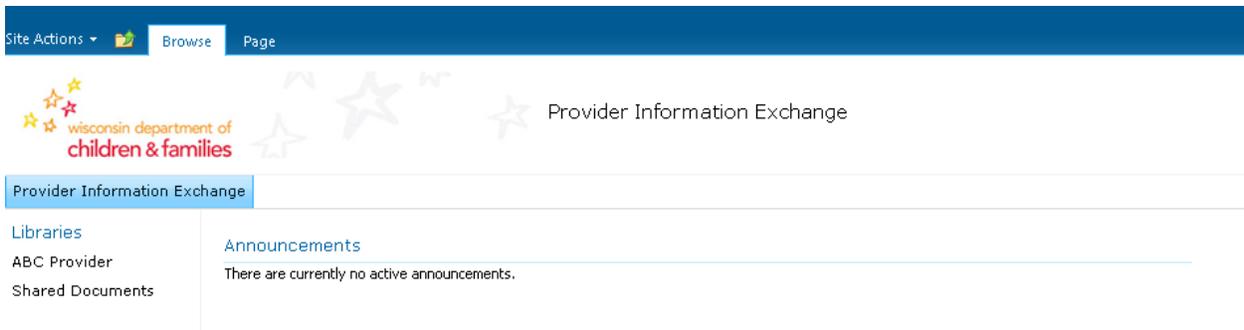


Downloading a Document from PIE

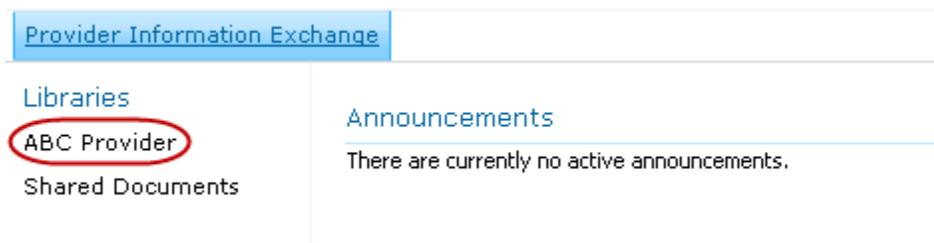
1. Log into the PIE system by clicking the following link, or cutting and pasting it into a browser.
<https://share.dcf.wisconsin.gov/pie/default.aspx>
2. When prompted for user name and password, in the username field type wiext\your Wisconsin User Name) and in the password field your password. Click OK.



3. If everything was entered correctly, you will be brought to the PIE Home Page.



4. Click on your facility's document library.



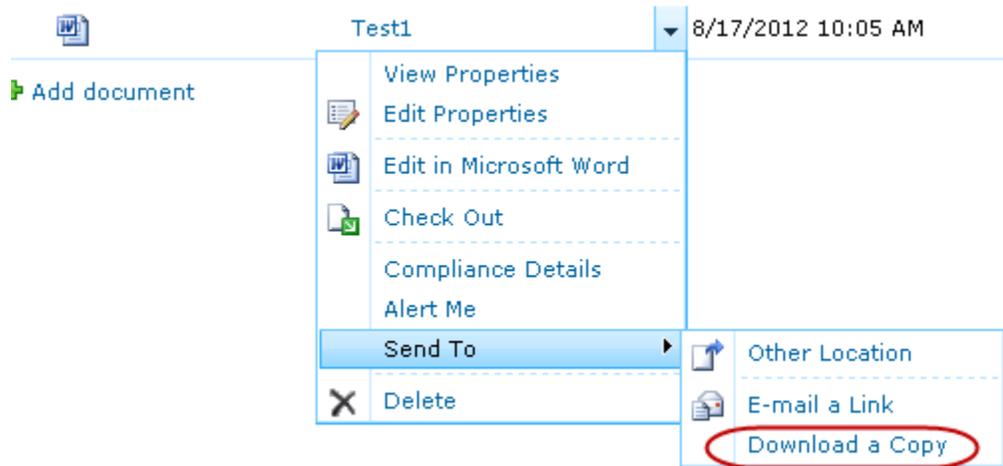
5. Click on the folder where the file needs to be downloaded from. For example, if you are the Caregiver Background Check Lead for your facility, you will want click on that folder in your facility's document library.

Type	Name	Modified
	Caregiver Background Checks	8/3/2012 9:44 AM
	Performance Based Contracting	8/3/2012 9:44 AM
	Rate Regulation	8/3/2012 9:44 AM

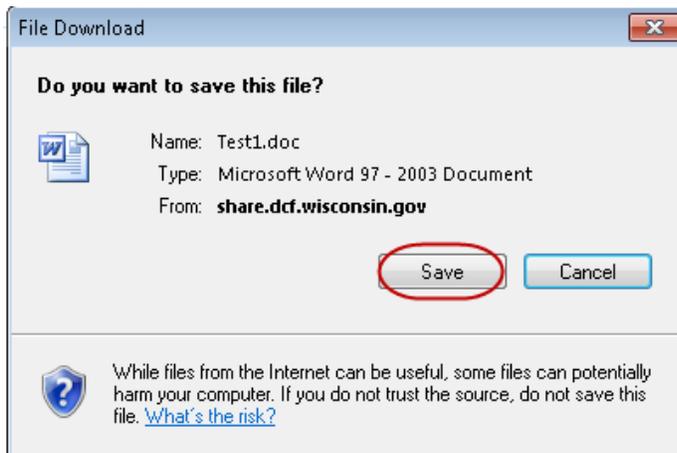
6. Once in the folder, hover over the document you would like to download until a dropdown arrow appears.



7. Click the dropdown arrow, then click Send To, then click Download a copy.



8. You will be prompted on if you want to save the file, click Save.



9. Navigate to where on your computer you want to save the document and click save again to save the document on your computer.
10. Find the document on your computer and double click it to open, view and edit the document.