Registering an Organization

## Accessing the e-CImpact Site for the First Time

1. Once you click on the e-CImpact link, you will then be directed to the e-CImpact login site. Your internet may block popups so if you are having issues accessing the site, make sure you allow pop ups from e-CImpact. It is recommended that you bookmark this page for future use. If you are having trouble accessing the website you may also paste: https://agency.e-cimpact.com/login.aspx?org=FundHartford directly into your browser.

2. Follow the directions on "Registering your Organization" starting on page 2. Then follow the application specific directions that are located in the "Resource Center" on the main e-Cimpact page.

## Accessing the e-CImpact Site if your organization has already registered

1. Once you click on the e-CImpact link, you will then be directed to the e-CImpact login site. Your internet may block popups so if you are having issues accessing the site, make sure you allow pop ups from e-CImpact. It is recommended that you bookmark this page for future use. If you are having trouble accessing the website you may also paste: https://agency.e-cimpact.com/login.aspx?org=FundHartford directly into your browser.

2. Enter your username and password. If you have forgotten your username or password, please contact Kimberley Russo at krusso@fundforgreaterhartford.org.

3. Then follow the application specific directions that are located in the "Resource Center" on the main e-Cimpact page.

Registering your Organization on e-CImpact

1. Click "Click here to create a new e-CImpact account" at the bottom of the page.
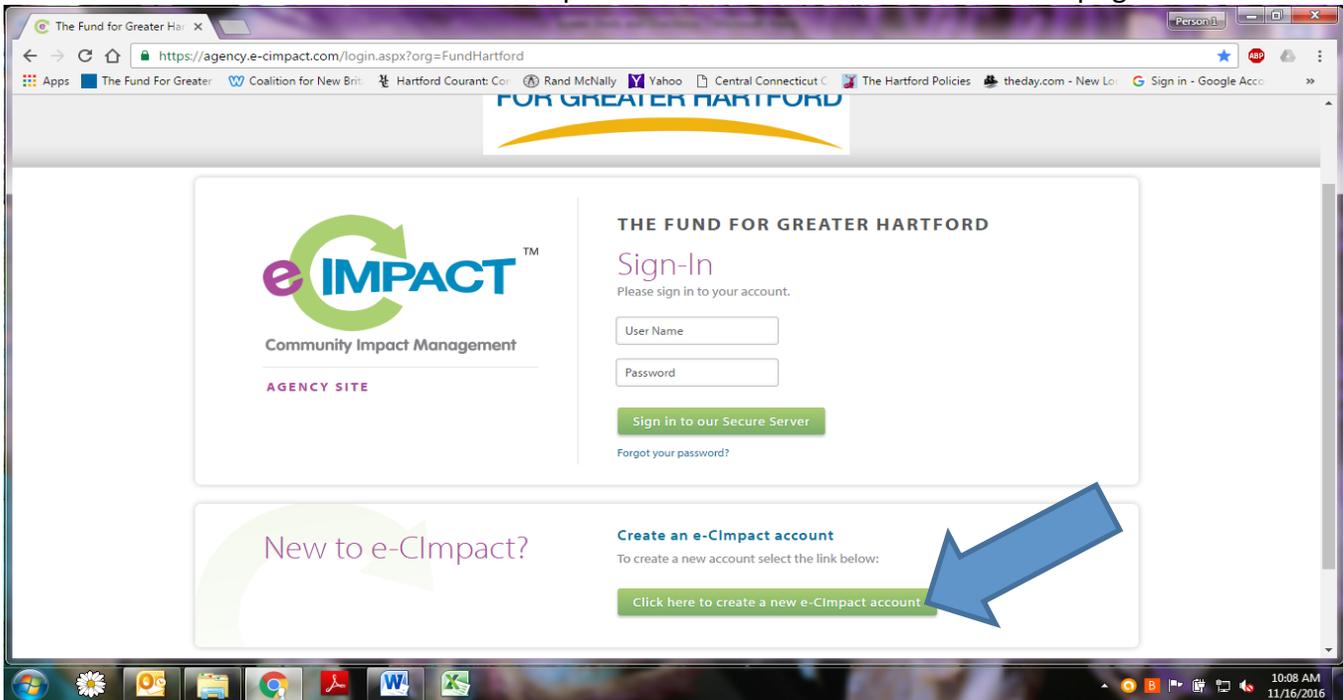
2. You will be directed to the Welcome Screen which will give you details regarding The Fund's priorities. Click "Next" in the bottom right hand corner of the page.
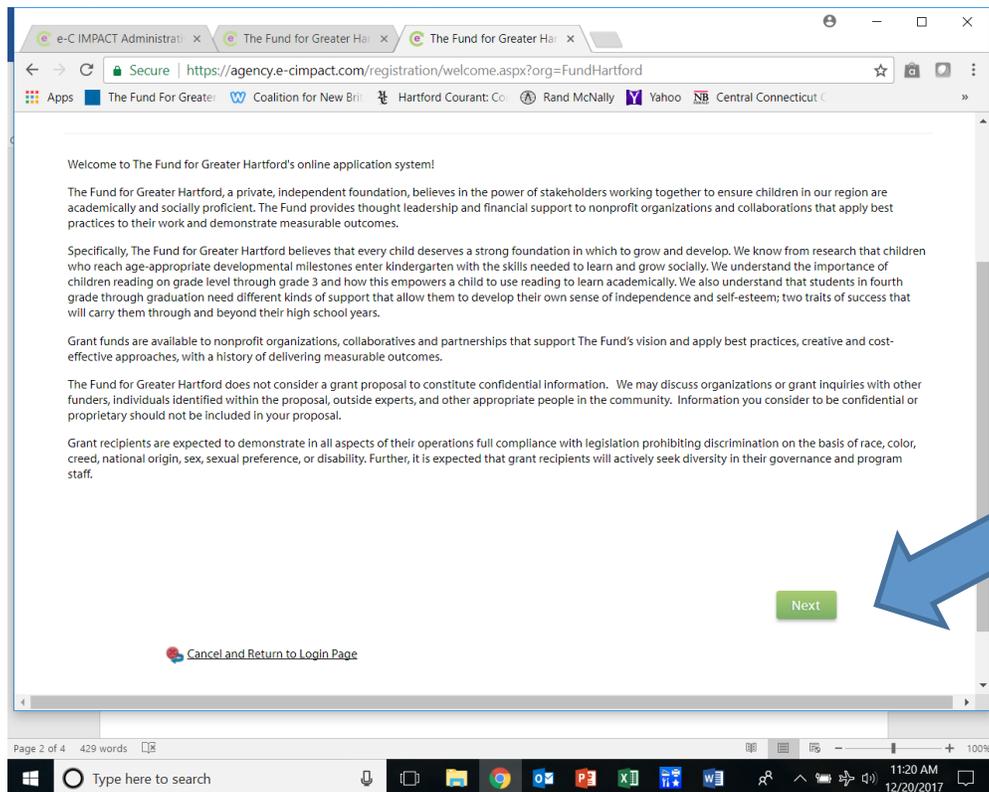
3. You will now need to enter your EIN. If you use a fiscal agent/sponsor, you must enter that applicant's EIN. Click "Next" in the bottom right hand corner of the page.

4. Complete the required information including the creation of a username and password. Make sure that you make note of this information as you will need it to enter the system moving forward. Click "Next" in the bottom right hand corner of the page.
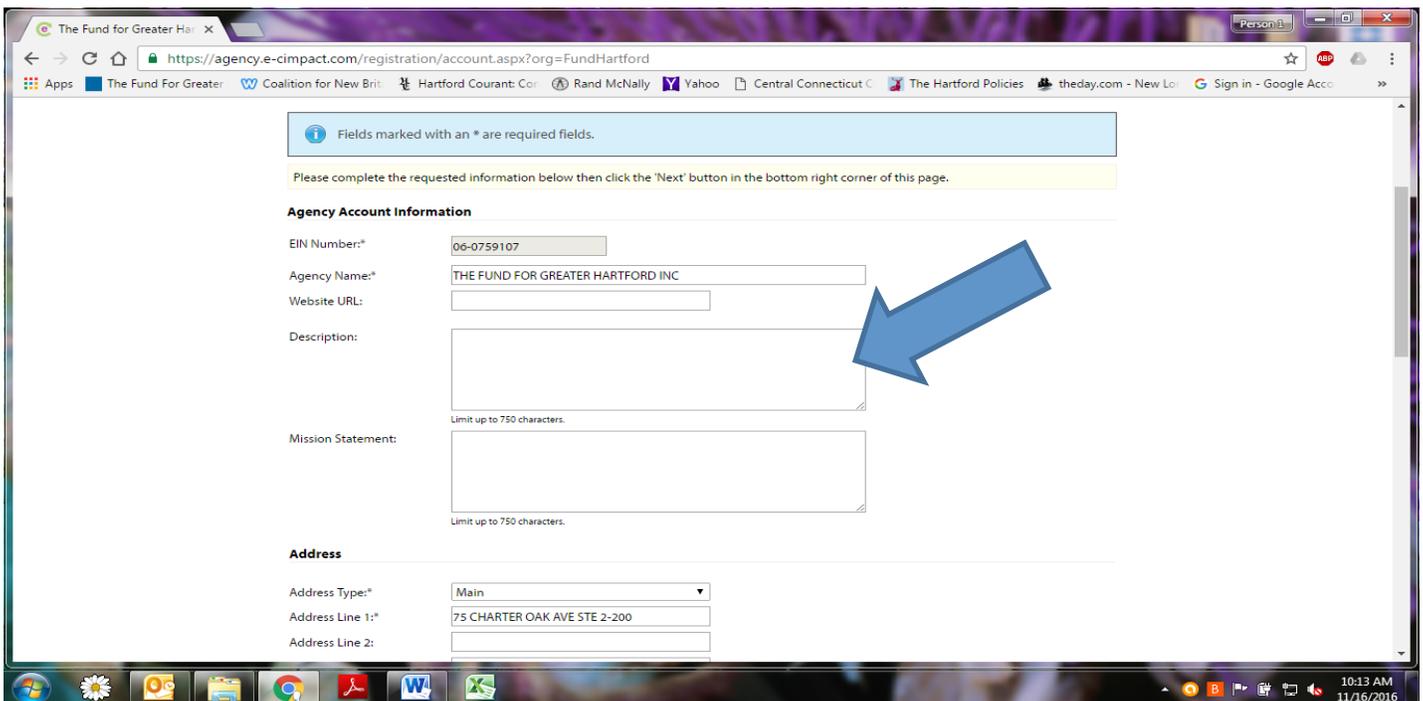
5. Please review the information that you previously entered and click "Complete Registration" in the bottom right hand side of the page.
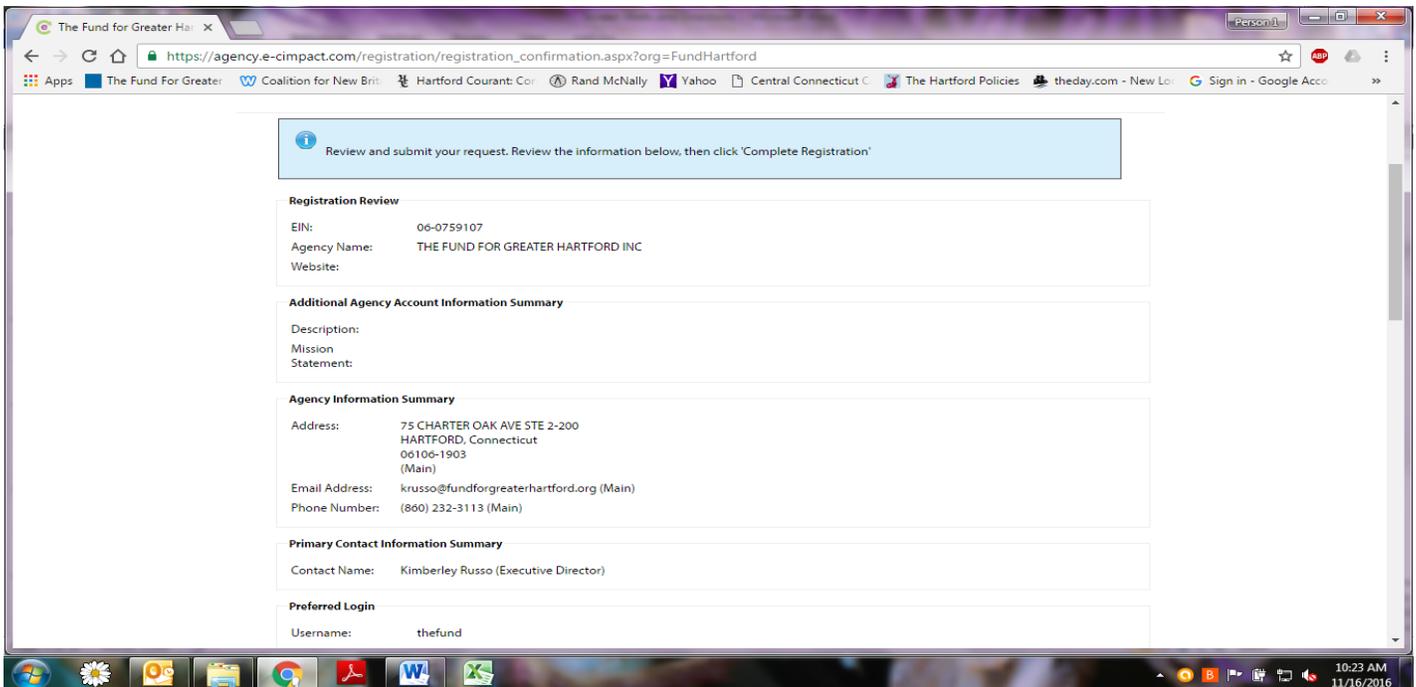
6. You will see a confirmation page and should receive a confirmation email at the email address you entered in the registration page. Click "Next" in the bottom right hand corner of the page to enter the main e-CImpact site. Preview the available grant applications and download application specific instructions located in the "Resource Center".