

FORGOT PASSWORD – INSTRUCTIONAL GUIDE

You can easily request a new password if you can't remember it. Your initial password issued was temporary and lasts indefinitely until you login to Settings and reset it. So, if you never changed the original password we issued to you, it should work. If you forgot your password or need to reset it follow the instructions below.

Getting Started

Go to the Login screen from www.efundraisingconnections.com. Click Login. Navigate to the bottom of the login page to the select **Forgot Password** button at the bottom of the **Login** screen. (www.efundraisingconnections.com)

Email Field

Enter your email address in **Email** field.

Send Reset Code

Click **Send Reset Code**, to receive a reset code via email.

Note: *Reset Codes are only active for 15 minutes after you request them so **you must do this right away:***

Reset Password Window

You will receive an email immediately containing a link. Open your email account and Click on the Link. Next, in a new window the **Reset Password** screen will appear (You may need to resize your monitor screen to view the entire screen.)



Confirm Email Field

The code is in the top box, you may ignore that. Click into the **Confirm Email** box below it and enter your email address.

New Password Field

Click into the **New Password** field and enter your new Password. Be sure to write it down in a safe place.

Repeat New Password

Scroll down and do the same in the **Repeat New Password** field. At the bottom of the page select **Submit New Password**. Be sure to write it down in a safe place.

Login

Your Password has been reset and you may now **Login**. Go to the Login screen from www.efundraisingconnections.com. Click Login at the top of the page. Enter your email for Username and your new Password. Select **Login**.