Log on to eOPF

Log on to eOPF

1. Access **https://eopf.nbc.gov/<Enter Agency>/**
2. Read the Terms and Conditions and click **Accept**
3. Enter your eOPF ID
4. Enter your secure Password
5. Click **Submit**

Request a New User Password

If you are a new user to eOPF and do not yet have a password, but have been assigned an eOPF ID, you can request a password.

1. From the **eOPF logon** screen, click the **New User- Request Your Password** link
2. Enter:
   - eOPF ID
   - Last 5 digits of your SSN
   - First 4 letters of your last name (or entire last name if less than 4 characters)
3. Click the **Submit** button

Note: In the New User Password Request and Forgotten Password retrieval scenarios (next page), you will receive an email containing the desired information. If your information fails to be verified, you will receive an "Access Denied" Message. If your information was verified, but does not have an email address in eOPF, then an email is sent to the help desk with your information. After you are contacted by the help desk and a valid email address is in the system, you will need to repeat the request process.

If you are logging into eOPF for the first time, you will need to complete the **eOPF Security Profile** page prior to moving on to the **eOPF Welcome** page.

1. Choose and answer three Personal Questions and three help desk Verification questions from the drop-down question boxes
2. Click the **Submit** button

Once all information is completed, you are directed to the **eOPF Welcome** page

What is eOPF ?

The eOPF solution provides electronic, Web-enabled access for all Federal Agency staff members to view eOPF documents. All employees are able to view their own OPF through the eOPF solution. eOPF includes security measures to ensure the integrity of the system. For example, users are able to view their own eOPF documents, but not modify the documents. Additionally, all activity performed in the eOPF solution is logged and can be accessed through various reports by authorized users. The eOPF provides an audit trail capability, including a mandatory log that documents when and why an authorized user has reviewed an eOPF.

Key Benefits of eOPF:

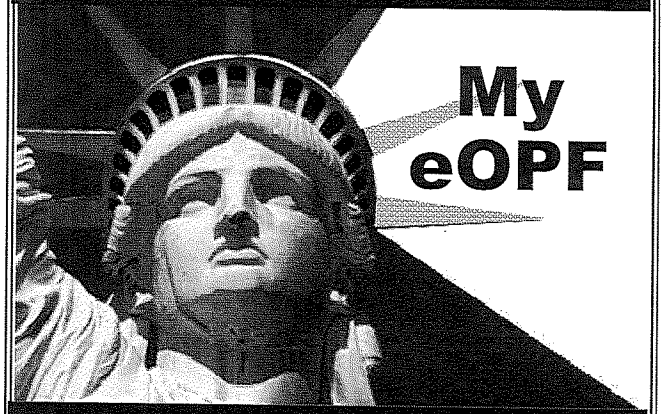
1. Enhanced portability and security of personnel records
2. Provides increased employee awareness and accountability through email notification of Personnel Actions (SF-50's)
3. Immediate access to OPF forms and information for a geographically dispersed workforce

eOPF Helpdesk Contact Information
Phone: 866-275-8518
Email: eOPF_hd@Telesishq.com

USGS eOPF Helpdesk Contact Information

Email: eOPF@usgs.gov

ELECTRONIC OFFICIAL PERSONNEL FOLDER



Employee Quick Reference Guide

4.1

USGS
science for a changing world

U.S. Geological Survey

WWW.OPM.GOV/eGOV/EHRI

Log on to eOPF Cont...

Forgot Your Password?

1. In the **eOPF logon** screen, select the **Forgot Your Password?** link
2. Follow the prompts to enter desired information
3. Click **Submit**
4. Answer one of the challenge questions you provided during eOPF registration
5. On the **Reset Your Password** screen, enter your new password
6. Click **Reset Password***

*Passwords must contain at least 1 upper-case letter, 1 lower-case letter, 1 number and 1 special character and be at least 8 characters in length.

Forgot Your eOPF ID?

1. In the **eOPF logon** screen, click the **Forgot Your eOPF ID?** link
2. Follow the prompts to enter desired information
3. Click **Submit** (If you entered the desired information correctly, your Login ID will appear on the screen)

Manually Change Your Password

1. From the **eOPF Welcome** page, click **My Profile**
2. From the **General Preferences** page, click the **Change Password** tab
3. Enter your current password in the **Old Password** field
4. In the **New Password** field, enter your new password
5. In the **Verify Password** field, enter your new password again
6. Click **Update**

Change Your Email Address

1. Click the **My Profile** button on the eOPF main menu
2. Click the **Change Email** tab at the top of the screen
3. Type your email address in the **Your Email Address** field
4. Click the **Update** button

Note: The eOPF solution notifies users when new eOPF documents are added via email; therefore, if your email address changes, it is important that your eOPF Profile Information be updated.

Your eOPF

View Documents in Your eOPF

1. Log on to eOPF
2. Click either **My eOPF** or the **Search eOPF** button from the left side of the screen
   - **My eOPF** lists your document from the most recent effective date
   - **Search eOPF** allows you to search for and view particular documents within your eOPF
3. Click the **Action** icon next to the document that you want to view
4. Select the **View** option
5. Click the **Open** button when the File Download box displays
6. Click the **Close** button when finished viewing the document to return to eOPF

Search Your eOPF

1. From the main menu, click the **Search eOPF** button
2. Enter the criteria for the form(s) you wish to locate
3. Click the **Search** button

The Search function allows you to search for All Forms, Common Forms or Agency Forms. You may also select the Folder Sides you wish to view. You may expand or restrict the number of documents that are retrieved through these options.

What is a Folder Side?

In eOPF, a folder is not restricted to the Permanent and Temporary folder sides. Virtual folder sides group similar documents and forms. These sides are decided upon during the paper conversion process, and can only be modified by an eOPF System Administrator.

Incorrect Documents

If you find a document in your eOPF that does not belong to you, please notify your servicing HR office.

About EHRI & eOPF

View and Update Emergency Data

1. From the main menu, click **My Profile**
2. Click the **Emergency Data** tab at the top of the page
3. Edit the desired fields, then click **Apply**

Note: It is your responsibility to ensure that your emergency contact information remains current.

Change Your General Preferences

1. From the main menu, click the **My Profile** button and then select the **General Preferences** tab at the top of the screen
2. Select your desired options
   - Number of rows per page to display
   - Visible fields when viewing your eOPF
   - Assistive technology options
3. Click the **Apply** button

Good to Know

eOPF Online Help

Within eOPF, each User has access to the eOPF User Guide by clicking on the **Help** link in the top right corner of any eOPF Web page. The eOPF User Guide contains detailed information and step-by-step directions for performing tasks in eOPF.

Home Link

To return to the **eOPF Welcome** page at any time, click the **Home** link in the upper right corner of any eOPF page.

Adobe Reader

eOPF stores documents as Portable Document Format (PDF) files, which are viewed and printed using Adobe Reader. Ensure that you have Adobe Reader installed on your PC before using eOPF.