

Set Up a PIN for Your Financial Data

Last Modified on 01/18/2022 8:35 am CST

To protect your financial data, you must set a PIN for your billing information if you are a sponsored home childcare provider or a childcare center. Providers who are using KidKare Accounting without a sponsor do not have to set a PIN. After you set your PIN, you are required to enter it before you can access the Income page. After you enter your PIN the first time, KidKare will remember it until you clear your cache.

PIN Requirements

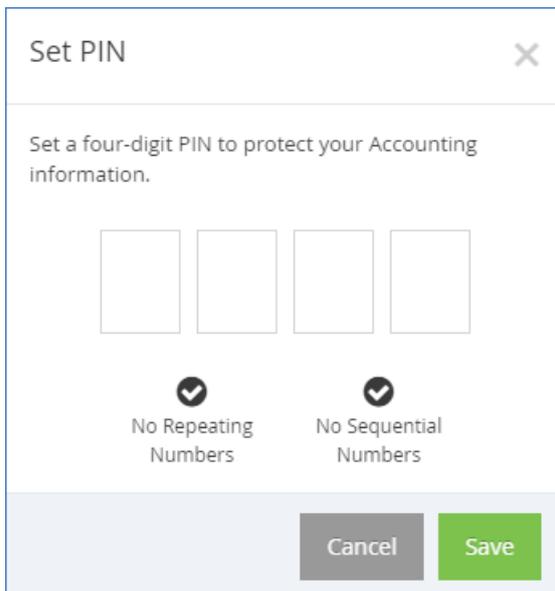
PINs must meet the following requirements:

- 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.



Set PIN

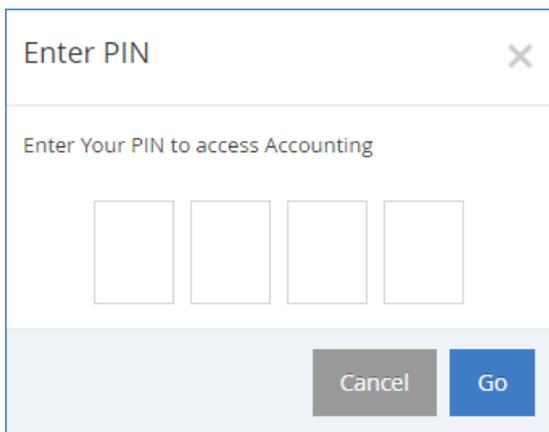
Set a four-digit PIN to protect your Accounting information.

No Repeating Numbers

No Sequential Numbers

Cancel Save

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.



Enter PIN

Enter Your PIN to access Accounting

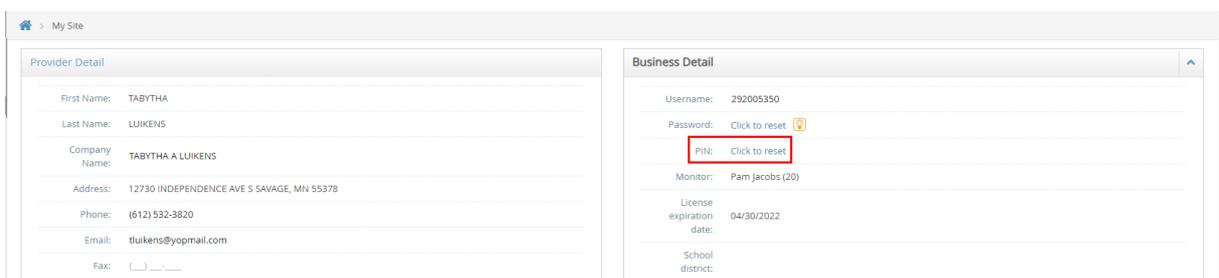
Four empty input boxes for PIN digits

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.



My Site

Provider Detail

Business Detail

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
Fax:	____

Username:	292005350
Password:	Click to reset
PIN:	Click to reset
Monitor:	Pam Jacobs (20)
License expiration date:	04/30/2022
School district:	

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.