

## FPMT Password Reset

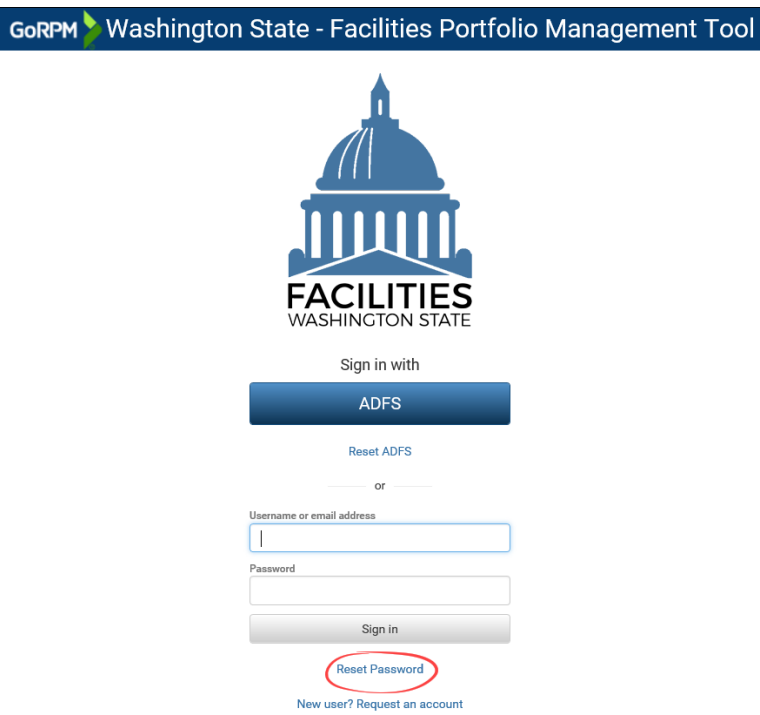
This job aid explains how to reset your FPMT account password.

- ✓ Please use Chrome or Firefox as your browser. Do not use Internet Explorer.

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



On the **Sign in** screen, click the **Username and Password** hyperlink.



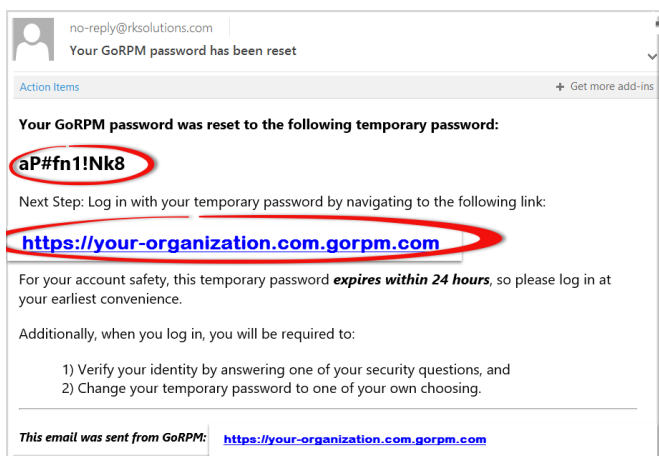
Click the **Reset Password** hyperlink.

The **Reset Password** screen appears, as shown. Enter your email address and click **SUBMIT**.

The **Reset Password – Security Question** screen appears. Enter your answer and click **SUBMIT**.

The **Reset Password – Next Step** screen appears. Click **OK**

Check your inbox for an email, such as the one below, confirming your password reset and providing a temporary password.

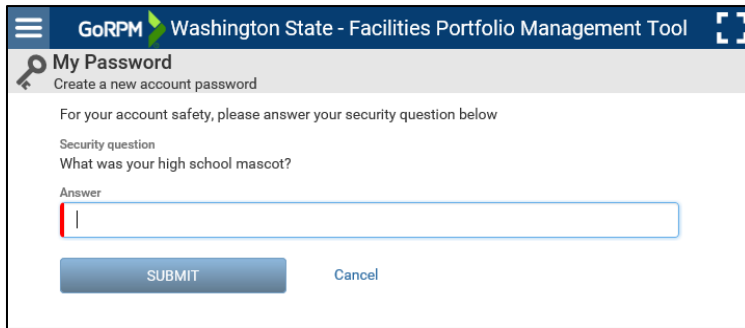


**Note:** The password expires within 24 hours.

Follow the instructions in the email regarding logging in with your temporary password.

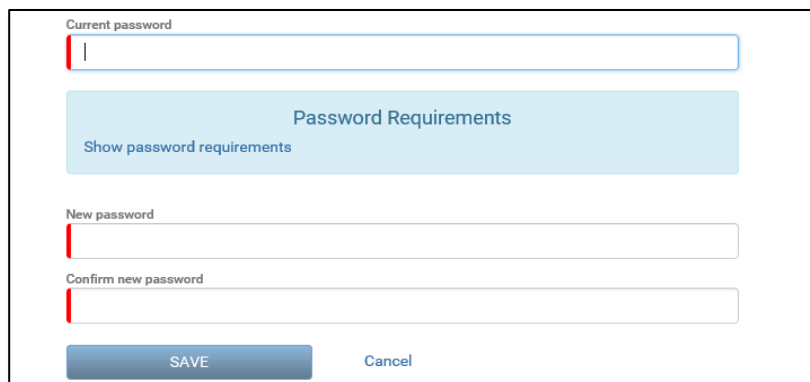
When you sign in, you will be required to:

- Verify your identity by answering one of your security questions



The screenshot shows a web interface for 'GoRPM Washington State - Facilities Portfolio Management Tool'. The main heading is 'My Password' with a sub-heading 'Create a new account password'. Below this, a message states: 'For your account safety, please answer your security question below'. The 'Security question' is 'What was your high school mascot?'. There is an 'Answer' input field with a red vertical bar on the left side. At the bottom, there are two buttons: 'SUBMIT' and 'Cancel'.

- Change your temporary password to one of your own choosing



The screenshot shows a web interface for changing a password. It features three input fields: 'Current password', 'New password', and 'Confirm new password'. Each field has a red vertical bar on the left side. Below the 'Current password' field is a light blue box with the heading 'Password Requirements' and a link 'Show password requirements'. At the bottom, there are two buttons: 'SAVE' and 'Cancel'.