

## **INSTRUCTIONS FOR EMPLOYEE'S TO CHANGE SUBFINDER PIN/PASSWORD**

### **BY PHONE:**

The SubFinder system will allow **you to change your PIN # - Password #**. Originally your social security number was assigned as your PIN # - Password #. Once your PIN # - Password has been changed by phone, you will use the new PIN # - Password # for all future contact with SubFinder whether by phone or Webconnect. The steps are:

- Select a number for your new PIN # - Password # - **the number should contain at least 6 digits**.
- Call SubFinder – 312-0076
- Enter your current PIN # - Password #
- Select Option # 4 Personal Information from the main menu
- Select Option # 2 – Change your PIN #
  - Enter your old PIN # then press the # key
  - Then enter your new PIN # -press the # key
  - The system will play your new PIN # and ask you to confirm that the number is correct.

**Once you have confirmed that the new PIN # - Password # is correct, you may exit the phone menu. You will now use your new PIN # - Password # for accessing the SubFinder system.**

### **BY COMPUTER:**

Go to SubFinder Webconnect

1. Log in with your User Name (last name in all CAPS) and your current PIN/Password - your whole SSN.
2. Select Personal Information - at the top of the next screen enter the new number in the PIN box (it is suggested that you select a number of at least 6 digits)
3. Scroll down and select the "save" button.
4. You should receive a message to confirm the change.

**Once you have received confirmed that the new PIN # - Password # was accepted, you may exit the system. You will now use your new PIN # - Password # for accessing the SubFinder system.**