Purpose: This guide provides step-by-step instructions for providers or consumers to add or change their PIN (Personal Identification Number) in OR PTC DCI.
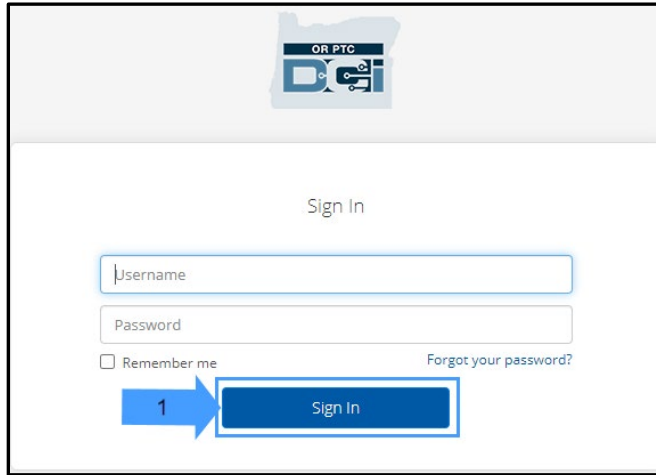
*A new PIN can be added when a provider or consumer is new to the system and would like to use a PIN for logging into the mobile app, clocking in on a landline, or verifying time at sign off.

*A change in PIN is when the user already has a PIN and would like to change the 4-digit PIN to a new number.

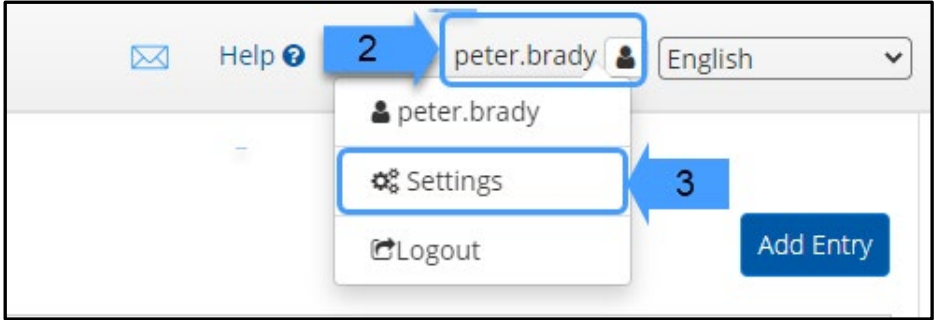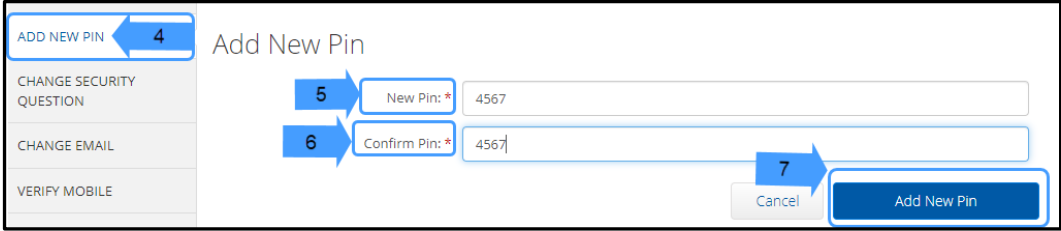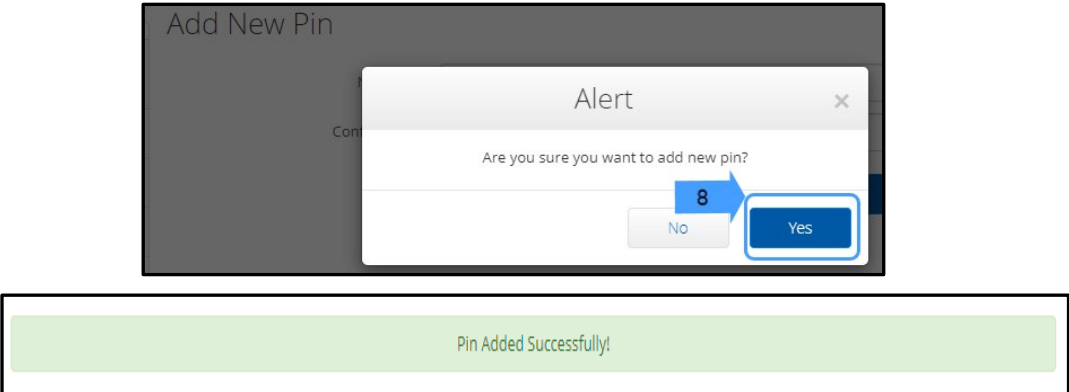**Note: Any time an authentication reset is done, the PIN must be updated.**

Outcome: Consumer or provider will be able to add or change their PIN to use when logging into the OR PTC DCI mobile app or landline.

Steps to complete process:

#	Description	Relevant Screenshot/Link
1	Log into OR PTC DCI with your username and password.	**Website Link: orptc.dcisoftware.com**

2 **3**	**Steps to add a PIN:** From the home page, click on your username in the top right corner of the page. Click 'Settings'	
4 **5** **6** **7**	Click 'ADD NEW PIN'. Enter a 4-digit PIN. Re-enter the same 4-digit PIN. Click 'Add New Pin'.	
8	An Alert will display "Are you sure you want to add new pin?" Click 'Yes'. A green bar will display, 'Pin Added Successfully!'.	

	Steps to change a PIN: Follow Step 1 through 3 above, then. **4.A** Click on 'CHANGE PIN'. **5.A** Enter your password. **6.A** Click 'Verify'.	
7.A **8.A** **9.A** **10.A**	Enter a new 4-digit PIN. Re-enter the same new 4-digit PIN. Click 'Change Pin'. An Alert will display "Are you sure you want to add a new pin?" Click 'Yes'. A green bar will display, 'Pin Changed Successfully!'.	