Changing Soft PIN Instructions

Changing a SoftPIN Number:
The SoftPIN is a 4-digit unique number that must be entered along with the token password (generated from the token device).

To change your token SoftPIN, go to the following web site: https://elogin.idph.state.ia.us

Enter the following:

**Token user name:** your token username  
**Token password:** press the button on your token and enter the information you see plus your 4-digit PIN number  
(If you have never changed your SoftPIN number, the SoftPIN by default will be the last 4 digits of the serial number on the back of the token.)

Select **Log On.**

Select **Change PIN**

Enter the following:

**Token Serial Number:** the serial number listed on the back of the token (beginning with a letter)  
**Token Passcode:** press the button on your token and enter the information you see plus the 4-digit PIN number  
(If you have never changed your SoftPIN number, the SoftPIN by default will be the last 4 digits of the serial number on the back of the token.)  
**New Token PIN:** enter a new 4-digit number

Select **Submit**
If entered correctly, you should see the message “Successfully changed PIN”

Select Test Token

To TEST your token:

Enter the following:

**Token Serial Number:** the serial number listed on the back of the token  
**Token Passcode:** press the button on your token and enter the information you see plus the current 4-digit PIN number  
Select Submit

If entered correctly, you should see the message “Successfully tested token”