FPMT user account passwords will expire based on OCIO guidelines. If you try to sign in to FPMT with an expired password or with an incorrect password multiple times, the system will lock your user account. If your user account is locked, contact the OFM Help Desk (HereToHelp@ofm.wa.gov 360.407.9100).

Do I need to change my FPMT password if I only sign in using ADFS single sign on (SSO)?

Single sign on is based on your agency network account with Active Directory Federated Services (ADFS). If your FPMT account is setup to only sign in using ADFS, you will not need to change your FPMT password.

Can I change my password in FPMT after I sign in?

If you normally input your username and password when you sign in to FPMT, you can change your password before it expires using the FPMT My User Account screen.

I forgot my password or my password expired. How do I request a password reset?

If you normally input your username and password when you sign in to FPMT, you can use the link on your sign in screen to request a password reset.
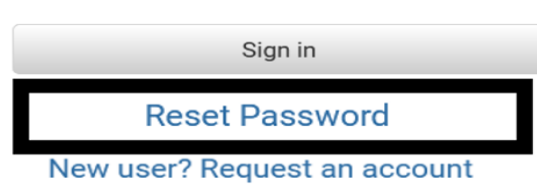
✓ FPMT user account passwords will expire based on OCIO guidelines. If you try to sign in to FPMT with an expired password or with an incorrect password multiple times, the system will lock your user account. If your user account is locked, contact the OFM Help Desk (HereToHelp@ofm.wa.gov 360.407.9100).

1. **Open:** Browser.
2. **Input:** FPMT address (https://fpmt.gorpm.com/).
3. **Select:** Username and password.

➔ FPMT will display the sign in screen with a link to reset your password.

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

4. **Select:** Reset password.
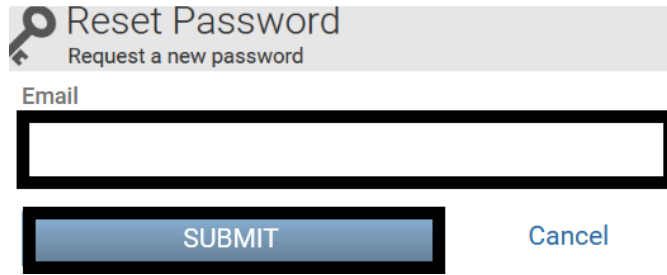➔ FPMT will prompt you for your email address.

5. Input: Email.

➔ Use the email associated with your user account. This is usually your work email address (sample@agency.wa.gov).

6. Select: Submit.

➔ FPMT will prompt you to answer a security question.

🔍 Reset Password
Request a new password

Email

[ ]

SUBMIT   Cancel

7. Input: Answer.

➔ FPMT uses standard security protocols to verify your identity.
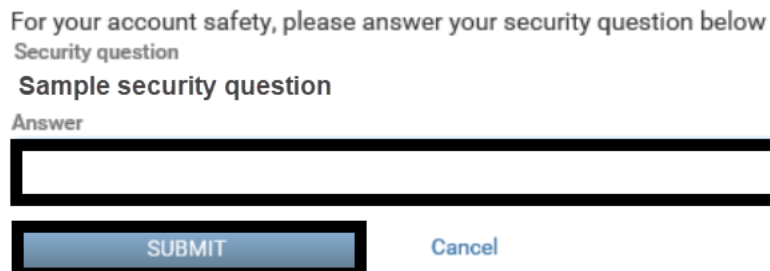
8. Select: Submit.

➔ FPMT will send a temporary password to your email and display a confirmation for next steps.

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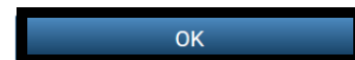Answer

[ ]

SUBMIT   Cancel

9. Select: OK.

➔ Go to your email account and open the automated password reset notice. This will be a 'no-reply' automated email with additional information for your password reset.

Next Step
A temporary password has been sent to the email address for this account.

For security reasons this temporary password **expires in 24 hours**, so please sign in at your earliest convenience.

OK

➔ In this example, we receive an automated email with information about our password reset request.

✓ The automated 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 the automated email with your temporary password, 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 <no-reply-sow@gorpm.com>
Sent: Sample Date/Time
To: Sample@agency.wa.gov
Subject: Your Washington State - Facilities Portfolio Management Tool password has been reset

Your Washington State - Facilities Portfolio Management Tool password was reset to the following temporary password:

For additional information, contact the OFM Help Desk.

OFM Help Desk
HereToHelp@ofm.wa.gov
360.407.9100