Australian Government

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.

PEMS

Reset password for PEMS

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

Australian Government	Log On	
Department of Finance		
Independent Parliamentary Expenses Authority	Email	
	Email	
PEMS	Password	
	Password	0
	Remember me	
Ministerial and Parliamentary Services		
Help Desk (02) 6215 3333		
mpshelp@finance.gov.au	Log On	
Independent Parliamentary Expenses Authority		1
Phone (02) 6215 3000	Register or Reset Password	
enquiries@ipea.gov.au		

 Enter the email address registered with MaPS and click Send (if unsure contact the <u>MaPS</u> <u>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 3333.		
Email*		
"Required		
Send		

 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.
- A text message containing a validation code will be sent to your registered mobile phone to verify your identity. For example:



 Enter the validation code from the text message into the "Code" field and click Continue.

Register this Device The PEMS application requires telephone verification. We will send a code to your telephone number. Please enter the code you have received and choose Continue.					
c	Code *				
		Request New Code 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.

