

## PIN Set Up

AveannaCare users can use this Quick Reference Guide to establish a PIN. A pin can be used in the app only and not in the portal. These same steps can be followed to establish a new pin.

1.	Log in to the AveannaCare Portal.	https://aveanna.dcisoftware.com/
2.	Click on the <b>username located</b> at the top right-hand corner.	HOME     SCHEDULING     SETTINGS     REPORTS     IMPORT     IMPORT     IMPORT       CHANGE DP ASSWORD     Heime / Verify Password     Verify Password     Verify Password       CHANGE DRALL     Verify Password*     Pease enter password       CHANGE EBAAL     Verify Modile     Clancel
3.	Click on <b>Change PIN</b> located in the top left-hand corner.	Orwing: PN     Hole 0 cedia.argu.
4.	Enter a password for verification purposes.	CHARGE SECURITY QUESTION CHARGE EMAIL
5.	Click on <b>Verify</b> .	VERIPY MOBILE CHANGE USERNAME
6.	Create a four-digit PIN.	Interference         Hotel         Eine Method         Hotel 0
7.	<b>Re-enter</b> the four-digit PIN.	Change Pin Change Vin weeked struktive weekeekeekeekeekeekeekeekeekeekeekeekeek
8.	Click <b>Change PIN</b> .	Control Bank Ventor Addata Ventor Addata Control Mark Control Mark Control Mark Control Contro
9.	Click <b>yes</b> on the alert.	Alert ×
		Are you sure you want to add new pin?
		No
No	<b>te:</b> An alert will appear	Mode         Eight and angle           Count station         Kone (Dauge In)
COI	nfirming the PIN was created.	Counting Print     Print Water Free       Count of Water Free     Print Water Free       Count of Water Free     Free Owner Free       Count of Water Free     Count of Water Free       Count of Water Free     Count of Water Free       Count of Water Free     Count of Water Free

## Aveanna Support Services External Documentation Created: June 2023

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