Forgot Password

1) On the Berkshire Taconic website (http://www.berkshiretaconic.org/) click “Donor Login” in the top right corner of the webpage.

2) Click on “Forgot Your Password?”

DONORCENTRAL SIGN ON

User ID Password

Sign On

Forgot Your Password?

3) You will then be prompted to enter your email address used when creating the account. Please enter the email address and click “Submit.”

Request My Password

Enter the email address associated with your account. You will be sent an email to this address with information to reset your password. Should you have any questions or experience any problems, please contact your support representative.

Email Address: abc@yahoo.com

Submit

Your password has been emailed to you.

Return to Login Page

4) An email will be sent to you with your username and a temporary password

NOTE: Please be sure to check your SPAM folder for the email.

Thank you for using DonorCentral.

The user id and temporary password associated with your email address is:

User ID: JK000
Password: TeMpORary1@

You will be asked to reset your password after logging in. Should you experience any problems, please contact your Foundation representative.

If you have any questions or need additional information, please contact Jennifer Lilienthal at jlilienthal@berkshiretaconic.org or by phone at (413) 429-8408.
5) Return to the Berkshire Taconic homepage (http://www.berkshiretaconic.org/) and click “Donor Login” in the top right corner of the webpage.

6) Enter your username and temporary password.

**DONORCENTRAL SIGN ON**

User ID: JK000
Password: **********

Sign On

Forgot Your Password?

7) You will then be prompted to change your password.

**Change Password**

New Password
Confirm Password

Change

8) Once successfully changed you will be taken to the DonorCentral portal.

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