What is eOPF

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 (e.g. SF-50's/DA 3434s)
3. Immediate access to OPF forms and information for a geographically dispersed workforce

Review of Your eOPF Documents
It is highly recommended that you review your eOPF when notified that you can gain access to the system.

If you find a document in your eOPF that does not belong to you, it is your responsibility to immediately contact the eOPF helpdesk. Both APF and NAF employees need to submit a helpdesk ticket at **eOPF_hd@Telesishq.com.**

If you have a document in your eOPF that is illegible, you will also need to submit a helpdesk ticket.

eOPF Cleanup and Forms Search
There is an on-going effort to ensure documents are filed in their appropriate folders during the indexing process. If you cannot find a document on the initial search of the folder, review the entire eOPF contents. If unsuccessful, contact the helpdesk.

Navigating through 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.

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.

Profile Updates

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
   - Fields to display in folder results list
   - Visible fields when viewing your eOPF
   - Assistive technology options
3. Click the **Apply** button

Good to Know

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.

Performance documents
Some employee performance appraisals for the past 4 years may not be currently filed in your eOPF. This may be due to the back log of documents that occurred during the conversion process. These appraisals can be requested through the eOPF helpdesk or your supervisor. If a NSPS appraisal is needed, it is in the Performance Appraisal Application (PAA) accessible by the CPOL Portal and My Biz.

Awards Documents for APF Employees
Awards documents are not required to be filed in hard copy OPFs and in eOPF according to the OPM Guide to Personnel Recordkeeping. Monetary award SF50s from 1998 through the present time are accessible through the CPOL Portal. In addition, the automated system places awards processed after 26 September 2011 into eOPF. Honorary awards are listed in the CPOL Portal and My Biz.

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

Log on to eOPF

Log on to eOPF
1. Access to your eOPF is by Government computer ONLY.
   APF employees: **https://eopf1.nbc.gov/army/**
   NAF employees:
   https://eopf1.nbc.gov/armynaf/
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
NOTE: If you do not have a password but have already been provided with an eOPF ID, proceed to Step 5.
1. From the **eOPF logon** screen, click the **Request Your eOPF ID** link.
2. Enter the last 5 digits of your SSN, first 4 letters of last name and date of birth.
3. Click **Submit**
 You will receive an e-mail with your eOPF ID.
4. When you receive your eOPF ID via e-mail, return to eOPF
5. From the **eOPF logon** screen, click the **Request a New Password** link
6. Enter your eOPF ID, last 5 digits of your SSN, first 4 letters of your name
7. Click **Submit**
 You will receive an e-mail with a temporary password.

Note: If your information you enter does not match the information on record in eOPF, you will receive an "Access Denied" Message. If you do not have an e-mail address in eOPF, an e-mail is sent to the help desk, who will contact you to assist with access.

If you are logging into eOPF for the first time, you will need to accept the **Rules of Behavior** and 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

Reset/Change Password & ID

Forgot Your Password?
1. In the **eOPF logon** screen, select the **Request a New 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 **Request 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)

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**
NOTE: The eOPF system notifies users via e-mail when new eOPF documents are added; therefore, if your e-mail address changes, it is your responsibility to update your eOPF Profile information.