

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



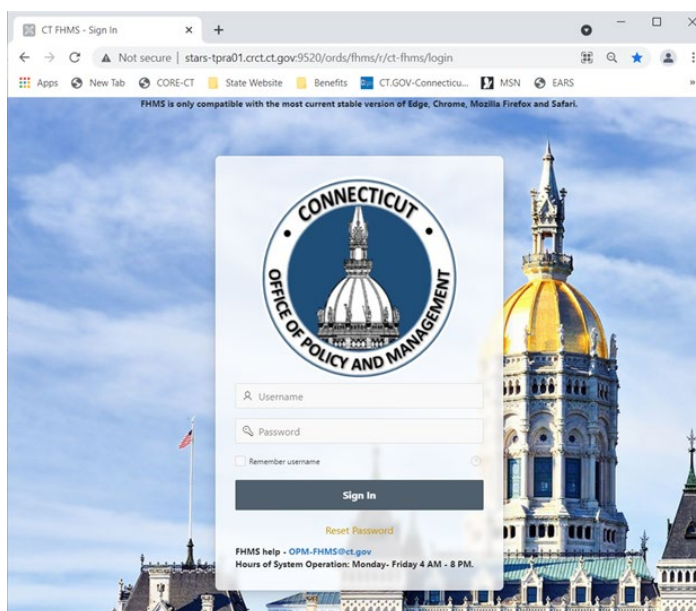
1. You will receive an email from [OPM-FHMS@ct.gov](mailto:OPM-FHMS@ct.gov)



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](#)



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## 3. Create your new password

A screenshot of a web form titled "Change Password". The form includes a "Username" field with the value "TESTBRADSHAW-HILLC@MANSFIELDCT.ORG" and a help icon. Below it are three password fields: "Enter Current Password", "Enter New Password", and "Confirm New Password", each with a help icon.

*\*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 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

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## Welcome to FHMS!

A screenshot of the FHMS application interface. The top navigation bar shows "CT FHMS" and a user profile for "TESTTEST@TOWNOFABC.GOV". Below this is a blue header with "FHMS Fiscal Health Monitoring System Application". A yellow banner contains the message: "Please complete the Auditor Appointment and have it Approved by OPM to Proceed." The main area is titled "Menu" and contains a grid of 12 tiles: Entity, My Activity, Personal Information, Help/Support, Auditor Appointment, Extension, Exemption, Budget, Financial Indicators, UCOA, Pension, and OPEB. A vertical sidebar on the left contains various navigation icons.

## Changing the Primary User:

To change the primary user, complete the "FHMS New Primary Contact Form" and email it to [OPM-FHMS@ct.gov](mailto: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>.