



# PEMS Fact Sheet 3a - Registering a device for two-factor authentication

Note: This fact sheet is followed by *PEMS Fact sheet 3b – How to log on to PEMS*.

To access PEMS, users are required to enter two forms of authentication. The first form is an account ID and password, the second form is a one-time passcode generated by a SAP Authenticator application. This is commonly termed two-factor authentication.




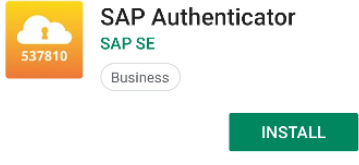
Users are required to register their PEMS account ID to the SAP Authenticator application. When registered the application will generate a one-time passcode for each time a user wishes to log on to PEMS.

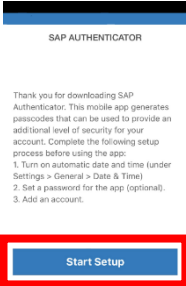
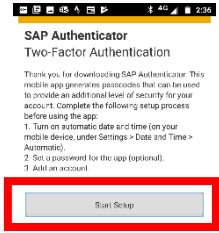

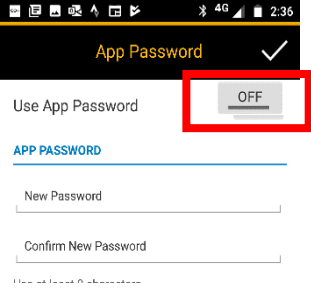
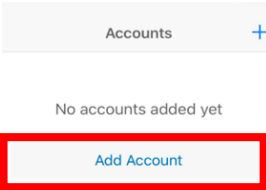
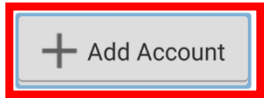
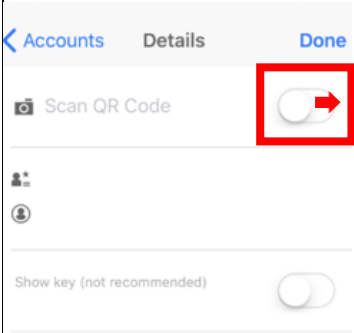
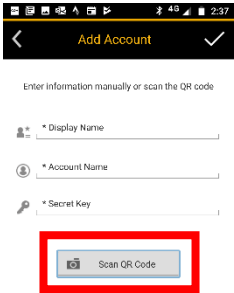
This fact sheet describes the process for how to set up the SAP Authenticator application on a mobile device and link a user’s PEMS account ID with the application.

Once you have completed the steps in this fact sheet, please refer to *PEMS Fact sheet 3b – Logging on to PEMS*.

Registering for two-factor authentication is a one-step process. However, if a registered device is lost or a user wishes to register a different device, a re-register process will need to be followed. Please refer to fact sheet: *PEMS Fact Sheet 3c – How to change the mobile device used for two-factor authentication.*

To follow the steps in this fact sheet, users will need have access to a mobile device (Smartphone or tablet) and preferably a desktop computer.

Step	Visual Step	
	iOS	Android
1. <b>Open</b> either the Apple App Store or Google Play on your mobile device. 2. <b>Search</b> for ‘SAP Authenticator’		
3. <b>Download and install</b> SAP Authenticator.	 SAP Authenticator Business	 SAP Authenticator SAP SE Business INSTALL
	iOS	Android

<p>4. <b>Open 'SAP Authenticator'. Click 'Start Setup'.</b></p>		
<p>5. <b>On an iOS device</b>  <b>Move 'App Password' slider to the left to deactivate the App password.</b>  <b>On an Android device</b>  <b>Toggle 'Use App Password' to 'OFF'.</b></p>	<p><b>iOS</b></p> 	<p><b>Android</b></p> 
<p>6. <b>Click 'Add Account'.</b></p>	<p><b>iOS</b></p> 	<p><b>Android</b></p> 
<p>7. <b>On an iOS device</b>  <b>Move 'Scan QR code' slider to the right.</b>  <b>On an Android Device</b>  <b>Select 'Scan QR Code'.</b></p>	<p><b>iOS</b></p> 	<p><b>Android</b></p> 

8. **Note for Android users:** If you do not have 'Barcode Scanner' on your device, you will need to download and install the scanner from Google Play.



Barcode Scanner  
ZXing Team

Shopping

INSTALL

9. In your web browser on your desktop computer, go to:  
<https://www.finance.gov.au/PEMSlogin/> and **click** 'Log on'.

## PEMS

PEMS is the Parliamentary Expenses Management System for Parliamentarians and Members of Parliament (Staff) Act 1984 Staff

Register

Log On

### How to Register

1. Select Register (above)
2. Enter your registered email address
3. You will receive an email to complete your registration

Register for PEMS access with the email address that you have on file with Ministerial and Parliamentary Services (Department of Finance). If you don't have an email address on file, please contact the Ministerial and Parliamentary Services Helpdesk.

### How to Log On

1. Select Log On (above)
2. Enter your registered email address
3. Enter the password you set during registration

10. **Enter** your e-mail address registered for PEMS and password in the fields provided, **click** 'Log On'.



Australian Government

## Log On

E-Mail

E-Mail


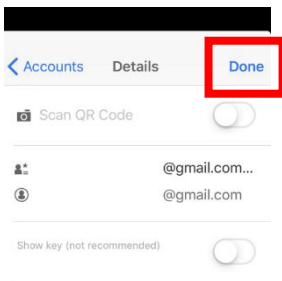
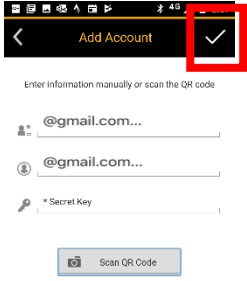
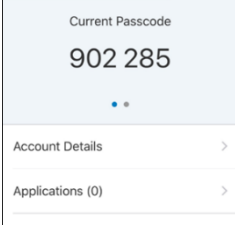
Password

Password

Remember me

Log On

[Register or Reset Password](#)

<p>11. PEMS will display a QR code on screen. Hold your mobile device up to the QR code on your desktop computer. Once the code is recognised, your 'Display Name' and 'Account Name' will be auto-populated in SAP Authenticator.</p> <p><b>Note: DO NOT scan the QR code on the fact sheet. It is for illustrative purposes only.</b></p>	<h3>Register this Device</h3> <p>The PEMS- application requires a time-based one-time passcode as a second factor for authentication. You need to activate a mobile device to generate passcodes. No devices are currently activated.</p> <div style="border: 1px solid #00a0e3; padding: 5px;"> <p>• SAP Authenticator is required to enable two-factor authentication.</p> <p>SAP Authenticator is required to enable two-factor authentication and to scan the QR code on your device. The iOS version is available in the <a href="#">Apple App Store (SM)</a>. The Android version is available in <a href="#">Google Play (TM)</a>.</p> <p><small>Apple and iTunes are trademarks of Apple Inc. App Store is a service mark of Apple Inc. Android and Google Play are trademarks of Google Inc.</small></p> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>1</b> Scan QR Code</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Your Secret Key</b></p> <div style="display: flex; align-items: center;"> </div> <div style="margin-top: 10px;"> <p>.....</p> <p style="text-align: right;">👁️</p> </div> </div> </div> <div style="width: 45%;"> <p><b>2</b> Enter generated passcode</p> <p>E-Mail <input type="text"/></p> <p>Passcode * <input type="password"/></p> <p style="text-align: right;"><small>*Required</small></p> <p style="text-align: right;"><a href="#">Continue</a></p> </div> </div>	
<p>Note: If you are using a mobile device only to set up two-factor authentication, you will not be able to scan the QR code. Instead, you can copy the code displayed underneath the QR code in PEMS (click on the 'eye' icon to reveal the code) and paste it into the field titled: 'Secret Key' in SAP Authenticator, then select 'Done'.)</p>		
<p>12. In SAP Authenticator, <b>select 'Done'</b>.</p>	<p><b>iOS</b></p> 	<p><b>Android</b></p> 
<p>13. The SAP Authenticator app will generate a six digit passcode.</p>		

14. In PEMS, **enter** the passcode in the field titled: 'Passcode', then **click** 'Continue'.

## Register this Device

The PEMS mobile application requires a time-based one-time passcode as a second factor for authentication. You need to activate a mobile device to generate passcodes. No devices are currently activated.

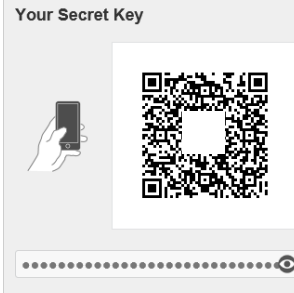
● SAP Authenticator is required to enable two-factor authentication.

SAP Authenticator is required to enable two-factor authentication and to scan the QR code on your device. The iOS version is available in the [Apple App Store \(SM\)](#). The Android version is available in [Google Play \(TM\)](#).

Apple and iTunes are trademarks of Apple Inc. App Store is a service mark of Apple Inc. Android and Google Play are trademarks of Google Inc.

1 Scan QR Code

Your Secret Key



.....

2 Enter generated passcode

E-Mail

Passcode \*

\*Required

15. You are now logged on to PEMS.

## For help and assistance with PEMS:

### M&PS

Parliamentarian Help Desk (02) 6215 3542

Staff Help Desk (02) 6215 3333

[mpshelp@finance.gov.au/](mailto:mpshelp@finance.gov.au)

## Important: Changing a registered device

If your registered device is subsequently lost or is unavailable, please call the M&PS Staff Help Desk or Parliamentarian helpdesk using the contact details above.

If you have access to your current registered device, and you wish to register a different device, please use *PEMS Factsheet 3c - How to change the mobile device used for two-factor authentication*.