Change Your General Preferences

1. From the main menu, click the ***My Profile*** button
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

View and Update Emergency Data

- From the eOPF Main Menu, click **My Profile**
- Click the **Emergency Data** tab at the top of the page
- Edit the desired fields, then click **Apply**

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

View Documents in Your eOPF

1. Logon to eOPF
2. Click either ***My eOPF*** or the ***Search eOPF*** button from the left side of the screen
   - My eOPF lists your documents from the most recent effective date
   - Search eOPF allows you to search for and view particular documents within your eOPF
3. Click the ***Action Button*** 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 eOPF main menu, click on the ***Search eOPF*** button
2. Enter the criteria for the form(s) you wish to locate
3. Click the ***Search*** button

Forgot Your eOPF ID?

1. In the eOPF log in screen, click on the ***Forgot Your Login ID?*** link
2. When prompted provide:
   - Last 5 digits of your **Social Security Number (SSN)**
   - First 4 letters of your **last name** (or entire last name if less than 4 characters)
   - Date of **Birth**
3. Click ***Submit***
4. Answer one of the challenge questions you provided during eOPF registration, If you answer the questions correctly, your eOPF login ID will appear on the screen

Note: For Password re-sets and Login ID retrieval, 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 helpdesk with your information. After you are contacted by the helpdesk and a valid email address is in the system, you will need to repeat the request process.

Forgot Your Password?

1. In the eOPF log in screen, select the ***Forgot your Password*** link, below the eOPF ID and password fields
2. When prompted, provide:
   - Your Login ID
   - Last 5 digits of your **Social Security Number (SSN)**
   - First 4 letters of your **last name** (or entire last name if less than 4 characters)
3. Click ***Submit***
4. Answer one of the challenge questions provided during eOPF registration, If you answer the questions correctly, your eOPF login ID will appear on the screen
5. On the ***Reset Your Password*** screen, enter your new password
6. Click ***Reset Password***

A security email containing your temporary Password will be sent to you at the email address of record stored in your eOPF profile.

Log In to eOPF

1. Log in to eOPF at:
https://eopf.nbc.gov/HHS/
3. Review the terms and conditions and click ***Accept***
2. Enter your eOPF ID
3. Enter your secured password
4. Click ***Submit***

You are now logged in to eOPF

If your password has expired

After you log in, if your password has expired, you will be prompted to ***Change Your Password***. *(Until you change your password, you will NOT have access to other eOPF functions.)*

Change Your Password

1. In the ***Old Password*** field, enter the password just used to log in
2. Create a new password using your agency's password formula
3. In the ***New Password*** field, enter your NEW password
4. Re-enter your NEW password in the ***Verify Password*** field
5. Click the ***Update*** button

Your password has been changed

Electronic Official Personnel Folder

Employee Pocket Guide

4.0

NOTE: Your initial login information will be emailed to you within 2-3 weeks of your start date. You cannot access the system without your initial login information.

eOPF Online Help

To access the eOPF online Help feature or select the ***Help*** button in the upper right corner of an eOPF page. The Help page features detailed directions for functions in eOPF.

For additional eOPF Resources go to the NIH eOPF Website:

http://hr.od.nih.gov/HRSystems/eOPF/default.htm

eOPF Helpdesk Contact Information

(technical assistance and login issues)

Phone: 866.275.8518
Email: eOPF_hd@Telesishq.com

NIH HR Systems Support Help Desk

(eOPF Content Related Issues)

Phone: 301-451-1436
Email: hrsystemssupport@od.nih.gov

What is eOPF?

The electronic Official Personnel Folder (eOPF) is the digitized recreation of your paper personnel folder and the official record of your Federal work career. It is accessible to you any time, anywhere, via a secure website.

Safeguard your unique login ID and password, and keep this guide handy to review personnel actions as they are automatically filed.

Benefits of eOPF Include:

- Enhanced accuracy, portability and security of personnel records
- Increased employee awareness and accountability through email notification of Personnel Actions (SF-50's)
- Immediate access to OPF forms and information for a geographically dispersed workforce