

## Tri-County United Way

### Community Impact Grant Application Instructions

- Go to our website [www.tcunitedway.org](http://www.tcunitedway.org)
- Click on “Our Focus”
- Under Partner Agencies click on “Partner Agency Application”
- If you already have a username and password click on “LOGIN HERE”
- If you already have an account but have forgotten your password, click on “RESET YOUR PASSWORD”. You will need to enter the email address you used to set up your account. Password reset instructions will be sent to your registered email address.
- If you do not have an account click on “CREATE AN ACCOUNT”. You will be asked to enter your email address and a username... we encourage you to use your email address for both. An email will be sent to you with a link to set up your password. Click on the link and then click on “LOG IN”.
- You will be asked to enter a password and then confirm it. There are no specific requirements for your password, but we encourage you to:
  - Make it at least 12 characters
  - Use uppercase letters
  - Use numbers
  - Use symbols or punctuation
- On the next screen you can enter your password and then click on the link, “Click here to access the Agency Application.”
- You are now ready to complete your application. You do not need to complete the entire application at one time. If you scroll down to the bottom of the application, you can click on “SAVE DRAFT”. You can also click on “Preview” at any time to review your progress.
- When you have completed and reviewed your application, click on “SUBMIT” to complete the application process.
- Any questions, contact Kevin Malnor at (715) 735-7785 or [kevin@tcunitedway.org](mailto:kevin@tcunitedway.org).