



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, 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**.

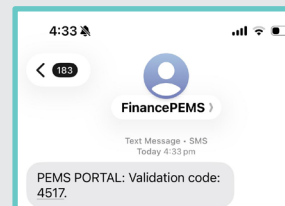
Register for two factor authentication

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.

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For further information or support please contact



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