

## Forgot Password

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

**Berkshire Taconic**  
COMMUNITY FOUNDATION

Strengthening Our Community  
Through Charitable Giving

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- 2) Click on “Forgot Your Password?”

### DONORCENTRAL SIGN ON

User ID

Password

[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:

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 e-mail 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 Danielle Benassutti at [dbenassutti@berkshiretaconic.org](mailto:dbenassutti@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

Password

**Sign On**

[Forgot Your Password?](#)

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

**Change Password**

New Password

Confirm Password

**Change** Clear

Use the above form to change your password. To return to the previous page without changing your password, please click the back button on your internet browser. When changing your password, please adhere to the following requirements:

- Password must be at least 8 characters
- Password must contain at least one upper case character
- Password must contain at least one lower case character
- Password must contain at least one number
- Password must contain at least one special character (i.e. !,@,#,\*, etc)

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