

Adding and Changing a PIN



Provider - Addin...anging a PIN.pdf



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.

Step-by-step guide

Steps to complete process:

#	Description
1	Log into OR PTC DCI with your username and password.
Steps to add a PIN:	
2	From the home page, click on your username in the top right corner of the page.
3	Click 'Settings'
4	Click 'ADD NEW PIN'.
5	Enter a 4-digit PIN.
6	Re-enter the same 4-digit PIN.
7	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	Enter a new 4-digit PIN.
8.A	Re-enter the same new 4-digit PIN.
9.A	Click 'Change Pin'. An Alert will display "Are you sure you want to add a new pin?"
10.A	Click 'Yes'. A green bar will display, 'Pin Changed Successfully!'.

Related articles

- [Web di ng OR PTC DCI](#)
- [Descargue la guía rápida de OR PTC DCI Mobile Web](#)
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