



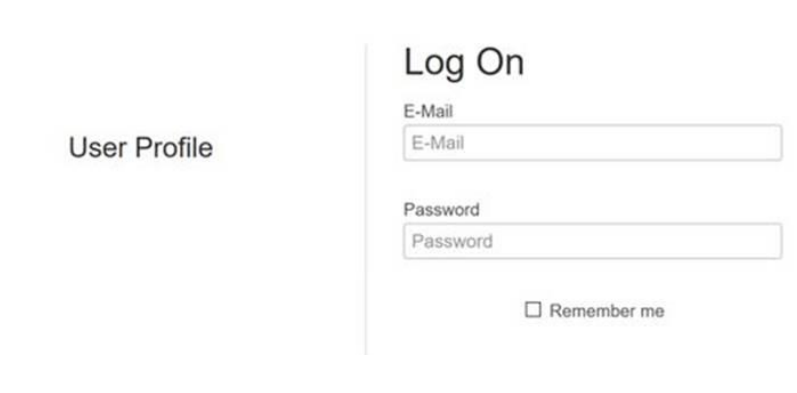
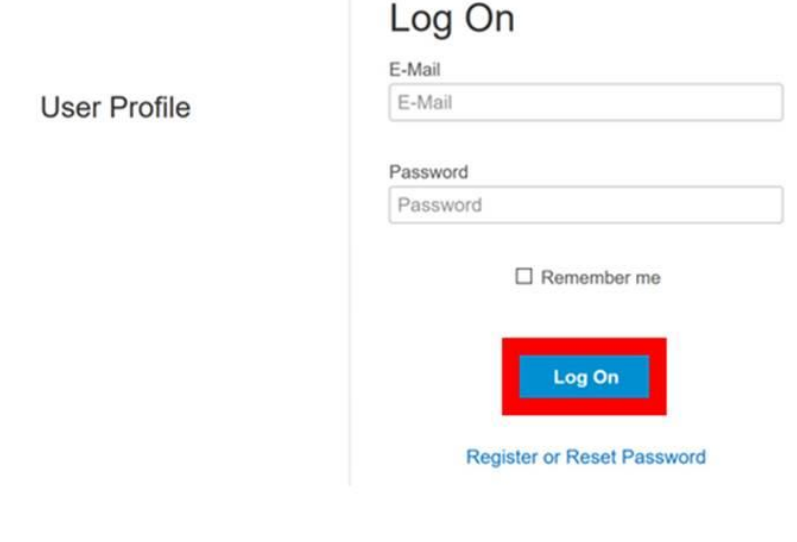
PEMS Fact Sheet

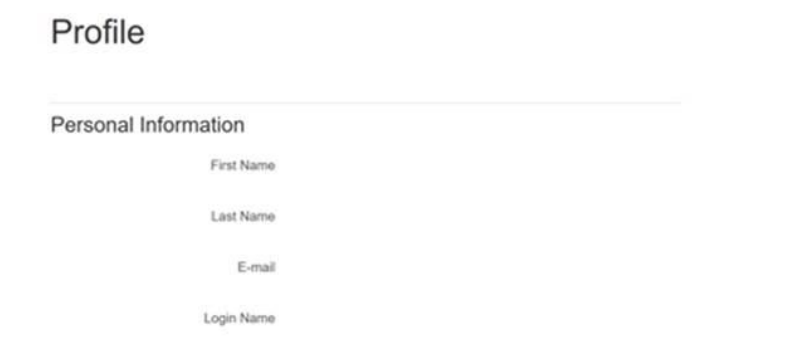
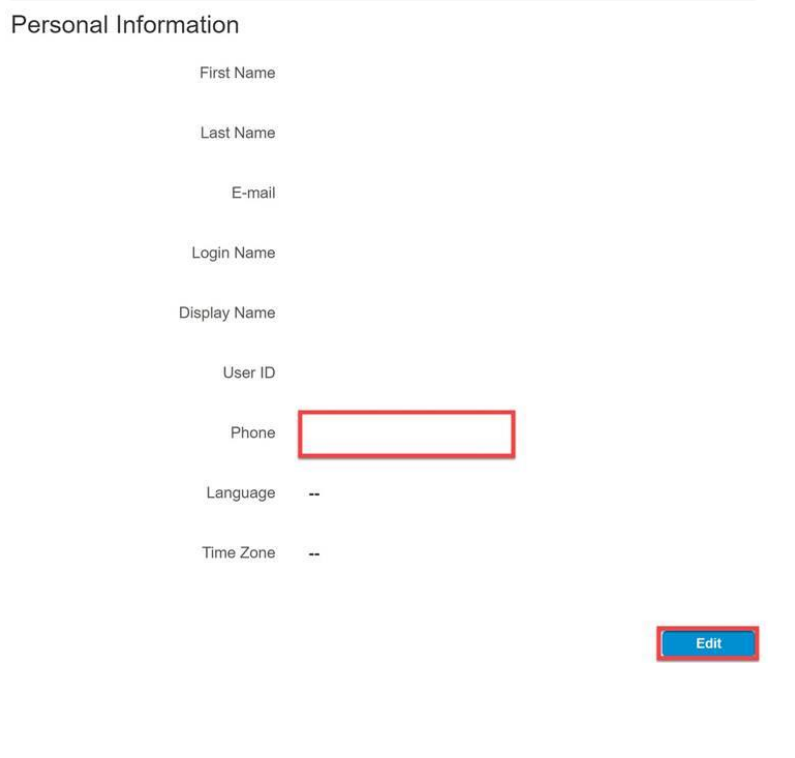
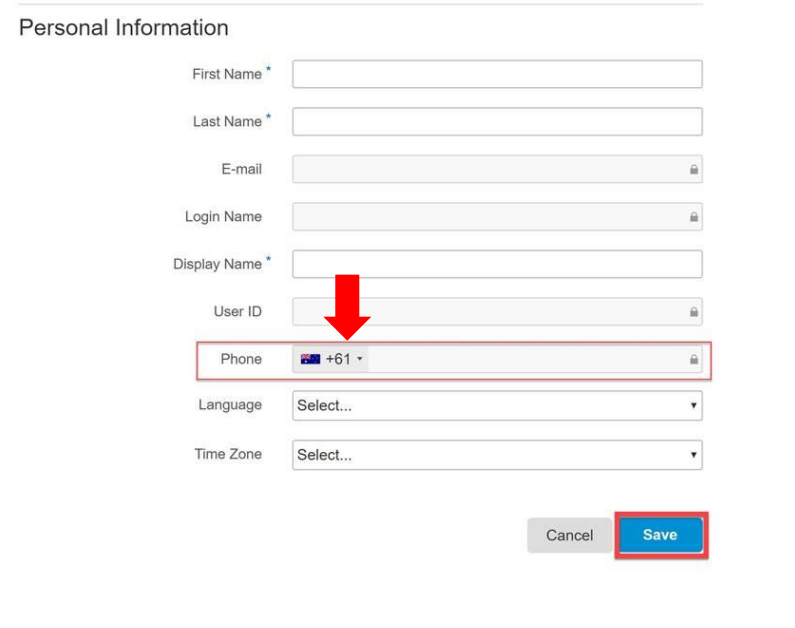
Update your mobile number in PEMS

To access PEMS, users are required to enter two forms of authentication. The first form is an account ID and password, the second form is a one-time passcode, two-factor authentication (2FA). A one-time passcode is a single use passcode that is valid for one log on session only.

PEMS is transitioning its 2FA authentication from a SAP mobile application method to an SMS method. To receive your passcode by SMS you must have your mobile number recorded in PEMS. To receive a one-time passcode via SMS please add your mobile number by following the steps below.

After adding your number, please allow up to 24 hours for the SMS method to activate. Until the SMS is activated users can still receive their one-passcode via the SAP mobile app. To log on using the SMS method, please refer to the fact sheet titled: 'Logging On Using SMS two-factor authentication'.

Step	Visual Step
1. Go to: https://agk7jsqhe.accounts.ondemand.com/	
2. Enter your e-mail and password in the fields provided and select 'Log On'.	

<p>3. This will take you to the Profile page.</p>	 <p>Profile</p> <p>Personal Information</p> <p>First Name</p> <p>Last Name</p> <p>E-mail</p> <p>Login Name</p>
<p>4. Scroll down until you reach a heading titled 'Personal Information'. Click on Edit.</p>	 <p>Personal Information</p> <p>First Name</p> <p>Last Name</p> <p>E-mail</p> <p>Login Name</p> <p>Display Name</p> <p>User ID</p> <p>Phone</p> <p>Language --</p> <p>Time Zone --</p> <p>Edit</p>
<p>5. Add the mobile phone number in the phone field. Then select 'Save'. You can now log on to PEMS following step 1 on this fact sheet.</p> <p>Note, please ensure the country code is for Australia as shown. If not, you can change it by access the drop down list indicated by the red arrow.</p>	 <p>Personal Information</p> <p>First Name *</p> <p>Last Name *</p> <p>E-mail</p> <p>Login Name</p> <p>Display Name *</p> <p>User ID</p> <p>Phone +61</p> <p>Language Select...</p> <p>Time Zone Select...</p> <p>Cancel Save</p>