



Community Impact Management

Broomfield Community Foundation

PO Box 2040, Broomfield, CO 80038

For Support, please contact:

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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: <http://www.broomfieldfoundation.org/grant-application> for the link.

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

Please bookmark the address to easily access e-CImpact at your convenience.

Registering a New Agency

If you are not yet a Broomfield Community Foundation Partner Agency, 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'**

e IMPACT™
Community Impact Management
AGENCY SITE

Sign-In
Please sign in to your account.

User Name
Password

Sign in to our Secure Server

Forgot your password?

New to e-IMPACT?

Don't have an account?
Create an account to apply for available grants

Click here to create a new Account

Step 1: Click here to create a new account

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2013-05-28

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

- o Tax exempt letter from the Internal Revenue Service
- o Most recent audited financial statements
- o Most recent 990

time of at least 3 months, prior to your program or event, will all
t started please click 'Continue', then enter your Employer Identifi
that your organization's information is correct.

Step 2: Read all directions, then click 'Next'

Next

Cancel and Return to Login Page

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-Clmact account. The system will also automatically enter any information linked to the EIN entered.*

The screenshot shows the 'Agency Registration' form in the e-IMPACT system. The form is divided into several sections: Agency Account Information, Additional Agency Account Information, Address, Email Address, Phone Number, Primary Contact Information, and Preferred Login. Each section contains various input fields, dropdown menus, and checkboxes. A blue banner at the top indicates that fields marked with an asterisk are required. A yellow banner below it asks the user to enter information about their non-profit agency. A green callout box with the text 'Please note what username and password you create.' points to the 'Preferred Login' section. Another green callout box with the text 'Step 3: Enter required information, then click 'Next'' points to the 'Next' button at the bottom right of the form. The form also includes a 'Previous' button, a 'Cancel and Return to Login Page' button, and a copyright notice at the bottom: '© 2013 e-C IMPACT, Community Impact Management Secured by Thawte™ Powered by Seabrooks.'

Step 5: 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).....

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

[Cancel and Return to Login Page](#)

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

Step 6: 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

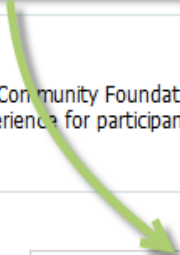
The Youth Philanthropy Project is transitioning to a formal partnership between The Community Foundation and HandsOn Project. The purpose of this partnership is to further enhance the quality of the experience for participants and to further expand our reach to youth throughout the region.

[← Previous](#)

[Complete Registration →](#)

[↩ Cancel and Return to Login Page](#)

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



Once your registration is completed and approved (which will include your prequalification submission) you will be able to print your confirmation page. You will be prompted to continue in the grant application process.

Agency Login

Now that you have accessed the Agency site, it is time to login.

If you do not know or remember your username and password, please contact Janell Daly at the Broomfield Community Foundation.

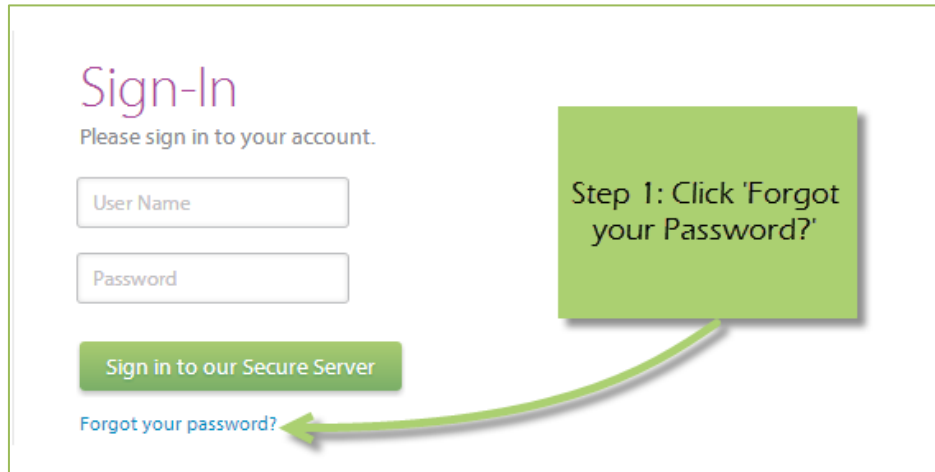
Step 1: Enter your username and password

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

The screenshot shows the e-IMPACT Agency Login page. On the left is the e-IMPACT logo with the text "Community Impact Management" and "AGENCY SITE". The main content area is titled "Sign-In" and includes the instruction "Please sign in to your account." Below this are two input fields: "User Name" and "Password". A green callout box labeled "Step 1: Enter Username and Password" has an arrow pointing to the "User Name" field. Below the input fields is a green button labeled "Sign in to our Secure Server". A second green callout box labeled "Step 2: Click 'Sign in to our Secure Server'" has an arrow pointing to this button. Below the button is a link for "Forgot your password?". At the bottom of the main content area, there is a section titled "New to e-Clmpact?" with a large green arrow pointing left. Below this is a link "Don't have an account?" with the text "Create an account to apply for available grants" and a green button "Click here to create a new Account". The footer contains security logos for "Secured by Thawte" (dated 2013-05-28) and "Secured by Thawte © 2013 e-Clmpact, Community Impact Management", along with the text "POWERED BY seabrooks".

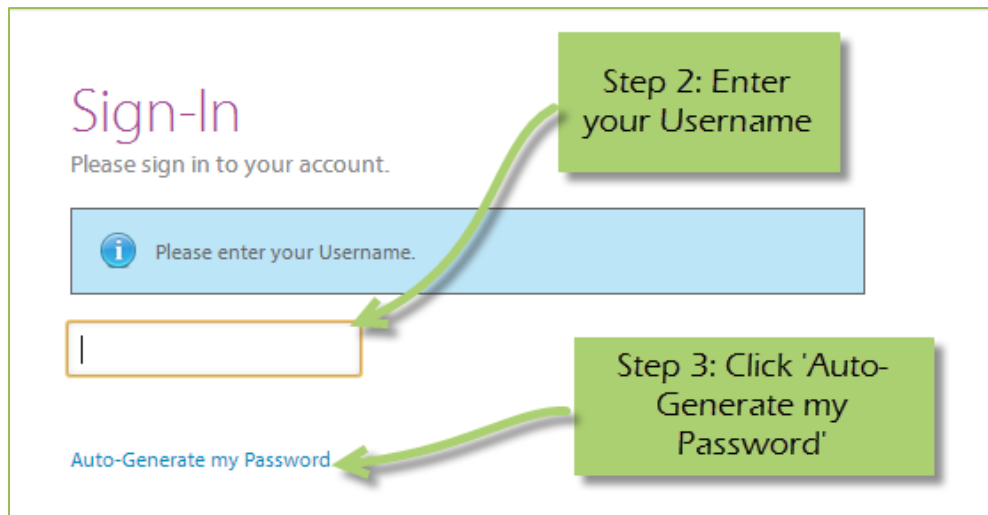
Forgot Password

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



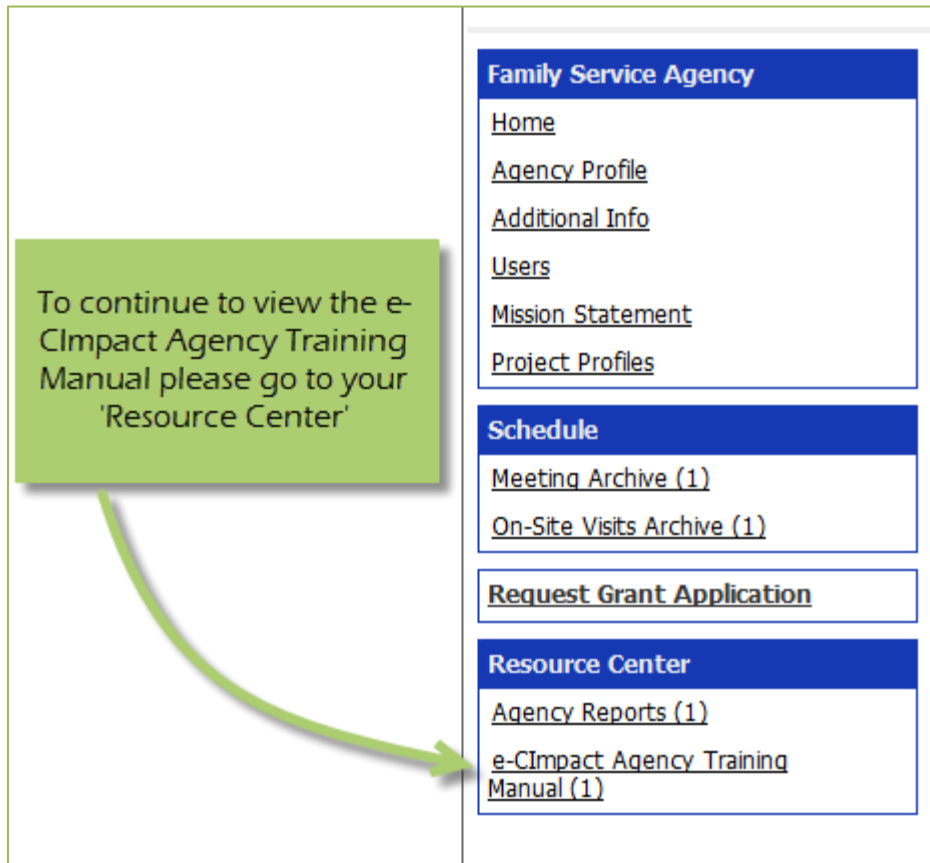
Step 2: Enter your username

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 Janell Daly at the Broomfield Community Foundation.

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



The image shows a screenshot of a web application interface. On the left side, there is a light green callout box with a drop shadow containing the text: "To continue to view the e-Clmpact Agency Training Manual please go to your 'Resource Center'". A green arrow originates from the bottom right of this callout box and points to the "e-Clmpact Agency Training Manual (1)" link in the "Resource Center" section of the navigation menu on the right. The navigation menu is organized into several sections, each with a blue header:

- Family Service Agency**
 - [Home](#)
 - [Agency Profile](#)
 - [Additional Info](#)
 - [Users](#)
 - [Mission Statement](#)
 - [Project Profiles](#)
- Schedule**
 - [Meeting Archive \(1\)](#)
 - [On-Site Visits Archive \(1\)](#)
- Request Grant Application**
- Resource Center**
 - [Agency Reports \(1\)](#)
 - [e-Clmpact Agency Training Manual \(1\)](#)