

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.

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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 MS Entra to authenticate credentials. Contact your IT help desk if you need to determine if your agency supports single sign on (SSO).

Step	Action	Additional Information
1	Select link to request new user account	Use the Edge, Chrome or Firefox browser to go to the FPMT sign-in screen (https://fpmt.gorpm.com/) to request your new user account.
2	Select sign in verification method	You can verify sign in credentials using MS Entra (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.
5	Contact your agency's FPMT administrator if you need edit rights	Your new user account will be setup as "read only." If you need edit rights, once your new read-only account has been approved by OFM, take the required FPMT eLearning training , and notify your agency FPMT administrator . Agency FPMT administrators are responsible for approving edit rights via an email to the OFM Help Desk . The email subject line should read: FPMT Account Request Add Edit - User Name - Agency # (e.g., FPMT Account Request Add Edit - John Doe - 310)
6	Subscribe to FPMT GovDelivery notifications	OFM uses GovDelivery to notify users of system outages, planned maintenance and other updates specific to FPMT.
7	Refer to FPMT job aids for data entry tasks	OFM's FPMT job aids provide step-by-step instructions for all core system tasks.
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.		

MS Entra / 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 MS Entra. 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/>).
- 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.

Use Chrome, Edge or Firefox for your browser.



- 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.

Verify Single Sign On credentials

To use Single Sign On, first verify your credentials.

[No, thanks. I want to sign in with just GoRPM credentials.](#)

- 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.

→ MS Entra will verify your sign in credentials.



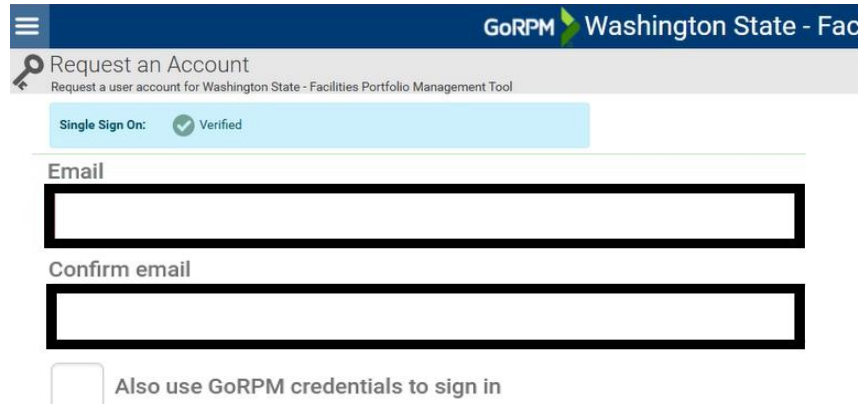
Sign in with your organizational account

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.

☒ Also use GoRPM credentials to sign in



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.

My Information

First name

Last name

Phone

Title

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.

FPMT uses standard security protocols. For example, you will need to provide answers for more than one security question.

Security Questions

Security question

Answer

Confirm answer

15. Select: Submit.

→ FPMT will display a confirmation for next steps.

[Cancel](#)

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.

Request an Account
Request a user account for GoRPM

Next Step

We need to verify your email address before your request for an account can be reviewed.

A link has been sent to Sample@agency.wa.gov.

17. Select: Verification link in your email.

→ FPMT will prompt you to answer a security question.

From: no-reply-sow@gorpm.com

Sent: Sample Date/Time

To: Sample@agency.wa.gov

Subject: Verify your Washington State - Facilities Portfolio Management Tool email address

Next Step: Verify your Washington State - Facilities Portfolio Management Tool email address by navigating to the following link

[Sample verification link](#)

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.

For your account safety, please answer your security question below

Security question

Sample security question

Answer

SUBMIT

Cancel



Verify Email

Verify your email address

Success

Your email was successfully verified. An email has been sent to Customer Support, and you will receive an email when your account has been approved.

OK

→ 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 Single Sign On from the FPMT sign in screen to use our new user account.

GoRPM Washington State - Facilities Portfolio Management Tool



Sign in with

Single Sign On

Reset Single Sign On

or

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/>).
- 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.

Use Edge, Chrome or Firefox for your browser.



- 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.

Verify Single Sign On credentials

To use Single Sign On, first verify your credentials.

[No, thanks. I want to sign in with just GoRPM credentials.](#)

- 5. Input:** Email.
 - Use your work email address.

Request an Account

Request a user account for Washington State - Facilities Portfolio Management Tool

Single Sign On:  Not Verified

Email

Confirm email

- 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.

My Information

First name

Last name

Phone

Title

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 identify for account resets or password requests.

FPMT uses standard security protocols. For example, you will need to provide answers for more than one security question.

Security Questions

Security question

Answer

Confirm answer

12. Select: Submit.

→ FPMT will send a verification notice to your email and display a confirmation for next steps.

SUBMIT

Cancel

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.

Request an Account

Request a user account for GoRPM

Next Step

We need to verify your email address before your request for an account can be reviewed.

A link has been sent to Sample@agency.wa.gov.

OK

14. Select: Verification link in your email.

→ FPMT will prompt you to answer a security question.

From: no-reply-sow@gorpm.com

Sent: Sample Date/Time

To: Sample@agency.wa.gov

Subject: Verify your Washington State - Facilities Portfolio Management Tool email address

Next Step: Verify your Washington State - Facilities Portfolio Management Tool email address by navigating to the following link

[Sample verification link](#)

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.

For your account safety, please answer your security question below

Security question

Sample security question

Answer

SUBMIT

Cancel

Verify Email

Verify your email address

Success

Your email was successfully verified. An email has been sent to Customer Support, and you will receive an email when your account has been approved.

OK

→ 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.

GoRPM Washington State - Facilities Portfolio Management Tool



The sign-in screen features the Washington State Facilities logo at the top. Below the logo, there is a "Sign in with" section containing a prominent blue "Single Sign On" button and a smaller "Reset Single Sign On" link. Underneath, an "or" separator is followed by a text input field labeled "Username and password". At the bottom of the screen, a link reads "New user? Request an account".