

## PIN Maintenance

Users of the Guernsey Registry Online Services Portal are able to change their entity or person PINs to something more memorable.

**Please note:** an entity or person PIN must have been issued by the Registry before it can be changed using this tool.

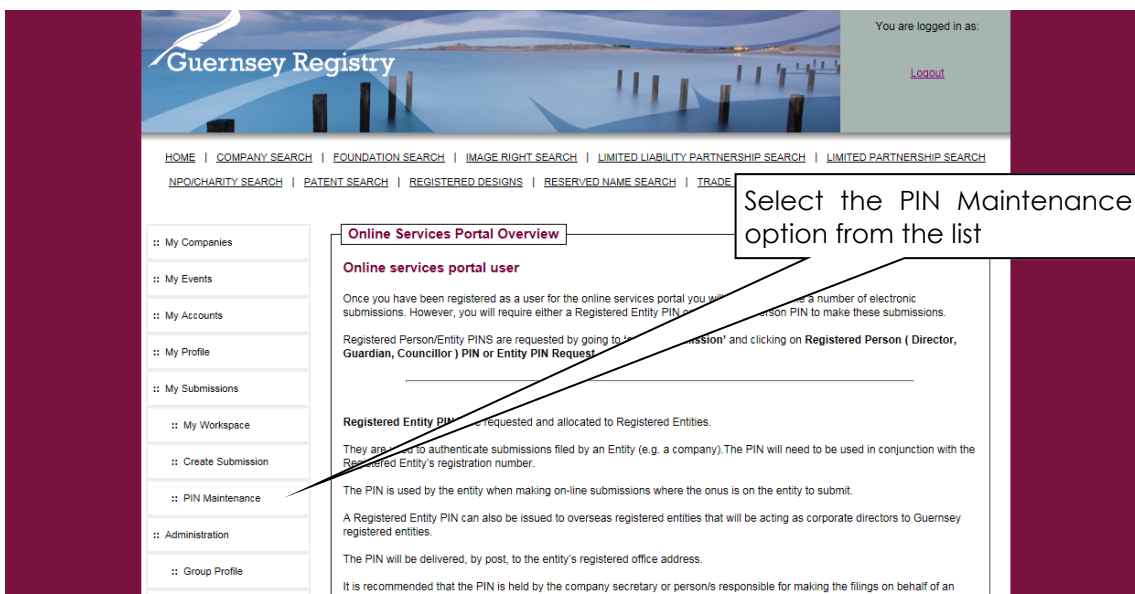
The purpose of this guidance note is to take the user step by step through changing a person or entity PIN using the Registry on-line services portal.

You will need:

- Email address and password to log onto the online services portal
- Person Identification Number or Entity Number
- Person or Entity PIN (this would have been issued by the Registry on Registry headed paper)

### How do I change my Entity or Person PIN?

1. Log into [www.greg.gg](http://www.greg.gg) and select 'PIN Maintenance':



The screenshot shows the Guernsey Registry Online Services Portal. The user is logged in, as indicated by the 'You are logged in as:' text and a 'Logout' link in the top right corner. The navigation menu includes options such as HOME, COMPANY SEARCH, FOUNDATION SEARCH, IMAGE RIGHT SEARCH, LIMITED LIABILITY PARTNERSHIP SEARCH, LIMITED PARTNERSHIP SEARCH, NPO/CHARITY SEARCH, PATENT SEARCH, REGISTERED DESIGNS, RESERVED NAME SEARCH, and TRADE. The 'PIN Maintenance' option is highlighted in the navigation menu. A callout box points to this option with the text: 'Select the PIN Maintenance option from the list'. The main content area displays the 'Online Services Portal Overview' for a user, providing information about the PIN system, including how to request a PIN, its purpose, and how it is delivered.

2. Select whether you want to change an Entity or Person PIN from the menu:

The screenshot shows the Guernsey Registry website interface. At the top, the Guernsey Registry logo is on the left, and "You are logged in as:" with a "Logout" link is on the right. Below the header is a navigation menu with links for HOME, COMPANY SEARCH, FOUNDATION SEARCH, IMAGE RIGHT SEARCH, LIMITED LIABILITY PARTNERSHIP SEARCH, LIMITED PARTNERSHIP SEARCH, NPO/CHARITY SEARCH, PATENT SEARCH, REGISTERED DESIGNS, RESERVED NAME SEARCH, TRADE MARK SEARCH, LEGISLATION, and CONTACT US. On the left side, there is a sidebar menu with options like My Companies, My Events, My Accounts, My Profile, My Submissions, My Workspace, Create Submission, PIN Maintenance (highlighted), Administration, Group Profile, Group Users, Group Events, Group Workspace, Group Portfolio, and Logout. The main content area is titled "PIN Maintenance" and contains the following text: "Users of the online service need an ID and PIN in order to make submissions. This ID and PIN is your electronic signature for validation of submissions made to the registry. This page allows you to:" followed by a bulleted list: "Request a new Entity or Person PIN (if the Entity or Person does not already have a PIN or the PIN has been lost you will need to select this option).", "Change a Person or Entity PIN (if you already have a valid Person or Entity PIN you can change it to something more memorable).". Below this text are four input fields: "ID Type" (a dropdown menu with "-- Select --" and an asterisk), "ID Number", "PIN", and "Enter New PIN". There are also "Confirm New PIN" and "Change Pin" buttons, and a link for "Request new Entity or Person PIN". A callout box with the text "Select Entity or Person PIN" points to the "ID Type" dropdown menu.

3. Enter the Person ID number or Company Registration number, and the current PIN:

This screenshot is identical to the one above, showing the Guernsey Registry PIN Maintenance page. However, it includes two additional callout boxes. One callout box with the text "Enter Person ID number or Company Registration number" points to the "ID Number" input field. Another callout box with the text "Enter current PIN" points to the "PIN" input field.

4. Enter a new PIN and confirm, then click 'Change PIN':

The screenshot shows the Guernsey Registry website interface. At the top, there is a navigation menu with links for HOME, COMPANY SEARCH, FOUNDATION SEARCH, IMAGE RIGHT SEARCH, LIMITED LIABILITY PARTNERSHIP SEARCH, LIMITED PARTNERSHIP SEARCH, NPO/CHARITY SEARCH, PATENT SEARCH, REGISTERED DESIGNS, RESERVED NAME SEARCH, TRADE MARK SEARCH, LEGISLATION, and CONTACT US. The main content area is titled 'PIN Maintenance'. It contains a form with the following fields: 'ID Type' (a dropdown menu), 'ID Number', 'PIN', 'Enter New PIN', and 'Confirm New PIN'. Below the form is a 'Change Pin' button and a link for 'Request new Entity or Person PIN'. A sidebar on the left contains a menu with options like 'My Workspace', 'Create Submission', 'PIN Maintenance', 'Administration', 'Group Profile', 'Group Users', 'Group Events', 'Group Workspace', 'Group Portfolio', and 'Logout'. Two callout boxes are present: one pointing to the form fields with the text 'Enter a new PIN and enter it again below to confirm. The PIN must be a 4 digit number' and another pointing to the 'Change Pin' button with the text 'Click 'Change PIN' to confirm the change.'

## What if I have forgotten my current Entity or Person PIN?

If you have forgotten your current Entity or Person PIN you can click the 'Request new Entity or Person PIN' link below the 'Change PIN' button to request a new PIN.

Details of how to complete the request are available at the link below:

Registered Person PIN or Entity PIN Request guidance note:

<http://guernseyregistry.com/CHttpHandler.ashx?id=1603&p=0>