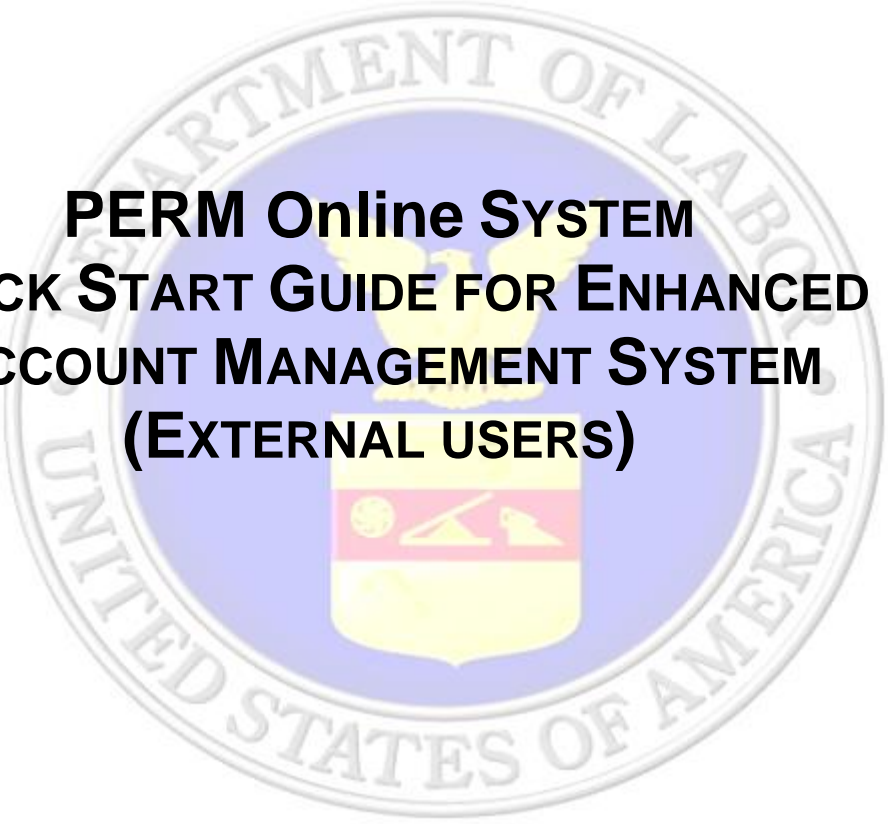# U.S. DEPARTMENT OF LABOR

PERM Online SYSTEM
QUICK START GUIDE FOR ENHANCED ACCOUNT MANAGEMENT SYSTEM (EXTERNAL USERS)

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INTRODUCTION

Intended Audience

This quick guide is intended for Employers, Attorneys and Agents and their representatives using the PERM system.

Purpose and Benefits

To enhance PERM Online System security OFLC has upgraded the Account Management features to be consistent with DOL and Federal Government standards. These enhancements include:

Feature	Description
Stronger Passwords	Enforces length, complexity and reuse of passwords
Password Expiration	Requires a new password every 90 days

This guide is a quick overview of the account management changes.

What This Means for You

- You are required to change your password within 90 days of the previous change. *PERM system will send you reminder emails as your password ages.* You may reset your password on the Login Information Tab on the My Account Page any time prior to password expiration.

- Passwords need to meet certain criteria to be valid. This includes password length (8 to 15 characters), using special characters, including upper and lower case letter(s), having least one number and you cannot reuse a password that has been used in the previous 12 passwords.

- If your password expires, you will be required to re-activate your account by identifying yourself, selecting your secret question and providing the correct answer. After correctly answering your secret question, you will be emailed a temporary password to gain access to the system and reset your password.

- You can always contact the PERM Help Desk (plc.help@dol.gov) and request your password be reset, if you have difficulty resetting it yourself.

FIRST TIME LOGIN

After the new PERM release, you will be required to update your account information.

1. Login on the PERM Online System Home Page http://plc.doleta.gov.

Figure 1: PERM Online System Home page

2. Upon successful login, the system navigates you to 'Update User Password' screen

3. Enter your old password (current/temporary password)

4. Enter New Password using password parameters provided

5. Re-enter the new password in Confirm Password field

6. Select a secret question from the dropdown

7. Enter a corresponding answer

8. Select update button to change password

Figure2. Update User Password Page

CHANGE YOUR PASSWORD

You will need to change your password within 90 days of the last change. The PERM system will remind you to update your password on 75th day, 80th day, 85th day, 88th day, 89th day and 90th day by sending Account Password Expiration Warning emails to your registered email and by displaying Password Expiration Message with a reminder of last date of Password Expiration date. The message will also provide you the options of Change Password button and Continue button. By selecting Change Password button the system will allow you to update the account password. By selecting Continue button, the system will allow you to continue work on the PERM system during existing login session.

To update the account password, the account holder should follow these steps:

1. Login on the PERM Online System Home Page http://plc.doleta.gov

Figure 4. PERM Online System Home Page

2. Select the "My Profile" tab

3. Select "Login Information" tab

4. Select checkbox to change password

5. Enter "Password" adhering to the password rules

6. Re- enter the new password in "Confirm Password" field

7. Select Save button

Figure 5. My Profile – Login Information Tab

UPDATING AN EXPIRED PASSWORD

When enhancement on Account Management is introduced to PERM, the PERM system will send periodic email reminders as your password expiration date approaches. The password is considered **expired** on the 91st day. If the password is not changed by the expiration date, you will be required to reactivate your account on the next PERM login. To reactivate the account, the account holder should follow these steps on the Reset Account page:

1. When you enter Username and Expired Password on PERM Home page http://plc.doleta.gov, Reset Password page is displayed.

Figure 3. Reset Password Page

2. Enter "Old Password"

3. Enter "New Password" adhering to the password rules

4. Re-enter new password in "Confirm Password" field

5. Enter the "Secret Answer" that was set at first time login

6. Select Update button to change password