



**Aloha United Way**

**2023**

# Donor Choice Application Guide & E-CIMPACT Navigation Guide

*How to complete the online application & access the e-Impact Agency Site*

**For support, contact:**

Community Impact

Department

[impact@auw.org](mailto:impact@auw.org)

(808) 536-1951

## Welcome

---

Welcome to Aloha United Way (AUW)'s e-CImpact Donor Choice Partner Agency (DCPA) application training manual and reference guide.

This guide is designed to assist agencies with the online DCPA application. It will cover how to access e-CImpact, the system where your application and agency information will be hosted, as well as how to complete the DCPA application.

## Contacts

---

**For e-CImpact assistance, including:**

- Username and password management
- Problems navigating the system
- Questions about using e-CImpact
- Questions about updating contact information

**Community Impact Department**

[impact@auw.org](mailto:impact@auw.org)

(808) 536-1951

# Table of Contents

## APPLICATION GUIDE

Basics of the Application.....4

Application Process.....6

Department of Commerce and Consumer Affairs.....16

Department of the Attorney General’s Office – Hawaii Charities.....18

Uploading Attachments.....20

Submitting Your Application.....23

## ECIMPACT NAVIGATION GUIDE

Accessing e-CImpact .....25

Registering a New Agency.....26

Agency Login .....33

Forgotten Password.....34

Agency Site Home Page .....35

1. Account Management .....36

2. Agency Information .....36

3. List of Applications and Reports.....37

4. Resource Center .....37

Common Navigation.....38

# APPLICATION GUIDE

---

## Basics of the Application

### Accessing the Application

**Renewing partners:** Select **Partner Agency Application RENEWING (2023)** from the list on the left or the homepage.

**New/Former/Returning partners:** Select **Partner Agency Application NEW/FORMER (2023)** from the list on the left or the homepage.

**Returning partners (agencies who were a partner of AUW in the past but not in 2022):** Click “Open Processes” from the list on the left, then select Partner Agency Application NEW/FORMER (2023) from the list.

### Application Status

This page works like a check-list. Each page of the application is listed with their status.

#### NEW/FORMER Application Sections

Not Started	In Progress	Ready To Submit	Submitted	
Item (* indicates Required Item)		Last Updated	Status	Options
★ Aloha United Way Test Agency		9/8/2022 2:09 PM (CST)	In Progress	
<a href="#">Agency Information*</a>		CI Department AUW 9/8/2022 2:05 PM (CST)	● Completed / Ready to Submit	
<a href="#">Agency DEI Statement*</a>		CI Department AUW 9/8/2022 2:05 PM (CST)	● Completed / Ready to Submit	
<a href="#">Contact Information*</a>		CI Department AUW 9/8/2022 2:06 PM (CST)	● In Progress	
<a href="#">Use of Local Funds by Agencies with National or Regional Affiliation*</a>		CI Department AUW 9/8/2022 2:06 PM (CST)	● Completed / Ready to Submit	
<a href="#">Certification &amp; Compliance*</a>		CI Department AUW 9/8/2022 2:09 PM (CST)	● Completed / Ready to Submit	
<a href="#">Campaign Materials*</a>			● Not Started	
<a href="#">Three Year Financial Summary*</a>		CI Department AUW 9/6/2022 4:35 PM (CST)	● Completed / Ready to Submit	
<a href="#">Financial Update*</a>			● Not Started	
<a href="#">Additional Questions*</a>			● Not Started	
<a href="#">Authorized Agent Electronic Signature*</a>			● Not Started	
<a href="#">Application Attachments</a>			● Not Started	

## Renewing Application

Application Status

[View Printable Version of this Entire Application](#)

Item (* indicates Required Item)	Last Updated	Status	Options
<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <span style="background-color: red; color: white; padding: 5px 15px; border-radius: 10px;">Not Started</span> <span style="background-color: #ccc; padding: 5px 15px; border-radius: 10px;">In Progress</span> <span style="background-color: #ccc; padding: 5px 15px; border-radius: 10px;">Ready To Submit</span> <span style="background-color: #ccc; padding: 5px 15px; border-radius: 10px;">Submitted</span> </div>			
★ Aloha United Way Test Agency		Not Started	
<a href="#">Agency Information*</a>		● Not Started	
<a href="#">Agency DEI Statement*</a>		● Not Started	
<a href="#">Contact Information*</a>		● Not Started	
<a href="#">Use of Local Funds by Agencies with National or Regional Affiliation*</a>		● Not Started	
<a href="#">Certification &amp; Compliance*</a>		● Not Started	
<a href="#">Campaign Materials*</a>		● Not Started	
<a href="#">Recent Year Financial Summary*</a>		● Not Started	
<a href="#">Financial Update*</a>		● Not Started	
<a href="#">Additional Questions*</a>		● Not Started	
<a href="#">Authorized Agent Electronic Signature*</a>		● Not Started	
<a href="#">Attachments</a>		● Not Started	

**Not Started:** No data has been entered on this page.

**In Progress:** This page is being worked on.

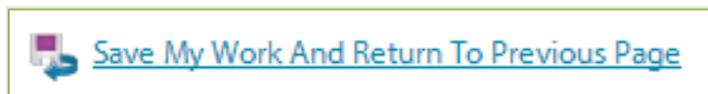
**Ready to Submit:** This page is complete and ready for submission.

**Submitted:** This entire application has been submitted. After submission, no edits can be made. Please contact [impact@auw.org](mailto:impact@auw.org) if you would like to make changes.

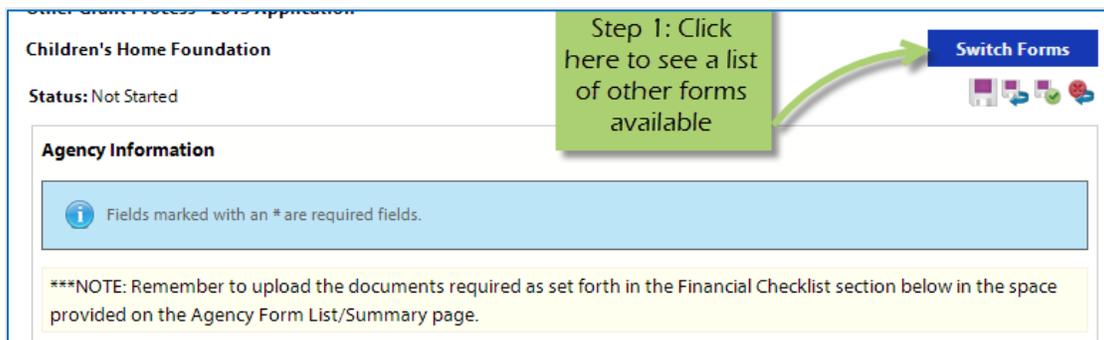
### Switching Pages

There are two ways to switch pages within an application:

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



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



**b. Donor Choice**

Partner Applications - 2015 Partner Agency Application

Aloha United Way Test Agency

Status: In Progress

**1. Agency Information**

Fields marked with an \* are required.

Please review all agency information

The form you are currently on is not clickable.  
All changes made to your current form are automatically saved.  
The other forms are available to choose.

Aloha United Way Test Agency		In Progress
1. Agency Information*		In Progress
2. Contact Information*		Not Started
3. Financial Information and Transfer (EFT) Information and		Not Started
4. Agency Information*		Not Started
5. Acknowledgment Response (CAR)*		Not Started
6. Financial Summary*		Not Started
7. Agency Information (Optional)		Completed / Ready to Submit
8. Agency's Electronic Signature*		Not Started

## Application Process

All partners will need to complete all sections and submit all attachments. There are eleven sections that will need to be completed to submit your Donor Choice Partner Agency application. All pages must be saved and marked as completed before submitting the application.

### Section 1: Agency Information (NEW/FORMER and RENEWING)

Provide basic agency information. Some fields have been pre-populated with information provided from your agency profile. Even though the fields are pre-populated you can make changes directly on this page.

- Legal Name of Agency\*
- IRS Employer Identification Number\*

- Mailing Address (Line 1) \*
- Mailing Address (Line 2)
- City\*
- State\*
- Zip Code\*
- Agency's Telephone Number\*
- Agency Fax # (if applicable)
- Agency's Website Address (***This is a required field, and a URL must be entered. If you do not have an agency website, you may use your Facebook URL. No email addresses please.***)
- Accredited by
- Facebook Profile
- Instagram Profile
- LinkedIn Profile
- Twitter Profile

## Section 2: Contact Information (NEW/FORMER and RENEWING)

Provide contact information for individuals at your agency. Please read the description for each contact carefully and list the appropriate individual. An individual may be listed more than once, if appropriate.

- Executive Director contact information
- Primary contact information
  - Primary contact is Aloha United Way's main point of contact for general correspondence. This person is our first point of contact for questions about partnering with your organization. It is also the person receiving member benefit information, including grant-making opportunities, speaking engagements, etc.
- Financial contact information
  - Your agency can access Aloha United Way's donor management database through AUW's Partner Portal to obtain donor information (Acknowledgement Report) and designation payment detail (DC Payout Report) received by AUW. AUW is in the process of changing our vendors for our Agency Partner Portal. Once all information is transitioned AUW will communicate with partners instructions for log-in. This contact will be responsible for your agency's credentials, and will receive, share, and/or reset them as needed.
- 211 contact information

- This person will be AUW's main contact for updating program information in our 211 system. This person ensures your organization's existing and new programs are listed as part of our 211-referral database. Visit <https://auw211.org/providers/> to register your agency or AUW can connect with your agency later.
- Volunteer contact information
  - Volunteer & in-kind contact may post volunteer opportunities on AUW's volunteer portal. This person will also be AUW's main contact to coordinate any volunteer opportunities (groups and Individuals) and/or in-kind donations being offered.
- Data & reporting contact information
  - This contact person is the main person responsible for grant reports and data information.

### **Section 3: Agency DEI Statement (NEW/FORMER and RENEWING)**

United Way Worldwide is active in supporting local chapters to develop DEI statements and practices throughout our communities. In preparation for future requirements where reporting on DEI progress becomes part of our local operations and practices, we have begun to integrate DEIJ related questions about your organization's work in this area. As part of the membership application process, we are asking partners to share with us your DEI plans, policies, and strategies to gain a better sense of the work already being done in this space. (Optional upload in the Attachment section)

### **Section 4: Use of Local Funds by Agencies with National or Regional Affiliation (NEW/FORMER and RENEWING)**

This section is for nonprofit organizations with national affiliations. Since the pandemic, AUW has seen a consolidation of administrative operations shifting to national or regional offices. We want to ensure that:

- Donor designated funds received for your nonprofit are being utilized for your local operations on Oahu
- and
- We are sending funds to the correct address (if different from the agency contact address listed in the previous section).

### **Section 5: Certification & Compliance (NEW/FORMER and RENEWING)**

Lists certifications that are required and procedures that agencies must have in place to participate. Please read each section very carefully before selecting “I certify” from the drop-down list. By selecting “I certify” you are certifying that all information is true to the best of your knowledge.

**NOTE: Applicants must upload all the necessary certification paperwork in the attachment section as indicated on the application.**

- Certifications #1: Tax Exemption under 26 U.S.C 501(c)(3), IRS Form 990 & All Schedules, and Audit & Management Letter or Independent Financial Review
- Certifications #2: Registration & Compliance with the State of Hawaii Department of Commerce and Consumer Affairs (DCCA) & The State of Hawaii Attorney General's Office
  - **List of EXEMPTIONS:**
    - **Exemption #1:** A duly organized religious corporation, institution or society that is exempt from filing Form 990 with the Internal Revenue Service under IRC §§6033(a)(3)(A)(i) and (iii) and 6033(a)(3)(C)(i).
    - **Exemption #2:** A parent-teacher association.
    - **Exemption #3:** An educational institution that is licensed or accredited by any of the following organizations: Hawaii Council of Private Schools, Hawaii Association of Independent Schools, Western Association of Schools and Colleges, Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Schools and Colleges, Northwest Association of Schools and Colleges, Southern Association of Schools and Colleges, & The National Association for the Education of Young Children.
    - **Exemption #4:** An organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code that has an established identity with and expressly authorized by one of the foregoing accredited educational institutions. Note: This exemption applies only to organizations that primarily solicit contributions from parents, alumni, students and faculty of the educational institution.
    - **Exemption #5:** A nonprofit hospital licensed by the State or any similar provision of the laws of any other state.
    - **Exemption #6:** A corporation established by act of Congress that is required by federal law to submit to Congress annual reports, fully audited by the United States Department of Defense, of its activities. If your agency is exempt from registering with the Attorney General's Office, please upload a copy of the exemption letter.
    - **Exemption #7:** An agency of Hawaii, another state or the federal government.
    - **Exemption #8:** A charitable organization that normally receives less than \$25,000 in contributions annually, if the organization does not compensate any professional solicitor or professional fundraising counsel.
- Certification #3: U.S Department of the Treasury's Office of Foreign Assets Control & Anti-Discrimination Policy

- **U.S Department of the Treasury’s Office of Foreign Assets Control/Patriot Act Policy**
  - A list of Specially Designated Nationals and Blocked Persons subject to such sanctions, and overviews and guidelines for each such sanctions program can be found at <http://www.treas.gov/ofac>. Should any change in circumstances pertaining to this certification occur at any time, the agency will immediately notify Aloha United Way.
- **Anti-Discrimination Policy**
- Discrimination for or against any individual or group recognized as members of a protected class by either state or federal law is prohibited in all aspects of the management of this agency and the execution of its programs.
  - It is recognized that this agency may identify special needs in the community and target services to a specific population based on those needs; however, the programs must be open to all people in those targeted populations.
- **Certification #4: Aloha United Way - Partner Agency Policies**
  - Coercion is defined as the use of undue influence to generate designations to an agency or other actions such as providing Donor Choice forms with the agency designation already completed.
  - Permitted Activities: The agency may inform the public that Aloha United Way has a Donor Choice program, and the agency is eligible to receive donations through that program. The agency is assigned an AUW designation number.
  - Prohibited Activities: The agency may not provide prepared Donor Choice forms with the designation area completed or use coercion of any form to influence donors.
  - Sanctions: If Aloha United Way becomes aware of violations of this policy, the agency will be contacted and asked to end the prohibited activities. If violations continue, Aloha United Way will impose sanctions up to refusing to accept donations on behalf of the offending agency.
  - Acknowledgement Letters to Donors
    - AUW provides each nonprofit partner with access to its donor information and payout reports.
    - AUW’s policy is to enable nonprofit partners to directly contact and acknowledge donors through its own development procedures. All donor tax inquiries will be managed by the nonprofit partner.
- **Certification #5: Governing Board**
  - Material conflict of interest means a conflict of interest that has the potential (i) to influence a person's decisions or conduct or (ii) to have a non-trivial impact on the financial situation of a person or an entity in which that person or an immediate family member has a significant financial interest.

- All governing body members shall be listed in the agency's 990 and reflect everyone's compensation.
- Certification #6: Accounting Policies
  - "Internal/Financial Controls" are financial management practices systematically used to prevent misuse and misappropriation of assets, such as occur through theft or embezzlement.
  - Internal controls are generally described in written policies that set forth the procedures that the nonprofit will follow, as well as who is responsible. The goal of internal controls is to create business practices that serve as "checks and balances" on staff (and sometimes board members) and/or outside vendors, to reduce the risk of misappropriation of funds/assets.
  - Examples of internal controls include:
    - A policy that requires two signatures on a check is a basic internal control. This business practice is designed to prevent one person from having sole authority for writing checks on the nonprofit's behalf.
    - A policy to lock the office door when no one is monitoring the entrance. This policy is designed to minimize the risk of theft of computers that can happen in broad daylight, and with very little time needed to unplug, pick up, and carry away some of the nonprofit's most precious assets.
    - A policy requiring that employees may only be reimbursed for expenses that are approved in advance, in writing.
    - A "segregation of duties" policy requiring that the person who logs in checks received in the mail is not the same person who is responsible for depositing checks. Similarly, the same person should not either prepare the payroll, and distribute or have custody of the payroll checks.
    - A periodic review by an objective person of the list of all vendors receiving fees/checks from the nonprofit (because a common scheme involves creating a fictitious vendor).
    - A policy to keep all cash in a locked drawer and to deposit cash and checks in the bank, soon after they are received.
    - A policy to conduct a background check of employees who handle money, prior to hire and periodically throughout employment.

## Section 6: Campaign Materials (NEW/FORMER and RENEWING)

---

Request for agency information to display on AUW fundraising campaign materials. Please update/complete agency information **exactly** as you wish to have it displayed to the public on Aloha United Way's website and promotional materials. You may list your agency however you prefer (e.g., "AUW" vs. "Aloha United Way"). Please be sure to proofread this page before submitting.

### Section 7: Three-year Financial Summary **(NEW/FORMER ONLY)**

Provide your financial information from the last three years.

First, enter the years for which you are submitting financial information.

Year 1 = Least current financials (i.e., 2019)

Year 2 = Prior to most current financials (i.e., 2020)

Year 3 = Most current financials (i.e., 2021)

Then, complete all required financial information for your organization's three most recently completed fiscal years. Information in this section should be consistent with each year's IRS Form 990. If your agency is not required to submit an IRS Form 990, use your agency's financial statements to complete this section.

Smaller agencies that file Form 990EZ or Form 990N may submit it with completed pages 1 and 2 of the Form 990.

If you are an affiliate of a national agency, include financials of your **LOCAL** operation only.

### Section 7: Recent Year Financial Summary **(RENEWING ONLY)**

Information in this section should reflect the most recently completed fiscal years. For affiliates of a national agency, only include financials of your LOCAL operation.

This form is designed to collect information from Form 990. Please use your organization's financial statements instead to complete this section if:

- your organization's 990 is not available for the most recent fiscal year;
- your agency is not required to submit an IRS Form 990;
- you are an affiliate of a national agency.

Please enter years in the following format:

2022= 20.22

2021 = 20.21

2020=20.20

## **Section 8: Financial Update (NEW/FORMER and RENEWING)**

Use this section to explain your financial submissions and provide information on your agency's financial outlook and types of services provided by completing the taxonomy code section.

## **Section 9: Additional Questions (NEW/FORMER and RENEWING)**

AUW would very much like to understand how your agency operates within the community and any upcoming plans for growth or development your agency has planned.

## **Section 10: Authorized Agent Electronic Signature (NEW/FORMER and RENEWING)**

An authorized agency representative must complete this section. The full name and title of the authorized staff member is required.

## **Section 11: Attachments (NEW/FORMER and RENEWING)**

In this section, upload required documents.

**Agencies: please have the documents listed below before you begin the application to expedite this process. All attachments must be uploaded to submit your application**

### **1. IRS 501(c)(3) Determination Letter\***

**NEW/FORMERPARTNERS ONLY:** Upload a copy of the agency's most recent IRS 501(c)(3) determination letter in the attachment section if the name of the agency is different from the name that appears on the IRS determination letter. Include a letter from the IRS or other state-issued documentation authorizing any legal name change.

- A local agency that is covered by a parent organization's tax exemption must submit an IRS group exemption letter that specifies that all affiliated subordinate organizations under its control are also considered tax exempt under 26 U.S.C. 501(c)(3).
- Submitting an IRS letter for the parent organization (when a group exemption letter is required) is not acceptable and will result in denial of the local subordinate organization.
- A letter written by the parent organization stating that its subordinates or affiliates are included in or covered by the IRS exemption is not acceptable.

### **2. State of Hawaii Department of Commerce and Consumer Affairs\***

**NEW/FORMERPARTNERS ONLY:** Upload a copy of the agency's *Certificate of Good Standing* or *Company Information*. See page 15-17 and below for detailed instructions.

### Registration & Compliance with the State of Hawaii Department of Commerce and Consumer Affairs (DCCA)

- Visit the DCCA website to obtain a free online copy of company information: <http://hbe.ehawaii.gov/documents/search.html>
- Upload a copy of the agency's *Certificate of Good Standing* or *Company Information* (See Resource Center on e-CImpact agency website for an example of the acceptable documents.)

### 3. State of Hawaii Attorney General's Office\*

**NEW/FORMERPARTNERS ONLY:** Upload proof of your agency's compliance with the AG's Office. See page 18-19 and below for detailed instructions.

### Registration & Compliance with the State of Hawaii Department of the Attorney General's Office

- Visit the State of Hawaii Department of the Attorney General's Office to check if your agency is registered and in compliance: <http://ag.ehawaii.gov/charity/search.html>

### 4. IRS Form 990 & All Schedules - Current Year\*

**(NEW/FORMER and RENEWING):** Upload a copy of the agency's most recent IRS Form 990 & All Schedules. Attach the most current completed IRS Form 990, including all statements/schedules referenced in the form and Schedule A.

- Proof filing a 990 (long form), 990 EZ, or 990N is required.
- The IRS Form 990 is required even if the IRS does not require your agency to file the Form 990. Federal Tax ID Number must be included on the IRS Form 990.
- IRS Form 990 must include a list of the officers and key employees and

### 5. Audit, Independent Financial Review, Or Board Signed Management Letter\*

**(NEW/FORMER and RENEWING):** Upload a copy of the agency's most recent Audit and Management Letter, Independent Financial Review, or Board Approved and Signed Financial Narrative Statement

- a. ***AUW no longer requires an audit unless you are already obligated to do so.***
  - b. If an audit or independent financial review is not available, a board-approved and signed financial narrative statement of the agency's current financial position should be submitted.
6. **Agency Logo (Logo Requirements: 4 Color, 300 DPI, JPEG Format)**  
**NEW/FORMERPARTNERS ONLY:** Please attach a copy of the agency's logo to be displayed on Aloha United Way's website and promotional materials. (Logo Requirements: 4 color, 300 DPI, JPEG format). No PDFs, please.

**Optional Attachments (NEW/FORMER and RENEWING):**

- DEI Information (Optional): Please feel free to share your agency DEI work with AUW.
  - Strategic Plan or other planning documents (Optional)
  - Client Photo (Optional)
- 
- 
-

## Department of Commerce and Consumer Affairs

We require that your agency is registered and in good standing with the State of Hawaii Department of Commerce and Consumer Affairs (DCCA) in accordance with GRS 414D-71 and 414D-308. If you do not already have a copy of these documents, follow the steps below to help you get started.

**Step 1:** Click on or go to: <https://hbe.ehawaii.gov/documents/search.html>

The screenshot shows the search page on the Hawaii.gov website. The URL is <https://hbe.ehawaii.gov/documents/search.html>. The page title is "Search for Business Entity & Documents". A search bar is present with a "Search" button. A green callout box with a red arrow points to the "Search" button, containing the text: "Step 2: Type agency name & click 'Search'". The page also includes a navigation menu on the left and a "Please note" section with a warning icon.

The screenshot shows the search results page on the Hawaii.gov website. The URL is <https://hbe.ehawaii.gov/documents/search.html?recordType=ALL&entityType=ALL&status=ALL&beginsWith=true>. The page title is "SEARCH RESULTS". The search bar contains "Aloha United Way". The results show "1 items found, displaying 1 to 1." A table lists the results with columns for "NAME" and "STATUS". A green callout box with a red arrow points to the "ALOHA UNITED WAY, INC." entry, containing the text: "Step 3: Double click to view available documents".

NAME	STATUS
ALOHA UNITED WAY, INC.	Active

Hawaii.gov  
Official site for the State of Hawaii

Department of Commerce & Consumer Affairs (DCCA)  
BUSINESS REGISTRATION DIVISION (BREG)

You are here: BREG Online Services

Home - BREG  
BREG Online Services  
Annual Business Filing  
Search for a Business Entity  
Purchase Documents Online  
Purchase Certificate of Good Standing  
Authenticate a Certificate of Good Standing  
Register a Business  
Entity List Builder  
Contact BREG  
Technical Support  
Feedback  
Create an Account

ALOHA UNITED WAY, INC.  
DOMESTIC NONPROFIT CORPORATION

GENERAL INFO | ANNUAL FILINGS | OFFICERS | TRADE NAMES/MARKS | OTHER FILINGS | BUY AVAILABLE DOCS

General Info

Purchase a Certificate of Good Standing for this business:

ELECTRONIC . . . . . \$7.50  
 PRINTED . . . . . \$7.50

VIEW AND PRINT COMPANY INFO

OR Click for a free PDF of Agency Information

Step 4: Click to purchase a Certificate of Good Standing...

MASTER NAME: ALOHA UNITED WAY, INC.  
BUSINESS TYPE: Domestic Nonprofit Corporation  
FILE NUMBER: 13872 D2

### DCCA State of Hawaii

Downloaded on October 11, 2018.  
The information provided below is not a certification of good standing and does not constitute any other certification by the State.  
Website URL: <http://hbe.ehawaii.gov/documents>

#### Business Information

MASTER NAME	ALOHA UNITED WAY, INC.
BUSINESS TYPE	Domestic Nonprofit Corporation
FILE NUMBER	13872 D2
STATUS	Active
PURPOSE	TO SOLICIT, ACCEPT AND RECEIVE GIFTS, CONTRIBUTIONS, BEQUESTS AND DEVISES AND TO ALLOCATE AND DISTRIBUTE FUNDS TO NONPROFIT CHARITABLE ORGANIZATIONS AND GOVERNMENTAL UNITS FOR A PUBLIC PURPOSES, WITHIN THE STATE OF HAWAII;
PLACE INCORPORATED	Hawaii UNITED STATES
INCORPORATION DATE	Mar 10, 1966
MAILING ADDRESS	200 N VINEYARD BLVD HONOLULU, Hawaii 96817 UNITED STATES
TERM	PER
AGENT NAME	NORM BAKER
AGENT ADDRESS	200 N VINEYARD BLVD STE 700 HONOLULU, Hawaii 96817 UNITED STATES

#### Annual Filings

FILING YEAR	DATE RECEIVED	STATUS
2018	Jan 3, 2018	Processed
2017	May 30, 2017	Processed
2016	Jan 15, 2016	Processed
2015	Jan 5, 2015	Processed

**NOTE:** The information provided in the Agency Information PDF is not the certified certification of good standing and doesn't constitute any other certifications by the State.

For the purposes of Aloha United Way's Partner Application, this document is acceptable. **If possible, it is best to submit the Certification of Good Standing document.**

# Department of the Attorney General's Office – Hawaii Charities

**Step 1:** Click on or go to: <https://ag.ehawaii.gov/charity/welcome.html>

The screenshot shows the homepage of the Hawaii Charities website. At the top left is the Attorney General's Office logo. The main header features the text "Hawaii Charities" and "Tax & Charities Division, Hawaii Attorney General". On the right, a box displays "6907 Charitable Organizations registered with the State of Hawaii". A navigation bar includes links for Home, Search, Pay Fees, Submit, and Help. The main content area is titled "Welcome to Hawaii Charities Online" and contains several dropdown menus with questions like "What can you do at this website?", "Who is required to register with the Attorney General?", "What are some types of organizations that may qualify for an exemption from registration?", "Who is considered a professional fundraiser?", and "What is a commercial co-venturer (CCV)?". To the right, a section titled "Search, pay, or submit?" contains three buttons: "Search", "Pay Fees", and "Submit". Two callout boxes are present: a green one at the top right pointing to the "Search" button with the text "Step 2: Search to see if your Agency is registered and compliant with AG's Office.", and another green one at the bottom right pointing to the "Pay Fees" button with the text "Click here if you need to pay annual fees to be compliant with the AG's Office". The footer contains contact information for the Tax & Charities Division, copyright notices, and logos for United Way and Aloha United Way.



**Step 3: Take a snip or screenshot of the information page and upload it to e-IMPACT.**

Q [New Search](#) / [Search Result](#) / Charity Details

**ALOHA UNITED WAY INC** STATUS: ACTIVE

General Information

**Primary Name:**  
ALOHA UNITED WAY INC

**FEIN:**  
99-0073494

**Type:**  
Corporation

**NTEE Code(s):**  
P - Human Services  
S - Community Improvement & Capacity Building  
T - Philanthropy, Voluntarism & Grantmaking Foundations

**Subordinate Organizations:**  
--

Current CCV Partnerships

- [10/15/2018 - 10/15/2018](#)  
Caifornia Pizza Kitchen

Past CCV Partnerships

[Show history](#)

## Uploading Attachments

Accepted 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 attachments page

Application Status			Print / Review Options
Not Started	In Progress		Submitted
Item (* indicates Required Item)	Last Up		Action
Children's Home Foundation			
<a href="#">Agency Information*</a>			
<a href="#">Required Documents</a>		Not Started	
After School Program		Not Started	<input checked="" type="checkbox"/> Include?

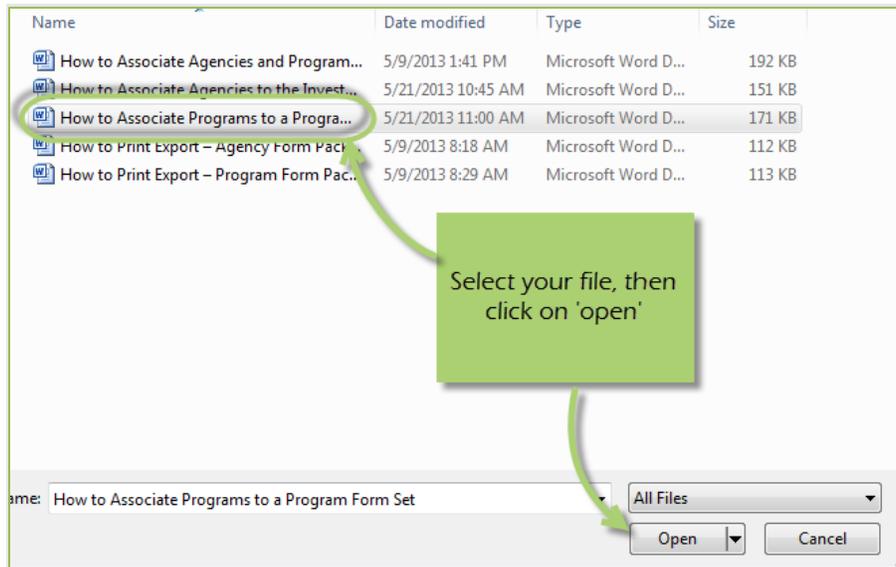
The Attachments form displays the same as other forms.

### Step 2:

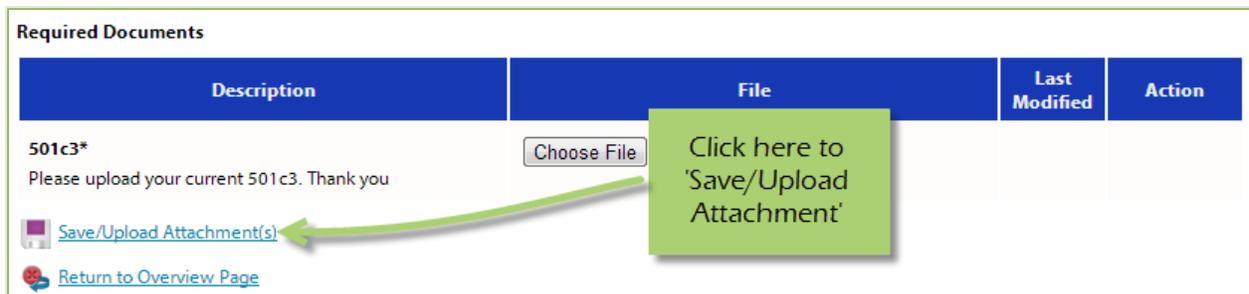
Required Documents			
Description	File	Last Modified	Action
<b>501c3*</b> Please upload your current 501c3. Thank you <a href="#">Save/Upload Attachment(s)</a> <a href="#">Return to Overview Page</a>	<input type="button" value="Choose File"/> No file chosen		

Click here to 'Choose File'

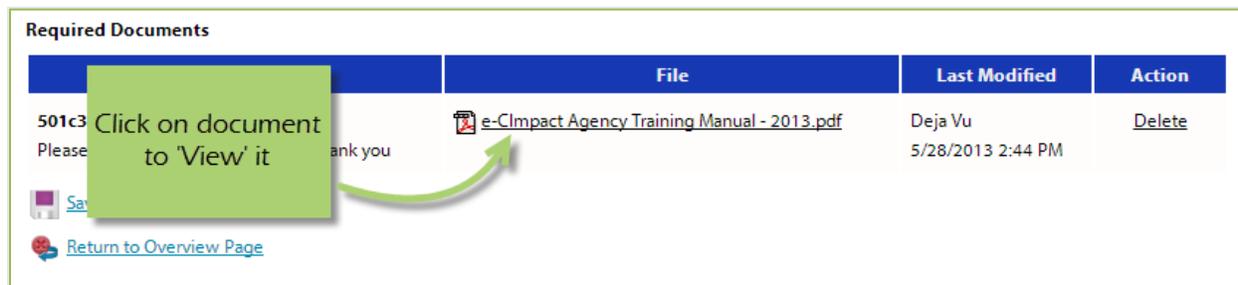
### Step 3:



### Step 4:



### Viewing Attachments



## Deleting Attachments

**Step 1:** Open attachment page

The Attachments form displays the same as other forms.

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

**Step 2:**

Click here to 'Delete' your attachment

Description	F	Last Modified	Action
501c3* Please upload your current 501c3. Thank you	e-CIMPACT Agency Train	Deja Vu 5/28/2013 2:44 PM	<a href="#">Delete</a>

[Save/Upload Attachment\(s\)](#)  
[Return to Overview Page](#)

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

## Submitting Your Application

---

To submit your application, you must mark ALL pages 'Completed / Ready to Submit.'

**Step 1:** Open page

**Step 2:** Review information, and then click on 'Save My Work and Mark as Completed'

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

### Submit!

Once all pages are 'Completed / Ready to Submit', the 'submit this application now' option will appear at the top of the page.

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

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

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

## Printing Options

Please print or save a PDF copy for your agency records.

Click here to print out your application: [View Printable Version of this Entire Application](#) 

---

# E-CIMPACT REGISTRATION & NAVIGATION GUIDE

## Accessing e-CImpact

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

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

<https://agency.e-cimpact.com/login.aspx?org=13010F>

Please bookmark the address to easily access e-CImpact at your convenience.

The screenshot shows a web browser window with the URL <https://agency.e-cimpact.com/login.aspx?org=13010F>. The page header features the United Way logo and the text "Aloha United Way" on the left, and a blue banner with the slogan "LIVE UNITED" and the phrases "JOIN hands. OPEN your heart. LEND your muscle. FIND your voice. INFLUENCE the condition of all. GIVE. ADVOCATE. VOLUNTEER." on the right. The main content area is divided into two sections. The top section, titled "Sign-In", includes the e-IMPACT logo (Community Impact Management) and an "AGENCY SITE" link. It contains a sign-in form with fields for a username and password, a "Sign in to our Secure Server" button, and a "Forgot your password?" link. The bottom section, titled "New to e-CImpact?", includes a "Create a new AUW account through e-CImpact" link and a "Click here to create a new AUW account" button. The footer contains the copyright notice "© 2014 e-CImpact, Community Impact Management" and the "POWERED BY seabrooks" logo.

## Registering a New Agency

If you are not yet an Aloha United Way Partner Agency, please proceed with E-CImpact registration. Registration is required for all non-partner agencies.

**United Way**  
Aloha United Way

JOIN hands. OPEN your heart.  
LEND your muscle. FIND your voice.  
INFLUENCE the condition of all.  
GIVE. ADVOCATE. VOLUNTEER.  
**LIVE UNITED™**

**e-IMPACT™**  
Community Impact Management  
AGENCY SITE

**ALOHA UNITED WAY**  
Sign-In  
Please sign in to your account.

User Name  
Password

Sign in to our Secure Server

Forgot your password?

**Step 1: Click here**

New to e-CImpact?

Create a new A UW e-CImpact account  
To create a new account select the link below:

Click here to create a new A UW e-CImpact Account

e-CImpact™ Community Impact Management  
© 2019 All Rights Reserved  
Privacy Policy

POWERED BY  
seabrooks



**NOTE:** The system will automatically check your EIN. If you receive a message that your agency account already exists, please go back to the previous page and sign in using your login credentials. See page 12 for instructions on how to reset forgotten credentials.

hpact.com/registration/account.aspx?org=13010F



JOIN hands. OPEN your heart.  
LEND your muscle. FIND your voice.  
INFLUENCE the condition of all.

GIVE. ADVOCATE. VOLUNTEER.

**LIVE UNITED™**

### Agency Registration

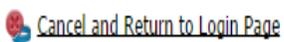
 Fields marked with an \* are required fields.

Please complete the requested information below.

### Agency Account Information

EIN Number:\*  EIN Number Format: '##-#####' or '#####'



**Step 3: Enter agency EIN and click "Next".**





## Step 4: Check and fill out agency information.

### Agency Registration

Fields marked with an \* are required fields.

Please enter information about your non-profit agency.

#### Agency Account Information

EIN Number:\*

Agency Name:\*

#### Additional Agency Account Information

Description:  
Limit up to 750 characters (0 used).

Accredited:  Yes  No

Mission Statement:  
Limit up to 750 characters (0 used).

#### Address

Address Type:\* -- Select Address Type --  
Address Line 1:\*  
Address Line 2:  
City:\*  
State:\* Illinois  
Postal Code:\*

#### Email Address

Email Address Type:\* -- Select Email Type --  
Email Address:\*

#### Phone Number

Phone Number Type:\* -- Select Phone Type --  
Phone Number:\*

#### Primary Contact Information

Contact Type:\* -- Select Contact Type --  
First Name:\*  
Last Name:\*

#### Preferred Login

Enter your Password then retype the Password correctly. Your Password must be 6-14 characters in length and contain at least 1 of the following: uppercase letter, lowercase letter, numeric, or special character. Passwords cannot contain the following characters: ", %, or &

Password Examples:  
-- abcdefg2 (valid, contains letters and numbers)  
-- pa\$\$word (valid, contains letters and numbers)  
-- 1234567# (valid, contains letters and numbers)  
-- abcdefgh (invalid, contains only letters)  
-- abc23 (invalid, less than 6 characters)

Please note what username and password you create.

Please use your email address as your username.

Preferred Username:\*, Password:\*, Confirm Password:\*

Confirm that all information is correct, then click here.

Previous

Cancel and Return to Login Page

Next

**Aloha United Way Open Applications**

Please select the appropriate application and click on the green "Continue" button to begin the application process.

**Maui United Way Investments**

**MUW Community Impact Grant App**

 **MUW Community Impact Grant App (2020-2023)**

**Donor Choice Partner Agency Certification**  
**Donors Choice Certification**

 **Partner Agency Application NEW/RETURNING**

Previous

Next

 [Cancel and Return to Login Page](#)

e-CImpact™ Community Impact Management  
© 2019 Powered by Seabrooks.

**Step 5: Select the DCPA application and click "Next"**



JOIN hands. OPEN your heart.

**Step 6: Review all agency information entered, and then click 'Complete Registration'.**

**Registration Review**

EIN: 99-0073494  
Agency Name: ALOHA UNITED WAY INC  
Website:

**Additional Agency Account Information Summary**

Mission Statement: Live United

**Agency Information Summary**

Address: 200 N VINEYARD BLVD STE 700  
HONOLULU, Hawaii  
96817-3952  
(Main)  
Email Address: leanne@auw.org (Work)  
Phone Number: 8888881234 (Direct)

**Primary Contact Information Summary**

Contact Name: me you (Program Staff)  
Company:  
Job Title: Associate, Community Impact

**Preferred Login**

Username: AUW\_CI  
Password: \*\*\*\*\*

**Request Summary**

2015 Partner Agency Application

[Previous](#)

[Complete Registration](#)

[Cancel and Return to Login Page](#)

**Agency Registration Confirmation Page:** Once your registration is completed you will be able to print your confirmation page. You will also receive a confirmation email. Click on “NEXT” at the bottom of the page to start the application.

**Registration Confirmation Summary**

 Success

Successfully submitted on: 10/2/2014 at 9:55 PM CST  
Confirmation Number: 18641

 [Print registration summary](#)

**Registration Summary**

Confirmation #: 18641  
Successfully submitted on: 10/2/2014 at 9:55 PM CST  
EIN: 99-0073494  
Agency Name: ALOHA UNITED WAY INC  
Website:

**Additional Agency Account Information Summary**

Mission Statement: Live United

**Agency Information Summary**

Address: 200 N VINEYARD BLVD STE 700  
HONOLULU, Hawaii  
96817-3952  
(Main)  
Email Address: leanne@auw.org (Work)  
Phone Number: 8888881234 (Direct)

**Primary Contact Information Summary**

Contact Name: Ms. me you (Program Staff)  
Company:  
Job Title: Associate, Community Impact

**Preferred Login**

Username: AUW\_CI  
Password: \*\*\*\*\*

**Request Summary**

2015 Partner Agency Application

**Print your registration summary for your records.**

**Click on “Next” to start the application.**

Next 

## Agency Login

Now that you have accessed your agency site, it is time to login.

*If you do not know or remember your username and password, please contact [impact@auw.org](mailto:impact@auw.org). If you have your username but have forgotten your password, please see the next page for instructions on how to reset your password.*

The screenshot shows the e-IMPACT Agency Login page. On the left is the e-IMPACT logo with the text "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 link "Forgot your password?" underneath. A large green arrow points from the "Sign in to our Secure Server" button to a callout box on the right that says "Step 1: Enter Username and Password". Another green arrow points from a second callout box, "Step 2: Click 'Sign in to our Secure Server'", to the same button. Below the sign-in section is a "New to e-IMPACT?" section with a large green arrow pointing right. It contains the text "Don't have an account?" and "Create an account to apply for available grants", followed by a green button that says "Click here to create a new Account". At the bottom left, there is a "Secured by Thawte" logo with the date "2013-05-28" and the text "Secured by Thawte © 2013 e-IMPACT, Community Impact Management". At the bottom right, it says "POWERED BY seabrooks".

## Forgotten Password

**Sign-In**  
Please sign in to your account.

User Name

Password

Sign in to our Secure Server

Forgot your password?

Step 1: Click 'Forgot your Password?'

A green box labeled 'Step 1: Click 'Forgot your Password?'' has a green arrow pointing to the 'Forgot your password?' link.

**Sign-In**  
Please sign in to your account.

Please enter your Username.

|

Auto-Generate my Password

Step 2: Enter your Username

Step 3: Click 'Auto-Generate my Password'

A green box labeled 'Step 2: Enter your Username' has a green arrow pointing to the 'Please enter your Username.' message. Another green box labeled 'Step 3: Click 'Auto-Generate my Password'' has a green arrow pointing to the 'Auto-Generate my Password' link.

**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 your 'junk or spam' folder. If the email is not in either, please contact [impact@auw.org](mailto:impact@auw.org).**

# 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

The screenshot shows the user interface of the Aloha United Way Test Agency Home Page. At the top, there is a navigation bar with links for 'Hello, CI Department AUW', 'My User Profile', and 'Change Password'. The main header features the United Way logo and the slogan 'LIVE UNITED™'. The page is divided into several sections:

- 1. Account Management:** A green callout box points to the 'My User Profile' and 'Change Password' links in the top navigation bar.
- 2. Agency Information:** A green callout box points to the 'Additional Agency Information' link in the left sidebar.
- 3. List of Applications and Reports:** A green callout box points to the 'Partner Agency Application' links in the left sidebar, which are circled in red. The main content area shows a calendar for September and a news item titled 'Donor Choice 2023 Application'.
- 4. Resource Center:** A green callout box points to the 'Resource Center' link in the bottom left sidebar.

## 1. Account Management

---

### Change Password

**Step 1:** Select 'Change Password'

**Step 2:** Enter the old password

**Step 3:** Then enter the new password twice.

#### Password Rules:

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

### My User Profile

**My User Profile** area is where you can add, edit, or delete any of your information including primary contact designation, basic information, email addresses, phone numbers, and mailing addresses.

**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. This individual is likely to complete applications and reports, manage contact information, and perform other administrative tasks. In many cases this is not the Executive Director. This person is also Aloha United Way's point of contact for general correspondence.

**Include in all emails:** This allows users to receive all emails sent through e-CImpact. Users who do not select 'Include in all Emails?' will only receive emails that are appropriate for their position.

**Active:** Make sure your account is 'Active.' If a user is deactivated, you will need to contact [impact@auw.org](mailto:impact@auw.org) to reactivate the user account.

## 2. Agency Information

---

The Agency Information section allows you to view and update agency information, contacts, and program information.

### Agency Profile

The profile page contains all agency specific information, including agency address, phone, primary contact, and more.

## Contacts

In this section you may add or edit any contact at your organization. You may also request a new login for other staff at your organization so that they can access e-CImpact. **Please do not delete any contacts.** If a person has left your organization, contact [impact@auw.org](mailto:impact@auw.org).

## 3. List of Applications and Reports

---

A list of currently accessible Aloha United Way applications and reports.

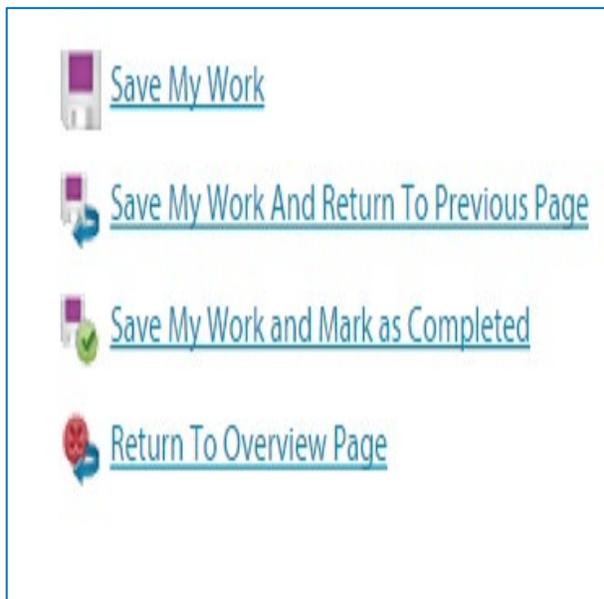
## 4. Resource Center

---

Houses various resources to help guide your application or give additional info.

## Common Navigation

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



**Save My Work:** Saves your work and refreshes the page.

**Save My Work and Return to Previous Page:** Saves your work and goes back one page.

**Save My Work and Mark as Complete:** Saves your work and marks the page for completion. All pages must be marked complete before the application is submitted.

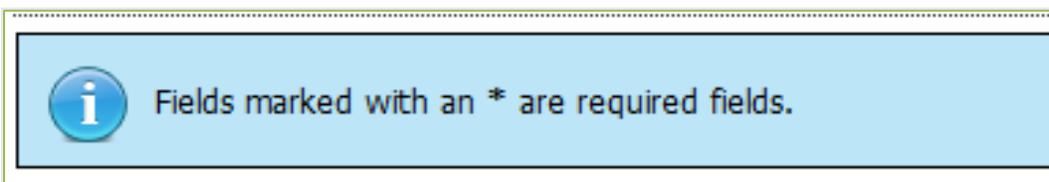
**Return to Overview Page:** Will return you to the previous page and will NOT save any changes made to your data.



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



**Content Sensitive Help:** Any time you see this green question mark, scroll over for additional information about the section.



**Required Questions:** Any field with an \* is required and must be filled out.

**Congratulations! You have  
successfully submitted your 2023  
DCPA Application.**

**Final approvals will be sent out in  
January 2023**