

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](#)