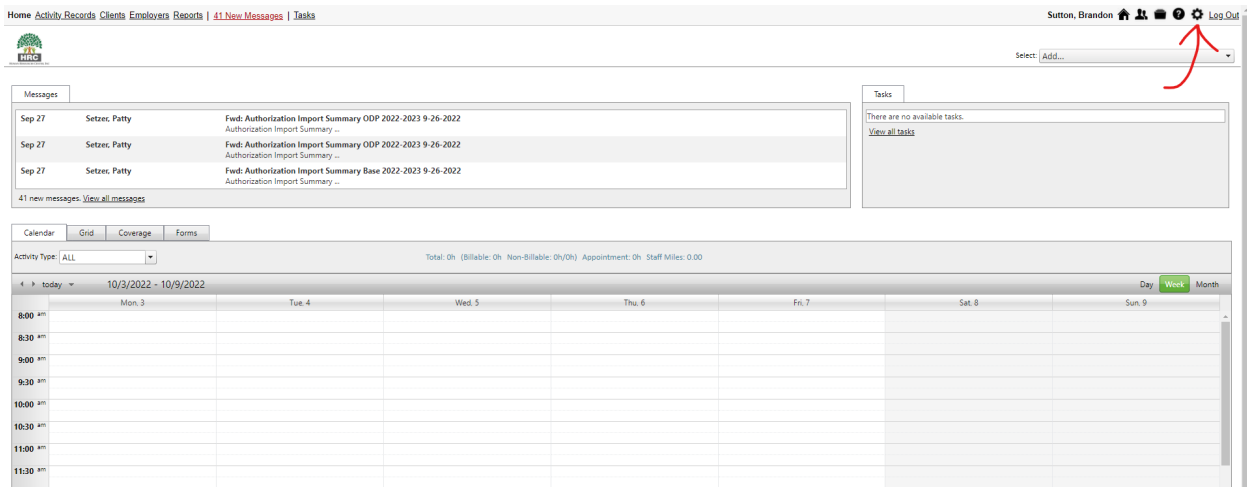


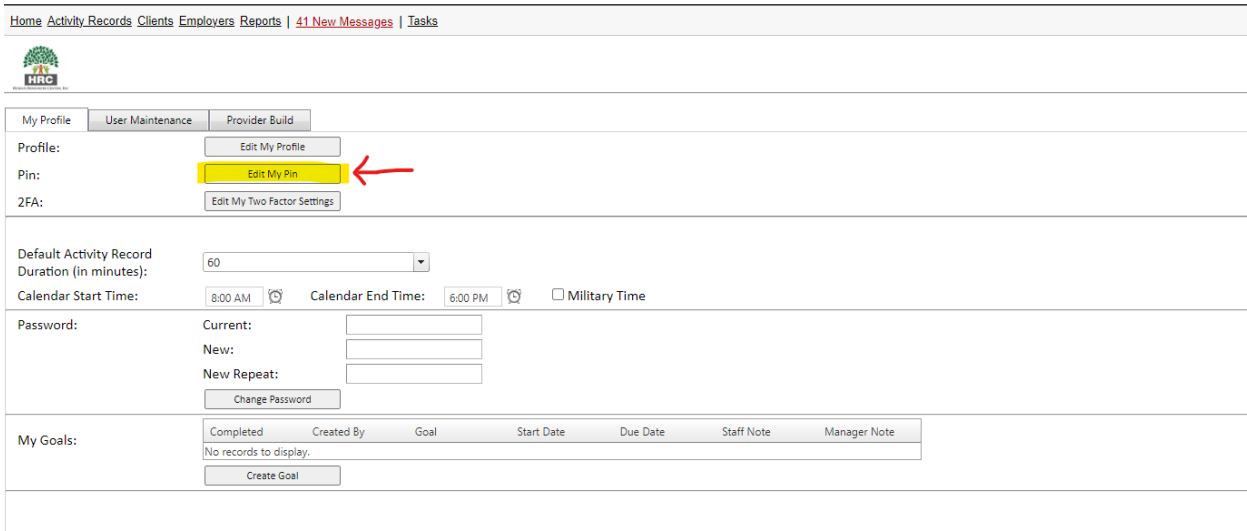
Edit PIN in Networks

You will need to create a PIN in order to sign off on activity records. This guide will explain how to create or reset a PIN.

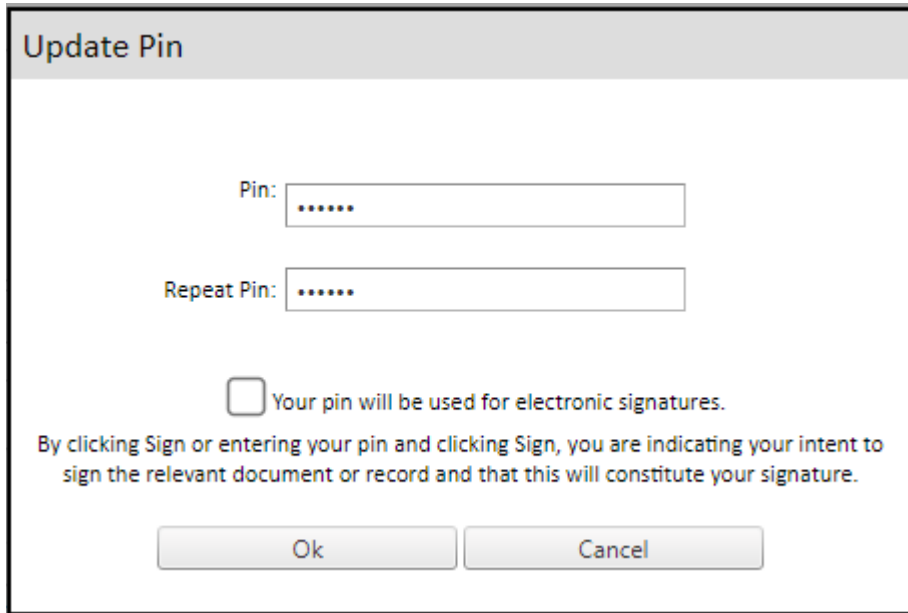
- 1) Log in to Networks and click “Settings” icon



- 2) Click “Edit My Pin” button

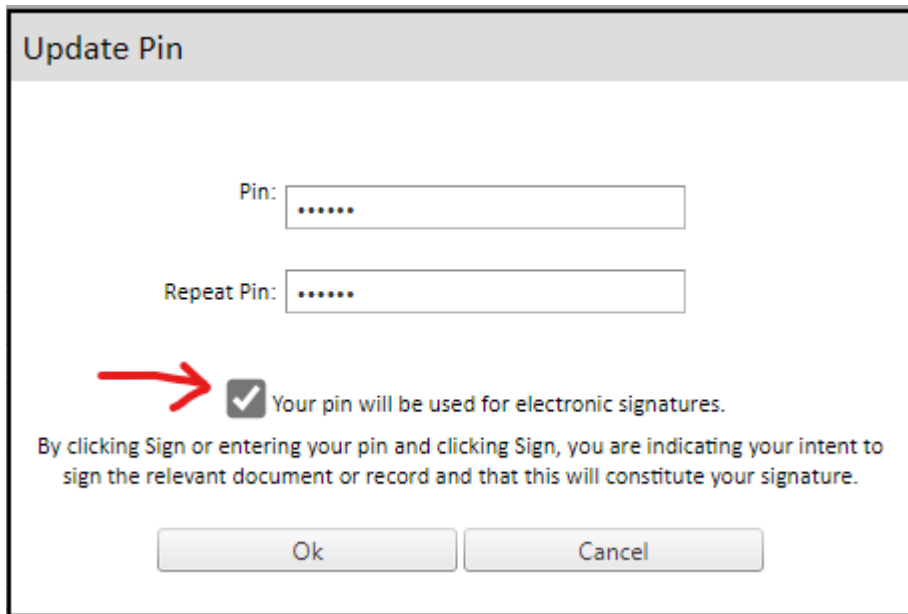


3) Create your PIN. Four digit **minimum**



The screenshot shows a dialog box titled "Update Pin". It contains two input fields: "Pin:" and "Repeat Pin:", both containing six dots. Below the fields is a checkbox that is currently unchecked, followed by the text "Your pin will be used for electronic signatures." Below this is a paragraph: "By clicking Sign or entering your pin and clicking Sign, you are indicating your intent to sign the relevant document or record and that this will constitute your signature." At the bottom are two buttons: "Ok" and "Cancel".

4) Check box "Your pin will be used for electronic signatures"



The screenshot shows the same "Update Pin" dialog box as above, but the checkbox is now checked. A red arrow points to the checked checkbox. The text "Your pin will be used for electronic signatures." and the explanatory paragraph remain the same. The "Ok" and "Cancel" buttons are also present at the bottom.

5) Click OK.

Your PIN is now saved!