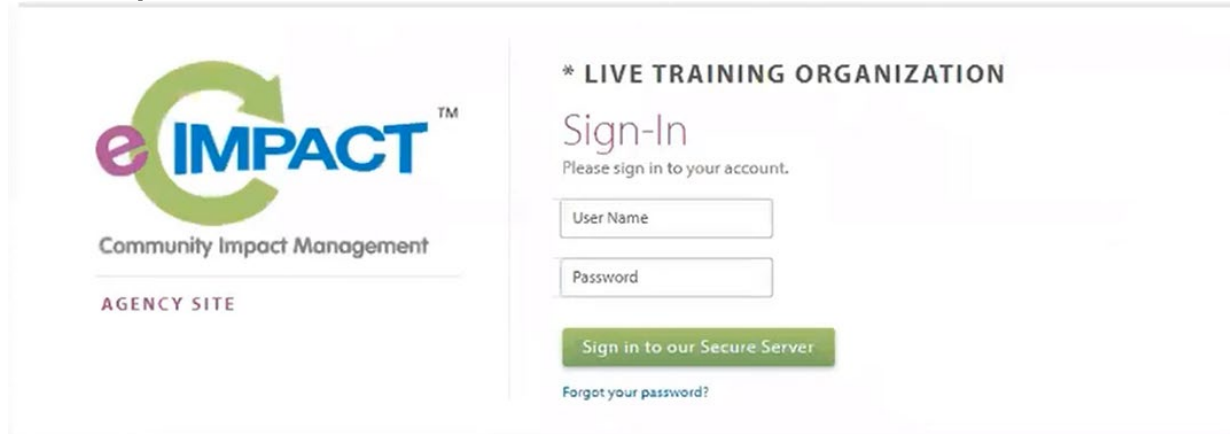


United Way of the Greater Lehigh Valley

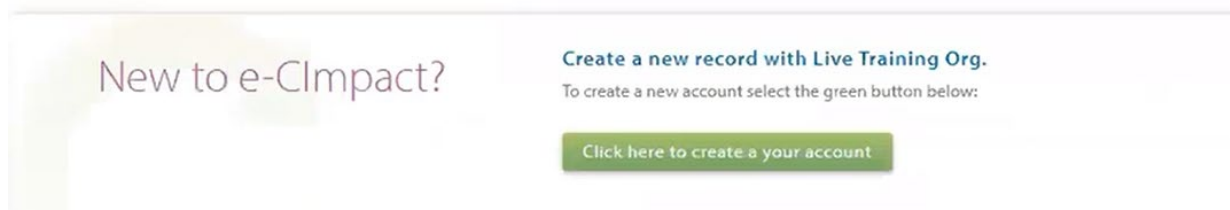
e-CImpact User Training- Open Process Application for Funding Organization Site

- The reason to use the site is to access the full request for proposals, submit proposals and for reporting, if selected for funding.
- <https://agency.e-cimpact.com/login.aspx?prg=40036F>

If you need to create an account please follow the link at the bottom of the page- see “New to e-CImpact?” below.



The screenshot shows the e-CImpact login interface. On the left is the logo for e-IMPACT Community Impact Management, labeled as the AGENCY SITE. On the right, under the heading '* LIVE TRAINING ORGANIZATION', is a 'Sign-In' section. It includes a prompt to sign in to the account, input fields for 'User Name' and 'Password', a green 'Sign in to our Secure Server' button, and a link for 'Forgot your password?'.

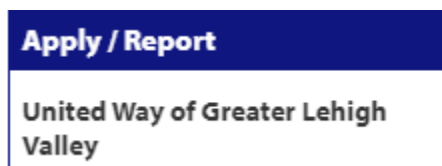


The screenshot shows a registration prompt for new users. It features the heading 'New to e-CImpact?' and a link to 'Create a new record with Live Training Org.'. Below this is a note: 'To create a new account select the green button below:'. A green button labeled 'Click here to create a your account' is positioned at the bottom.

- New agencies will be prompted to enter your agency’s EIN. e-CImpact syncs with the IRS monthly to validate agency EINs. This is used to ensure your agency is listed with 501 (c)(3) status in the IRS database.
- Once you enter your EIN, please follow the registration prompts to enter agency information, and create a user name and password.
- Select the Funding Opportunity you want to apply for and proceed to the three eligibility questions, then click “complete registration”.
- You will be brought to a landing page where you can select the application forms to complete.

For Existing Agencies with e-CImpact accounts (and new agencies once you create an account for subsequent log-ins)



- Using the same link listed above, log in.
- Once you see you landing page, click on the “Apply/Report” link in the menu on the left.






- The application for any open RFPs will be listed in this “Apply/Report” section.




- Please note, as you work on the forms, progress is auto saved, however, it is best practice to click save when moving from page to page or question to question. When you complete one section and the option is provided to “save and mark as complete”, please do so.




 [Save My Work](#) 

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

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

 [Return To Overview Page](#)

- Only once all of the forms in the application are saved and marked as complete will the “submit” option be activated. You must click submit in order for your application to be formally submitted. You will receive an automated email confirming your application has been received.
- See below for the different status updates on sample forms: not started, in progress, completed/ready to submit. Also notice that the top section has the submit button on the right, that only appears once all sections are complete and ready. You can click on the printer icon to print a copy of your application at any point.

1/21/2020 1:23 PM (CST)	Completed / Ready to Submit	Submit 
Laura Savenelli 1/21/2020 1:23 PM (CST)	● Completed / Ready to Submit	
Laura Savenelli 1/21/2020 1:22 PM (CST)	● Completed / Ready to Submit	
Laura Savenelli 12/3/2019 11:02 AM (CST)	● Completed / Ready To Submit	
12/12/2019 9:23 PM (CST)	In Progress	
Laura Savenelli 12/12/2019 9:23 PM (CST)	● In Progress	
Laura Savenelli 12/12/2019 9:23 PM (CST)	● In Progress	
	● Not Started	