Getting Started

This job aid explains how to request a new FPMT user account. Two account options are available: Single Sign-On and username/password.

✓ Please use Chrome or Firefox as your browser. Do not use Internet Explorer or Edge.
✓ You must request a new account through FPMT using the below process. An account cannot be created for you.
✓ The default user role is read only. Edits rights must be requested after obtaining a read-only account.
✓ For assistance or to request edit rights, please contact the OFM Help Desk at HeretoHelp@ofm.wa.gov or (360) 407-9100.

Using Active Directory Federation Services (ADFS)

Active Directory Federation Services (ADFS) is a Single Sign-On (SSO) solution created by Microsoft. ADFS allows single sign on access to systems and applications across the state.

Only users with State Global Network (SGN) Active Directory accounts synchronized to Microsoft’s Azure cloud platform can utilize this option.

Note: Contact your IT department to determine if your user account meets this criteria.

Go to https://fpmt.gorpm.com.

The Sign In screen appears, as shown below.

Click the New user? Request an account hyperlink.
The **Verify ADFS credentials** popup window appears.

![Verify ADFS credentials window](image)

Click **Verify**.

**Note:** Depending on your browser configuration you may be prompted to choose a **Digital Certificate**. Click **Cancel** to proceed.
You will be redirected to the State of Washington ADFS page.

Enter your state of Washington **Username** and **Password**, and click the **Sign in** button to complete the verification. This is the **Username** and **Password** you use to log into your state computer.

The **Request an Account** screen appears with the **ADFS: Verified** message.
Enter your email address, user information, security questions and answers. For added security, security questions are required to set or reset your password. Be sure to remember your answers.

If you want to have **GoRPM credentials (username/password)** as well, check the **Also use GoRPM credentials to sign in** check box under the **Confirm email** text box.

**Note:** Leading and trailing whitespaces in answers get trimmed, and answers are not case sensitive.

After entering all required information, as shown, click **Submit**.
A **Next Step** screen appears, as shown, notifying you of your email address verification. Click **OK**.

Check your email inbox for a verification message, as shown below. Click the link in the email.

Upon clicking the link, you are directed to the GoRPM site and prompted to answer one of your security questions, as shown. Answer the question and click **SUBMIT**.
Upon successfully answering the security question, your email account is verified, and a **Success** message appears, as shown.

An email is sent to the User Manager or Customer Support to approve your account.

Upon approval, you receive an email such as the one below. You can click on the link to sign in to GoRPM using the **ADFS** button.

![GoRPM Success Email](image)

**Your GoRPM account has been approved.**

You can now log in by navigating to the following link:

```
https://your-organization.gorpm.com
```

*This email was sent from GoRPM:  https://your-organization.gorpm.com*
Using GoRPM Authentication (Username and password)

Go to https://fpmt.gorpm.com.

The Sign In screen appears, as shown below.

The Verify ADFS credentials popup window appears.

Click the No, thanks. I want to sign in with just GoRPM credentials.
The **Request an Account** screen appears.
Enter your email address, user information, security questions and answers. For added security, security questions are required to set or reset your password. Be sure to remember your answers. Fill in the **Title** field with your agency acronym followed by job title. **Example:** DES Facilities Planner

**Note:** Leading and trailing whitespaces in answers get trimmed, and answers are not case sensitive.

After entering all required information, as shown, click **Submit**.
A Next Step screen appears, as shown, notifying you of your email address verification. Click OK.

Check your email inbox for a verification message, as shown below. Click the link in the email

Next Step: Verify your GoRPM email address by navigating to the following link:

https://your-organization.com/html/verifyemail.html?emid=demo%40gorpm.com&euid=15925b3-0ef1-4e33-9678-d454ece913db

When you navigate to the above link, you will need to verify your identity by answering one of your security questions.

This email was sent from GoRPM: https://your-organization.com.gorpm.com

Upon clicking the link, you are directed to the GoRPM site and prompted to answer one of your security questions, as shown. Answer the question, and click SUBMIT.
Upon successfully answering the security question, your email account is verified, and a Success message appears, as shown.

An email is sent to the User Manager or Customer Support to approve your account.

Upon approval, you will receive an email such as the one below. Follow the instructions in the email regarding logging in with your temporary password.

Sign in with your temporary password within 24 hours. When you sign in, you will be required to:

- Verify your identity by answering one of your security questions.
- Change your temporary password to one of your own choosing.

Note: The password expires within 24 hours.