

Set a PIN for Accounting

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When you first access the Invoices page from the Accounting left-hand menu, you must set a PIN. After you set this PIN, you must provide it to access your invoice data. Once you enter your PIN the first time after setting it, KidKare will remember your PIN until your cache is cleared.

PIN Requirements

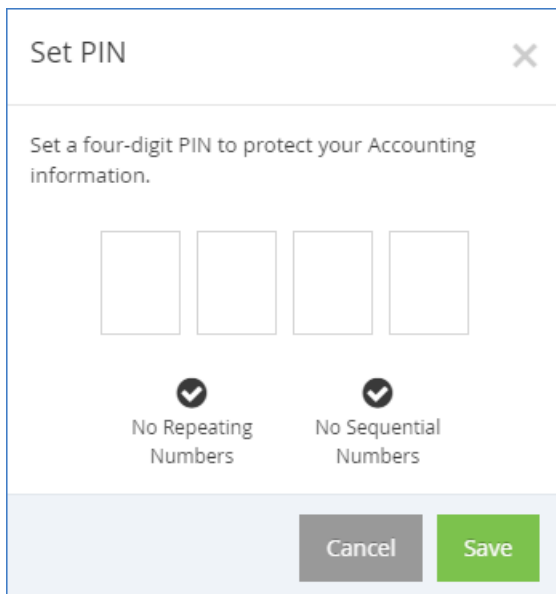
PINs must meet the following requirements:

- Four digits
- No sequential numbers (such as 1234, 5678, etc.)
- No repeating numbers (such as 1111, 1112, etc.)

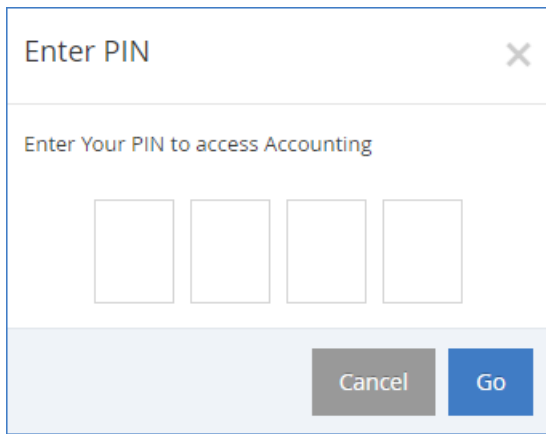
Set a PIN

To set your PIN:

1. From the menu to left, click **Accounting**.
2. Click **Income**. The Set PIN pop-up opens.

A screenshot of a 'Set PIN' pop-up dialog box. The title bar says 'Set PIN' with a close button (X). The main text says 'Set a four-digit PIN to protect your Accounting information.' Below this are four empty square boxes for entering the PIN digits. Under the first and second boxes are checkmarks and the text 'No Repeating Numbers' and 'No Sequential Numbers' respectively. At the bottom right are two buttons: 'Cancel' (grey) and 'Save' (green).

3. Enter a single digit in each of the boxes. Your cursor automatically advances to the next box as you type. The checkmarks turn green as requirements are met.
4. Click **Save**. You will be prompted to enter your PIN the next time you log in and access the Invoices page.

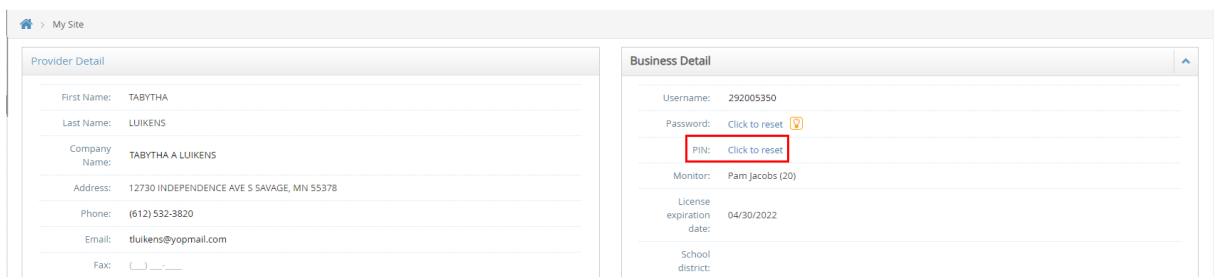
A modal dialog box titled "Enter PIN" with a close button (X) in the top right corner. Below the title, it says "Enter Your PIN to access Accounting". There are four empty square boxes for entering the PIN digits. At the bottom, there are two buttons: "Cancel" and "Go".

Enter PIN			
Enter Your PIN to access Accounting			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cancel Go			

Reset Your PIN

If you forget your PIN, you can reset it from the My Account page.

1. Click **Home**.
2. Click **My Site**. The My Site page opens.
3. In the **Business Detail** section, click **Click to Reset** next to **PIN**. An email is sent to the email address on file.

A screenshot of the "My Site" page. The left sidebar shows "Provider Detail" with fields for First Name (TABYTHA), Last Name (LUIKENS), Company Name (TABYTHA A LUIKENS), Address (12730 INDEPENDENCE AVE S SAVAGE, MN 55378), Phone ((612) 532-3820), Email (tluikens@yopmail.com), and Fax. The right sidebar shows "Business Detail" with fields for Username (292005350), Password (Click to reset), PIN (Click to reset, highlighted with a red box), Monitor (Pam Jacobs (20)), License expiration date (04/30/2022), and School district.

My Site	
Provider Detail	Business Detail
First Name: TABYTHA	Username: 292005350
Last Name: LUIKENS	Password: Click to reset
Company Name: TABYTHA A LUIKENS	PIN: Click to reset
Address: 12730 INDEPENDENCE AVE S SAVAGE, MN 55378	Monitor: Pam Jacobs (20)
Phone: (612) 532-3820	License expiration date: 04/30/2022
Email: tluikens@yopmail.com	School district:
Fax:	

4. Click the link in the email. You are logged in to KidKare and presented with the Set PIN pop-up.
5. Enter your new PIN.
6. Click **Save**.

Note: If you enter the wrong PIN when accessing the Invoices page, you can click the **Click Here to Reset Your PIN** link to go to the My Site page and reset your PIN.