



PEMS Fact Sheet 2

Register for PEMS

You will need to register for PEMS before you can start using it.

Registration for PEMS requires the use of the email address you have on file with the Department of Finance.

1. From the M&PS or IPEA websites, select the PEMS link.
2. From the PEMS webpage, select **Register**.
3. Enter your **E-Mail address** (as described above).
4. Click **Send**.
5. Once you have received your PEMS registration and password email, select **Click here** in the email to reset your password.
6. Enter your New Password.
Passwords need to be at least eight characters long. Passwords must include one alphabetic, numeric and special character.
7. Re-enter New Password.
8. Click Save and PEMS will open.

For help and assistance with PEMS:

- M&PS
 - Parliamentarian Help Desk (02) 6215 3542
 - Staff Help Desk (02) 6215 3333
 - mpshelp@finance.gov.au
- IPEA
 - (02) 6215 3000
 - enquiries@ipea.gov.au