U.S. DEPARTMENT OF THE TREASURY

Emergency Capital Investment Program

User Guide for Submission of the Impact Highlight Report

The following guide is intended to aid users to access and submit the Impact Highlight Report to Treasury through the ECIP Investment Monitoring Portal and Compliance Tracker (IMPACT). It is not the instructions for completing the substance of the report. Full instructions can be found on the Emergency Capital Investment Program (ECIP) webpage by clicking here. Contact the ECIP Team with any questions or concerns at ecip@treasury.gov.
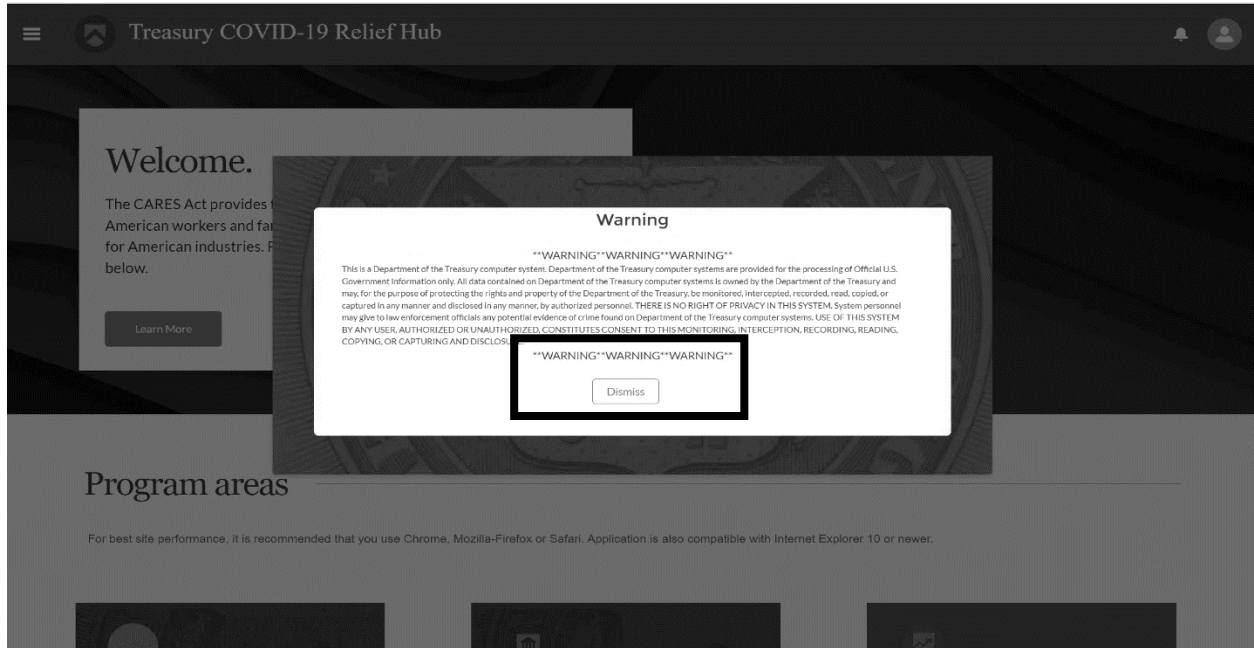
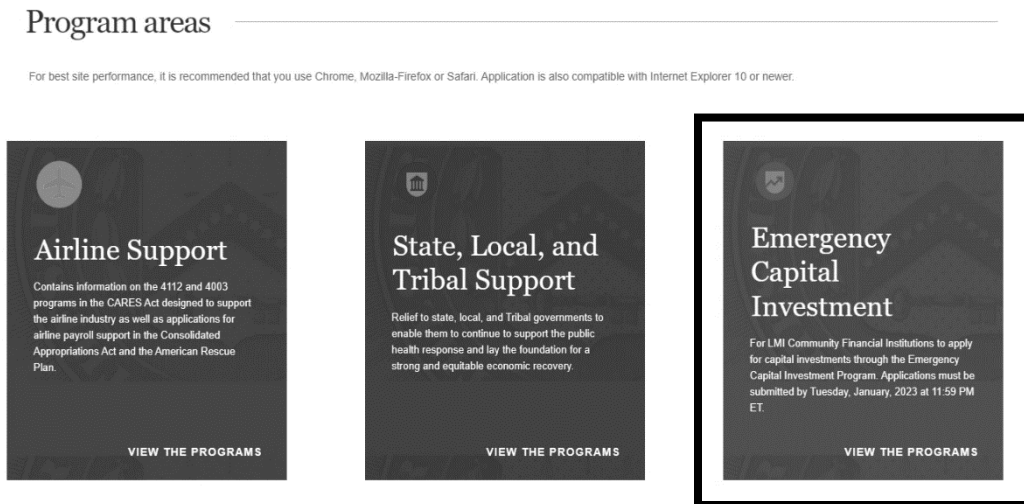**Table of Contents**

Getting Started

1. Start on the homepage of the CARES portal: https://portal.treasury.gov/CARES.
   a. You will be required to log in using ID.me.
   b. If you do not have an Id.me account please read detailed instructions on how to register with ID.me.

2. When you first log in to the portal, read and then dismiss the warning that pops up.
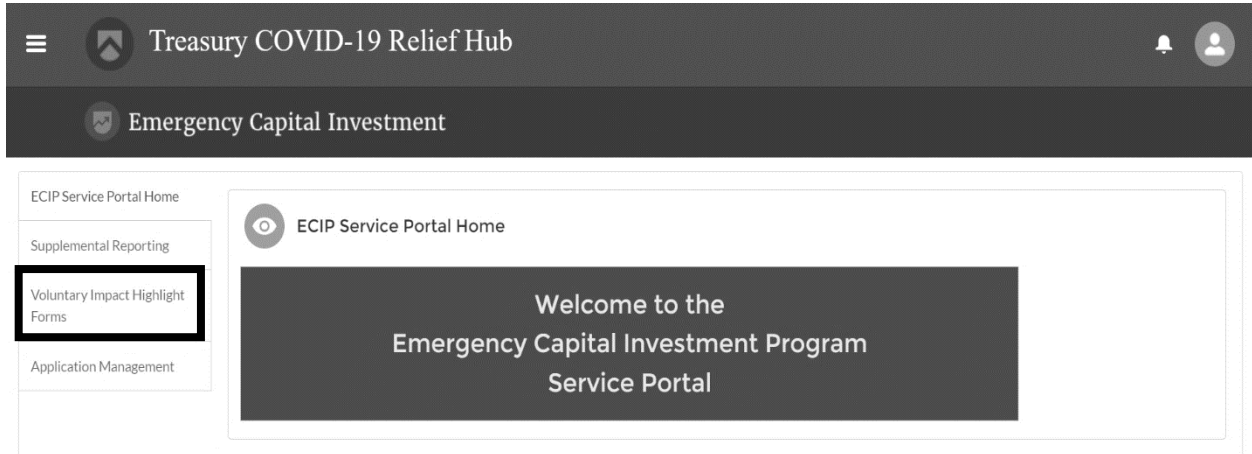
3. After you dismiss the warning, you will be taken to Treasury COVID-19 Relief Hub's Welcome banner. Scroll down and the top right card in the Program areas section should show "Emergency Capital Investment". Click on the card to go to the ECIP landing page.
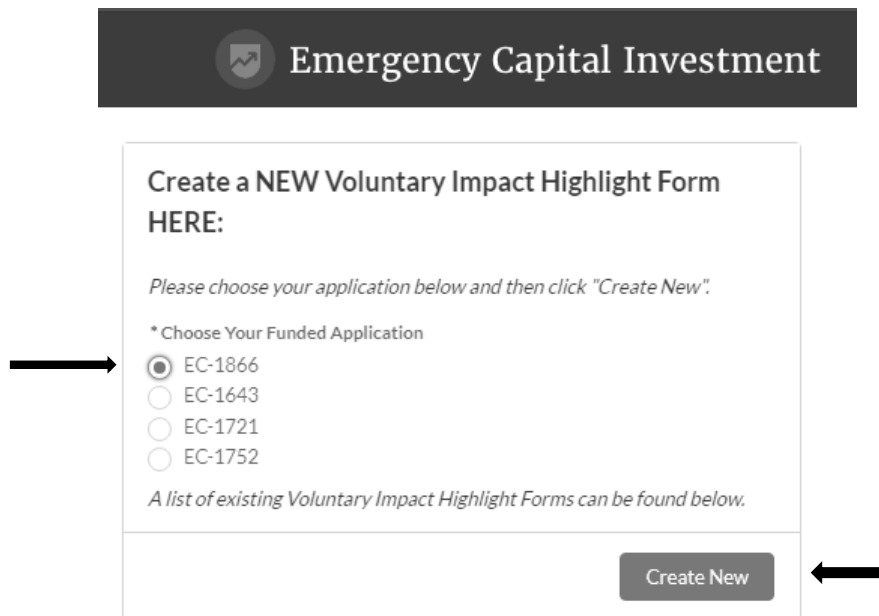
Accessing and Completing the Report

4. You are now in the ECIP IMPACT system. From the ECIP landing page, to get to the Impact Highlight form, click on the Supplemental Reporting tab on the left side of landing page.

5. Upon landing on the next screen, select the EC-XXXX number for which you want to create the report (most users will only have one option) and click "Create New".

6. A new report will be generated and listed on the table of reports. The report will initially show as being in "incomplete" status. Click on the Link to the report you would like to complete under the "ECIP Voluntary Highlight Name Column".

All ▾

1 item • Sorted by Last Modified Date • Filtered by All ecip voluntary impact highlights • Updated 15 minutes ago

	Last Modified Date ↑	∨	ECIP Voluntary Impact Highlight Name	∨	Status	∨
1	9/25/2023 2:54 PM		Voluntary Impact Highlight: EC-1866, 2023-09-25		Incomplete	

7. Complete all the required fields and select "Submit" to complete the process or "Save for Later" if you are not ready to submit.

> Example Narratives

Save for Later   Cancel   Submit

8. The table of reports for submitted reported will now show the report as "Complete". Contact ECIP if you need to make edits after submission. The number of reports is not limited.

All ▾

1 item • Sorted by Last Modified Date • Filtered by All ecip voluntary impact highlights • Updated a minute ago

	Last Modified Date ↑	∨	ECIP Voluntary Impact Highlight Name	∨	Status
1	9/25/2023 3:22 PM		Voluntary Impact Highlight: EC-1866, 2023-09-25		Complete

Contact the ECIP Team with any questions or concerns at ecip@treasury.gov.