



Aloha United Way

2015

Donor Choice Partner Agency Training Manual

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

For Support, please contact:

Aloha United Way

200 N Vineyard Blvd., Suite 700

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808.543.2206

Welcome

Aloha United Way's (AUW) e-CImpact Agency Site Training Manual.

e-CImpact is an online program designed to efficiently collect information and data. AUW uses e-CImpact as a tool throughout the year by accepting Donor Choice Partner Agency applications, Impact Funding Request & Reports, and collecting General Agency Demographics & Statistics. Agencies have access to their personalized and secure website containing information associated specifically for them. The entire process is managed through the administrator permission-based online view, enabling users at your organization to access the system from anywhere with a computer and an internet connection.

The purpose of this training manual is to assist agencies with the online application process to become a 2016 Aloha United Way Partner Agency.

Any questions about the overall process you may contact:

Marc Gannon
VP, Community Impact
marc@auw.org
808.543.2215

Any questions about e-CImpact Access, problems or questions contact:

Leanne Aken
Associate, Community Impact
leanne@auw.org
808.543.2206

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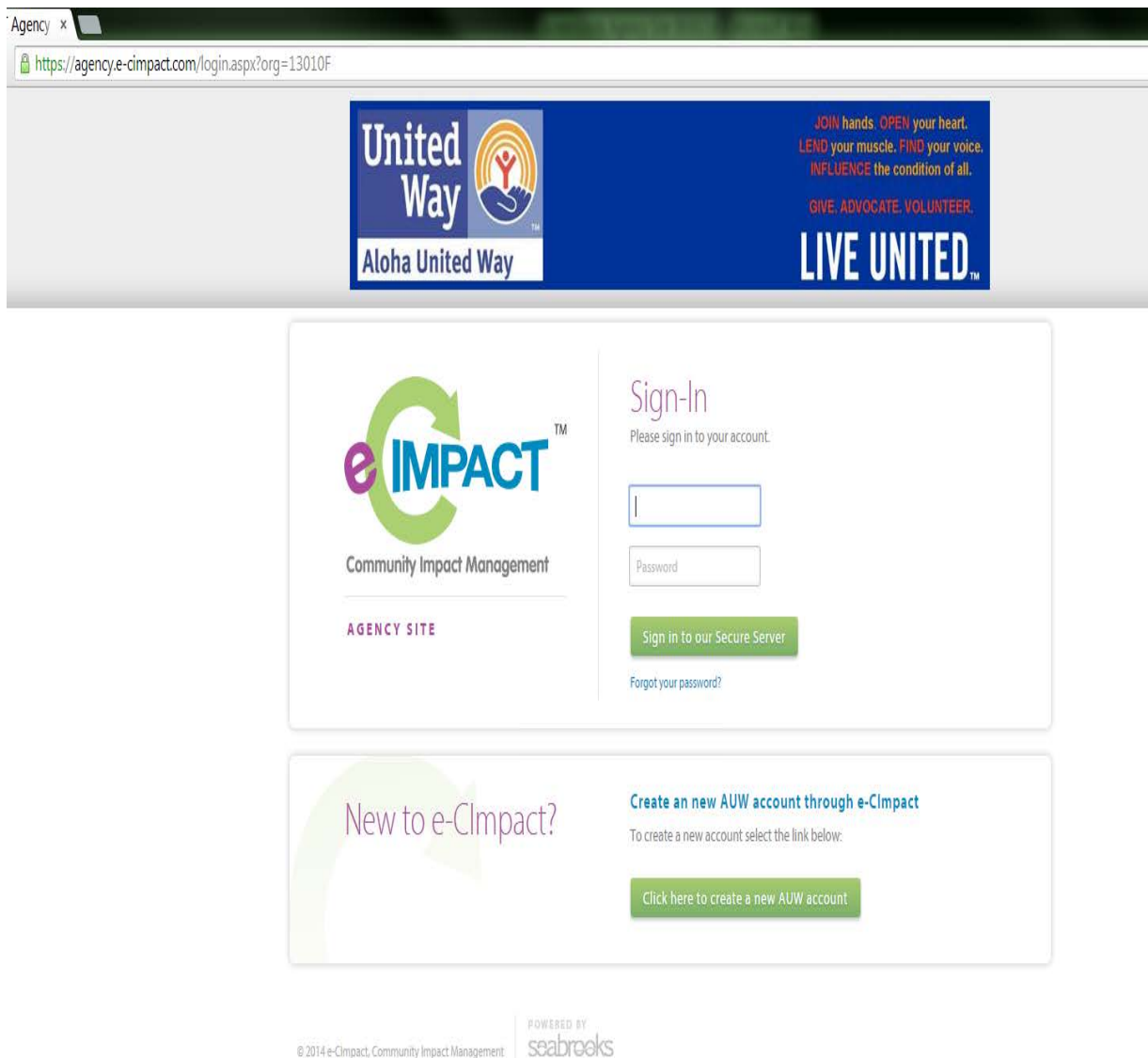
Accessing e-CImpact

All you need to access e-CImpact is a computer with an internet connection and current version of web browser (example: Internet Explorer, Firefox, Chrome, and 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 features a header banner for United Way Aloha United Way with the slogan "LIVE UNITED™" and a list of actions: JOIN hands, OPEN your heart, LEND your muscle, FIND your voice, INFLUENCE the condition of all, and GIVE, ADVOCATE, VOLUNTEER. The main content area is divided into two sections. The top section, titled "Sign-In", prompts the user to sign in to their account and includes input fields for a username (containing the letter 'I') and a password, followed by a "Sign in to our Secure Server" button and a "Forgot your password?" link. The bottom section, titled "New to e-CImpact?", provides a link to "Create a new AUW account through e-CImpact" and a button labeled "Click here to create a new AUW account". The footer contains the copyright notice "© 2014 e-CImpact, Community Impact Management" and the text "POWERED BY seabrooks".

Registering a New Agency



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

Step 1: From the agency login page select '[Create new agency account](#)'

The screenshot shows the e-IMPACT Community Impact Management Agency Site. The top left features the e-IMPACT logo and the text 'Community Impact Management'. Below this is a link for 'AGENCY SITE'. The top right section is titled 'Sign-In' and includes the instruction 'Please sign in to your account.' It contains two input fields: 'User Name' and 'Password', followed by a green 'Sign in to our Secure Server' button and a link for 'Forgot your password?'. The bottom section is titled 'New to e-IMPACT?' and includes the text 'Don't have an account?' and 'Create an account to apply for available grants'. A green button labeled 'Click here to create a new Account' is present. A green callout box with an arrow points to this button, containing the text 'Step 1: Click here to create a new account'. The footer includes a 'Secured by Thawte' logo, the text 'Secured by Thawte', the date '2013-05-28', the copyright notice '© 2013 e-IMPACT, Community Impact Management', and the text 'POWERED BY seabrooks'.

Step 2: Please read welcome page carefully, and then click 'Next' to continue with your registration process.

ps://agency.e-cimpact.com/registration/welcome.aspx?org=13010F



Welcome to Aloha United Way's e-CImpact Website

Aloha United Way is pleased to offer our Donor Choice Partner Agency application online. Qualified agencies will be eligible to receive donor designations from our 2015 Pacesetter and General Campaigns.

To make this process easier there will be several documents that you should have ready before you begin completing the application. All attachments must be uploaded in order to submit your application.

Applications must be submitted on or before **Monday, November 17, 2014** to be eligible for consideration to receive designations in the 2015 campaign year.


Here is a list of the sections make up the AUW Partner Agency Application:


1. Agency Information
2. Contact Information
3. Electronic Fund Transfer (EFT) Information and Authorization
4. Certifications
5. Campaign Materials
6. Partner's Enhanced Acknowledgment Response (P.E.A.R.)
- 7a. Three Year Financial Summary
- 7b. Financial Narrative (Optional)
8. Executive Director's Electronic Signature
9. Application Attachments*


***Attachments to include:**

1. **Agency Logo:** Agency logo will be displayed on Aloha United Way's website and promotional materials.(Logo Requirements: 4 color, 300 DPI, JPEG Format)
2. **Audit & Management Letter:** Agency's most recent audit and management letter (if revenue exceeds\$500,000) or most recent independent financial review (if revenues are \$500,000 or less).
3. **IRS 501(c) (3) Determination Letter:** Agency's IHS 501 (c) (3) tax exemption letter showing IRS Employer Identification Number (EIN).
4. **IRS Form 990 & All Schedules:** Agency's past three years completed Form 990 including the signature of an officer and all applicable schedules. (Starting with the most current year going back. i.e., 2013, 2012, & 2011)
5. **Compliance with the Attorney General:** Agency's registration status with the Attorney General's Office. If your agency is exempt from registering with the Attorney General's Office please upload a copy of the exemption letter. Listed below is the AG website where you can obtain a free PDF copy of the required documentation.
 - <http://ag.ehawaii.gov/charity/search.html>
6. **Compliance with the DCCA:** Agency's registration and certification of good standing with the DCCA. Listed below is the DCCA website where you can obtain a free PDF copy of the required documentation.
 - <https://hbe.ehawaii.gov/documents/search.html>

Step 2: Read message carefully, and then click "Next"







 [Cancel and Return to Login Page](#)

Step 3: Please enter agency Employer Identification Number (EIN) and click “Next”.


**EIN – the system will automatically validate your EIN, confirming you do not already have an e-CImpact account. The system will also automatically enter any information linked to the EIN entered.*

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



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LEND your muscle. FIND your voice.
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Agency Registration



 Fields marked with an * are required fields.


Please complete the requested information below.

Agency Account Information

EIN Number:*

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

 [Cancel and Return to Login Page](#)

**Step 3: Enter agency EIN
and click “Next”.**

Step 4: Enter all required information regarding your agency. Username should be your email address.

The screenshot shows the 'Agency Registration' form for eIMPACT. The form is divided into several sections: Agency Account Information, Additional Agency Account Information, Address, Email Address, Phone Number, Primary Contact Information, and Preferred Login. Each section contains various input fields, dropdown menus, and checkboxes. A blue banner at the top states: 'Fields marked with an * are required fields.' A yellow banner below it says: '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 characters in length and contain at least 1 of the following: uppercase letter, lowercase letter, numeric, or special character. Your Password must not contain the following characters: ", %, or .
Password Examples:
-- abcdefg2 (valid, contains letters and numeric)
-- pa\$\$word (valid, contains letters and numeric)
-- 1234567# (valid, contains letters and numeric)
-- abcdefgh (invalid, contains only letters)
-- abc23 (invalid, less than 6 characters)
Preferred Username:*
Password:*
Confirm Password:*

Navigation buttons: Previous, Cancel and Return to Login Page, Next.


Callouts:

- When creating username please use your email address.** (Green box pointing to the Preferred Username field)
- Please note what username and password you create** (Green box pointing to the Password and Confirm Password fields)
- Step 3: Enter required information, then click 'Next'** (Green box pointing to the Next button)

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Step 5: Select application and then continue to the next page.

rg=13010F&g=b0bf1cd9-c6fd-4e27-92c7-fc5645b6bb49



United Way
Aloha United Way

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LEND your muscle. FIND your voice.
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2015 - 2017 Community Impact Funding Application

Please complete each section of the online application to become an 2015 AUW Partner Agency. All required documentation must be uploaded/attached before submitting. If you have any questions please don't hesitate to call Leanne at (808) 543-2206 or email leanne@auw.org

2015 Partner Agency Application

◀ Previous

Next ▶

 [Cancel and Return to Login Page](#)


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Step 4: Select application and click "Next"



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

gistration_confirmation.aspx



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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](#)

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Step 6: Review your agency's information, Click on "Complete Registration"

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.

Agency Registration Approval: All agencies are automatically approved in the e-CImpact system. Click on “NEXT” at the bottom of the page to start the application.


//agency.e-cimpact.com/registration/registration_summary.aspx?org=13010F

Registration Confirmation Summary

 Success

Print your registration summary for your records.

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

Click on “Next” to start the application.

Next 

Agency Login

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

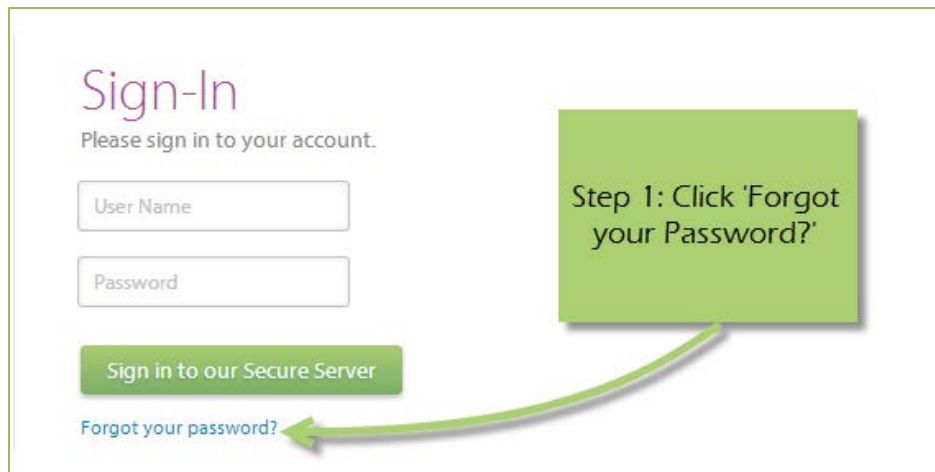
Step 1: Enter your username and password

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

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' below it. The main section is titled 'Sign-In' with 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 password field. A blue link 'Forgot your password?' is located below the sign-in button. At the bottom of the main section, there is a section for new users titled 'New to e-IMPACT?' with a large green arrow pointing to the right. Below this, it says 'Don't have an account?' and 'Create an account to apply for available grants', followed by a green button 'Click here to create a new Account'. 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 sign-in button. The footer contains security logos for 'Secured by Thawte' and 'Secured by Thawte', a copyright notice '© 2013 e-IMPACT, Community Impact Management', and the text 'POWERED BY seabrooks'.

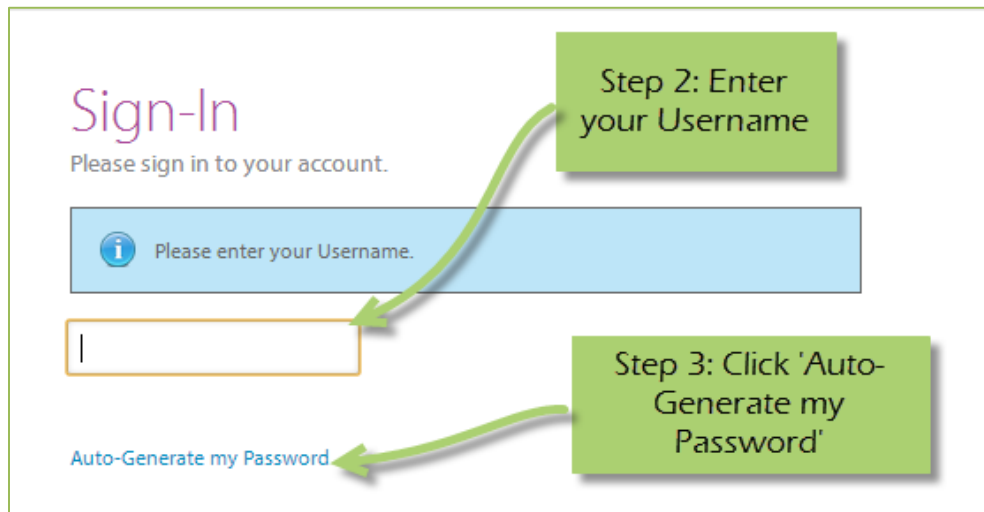
Forgotten Password

Step 1: Click 'Forgot your password?' on the agency login page.



Step 2: Enter your username

Step 3: Select 'Auto-Generate my Password'



Step 4: Check your email, return to the login page and proceed to login. If you do not see the email in your inbox, be sure to check your 'junk or spam' folder. If the email is not in either, please contact Leanne Aken.

Agency Site Home Page

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

1. Account Management
2. Agency Information
3. Important Information
4. Applications and Resource Center

The screenshot shows the home page of the Aloha United Way e-CImpact website. The page has a blue header with the United Way logo and the text "Aloha United Way" and "LIVE UNITED". Below the header is a navigation bar with links for "Home", "Agency Profile", "Contacts", "Statements", and "Program Profiles". The main content area is titled "DONOR CHOICE" and "Welcome to Aloha United Way's e-CImpact Website". It contains text about the Donor Choice application process, a deadline of Friday, November 6, 2015, and a link to "Partner Agency Requirements". A sidebar on the left contains a "Resource Center" with links to "Agency Update Instructions 2014 (1)", "Partner Agency Relationship (1)", and "GuideStar Overhead Myth (1)". Four green callout boxes with red arrows point to specific sections: "1. Account Management" points to the "Signout" link in the navigation bar; "2. Agency Information" points to the "Agency Profile" link; "3. Important Information" points to the "DONOR CHOICE" section; and "4. Application & Resource Center" points to the "Partner Agency Requirements" link.

1. Account Management

https://agency.e-cimpact.com/home.aspx?token=1

Hello, **Leanne Aken** [Change Password](#) | [User Profile](#) | [Signout](#) (Session time remaining: 1:38:42) Font Size: [A](#) [A](#) [A](#)

2. Agency Information

Aloha United Way Test Agency

- [Home](#)
- [Agency Profile](#)
- [Contacts](#)
- [Statements](#)
- [Program Profiles](#)

3. Important Information

DONOR CHOICE

Welcome to Aloha United Way's e-CImpact Website

Aloha United Way is pleased to offer our Donor Choice applications online. Qualified agencies will be eligible to receive donor designations from our 2015 Pacesetter and General Campaigns.

To make this process easier there will be several documents that you should have ready to upload with you before you begin completing the application. Click on "Read more" to for a list of the required documentation. All attachments must be uploaded in order to submit your application.

All applications are due **Friday, November 6, 2015** before 11:59pm HST.

Any late submissions will not be accepted.

Partner Agency Requirements: [Read more...](#)

4. Application & Resource Center

Resource Center

- [Agency Update Instructions 2014 \(1\)](#)
- [Partner Agency Relationship \(1\)](#)
- [GuideStar Overhead Myth \(1\)](#)

Account Management

Change Password

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

Step 2: Enter the old password

Step 3: Then enter the new password two times.

Password Rules:

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

User Profile

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

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 the annual application, reports and manages contact information or other administrative tasks/functions. In many cases this is not the Executive Director. This person is 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'. Once a user is deactivated you will need to contact Leanne Aken to reactivate the user account.

Agency Information

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

Agency Profile

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

Account name(s), address(es), phone number(s) and email address(es)

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

'Account Names' is a place for any other names for your agency, or if your agency name is abbreviated you may place the legal name here.

Agency Contacts

When adding a new record, or updating existing records, be sure to select 'Active' appropriately. 'Primary' can only be selected for one record.

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

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

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

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

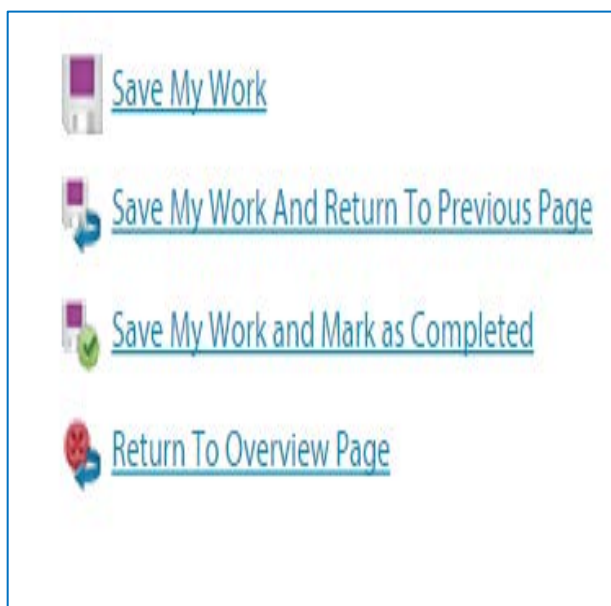
Request a Login: Once a new contact has been created, you are able to request a login for this user.

Step 1: Click 'Request a Login'

Step 2: Enter username and password.

Common Navigation

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



Save My Work: Refreshes the page while saving any changes made to your data.

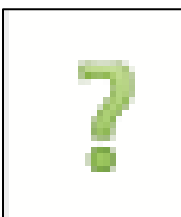
Save My Work and Return to Previous Page: Returns you to the page last visited while saving any changes made to your data.

Save My Work and Mark as Complete: Upon completion of each section of the application this must be selected before you are able to submit your application.

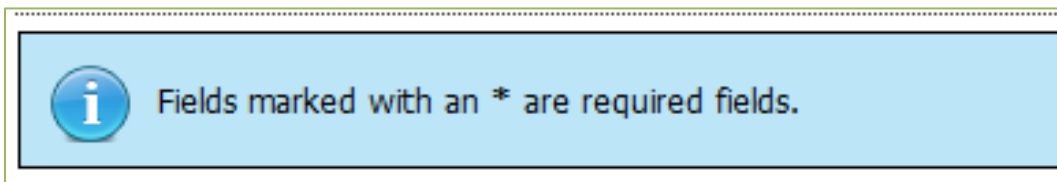
Return to Overview Page: Will return you to the previous page and will NOT save any changes made to your data.



Changing the Font Size: Located in the upper right hand corner of the agency site, 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.



Basics of the Application

Accessing Application

Step 1: Choose the application from the list located in the left hand navigation.

Donor Choice Partner Agency Certification

Donors Choice Certification

2016 Partner Agency Application (N/R)

Step 1: Choose application listed in the left hand navigation tree under:

Donors Choice Partner Agency Certification

Donors Choice Certification

2016 Partner Agency Application (N/R)

Form Status

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

The screenshot shows the 'Application Status' page. At the top, there is a progress bar with four stages: 'Not Started' (highlighted in red), 'In Progress' (grey), 'Ready To Submit' (grey), and 'Submitted' (grey). Below the progress bar is a table with columns: 'Item (* indicates Required Item)', 'Last Updated', 'Status', and 'Action'. The table lists various application sections, all of which are currently in 'Not Started' status. A green callout box points to the progress bar, stating 'The top bar is the Overall Application status.' Another green callout box points to the 'Status' column, stating 'The Status column is for the individual sections.'

Item (* indicates Required Item)	Last Updated	Status	Action
Aloha United Way Test Agency		Not Started	
1. Agency Information*		Not Started	
2. Contact Information*		Not Started	
3. Electronic Fund Transfer (EFT) Information*		Not Started	
4. Certifications*		Not Started	
5. Campaign Materials*		Not Started	
7a. Three Year Financial Summary*		Not Started	
7b. Financial Narrative (Optional)		Not Started	
8. Executive Director's Electronic Signature*		Not Started	
9. Application Attachments		Not Started	

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

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

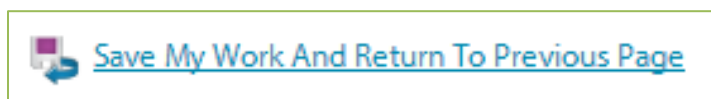
Ready to Submit: Once all forms are marked completed, your top bar should move to 'Ready to Submit'. At this stage you should review any information entered, then move on to submit your application.

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

Switching Forms

There are two ways to switch forms within an application:

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



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

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

A screenshot of the application interface. At the top right, there is a blue button labeled "Switch Forms" with a circular arrow icon. A green callout box with an arrow points to this button, containing the text: "Step 1: Click here to see a list of other forms available". The background shows the "Children's Home Foundation" application form with a "Status: Not Started" and an "Agency Information" section.

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

A screenshot of the "Switch Forms" modal window. The modal has a blue header with the text "At any time you may select another form to work on. Your work on this form will be saved automatically." and a "Switch Forms" button. Below the header is a table with two columns: "Form Name" and "Status". The table lists the following forms: "1. Agency Information*" (In Progress), "2. Contact Information*" (Not Started), "3. Electronic Fund Transfer (EFT) Information and Authorization*" (Not Started), "4. Certifications*" (Not Started), "5. Campaign Materials*" (Not Started), "6. Partner's Enhanced Acknowledgment Response (P.E.A.R.)*" (Not Started), "7a. Three Year Financial Summary*" (Not Started), "7b. Financial Narrative (Optional)" (Completed / Ready to Submit), and "8. Executive Director's Electronic Signature*" (Not Started). A red arrow points from a green callout box to the "7b. Financial Narrative (Optional)" row. The callout box contains the text: "The form you are currently on is not clickable.", "All changes made to your current form are automatically saved.", and "The other forms are available to choose.".

Application Process

There are ten sections that you will need to complete in order to submit your Donor Choice Partner Agency application. All sections must be saved and marked as completed before being able to submit application. Please note, once you have submitted your application you will no longer have the ability to modify it.

Section 1: Agency Information

Fill in all requested information. Some of the fields have been pre-populated with information provided from your agency profile. Even though the fields are pre-populated you are still able to make changes directly in this form. All fields have to be complete before you are able to Save My Work and Mark as Completed, if not you will have to Save My Work And Return to Previous Page.

Section 2: Contact Information

Click on Contact Information and Update/Complete ALL information. This section has four parts. In some cases this will be 4 different individuals. However, for some agencies the same staff person will be listed multiple times. Scroll over (?) for additional information

Section 3: Certification & Compliance

Please read each section very carefully before selecting "I certify" from the drop down list. By selecting "I certify" you are certifying that all of the information is true to the best of your knowledge.

Section 4: Campaign Materials

Please update/complete agency information exactly as you wish to have it displayed to the general public on Aloha United Way's website and promotional materials. You may list your agency however you prefer (i.e. AUW or Aloha United Way).

Section 5: Donor Electronic Acknowledgement Response (D.E.A.R)

This section is a new program to engage the donors and enhance their experience with your agency. D.E.A.R is a brief message that will inform donors how their designation to your agency will be used, the impact of their contribution, and a thank you. When writing your message please remember that this message is going to be used for the entire 2016 campaign.

Section 6: Electronic Fund Transfer (EFT) Information and Authorization

Fill in all requested information. Some of the fields have been pre-populated with information provided from your agency profile. Even though the fields are pre-populated you are still able to make changes directly in this form. All fields have to be complete before you are able to Save My Work and Mark as Completed. If not you will have to Save My Work And Return to Previous Page.

NOTE: Enter the name of a staff member who can answer questions about the information submitted on this EFT form. This contact should be within your organization not from your financial institution. We recommend someone from your finance department.

Section 7: Three Year Financial Summary

Complete all required financial information. 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 affiliation of a national agency you must include local agency information.

Section 8: Financial Narrative (Optional)

Please use this section to provide any significant financial trends provided in the Financial Summary that may assist our Financial Review Committee.

Section 9: Executive Director's Electronic Signature

The Executive Director or equivalent must complete this section. First and Last Name and Title of authorized staff member is required.

Section 10 Attachments

In this section you can upload the required documents and three optional documents.

Required:

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. Scroll over (?) for additional information about group exemption or DBA names.

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 a free online copy of company information: <http://hbe.ehawaii.gov/documents/search.html>. See Resource Center on e-CImpact Agency Site for an example of the acceptable documents.

3. State of Hawaii Attorney General's Office

Upload a copy of the agency's Registration - Visit the State of Hawaii Department of the Attorney General's Office to obtain a free copy of Agency's Registration: <http://ag.ehawaii.gov/charity/search.html>. See Resource Center on e-CImpact Agency Site for an example of the acceptable document.

4. IRS Form 990 & All Schedules - Current Year

Attach a copy of the agency's most recently completed IRS Form 990 including the signature of an officer and all applicable schedules. If your agency does not file a Form 990, please attach a copy of the agency's most recently completed IRS Form 990EZ or Form 990N (postcard).

5. IRS Form 990 & All Schedules - Year 2 (prior to current year)

Attach a copy of the agency's Year 2 (the year prior to the most current year) completed IRS Form 990 including the signature of an officer and all applicable schedules. If your agency does not file a Form 990, please attach a copy of the agency's Year 2 (the year prior to the most current year) completed IRS Form 990EZ or Form 990N (postcard).

6. IRS Form 990 & All Schedules - Year 1 (least current financials)

Attach a copy of the agency's Year 1 (the year prior to Year 2) completed IRS Form 990 including the signature of an officer and all applicable schedules. If your agency does not file a Form 990, please attach a copy of the agency's Year 1 (the year prior to Year 2) completed IRS Form 990EZ or Form 990N (postcard).

7. Audit & Management Letter or Independent Financial Review

Attach a copy of the agency's most recent audit and management letter (if revenues exceed \$500,000) or most recent independent financial review (if revenues are \$500,000 or less).

8. Agency Logo (Logo Requirements: 4 Color, 300 DPI, JPEG Format)

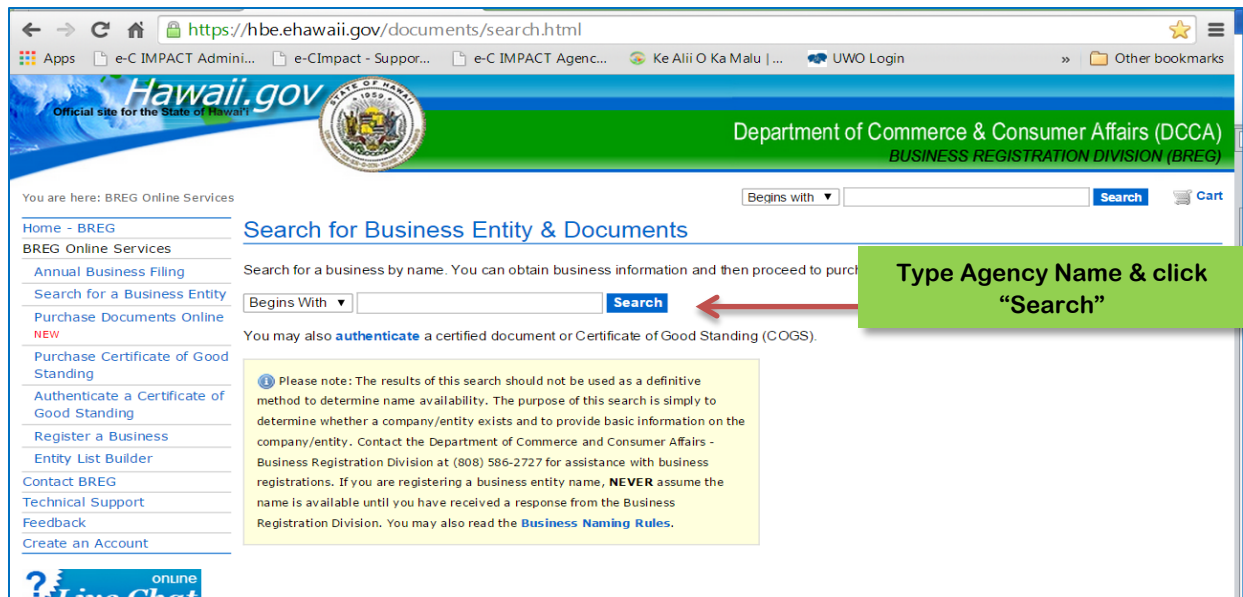
PLEASE DO NOT ATTACH PDF of the Agency Logo. Attach a copy of the agency's logo to be displayed on Aloha United Way's website and promotional materials. (Logo Requirements: 4 color, 300 DPI, JPEG format)

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.

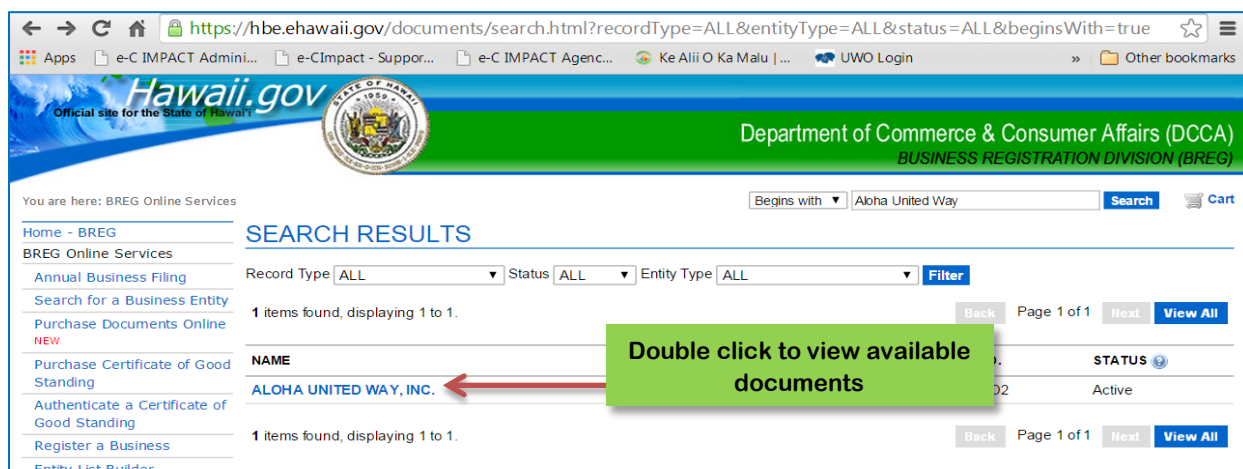
Department of Commerce and Consumer Affairs

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

Step 2: Type your agency's name in the text box and click on the "Search" button.



Step 3: Double click on your agency's name to select the file.



Step 4: Click the View and Print button on the right side of your screen.

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

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

Click to purchase a Certificate of Good Standing

Click for a PDF of Agency Information

DCCA State of Hawaii

Downloaded on October 9, 2014.
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
2014	Jan 7, 2014	Processed
2013	Jan 2, 2013	Processed
2012	Feb 22, 2012	Processed
2011	Apr 1, 2011	Processed

Verifies that the agency is registered and compliant

Step 5: Save a PDF of the agency's general business information. The information provided in this document is not the certified certification of good standing and doesn't constitute any other certifications by the State.

For the purposes of this application, this document is acceptable to AUW as it provides the last filing date for an agency. However, if the status of the annual filing is "delinquent" the agency is not in good standing.

NOTE: It is always 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>

Step 2: Click on the "Search" button to see if your agency is registered and compliant with the AG's Office.

NOTE: If you need to pay agency's annual fees click on the "Pay Fees" button.

The screenshot shows the 'Hawaii Charities' website. The header includes the 'hawaii.gov' logo and navigation links: Home, Search, Pay Fees, Apply for Exemption, and Help Chat. The main banner features the Hawaii Charities logo, the text 'Hawaii Charities Tax & Charities Division, Hawaii Attorney General', and a box stating '4373 Charitable Organizations registered with the State of Hawaii'. Below the banner, a 'WELCOME TO HAWAII CHARITIES ONLINE' section provides instructions: 'Search for registered charitable organizations, pay annual registration fees, apply for an exemption from registration and pay issued invoices.' Three main action buttons are displayed: 'Search for Charities' (blue button with a magnifying glass icon), 'Pay Fees' (green button with a credit card icon), and 'Apply for Exemption' (dark grey button with a document and pencil icon). Each button has a descriptive text block below it. At the bottom, there is contact information for the Tax & Charities Division, Department of the Attorney General, and a copyright notice for 2014-2015. Two red arrows originate from green callout boxes at the bottom of the page. One arrow points to the 'Search' button, and the other points to the 'Pay Fees' button.

hawaii.gov Home Search Pay Fees Apply for Exemption Help Chat

Hawaii Charities
Tax & Charities Division, Hawaii Attorney General

4373
Charitable Organizations
registered with the State of Hawaii

WELCOME TO HAWAII CHARITIES ONLINE
Search for registered charitable organizations, pay annual registration fees, apply for an exemption from registration and pay issued invoices.

Search for Charities
Search
Search for information on Registered Charities and Charities Exempt from Registration.

Pay Fees
Pay Fees
Pay annual registration fees for registered charities.

Apply for Exemption
Exemption
Submit an application for exemption from registration.

Tax & Charities Division, Department of the Attorney General
425 Queen Street • Honolulu, HI 96813
Phone: (808) 586-1480 • Fax: (808) 586-8116
Contact: Feedback Subscriber Services Terms of Use Admin Login

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An Equal Opportunity Employer.
Powered by HiC

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

If you need to pay annual fees to be compliant with the AG's Office

Optional Attachments:

1. **Management Letter:** Use this space to upload a copy of agency's most recent management letter if it is separate from your audit.

Save Options

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



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

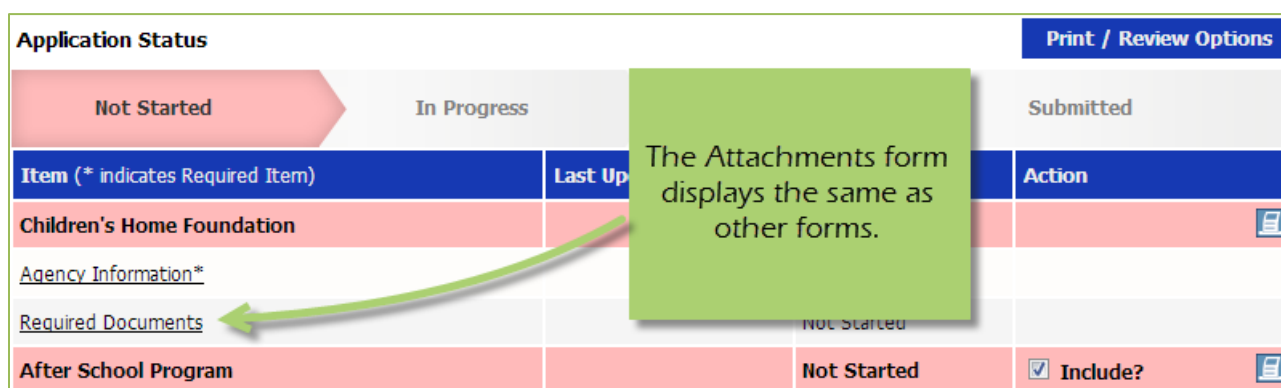
Save My Work and Mark as Completed: This option is for when you have entered and reviewed your information and are ready to turn it in.

Uploading Attachments

Excepted file types for uploading documents:

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

Step 1: Open **documents form**

A screenshot of a web application's 'Application Status' form. The form has a header with 'Application Status' and 'Print / Review Options'. Below the header is a progress bar with three stages: 'Not Started' (highlighted in red), 'In Progress' (grey), and 'Submitted' (grey). The main table has columns for 'Item (* indicates Required Item)', 'Last Up', and 'Action'. The first row is for 'Children's Home Foundation' with a 'Last Up' date of '10/10/2014' and an 'Action' button. Below this is a section for 'Agency Information*' with a 'Required Documents' link. The second row is for 'After School Program' with a 'Last Up' date of '10/10/2014', a 'Not Started' status, and an 'Include?' checkbox. A green callout box with the text 'The Attachments form displays the same as other forms.' points to the 'Required Documents' link. A green arrow points from the 'Required Documents' link to the 'After School Program' row.

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

Required Documents

Description	File	Last Modified	Action
501c3* Please upload your current 501c3. Thank you	Choose File No file chosen		

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

Click here to 'Choose File'

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

Name	Date modified	Type	Size
How to Associate Agencies and Program...	5/9/2013 1:41 PM	Microsoft Word D...	192 KB
How to Associate Agencies to the Invest...	5/21/2013 10:45 AM	Microsoft Word D...	151 KB
How to Associate Programs to a Progra...	5/21/2013 11:00 AM	Microsoft Word D...	171 KB
How to Print Export – Agency Form Pac...	5/9/2013 8:18 AM	Microsoft Word D...	112 KB
How to Print Export – Program Form Pac...	5/9/2013 8:29 AM	Microsoft Word D...	113 KB

Select your file, then click on 'open'

Name: How to Associate Programs to a Program Form Set
 All Files
 Open Cancel

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

Required Documents

Description	File	Last Modified	Action
501c3* Please upload your current 501c3. Thank you	Choose File		

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

Click here to 'Save/Upload Attachment'

Viewing Attachments

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

Required Documents

	File	Last Modified	Action
501c3* Please upload your current 501c3. Thank you	e-Cimpact Agency Training Manual - 2013.pdf	Deja Vu 5/28/2013 2:44 PM	Delete

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

Click on document to 'View' it

Deleting Attachments

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

Step 1: Open **documents form**

Application Status **Print / Review Options**

Not Started In Progress Submitted

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

The Attachments form displays the same as other forms.

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

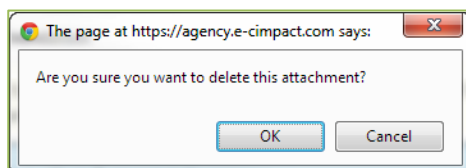
Required Documents

Description	File	Last Modified	Action
501c3* Please upload your current 501c3. Thank you	e-Cimpact Agency Training Manual - 2013.pdf	Deja Vu 5/28/2013 2:44 PM	Delete

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

Click here to 'Delete' your attachment

Step 3: Confirm you would like to delete this attachment



You are now able to upload the correct attachment.

Submitting Application

Mark Forms 'Complete / Ready to Submit'

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

Step 1: Open form

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

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

Submit!

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

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

Step 2: Select 'Submit This Application Now!'

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

Printing Options

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

Throughout the process the link below is available to you to print your application. It will open your application in a separate window and you will have two options to print.

[View Printable Version](#) 

Option 1: Save this as a PDF

Option 2: Print this page