## **Change or Add PIN**

Description: In this topic, the user will learn how to change, or add, a PIN in DCI.

\*Please note: The organization may assign a PIN to users. PINs can be used to log in to the mobile app and to clock in and out of the phone IVR system. Client PINs can be used to log in to the mobile app, verify attestation, and verify historical entries for phone EVV.

Role Required: Employee (base user)

Permission Required: N/A

## Change PIN

- 1. Log in to DCI
- 2. Click the username in the upper right-hand corner of the page which is indicated with a person icon
- 3. Select Settings on the drop-down menu
- 4. Click Change PIN or on the submenu
- 5. Enter password on the Verify Password screen and click Verify
- 6. Change PIN screen will open. Enter new 4-digit PIN and confirm.
- 7. Click Change PIN and Yes to confirm

## Add PIN

- 1. Log in to DCI
- 2. Click the username in the upper right-hand corner of the page which is indicated with a person icon
- 3. Select Settings on the drop-down menu
- 4. Click Add New PIN on the submenu
- 5. Enter new 4-digit PIN in both fields
- 6. Click Add New Pin and Yes to confirm

## **Related articles**

- Authentication Guide
- Electronic Visit Verification (EVV) / Client Attestation Quick Reference
- Change or Add PIN
- Mobile App Client Pin or Password Attestation (\*EVV)
- Change Login Information Video