

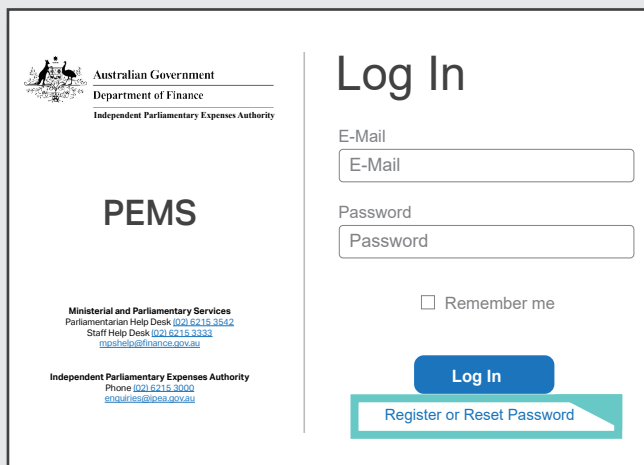


HOW TO GUIDE

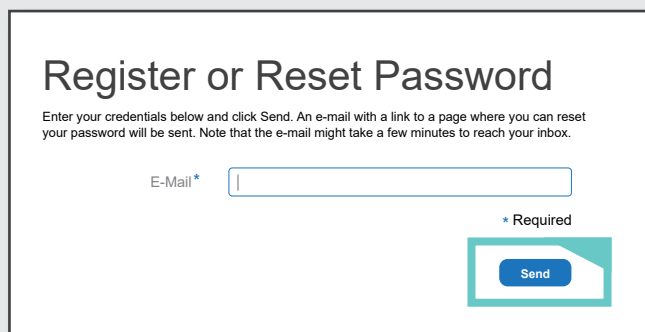
RESET PASSWORD FOR PEMS

If you have forgotten your password follow these steps:

1. From the [MaPS](#) or [IPEA](#) websites, select **PEMS**.
2. Click **Log In**.
3. On the Log in screen, select **Register or Reset Password**.



4. Enter your registered **.gov.au** email. Click **Send**.



5. Once you have received your reset password email, select **Click here** in the email to reset your password.
6. Enter your New Password. It needs to be at least eight characters long and include one alphabetic, numeric and special character. Re-enter Password.
7. Re-enter New Password.
8. Click **Save** and PEMS will open.

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