



# eOPF Quick Reference For Employees

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## 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://eopf1.nbc.gov/nationalguard/>. 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.

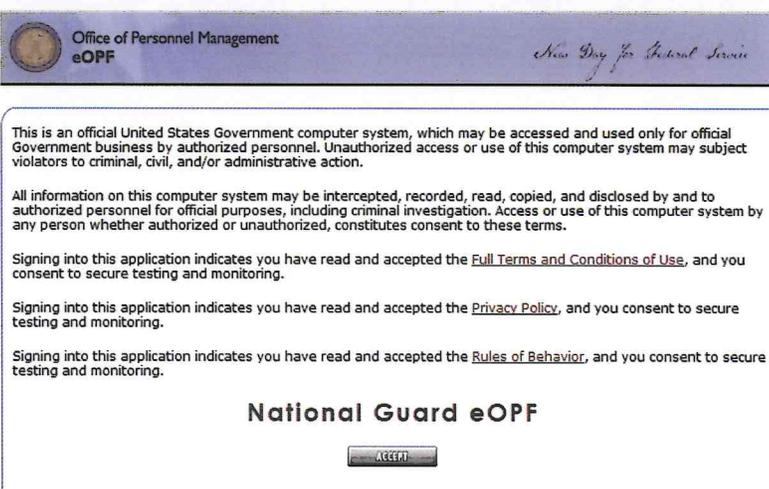
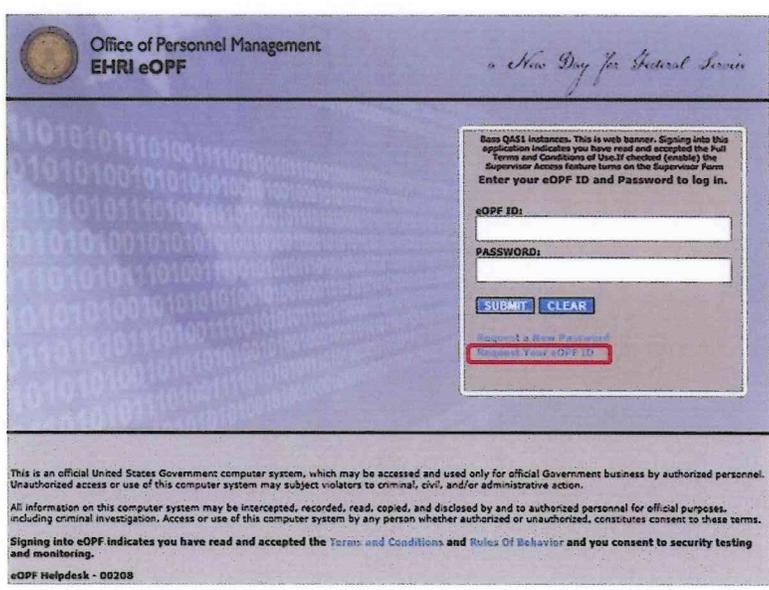
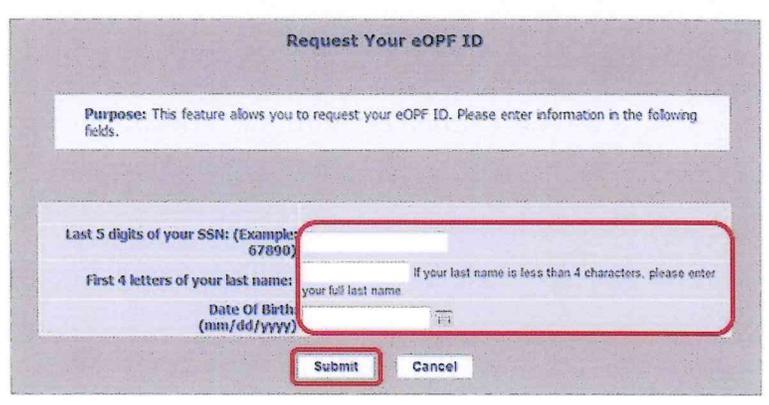
**Part 1: Obtain Your eOPF ID**

**Part 2: Create an eOPF Password**

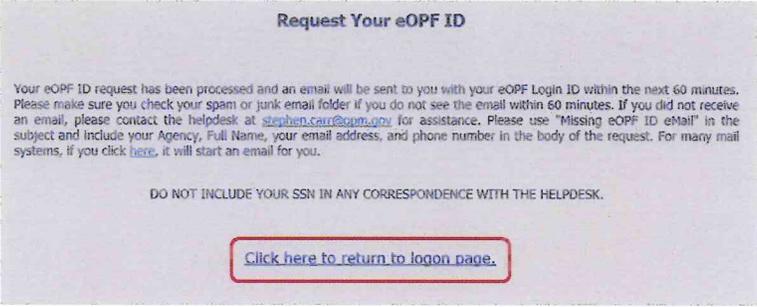
**Part 3: First Time eOPF Logon**

# Electronic Official Personnel Folder

## Part 1: Obtain Your eOPF ID

Step	Action	Screen Shot
1	<p>Access your specific agency eOPF URL at:  <a href="https://eopf1.nbc.gov/nationalguard/">https://eopf1.nbc.gov/nationalguard/</a></p> <p>Read the <b>eOPF User Agreement</b> page.</p> <p>Click the <b>Accept</b> button.</p>	
2	<p>From the <b>eOPF Logon</b> page, click the <b>Request Your eOPF ID</b> link.</p>	
3	<p>From the <b>Request Your eOPF ID</b> 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>• Date of birth (mm/dd/yyyy)</li> </ul> <p>Click the <b>Submit</b> button.</p>	

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Step	Action	Screen Shot
4	<p>The <b>Request Your eOPF ID</b> page displays stating that your request has been submitted for processing.</p> <p>Click the <b>Click here to return to logon page</b> link.</p>	
5	<p>Your eOPF ID will be emailed to the email address of record in eOPF.</p> <p>Please contact the eOPF Help Desk if you do not receive an email with your eOPF ID.</p>	<p>This email is to notify you that a request for your eOPF ID has been made.</p> <p>eOPF ID: AFD12345 (example)</p> <p>If you did not initiate this request, please contact the helpdesk at 844-275-8518 or eopf_hd@teleishq.com for assistance.</p> <p>The eOPF system is implemented in accordance with the Privacy Act of 1974, 5 U.S.C. § 552a to safeguard information from unauthorized use. However, as hard as we try, sometimes information is erroneously stored. In the event an employee who accesses his/her personnel file discovers another person's information in their folder, he/she should immediately contact the eOPF Help Desk (dial 844-275-8518 or email eopf_hd@teleishq.com) regarding the error so that corrective measures can be taken. Any employee who knowingly and willfully discloses personal information pertaining to other individuals, in any manner, to any person or agency not entitled to receive it, may be found guilty of a misdemeanor and fined.</p> <p>Agency: AGENCY]</p>

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## Part 2: Create an eOPF Password

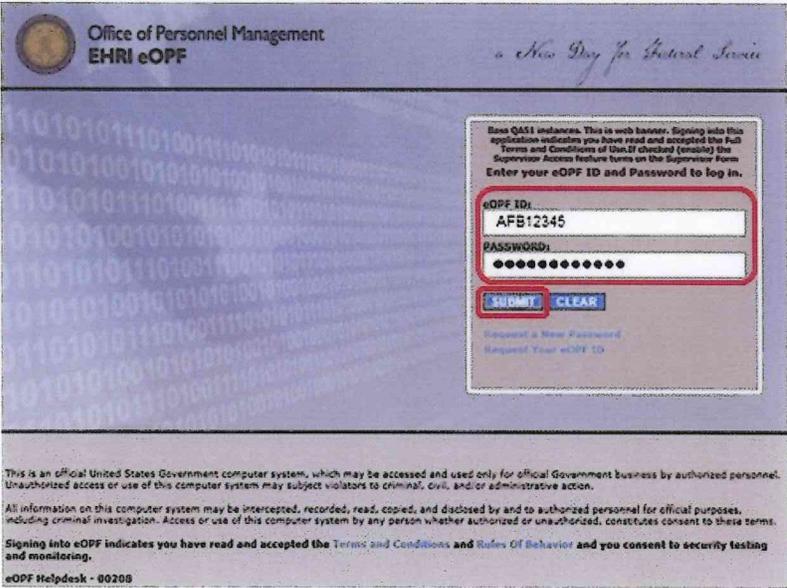
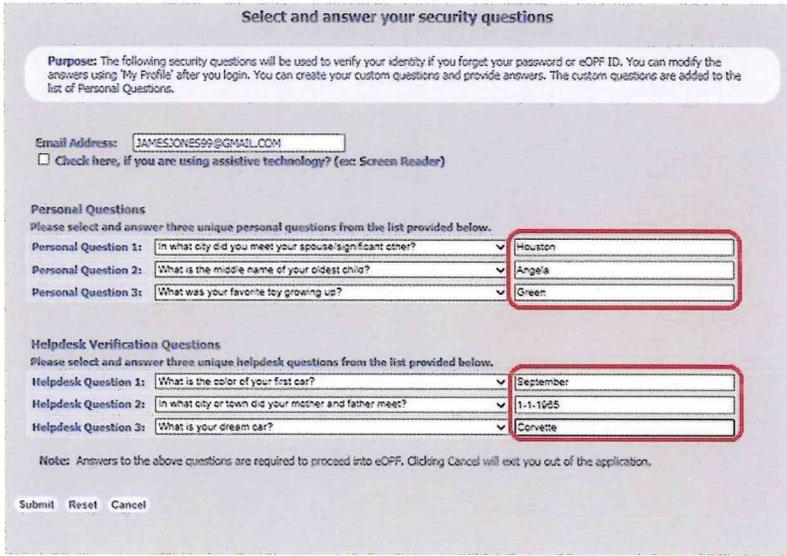
Step	Action	Screen Shot
1	<p>From the <b>eOPF Logon</b> page, click the <b>Request a New Password</b> link.</p>	
2	<p>On the <b>Request a New Password</b> page, enter your:</p> <ul style="list-style-type: none"> <li>eOPF ID</li> <li>Last 5 digits of your SSN</li> <li>First 4 letters of your last name</li> </ul> <p>Click the <b>Submit</b> button.</p>	
3	<p>The <b>Request a New Password</b> page displays indicating your request has been submitted for processing.</p> <p>Click the <b>Click here to return to logon page</b> link.</p> <p><b>Note:</b> 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.</p>	

# Electronic Official Personnel Folder

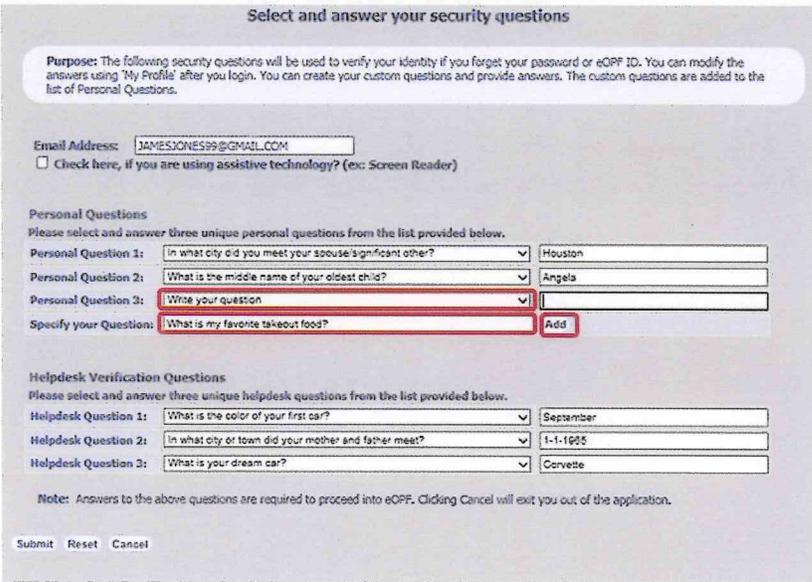
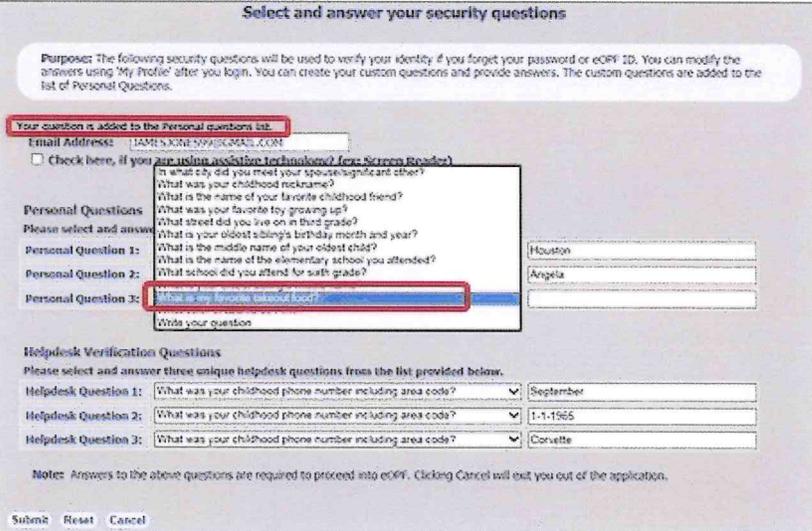
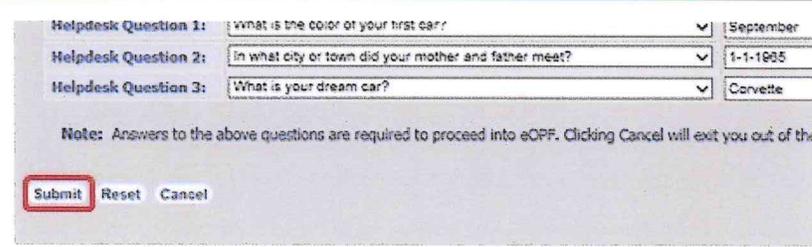
Step	Action	Screen Shot
4	<p>An email is sent with a password reset link, a token, and instructions to the email address of record in eOPF. The token is valid for 15 minutes.</p> <p>Click the <b>URL</b> link.</p> <p>Please contact the eOPF Help Desk if you do not receive an email with your password reset link, etc.</p>	<p>This email is to notify you that a request to change your eOPF password has been made.</p> <p>Please click on the link below. You will be asked to provide your username and the 12 digit token below. Please note that token expires within 15 minutes of sending this email:</p> <p>URL: <a href="https://eopf.sbs.gov/agency/ChangePasswordRequest.aspx">https://eopf.sbs.gov/agency/ChangePasswordRequest.aspx</a> (example)            Token: 12A23F543ASD43 (example)</p> <p>If you did not initiate this change, please contact the helpdesk at 866-275-8518 or eopf_hd@teleishq.com for assistance.</p> <p>The eOPF system is implemented in accordance with the Privacy Act of 1974, 5 U.S.C. § 552a to safeguard information from unauthorized use. However, as hard as we try, sometimes information is erroneously stored. In the event an employee who accesses his/her personnel file discovers another person's information in their folder, he/she should immediately contact the eOPF Help Desk (dial 866-275-8518 or email eopf_hd@teleishq.com) regarding the error so that corrective measures can be taken. Any employee who knowingly and willfully discloses personal information pertaining to other individuals, in any manner, to any person or agency not entitled to receive it, may be found guilty of a misdemeanor and fined.</p> <p>Agency: AGENCY]</p>
5	<p>The link opens the <b>Reset Your Password</b> screen. Type in your <b>eOPF ID</b>.</p> <p>Copy the token from the email and paste it into the <b>Token</b> field.</p> <p>Click the <b>Submit</b> button.</p>	
6	<p>The <b>Please reset your password</b> page displays.</p> <p>Enter a password that meets your agency's security guidelines in the <b>New Password</b> field, then again in the <b>ReType Password</b> field.</p> <p>Click the <b>Reset Password</b> button, which will bring you back to the <b>eOPF Logon</b> page.</p> <p>You are ready to log in to eOPF! Continue with Part 3.</p>	

# Electronic Official Personnel Folder

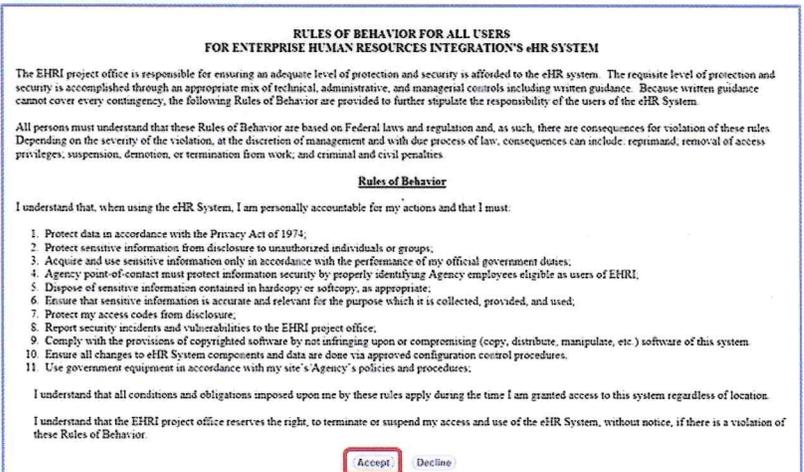
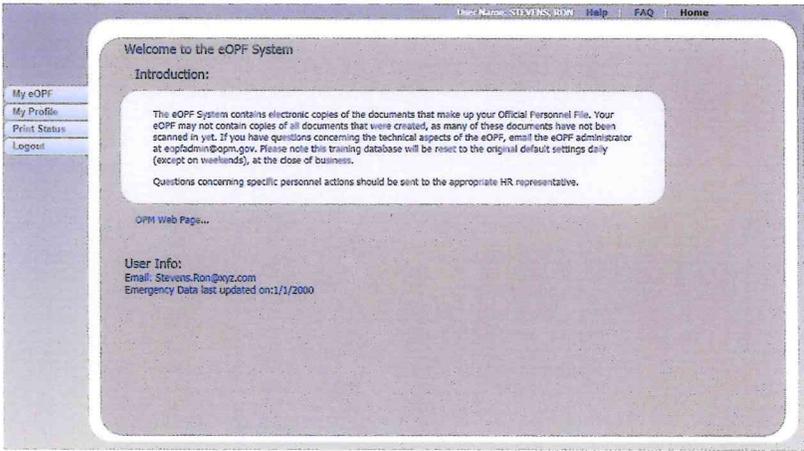
## Part 3: First Time eOPF Logon

Step	Action	Screen Shot
1	<p>Enter your eOPF ID and password on the <b>eOPF Logon</b> page.</p> <p>Click the <b>Submit</b> button.</p>	 <p>This is an official United States Government computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.</p> <p>All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigation. Access or use of this computer system by any person whether authorized or unauthorized, constitutes consent to these terms.</p> <p>Signing into eOPF indicates you have read and accepted the Terms and Conditions and Rules Of Behavior and you consent to security testing and monitoring.</p> <p>eOPF Helpdesk - 00208</p>
2	<p>The <b>Select and answer your security questions</b> 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.</p> <p>To start over, click the <b>Reset</b> button.</p>	 <p>Purpose: The following security questions will be used to verify your identity if you forget your password or eOPF ID. You can modify the answers using 'My Profile' after you login. You can create your custom questions and provide answers. The custom questions are added to the list of Personal Questions.</p> <p>Email Address: JAMESJONES99@GMAIL.COM  <input type="checkbox"/> Check here, if you are using assistive technology? (ex: Screen Reader)</p> <p><b>Personal Questions</b>      Please select and answer three unique personal questions from the list provided below.</p> <p>Personal Question 1: [in what city did you meet your spouse/significant other?] [Houston]      Personal Question 2: [What is the middle name of your oldest child?] [Angela]      Personal Question 3: [What was your favorite toy growing up?] [Green]</p> <p><b>Helpdesk Verification Questions</b>      Please select and answer three unique helpdesk questions from the list provided below.</p> <p>Helpdesk Question 1: [What is the color of your first car?] [September]      Helpdesk Question 2: [in what city or town did your mother and father meet?] [1-1-1925]      Helpdesk Question 3: [What is your dream car?] [Corvette]</p> <p>Note: Answers to the above questions are required to proceed into eOPF. Clicking Cancel will exit you out of the application.</p> <p>Submit Reset Cancel</p>

# Electronic Official Personnel Folder

Step	Action	Screen Shot
3	<p>You also have the ability to create custom questions for <b>Personal Questions</b>; however, custom questions cannot be created for <b>Helpdesk Questions</b>.</p> <p>Click the drop-down menu and select <b>Write your question</b>. A blank Specify your Question field is added, allowing you to type your custom question. Click <b>Add</b>.</p> <p>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.</p>	 <p>Select and answer your security questions</p> <p>Purpose: The following security questions will be used to verify your identity if you forget your password or eOPF ID. You can modify the answers using 'My Profile' after you login. You can create your custom questions and provide answers. The custom questions are added to the list of Personal Questions.</p> <p>Email Address: JAMESJONES99@GMAIL.COM  <input type="checkbox"/> Check here, if you are using assistive technology? (ex: Screen Reader)</p> <p>Personal Questions  Please select and answer three unique personal questions from the list provided below.</p> <p>Personal Question 1: In what city did you meet your spouse/significant other? Houston  Personal Question 2: What is the middle name of your oldest child? Angela  Personal Question 3: Write your question  Specify your Question: What is my favorite takeout food? Add</p> <p>Helpdesk Verification Questions  Please select and answer three unique helpdesk questions from the list provided below.</p> <p>Helpdesk Question 1: What is the color of your first car? September  Helpdesk Question 2: In what city or town did your mother and father meet? 1-1-1995  Helpdesk Question 3: What is your dream car? Corvette</p> <p>Note: Answers to the above questions are required to proceed into eOPF. Clicking Cancel will exit you out of the application.</p> <p>Submit Reset Cancel</p>
4	<p>A confirmation message states, "Your question is added to the Personal questions list."</p> <p>Select the drop-down menu arrow again and choose your newly created question. Type your answer in the blank field to the right.</p>	 <p>Select and answer your security questions</p> <p>Purpose: The following security questions will be used to verify your identity if you forget your password or eOPF ID. You can modify the answers using 'My Profile' after you login. You can create your custom questions and provide answers. The custom questions are added to the list of Personal Questions.</p> <p>Your question is added to the Personal questions list.</p> <p>Email Address: JAMESJONES99@GMAIL.COM  <input type="checkbox"/> Check here, if you are using assistive technology? (ex: Screen Reader)</p> <p>Personal Questions  Please select and answer three unique personal questions from the list provided below.</p> <p>Personal Question 1: In what city did you meet your spouse/significant other? Houston  Personal Question 2: What is the middle name of your oldest child? Angela  Personal Question 3: What is my favorite takeout food?  Specify your Question: Write your question</p> <p>Helpdesk Verification Questions  Please select and answer three unique helpdesk questions from the list provided below.</p> <p>Helpdesk Question 1: What was your childhood phone number including area code? September  Helpdesk Question 2: What was your childhood phone number including area code? 1-1-1995  Helpdesk Question 3: What was your childhood phone number including area code? Corvette</p> <p>Note: Answers to the above questions are required to proceed into eOPF. Clicking Cancel will exit you out of the application.</p> <p>Submit Reset Cancel</p>
5	<p>To save, click the <b>Submit</b> button below the questions.</p>	 <p>Helpdesk Question 1: What is the color of your first car? September  Helpdesk Question 2: In what city or town did your mother and father meet? 1-1-1995  Helpdesk Question 3: What is your dream car? Corvette</p> <p>Note: Answers to the above questions are required to proceed into eOPF. Clicking Cancel will exit you out of the application.</p> <p>Submit Reset Cancel</p>

# Electronic Official Personnel Folder

Step	Action	Screen Shot
6	<p>The <b>Rules of Behavior</b> page displays. Read the rules and click the <b>Accept</b> button.</p>	 <p><b>RULES OF BEHAVIOR FOR ALL USERS FOR ENTERPRISE HUMAN RESOURCES INTEGRATION'S eHR SYSTEM</b></p> <p>The eHRI project office is responsible for ensuring an adequate level of protection and security is afforded to the eHR system. The requisite level of protection and security is accomplished through an appropriate mix of technical, administrative, and managerial controls including written guidance. Because written guidance cannot cover every contingency, the following Rules of Behavior are provided to further stipulate the responsibility of the users of the eHR System.</p> <p>All persons must understand that these Rules of Behavior are based on Federal laws and regulation and, as such, there are consequences for violation of these rules. Depending on the severity of the violation, at the discretion of management and with due process of law, consequences can include: reprimand, removal of access privileges, suspension, demotion, or termination from work, and criminal and civil penalties.</p> <p><b>Rules of Behavior</b></p> <p>I understand that, when using the eHR System, I am personally accountable for my actions and that I must:</p> <ol style="list-style-type: none"> <li>1. Protect data in accordance with the Privacy Act of 1974;</li> <li>2. Protect sensitive information from disclosure to unauthorized individuals or groups;</li> <li>3. Acquire and use sensitive information only in accordance with the performance of my official government duties;</li> <li>4. Agency point-of-contact must protect information security by properly identifying Agency employees eligible as users of eHRI;</li> <li>5. Dispose of sensitive information contained in hardcopy or softcopy, as appropriate;</li> <li>6. Ensure that sensitive information is accurate and relevant for the purpose which it is collected, provided, and used;</li> <li>7. Protect my access codes from disclosure;</li> <li>8. Report security incidents and vulnerabilities to the eHRI project office;</li> <li>9. Comply with the provisions of copyrighted software by not infringing upon or compromising (copy, distribute, manipulate, etc.) software of this system;</li> <li>10. Ensure all changes to eHR System components and data are done via approved configuration control procedures;</li> <li>11. Use government equipment in accordance with my site's Agency's policies and procedures;</li> </ol> <p>I understand that all conditions and obligations imposed upon me by these rules apply during the time I am granted access to this system regardless of location.</p> <p>I understand that the eHRI project office reserves the right, to terminate or suspend my access and use of the eHR System, without notice, if there is a violation of these Rules of Behavior</p> <p><input type="button" value="Accept"/> <input type="button" value="Decline"/></p>
7	<p>The screen refreshes and takes you to the <b>eOPF Welcome</b> page. That's it! You are in eOPF.</p> <p>From this page, you can navigate eOPF with the buttons on the left.</p>	 <p>Ther Name: STEVENS, RON Help FAQ Home</p> <p>Welcome to the eOPF System</p> <p>Introduction:</p> <p>The eOPF System contains electronic copies of the documents that make up your Official Personnel File. Your eOPF may not contain copies of all documents that were created, as many of these documents have not been scanned in yet. If you have questions concerning the technical aspects of the eOPF, email the eOPF administrator at <a href="mailto:opfadmin@opm.gov">opfadmin@opm.gov</a>. Please note this training database will be reset to the original default settings daily (except on weekends), at the close of business.</p> <p>Questions concerning specific personnel actions should be sent to the appropriate HR representative.</p> <p>OPF Web Page...</p> <p>User Info: Email: <a href="mailto:Stevens.Ron@xyz.com">Stevens.Ron@xyz.com</a> Emergency Data last updated on: 1/1/2000</p>

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 login or document content issues, contact your local State Human Resources Office (HRO) for assistance.