



## REFERENCE SHEET

We are excited to welcome you to our new HIGH5 Awards Reporting platform! This platform will be used to provide First 5 with required reporting and submitting invoice.

You are being invited to become a **HIGH5 Community** user so that you can

- **enter award reporting data;**
- register for events/trainings;
- request to be a First 5 Alameda County trainer;
- apply for funding opportunities

### Application requirements

HIGH5 is a web-based application that is accessible by using Google **Chrome** web browser. HIGH5 is located at <https://high5.force.com/First5>. For your convenience it is available 24 hours/7 days per week.

Chrome is a secure free browser that can be downloaded from [www.google.com/chrome/](http://www.google.com/chrome/)

### User requirements

For the HIGH5 Community log-in, you will be using your **work email address**. For example: [john.doe@first5alameda.org](mailto:john.doe@first5alameda.org)

### Log in with an existing account

1. If you had an existing account in ECC Online (our old reporting system) go to the HIGH5 landing page and click **LOGIN** located in the upper right-hand corner.
2. Enter your user name (which is mostly-likely your email address and click the “**Forgot Password**” link located at the bottom of the page.
3. Check your email (including your junk mail) for instructions to reset your password for this new application.

or

### Create a new account

1. Create a new account by going to the HIGH5 landing page and clicking **LOGIN** located in the upper right-hand corner.
2. Go to the bottom of the screen and click the “**Create an Account**” option. Follow the prompts to create a new account.
3. Email [ECChange@first5alameda.org](mailto:ECChange@first5alameda.org) or call 510-227-6929 with the user/email address and the award/contract that you will be providing reporting information.