



# 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 [MaPS](#) or [IPEA](#) websites, select **PEMS**.
2. From the PEMS webpage, select **Register**.
3. Enter your email address and click **Send**.

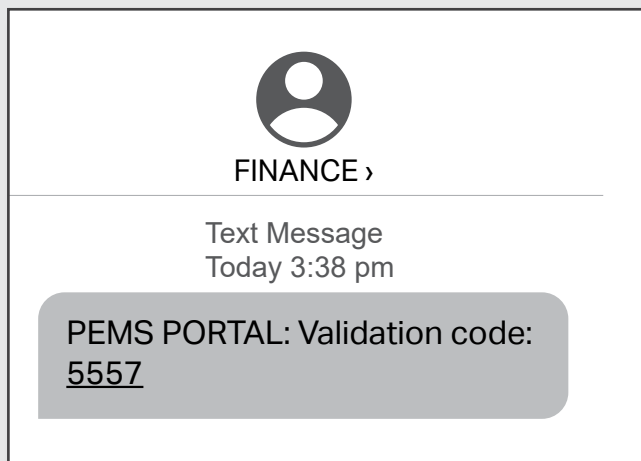
4. Once you have received your PEMS registration and temporary password via email, select **Click here** in the email to create a new password.
5. Enter your password. It needs to be at least eight characters long and include one alphabetic, numeric and special character. Re-enter password. Click **Save**.
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 [PEMS User Profile](#) page. **Log in** to PEMS.
2. 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**.

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

4. Refer to your mobile phone for an SMS containing a validation code.



5. Enter the validation code and select **Continue**. You have successfully logged on to PEMS using two-factor authentication.

## For further information or support:

### MaPS

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



[maps.finance.gov.au](http://maps.finance.gov.au)

### IPEA

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



[ipea.gov.au](http://ipea.gov.au)