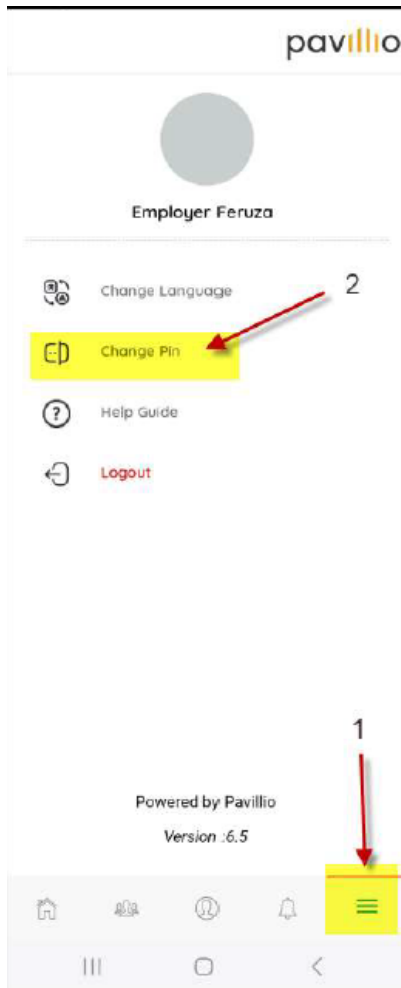



For Client/Responsible Party Only

How to CHANGE PIN to your own number:

Note – If you did not receive original PN, you can still use these steps below

1. Log into Pavillio
2. Click on “Change Pin” button



3. Enter “Current PIN” number you received when you reset your password (check your inbox email from Pavillio)
4. Create “New Pin” – your own PIN that you should not share with anyone else
5. “Confirm Pin” – the same new PIN
6. Click on “CONFIRM PIN” button in blue square 
7. A message will pop up saying “**PIN has been changed successfully**”

