



QUICKSTART FOR AGENCY EDs

This guide is intended to help you get started with e-CImpact in just six steps (for greater detail, please refer to the "Agency Introduction to e-CImpact" PowerPoint). As the Executive Director, it is your responsibility to login to e-CImpact to activate and review your account. Additionally, you must create accounts for each of your staff members who require access to e-CImpact for reporting and scheduling. After creating accounts for your staff, you may then designate one of them to be your agency's Primary Contact in e-CImpact.

STEP 1 ACCESS E-C IMPACT

Gain direct access to the UWFC Agency Site at:

<https://agency.e-cimpact.com/login.aspx?org=35730F>

STEP 2 LOGIN

Use your agency email address as your **username** and pwd123 as your **password**.

Username: Your full agency email address

Password: pwd123

STEP 3 CHANGE PASSWORD

You will then be automatically prompted to change your password. Please change your password before proceeding and hit the enter key.

STEP 4 REVIEW USER PROFILE

You, then, will land on your agency site homepage. At the top of the page click the 'User Profile' tab to review your profile information. Click '**Save and Return to Previous Page**' if changes were made, or click '**Cancel and Return to Previous Page**' if no changes are needed.

STEP 5 UPDATE/CREATE AGENCY CONTACTS

If you would like to list additional contacts from your agency beyond the ED click '**Add New**' and update accordingly.

STEP 6 REQUEST A LOGIN

Once the new contact has been created, you will be able to request a login for this user by clicking '**Request a Login**'. Enter a username (their agency email address) and an initial generic password for your new user, and click 'Save/Update'. United Way staff will approve your request. You will receive an email acknowledging this approval.

Important: Notify the new user of their username and password that you have created for them. e-CImpact does not generate an initial email to new users when their account is created.

If your staff member cannot access their account after that time, please have them contact either Ucha David via email or by phone at ucha.david@uwforsyth.org/336.721.9345 or Bret Marchant at bret.marchant@uwforsyth.org

Also click 'Return to Previous Page' to continue reviewing items on your homepage!