

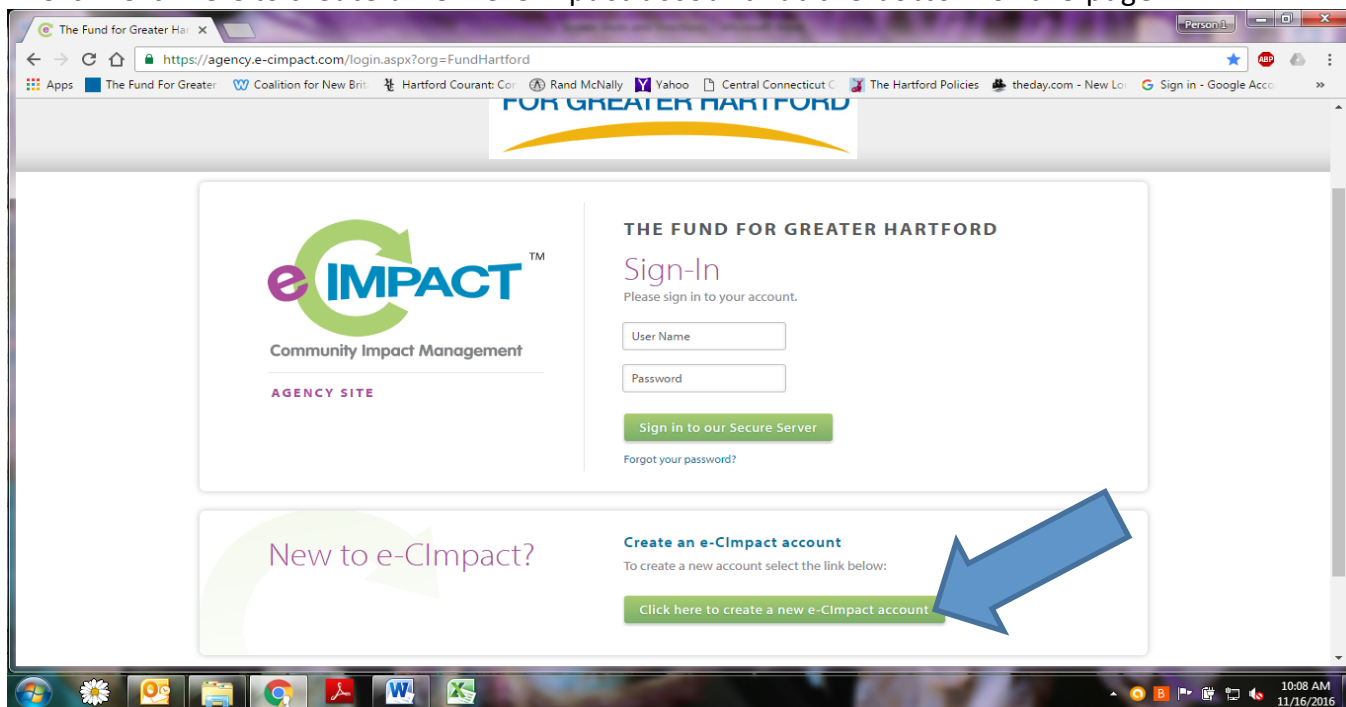


Registering an Organization

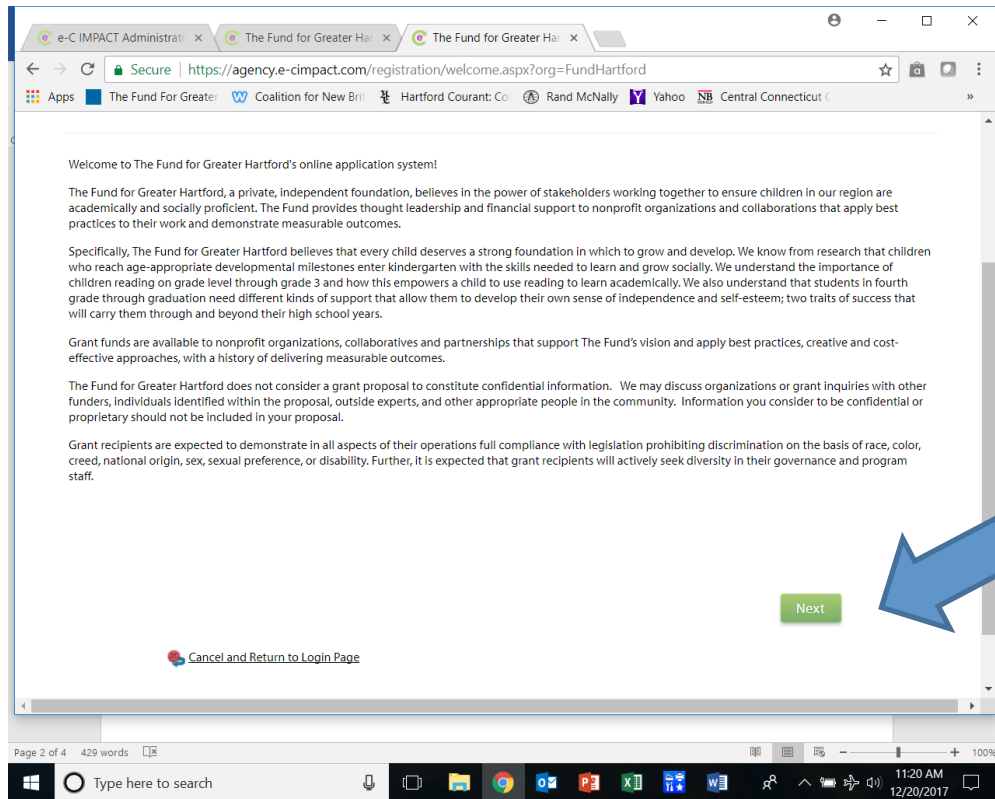
1. Once you click on the e-CImpact link, you will then be directed to the e-CImpact login site. Your internet may block popups so if you are having issues accessing the site, make sure you allow pop ups from e-CImpact. It is recommended that you bookmark this page for future use. If you are having trouble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

The screenshot shows a web browser window with the URL <https://agency.e-cimpact.com/registration/account.aspx?org=FundHartford>. The page is titled "Agency Account Information" and contains the following fields:

- EIN Number*: 06-0759107
- Agency Name*: THE FUND FOR GREATER HARTFORD INC
- Website URL: (empty)
- Description: (empty)
- Mission Statement: (empty)
- Address Type*: Main
- Address Line 1*: 75 CHARTER OAK AVE STE 2-200
- Address Line 2: (empty)

A blue arrow points to the "Next" button in the bottom right 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.

The screenshot shows a web browser window with the URL https://agency.e-cimpact.com/registration/registration_confirmation.aspx?org=FundHartford. The page is titled "Registration Review" and contains the following summary information:

- EIN: 06-0759107
- Agency Name: THE FUND FOR GREATER HARTFORD INC
- Website: (empty)
- Additional Agency Account Information Summary:
 - Description: (empty)
 - Mission Statement: (empty)
- Agency Information Summary:
 - Address: 75 CHARTER OAK AVE STE 2-200, HARTFORD, Connecticut 06106-1903 (Main)
 - Email Address: krusso@fundforgreaterhartford.org (Main)
 - Phone Number: (860) 232-3113 (Main)
- Primary Contact Information Summary:
 - Contact Name: Kimberley Russo (Executive Director)
- Preferred Login:
 - Username: thefund

The "Next" button is located in the bottom right corner 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”.

