



# eOPF Quick Reference For Employees

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## 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**

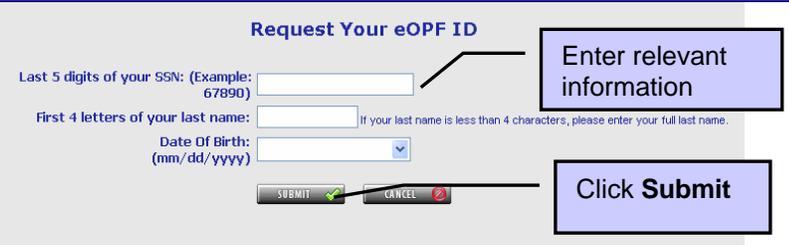
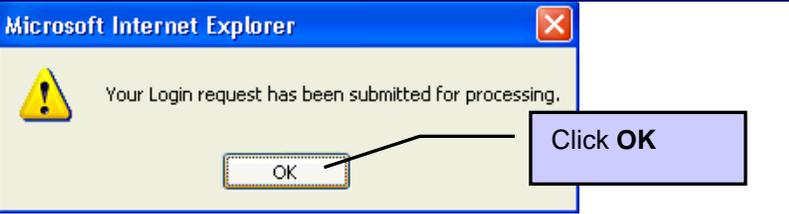
**Part 2: Obtain your eOPF temporary password**

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

Step	Action
<p>1. Access <a href="https://eopf.nbc.gov/">https://eopf.nbc.gov/</a>&lt;Enter Agency&gt;/</p>	
<p>2. Read the eOPF User Agreement Page and Terms and Conditions. Click <b>Accept</b>.</p> <p>eOPF Web Logon page displays. (see #3 below)</p>	 <p>The screenshot shows the top navigation bar with links like 'New User', 'About the Agency', 'What's New', 'Quick Index', and 'Operating Status'. Below is the 'Office of Personnel Management' header with the tagline 'The Federal Government's Human Resources Agency'. A search bar is on the right. The main content area contains a disclaimer: 'This is an official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution...' followed by links for 'Full Terms and Conditions of Use', 'Privacy Policy', and 'Rules of Behavior'. At the bottom, there is an 'Agency Specific Message' section with a 'Click Accept' callout pointing to an 'ACCEPT' button.</p>
<p>3. From the eOPF Web Logon page, click <b>Forgot your eOPF ID?</b></p>	 <p>The screenshot shows the 'eOPF v4.0 System' logon page. It features the 'Office of Personnel Management' header and 'ENTERPRISE HR' branding. The main area has a background image of the Statue of Liberty and contains a login form with fields for 'eOPF ID:' and 'PASSWORD:'. Below the form are 'Logon' and 'Forgot your Password?' buttons. A callout box labeled 'Click Forgot your eOPF ID?' points to the 'Forgot your eOPF ID?' link.</p>
<p>4. From the Request Your eOPF ID screen, enter the</p> <ul style="list-style-type: none"> <li>• last 5 digits of your SSN</li> <li>• first 4 letters of your last name</li> <li>• your date of birth (mm/dd/yyyy)</li> </ul> <p>Click <b>Submit</b>.</p>	 <p>The screenshot shows the 'Request Your eOPF ID' form. It has three input fields: 'Last 5 digits of your SSN: (Example: 67890)', 'First 4 letters of your last name: (If your last name is less than 4 characters, please enter your full last name.)', and 'Date Of Birth: (mm/dd/yyyy)'. There are 'SUBMIT' and 'CANCEL' buttons at the bottom. A callout box labeled 'Click Submit' points to the 'SUBMIT' button.</p>
<p>5. When you see this message, click <b>OK</b>.</p>	 <p>The screenshot shows a Microsoft Internet Explorer dialog box with a yellow warning icon. The text inside reads: 'Your Login request has been submitted for processing.' Below the text is an 'OK' button. A callout box labeled 'Click OK' points to the 'OK' button.</p>

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Step	Action
<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 page.</p>	 <p>The screenshot shows a page titled "Request Your eOPF ID" with the message "Your Login request has been submitted for processing." Below the message is a blue link that says "Click here to return to logon page." A callout box labeled "Click Here" points to this link.</p>

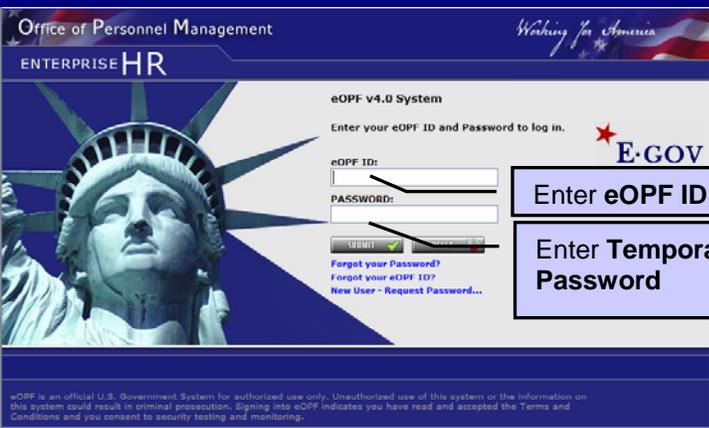
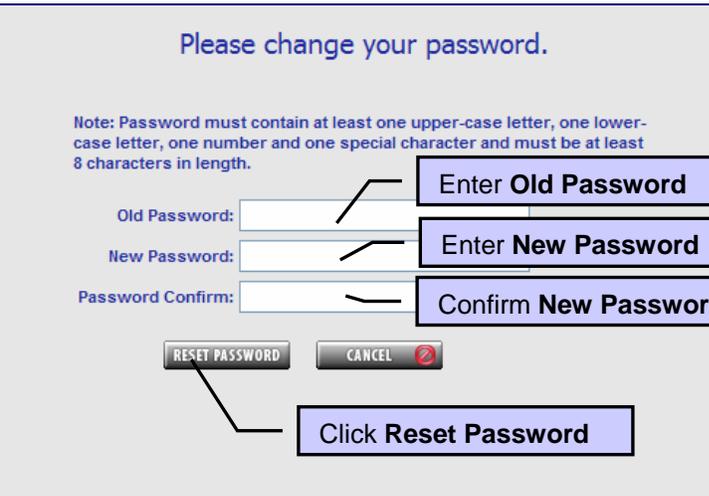
## Part 2: Obtain your eOPF Temporary Password

Step	Action
<p>1. From the eOPF Logon screen, click <b>New User – Request Password.</b></p>	 <p>The screenshot shows the "eOPF v4.0 System" login page. It features a background image of the Statue of Liberty and the "E.GOV" logo. There are input fields for "eOPF ID:" and "PASSWORD:". Below these fields are "SUBMIT" and "RESET" buttons. A callout box labeled "Click New User – Request Password" points to a link at the bottom of the page.</p>
<p>2. From the New User – Request Password screen, enter your:</p> <ul style="list-style-type: none"> <li>• <b>eOPF ID</b> (received via email)</li> <li>• <b>last 5 digits of your SSN</b></li> <li>• <b>first 4 letters of your last name</b></li> </ul> <p>Click <b>Submit.</b></p>	 <p>The screenshot shows the "New User - Request Password" form. It has three input fields: "eOPF ID:", "Last 5 digits of your SSN: (Example: 67890)", and "First 4 letters of your last name:". Below the fields are "SUBMIT" and "CANCEL" buttons. A callout box labeled "Enter relevant information" points to the input fields, and another callout box labeled "Click Submit" points to the "SUBMIT" button.</p>
<p>3. When you see this message, click <b>OK.</b></p>	 <p>The screenshot shows a Microsoft Internet Explorer error message box. The message reads: "Your password request has been submitted for processing." Below the message is an "OK" button. A callout box labeled "Click OK" points to the "OK" button.</p>

# Enterprise Human Resources Integration Electronic Official Personnel Folder

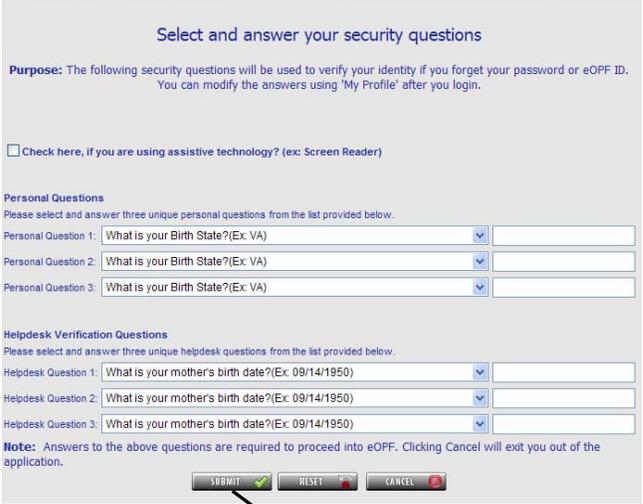
Step	Action
<p>4. You see a message that your login request has been submitted for processing.</p> <p>Your eOPF ID is sent to your registered agency email address momentarily.</p> <p>Click the link to return to the eOPF Logon page.</p>	

## Part 3: First Time eOPF Login

Step	Action
<p>1. Following the retrieval of your eOPF ID and temporary password, enter your <b>eOPF ID</b> and <b>temporary password</b> into the eOPF Logon screen.</p>	
<p>2. You will be prompted to change your temporary password. Enter:</p> <ul style="list-style-type: none"> <li>• <b>your old password</b></li> <li>• <b>your new password</b></li> <li>• <b>re-enter your new password to confirm</b></li> </ul> <p>Click <b>Reset Password</b>.</p>	

# Enterprise Human Resources Integration

## Electronic Official Personnel Folder

Step	Action
<p><b>3.</b> Select and answer 3 personal questions and 3 Help Desk verification questions from the drop-down question boxes.</p> <p>Optionally, enter your email address and state if you are using assistive technology, such as a screen reader.</p> <p>Click <b>Submit</b>.</p>	 <p data-bbox="1263 808 1485 856">Click Submit</p>

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](mailto:eopf_hd@telesishq.com)

**Phone:** 1-866-275-8518