

Dear BJA PMT Users:

As part of our effort to enhance and secure the Performance Measurement Tool (PMT), a new "Unique User Management" feature has been developed requiring all system users to have their own unique User ID and Password. This will also allow you to reset your password if you forget it, using a new "Forgot Password" option.

Please notify all other users within your organization or subrecipient agencies that may also login and report directly into the PMT about this new process, because it will affect them as well.

To create your own unique PMT user account, please follow these steps:

- Go to the PMT at <https://www.bjaperformancetools.org>;
- Login with your PMT User ID (ex. CA####S or G) and Password;
If you do not know your PMT User ID and Password, contact the PMT Help Desk at 1-888-252-6867.
- Enter your e-mail address;
- Create a new Password; and
- Select and answer three Security Questions.

You should now have access to your award information and data entry pages in the PMT.

If you forget your Password after creating a new unique user account, please follow these steps:

- Go to the PMT at <https://www.bjaperformancetools.org>;
- Enter your *new* User ID or e-mail address, and do not enter a Password;
- Select "Forgot Password";
- Answer your Security Questions;
- Look for the link to reset your Password, which will be sent to your e-mail address; and
- Click on the link in the e-mail and follow the prompts to create a new Password.

If you have any questions or problems, please contact the PMT Help Desk at 1-888-252-6867.

Thanks for your support, and don't forget your new PMT User ID (e-mail address) and Password!

BJA PMT Help Desk
On behalf of James Simonson
Budget Director/Contract Office Representative
Bureau of Justice Assistance
Office of Justice Programs
U.S. Department of Justice

September 2013