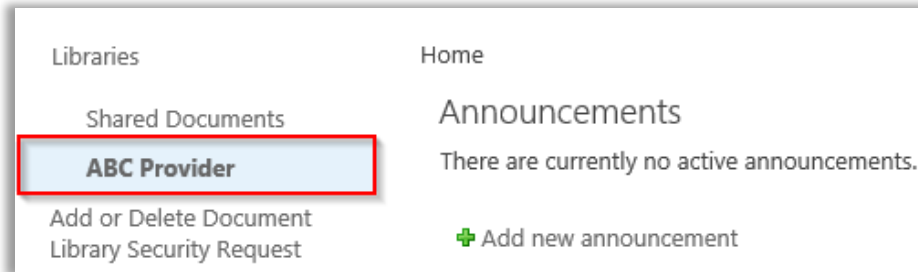
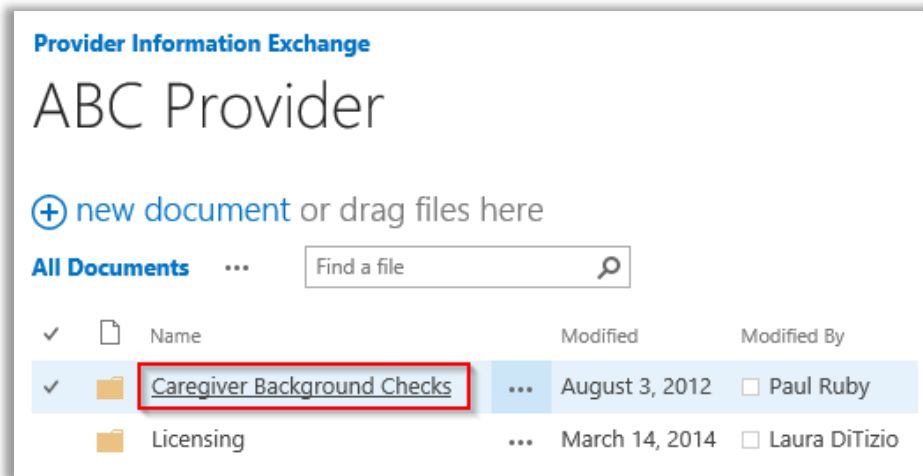


## Downloading a Document from PIE

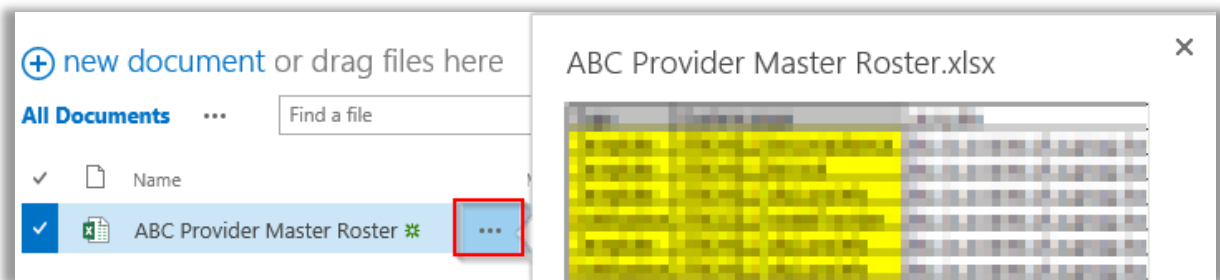
1. Log into the PIE system by clicking the following link, or cutting and pasting it into a browser: <https://share.dcf.wisconsin.gov/pie/default.aspx>
2. Select Forms Authentication from the drop down. Enter your username (do not enter WIEXT\ ) and password. Check the box 'Sign me in automatically,' then click Sign In.
3. Once you are logged in, click on your facility's document library.



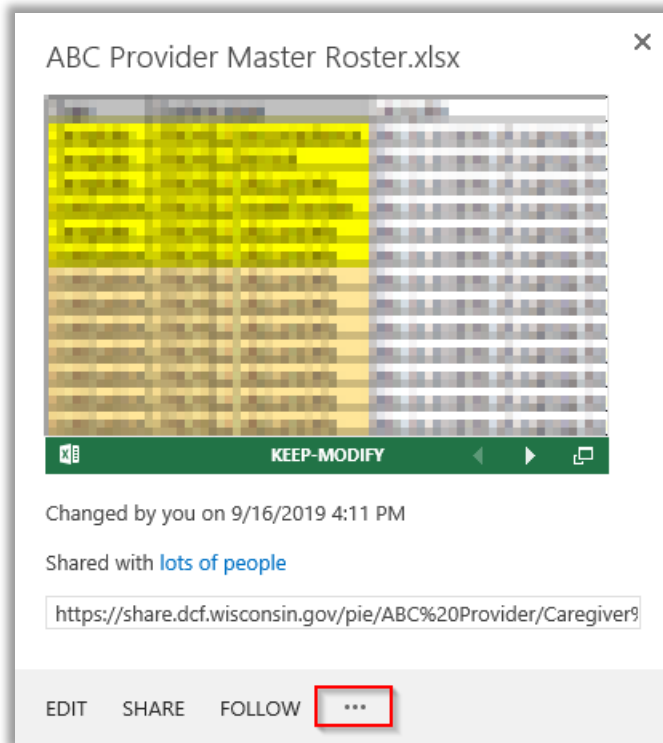
4. Click on the folder where the file needs to be downloaded from. For example, if you are the Caregiver Background Check Lead for your facility, you will want to click on that folder.



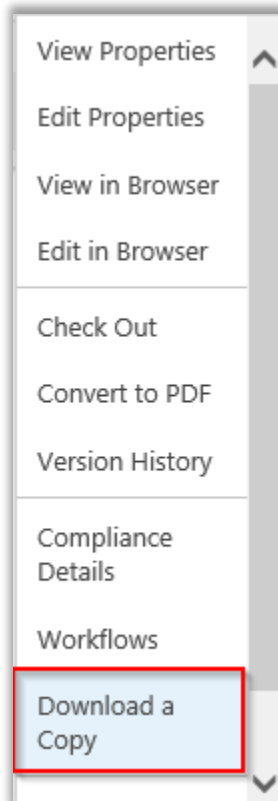
5. Once in the folder, click on the three dots next to the document name that you want to download.



6. In the small window that pops up with a preview, click on the next set of three dots.



7. Select Download a Copy in the document menu that opens.



8. You will be prompted to save the document, select the arrow then 'Save As' if you would like to choose where the file is saved. Otherwise it will save to your computer's default download location.

