



**USAID**  
FROM THE AMERICAN PEOPLE

## FFPMIS Commonly Asked Questions

### March 2014

#### **Question #1: How often do I need to change my FFPMIS password?**

*Answer:* Your system password expires every 60 days. If your password has expired, you can enter your password one additional time. You must create a new password before accessing the system. If you do not remember your username or password, contact the FFPMIS Helpdesk at [FFPMIS\\_support@devis.com](mailto:FFPMIS_support@devis.com).

#### **Question #2: My program is making the switch from an implementation year to a fiscal year (FY); what is the first thing I need to do?**

*Answer:* Before entering information in your PREP, you should contact the FFPMIS Helpdesk at [FFPMIS\\_support@devis.com](mailto:FFPMIS_support@devis.com). The Helpdesk will provide you with instructions on how to enter data based on a FY.

#### **Question #3: The system says a document is required, but it does not apply. What do I do?**

*Answer:* You cannot submit your concept paper or application until you upload all documents marked as required. If a document marked as required does not apply to your concept paper or application, refer to the contacts listed in the APS or RFA, or to your appropriate Food for Peace contact. They will provide the appropriate instructions on what to upload. The document tabs in FFPMIS designate only those documents required by the system to process an action; Food for Peace determines what documentation is required for a specific concept paper, application, or program.

#### **Question #4: How do I replace previously submitted documents with revised versions?**

*Answer:* To upload revised versions of a document, the concept paper, application, or program must be in draft status. Click on the **Partner Documents / Concept Paper Documents** tab, and follow these steps:

1. Locate and click on the title of the document under the “Document Description” heading.
2. On the document upload screen, click on the **Replace** link located next to the **Document** field.
3. Click the **Browse** button to select and upload a document from your computer.
4. Click the **Save** button and the document you uploaded will now be the current version of the document in the system.

*For system-related questions or access to FPMIS, please contact the Helpdesk at:  
FPMIS\_Support@devis.com*

*For FPMIS users' guides, please visit the FSN Network website at:  
[http://www.fsnnetwork.org/document/food-peace-management-information-system-ffpmis-  
resources](http://www.fsnnetwork.org/document/food-peace-management-information-system-ffpmis-resources)*