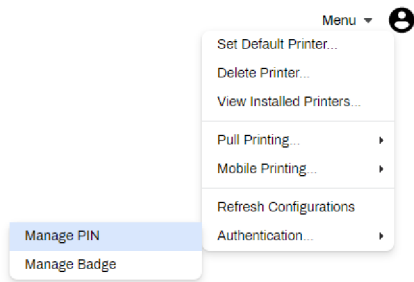


PIN Self-registration

Based on how your administrator implemented Control Panel Application (CPA) to use Secure Release Print, or other functionality, you may have the option to set and manage your PIN using the Self-service Portal.

Set a PIN

1. Log in to the Vasion Print Self-service Portal.
2. Select **Menu** at the top-right corner.
3. Hover the pointer over **Authentication**, and select **Manage PIN**.



4. In the *Set User PIN* modal, enter your desired PIN into the provided fields.

A screenshot of the 'Set User PIN...' modal form. The modal has a title bar with 'Set User PIN...' and a close button (X). Below the title bar, it says 'Please set or enter your 4-10 digit PIN'. There are two input fields: 'New PIN:' and 'Confirm PIN:'. A 'Save' button is located at the bottom right of the modal.

5. Select **Save**.

The PIN is now registered and you can use it to log in to the CPA.

Reset PIN

Follow the same steps listed above and replace the PIN in the provided fields.