



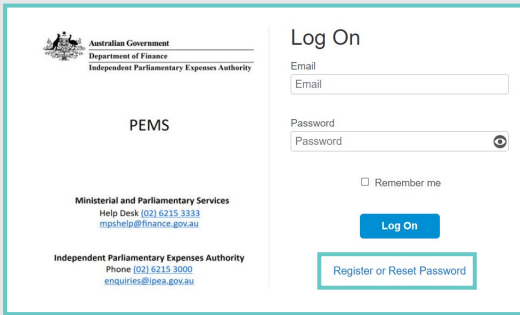
HELP GUIDE

RESET MY PASSWORD

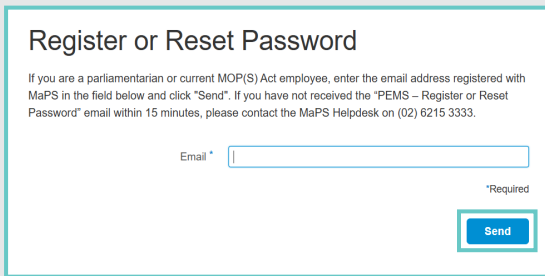
This guide will walk you through the steps to reset or change your password quickly and securely, ensuring that you can regain access to your account with ease.

Reset password for PEMS

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

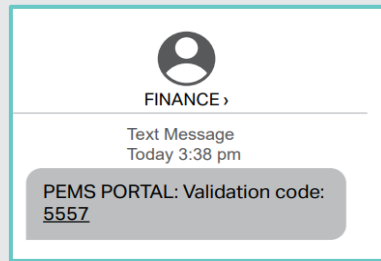


2. Enter the email address registered with MaPS and click **Send** (if unsure contact the [MaPS Helpdesk](#) to check your email address).

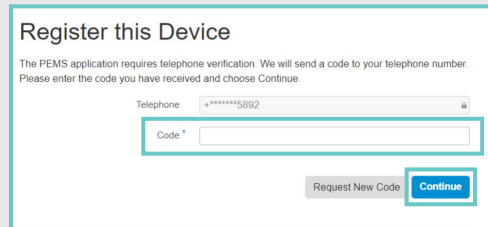


3. Once you have received your PEMS reset password link via email, click the **“Click here to reset your password”** link in the email to create a new password.

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 !@#\$\$%^&.
5. Re-enter the password and click **Save**.
6. A text message containing a validation code will be sent to your registered mobile phone to verify your identity. 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 reset your password.

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