

Online RFP Application Instructions

United Way of Allegheny County—RFP for Seniors and Adults with Disabilities e-CImpact System Starting Instructions

1. **Sign up for agency training by contacting communityimpact@uwac.org and providing this basic information:**
 - Your agency name and address
 - Executive Director/CEO first/last name, email and phone information. Note that the Executive Director/CEO information is used as the first way to access the system—you will be able to then add any agency staff who will actually complete or review the RFP.
 - We will then add this basic information into the online RFP system and you will then have access through a temporary user name and password to your own agency website in the system.
2. **We will email the temporary user name and password information to the Executive Director/CEO, but if you prefer, a responsible contact person from the organization can contact communityimpact@uwac.org to also receive that information.** We will then email your temporary user name and password and the website URL. Note that upon the first entry to the system, the user will be required to change and create their own password. United Way does not have access to your password—please keep track of it.
3. Each agency can authorize additional users to have access to your agency's online site through a contact section on the agency's home page. See the Contacts section of the e-CImpacts User's Manual for additional guidance. **The MANUAL will be provided at the RFP training and will then be available online.**

To Log-in

1. <https://agency.e-cimpact.com/login.aspx?org=40445F>
2. **Enter Username:**
3. **Enter Password:**
The system will ask you to recreate your own password

Instructions for Forms to be Completed:

1. **On the left side of your agency's home page hit this link (1)2009-10 Senior and Adults with Disabilities (Step 1)**
2. On that page, **Go to Add Program Item—click and follow the instructions.** Adding the program (i.e., name of the program, project or department which the RFP funding will support) will then give you full access to all the components of the RFP. Please note that once you add a program, an email will be sent to the United Way—which will approve the program addition and promptly email you in return to proceed.