

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](#).

Using Active Directory Federation Services (ADFS)

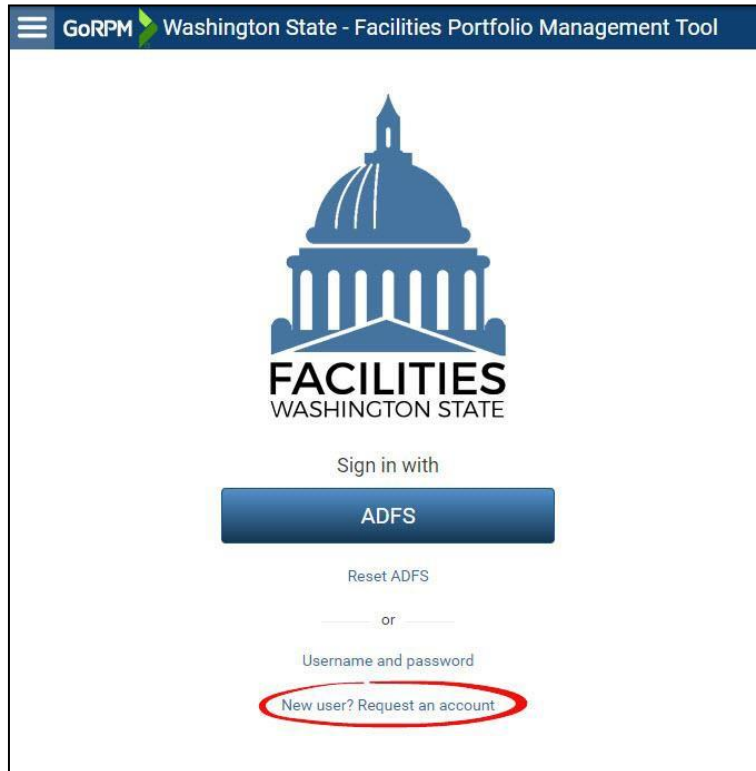
Active Directory Federation Services (ADFS) is a Single Sign-On (SSO) solution created by Microsoft. ADFS allows single sign on access to systems and applications across the state.

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.

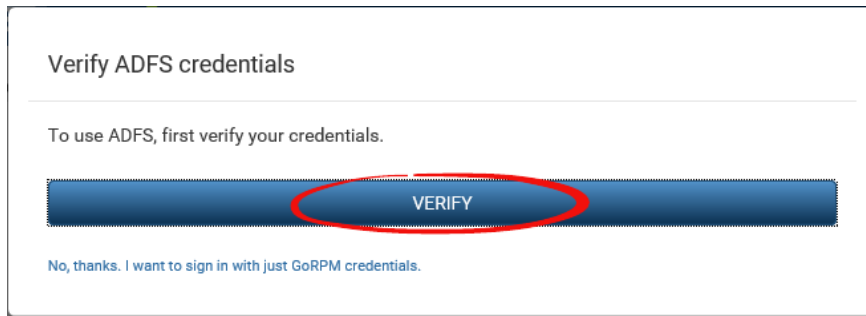
Go to <https://fpmt.gorpm.com>.

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



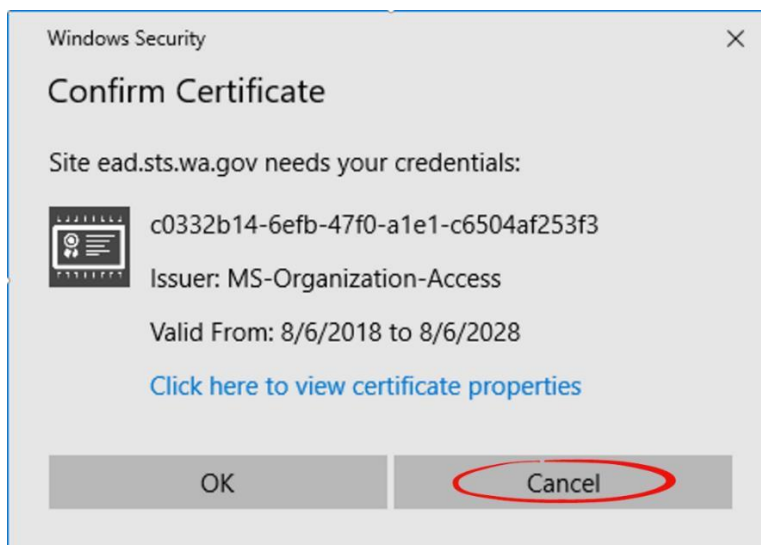
Click the **New user? Request an account** hyperlink.

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

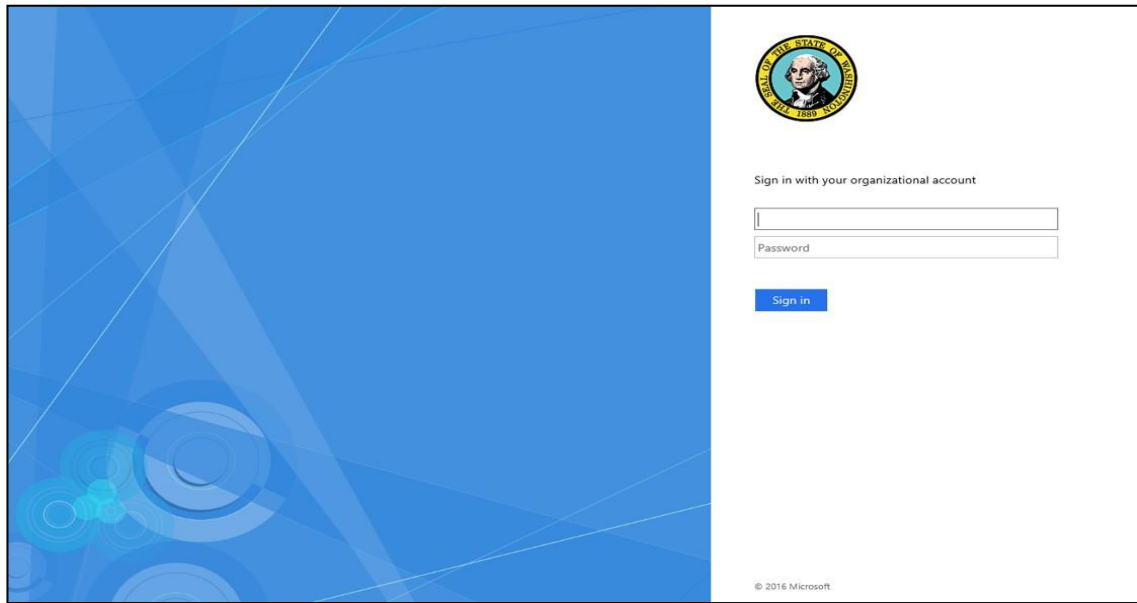


Click **Verify**.

Note: Depending on your browser configuration you may be prompted to choose a **Digital Certificate**. Click **Cancel** to proceed.

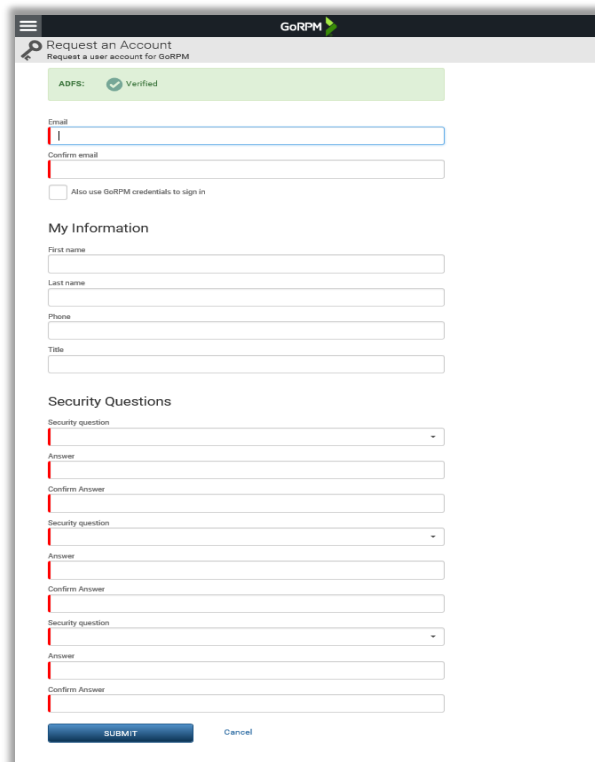


You will be redirected to **the State of Washington ADFS** page.



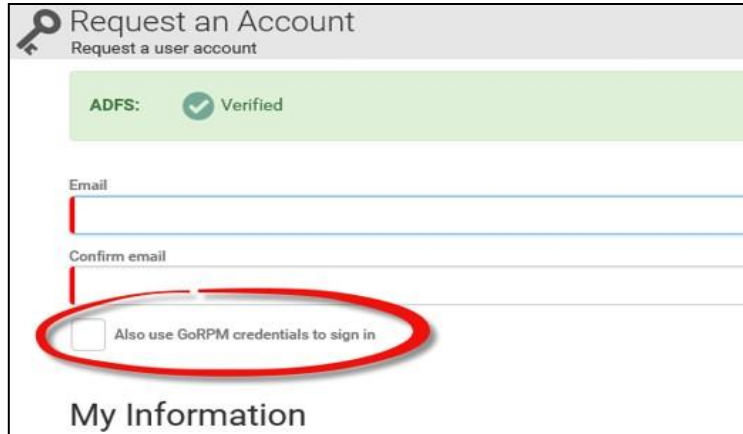
Enter your state of Washington **Username** and **Password**, and click the **Sign in** button to complete the verification. This is the **Username** and **Password** you use to log into your state computer.

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



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.

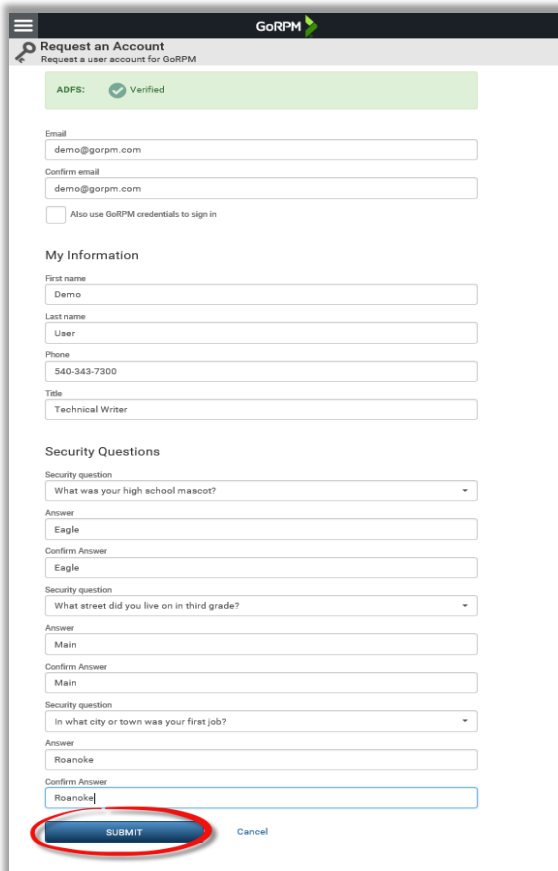
If you want to have **GoRPM credentials (username/password)** as well, check the **Also use GoRPM credentials to sign in** check box under the **Confirm email** text box.



The screenshot shows the 'Request an Account' form. At the top, it says 'Request a user account'. Below that, there is a green bar with 'ADFS: Verified' and a checkmark. The form has three input fields: 'Email', 'Confirm email', and a checkbox labeled 'Also use GoRPM credentials to sign in'. The checkbox is circled in red. Below the checkbox is the 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**.

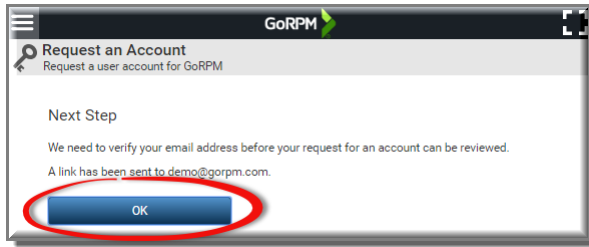


The screenshot shows the 'Request an Account' form with the following information entered:

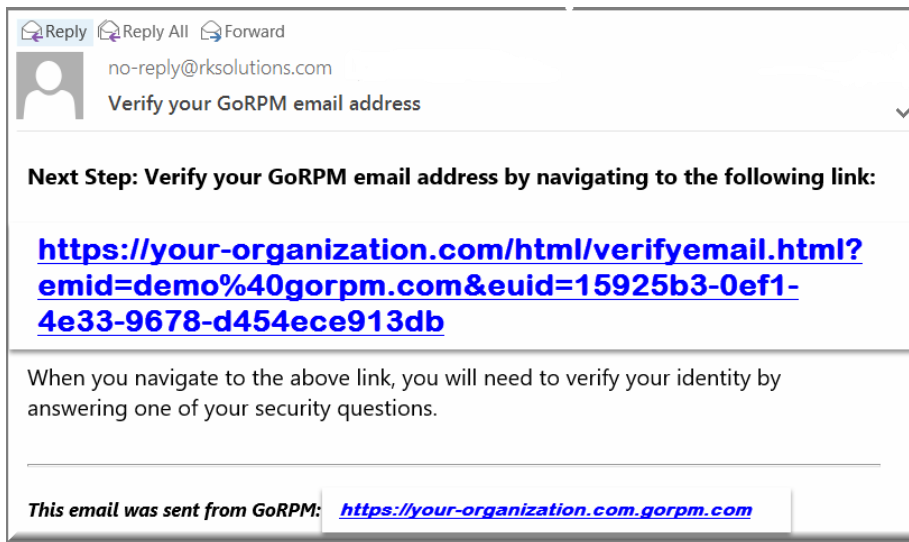
- ADFS: Verified
- Email: demo@gorpm.com
- Confirm email: demo@gorpm.com
- Also use GoRPM credentials to sign in:
- My Information:
 - First name: Demo
 - Last name: User
 - Phone: 540-343-7300
 - Title: Technical Writer
- Security Questions:
 - Security question: What was your high school mascot?
Answer: 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

The 'SUBMIT' button is highlighted with a red circle.

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



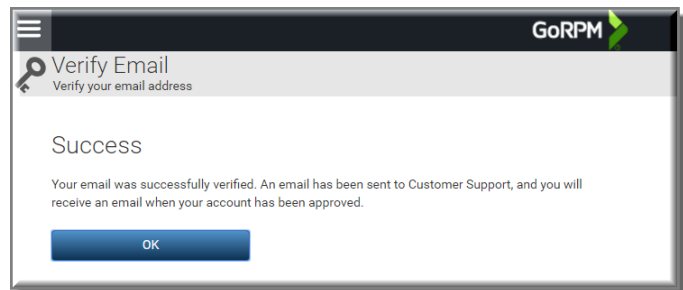
Check your email inbox for a verification message, as shown below. Click the link in the email.



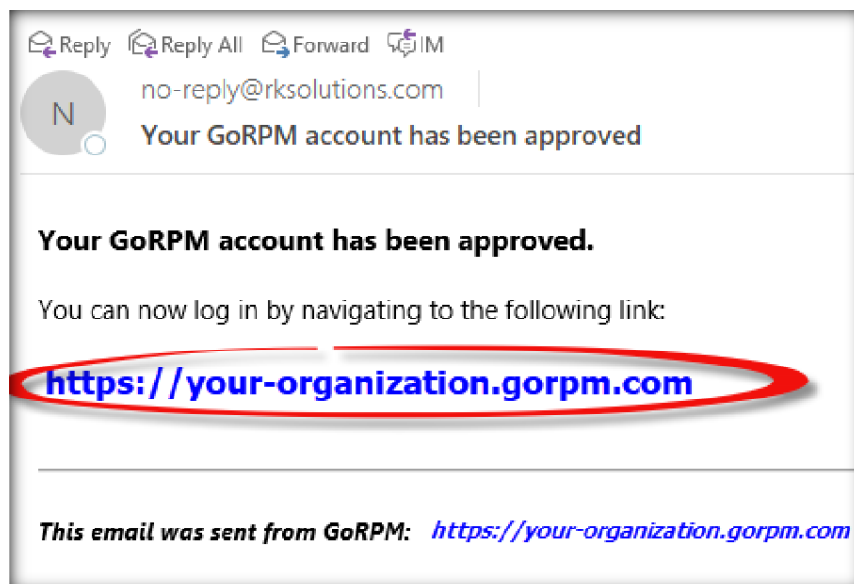
Upon clicking the link, you are directed to the GoRPM site and prompted to answer one of your security questions, as shown. Answer the question and click **SUBMIT**.

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.



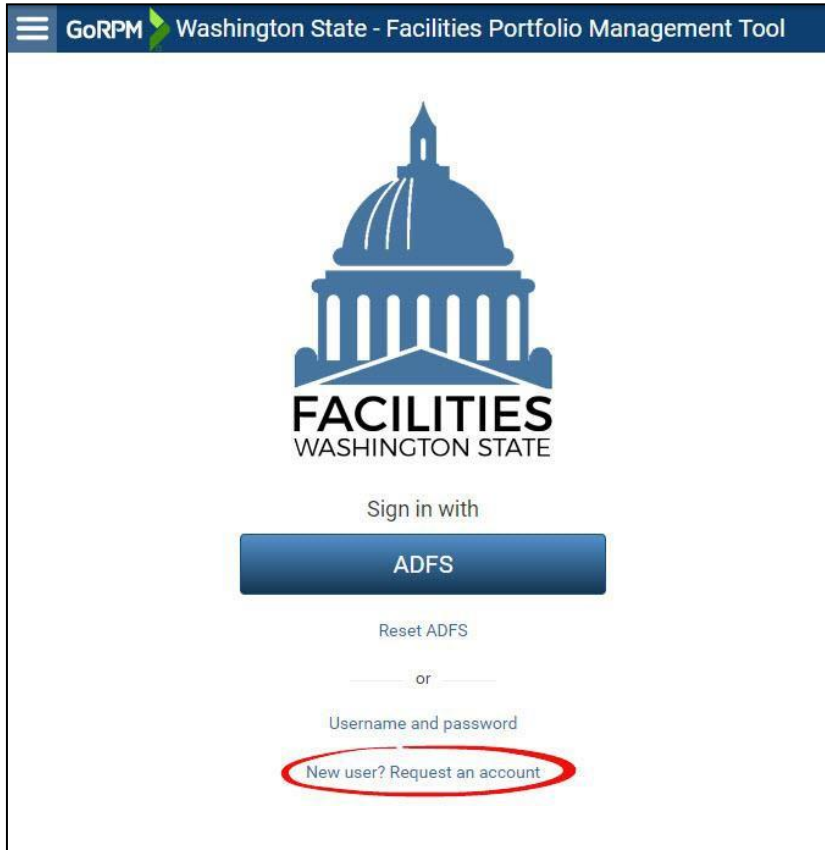
Upon approval, you receive an email such as the one below. You can click on the link to sign in to GoRPM using the **ADFS** button.



Using GoRPM Authentication (Username and password)

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

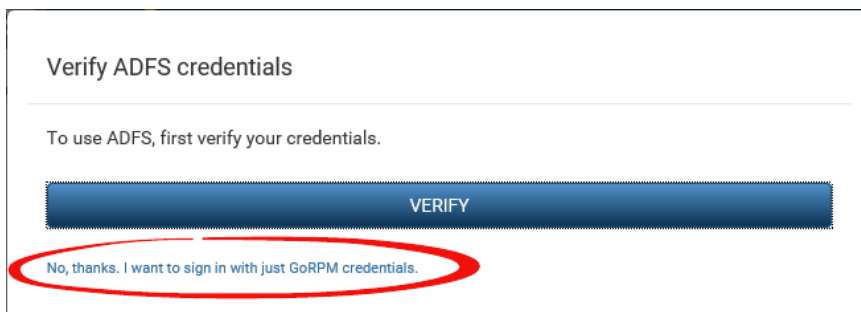
The **Sign In** screen appears, as shown below.



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

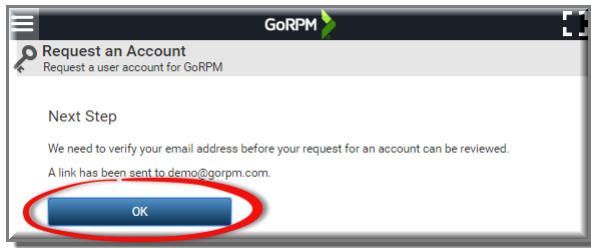
Security question: What was model of your first car?
Answer: Tesla
Confirm Answer: Tesla

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

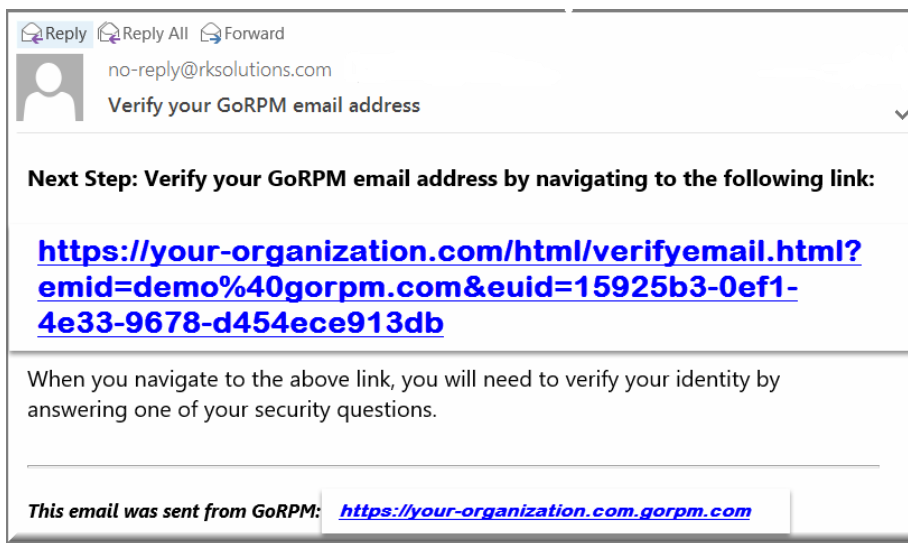
Security question: What was the name of your first stuffed animal?
Answer: Teddy
Confirm Answer: Teddy

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

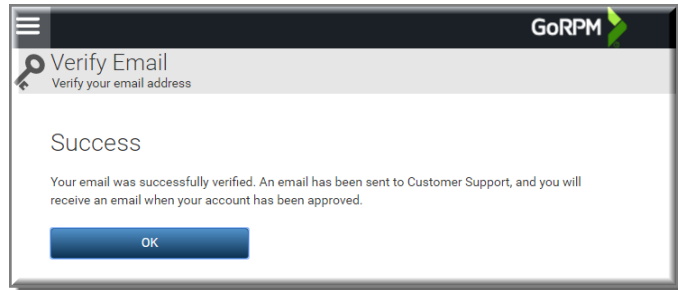


Upon clicking the link, you are directed to the GoRPM site and prompted to answer one of your security questions, as shown. Answer the question, and click **SUBMIT**.

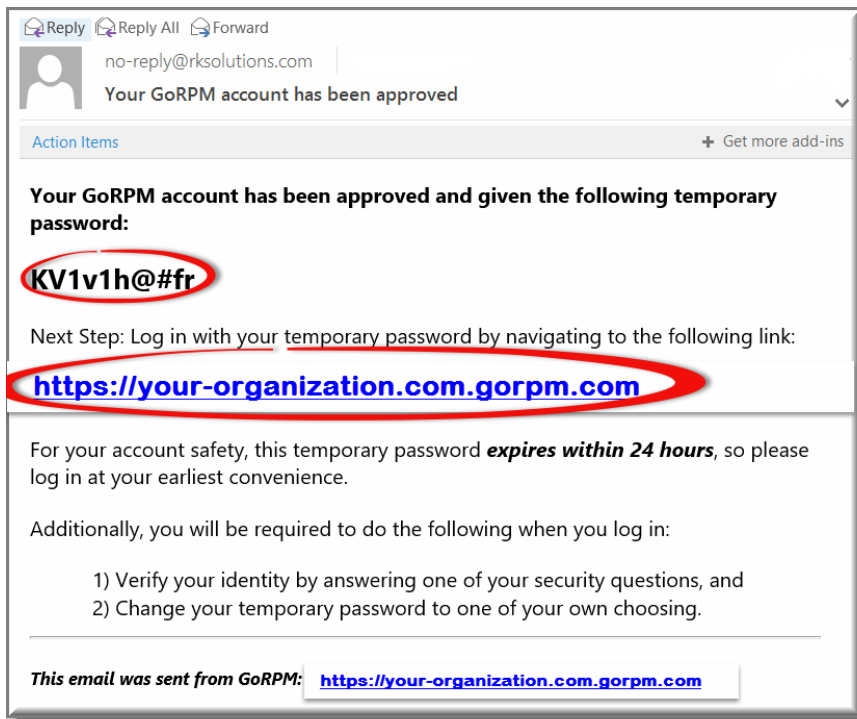


Upon successfully answering the security question, your email account is verified, and a **Success** message appears, as shown.

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.