



2018

# Agency Site Manual

## United Way of Graham and Greenlee Counties

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## Accessing e-CImpact

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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)

Direct access to the agency site is: <https://agency.e-cimpact.com/login.aspx?org=03056F>

Please bookmark the address to easily access e-CImpact at your convenience. In the event you land on the generic agency login page that requests an Org Code, please enter **03056F**

Please note that your specific site may differ slightly from example images depending on which features your United Way is using or potential site updates.

## Agency Login

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

### **For New Organizations:**

Currently, the default agency username is the email address of the agency's **primary contact**.

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 use the 'Forgot Your Password?' link on the login page or contact Eva Jazwinski.*

**Step 1:** Enter your username and password

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



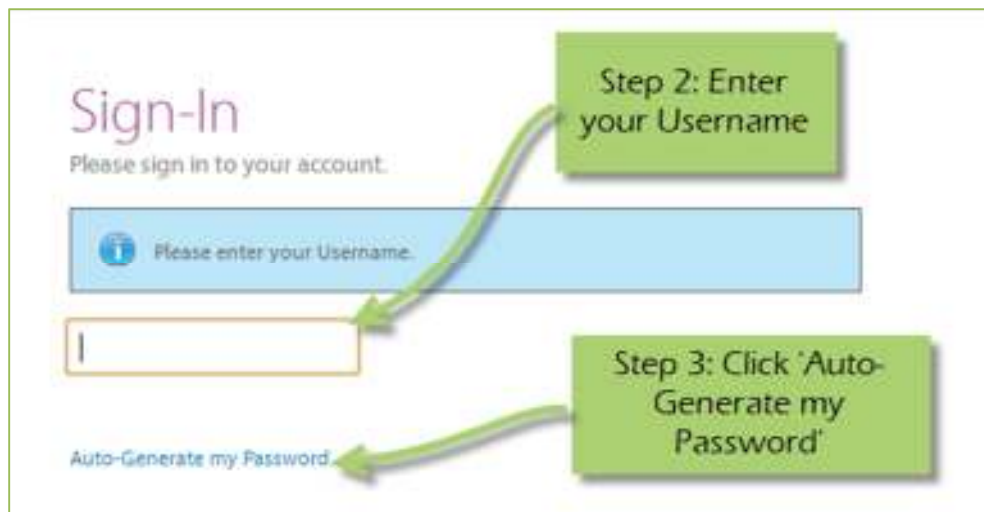
## Forgot Password

**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 Eva Jazwinski.

## Registering a New Agency

If you are not yet an United Way of Graham and Greenlee Counties 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'



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



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

The screenshot shows the 'Agency Registration' form with the following sections and fields:

- Agency Account Information:** EIN, Agency Name, Website URL.
- Account Information:** Description, Website (with 'Link to EIN Account' button), Phone (with 'Link to EIN Account' button).
- Address:** Address Type (dropdown), Address Line 1, Address Line 2, City, State (dropdown), Zip Code.
- Email Address:** Email Address Type (dropdown), Email Address.
- Phone Number:** Phone Number Type (dropdown), Phone Number.
- Primary Contact Information:** Contact Type (dropdown), First Name, Last Name, Job Title.
- Preferred Login:** Username, Password, Confirm Password.

Callouts and instructions on the form:

- A blue banner at the top reads: "Fields marked with an \* are required fields."
- A yellow box above the Agency Account Information section reads: "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 over the Password field reads: "Please note what username and password you create."
- A green callout box over the Password and Confirm Password fields reads: "Step 3: Enter required information, then click 'Next'".
- At the bottom, there are 'Previous' and 'Next' buttons, and a footer for 'Grant and Services Linkage Page'.

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

**Please review the list of currently available Grant Applications below.**

Select a grant from the list to request an application. Some grants may require pre-qualification information be provided.

-  **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.
-  **The Best Grant Ever**  
You would be remiss if you did not apply for this....

[← Previous](#)      **Step 4: Select an Application, and then click 'Next'**      [Next →](#)

 [Cancel and Return to Login Page](#)

**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](#)      **Step 5: Answer Qualification Question, then Click 'Next'**      [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.

**Complete Registration** →

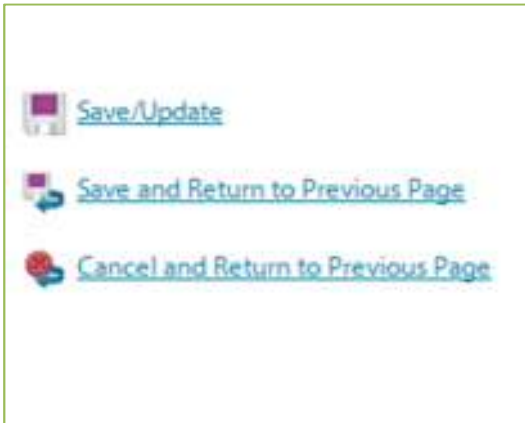
[Cancel and Return to Login Page](#)



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

## Common Navigation

The navigation links in e-CImpact are consistent throughout the site.



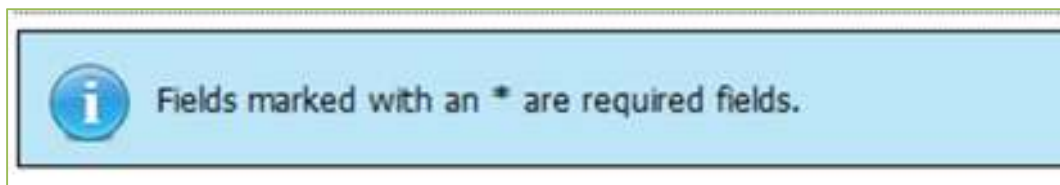
**Save/Update:** Refreshes the page while saving any changes made to your data.

**Save and Return to Previous Page:** Returns you to the page last visited while saving any changes made to your data.

**Cancel and Return to Previous Page:** Will return you to the previous page and will NOT save any changes made to your data.



**Changing the Font Size:** Located in the upper right-hand corner of the agency site, click the large 'A' to increase the font size. Click the smaller 'A' to decrease the font size.



## Agency Site Home Page

From the home page you will be able to access all parts of the agency site. There are four basic sections:

1. Account Management
2. Agency Information
3. News, Events, and Calendars
4. Applications and Resource Center

The screenshot shows the e-IMPACT Agency Site Home Page. At the top, there is a navigation bar with the user's name "Hello, Rose Ogihara" and links for "Change Password", "User Profile", and "Signout". The session time remaining is 16:27. The page features the e-IMPACT logo and the text "Community Impact Management".

Four green callout boxes highlight the main sections of the page:

- 1. Account Management**: Located in the top right corner.
- 2. Agency Information**: Located in the middle left area, pointing to the "Family Service Agency" sidebar.
- 3. News, Events, and Calendars**: Located in the middle right area, pointing to the "New Meeting" and "Calendar" sections.
- 4. Application and Resource Center**: Located in the bottom left area, pointing to the "Request Grant Application" and "Resource Center" sections.

The page content includes:

- Family Service Agency** sidebar with links: Home, Agency Profile, Additional Info, Users, Mission Statement, Protect Profiles.
- Schedule** section with links: Current Meeting (1), Meeting Archive (1), On-Site Visits Archive (1).
- Request Grant Application** section.
- Resource Center** section with links: Agency Reports (1), e-IMPACT Agency Training Manual (1).
- New Meeting** section: Application Training - Agency Site, Thursday, February 28, 2013 @ 7:45 AM - 10:45 PM. **Please RSVP for this Meeting!**
- Calendar** section: February 2013. Today's Schedule: Thursday, February 14, 2013. None Scheduled.
- Our Work through Initiatives** section: African American Initiative Update and Immunization Initiative Update.

## Account Management

[Change Password](#) | [User Profile](#) | [Signout](#) (Session time remaining: 17:44)

### Change Password

**Step 1:** To change your password, select 'Change Password'

**Step 2:** Enter the old password

**Step 3:** Then enter the new password two times.

#### Password Rules:

- Must be between 6 and 15 characters.
- Must contain at least 1 character from 2 of the groups of alpha, numeric, or special characters.
- Characters NOT accepted are: “, % or any white-space.


### User Profile

The User Profile area is where you are able to add, edit, or delete any of your information including: primary contact, basic information, email addresses, phone numbers, and mailing addresses. Users may also choose to be 'Included in all Emails'.

**Primary Contact:** There can only be one primary contact per agency. This can be set by selecting the check box 'Primary?'. The primary contact is automatically included in all emails and cannot be deactivated unless a new primary contact is selected.

**Active:** Make sure your account is 'Active'. Once a user is deactivated you will need to contact Eva Jazwinski to reactivate the user account.

**Contacts**

 Fields marked with an \* are required fields.

Primary?  
 Include in all Emails?  
 Active?

Type:\*

Prefix:

First Name:\*


Middle Initial:


Last Name:\*


Suffix:

Company:

Job Title:

 [Save/Update](#)

 [Save and Return to Previous Page](#)

 [Cancel and Return to Previous Page](#)

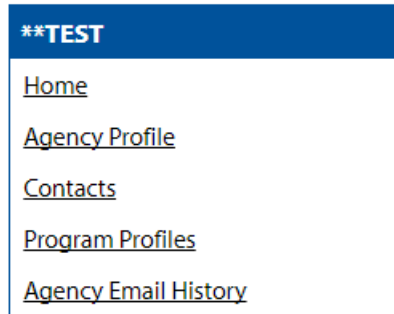
Enter any necessary information, and then click 'Save/Update'.

## Signout

Users should 'Signout' of e-CImpact to ensure the security of their data. Once signed out of e-CImpact, press the 'X' in the upper right hand corner of your browser to close the window.

## Agency Information

The Agency Information section is where account information, contacts, statements (mission / vision / agency) and program information is housed. From this section you will be able to update your address(es), or contact information.



## Agency Profile

The profile page is where all agency specific information is housed and can be updated. This includes the basic information – agency name, EIN, staff contact, primary contact, website, etc.

A screenshot of the "Agency Profile" form. At the top, there is a blue banner with a question mark icon and the text "Fields marked with an \* are required fields." Below this, the form contains several fields: "Agency Name\*" with the value "123 Test Agency"; "EIN:" with the value "56774568" and a note "Format: ##-#### or #####"; "Accreditation By:" with an empty text box; "Website:" with an empty text box; "Staff Liaison:" with an empty text box; "Primary Contact:" with a dropdown menu showing "Alexis Johnson"; and "Description:" with a large text area. At the bottom left, there is a "Save/Update" button. A note at the bottom of the description field says "Link up to 750 characters (2) x 100".

## Agency address(es), phone number(s) and email address(es)

You may also add, edit or delete, address, phone numbers and email addresses. Agencies are able to have multiple records for each section.

Addresses				
Type	Address	Primary?	Active?	Actions
Mailing	123 Main Street, City, IL 45654, U.S.A.	Yes	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">+ Add New Address</a>				
Phone Numbers				
Type	Phone Number	Primary?	Active?	Actions
Fax	(555) 666-3333	Yes	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">+ Add New Phone Number</a>				
Email Addresses				
Type	Email Address	Primary?	Active?	Actions
Main	info@email.com	Yes	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">+ Add New Email Address</a>				

## Agency Contacts

- Confidential?
- Primary?
- Active?

When adding a new record, or updating existing records, be sure to select 'Active' appropriately.

'Primary' can only be selected for one record.

To view all agency contacts – click 'Contacts' from the agency information section on the homepage.



From this area you will be able to see anyone who is currently listed as a contact at your agency, as well as add, edit, deactivate or delete an agency contact.



The agency contact profile page is similar to the user profile and contains the same information.

- Name and preference
- Email addresses
- Phone Numbers
- Addresses

**Request a Login:** Once a new contact has been created, you are able to request a login for this user.

**Step 1:** Click 'Request a Login'



Contacts					
Name	Contacts Type	Company	Primary?	Login	Actions
Alexis Johnson	Executive Director		Yes	123agency	<a href="#">Edit</a>
Rose Ogihara	Grant Writer			<a href="#">Request a Login</a>	<a href="#">Edit</a> <a href="#">Delete</a>

[Add New](#)

Step 1: Request a Login

**Step 2:** Enter username and password.

*\*A contacts email address is commonly used as the username due to email addresses being unique.*

### Request a Login Account for Rose Ogihara

Enter a password and then retype the password to ensure that it has been entered correctly. Your new password must be between 6 and 15 characters in length and contain at least 1 character from 2 of the groups of alpha, numeric, or special characters. Your Password may not contain the following characters: ;, %, or any white-space.

Password Examples:

- abcdefg2 (valid, contains letters and numbers)
- pa55word (valid, contains letters and numbers)
- 1234567# (valid, contains letters and a special character)
- abcdefgh (invalid, contains only letters)
- abc23 (invalid, less than 6 characters)

Contact Type: Grant Writer

Contact Name: Rose Ogihara

Username:\*

Password:\*

Confirm Password:\*

no value

[Save/Update](#)

[Return To Previous Page](#)

## Updating Program Information

**Step 1:** To edit a program, go to the program profiles area.

**Step 2:** Select 'Edit' next to the desired program.



From here you will be able to update information needed.

## Agency Email History

If enabled by your United Way, the agency email history feature will allow you to access any past emails sent through the e-Clmpact system.

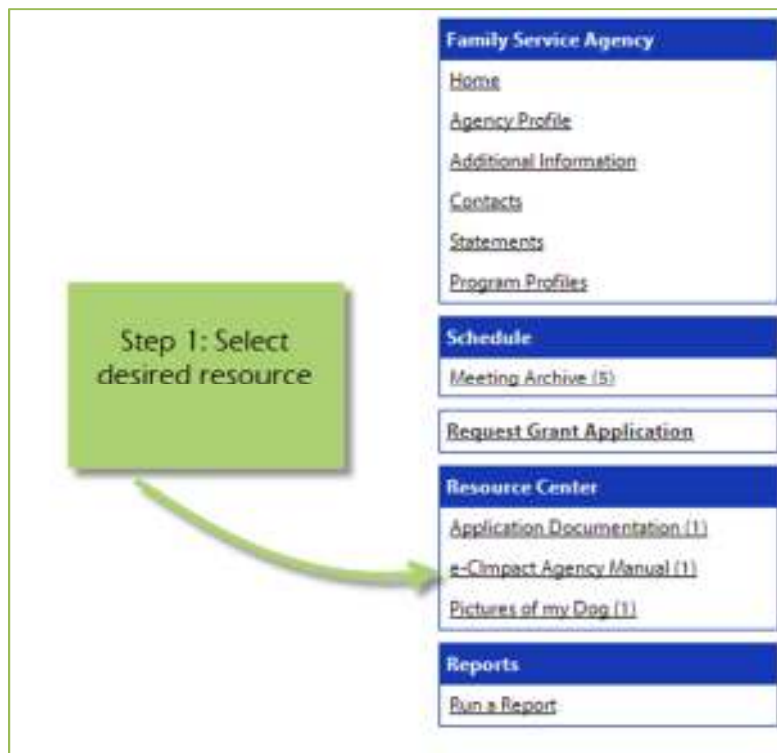


## Resource Center

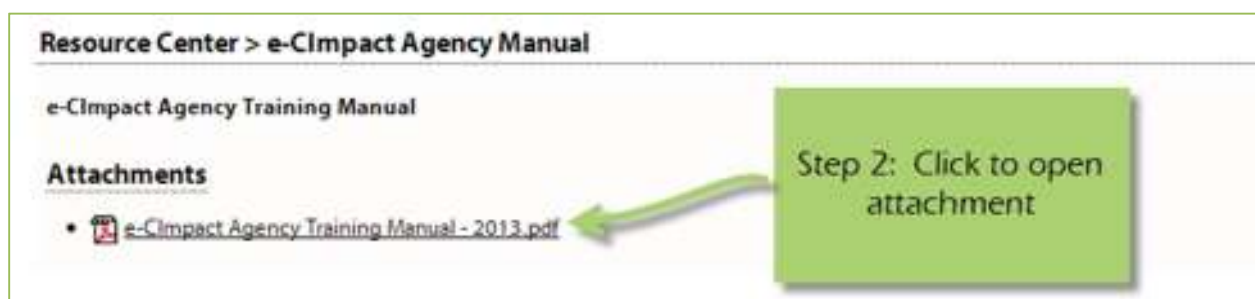
The agency resource center is where you will be able to find any documents you may need to reference from United Way of Graham and Greenlee Counties. The resource center is located in the lower half of the left-hand navigation.

## Accessing Resources

**Step 1:** Select desired resource item



**Step 2:** Click on the attachment link to open



## The Basics of your Applications / Grant Process

### Accessing Application / Grant Process

**Step 1:** Choose the application or grant process from the list located in the left hand navigation.



## Form Status

This page works much like a check list. You are able to easily see how much of your application you have submitted.

Item (* indicates Required Item)	Last Updated	Status	Action
Children's Home Foundation		Not Started	
Agency Information*		Not Started	
Alternative Education Pro...		Not Started	<input checked="" type="checkbox"/> Include?
Program Information*		Not Started	
Demo Logic Model Navigation		Not Started	
Program Budget*		Not Started	
Program Demographics*		Not Started	
Copy of Program Logic Model		Not Started	

**Not Started:** When the application or form is in not started status, it means that no data has been entered yet.

**In Progress:** If your form is set to in progress, then the form has been started, and saved. The form has not been marked completed. The top bar will remain at 'In Progress' until all forms are marked completed.

**Ready to Submit:** Once all forms are marked completed, your top bar should move to 'Ready to Submit'. At this stage you should review any information entered, then move on to submit your application.

**Submitted:** When an application is in submitted status, you will no longer be able to make changes to the information on the forms. If you submit, and find you need to make an edit, you should contact Eva Jazwinski.

## Entering Information

To begin filling out your application click on the desired form:



The screenshot shows a web application interface with two tabs: 'Not Started' (selected) and 'In Progress'. Below the tabs is a list of forms. The first form is 'Children's Home Foundation'. The second form is 'Agency Information\*', which is highlighted with a green circle. The third form is 'Alternative Education Program'. The remaining forms are 'Program Information\*', 'Demo Logic Model Navigation\*', 'Program Budget\*', 'Program Demographics\*', and 'Copy of Program Logic Model\*'. Each form title is followed by an asterisk, indicating it is a required item.

## Save Options

After entering information on your forms, you have multiple save options.



**Save My Work / Save My Work and Return to Previous Page:** These options are for when you need to save, or move on to something else, and are not finished entering information.

**Save My Work and Mark as Completed:** This option is for when you have entered and reviewed your information and are ready to turn it in.

## Switching Forms

There are two ways to switch forms within an application:

**First:** When you are finished with one form, click on 'Save My Work and Return to Previous Page', and then select the next form.

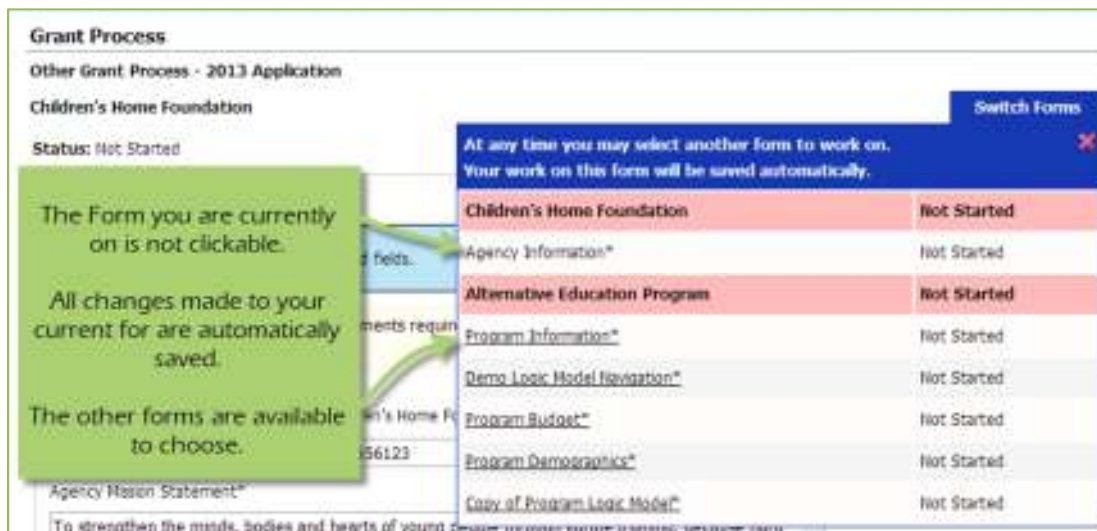


**Second:** You can use the 'Switch Forms' option, located in the upper right hand corner.

**Step 1:** Click 'Switch Forms' to view the list of available forms.



**Step 2:** Click on the form you would like to move to.



## Attachments

### Uploading Attachments

Excepted file types for uploading documents:

- Accepted file types: pdf, doc, docx, ppt, pptx, xls, xlsx, gif, jpg, jpeg, bmp, tif, rtf, and txt.
- Combined maximum file size is 8MB.

#### Step 1: Open Supporting Documents

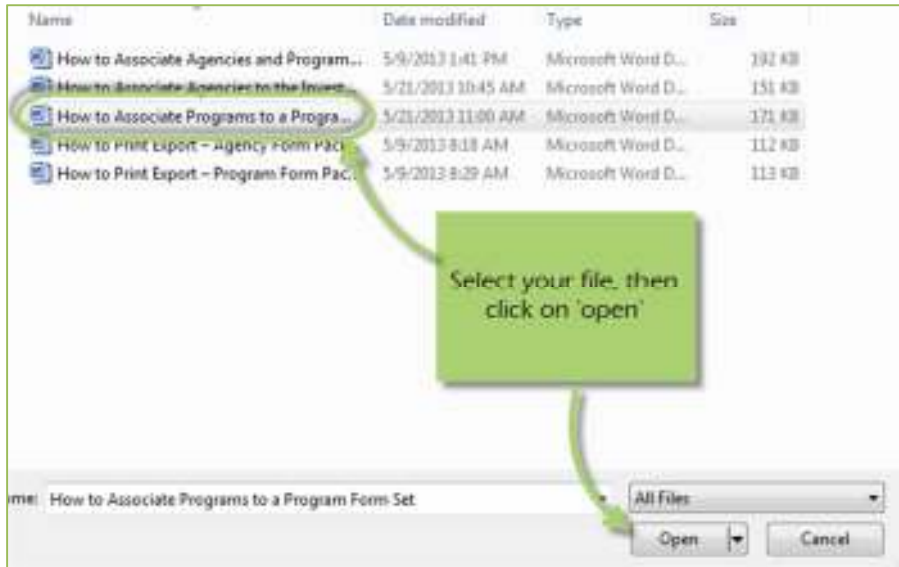
The screenshot shows the 'Application Status' page. At the top, there are three progress stages: 'Not Started' (highlighted in red), 'In Progress', and 'Submitted'. A 'Print / Review Options' button is in the top right. Below the progress bar is a table with columns: 'Item (\* indicates Required Item)', 'Last Updated', and 'Action'. The table lists 'Children's Home Foundation' with a 'Required Documents' link. A green callout box with the text 'The Attachments form displays the same as other forms.' has an arrow pointing to the 'Required Documents' link. Below the table, there is a 'Required Documents' section with a table containing 'After School Program' with a 'Not Started' status and an 'Include?' checkbox.

**Step 2:** Once you have confirmed your document meets the upload requirements, click 'Choose File'.

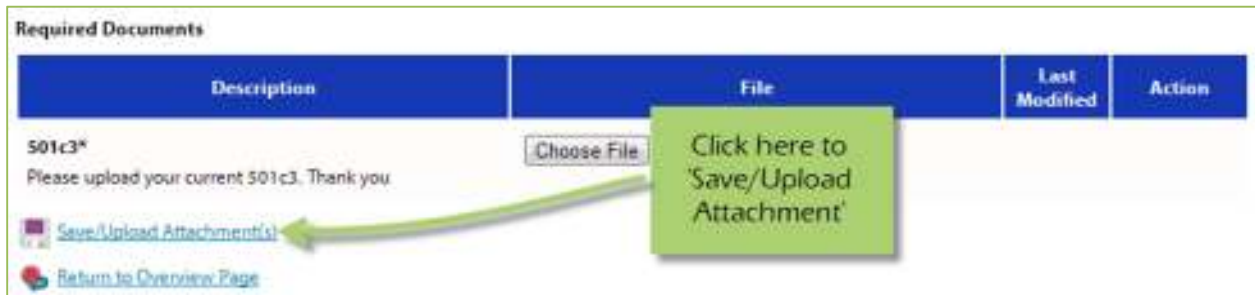
The screenshot shows the 'Required Documents' form. It has a table with columns: 'Description', 'File', 'Last Modified', and 'Action'. The first row is for '501c3\*' with the description 'Please upload your current 501c3. Thank you'. In the 'File' column, there is a 'Choose File' button and the text 'No file chosen'. A green callout box with the text 'Click here to 'Choose File'' has an arrow pointing to the 'Choose File' button. Below the table, there are two links: 'Save/Upload Attachments' and 'Return to Overview Page'.



**Step 3:** Browse your computer, and select the desired document.



**Step 4:** 'Save/Upload Attachment(s)'



## Viewing Attachments

**Step 1:** Click on the document name to download and open it.



## Deleting Attachments

In the event the wrong document was uploaded you may need to delete your attachment.

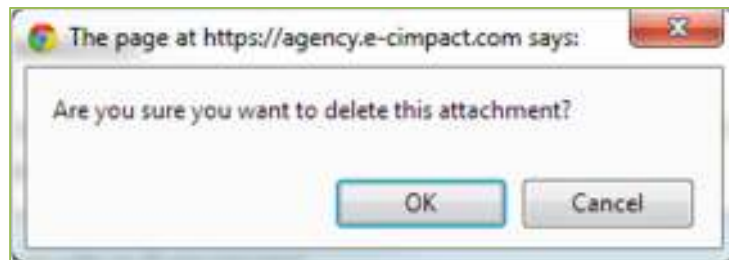
**Step 1:** Open documents form



**Step 2:** Select 'Delete' next to the desired document



**Step 3:** Confirm you would like to delete this attachment



*You are now able to upload the correct attachment.*

## Submitting Application

### Mark Forms 'Complete / Ready to Submit'

In order to submit your application, you must mark ALL forms 'Completed / Ready to Submit'

#### Step 1: Open form



The screenshot shows the 'Application Status' interface. At the top, there are four status tabs: 'Not Started', 'In Progress' (highlighted in orange), 'Ready To Submit', and 'Submitted'. A 'Print / Review Options' button is in the top right. Below the tabs is a table with columns: 'Item (\* indicates Required Item)', 'Last Modified', 'Status', and 'Action'. The table contains the following rows:

Item (* indicates Required Item)	Last Modified	Status	Action
Children's Home Foundation	5/22/2013 2:06 PM (CST)	In Progress	
Agency Information*	5/22/2013 2:06 PM (CST)	In Progress	
Required Documents	Deja Vu 5/22/2013 1:55 PM (CST)	Completed / Ready To Submit	
After School Program	5/22/2013 2:08 PM (CST)	Completed / Ready to Submit	<input checked="" type="checkbox"/> Include?

A green callout box with the text 'Open desired form' has an arrow pointing to the 'Agency Information\*' row.

#### Step 2: Review information, then 'Save My Work and Mark as Completed'



The screenshot shows a 'Save My Work' menu with four options:

- [Save My Work](#)
- [Save My Work And Return To Previous Page](#)
- [Save My Work and Mark as Completed](#)
- [Return To Overview Page](#)

A green callout box with the text 'After review - Click here to mark form completed' has an arrow pointing to the 'Save My Work and Mark as Completed' option.

*Complete these steps for each form until you have completed the entire application.*

## Submit!

Once all forms are 'Completed / Ready to Submit', the 'submit this application now' option will appear at the top of the page. Your application may have other submission questions added.

Your Application is now Ready To Submit! Please verify all the information ...

**Application Submission Details**

Send Submission Confirmation Email To:\*

Submitted By:

**Submit This Application Now!**

**Application Status** **Print / Review Options**

Not Started    In Progress    **Ready To Submit**    Submitted

Item (* indicates Required Item)	Last Updated	Status	Action
<b>Children's Home Foundation</b>	5/22/2013 1:55 PM (CST)	Completed / Ready to Submit	
Agency Information*	Deja Vu 5/22/2013 1:55 PM (CST)	Completed / Ready to Submit	
Required Documents	Deja Vu 5/22/2013 1:55 PM (CST)	Completed / Ready to Submit	
<b>After School Program</b>	5/22/2013 2:08 PM (CST)	Completed / Ready to Submit	<input checked="" type="checkbox"/> Include?
Program Information*	Deja Vu 5/22/2013 2:06 PM (CST)	Completed / Ready to Submit	
Demographic Model Narrative*	Deja Vu 5/22/2013 2:07 PM (CST)	Completed / Ready to Submit	

**Step 1:** Confirm the email address to send the confirmation message.

**Application Submission Details**

Send Submission Confirmation Email To:\*

Submitted By:

**Submit This Application Now!**

Confirm email address, make changes if necessary

**Step 2:** Select 'Submit This Application Now!'

**Application Submission Details**

Send Submission Confirmation Email To:\*

Submitted By:

**Submit This Application Now!**


Select 'Submit This Application Now!'

Now that you have successfully submitted your application, you will see everything is now in submitted status.

**Grant Process**

Other Grant Process - 2013 Application  
 Children's Home Foundation

This is the Description - and this displays on the Agency Site in the Investment Process!

 Thank you... application will be review... indicate... funding to be ...



**Application Submission Details**

Send Submission Confirmation Email To:\* doreen@seabrooks.com

Submitted By: Deja Vu on 5/22/2013 at 3:02 PM (CST)

**Application Status** Print / Review Options

Not Started
In Progress
Ready To Submit
Submitted

Item (* indicates Required Item)	Last Updated	Status	Action
Children's Home Foundation	5/22/2013 3:02 PM (CST)	Submitted	
Agency Information*	Deja Vu 5/22/2013 3:02 PM (CST)	Submitted	
Required Documents	Deja Vu 5/22/2013 1:55 PM (CST)	Submitted	
After School Program	5/22/2013 3:02 PM (CST)	Submitted	<input checked="" type="checkbox"/> Include? 
Program Information*	Deja Vu 5/22/2013 3:02 PM (CST)	Submitted	
Demo Logic Model Navigation*	Deja Vu	Submitted	

Please note: Once an application is in submitted status you will be able to view the information entered. You will not be able to make any changes to the information.

## Printing Options

There are different levels you may print:

- The Entire Application – This will print or export all forms within this application.
- Agency Packet – This will print all forms that are agency specific.
- Program Packet– This will print all forms that are program specific.
- Individual Form – This will print the individual form.

## The Entire Application

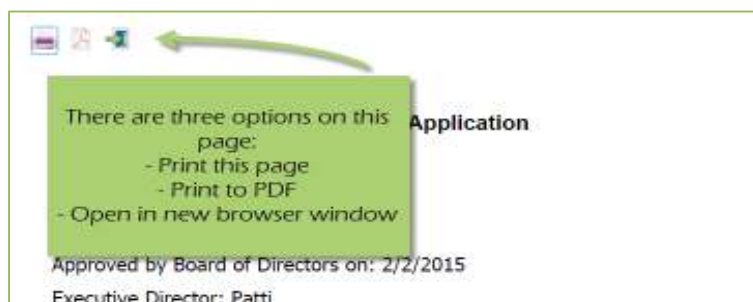
**Step 1:** Open the application by clicking on it in the left-hand navigation.



**Step 2:** Click on 'Print/Review Options' box in the upper right-hand corner of the application main page.



**Step 3:** Select the option you would like to use, continue on to print.

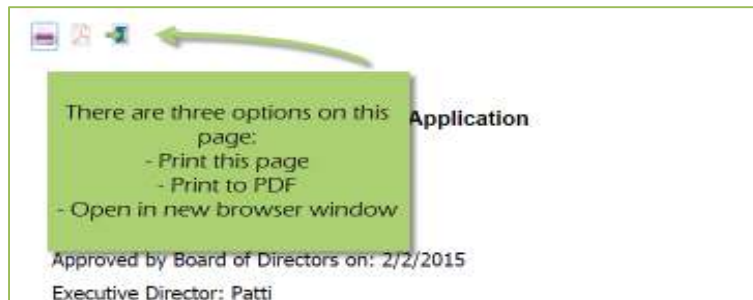


## Agency Packet

**Step 1:** From the application main page, click on the 'Print' icon, in the agency section of the list grid under the action column.

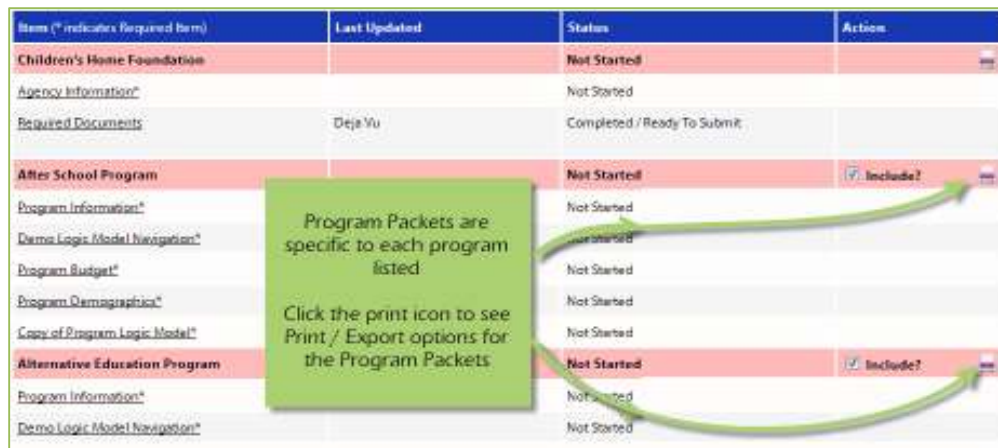


**Step 2:** Select the 'Print' option you would like to use, continue on to print.



## Program Packet

**Step 1:** From the application main page, click the 'print' icon next to the desired program you would like to print. Then choose which print option to use.



## Individual Forms

**Step 1:** From the application main page, open the form you would like to print.

Application Status			Print / Review Options
Not Started		In Progress	Ready To Submit
Submitted			
Item (* indicates Required Item)	Last Updated		Action
Children's Home Foundation			
Agency Information*			
Required Documents	Deja Vu	Completed / Ready To Submit	
After School Program		Not Started	<input checked="" type="checkbox"/> Include?
Program Information*		Not Started	

**Step 2:** In the lower right-hand corner of your form are the option for printing.



### Questions and Answers


Your site may have the “Questions and Answers” feature enabled. This enables you to receive and answer specific questions from volunteers during the review process.

There are two ways to access ‘Questions and Answers’.

**In the Application** – a new tab will be added to the application if a volunteer has a question regarding that specific application.



2010-2012 Annual Application - 1) Request for Funding  
 Children's Home Foundation



Funding: Funded programs will receive a final year of funding satisfactory program performance. Process: Applications will be reviewed by the leadership of the Community Impact Division. United Way funds will be distributed.

The Questions and Answers tab will only display if there are questions that have been asked regarding the specific application

Community Fund and volunteers. The link on how

Application    Questions and Answers (1)

Your application for funding has been successfully submitted. It will be reviewed by a committee of community volunteers.  
 Thank you.

Application Submission Details

**In the left-hand Navigation**, at the bottom of the investment/application list – All questions and answers will be listed.

Request Grant Application

Community Grants  
 2008-10 United Way RFP  
Initial Application  
 2010-2012 Annual Application  
 1) Request for Funding  
 2) Mid-Year Reporting  
 2012 - 2014  
 1) Letter of Intent  
 2012 Focus Area Grants  
 1) Application  
 Grant Process  
 Other Grant Process  
2013 Application  
Questions and Answers

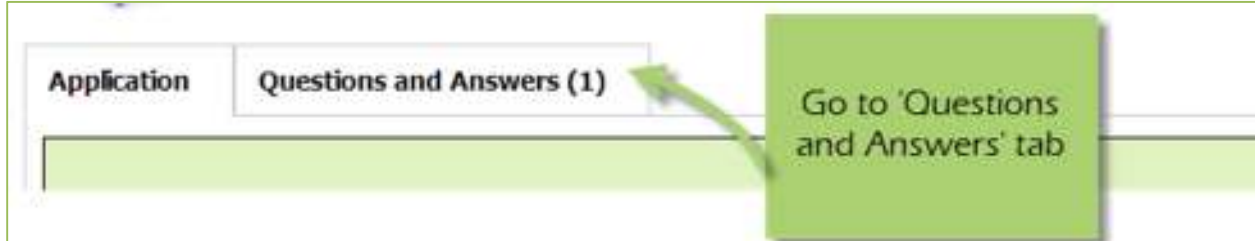
Click here to see ALL questions and answers

## Responding to a Question – In the Application

**Step 1:** Open the application



**Step 2:** Go to 'Questions and Answers' tab



**Steps 3:** Select 'Answer' for desired question



**Step 4:** Enter your answer to the question, then ‘Save and Return to Previous Page’



*Once the answer is saved, it is approved by your Eva Jazwinski, and then displays to the volunteers reviewing your application.*

## Responding to a Question – From the overall ‘Questions and Answers’ list

**Step 1:** Click on ‘Questions and Answers’ in the left-hand navigation



**Step 2:** Click 'Respond' next to desired question



**Step 3:** Enter your answer to the question, then 'Save and Return to Previous Page'



**Print / Export - Questions and Answers**

Currently this can only be done through the overall 'Questions and Answers' area

