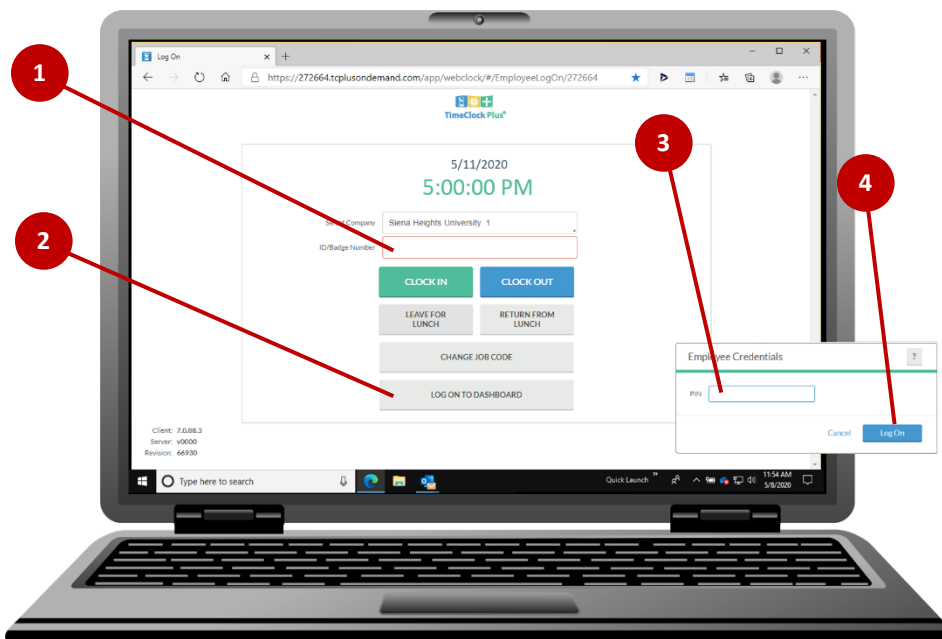


CHANGING YOUR PIN

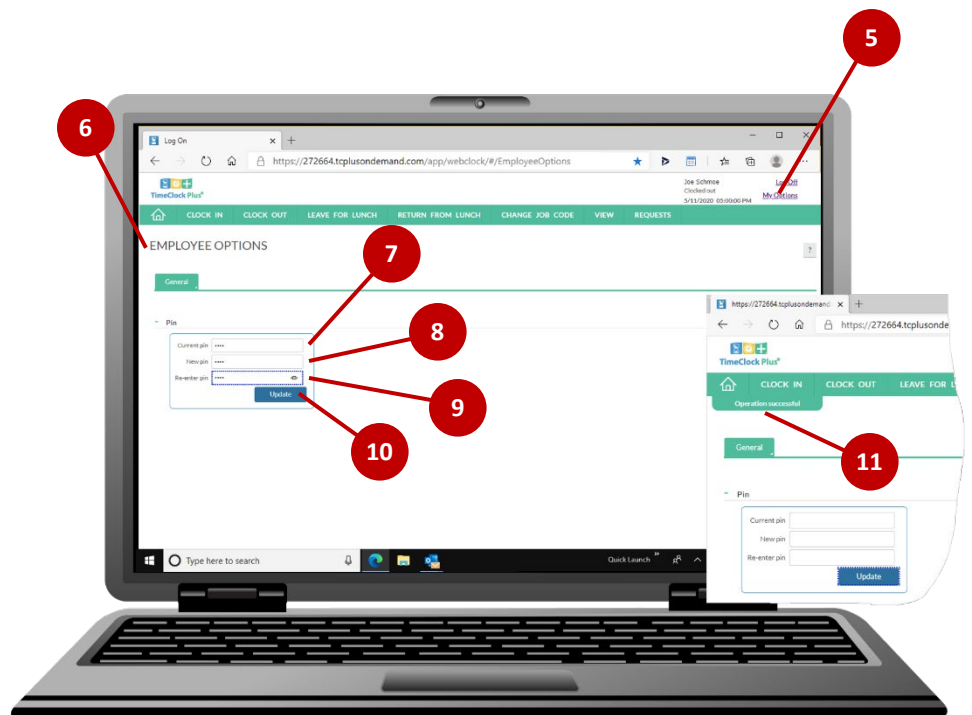
IMPORTANT! PIN changes are not supported by the Mobile App!



Web Client shown

1. You must first log on to the TimeClock Plus system. Enter your employee ID.
2. Click the **LOG ON TO DASHBOARD** button.
3. The **Employee Credentials** box opens. Enter your current PIN.
4. Click the **Log On** button.

5. Click on **My Options** link.
6. The **EMPLOYEE OPTIONS** page opens.
7. Enter your current PIN into the **Current pin** field.
8. Enter the new PIN (up to 8 digits) you want to use into the **New pin** field.
9. Re-enter the PIN you entered in Step 8 into the **Re-enter pin** field.
10. Click the **Update** button.
11. The **EMPLOYEE OPTIONS** page notifies you that the PIN change was accepted with an **Operation successful** message.



Web Client shown