PEMS Fact Sheet 3b

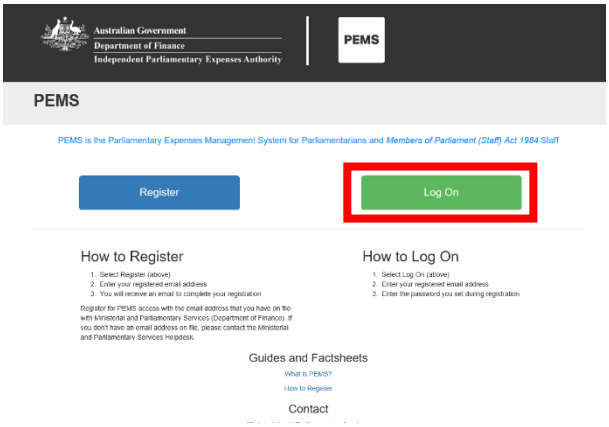
How to log on to PEMS

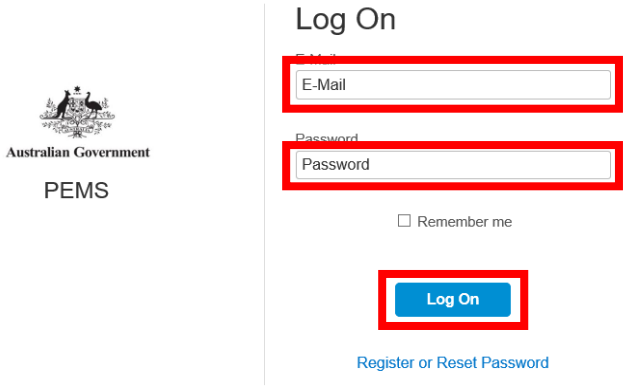
Note: Before reading this fact sheet, please read *PEMS Fact sheet 3a – Registering a device for two-factor authentication.*

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. **Access** the PEMS homepage via the link on the M&PS or IPEA website, or enter the following address into your web browser. https://www.finance.gov.au/pemslogin	
2. On the PEMS login screen, **select** the green 'Log On' button.	

<table>
<tr><td>3. Enter your e-mail and password in the fields provided and click ‘Log On’.</td><td> 
</td></tr>
<tr><td rowspan="2">4. Open the SAP Authenticator application on your mobile device.</td><td>iOS</td><td>Android</td></tr>
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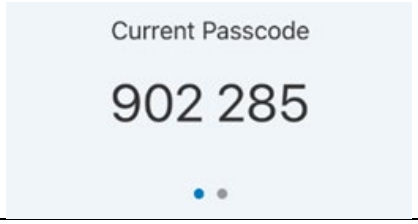
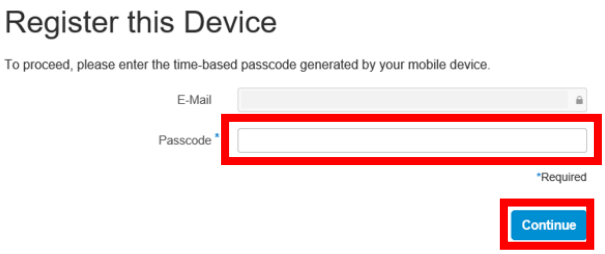
<tr><td>5. The SAP Authenticator app will generate a six digit code.</td><td colspan="2"> 
</td></tr>
<tr><td>6. In PEMS, enter the code generated by the SAP authenticator app in the ‘Passcode’ field then click the ‘Continue’ button. The PEMS homepage will display.</td><td colspan="2"> 
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For assistance with PEMS:

M&PS

Parliamentarian Help Desk (02) 6215 3542

Staff Help Desk (02) 6215 3333

mpshelp@finance.gov.au/