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).

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Additional Information</th>
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| 1    | Select link to request new user account | Use Chrome or Firefox browser to go to the FPMT sign in screen ([https://fpmt.gorpm.com/](https://fpmt.gorpm.com/)) to request your new user account.  
✓ Do not use Internet Explorer or Edge browser. |
| 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. |

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.

✓ Your new user account will be setup as ‘read only’. After your new user account is setup and you have successfully signed in, contact your agency FPMT administrator if you need additional roles/permissions to add/edit information. Your agency FPMT administrator is responsible for submitting a user access form for additional roles/permissions if needed after your new user account is setup.
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/](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.

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.

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.

Use Chrome or Firefox for your browser.
Do not use Internet Explorer or Edge.
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.

![EmailAddressInput]

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.

![MyInformationForm]

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 identity for account resets or password requests.

![SecurityQuestionsForm]

15. **Select:** Submit.
   ➔ FPMT will display a confirmation for next steps.

![SubmitButton]

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.
17. **Select:** Verification link in your email.

➔ FPMT will prompt you to answer a security question.

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.

➔ 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 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/).
   ➔ 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.

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.

5. Input: Email.
   ➔ Use your work email address.

6. Input: First name.
7. Input: Last name.
8. Input: Phone.
9. Input: Title.
   ➔ Use your agency acronym and job title. For example, DES Facilities Planner.

Use Chrome or Firefox for your browser.

Do not use Internet Explorer or Edge.

https://fpmt.gorpm.com/
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 identity for account resets or password requests.
   
12. **Select:** Submit.
    ➔ FPMT will send a verification notice to your email and display a confirmation for next steps.

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.

14. **Select:** Verification link in your email.
    ➔ FPMT will prompt you to answer a security question.

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.
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

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