

## PEMS

# HOW TO GUIDE

### **REGISTER FOR PEMS AND TWO-FACTOR AUTHENTICATION**

Before you can use PEMS you need to register using your **.gov.au** email address you have on file with Ministerial and Parliamentary Services (MaPS).

#### **Register for PEMS**

- 1. From the <u>MaPS</u> or <u>IPEA</u> websites, select **PEMS**.
- 2. From the PEMS webpage, select Register.
- 3. Enter your email address and click Send.

Register o	or Reset Password
	d click Send. An e-mail with a link to a page where you can reset e that the e-mail might take a few minutes to reach your inbox.
E-Mail*	
	* Required
	Send

- Once you have received your PEMS registration and temporary password via email, select Click here in the email to create a new password.
- Enter your password. It needs to be at least eight characters long and include one alphabetic, numeric and special character. Re-enter password. Click Save.
- 6. Enter your mobile number with the country code Australia.
- 7. Refer to your mobile phone for an SMS containing a validation code.
- 8. Enter the validation code and select Continue.
- 9. PEMS will Open.

#### Set up two-factor authentication

- 1. Navigate to the <u>PEMS User Profile</u> page. Log in to PEMS.
- Click Edit on personal information and add your mobile phone number in the phone field. Ensure the country code is for Australia as shown. Click Save.

Personal Information	
First Name*	
Last Name*	
E-mail	
Login Name	
Display Name*	
User ID	
Telephone*	+61-
Language	Select •
Time Zone	Select
	Cancel Save

3. The next time you log on to PEMS a **Register this Device** window will appear.

Telephone +*****5936	The PEMS-QAS application requ	his Device uires telephone verification. We sent a code to your telephone you have received and choose Continue.
	Telephone	+****5936
* Required	Code*	••••
		* Required
Request New Code Continue		Request New Code Continue



#### For further information or support:

#### **MaPS**

Non-travel related work expenses and HR services and advice.



maps.finance.gov.au

#### **IPEA**

Travel related advice, travel claim or reporting enquiries relating to parliamentarians and their employees.

ipea.gov.au