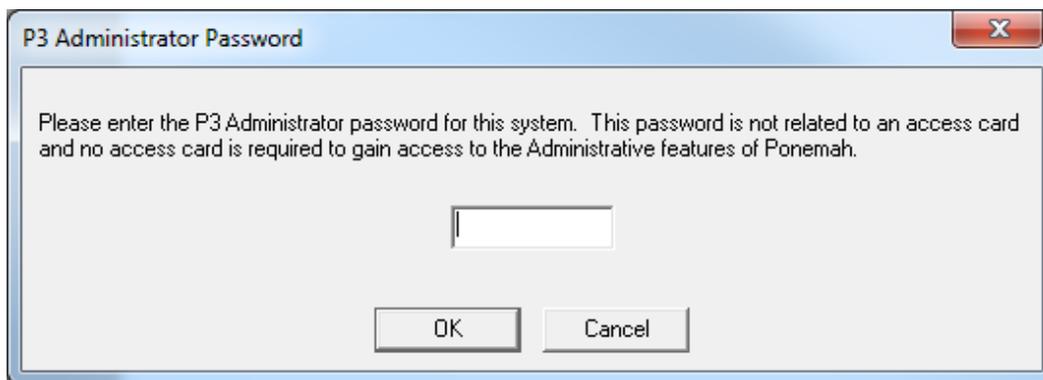


RESETTING PONEMAH ACCESS CARD USER PINS

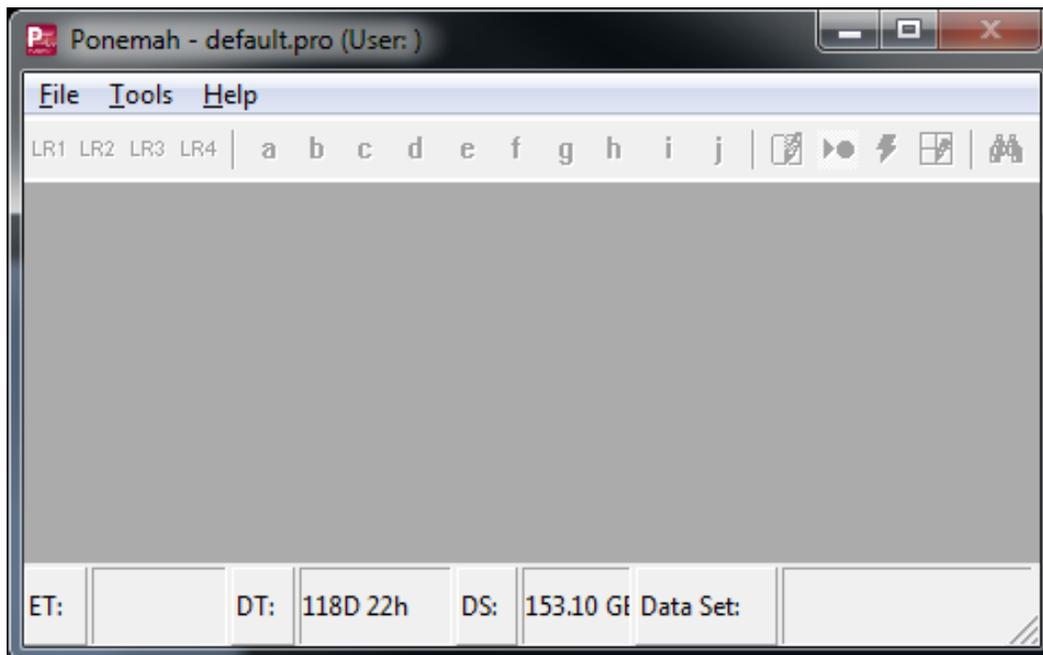
To prevent un-authorized Users from gaining access to the Ponemah system, an Access Card will be disabled upon five consecutive invalid attempts to enter a PIN (this security control is not optional). Should an Access Card be disabled, the Ponemah Administrator may reset the card password and reissue the card to the User.

To reset a disabled Access Card:

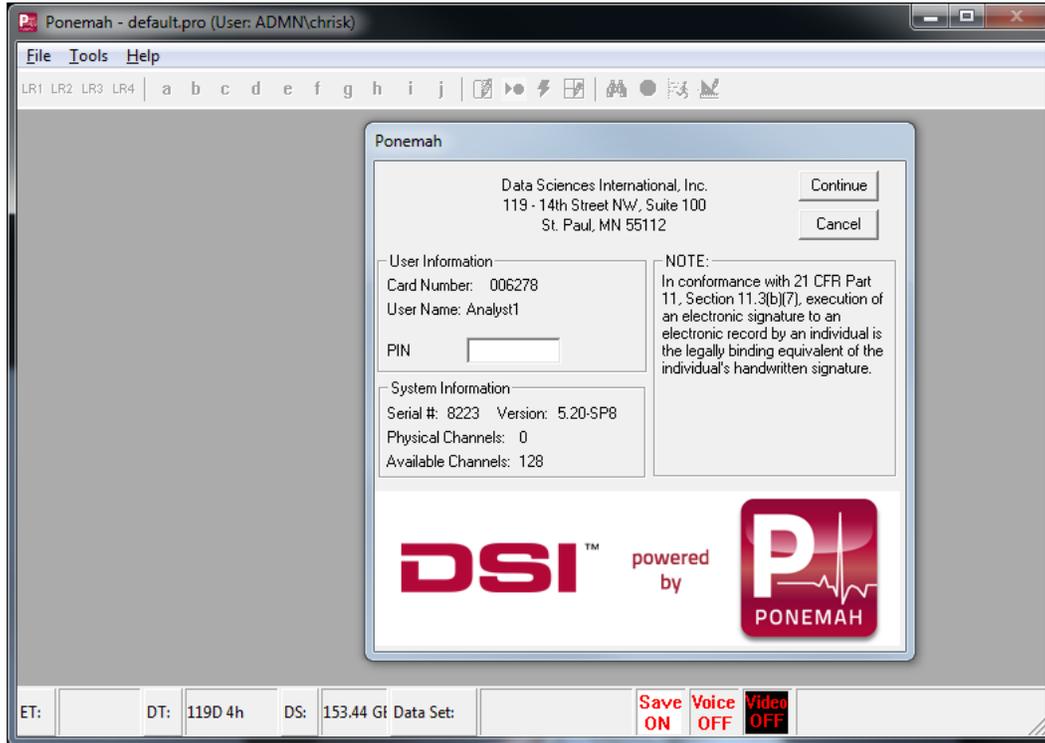
1. Open the *Ponemah Admin* program.



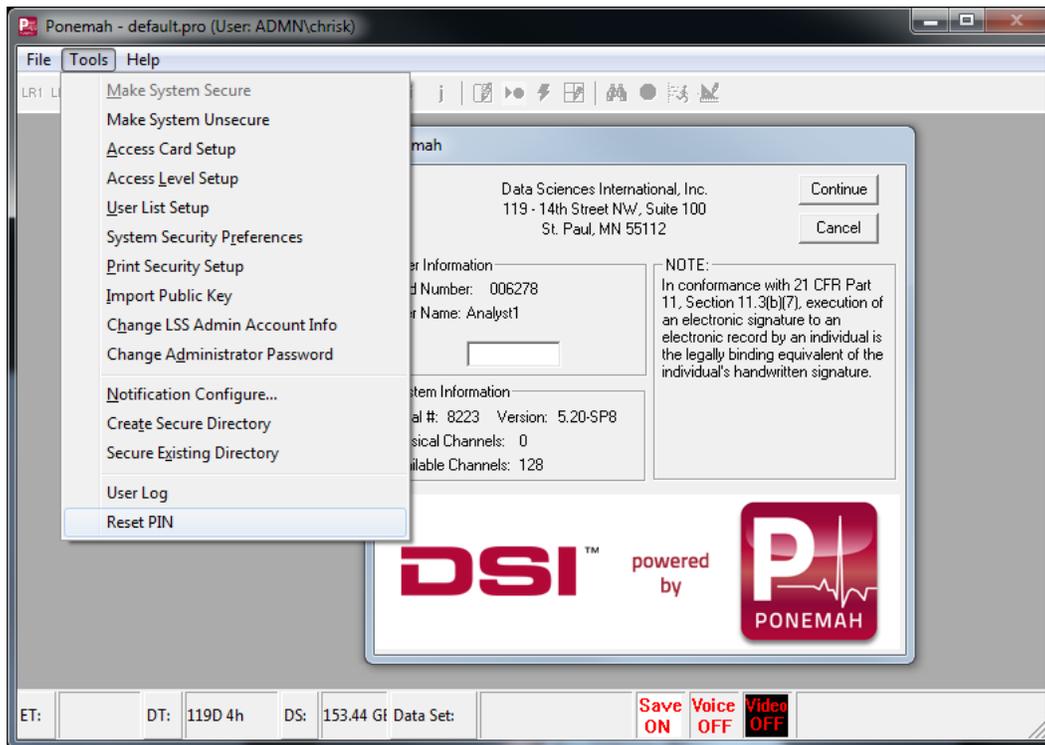
2. Enter the *P3 Administrator Password* and click **OK**.



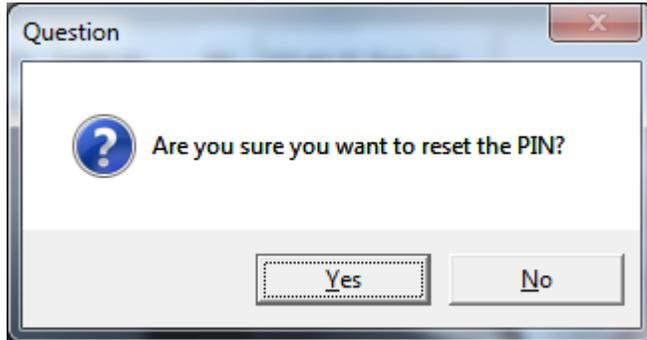
3. Insert the disabled card into the Card Reader.



4. From the *Ponemah Admin* program, select the **Tools** menu | **Reset PIN**.



5. Click **Yes**.



6. The Access Card PIN is now reset. The new PIN is eight capital A's (AAAAAAAA). Test the new PIN by entering it into the displayed login dialog and clicking **Continue**.

The User should be encouraged to update the password upon their first login to Ponemah by selecting the **Tools menu | Change User Password**.