You need to request your own user account because FPMT will prompt you for information to verify your sign in credentials. You will also need to provide answers to security questions that can be used to confirm your identity for password requests.

Overview

The FPMT sign in screen provides a link for you to request your new user account.

✓ Single sign on (SSO) is available via the State Government Network (SGN) when your agency uses the Active Directory Federated Services (ADFS). Contact your IT help desk if you need to determine if your agency supports single sign on (SSO).

Step	Action	Additional Information
1	Select link to request new user account	Use Chrome, Edge or Firefox browser to go to the FPMT sign in screen (https://fpmt.gorpm.com/) to request your new user account.
2	Select sign in verification method	You can verify sign in credentials using ADFS (use this for single sign on) or GoRPM (use this if your agency does not support single sign on).
3	Provide information for your new user account	FPMT will require information to verify your sign in credentials. You will also need to provide answers to security questions that the system can use to confirm your identity for account resets or password requests.
4	Check your email for next steps and additional information	FPMT will send you an automated email to verify your email address and sign in credentials. Use the link in the email to confirm your information.
5	Contact your agency's FPMT administrator if you need edit rights	Your new user account will be setup as "read only." If you need edit rights, once your new read-only account has been approved by OFM, take the required FPMT eLearning training, and notify your agency FPMT administrator. Agency FPMT administrators are responsible for approving edit rights via an email to the OFM Help Desk. The email subject line should read: FPMT Account Request Add Edit - User Name - Agency # (e.g., FPMT Account Request Add Edit - John Doe - 310)
6	Subscribe to FPMT GovDelivery notifications	OFM uses GovDelivery to notify users of system outages, planned maintenance and other updates specific to FPMT.
7	Refer to FPMT job aids for data entry tasks	OFM's FPMT job aids provide step-by-step instructions for all core system tasks.
FPMT uses standard software tools from GoRPM provided by our vendor R&K Solutions. Some of the screens and automated emails will have references to GoRPM or R&K solutions.		

ADFS / Single Sign On (SSO) - Inside State Government Network (SGN)

The FPMT sign in screen includes a link to request a new user account.

✓ Single sign on (SSO) is available via the State Government Network (SGN) when your agency uses the Active Directory Federated Services (ADFS). Contact your IT help desk if you need to determine if your agency supports single sign on (SSO).

1. **Open:** Browser.
2. **Input:** FPMT address (https://fpmt.gorpm.com/).
3. **Select:** New user? request an account.

➔ FPMT will prompt you to verify your sign in credentials.

➔ FPMT uses standard software tools from GoRPM provided by our vendor R&K Solutions. Some of the screens and automated emails will have references to GoRPM or R&K solutions.

Use Chrome, Edge, or Firefox for your browser.

🔍 https://fpmt.gorpm.com/

☰ GoRPM ▶ Washington State - Facilities Portfolio Management Tool

FACILITIES
WASHINGTON STATE

Sign in with

ADFS

Reset ADFS

or

Username and password

New user? Request an account

4. **Select:** Verify. Use this for single sign on (SSO).

➔ FPMT will prompt you for additional information for your new user account.

➔ If you are prompted to confirm a digital certificate, select 'cancel' to proceed to the next step.

Windows Security
Confirm Certificate
Site ead.sts.wa.gov needs your credentials:
Issuer: MS-Organization-Access
Valid From: 8/6/2018 to 8/6/2028
Click here to view certificate properties
OK | Cancel

Verify ADFS credentials

To use ADFS, first verify your credentials.

VERIFY ← Inside State Government Network (SGN) with Single Sign On (SSO)

No, thanks. I want to sign in with just GoRPM credentials. ← Outside State Government Network (SGN)

5. **Input:** User ID (username).
6. **Input:** Password.

➔ This is the user ID and password you use to log on to your agency network (state computer).

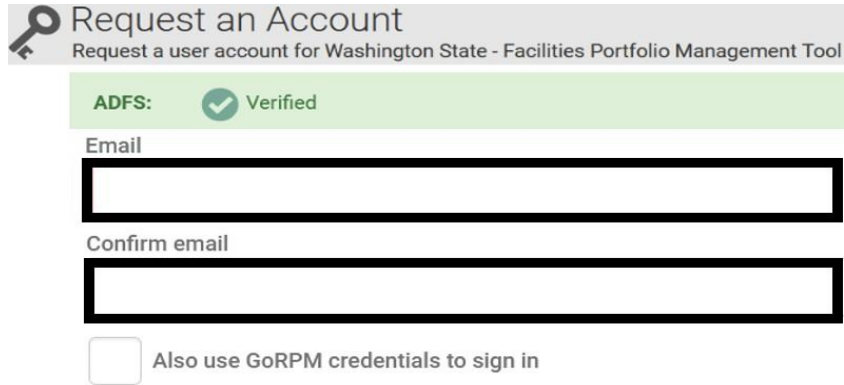7. **Select:** Sign in.

➔ ADFS will verify your sign in credentials.

Sign in with your organizational account

someone@example.com

Password
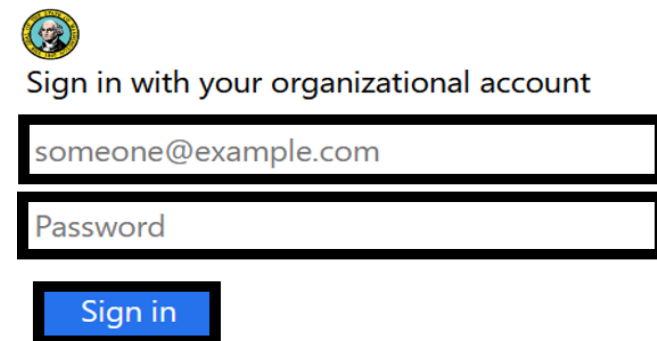
Sign in

8. Input: Email.

➔ Use your work email address.

➔ If you also need to access FPMT outside of the state government network (SGN), select the checkbox to also use GoRPM credentials to sign in.

✔ Also use GoRPM credentials to sign in

Request an Account
Request a user account for Washington State - Facilities Portfolio Management Tool

ADFS: ✔ Verified

Email

Confirm email

☐ Also use GoRPM credentials to sign in

9. Input: First name.
10. Input: Last name.
11. Input: Phone.
12. Input: Title.

➔ Use your agency acronym and job title. For example, DES Facilities Planner.

My Information
First name

Last name

Phone

Title

13. Select: Security question.
14. Input: Answer.

➔ Answers are not case sensitive. Leading and trailing whitespaces in answers will be trimmed.

➔ Remember your answers to security questions because FPMT will use these to verify your sign in credentials and confirm your identify for account resets or password requests.

FPMT uses standard security protocols. For example, you will need to provide answers for more than one security question.

Security Questions
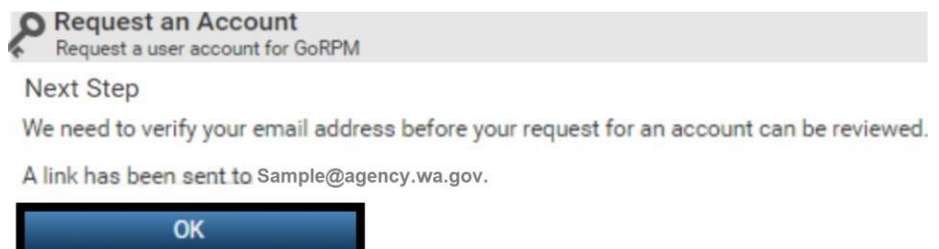Security question

Answer

Confirm answer

15. Select: Submit.

➔ FPMT will display a confirmation for next steps.

SUBMIT   Cancel

16. Select: OK.

➔ Go to your email account and open the verification notice. This will be a 'no-reply' automated email to verify your information.

Request an Account
Request a user account for GoRPM

Next Step

We need to verify your email address before your request for an account can be reviewed.

A link has been sent to Sample@agency.wa.gov.

OK

17. Select: Verification link in your email.

➔ FPMT will prompt you to answer a security question.

From: no-reply-sow@gorpm.com
Sent: Sample Date/Time
To: Sample@agency.wa.gov
Subject: Verify your Washington State - Facilities Portfolio Management Tool email address

Next Step: Verify your Washington State – Facilities Portfolio Management Tool email address by navigating to the following link

Sample verification link

18. Input: Answer.

19. Select: Submit.

➔ FPMT will display a confirmation.

20. Select: OK.

➔ OFM Help Desk will review and process your request for a new user account.

➔ FPMT will send you an automated email with information about your new user account. This process usually takes 1 to 3 business days.

For your account safety, please answer your security question below
Security question
Sample security question
Answer

SUBMIT   Cancel

Verify Email
Verify your email address

Success

Your email was successfully verified. An email has been sent to Customer Support, and you will receive an email when your account has been approved.

OK

➔ In this example, we receive an automated email with information about our request for a new FPMT user account.

✓ If you do not receive a confirmation email, check your junk email settings to ensure you have not blocked email from 'no-reply' or 'gorpm' or rksolutions'.

From: no-reply-sow@gorpm.com
Sent: Sample Date/Time
To: Sample@agency.wa.gov
Subject: Your Washington State - Facilities Portfolio Management Tool account has been approved

➔ In this example, we select ADFS from the FPMT sign in screen to use our new user account.

GoRPM ➤ Washington State - Facilities Portfolio Management Tool

FACILITIES
WASHINGTON STATE
Sign in with

ADFS

Reset ADFS
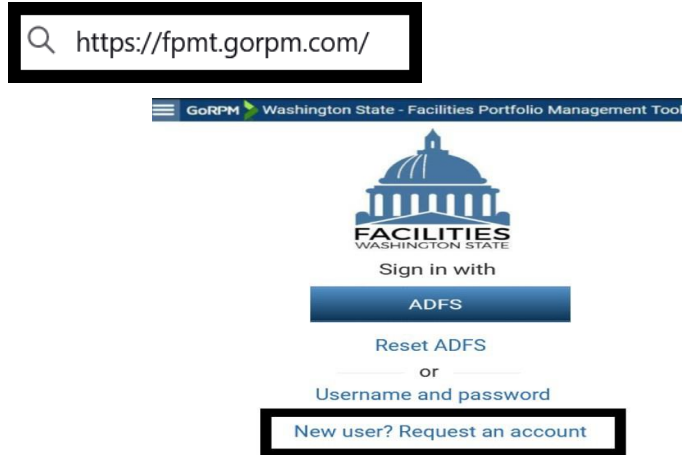Username and password

New user? Request an account

GoRPM Username & Password (Not Single Sign On)

The FPMT sign in screen includes a link to request a new user account.

✓ If your agency does not support single sign on (SSO), you will need to input your username and password each time you sign in to FPMT.

1. **Open:** Browser.
2. **Input:** FPMT address (https://fpmt.gorpm.com/).
3. **Select:** New user? request an account.

➔ FPMT will prompt you to verify your sign in credentials.

➔ FPMT uses standard software tools from GoRPM provided by our vendor R&K Solutions. Some of the screens and automated emails will have references to GoRPM or R&K solutions.
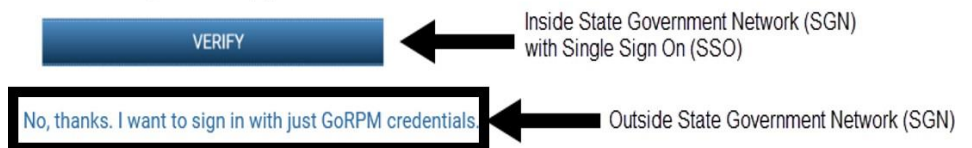
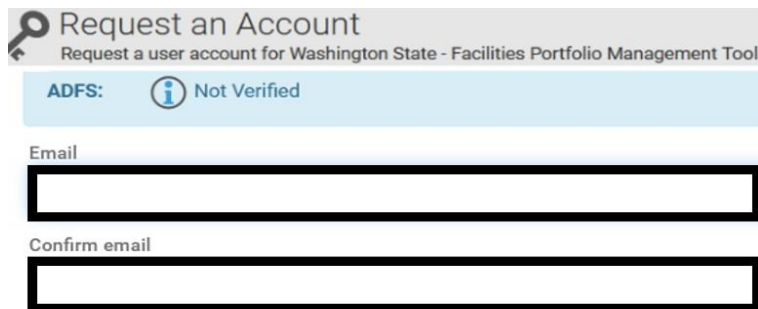Use Chrome, Edge, or Firefox for your browser.

🔍 https://fpmt.gorpm.com/

☰ GoRPM ▶ Washington State - Facilities Portfolio Management Tool

FACILITIES
WASHINGTON STATE

Sign in with

ADFS

Reset ADFS

or

Username and password

New user? Request an account

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4. **Select:** No thanks, I just want to sign in with GoRPM credentials.

➔ Use this if your agency doesn't support single sign on (SSO). FPMT will prompt you for additional information for your new user account.

Verify ADFS credentials

To use ADFS, first verify your credentials.

VERIFY ⬅ Inside State Government Network (SGN) with Single Sign On (SSO)

No, thanks. I want to sign in with just GoRPM credentials. ⬅ Outside State Government Network (SGN)

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5. **Input:** Email.

➔ Use your work email address.

🔍 Request an Account
Request a user account for Washington State - Facilities Portfolio Management Tool

ADFS: ⓘ Not Verified

Email

Confirm email

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6. **Input:** First name.
7. **Input:** Last name.
8. **Input:** Phone.
9. **Input:** Title.

➔ Use your agency acronymn and job title. For example, DES Facilities Planner.

My Information

First name

Last name

Phone

Title
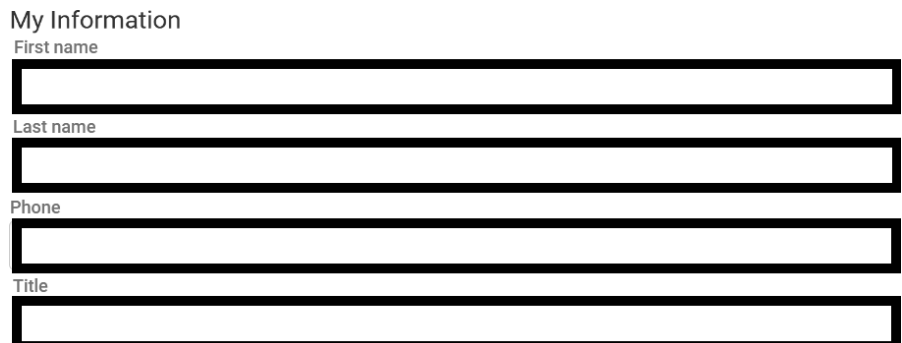
10. Select: Security questions.

11. Input: Answers.

➔ Answers are not case sensitive. Leading and trailing whitespaces in answers will be trimmed.

➔ Remember your answers to security questions because FPMT will use these to verify your sign in credentials and confirm your identify for account resets or password requests.

FPMT uses standard security protocols. For example, you will need to provide answers for more than one security question.

Security Questions

Security question

Answer

Confirm answer

12. Select: Submit.

➔ FPMT will send a verification notice to your email and display a confirmation for next steps.

SUBMIT   Cancel

13. Select: OK.

➔ Go to your email account and open the verification notice. This will be a 'no-reply' automated email to verify your information.

Request an Account
Request a user account for GoRPM

Next Step

We need to verify your email address before your request for an account can be reviewed.

A link has been sent to Sample@agency.wa.gov.

OK

14. Select: Verification link in your email.

➔ FPMT will prompt you to answer a security question.

From: no-reply-sow@gorpm.com
Sent: Sample Date/Time
To: Sample@agency.wa.gov
Subject: Verify your Washington State - Facilities Portfolio Management Tool email address

Next Step: Verify your Washington State – Facilities Portfolio Management Tool email address by navigating to the following link

Sample verification link

15. Input: Answer.

16. Select: Submit.

➔ FPMT will display a confirmation.

17. Select: OK.

➔ OFM Help Desk will review and process your request for a new user account.

➔ FPMT will send you an automated email with information about your new user account. This process usually takes 1 to 3 business days.

For your account safety, please answer your security question below
Security question
Sample security question
Answer

SUBMIT   Cancel

Verify Email
Verify your email address

Success

Your email was successfully verified. An email has been sent to Customer Support, and you will receive an email when your account has been approved.

OK

➔ In this example, we receive an automated email with information about our request for a new FPMT user account.

✓ The approval email will include your temporary password with a link to sign in so that you can change your temporary password before it expires. If you do not receive a confirmation email, check your junk email settings to ensure you have not blocked email from 'no-reply' or 'gorpm' or 'rksolutions'.

From: no-reply-sow@gorpm.com

Sent: Sample Date/Time

To: Sample@agency.wa.gov

Subject: Your Washington State - Facilities Portfolio Management Tool account has been approved

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➔ In this example, we select username and password from the FPMT sign in screen to use our new user account.