

# 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.
<b>Steps to add a PIN:</b>	
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!'.
<b>Steps to change a PIN:</b>	
	Follow Step 1 through 3 above, then.
4.A	Click on 'CHANGE PIN'.
5.A	Enter your password.
6.A	Click 'Verify'.

<b>7.A</b>	Enter a new 4-digit PIN.
<b>8.A</b>	Re-enter the same new 4-digit PIN.
<b>9.A</b>	Click 'Change Pin'.  An Alert will display  "Are you sure you want to add a new pin?"
<b>10.A</b>	Click 'Yes'.  A green bar will display,  'Pin Changed Successfully!'.

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