



eOPF Quick Reference For Employees

Subject: Online eOPF Self Service Feature for Login ID and Password Retrieval for New Users

As of <Enter Date>, <Enter Agency> Official Personnel Folders are available online for employee access via the electronic Official Personnel Folder (eOPF) application. eOPF provides electronic, web-enabled access for all Federal agency personnel to view and manage employment documents. All employees are able to view their own OPFs through the eOPF application at <Enter Agency eOPF URL>. eOPF includes security measures that ensure the integrity of the system and employee documents in the system.

Your eOPF benefits include:

- Immediate access to your files
- Ability to view or print your OPF
- Email notifications when documents are added to your file
- Enhanced accuracy, portability, and security of official personnel records
- Increased accountability through an audit trail that tracks who accesses your OPF and why
- Speedier and more efficient records transfer within Federal agencies
- Timely and accurate data retrieval for retirement claims processing

Additionally, eOPF allows Human Resources (HR) personnel to more efficiently perform their jobs. This reduces the time it takes to record promotions, employee transfers, and retirements from months and weeks to near real-time.

Obtain Your eOPF ID and Password

Accessing eOPF is simple and convenient and no longer requires an appointment with your HR servicing officer. To access your eOPF, you need an eOPF ID and password, which may be retrieved using the eOPF Self Service feature. This Quick Reference document on eOPF Self Service consists of three sections:

Part 1: Obtain your eOPF ID

Part 2: Obtain your eOPF temporary password

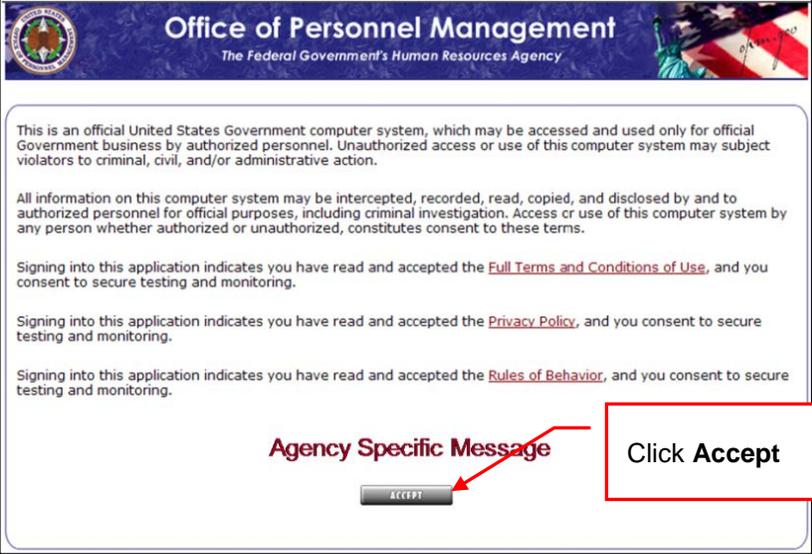
Once you retrieve your eOPF ID and temporary password via eOPF Self Service, go to:

Part 3: First time eOPF logon process

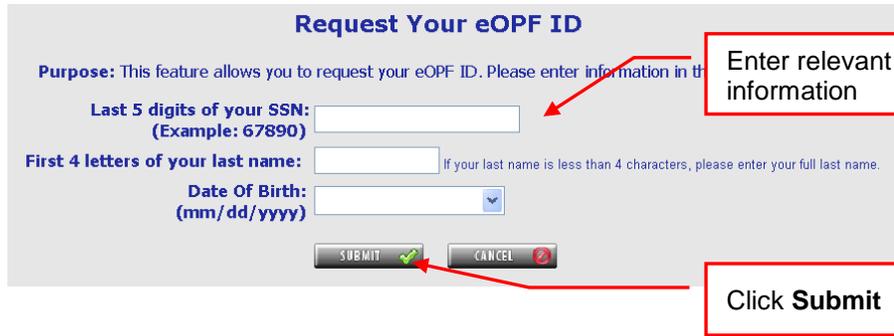
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Part 1: Obtain Your eOPF ID

Step	Screen Image
<p>1. Access your specific agency eOPF URL - <a href="https://eopf.nbc.gov/<Agency>/">https://eopf.nbc.gov/<Agency>/.</p>	
<p>2. Read the eOPF User Agreement page and the Terms and Conditions. Click Accept.</p>	
<p>3. From the eOPF Logon screen, click Request Your eOPF ID.</p>	

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Step	Screen Image
<p>4. From the Request Your eOPF ID screen, enter the</p> <ul style="list-style-type: none"> • last 5 digits of your SSN • first 4 letters of your last name • your date of birth (mm/dd/yyyy) <p>Click Submit.</p>	 <p>Request Your eOPF ID</p> <p>Purpose: This feature allows you to request your eOPF ID. Please enter information in the</p> <p>Last 5 digits of your SSN: <input type="text"/> (Example: 67890)</p> <p>First 4 letters of your last name: <input type="text"/> <small>If your last name is less than 4 characters, please enter your full last name.</small></p> <p>Date Of Birth: <input type="text"/> (mm/dd/yyyy)</p> <p>SUBMIT CANCEL</p> <p>Enter relevant information</p> <p>Click Submit</p>
<p>5. You will see this confirmation message. Click OK.</p>	 <p>Microsoft Internet Explorer</p> <p>Your Login request has been submitted for processing.</p> <p>OK</p> <p>Click OK</p>
<p>6. You see a message that your login request has been submitted for processing.</p> <p>Your eOPF ID is sent to your registered agency email address momentarily.</p> <p>Click the link to return to the eOPF Logon screen.</p>	 <p>Request Your eOPF ID</p> <p>Your Login request has been submitted for processing.</p> <p>Click here to return to logon page.</p> <p>Click here</p>

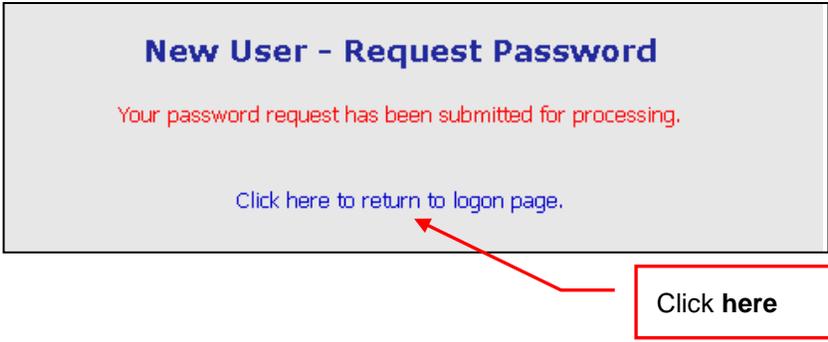
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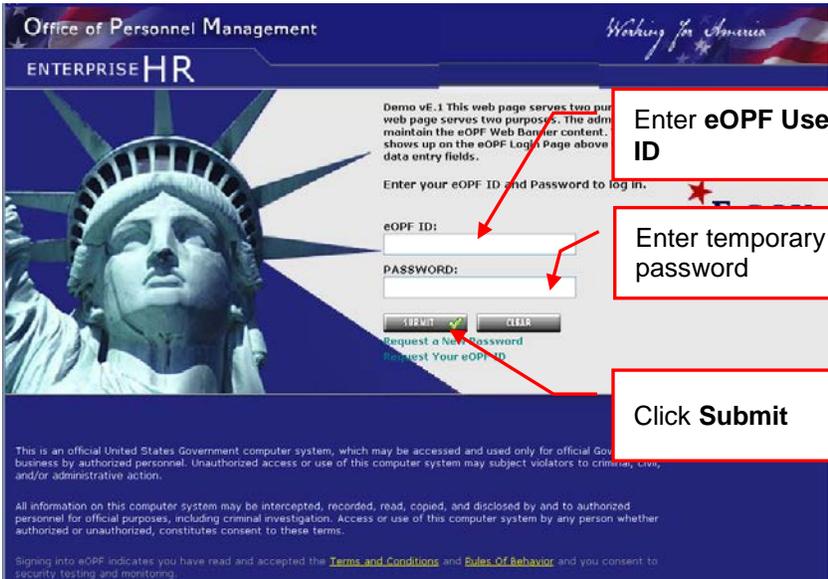
Part 2: Obtain Your eOPF Temporary Password

Step	Action
<p>1. From the eOPF Logon screen, click Request a New Password.</p>	
<p>2. On the Request a New Password screen, enter your:</p> <ul style="list-style-type: none"> • eOPF ID • last 5 digits of your SSN • first 4 letters of your last name <p>Click Submit.</p>	
<p>3. The confirmation message displays. Click OK.</p>	

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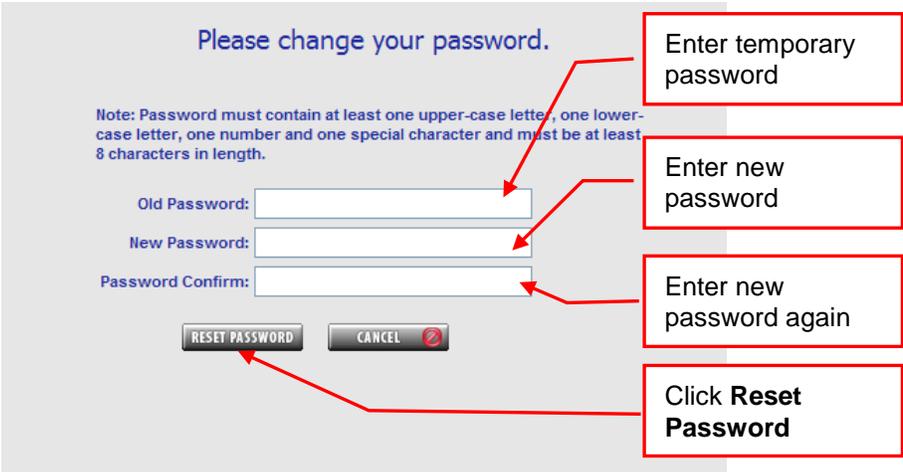
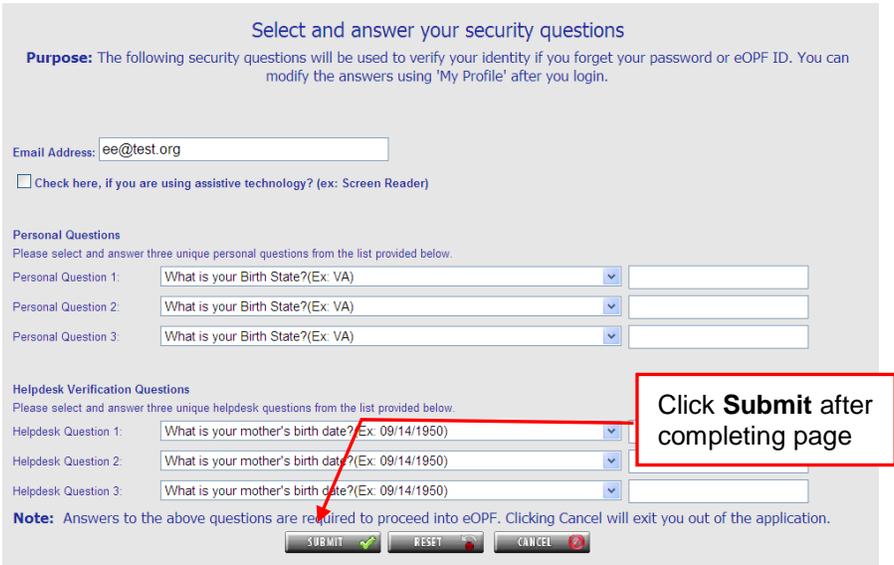
Step	Action
<p>4. A confirmation message that your login request has been submitted for processing displays.</p> <p>Your eOPF temporary password is sent to your registered agency email address momentarily.</p> <p>Click the link to return to the eOPF Logon screen.</p>	

Part 3: First-time eOPF Logon

Step	Action
<p>1. Enter your eOPF ID and temporary password on the eOPF Logon screen.</p> <p>2. Click Submit.</p>	

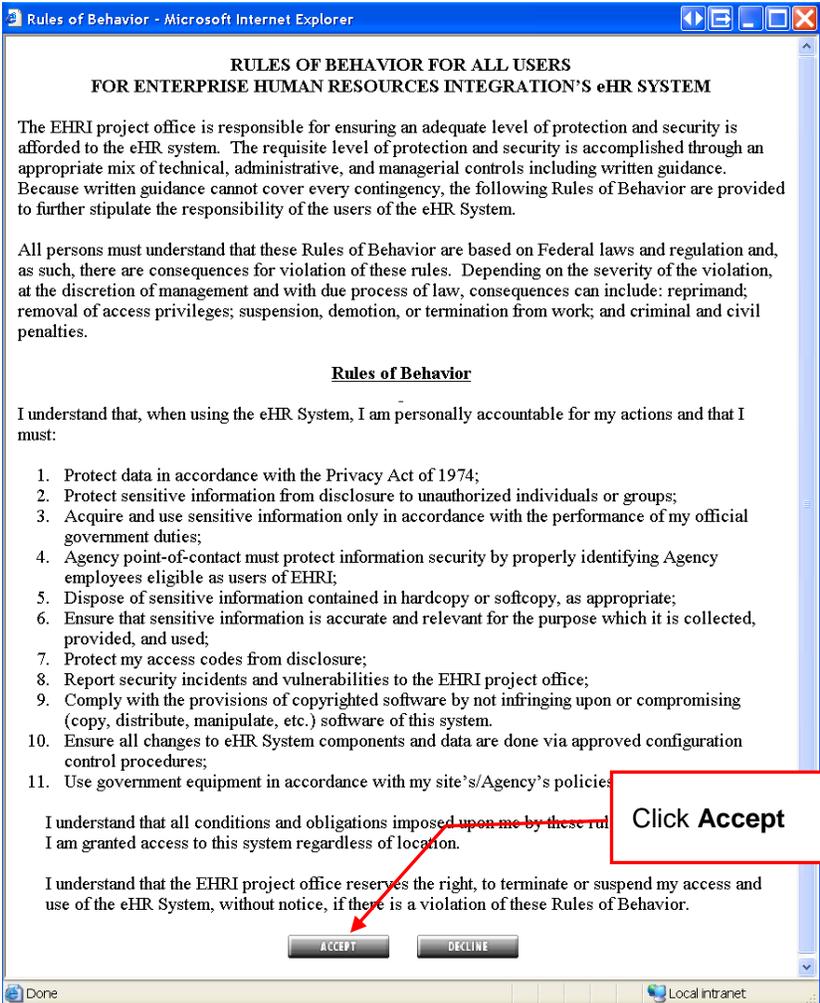
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Step	Action
<p>3. You are required to change your password the first time you logon to eOPF. The Please change your password screen displays.</p>	
<p>4. The Select and answer your security questions screen displays. Here you answer your self-service questions.</p> <p>Complete the information on this screen and click Submit.</p>	

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Step	Action
5. The Rules of Behavior screen displays. Read the rules and click Accept .	

That's it! You're in eOPF. From the eOPF Welcome Screen, you may view your entire eOPF by clicking **My eOPF** or search for specific documents within your eOPF by clicking **Search eOPF**. Additionally, you may change your eOPF preferences by clicking **My Profile** on the eOPF main menu.

Need Assistance?

For technical assistance, select the **Help** button from the upper-right corner of any eOPF screen or contact the eOPF Help Desk:

Email: eopf_hd@telesishq.com

Phone: 1-866-275-8518