

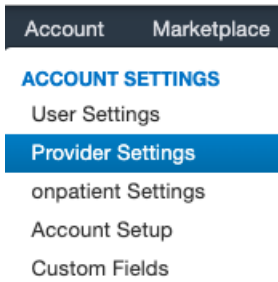
# How do I set my iPad PIN?

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DrChrono offers a number of ways to secure your account information, one of which is allowing you to set a 4-digit PIN for your iPad. This allows you to step away from your iPad and know that your data and patient data are secure.

To set up your 4-digit PIN for logging into your iPad, you can do this from the website by following the below steps.

1. Hover your cursor over the **Account** menu and select **Provider Settings** from the drop-down list.

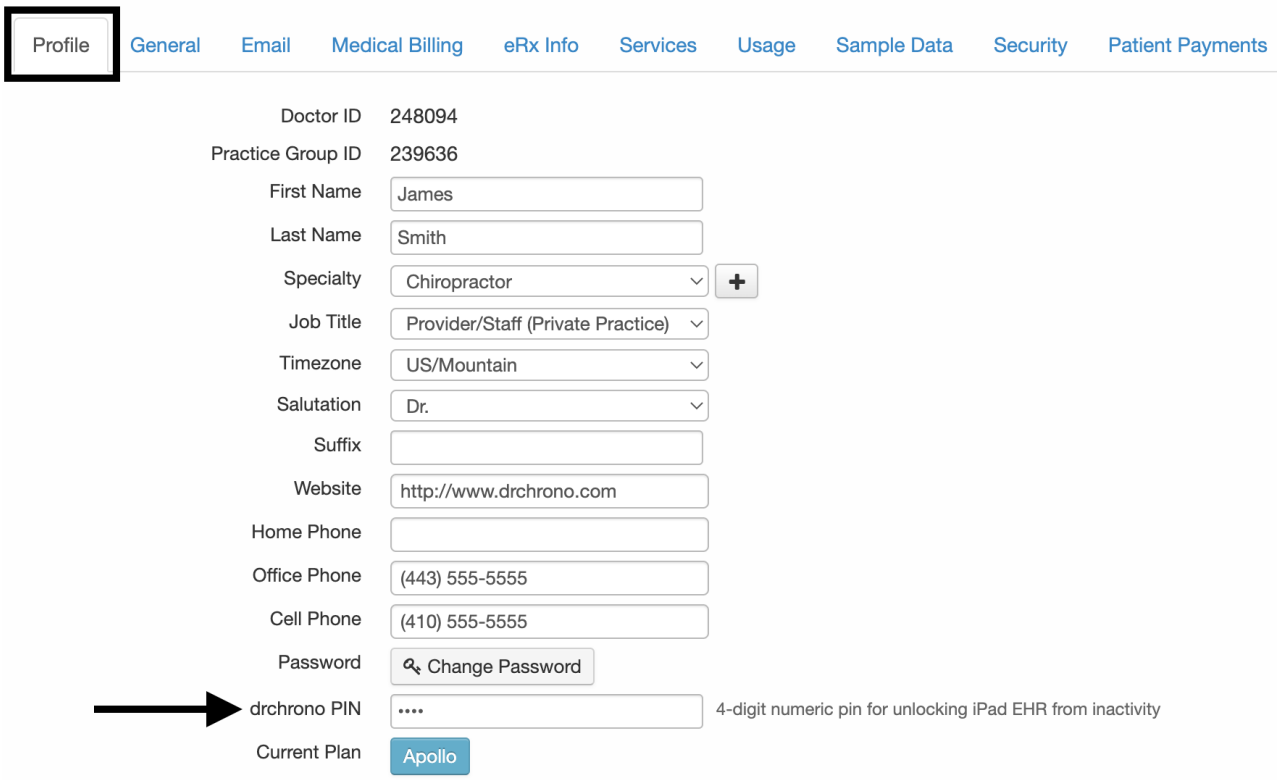


2. You will see **DrChrono PIN** in the fields shown under the **Profile** tab. Please enter the 4-digit numeric PIN of your choosing.

3. Select the **Update Entire Profile** button at the bottom of the page. This will update your profile and you will now be able to use your 4-digit numeric PIN to log in to your iPad instead of having to type in your username and password each time.

**Note:** DrChrono will never ask for your password at any time, if you would like to change your PIN via the EHR Web you will need to do so from your account by following the steps above.

## Account Settings



The image shows the 'Account Settings' page with the 'Profile' tab selected. The 'Profile' tab is highlighted with a black box. Below the navigation tabs, there is a list of fields for profile information. The 'drchrono PIN' field is highlighted with a black arrow pointing to it from the left. The field contains four dots and is labeled '4-digit numeric pin for unlocking iPad EHR from inactivity'. Other fields include Doctor ID (248094), Practice Group ID (239636), First Name (James), Last Name (Smith), Specialty (Chiropractor), Job Title (Provider/Staff (Private Practice)), Timezone (US/Mountain), Salutation (Dr.), Suffix, Website (http://www.drchrono.com), Home Phone, Office Phone ((443) 555-5555), Cell Phone ((410) 555-5555), Password (Change Password), and Current Plan (Apollo).

If you want to change or view your PIN, and you are currently logged into your iPad you can do so by following the below steps.

1. From within the DrChrono EHR application select **Account** located at the bottom right of the menu bar.
2. From this screen, there will be an option to **View Your PIN** or **Change PIN**.
3. Make your selection and follow the prompts (if required).

