

# HELP GUIDE

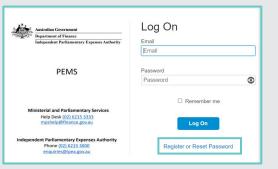
## REGISTRATION AND TWO-FACTOR AUTHENTICATION

To set up your Parliamentary Expenses Management System (PEMS) account you will need to register and set up two-factor authentication (2FA). You will need the **email address** that is on file with MaPS, and your **mobile phone number**.

PEMS

#### **Register for PEMS**

1. From the PEMS webpage (<u>https://pems.gov.au/</u>), click the **Register or Reset Password link**.



2. Enter the email address on file with MaPS and click **Send** (if unsure contact the <u>MaPS Helpdesk</u> to check your email address).

Register or Reset Password		
If you are a parliamentarian or current MOP(S) Act employee, enter the email address registered with MaPS in the field below and click "Send". If you have not received the "PEMS – Register or Reset Password" email within 15 minutes, please contact the MaPS Helpdesk on (02) 6215 333.		
Email *	[	
	"Required	
	Send	

- Once you have received your PEMS registration link via email, click the "Click here to reset your password" link in the email to create a new password.
- 4. Enter a password. Passwords need to be at least 8 characters long without spaces and must include an alphabetic letter, a number, and a special character, such as !@#\$%^&. Re-enter the password and click Save.

#### For further information or support: MaPS

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

maps.finance.gov.au

### Register for two factor authentication

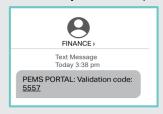
Two-factor authentication (2FA) is a simple process that will help keep your PEMS account safe. In addition to your email address and password, when you log into PEMS you will be asked to enter a code that has been sent to your registered mobile phone to verify your identity.

To register for 2FA:

 After setting up your password you will be taken to the "Register this Device" page. Enter your mobile number (leave the country code as 'Australia') and click **Request New Code**.

Register this Dev	vice
The PEMS-QAS application requires tel request a code.	lephone verification. Please enter your telephone number and
Telephone *	## +61 - XXX XXX XXX
Code *	
	*Require
	Request New Code Continue

6. A text message containing a validation code will be sent to your mobile phone. For example:



- 7. Enter the validation code from the text message into the "Code" field and click **Continue**.
- 8. PEMS will open. You have successfully logged into PEMS.

#### IPEA

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



ipea.gov.au