

# Set a PIN for KidKare Accounting

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CST

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

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## PIN Requirements

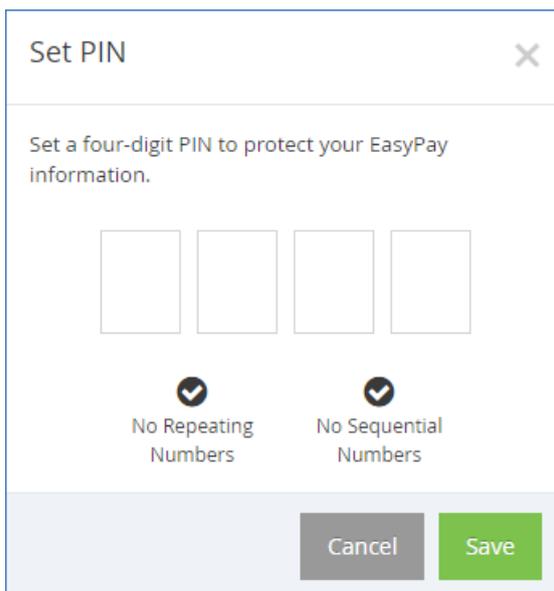
PINs must meet the following requirements:

- 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 EasyPay information.

Four empty input boxes for the PIN digits.

✓ 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 Income page.

## Reset Your PIN

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

1. Click your username in the top-right corner and select **My Account**. The My Account page opens.
2. In the **System Access** section, click **Click to Reset** next to **Accounting PIN**. An email is sent to the email address on-file.

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

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