Fiscal Health Monitoring System
Accessing FHMS for the First Time
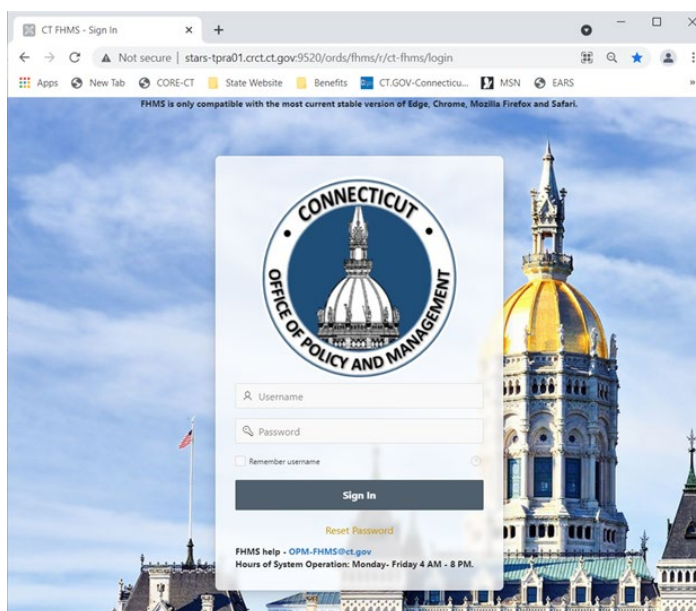**Job Aid**

1. **You will receive an email from OPM-FHMS@ct.gov**

   This email gives you your username (your email address) and your temporary password

2. **Go to the website and log in using your Username and Temporary Password from the email**

   CT FHMS - Sign In

3. **Create your new password**

*Note: Password must contain:
- At least 6 characters
- At least one alphabetic character
- At least one punctuation character (!"#$%&()``*+,-/:;<=>?_)
- At least one upper-case alphabetic character
- At least one lower-case alphabetic character

4. **Click** Apply Changes **on the bottom right-hand corner of the screen**

You will be brought back to the website

5. **Log in using your Username and New Password**

Welcome to FHMS!

Changing the Primary User:

To change the primary user, complete the "FHMS New Primary Contact Form" and email it to OPM-FHMS@ct.gov. This form can be found in the Help/Support Tile or at https://portal.ct.gov/OPM/IGP-MUNFINSR/Municipal-Financial-Services/Annual-Report---Fiscal-Health-Monitoring-System---FHMS.