



**Aloha United Way**

**2023**

# Donor Choice Application Guide & E-CIMPACT Navigation Guide

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

**For support, contact:**

Community Impact

Department

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

(808) 536-1951

## Welcome

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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

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**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

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# APPLICATION GUIDE

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## 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](#)

<div> <div>Not Started</div> <div>In Progress</div> <div>Ready To Submit</div> <div>Submitted</div> </div>			
Item (* indicates Required Item)	Last Updated	Status	Options
★ 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.

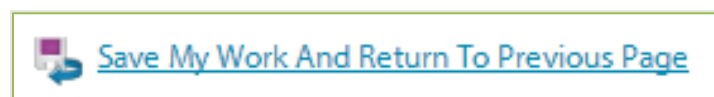
**Ready to Submit:** This page is complete and ready for submission.

**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.

Step 1: Click here to see a list of other forms available

Children's Home Foundation

Status: Not Started

**Agency Information**

Fields marked with an \* are required fields.

\*\*\*NOTE: Remember to upload the documents required as set forth in the Financial Checklist section below in the space provided on the Agency Form List/Summary page.

Switch Forms

#### 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.

At any time you may select another form to work on. Your work on this form will be saved automatically.

Aloha United Way Test Agency	In Progress
1. Agency Information*	In Progress
2. Contact Information*	Not Started
3. Financial Information and	Not Started
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100. Financial Information and	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)**

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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 Hawaii.gov website with the Department of Commerce & Consumer Affairs (DCCA) and Business Registration Division (BREG) header. The left sidebar lists various services like Annual Business Filing, Search for a Business Entity, and Purchase Documents Online. The main content area is titled "Search for Business Entity & Documents" and includes a search bar with a "Search" button. A green callout box with an arrow pointing to the search button contains the text: "Step 2: Type agency name & click 'Search'". Below the search bar, there is a note about the search results and a "Please note" section explaining the search's purpose and providing contact information for the Business Registration Division.

The screenshot shows the search results page on the Hawaii.gov website. The URL in the browser address bar is <https://hbe.ehawaii.gov/documents/search.html?recordType=ALL&entityType=ALL&status=ALL&beginsWith=true>. The search results are displayed under the heading "SEARCH RESULTS". The filters show "Record Type: ALL", "Status: ALL", and "Entity Type: ALL". The results list shows "1 items found, displaying 1 to 1." with a table containing the following information:

NAME	STATUS
ALOHA UNITED WAY, INC.	Active

A green callout box with an arrow pointing to the company name "ALOHA UNITED WAY, INC." contains the text: "Step 3: Double click to view available documents".

**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  
NEW  
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

[Add to Cart](#)

[VIEW AND PRINT COMPANY INFO](#)

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

**OR Click for a free PDF of Agency Information**

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 DEVICES 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 'Hawaii Charities' website, part of the Tax & Charities Division of the Hawaii Attorney General's Office. The header includes the state seal, the title 'Hawaii Charities', and a box stating '6907 Charitable Organizations registered with the State of Hawaii'. A navigation bar contains links for Home, Search, Pay Fees, Submit, and Help. The main content area is titled 'Welcome to Hawaii Charities Online' and features five expandable FAQ sections: '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 sidebar titled 'Search, pay, or submit?' contains three buttons: 'Search', 'Pay Fees', and 'Submit', each with a brief description of its function. Two green callout boxes with red arrows provide instructions: one points to the 'Search' button with the text 'Step 2: Search to see if your Agency is registered and compliant with AG's Office.', and the other points 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 a 'Powered by HIC' logo.

**Hawaii Charities**  
Tax & Charities Division, Hawaii Attorney General

6907  
Charitable Organizations  
registered with the State of Hawaii

Home Search Pay Fees Submit Help

Welcome to Hawaii Charities Online

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?

What is a commercial co-venturer (CCV)?

**Search, pay, or submit?**  
Search for information on registered or exempt charitable organizations and charitable sales, promotions.

Search

Pay fees for registered charitable organizations.

Pay Fees

Submit filings for charitable organizations, professional fundraisers, and CCVs.

Submit

Tax & Charities Division, Department of the Attorney General  
425 Queen Street • Honolulu, HI 96813  
Phone: (808) 586-1480

Contact Feedback Subscriber Services Terms of Use Admin Login

Copyright  
State of Hawaii. All  
An Equal Opportunity Employer

Powered by HIC

**Step 2: Search to see if your Agency is registered and compliant with AG's Office.**

**Click here if you need to pay annual fees to be compliant with the AG's Office**



# Hawaii Charities

Tax & Charities Division, Hawaii Attorney General

6322

Charitable Organizations  
registered with the State of Hawaii

[Home](#) [Search](#) [Pay Fees](#) [Submit](#) [Help](#)

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

[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:**

--

[Submit a consent form](#)

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

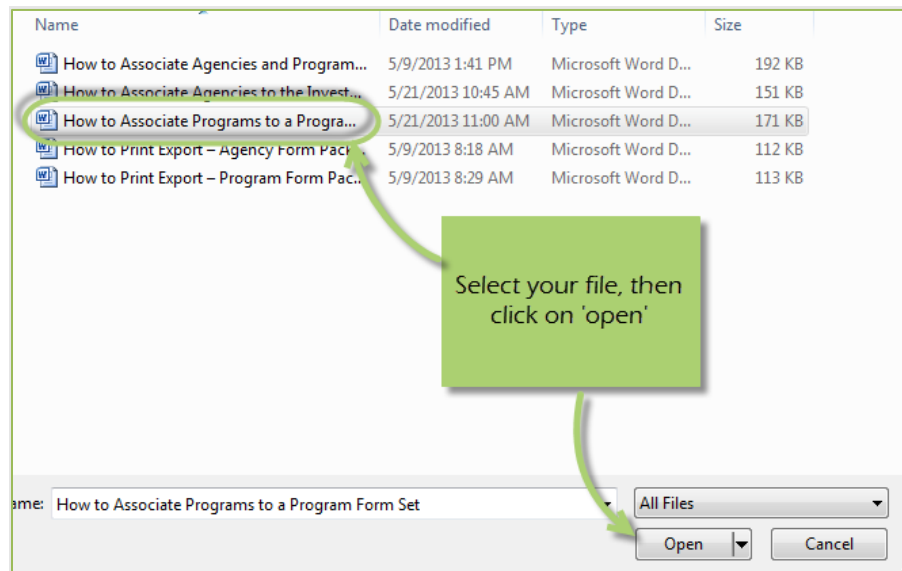
The Attachments form displays the same as other forms.

### Step 2:

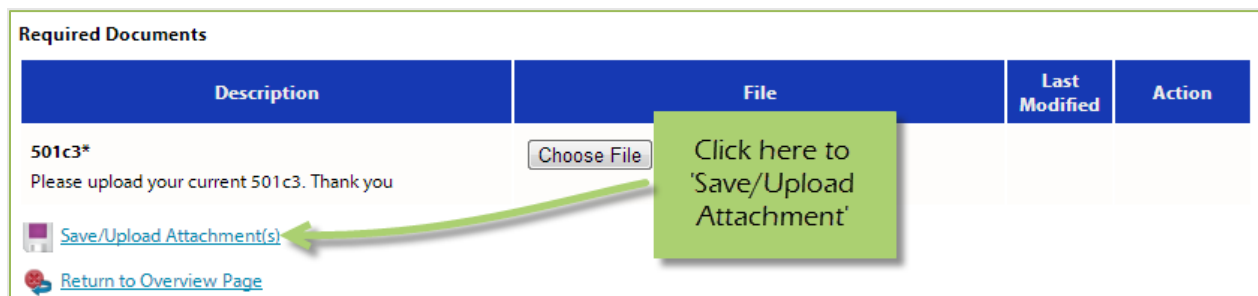
Description	File	Last Modified	Action
<b>501c3*</b> Please upload your current 501c3. Thank you	<input type="button" value="Choose File"/> No file chosen		
<a href="#">Save/Upload Attachment(s)</a>			
<a href="#">Return to Overview Page</a>			

Click here to 'Choose File'

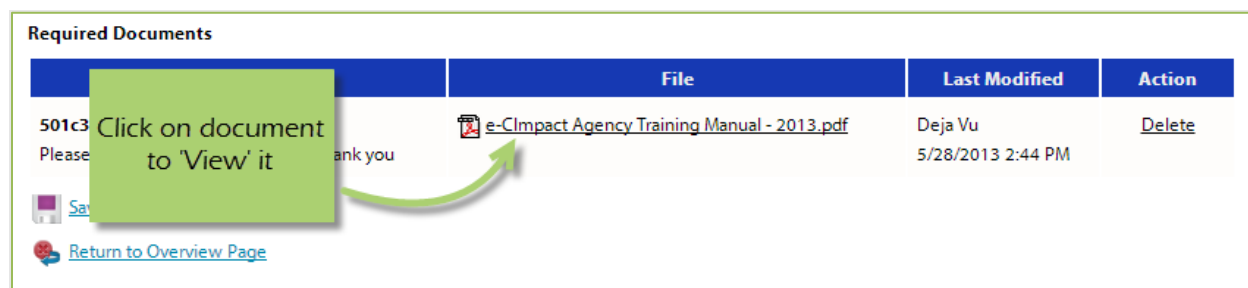
### Step 3:



### Step 4:

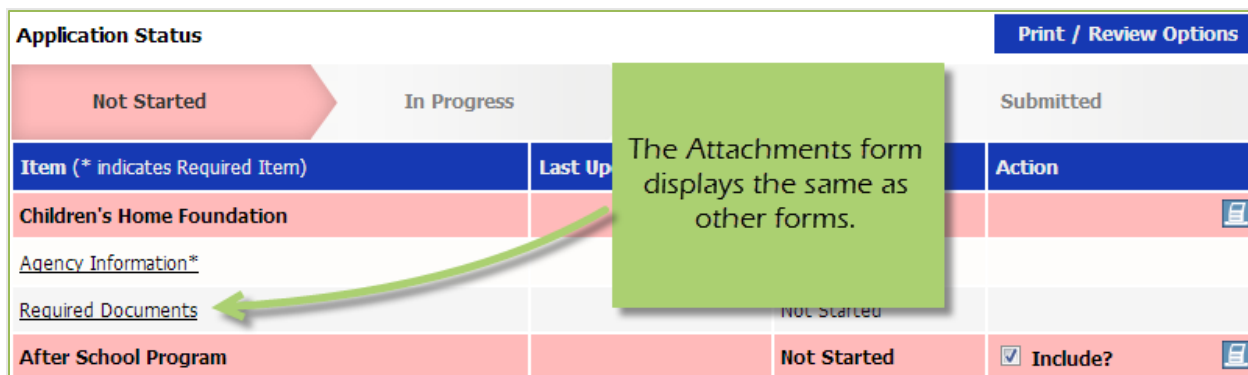


### Viewing Attachments



## Deleting Attachments

**Step 1:** Open attachment page

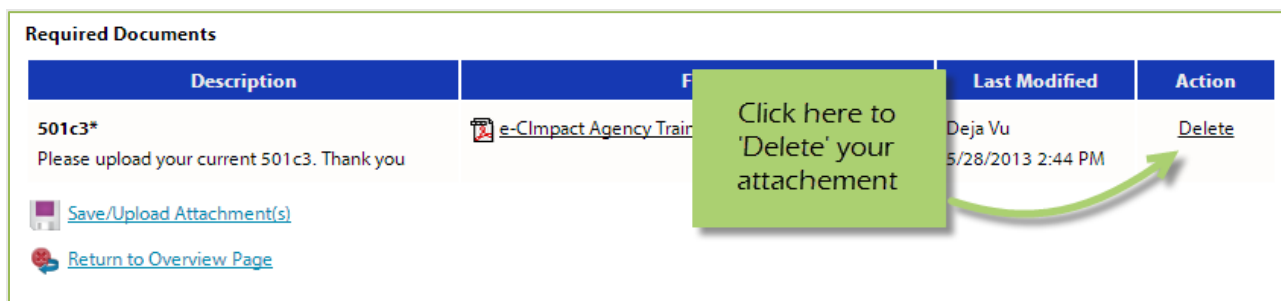


**Application Status** Print / Review Options

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>		
After School Program	Not Started	<input checked="" type="checkbox"/> Include?

**Step 2:**



**Required Documents**

Description	F	Last Modified	Action
<b>501c3*</b> 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

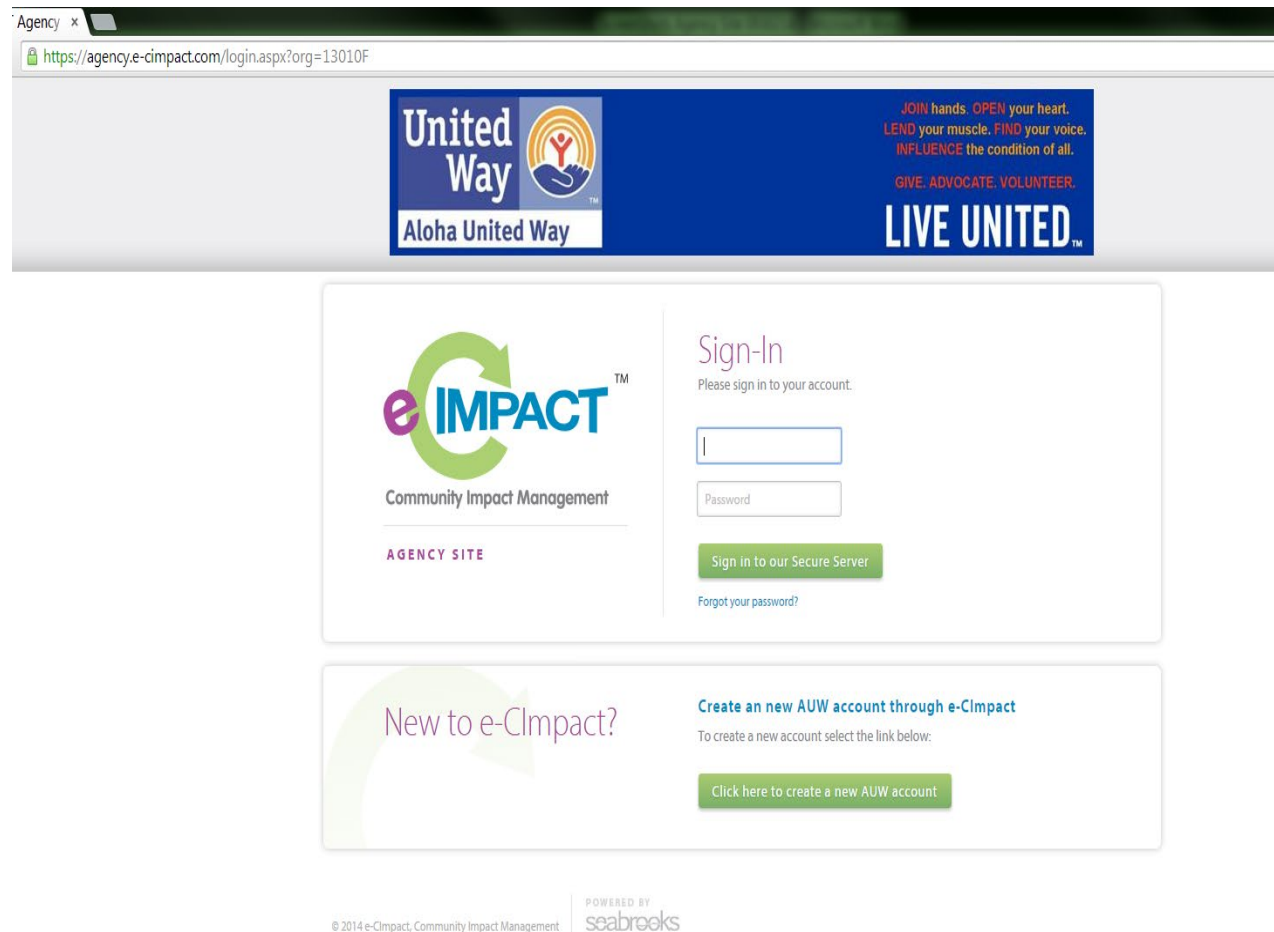
## Accessing e-CImpact

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 address bar displaying <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 motivational message on the right: "JOIN hands. OPEN your heart. LEND your muscle. FIND your voice. INFLUENCE the condition of all. GIVE. ADVOCATE. VOLUNTEER. LIVE UNITED™". The main content area is divided into two sections. The top section, titled "Sign-In", includes the e-IMPACT logo and the text "Community Impact Management" and "AGENCY SITE". It contains a sign-in form with fields for "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 large green arrow graphic and the text "Create a new AUW account through e-CImpact". It also contains a "Click here to create a new AUW account" button. The footer of the page displays "© 2014 e-CImpact, Community Impact Management" and "POWERED BY seabrooks".


## 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.



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

**LIVE UNITED™**



**ALOHA UNITED WAY**

Sign-In

Please sign in to your account.

Sign in to our Secure Server

[Forgot your password?](#)


New to e-CImpact?

Create a new AUW e-CImpact account


To create a new account select the link below:

Click here to create a new AUW e-CImpact Account


Step 1: Click here



e-CImpact™ Community Impact Management  
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[Privacy Policy](#)

POWERED BY  


Donor Choice Application Guide & E-CIMPACT Navigation Guide – 2023  
Aloha United Way



26

## ALOHA UNITED WAY

Aloha United Way's  
**2023 Donor Choice Partner Agency Application**  
will open **on Monday September 12, 2022 at 9am.**

Qualified agencies will be eligible to receive donor designations from our 2023 Pacesetter and General Campaigns.

Please submit your application by **4:00 pm on Friday October 7, 2022 at 4pm** to be considered for partnership for the 2023 campaign year.

### Tips and Resources

1. **Visit the Resource Center.** Once logged into e-CImpact, visit the Partner Agency Resource Center at the bottom of the left-side navigation bar to access manuals, guides, and other documents that will assist you in filling out the application. Some of the resources may only be available after September 12th.
2. **Information Sessions.** While watching the sessions are not mandatory, you may find it helpful as we'll be going through the application process step-by-step during the session. The recorded sessions will be posted to the resource page for our Partner Agencies: <https://www.auw.org/become-partner-agency>.

#### Renewing Partner Application Information Session

Sep 20, 2022, 02:00 PM Hawaii

<https://us02web.zoom.us/join/ztZApceysrz4uEtVI0DpOu1Ybu1oi4M9zqe76>

#### New/Former Partner Application Information Session

**Step 2: Read message carefully, and then click "Next" at the bottom of the page to begin the application process (not pictured)**


[GrqjkiEtcX tRyNif-QPZ0oDk5Ea2d](#)

**NEW/RETURNING Agencies: please have the documents listed below before you begin the application in order to expedite this process. All attachments must be uploaded in order to submit your application. Required Documents (New Only)**

1. **IRS 501(c)(3) Determination Letter\*** - Attach a copy of the agency's IRS 501(c)(3) tax exemption letter showing your IRS Employer Identification Number. Please see the resource center in e-CImpact for an example of an acceptable letter.
2. **State of Hawaii Department of Commerce and Consumer Affairs\*** - Upload a copy of the agency's Certificate of Good Standing or Company Information. Visit the [DCCA website](#) to obtain the Certificate of Good Standing for a small fee OR a free online copy of the Company Information document. See the Resource Center for detailed instructions and an example of the acceptable Company Information document.
3. **State of Hawaii Attorney General's Office\*** - Upload a copy of the agency's Registration with the Attorney General's Office - Visit the [State of Hawaii Department of the Attorney General's Office website](#) to obtain a free copy. See the Application Manual in the Resource Center (pgs. 25-26) for detailed instructions.

**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.

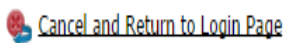
### Agency Account Information

EIN Number:\*

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

 Previous

 Next

 Cancel and Return to Login Page

**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:\*

Address Line 1:\*

Address Line 2:

City:\*

State:\*

Postal Code:\*

#### Email Address

Email Address Type:\*

Email Address:\*

#### Phone Number

Phone Number Type:\*

Phone Number:\*

#### Primary Contact Information

Contact Type:\*

First Name:\*

Last Name:\*

#### Preferred Login

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

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)

Preferred Username:\*

Password:\*

Confirm Password:\*

[Previous](#)

[Cancel and Return to Login Page](#)

Confirm that all information is correct, then click here.

[Next](#)

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### 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](#)

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**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




[Cancel and Return to Login Page](#)

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**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

[Next](#) 

Print your registration summary for your records.

Click on “Next” to start the application.

## 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 login interface for e-IMPACT. On the left is the logo for e-IMPACT Community Impact Management, with a link for the AGENCY SITE. The main section is titled 'Sign-In' with the instruction 'Please sign in to your account.' It contains input fields for 'User Name' and 'Password', a 'Sign in to our Secure Server' button, and a link for 'Forgot your password?'. Two green callout boxes with arrows provide instructions: 'Step 1: Enter Username and Password' points to the input fields, and 'Step 2: Click 'Sign in to our Secure Server'' points to the login button. Below the login section is a 'New to e-IMPACT?' section with a link to 'Click here to create a new Account'. The footer includes a 'Secured by Thawte' seal, copyright information for 2013, and a 'POWERED BY seabrooks' logo.

**e-IMPACT™**  
Community Impact Management  
[AGENCY SITE](#)

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

User Name  
Password

[Sign in to our Secure Server](#)  
[Forgot your password?](#)

**Step 1: Enter Username and Password**

**Step 2: Click 'Sign in to our Secure Server'**

**New to e-IMPACT?**  
[Click here to create a new Account](#)

Secured by Thawte  
2013-05-28 © 2013 e-IMPACT, Community Impact Management  
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 with the text "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 with the text "Step 2: Enter your Username" has a green arrow pointing to the "Please enter your Username." message. Another green box with the text "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 'Aloha United Way Test Agency Home Page'. At the top, there is a navigation bar with links: 'Hello, CI Department AUW', 'My User Profile', 'Change Password', 'Sign Out', and a clock showing '1:51:33'. Below this is a blue header banner with the 'United Way Aloha United Way' logo on the left and the text 'JOIN hands. OPEN your heart. LEND your muscle. FIND your voice. INFLUENCE the condition of all. GIVE. ADVOCATE. VOLUNTEER. LIVE UNITED.' on the right. The main content area is divided into four sections, each highlighted by a green box with a red arrow pointing to it:

- 2. Agency Information**: This section includes a calendar for September and a list of scheduled events. The calendar shows dates from 28 to 31. The events list includes 'None Scheduled', 'September', and '9/12/2022: 2023 Donor Choice Partner Agency Application opening...'. A red arrow points from the 'Additional Agency Information' link in the left sidebar to this section.
- 3. List of Applications and Reports**: This section contains a 'News' section titled 'Donor Choice 2023 Application'. The text reads: '2023 Donor Choice Partner Agency Application opening September 12, 2023. Please contact impact@auw.org to add any users to your account.' A red arrow points from the 'Partner Agency Application NEW/RETURNING (2023)' link in the left sidebar to this section.
- 4. Resource Center**: This section is located at the bottom of the page and contains a link to 'e-CIMPACT Volunteer Manual (1)'. A red arrow points from the 'Resource Center' link in the left sidebar to this section.

The left sidebar contains the following links: Home, Agency Profile, Additional Agency Information, Contacts, Mission & Vision Statements, Program Profiles, Apply / Report, Donor Choice Partner Agency Certification, Donor Choice Certification, Partner Agency Application NEW/RETURNING (2023), Partner Agency Application REVIEWING (2023), and Historical Processes. The 'Apply / Report' section is circled in red.

## 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.

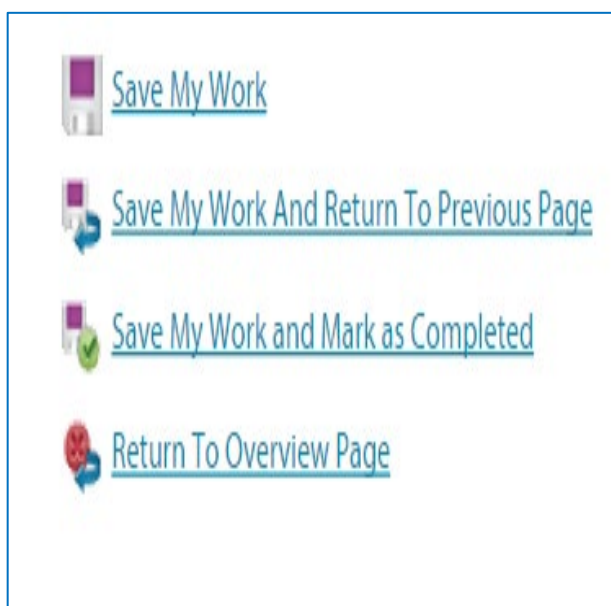
## 4. Resource Center

---

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.

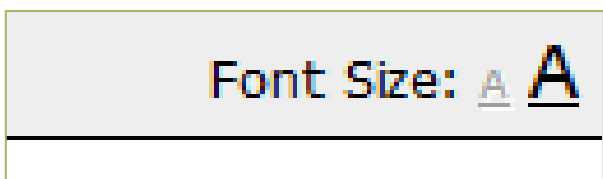


**Save My Work:** Saves your work and refreshes the page.

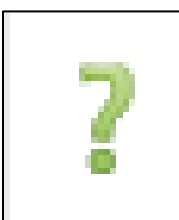
**Save My Work and Return to Previous Page:** Saves your work and goes back one page.

**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.

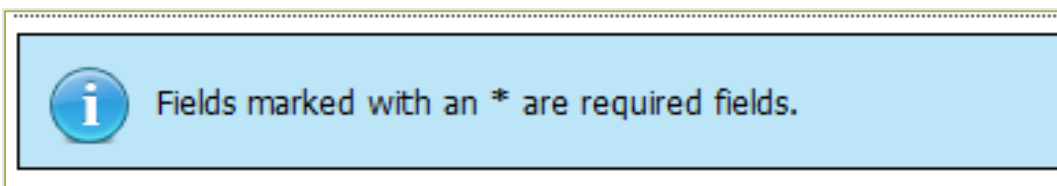
**Return to Overview Page:** Will return you to the previous page and will NOT save any changes made to your data.



**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**