Subject: eOPF Employee Self Service for Password and Logon ID Retrieval

eOPF for Employees

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 of 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 your 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.

eOPF Self Service consists of:

- Part 1: Obtain your eOPF ID
- Part 2: Obtain your eOPF temporary password

Following the retrieval of your eOPF ID and temporary password through eOPF Self Service, go to:

- Part 3: First Time eOPF Login Process
**Enterprise Human Resources Integration**  
**Electronic Official Personnel Folder**

### Part 1: Obtain Your eOPF ID

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | **Access**  
https://eopf.nbc.gov/<Enter Agency>/ |
| 2.   | **Read the eOPF User Agreement Page and Terms and Conditions. Click Accept.**  
eOPF Web Logon page displays. (see #3 below) |
| 3.   | **From the eOPF Web Logon page, click **Forgot your eOPF ID?** |
| 4.   | **From the Request Your eOPF ID screen, enter the**  
- last 5 digits of your SSN  
- first 4 letters of your last name  
- your date of birth (mm/dd/yyyy)  
  Click **Submit.** |
| 5.   | **When you see this message, click OK.**  
[Image of a message saying “Your login request has been submitted for processing.”]  
Click **OK** |
### Part 2: Obtain your eOPF Temporary Password

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the eOPF Logon screen, click <strong>New User – Request Password</strong>.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="New User - Request Password" /></td>
</tr>
<tr>
<td></td>
<td>Enter relevant information</td>
</tr>
<tr>
<td></td>
<td>Click <strong>Submit</strong></td>
</tr>
<tr>
<td>2.</td>
<td>From the New User – Request Password screen, enter your:</td>
</tr>
<tr>
<td></td>
<td>- eOPF ID (received via email)</td>
</tr>
<tr>
<td></td>
<td>- last 5 digits of your SSN</td>
</tr>
<tr>
<td></td>
<td>- first 4 letters of your last name</td>
</tr>
<tr>
<td></td>
<td>Click <strong>Submit</strong></td>
</tr>
<tr>
<td>3.</td>
<td>When you see this message, click <strong>OK</strong>.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Microsoft Internet Explorer" /></td>
</tr>
<tr>
<td></td>
<td>Your password request has been submitted for processing.</td>
</tr>
<tr>
<td></td>
<td>Click <strong>OK</strong></td>
</tr>
</tbody>
</table>
### Part 3: First Time eOPF Login

<table>
<thead>
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<tbody>
<tr>
<td>1.</td>
<td>Following the retrieval of your eOPF ID and temporary password, enter your <strong>eOPF ID</strong> and temporary password into the eOPF Logon screen.</td>
</tr>
</tbody>
</table>
| 2.   | You will be prompted to change your temporary password. Enter:  
  - your old password  
  - your new password  
  - re-enter your new password to confirm  
  Click **Reset Password**. |
### Step 3

Select and answer 3 personal questions and 3 Help Desk verification questions from the drop-down question boxes.

- Optionally, enter your email address and state if you are using assistive technology, such as a screen reader.
- Click **Submit**.

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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**.

#### 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