Set Your PIN

To electronically sign visits/forms, you must use your username and a personal identification number (PIN).

1. Choose the User Profile menu item from the user menu.

2. On the User Profile page, click Set PIN.

3. In the confirmation window, click Confirm to receive an email to set your PIN.

4. Open the email you receive and click the Set Pin link.

5. On the Set PIN page, enter the numbers you want to use for your PIN. Use the requirements listed on the right of the screen as a guideline for choosing your PIN.

If you haven’t set your PIN before you are ready to approve a visit/form, you can also start the PIN-setting process from the approval window by clicking Set PIN.

What do I do if I forget my PIN?

You can reset your pin from either of two locations:

- The User Profile (where the Set PIN button appears)
- The approval window (start the PIN reset process by clicking the Forgot your PIN? link)