



Community Impact Management

Grant Portal Registration Instructions

Hawaii Island United Way

688 Kino'ole Street #201
Hilo, Hawaii 96720

For Support, please contact:

Office Coordinator

carol@hiuw.org

808-935-6393 x 1

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)

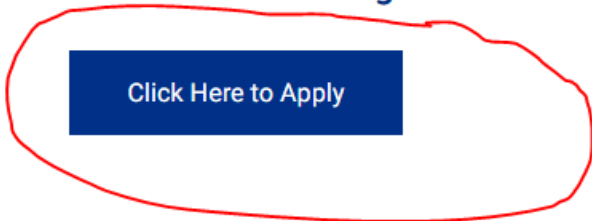
To access the e-CImpact website, please go to www.hiuw.org

Right on the home page you will see a “Partner Login” button. Click on that button and it will take you to the e-Cimpact log in page,



or go to <https://hiuw.org/our-impact/grants-programs/>

- **Investment Criteria**
- **Criteria & Policy**
- **Grant Portal Registration Instructions**



Direct access to the agency site is: <https://agency.e-cimpact.com/login.aspx?org=13001>

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.

For New Organizations: (SKIP TO BOTTOM OF PAGE 4)

Currently, the default agency username is the email address of the agency's **primary contact**.

But if you are using e-Cimpact with any other organization, we recommend you use a different username because each e-Cimpact may not be connected to the other.

The first time you login, the password will be pwd123. Once logged in you will be automatically prompted to change your password.

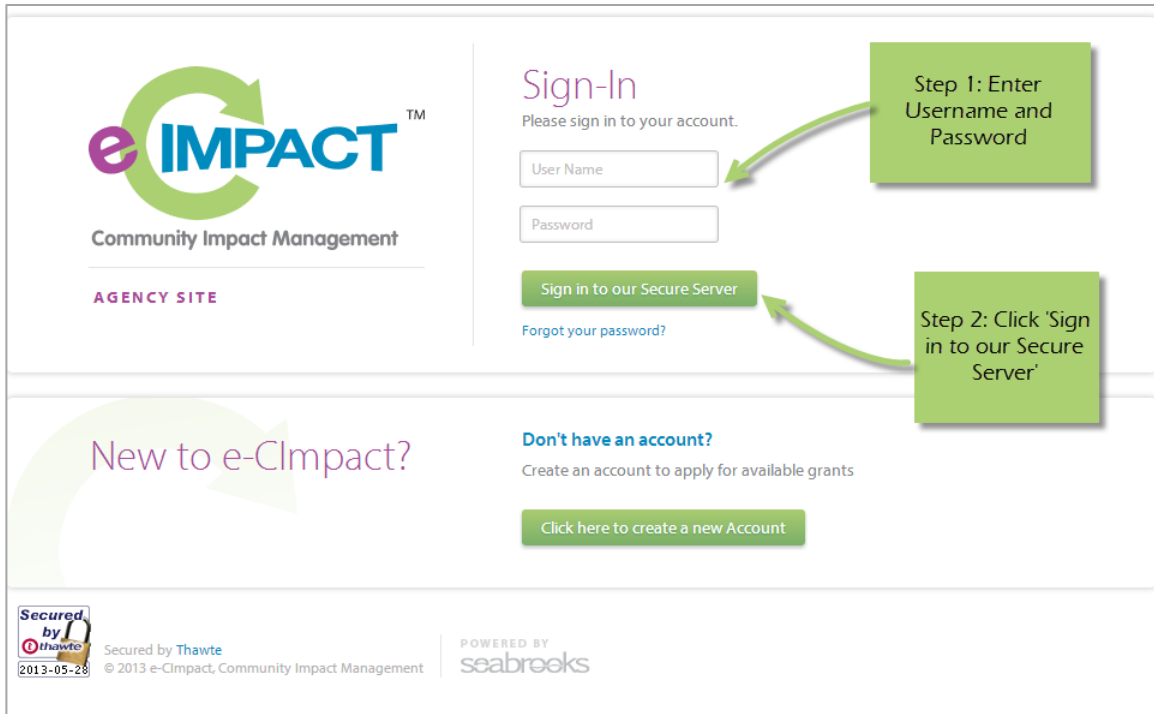
For Others: *if you do not know or remember your username and password, please contact your Office Coordinator.*

Step 1: Enter your username and password.

Step 2: Click 'Sign Into our Secure Server' or use the enter key.

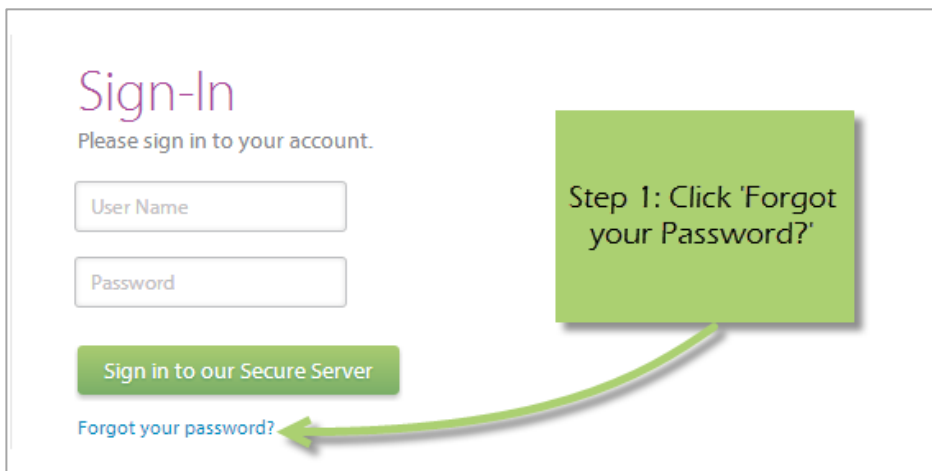
Hawai'i Island United Way





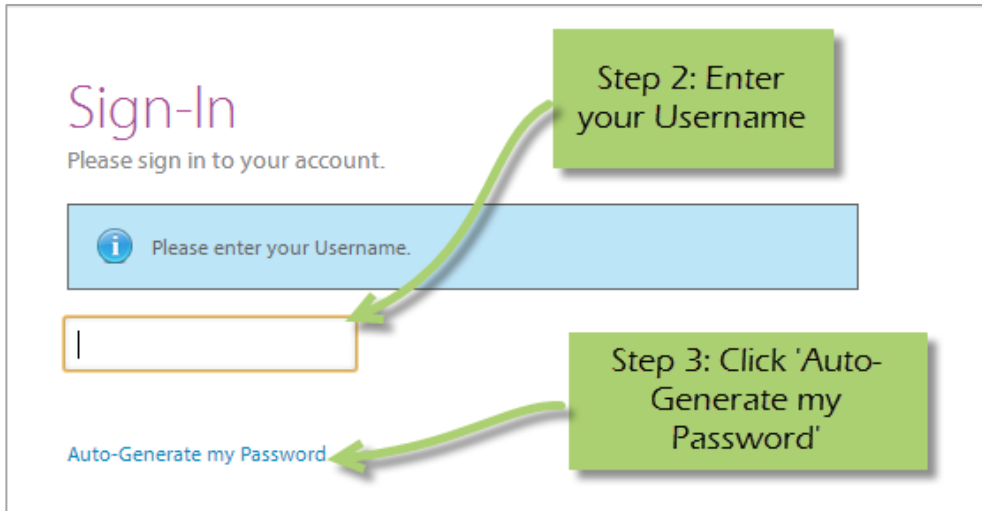
Forgot Password

Step 1: Click 'Forgot your password?' on the agency login page.



Step 2: Enter your username

Step 3: Select 'Auto-Generate my Password'

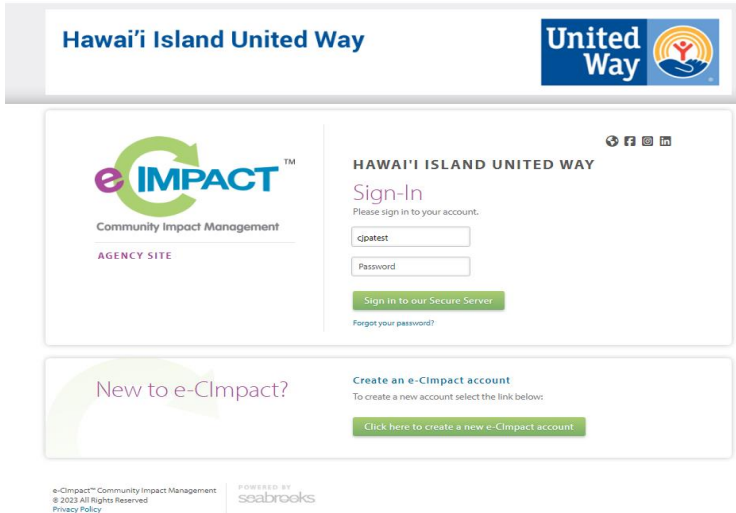


Step 4: Check your email, return to the login page and proceed to login. If you do not see the email in your inbox, be sure to check the 'junk' folder. If the email is not in either, please contact your Office Coordinator.

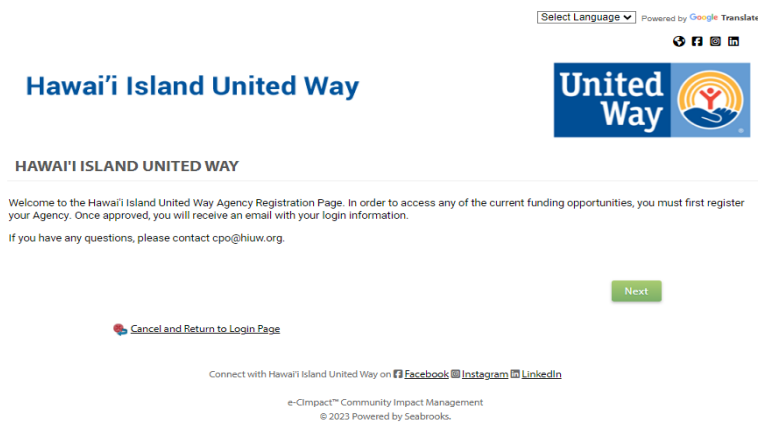
[Registering a New Agency](#)

If you are new to the Hawaii Island United Way Community Partnership Grant Program or are a past partner but have not used e-CImpact, please proceed with site registration. Registration is required for all non-partner agencies.

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



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:

Limit up to 750 characters (0 used).

Mission Statement:

Limit up to 750 characters (0 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:

Password

- abcdefgh (invalid, contains only letters)
- abcdefgh1 (invalid, contains only letters)
- abc23 (invalid, less than 6 characters)
- abcdefgh (invalid, contains only letters)
- abcdefgh1 (invalid, contains only letters)
- abc23 (invalid, less than 6 characters)

to ensure that you have entered it correctly. Your Password must be between 6 and 15 character from 2 of the groups of alpha, numeric, or special characters. Your Password may any white-space.

Preferred User Name: *

Password: *

Confirm Password: *

Step 3: Enter required information, then click 'Next'

[Previous](#) [Next](#)

[Cancel and Return to Login Page](#)

Step 4: Please answer all qualification questions and proceed to the next page.

If your agency passes the initial qualification questions, you will then move on to confirm your registration. In the event your agency does not qualify, you will be provided information on who to contact should you have any questions.

Agency Qualification Form

Customizable instructions can be entered here.

Section 1

Does your organization have a 501c3 rating? (answer 'Yes' to Qualify).....

Step 5: Answer Qualification Question, then Click 'Next'

[← Previous](#) [Next →](#)

[Cancel and Return to Login Page](#)

Step 5: Review all agency information entered, and then click **'Complete Registration.'**

Please Review the information below for accuracy.

EIN: 567774568
Agency Name: 123 Test Agency

Additional Agency Account Information Summary

Description:

Accredited: Yes No

Mission Statement:

Agency Information Summary

Address: 123 Main Street
City, Illinois
45654
(Mailing)

Email Address: info@email.com (Main)

Phone Number: (555) 666-3333 (Fax)

Primary Contact Information Summary

Contact Name: me me (Executive Director)

Preferred Login

Username: 123agency
Password: *****

Request Summary

The Youth Philanthropy Project

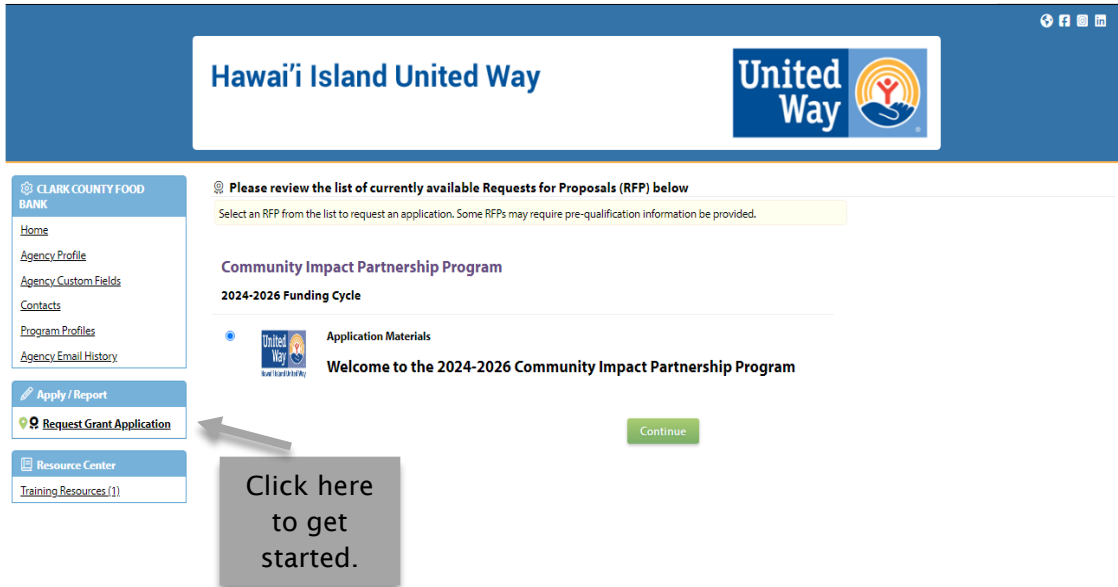
The Youth Philanthropy Project is transitioning to a formal partnership between The Community Foundation and HandsOn Project. The purpose of this partnership is to further enhance the quality of the experience for participants and to further expand our reach to youth throughout the region.

Step 6: Review your agencies information, then 'Complete Registration'

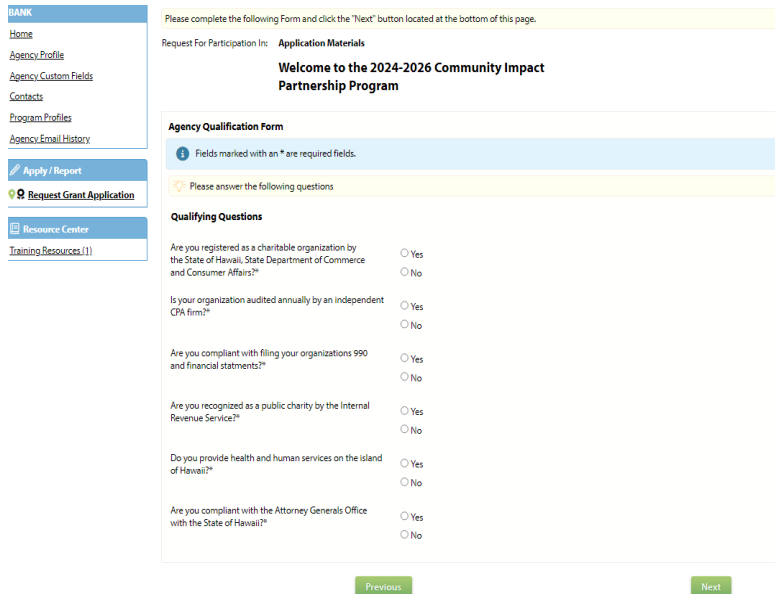
[Complete Registration →](#)

[Cancel and Return to Login Page](#)

STEP 6: You will be directed to your home page. on the left of the page, there will be a section called “Apply/Report” and a link for “Request Grant Application.” Click on that link and you will see the page below. Click Continue.



Answer the following questions, and click “next.”



The following page will appear to confirm your answers. Click “complete Application”.

CLARK COUNTY FOOD BANK

- Home
- Agency Profile
- Agency Custom Fields
- Contacts
- Program Profiles
- Agency Email History

Apply / Report

- Request Grant Application

Resource Center

- Training Resources (1)

Review and Complete Registration

Review and submit your request. Review the information below, then click 'Complete Registration'

Request For Participation In: **Application Materials**

Welcome to the 2024-2026 Community Impact Partnership Program

Agency Qualification Form

Please answer the following questions

Qualifying Questions

Are you registered as a charitable organization by the State of Hawaii, State Department of Commerce and Consumer Affairs?
Yes

Is your organization audited annually by an independent CPA firm? Yes

Are you compliant with filing your organizations 990 and financial statements? Yes

Are you recognized as a public charity by the Internal Revenue Service? Yes

Do you provide health and human services on the island of Hawaii? Yes

Are you compliant with the Attorney Generals Office with the State of Hawaii? Yes

[Previous](#) [Complete Registration](#)

You will receive an email thank you for your interest in applying and pending approval. Once the prequalification is approved, you will see the following on your dashboard. Click on the link to get started.

Hawai'i Island United Way

United Way

CLARK COUNTY FOOD BANK Home Page

Apply / Report

Community Impact Partnership Program - 2024-2026 Funding Cycle

Application Materials

Welcome to the 2024-2026 Community Impact Partnership Program

United Way

Hawai'i Island United Way

Status: ● Not Started

[Click Here to Get Started](#)

Progress Summary

- Not Started
- In Progress
- Allow Revision
- Completed
- Submitted

Click here to get started.

To access the rest of the e-CImpact Agency Training Manual please go to the resource center located in the lower left side of the agency homepage.

The screenshot shows the top navigation bar with the text "Hawai'i Island United Way" and the United Way logo. Below this is a sidebar menu for "CLARK COUNTY FOOD BANK" with links for Home, Agency Profile, Agency Custom Fields, Contacts, Program Profiles, Agency Email History, Resource Center, and Training Resources (1). The main content area displays the date "Friday, January 5, 2024" and a calendar for January 2024. A grey callout box with the text "Click here to get started." has an arrow pointing to the "Training Resources (1)" link in the sidebar.