

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 <u>here</u>. Contact the ECIP Team with any questions or concerns at <u>ecip@treasury.gov</u>.

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Getting Started

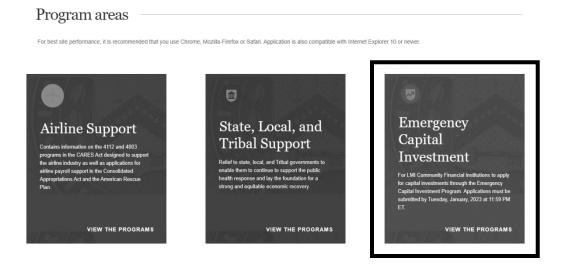
- 1. Start on the homepage of the CARES portal: <u>https://portal.treasury.gov/CARES.</u>
 - a. You will be required to log in using ID.me.
 - b. If you do not have an Id.me account please <u>read detailed instructions on how to</u> <u>register with ID.me.</u>
- 2. When you first log in to the portal, read and then dismiss the warning that pops up.

-continued on next page-

Version 1 9/25/2023

Treasury COVID-19	ReliefHub	
Welcome. The CARES Act provides American workers and fait for American industries. Below.	Purperson Purpe	
Program areas	t that you use Chrome, Mozilla-Firefox or Safari. Application is also compatible with Internet Explorer 10 or newer.	

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.

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💿 Emerger	icy Capital Investment	
ECIP Service Portal Home Supplemental Reporting	ECIP Service Portal Home	
Voluntary Impact Highlight Forms	Welcome to the Emergency Capital Investment Program	
Application Management	Service Portal	

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".

Please choose your application below and then click "Create New"
Choose Your Funded Application EC-1866 EC-1643 EC-1721 EC-1752

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 🔻	All 🗸						
1 item • Sorted by Last Modified Date • Filtered by All ecip voluntary impact highlights • Updated 15 minutes ago							
	Last Modified Date 1	ECIP Voluntary Impact Highlight Name	\sim	Status	\sim		
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.



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.

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1 item • Sorted by Last Modified Date • Filtered by All ecip voluntary impact highlights • Updated a minute ago							
	Last Modified Date 1	~	ECIP Voluntary Impact Highlight Name	\sim	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.