Submitting Grant Recommendations

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

2) You will then be prompted to log in to the account. Enter your user ID, password and click “Sign On”.

3) Once you are logged in to your account you will be taken to the homepage. Click on the “Recommendations” tab at the top of the page:

4) Once selected, you will be taken to a list of your unsubmitted recommendation(s). From here you can submit the grant(s) by checking the box(es) off to the left and clicking “Submit List”.
   a. You can also edit the grant by selecting the “edit” button
   b. You can delete the grant by clicking on the “x” icon

If you have any questions or need additional information, please contact Jennifer Lilienthal at jililenthal@berkshiretaconic.org or by phone at (413) 429-8408
5) Once submitted, a dialogue box will appear confirming the grant was submitted. The page at www.econenrcoral.com says:

Selected suggestion(s) successfully submitted.

6) Once you click “OK” the page will refresh and a confirmation page will appear summarizing the information about your submitted recommendation(s). You can print this page.

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