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**.

Register for PEMS

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

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

3. 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**.

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:

5. 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**.

6. A text message containing a validation code will be sent to your mobile phone. For example:
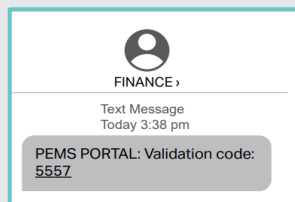
7. Enter the validation code from the text message into the "Code" field and click **Continue**.

8. PEMS will open. You have successfully logged into PEMS.

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 relating to parliamentarians and their employees.

🌐 **ipea.gov.au**