



# PEMS Fact Sheet 3b

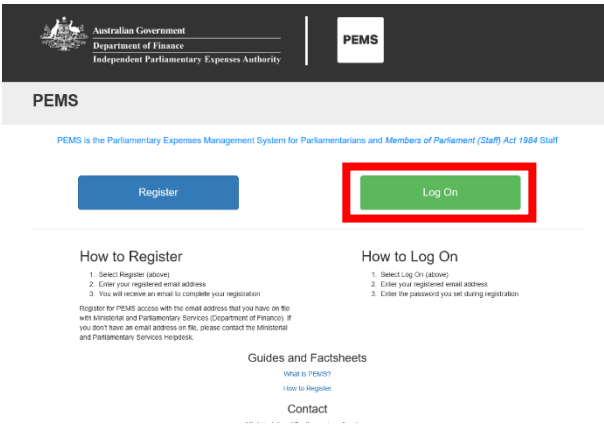
## How to log on to PEMS

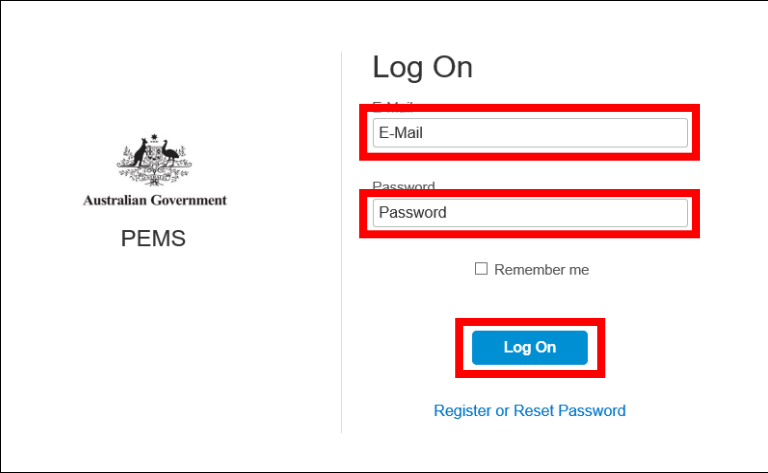


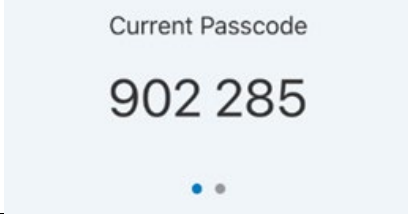
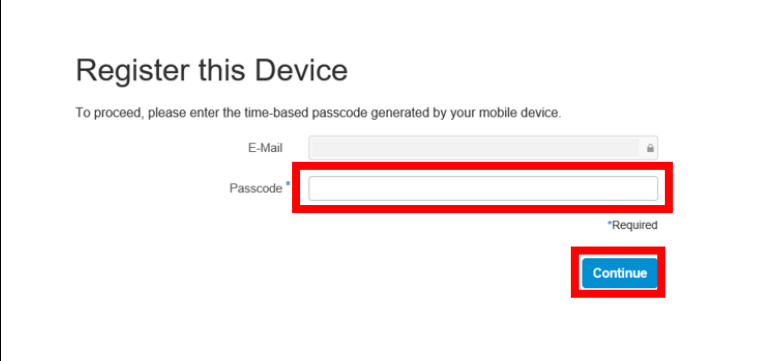
Note: Before reading this fact sheet, please read *PEMS Fact sheet 3a – Registering a device for two-factor authentication*.

To improve security on your PEMS account, the log on process requires two-factor authentication. This process requires two types of information. The first type is your username and password. The second type is a passcode generated by a passcode app on your mobile device.

To proceed, you must have the passcode app installed on your mobile device and registered with your PEMS account. If you have not already completed this step, please refer to *PEMS Fact sheet 3a – Registering a device for two-factor authentication*.

If you have already registered a device, and wish to replace the device, it will require re-registration. You can do this by referring to *PEMS Factsheet 3c - How to change the device used for 2FA*.

Step	Visual Step
1. <b>Access</b> the PEMS homepage via the link on the M&PS or IPEA website, or enter the following address into your web browser. <a href="https://www.finance.gov.au/pemslogin">https://www.finance.gov.au/pemslogin</a>	
2. On the PEMS login screen, <b>select</b> the green 'Log On' button.	 <p>The screenshot shows the PEMS homepage. At the top, there is a header with the Australian Government logo and the PEMS logo. Below the header, there are two buttons: a blue 'Register' button and a green 'Log On' button. The 'Log On' button is highlighted with a red rectangular box. Below the buttons, there are sections for 'How to Register' and 'How to Log On', each with a numbered list of steps. At the bottom, there are links for 'Guides and Factsheets' and 'Contact'.</p>

<p>3. <b>Enter</b> your e-mail and password in the fields provided and <b>click</b> 'Log On'.</p>		
<p>4. <b>Open</b> the SAP Authenticator application on your mobile device.</p>	<p><b>iOS</b></p> 	<p><b>Android</b></p> 
<p>5. The SAP Authenticator app will generate a six digit code.</p>		
<p>6. In PEMS, <b>enter</b> the code generated by the SAP authenticator app in the 'Passcode' field then <b>click</b> the 'Continue' button. The PEMS homepage will display.</p>		

**For 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/)