

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



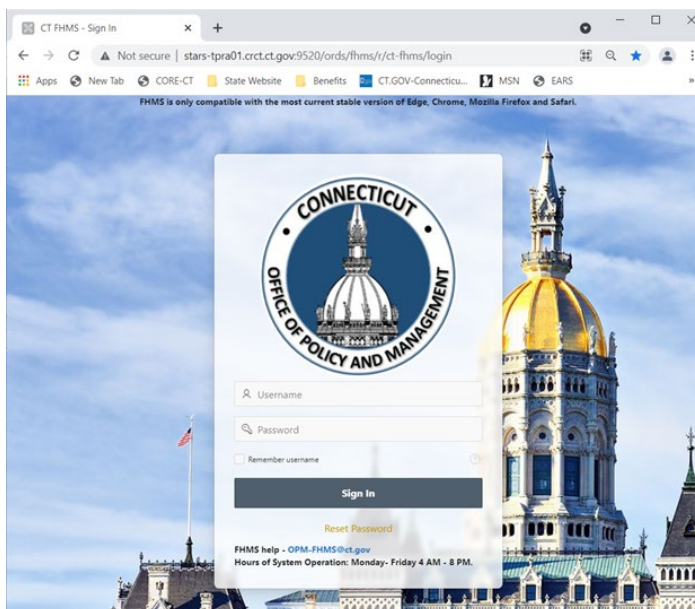
1. You will receive an email from OPM-FHMS@ct.gov



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](#)



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3. Create your new password

A screenshot of a web form titled "Change Password". The form has a light gray background. At the top, it says "Change Password" in a large, bold, black font. Below the title, there are three input fields. The first field is labeled "Username:" and contains the text "TESTBRADSHAW-HILLC@MANSFIELDCT.ORG". To the right of the text is a small circular icon with a question mark. The second field is labeled "Enter Current Password" and is empty. The third field is labeled "Enter New Password" and is empty. Below the "Enter New Password" field is a fourth field labeled "Confirm New Password", which is also empty. Each of the three input fields has a small circular icon with a question mark to its right.

**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 a "Menu" grid with 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 system 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. This form can be found in the Help/Support Tile or at <https://portal.ct.gov/-/media/opm/finance/mfs-unit/fhms/fhms-new-primary-contact-form.pdf>.