

KinderSign – How to Create a Caretaker/Sponsor PIN and Secret Question/Answer

If you are logging into KinderSign for the first time, you need to create some security settings to verify your identity.

- A** Use the keypad to enter your 10-digit telephone number. Tap **Confirm**.



- B** If the tablet does not recognize the telephone number entered, you will receive a message informing you that it was not found and asking if you would like to register that number as a Caretaker/Sponsor?

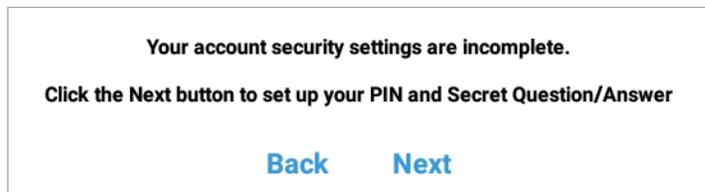
Phone number not found!

The phone number you entered (854) 325-6933 was not found, do you wish to register this number as a sponsor?

Yes No

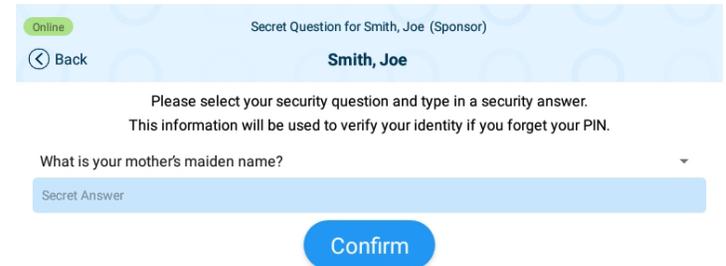
- C** Tap **Yes** to refresh the device automatically with the latest information or **No** to re-enter the telephone number.

- D** Once updated, you will receive a message indicating that your security settings are incomplete. Tap **Next**.



- E** Depending on the settings, it might be required that a Provider staff member enters his/her 4-digit **PIN** to validate. If this is the case, after the Provider staff member enters the **PIN**, tap **Confirm**. Otherwise, you will be automatically directed to the next screen to complete the identity verification settings.

- F** Select the secret question and the secret answer to be used when verifying your identity in case you forget your 4-digit **PIN**.



- G** Tap on the drop-down arrow to select the **Secret Question** you would like to use. Tap on the blue **Secret Answer** ribbon to activate the field and enter the secret answer. Tap **Confirm**.

- H** KinderSign returns to the keypad to create your **PIN**. Enter your 4-digit **PIN** and tab **Confirm**. Re-enter the 4-digit **PIN** and tab **Confirm** again.

- I** KinderSign returns to the telephone keypad and is ready for you to login using your telephone number and new **PIN**.