eOPF Quick Reference
For Employees

Online eOPF Self-service Feature for Login ID and Password Retrieval for New Users

eOPF provides web-based access for Federal personnel to view and print employment documents. Employees are able to view their own documents through the eOPF application at https://eopf.nbc.gov/doil. eOPF includes security measures that ensure the integrity of the system and protection of employee documents.

Your eOPF benefits include:

- Immediate access to your documents
- Ability to view or print your documents
- Enhanced accuracy, portability, and security of your documents
- Increased accountability through an audit trail that tracks who accesses your documents and the reason why
- Faster and more efficient records transfer between Federal agencies
- Timely and accurate data retrieval for retirement claims processing

Obtain Your eOPF ID and Password, and then Logon to your Account

Accessing eOPF is simple and convenient. 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 consists of three sections.

Part 1: Obtain Your eOPF ID

Part 2: Create an eOPF Password

Part 3: First Time eOPF Logon
# Part 1: Obtain Your eOPF ID

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<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1</td>
<td>Access your specific agency eOPF URL at: <a href="https://eopf.nbc.gov/doi">https://eopf.nbc.gov/doi</a>/ Read the <strong>eOPF User Agreement</strong> page. Click the <strong>Accept</strong> button.</td>
</tr>
<tr>
<td>2</td>
<td>From the <strong>eOPF Logon</strong> page, click the <strong>Request Your eOPF ID</strong> link.</td>
</tr>
</tbody>
</table>
| 3    | From the **Request Your eOPF ID** screen, enter the:  
  - Last 5 digits of your SSN  
  - First 4 letters of your last name  
  - Date of birth (mm/dd/yyyy) Click the **Submit** button. |
### Electronic Official Personnel Folder

<table>
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<th>Screen Shot</th>
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<tbody>
<tr>
<td>4</td>
<td>The Request Your eOPF ID page displays stating that your request has been submitted for processing. Click the Click here to return to logon page link.</td>
<td><img src="image" alt="Screen Shot Request Your eOPF ID" /></td>
</tr>
<tr>
<td>5</td>
<td>Your eOPF ID will be emailed to the email address of record in eOPF. Please contact the eOPF Help Desk if you do not receive an email with your eOPF ID.</td>
<td><img src="image" alt="Screen Shot Request Your eOPF ID" /></td>
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</table>
### Part 2: Create an eOPF Password

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<tbody>
<tr>
<td>1.</td>
<td>From the eOPF Logon page, click the Request a New Password link.</td>
</tr>
</tbody>
</table>

#### Screen Shot
![Office of Personnel Management: EHRI eOPF](image)

The eOPF system is used for managing and accessing personnel information. Access to this system is restricted to authorized personnel and users. All information in this system is protected by HIPAA and Privacy Act, and is subject to legal action for unauthorized access or disclosure.

#### Additional Information
- **Purpose:** This feature allows you to request a new password. Please enter information in the following fields.
- **eOPF ID:**
- **Last 5 digits of your SSN:** (Example: 12345)
- **First 4 letters of your last name:**

#### Instructions
- Click the **Submit** button.

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<tr>
<td>2.</td>
<td>On the Request a New Password page, enter your:</td>
</tr>
<tr>
<td></td>
<td>• eOPF ID</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 the <strong>Submit</strong> button.</td>
</tr>
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#### Screen Shot
![Request a New Password](image)

#### Additional Information
- **Purpose:** This feature allows you to request a new password. Please enter information in the following fields.
- **eOPF ID:**
- **Last 5 digits of your SSN:** (Example: 12345)
- **First 4 letters of your last name:**

#### Instructions
- Click the **Submit** button.

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<tr>
<td>3.</td>
<td>The Request a New Password page displays indicating your request has been submitted for processing.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Click here to return to logon page</strong> link.</td>
</tr>
</tbody>
</table>

#### Note:** If your information fails to be verified, you receive a message stating that your information does not match the information in the eOPF system and you should contact the eOPF Help Desk.
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<td>4</td>
<td>An email is sent with a password reset link, a reset token, and instructions to the email address of record in eOPF. The token is valid for 15 minutes. Click the URL link. Please contact the eOPF Help Desk if you do not receive an email with your password reset link, etc.</td>
</tr>
<tr>
<td>5</td>
<td>The link opens the <strong>Reset Your Password</strong> screen. Type in your eOPF ID. Copy the Token password from the email and paste it into the <strong>Token</strong> field. Click the <strong>Submit</strong> button.</td>
</tr>
<tr>
<td>6</td>
<td>The <strong>Please reset your password</strong> page displays. Enter a password that meets your agency's security guidelines in the <strong>New Password</strong> field, then again in the <strong>ReType Password</strong> field. Click the <strong>Reset Password</strong> button, which will bring you back to the eOPF Logon page. You are ready to log in to eOPF! Continue with Part 3.</td>
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</table>
### Part 3: First Time eOPF Logon

<table>
<thead>
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<th>Step</th>
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</table>
| 1    | **Enter your eOPF ID and password on the eOPF Logon page.**  
     | **Click the Submit button.** |
| 2    | **The Select and answer your security questions** screen displays. Select questions from the drop-down menu, then answer the questions in the blank fields on the right. Security question answers are not validated for format or correctness (i.e. state, numbers, or dates). Maximum length for an answer is 35 characters.  
<pre><code> | **To start over, click the Reset button.** |
</code></pre>
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<tr>
<td>3</td>
<td>You also have the ability to create custom questions for <strong>Personal Questions</strong>; however, custom questions cannot be created for <strong>Helpdesk Questions</strong>. Click the drop-down menu and select <strong>Write your question</strong>. A blank Specify your Question field is added, allowing you to type your custom question. Click <strong>Add</strong>. Once a custom question is created, it will always be listed in the drop-down menu. Maximum length for a question is 100 characters. There is no limit to the number of custom questions you may create.</td>
</tr>
<tr>
<td>4</td>
<td>A confirmation message states, &quot;Your question is added to the Personal questions list.&quot; Select the drop-down menu arrow again and choose your newly created question. Type your answer in the blank field to the right.</td>
</tr>
<tr>
<td>5</td>
<td>To save, click the <strong>Submit</strong> button below the questions.</td>
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</table>
### Electronic Official Personnel Folder

**Step** | **Action** | **Screen Shot**
--- | --- | ---
6 | The Rules of Behavior page displays. Read the rules and click the Accept button. | ![Rules of Behavior](image)

**Rules of Behavior for All Users**

The DHS project office is responsible for ensuring an adequate level of protection and security is afforded to the eOPF system. The security of systems and information in operation is the responsibility of all users. The following Rules of Behavior are provided to further define the responsibilities of those using the eOPF System.

All users must understand that these Rules of Behavior are based on Federal law and regulations, and as such, these are recommendations for the policies of these rules. Depending on the security of the network at the discretion of management and with the approval of the user, access to all data, information, profiles, and services may be limited, consistent with reasonable methods to protect access privileges, accounts, data, and transactions from theft, violation, and misuse.

**Rules of Behavior**

1. Protect the information in the eOPF System, including all data, information, and data entered into or copied from the System.
2. Protect the system from unauthorized access, use, or disclosure.
3. Disclose all information to a limited number of individuals, as necessary for the performance of their duties.
4. newArr: Display of sensitive information contained in the System, as appropriate.
5. Ensure that the system is protected from unauthorized access, use, or disclosure.
6. Protect the System from unauthorized access, use, or disclosure.
7. Notify the user of any unauthorized access, use, or disclosure.
8. newArr: Protect the System from unauthorized access, use, or disclosure.
9. newArr: Display of sensitive information contained in the System, as appropriate.
10. newArr: Display of sensitive information contained in the System, as appropriate.
11. newArr: Display of sensitive information contained in the System, as appropriate.

I understand that I am responsible for my actions and that I accept:

- newArr: Display of sensitive information contained in the System, as appropriate.
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The screen refreshes and takes you to the eOPF Welcome page. That’s it! You are in eOPF.

From this page, you can navigate eOPF with the buttons on the left.

From the eOPF Welcome Screen, you can:

- View your entire eOPF by clicking the My eOPF tab.
- Search for specific documents within your eOPF by clicking on the Search eOPF tab.
- Change your eOPF preferences by clicking on the My Profile tab.

### Need Assistance?

For technical assistance, select the Help link 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