This job aid provides information for agency administrators who will coordinate changes to existing user accounts.

FPMT data is secured by user roles with security/permissions. This helps to ensure agencies can manage and control their data.

✓ To help support collaboration and data transparency, FPMT users can display data for all agencies. This is referred to as 'read only' access. New user accounts are setup as 'read only' by default.

✓ If your agency users have a business need to update data in FPMT, you will need to request additional roles/permissions for them. The additional roles/permissions will provide access so that they can update specific data for your agency. They will still have access to display data for all agencies but will only be able to update data for their assigned agency.

Step	Action	Additional Information
1	Request change for user account	Send an email with the needed change to the OFM Help Desk (HereToHelp@ofm.wa.gov). To request edit rights for a new user: ✓ Format the email subject line as follows: **FPMT Account Request Add Edit - User Name - Agency #** (e.g., FPMT Account Request Add Edit - John Doe - 310) ✓ Confirm that the user has taken the required Intro to FPMT eLearning training.
2	Check your email for next steps and additional information	The OFM Help Desk will review and process your request. They will create a customer request ticket that can be used to track your request with automated email status for your convenience. ✓ In most cases, your request will be reviewed and processed within 1 to 3 business days.

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.
✓ Contact the OFM Help Desk if the agency user account is no longer needed. For example, you might have someone with a user account who is leaving state service (termination, retiring, etc.) or transitioning to a new job that does not require FPMT access.

For additional information, contact the OFM Help Desk.

OFM Help Desk
HereToHelp@ofm.wa.gov
360.407.9100