

# 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](mailto: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.

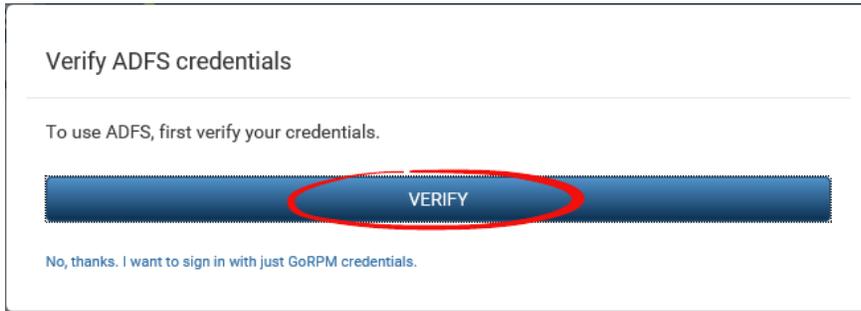
Go to <https://fpmt.gorpm.com>.

The **Sign In** screen appears, as shown below.



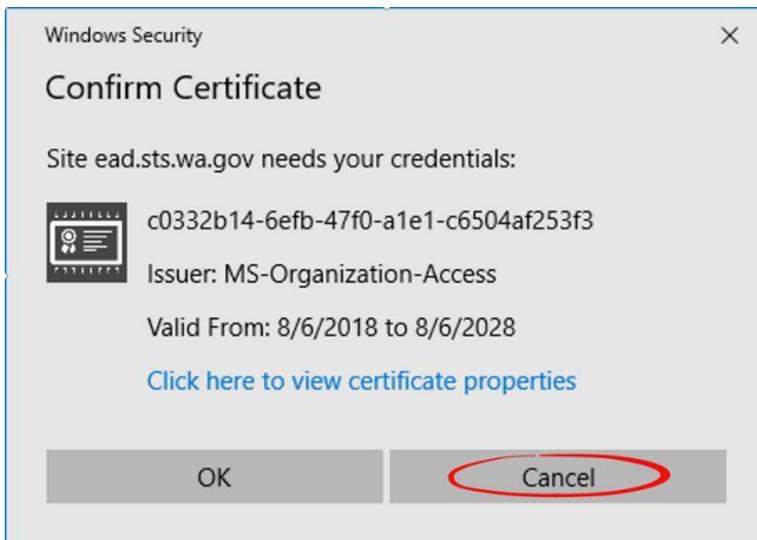
Click the **New user? Request an account** hyperlink.

The **Verify ADFS credentials** popup window appears.

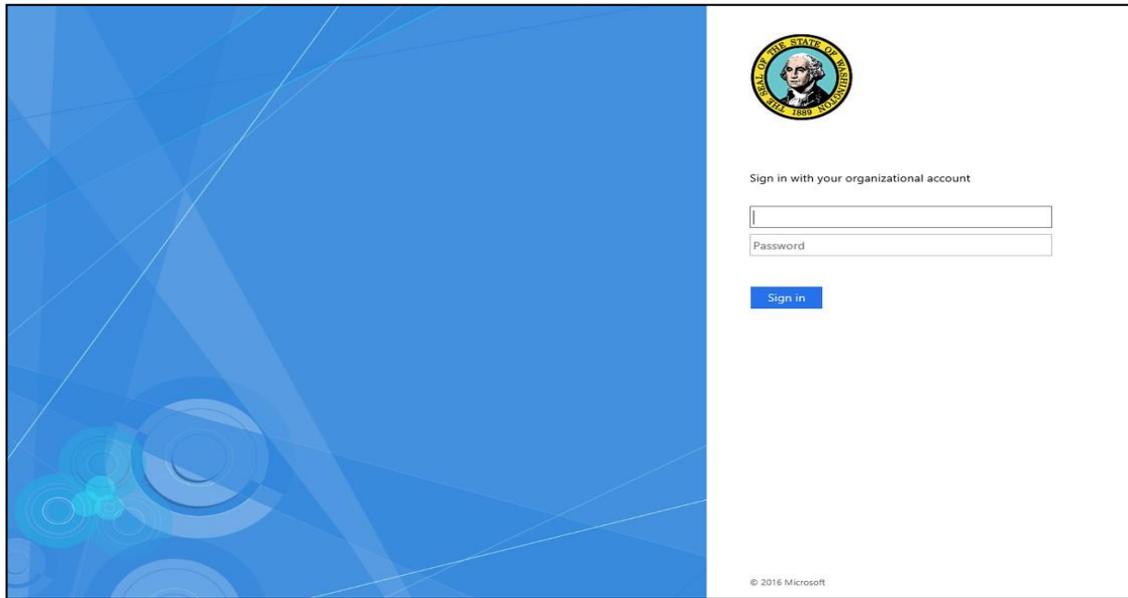


Click **Verify**.

**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.



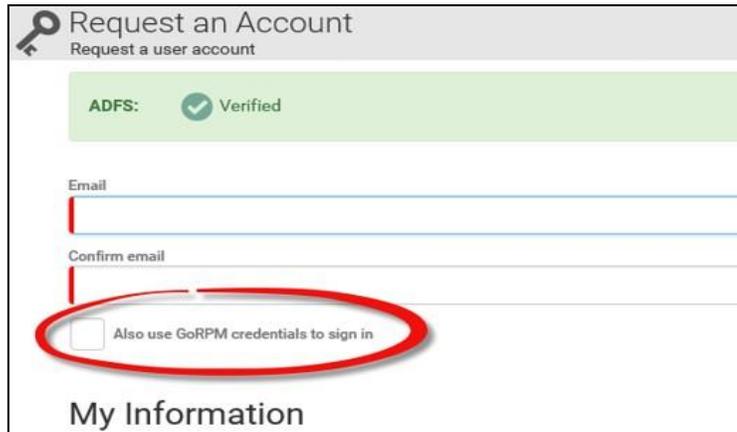
Enter your state of Washington **Username** and **Password**, and click the **Sign in** button to complete the verification. This is the **Username** and **Password** you use to log into your state computer.

The **Request an Account** screen appears with the **ADFS: Verified** message.

A screenshot of a mobile application interface titled "Request an Account" for "GoRPM". At the top, there is a green banner with the text "ADFS: Verified" and a checkmark icon. Below this, there are two input fields for "Email" and "Confirm email". A checkbox labeled "Also use GoRPM credentials to sign in" is present. The "My Information" section contains input fields for "First name", "Last name", "Phone", and "Title". The "Security Questions" section consists of three sets of "Security question" (dropdown), "Answer", and "Confirm Answer" fields. At the bottom, there are "SUBMIT" and "Cancel" buttons.

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.

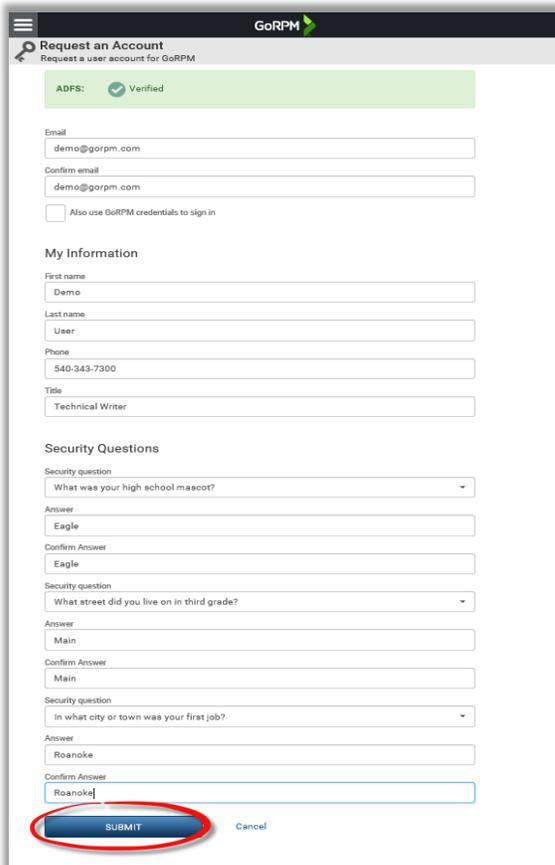


The screenshot shows the 'Request an Account' form with the following elements:

- Header: Request an Account, Request a user account
- Status: ADFS: Verified (with a green checkmark)
- Form fields: Email, Confirm email
- Checkbox:  Also use GoRPM credentials to sign in (circled in red)
- Section: My Information

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

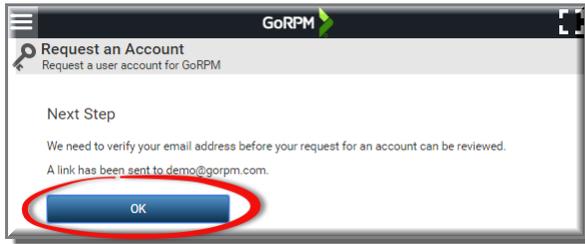
After entering all required information, as shown, click **Submit**.



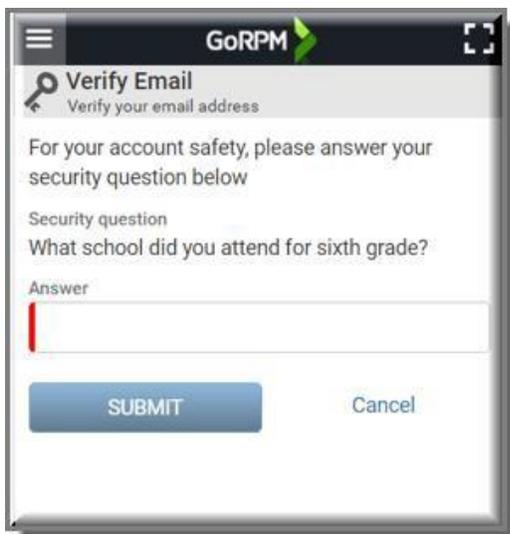
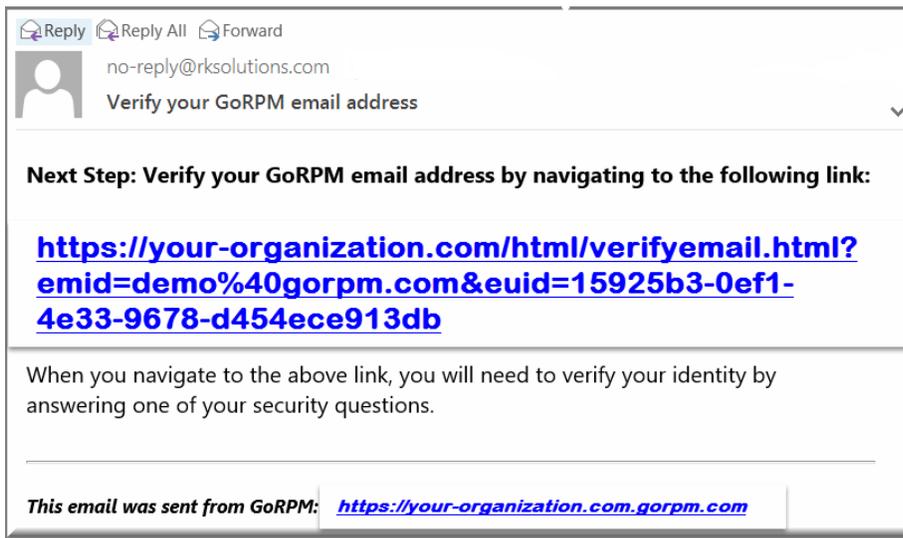
The screenshot shows the 'Request an Account' form with the following elements:

- Header: Request an Account, Request a user account for GoRPM
- Status: ADFS: Verified (with a green checkmark)
- Form fields: Email (demo@gorpm.com), Confirm email (demo@gorpm.com)
- Checkbox:  Also use GoRPM credentials to sign in
- Section: My Information
- Form fields: First name (Demo), Last name (User), Phone (540-343-7300), Title (Technical Writer)
- Section: Security Questions
- Form fields: Security question (What was your high school mascot?), Answer (Eagle), Confirm Answer (Eagle), Security question (What street did you live on in third grade?), Answer (Main), Confirm Answer (Main), Security question (In what city or town was your first job?), Answer (Roanoke), Confirm Answer (Roanoke)
- Buttons: SUBMIT (circled in red), Cancel

A **Next Step** screen appears, as shown, notifying you of your email address verification. Click **OK**.



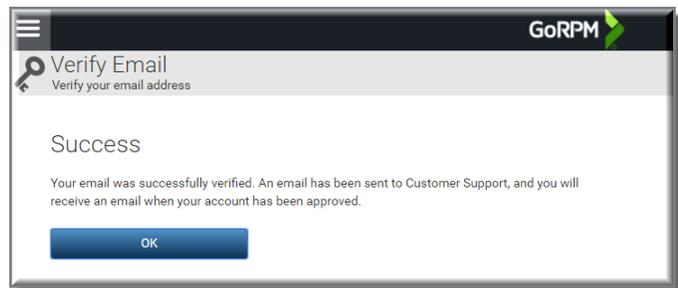
Check your email inbox for a verification message, as shown below. Click the link in the email.



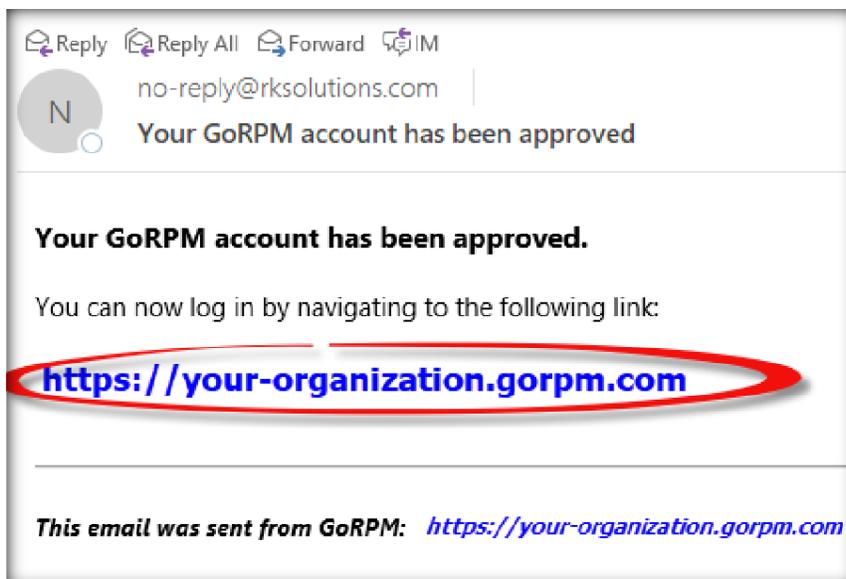
Upon clicking the link, you are directed to the GoRPM site and prompted to answer one of your security questions, as shown. Answer the question and click **SUBMIT**.

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.



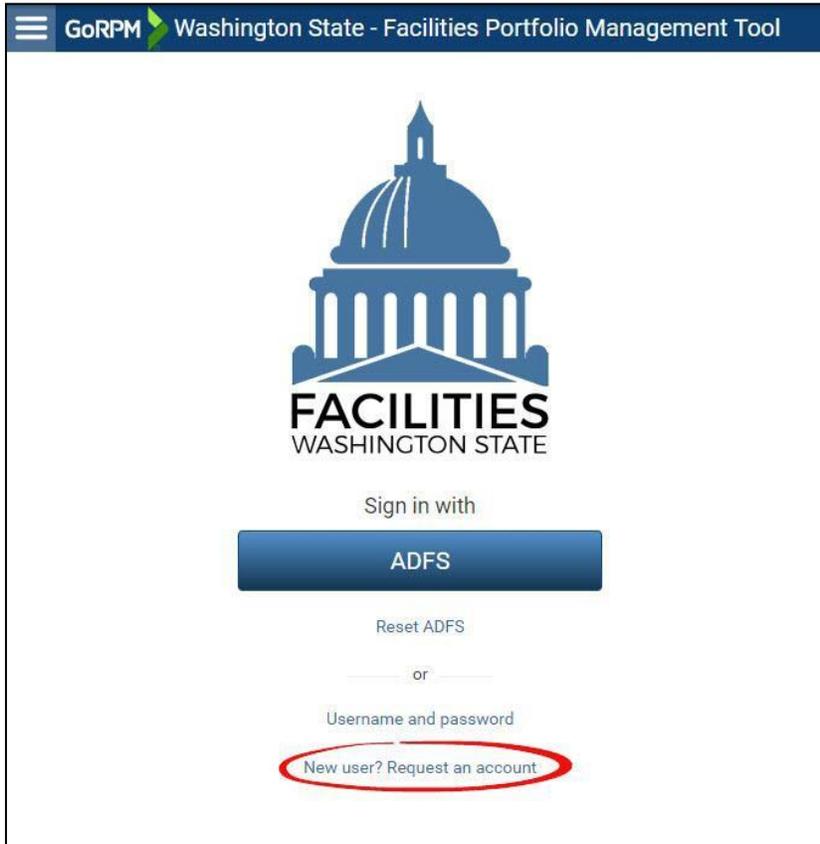
Upon approval, you receive an email such as the one below. You can click on the link to sign in to GoRPM using the **ADFS** button.



## Using GoRPM Authentication (Username and password)

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

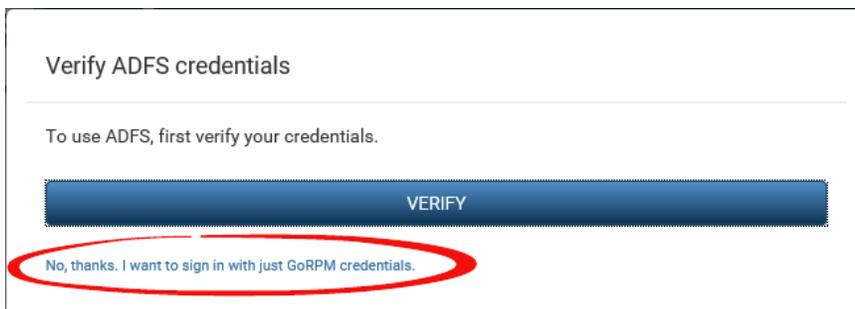
The **Sign In** screen appears, as shown below.



Click the **New user? Request an account** hyperlink.

The **Verify ADFS credentials** popup window appears.

Click the **No, thanks. I want to sign in with just GoRPM credentials**



The **Request an Account** screen appears.

**Request an Account**  
Request a user account for GoRPM

Third Party Authentication: Not Verified

Email

Confirm email

**My Information**

First name

Last name

Phone

Title

**Security Questions**

Security question

Answer

Confirm Answer

Security question

Answer

Confirm Answer

Security question

Answer

Confirm Answer

**SUBMIT** Cancel

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**.

**Request an Account**  
Request a user account for GoRPM

Third Party Authentication: Not Verified

Email: demo@gorpm.com

Confirm email: demo@gorpm.com

### My Information

First name: Demo

Last name: User

Phone: 540-343-7300

Title: Technical Writer

### Security Questions

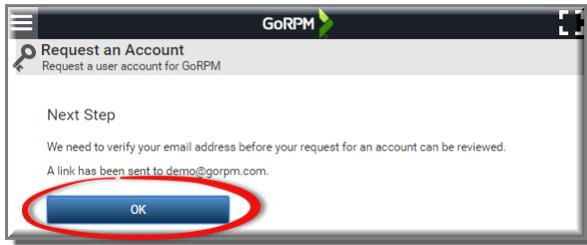
Security question: What was model of your first car?  
Answer: Tesla  
Confirm Answer: Tesla

Security question: What was your childhood phone number including area code? (e.g., 000-000-0000)  
Answer: 000-000-0000  
Confirm Answer: 000-000-0000

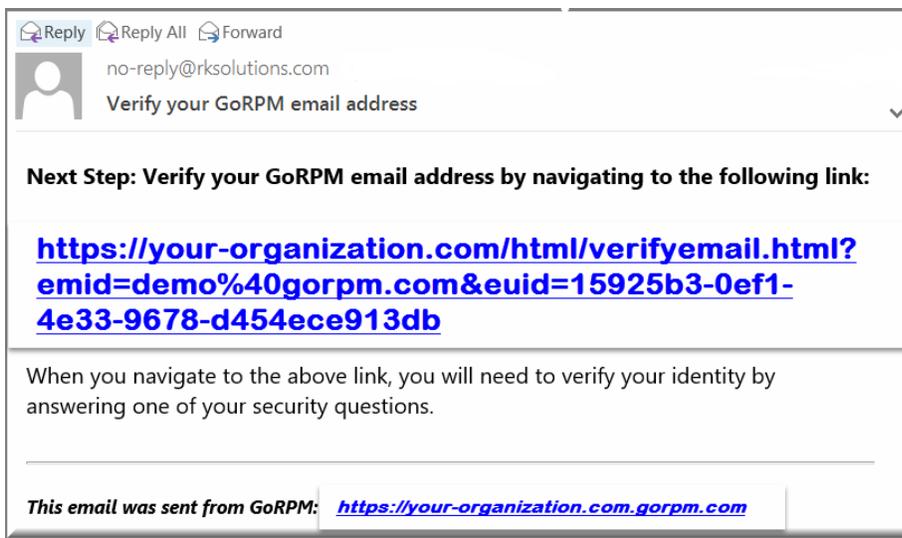
Security question: What was the name of your first stuffed animal?  
Answer: Teddy  
Confirm Answer: Teddy

**SUBMIT** Cancel

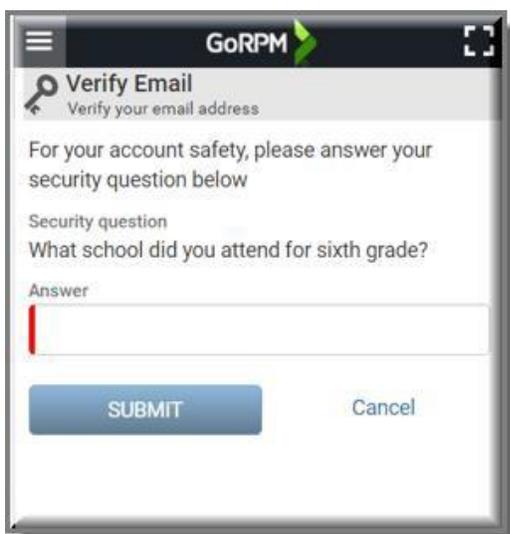
A **Next Step** screen appears, as shown, notifying you of your email address verification. Click **OK**.



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

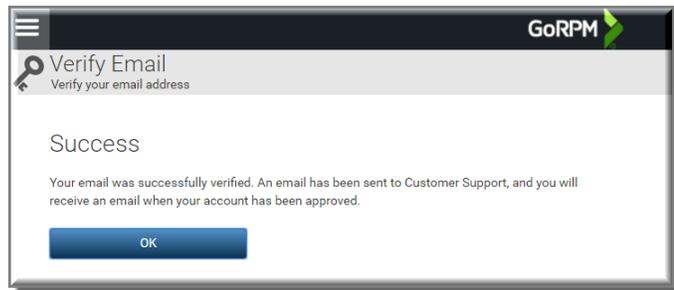


Upon clicking the link, you are directed to the GoRPM site and prompted to answer one of your security questions, as shown. Answer the question, and click **SUBMIT**.

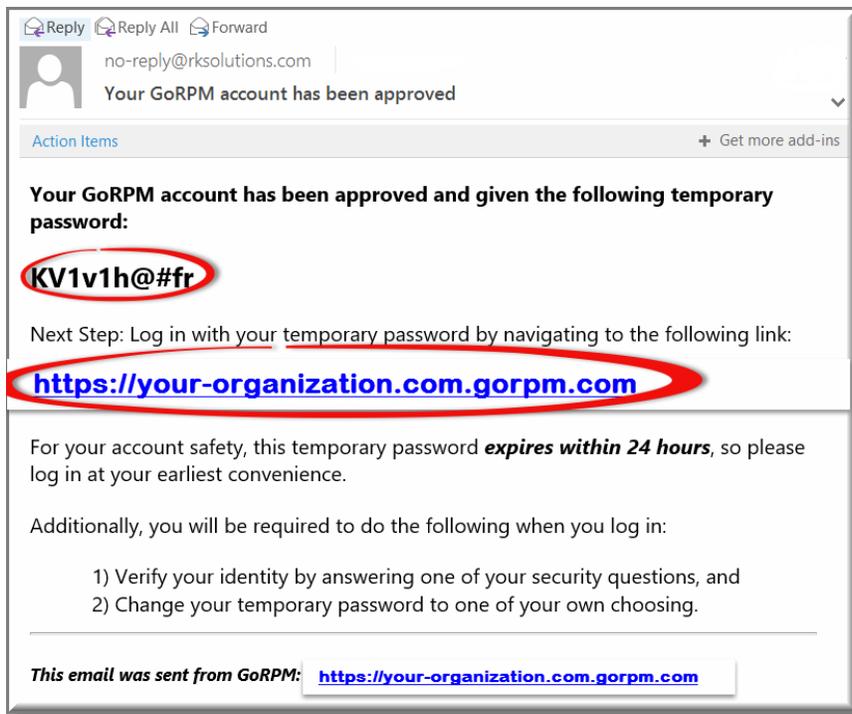


Upon successfully answering the security question, your email account is verified, and a **Success** message appears, as shown.

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



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



**Note:** The password expires within 24 hours.

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.