



Community Impact Management

2015

Agency Training Manual

Children's Services Council of St. Lucie County

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Port St. Lucie, FL 34986

For Support, please contact:

CSC Team Member

helpdesk@cscslc.org

(772) 408-1100

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Accessing e-CImpact

Requirements: All you need to access e-CImpact is a computer with an internet connection and the current version of your web browser (example: Internet Explorer, Firefox, Chrome, Safari)

To access the e-CImpact website, please go to:

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

*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.

Currently, the default username is your email address. (ex.: john.smith@abcagency.org)

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 CSC Team Member.*

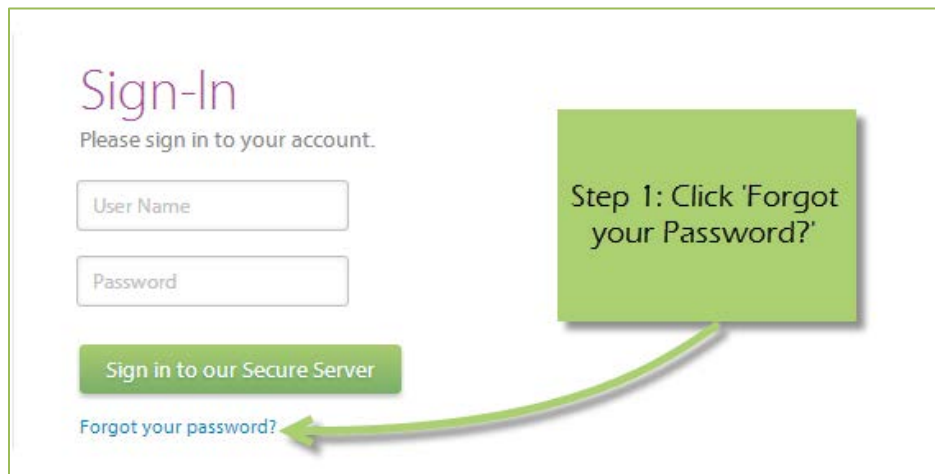
Step 1: Enter your username and password

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 tagline '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 button labeled 'Sign in to our Secure Server' is positioned below the fields, with a 'Forgot your password?' link underneath. A large green arrow points from the 'Sign in to our Secure Server' button to a green callout box on the right that says 'Step 2: Click 'Sign in to our Secure Server''. Another green callout box on the right says 'Step 1: Enter Username and Password' with an arrow pointing to the 'User Name' input field. Below the sign-in section is a section for new users titled 'New to e-IMPACT?' with a large green arrow pointing left. It includes the text 'Don't have an account?' and 'Create an account to apply for available grants', followed by a green button 'Click here to create a new Account'. At the bottom left, there is a 'Secured by Thawte' logo with the date '2013-05-28'. At the bottom right, it says 'POWERED BY seabrooks'. The footer text at the bottom of the page reads 'Secured by Thawte © 2013 e-IMPACT, Community Impact Management'.

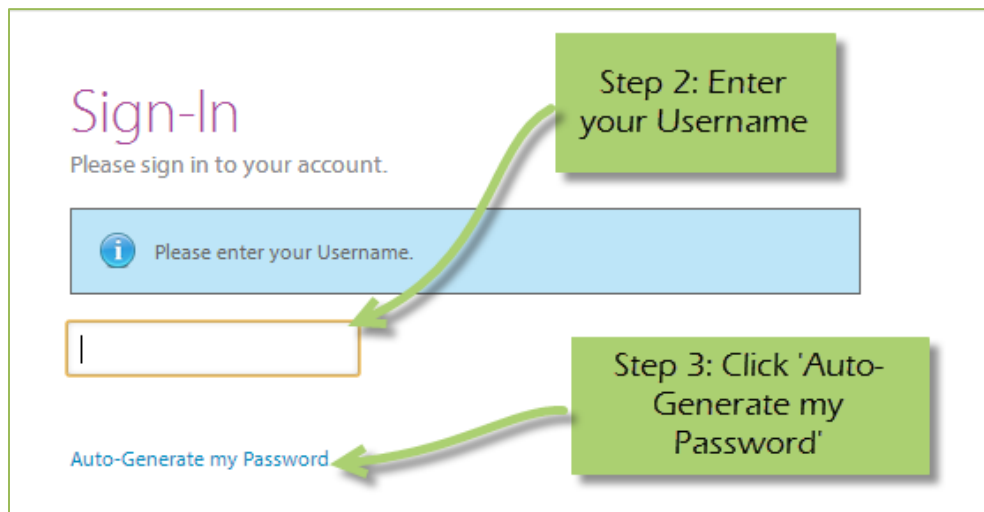
Forgot Password

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 CSC Team Member.

Registering a New Agency

If you are not yet a/an Children's Services Council of St. Lucie County 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'

The screenshot shows the e-IMPACT Agency Site login page. On the left is the e-IMPACT logo with the text 'Community Impact Management' and 'AGENCY SITE'. On the right is the 'Sign-In' section with the text 'Please sign in to your account.' and fields for 'User Name' and 'Password'. Below these fields is a green button labeled 'Sign in to our Secure Server' and a link for 'Forgot your password?'. In the center, there is a section titled 'New to e-IMPACT?' with a large green arrow pointing to the right. Below this is the text 'Don't have an account?' and 'Create an account to apply for available grants', followed by a green button labeled 'Click here to create a new Account'. A green callout box with a white border points to this button, containing the text 'Step 1: Click here to create a new account'. At the bottom, there are security logos for 'Secured by Thawte' and 'POWERED BY seabrooks'.

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

The screenshot shows the registration page with the heading 'Letter of Intent / RFP pre-qualification process!'. Below the heading is the text: 'register and request an application for the current funding round. Please be ready to enter your agency's EIN, contact information, and mission application request requires that you successfully complete a pre-qualification test to determine your agency's eligibility.' A green callout box with a white border points to a green button labeled 'Next' with a right-pointing arrow. The callout box contains the text 'Step 2: Read all directions, then click 'Next''. In the bottom left corner, there is a red 'X' icon and the text 'Cancel and Return to Login Page'. At the bottom center, there is the text 'e-IMPACT™ Community Impact Management © 2015 Powered by Seabrooks.'

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

The screenshot shows the 'Agency Registration' form with several sections: Agency Account Information, Account Information, Address, Email Address, Phone Number, Primary Contact Information, and Preferred Login. A blue banner at the top states 'Fields marked with an * are required fields.' A yellow banner below it says '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.' A green callout box on the left says 'Please note what username and password you create.' A green callout box on the right says 'Step 3: Enter required information, then click Next' with an arrow pointing to the 'Next' button. The 'Preferred Login' section includes a password strength indicator with rules: 6-15 characters, alphanumeric and special characters, no white space, and a mix of groups. The form has 'Previous' and 'Next' buttons at the bottom, and a 'Cancel and Return to Login Page' link.

Step 4: Select a grant application you would like to apply for, and then continue to the next page.

*** Test Agency**

- [Home](#)
- [Agency Profile](#)
- [Contacts](#)
- [Statements](#)
- [Program Profiles](#)

Children's Services Council of St. Lucie County
2015-16

- [1\) October Monthly Reimbursement](#)
- [Quarter 1 Reporting](#)
- 2016-17
- [Annual RFP](#)

Resource Center

Calendar

December 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Application Deadline Information

2016-17 Application Deadline

All applications must be submitted by **March 4, 2016 at 12:00 pm**. No late submission, please contact Jim Dwyer at jdwyer@cscslc.org or (772) 40

[Read more...](#)

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 6: Review all agency information entered, and then click **'Confirm'**

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'

[Cancel and Return to Login Page](#)

Complete Registration ➔

Once your registration is completed you will be able to print your confirmation page. You will also receive a confirmation email.

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.

