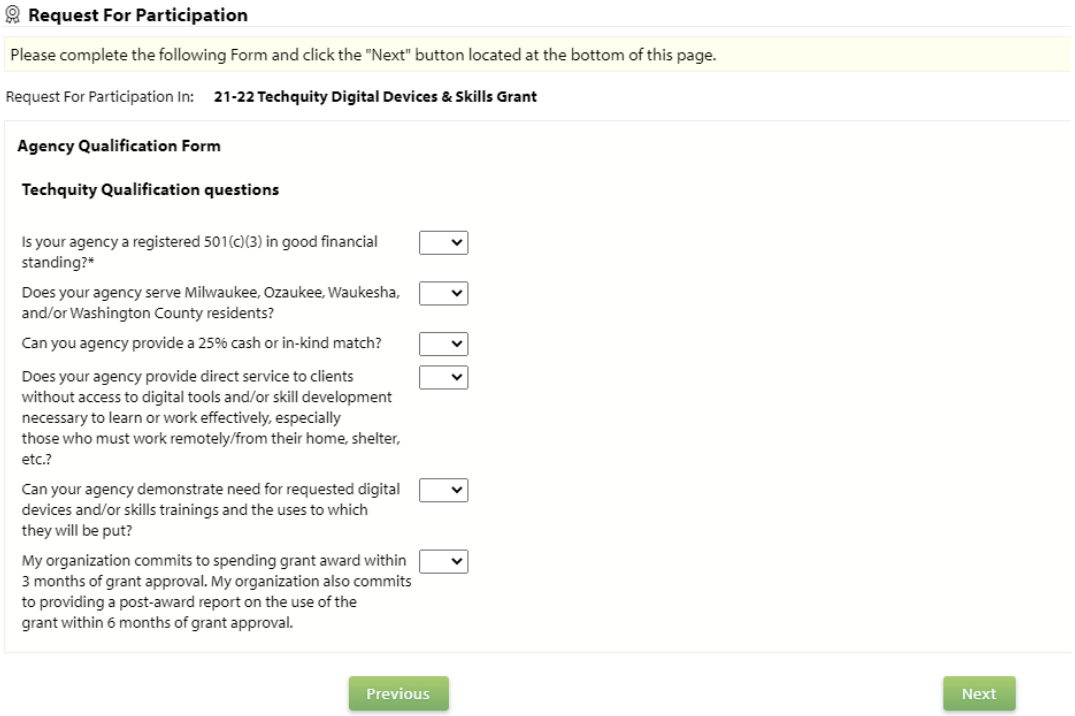
First Name:*

Middle Initial

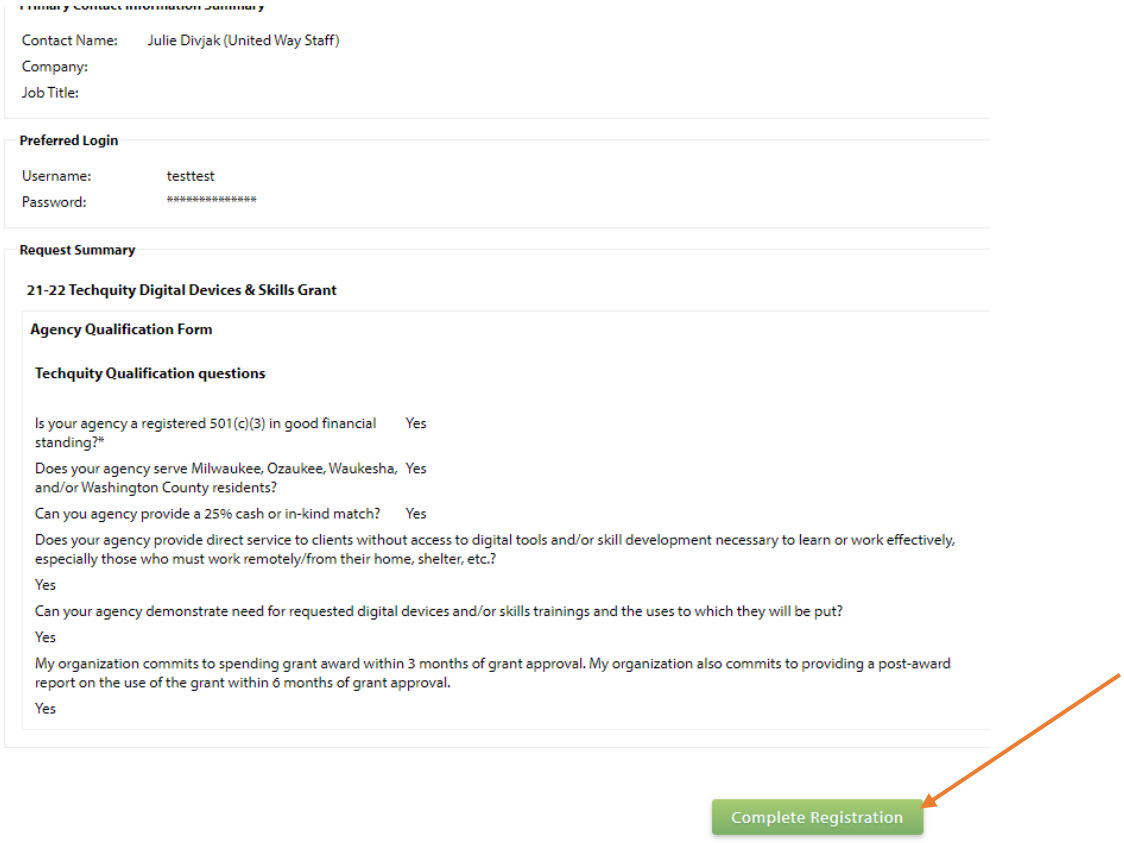


You will be directed into the e-CImpact site.
Select the **21-22 Techquity Digital Devices & Skills Grant**
Click Next

Answer the Agency Qualification questions on the next screen.
*All of the questions must be agreed to by indicating Yes for the application to be approved.

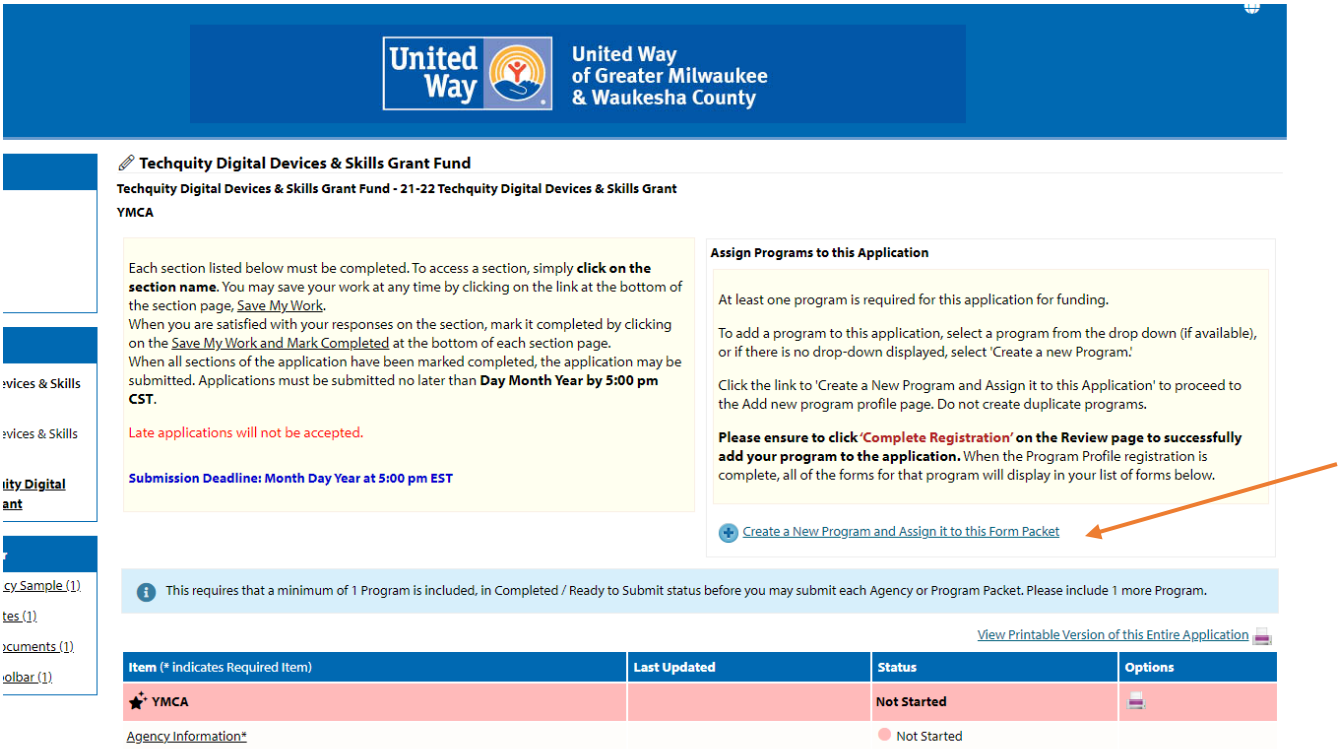


Review the information on the next screen. If everything is correct, click **Complete Registration.**

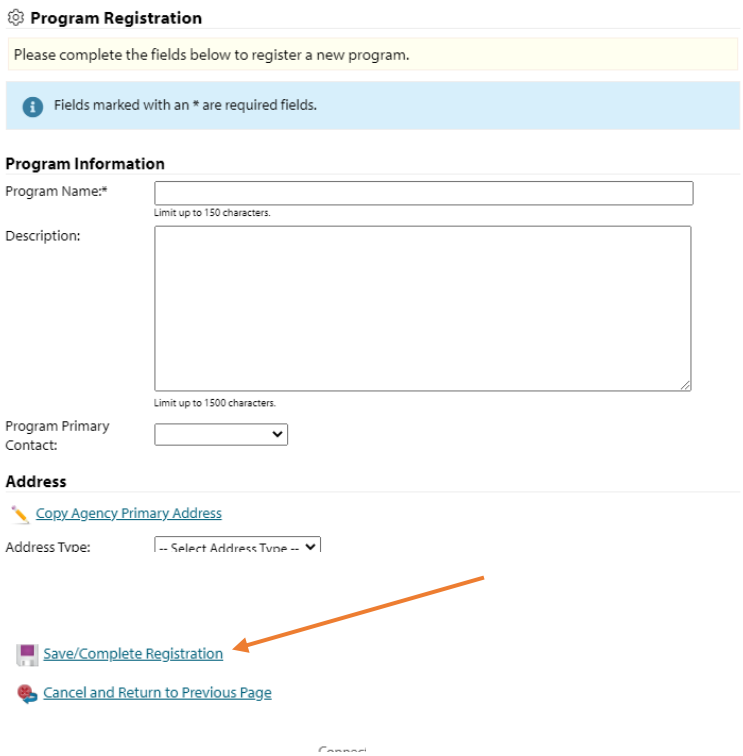


Click Next to Continue

You will see a link to Agency Information. That is general information and is not the application. To be assigned an application, click on **Create a New Program and Assign it to this Form Packet.**

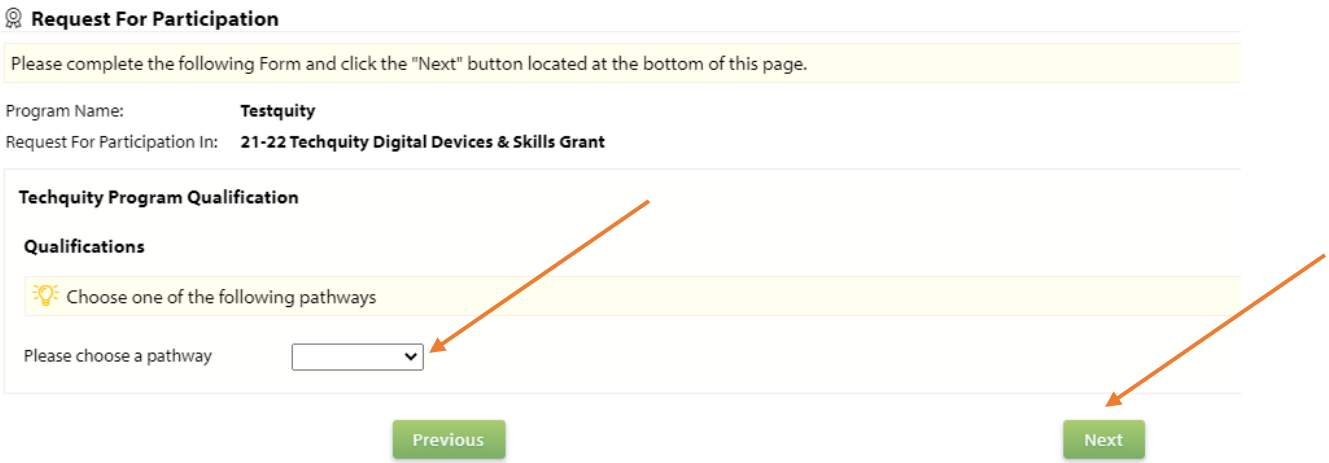


Complete the required fields to create a program and then click **Save/Complete Registration**

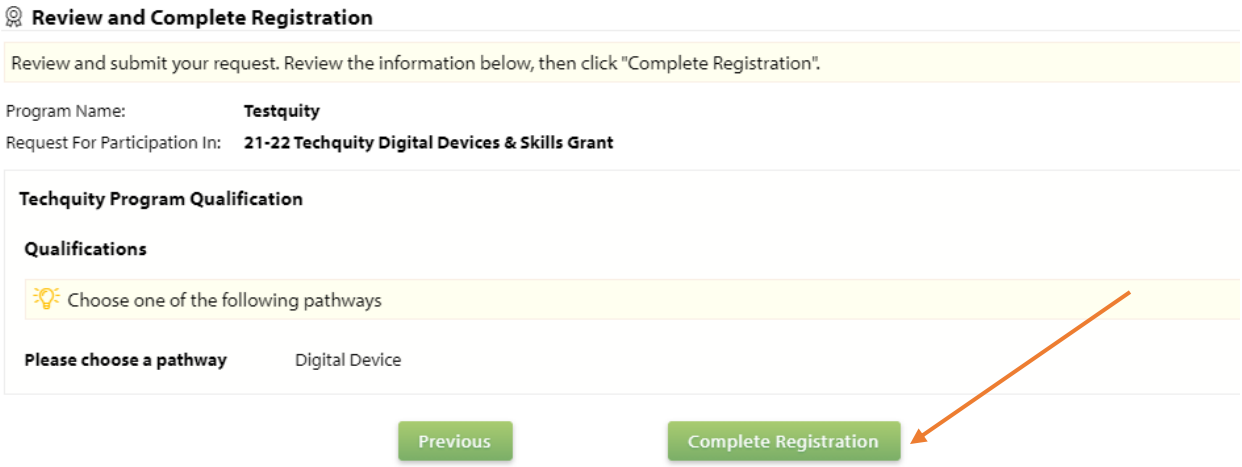


On the Request for Participation Page you can choose which grant you're choosing for the program you created. From the dropdown, choose either* Digital Device or Digital Skills and **click Next**.

*Agencies wanting to apply for both grants can do so by creating another new program following the prior steps above.

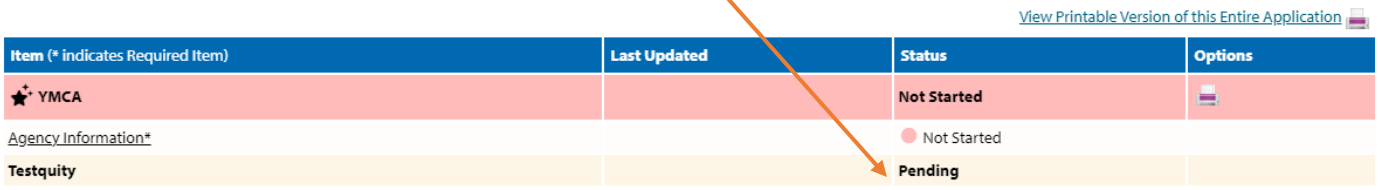


Click to **Complete Registration** and on the next page, click **Continue.**

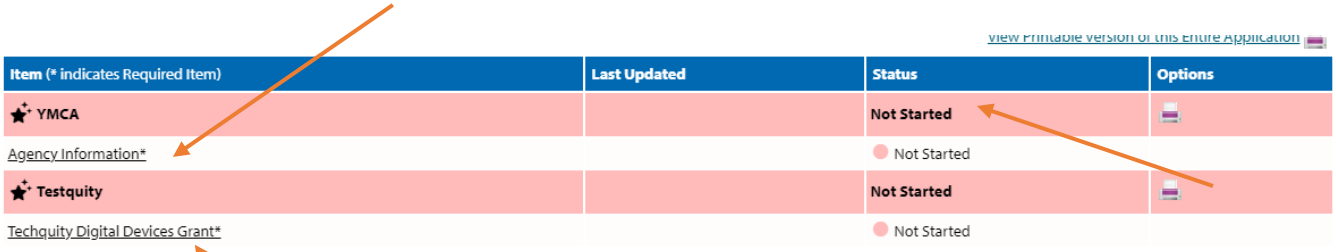


The application will be in “pending status”

You will receive an email when the request has been approved and you can continue the application process.



Please click on the Agency Information link to complete the Agency Information.



Once the grant is approved, it will show up under the Agency Information area.
Click on the Grant link to complete the grant application.

You can save at any time using the buttons within each section (screen shots below). When your ready to submit, each section has to be **Marked as Completed**

Top of the page –
Click Switch Forms to go to another form, like the Agency Information

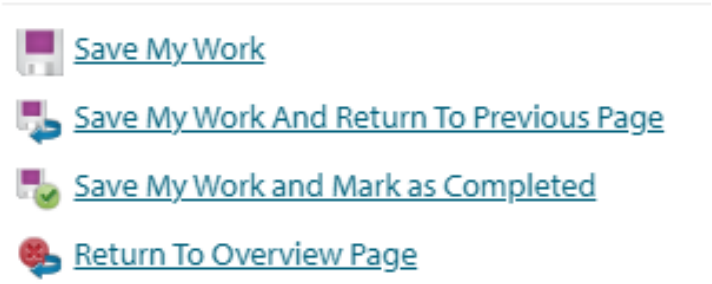
Save

Save and Return to the Previous Page

Save and Mark as Completed

Return to the Previous Page

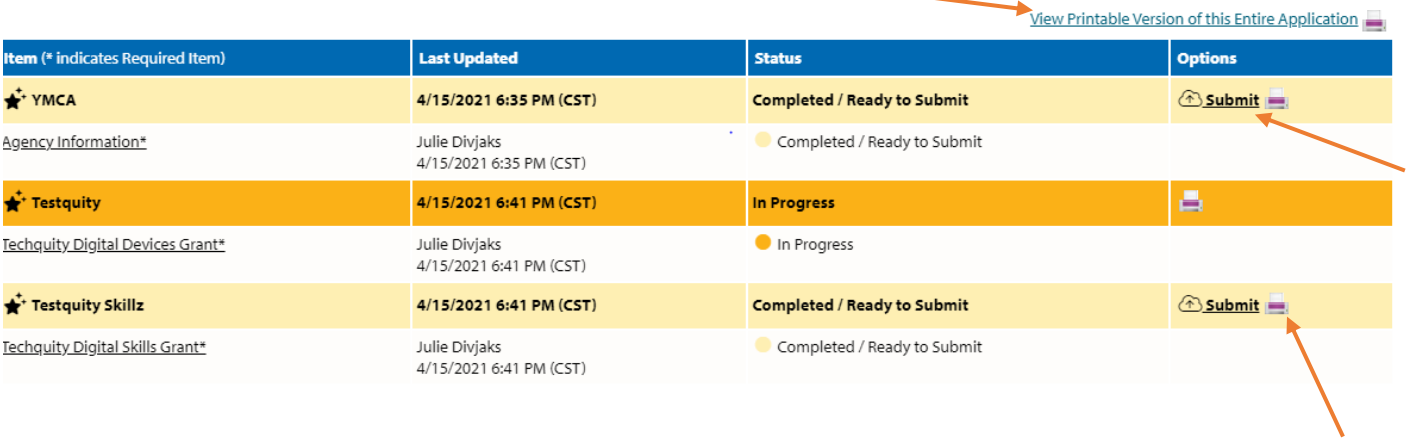
The bottom of the page has the same options, but they are spelled out.



Print to a pdf at any time by clicking on **View Printable Version.**

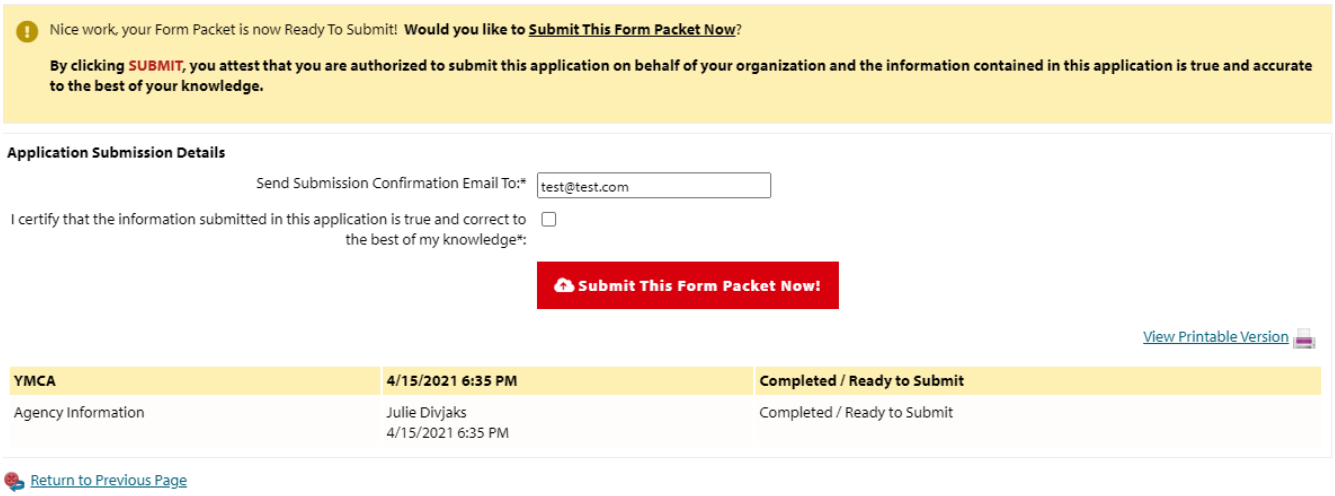
To submit, the section you want to submit must be **Marked as Completed.** Once Marked as Completed, they will read, Completed, Ready to Submit.

When the Agency Information and the Grant sections are marked as completed, a Submit button will appear for each section. You can pull up a pdf that includes every section by clicking on View Printable Version of this Entire Packet.



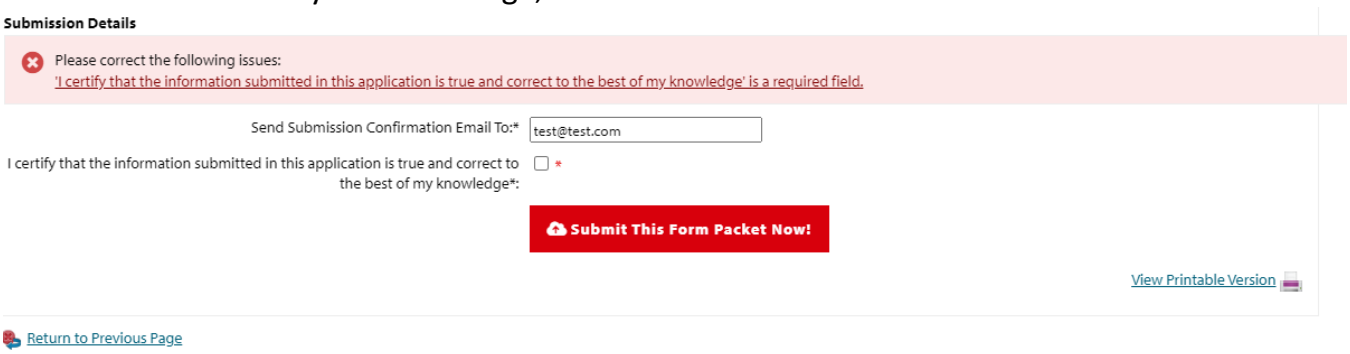
When you're ready to submit, click the **Submit** button. You will have to do this for all sections.

Now you can click to **Submit This Form Packet Now**, or update the email address before clicking.

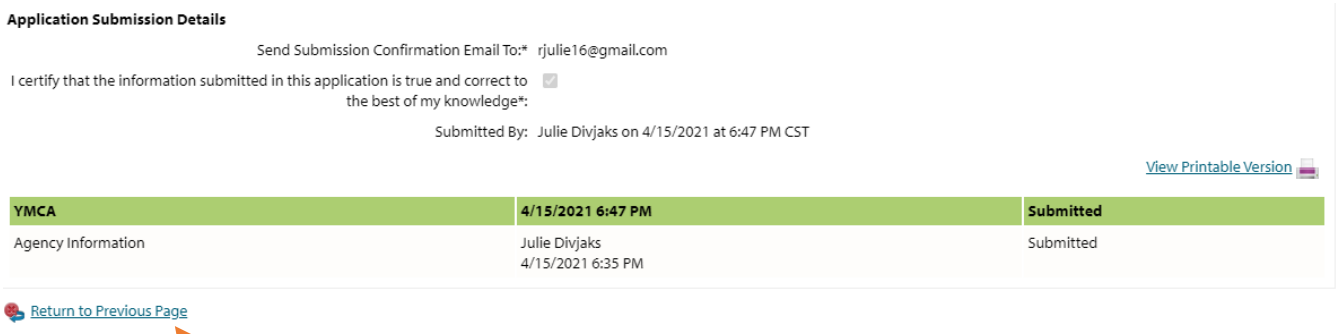


You're not done yet!

On the next page, double check the email address and click to certify that the information is true and correct to the best of your knowledge, then click to **Submit This Form Packet Now**.



That section will be marked as submitted and **can no longer be edited.**



Click to **return to previous page** and follow those instructions to submit each section when you're ready to submit.