



**eOPF**

**Resource Guide**

Employee

# Employee Reference Guide

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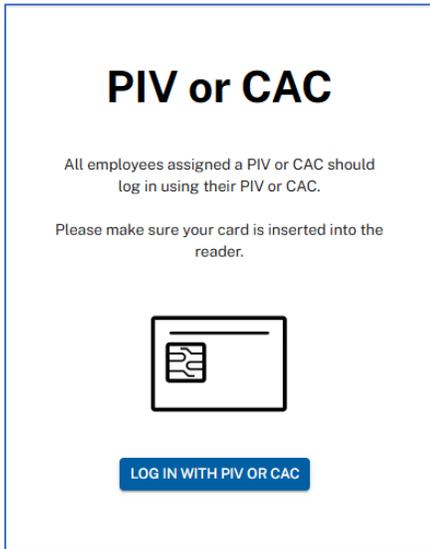
***IMPORTANT! This reference guide includes screens from eOPF which are representative of what you may see. However, your system may appear slightly different depending upon your role or versioning of the system.***

# Login Instructions

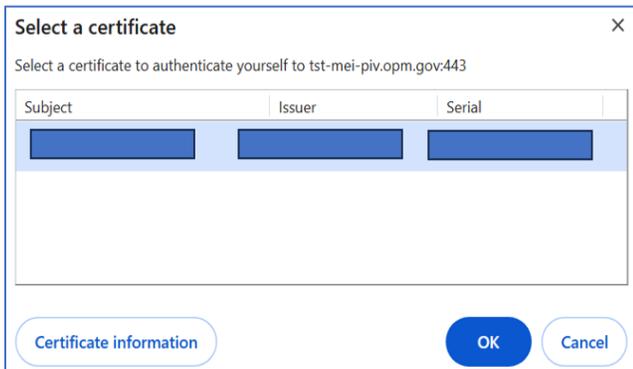
## PIV/CAC Login

Logging in utilizing a PIV/CAC is the preferred method for eOPF access. If you do not have a PIV/CAC, you may log in using Login.gov. Instructions for logging in via Login.gov are found in a later section.

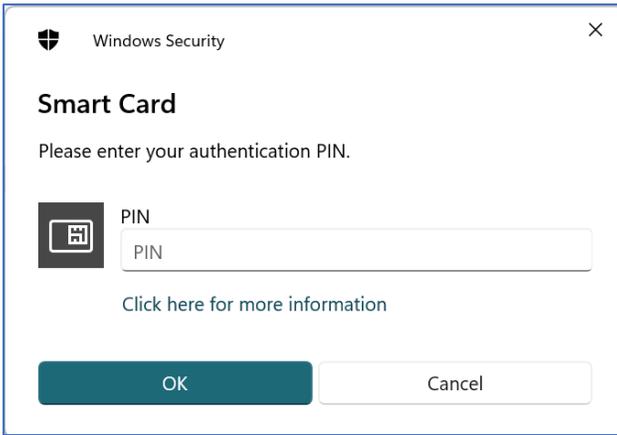
1. Access the eOPF application site: <https://opf.opm.gov>
2. Once you reach the site, select Login with PIV or CAC on the PIV or CAC tile.



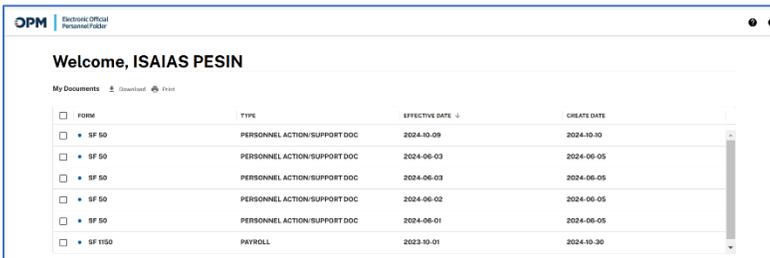
3. The select a certificate window display. If the information is correct, select the OK button. If the information is incorrect, select the Cancel button and contact your agency's security office for assistance with your PIV/CAC.



4. A security window displays providing a field for entry of the PIV/CAC PIN. Enter your PIN and click the OK button.



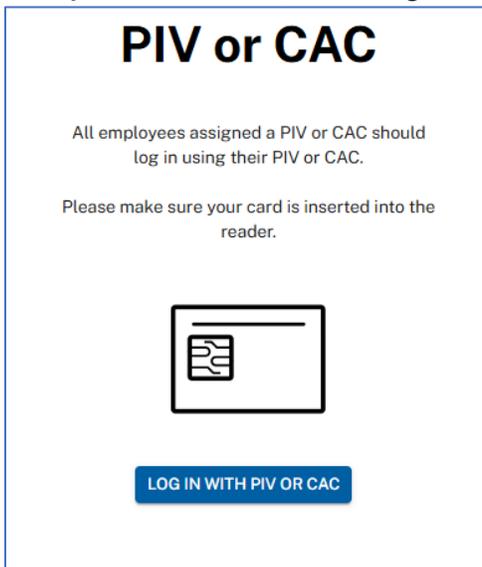
If you entered an accurate PIN, the Employee home page displays.



## PIV/CAC Registration (First Time PIV/CAC Login)

The first time you use a PIV/CAC you are required to register your PIV/CAC.

1. Access the eOPF application site: <https://opf.opm.gov>
2. Once you reach the site, select Login with PIV or CAC on the PIV or CAC tile.



3. If you have not previously registered your PIV/CAC, the Register PIV or CAC window opens providing fields for entry of your Social Security Number (SSN) and your Date of Birth (DOB). All fields are required. Enter the information and then click the register button.

### Register PIV or CAC

Your PIV or CAC has not been registered. Please fill out the fields below and select "Register" button to register your PIV or CAC. Do not close the browser or you will have to restart registration.

All fields are required.

**SSN**

 [SHOW](#)

**DATE OF BIRTH**

4. If the information entered matches eOPF's records, a verification code will be sent to the email address on file. The code expires after 15 minutes, and you may request a code up to three times before your account will be automatically locked out. If you are locked out, contact the eOPF Helpdesk for assistance via the Help icon  at the top right of any page.

### Register PIV or CAC

If the information provided matches our records, a verification code will be sent to the email address on file. If you do not receive a PIN, check your spam folder. The code will expire after 15 minutes. Do not close the browser or you will have to restart the registration.

**INPUT CODE**

14:20 minutes remaining

Didn't receive a code? [Resend code](#)

You may request a code upto 3 times.

5. Enter the verification code sent to your email address and then select the Verify button to continue.

### Register PIV or CAC

If the information provided matches our records, a verification code will be sent to the email address on file. If you do not receive a PIN, check your spam folder. The code will expire after 15 minutes. Do not close the browser or you will have to restart the registration.

**INPUT CODE**

Didn't receive a CODE? [Resend CODE](#)

You have 2 code requests remaining

6. The eOPF Rules of Behavior (ROB) display. Read the ROB and when finished, select the Accept button.

**Rules of Behavior for eOPF** X

The federal employees and contractors entrusted with responsibilities for maintaining, handling and processing PII, have a critical role in protecting the privacy of individuals. They must understand and comply with security responsibilities and the rules of behavior to be allowed access to PII. It is important to understand the importance of securing and protecting PII, and therefore, agree to the following statements:

I will not disclose, without authorization, any PII, or any sensitive, classified, or compartmented information I access or learn as a result of my privileged user duties and activities. I will only disclose information with those who have an official need to know.

I will protect all government-issued equipment assigned to me from unauthorized access. I will never share my user identification, password/PIN, or passwords with anyone.

I will not use my privileged user access to obtain information or data for which I am not specifically authorized, or for non-official purposes. I further understand that investigation and monitoring of my privileged user activities may be conducted to ensure integrity of agency systems. I will collect PII only if required to do so by law or regulation. When required, I will collect the minimum amount of PII required to accomplish my official duties, and delete PII from the hard drive or other electronic device(s) when no longer needed.

I will ensure appropriate and authorized encryption software is installed on all government-issued computers and devices assigned to me. This includes any government-issued external hard drives and USB flash drives.

When electronic transmission or physical transport of PII is necessary, I will apply additional protection measures. I will encrypt or password-protect any electronic communication or portable media that contains PII. I will double wrap any documents that must be transported through a certified delivery service, and obtain tracking information.

**ACCEPT**

- If this is the first time you have accessed the eOPF application, you will be directed to choose and provide answers to three security questions. You may choose to write in your own question for one of the three questions.

**Set up security questions**

Complete your registration by setting up your security questions. These will be used to verify your identity.

SECURITY QUESTION 1  
  
 ANSWER

SECURITY QUESTION 2  
  
 ANSWER

SECURITY QUESTION 3  
  
 ANSWER

**SAVE** **CANCEL**

- A confirmation message displays.

PIV or CAC Registration Successful



Continue to My Employee Insights/My Insights or [Logout](#)

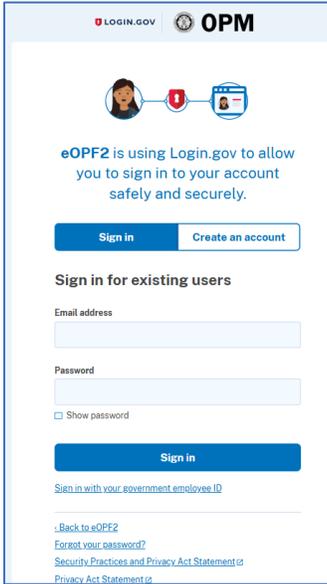
**CONTINUE**

## Login.Gov Authentication

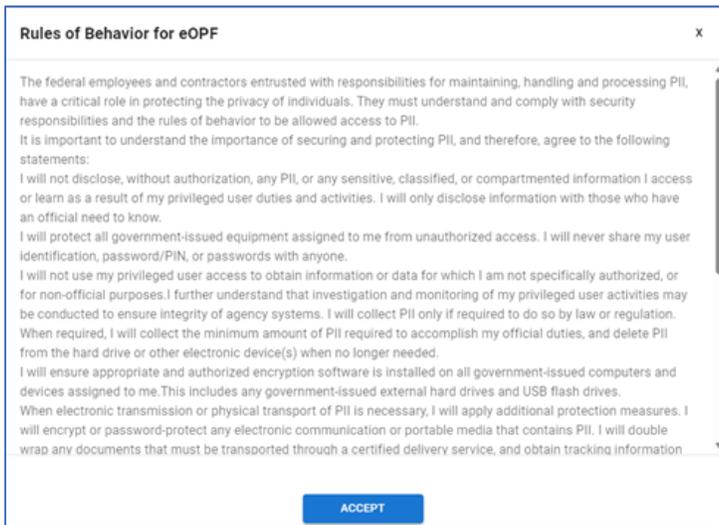
- Click the "Login with Login.gov" button on the Login.Gov tile within the eOPF login page.



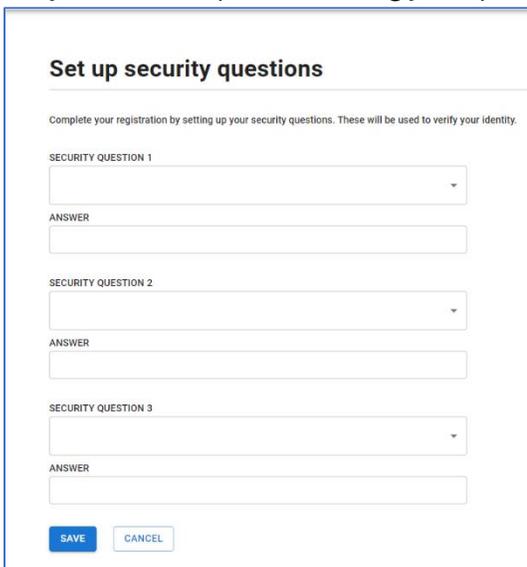
The user is taken to the Login.Gov website for authentication.



2. Enter your Login.gov account credentials including your email address and password.
3. Next follow the Login.gov prompts to complete two-factor authentication. This step happens outside the eOPF application on the Login.gov platform.
4. Once Login.gov authentication is complete, click the link to return to the eOPF application.
5. If you have not previously connected your Login.gov account with eOPF, a window opens providing fields for entry of your Social Security Number (SSN) and your Date of Birth (DOB). All fields are required. Enter the information and then click the register button.  
automatically locked out. If you are locked out, contact the eOPF Helpdesk for assistance via the Help icon  at the top right of any page.
6. Enter the verification code sent to your email address and then select the Verify button to continue.  
If the information you enter is correct, the eOPF Rules of Behavior (ROB) display. Read the ROB and when finished, select the Accept button.



- If this is the first time you have accessed the eOPF application, you will be directed to choose and provide answers to three security questions. You may choose to write in your own question for one of the three questions. When you have completed entering your questions select the Save button at the bottom of your screen.

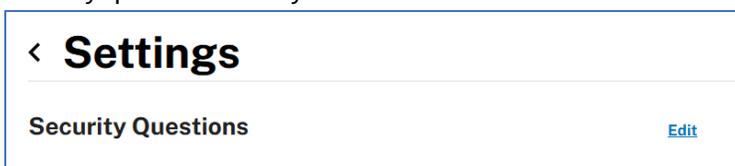


- A confirmation message displays letting you know you have successfully connected your eOPF account to Login.gov.

## My Profile

### Settings

- From the top right of any page, select the *Profile* icon  and then select *Settings*. The Settings page opens with a section for Security Questions. Security questions are set during the registration process. Users may update their security questions at any time



2. Select the Edit link on the right side of the Security Questions field.  
The Edit Security Questions page opens providing your current security questions and the answer to each question. Note: If you prefer, you may enter your own question for one of the three security questions.

SECURITY QUESTION 1  
In what city did you meet your spouse/significant other?  
ANSWER  
Test Answer

SECURITY QUESTION 2  
What street did you live on in third grade?  
ANSWER  
Test Answer

SECURITY QUESTION 3  
Create your own security question  
CUSTOM QUESTION  
Is this my own security question?  
ANSWER  
Test Answer

SAVE CANCEL

3. Modify your questions and answers as desired and then select the *Save* button.

## Help

The Help icon  provides links to contact the Help Desk, provide feedback on the application, and displays the current eOPF application version number.

## Contact eOPF Help Desk

4. If you have issues with the eOPF application, you can contact the eOPF Help Desk and open a support ticket via the Help icon. Select the *Help* icon  and then the “Contact eOPF Help Desk” link.

The Contact Help Desk form opens with a list of required fields for entry of user information.

**Contact Help Desk**

The Help Desk support ([eopfhelpdesk@opm.gov](mailto:eopfhelpdesk@opm.gov)) is available 24 hours a day, weekly (including Federal Holidays) Weekend support is available 8 am-4:30 pm EST.

All fields are required unless marked optional.

**FIRST NAME**  
Linda

**LAST NAME**  
Wang

**EMAIL ADDRESSES**

**WORK**

**ALTERNATIVE EMAIL (OPTIONAL)**

**CONTACT TELEPHONE NUMBER**

**PREFERRED CONTACT METHOD**

E-mail

Phone

5. Enter all required information and any optional information you would like to include. When you are finished entering the information, scroll to the bottom of the page and click *Submit*.  
A confirmation message displays indicating your contact eOPF Help Desk form was submitted successfully.

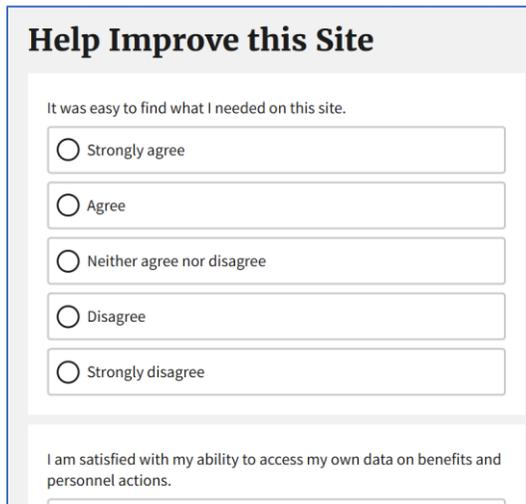
 Contact Help Desk form submitted successfully.

## Give Feedback

The eOPF application is regularly updated with new functionality as well as improvements to existing functions to make the system as user friendly as possible. A “Help Improve this Site” survey is available, and users are encouraged to provide feedback to help improve the application.

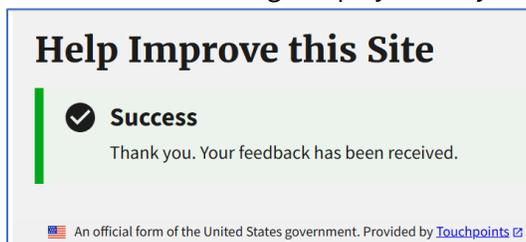
1. If you would like to provide feedback to help improve the eOPF application, select the *Help* icon  and then the “Give Feedback” link.

A “Help Improve this Site” survey opens providing a list of survey questions.



2. Answer each question by selecting the radio button adjacent to the answer that best relates to your experience. When you have finished, select the submit button at the bottom of the survey.

A confirmation message displays to let you know your feedback was successfully received.



Note: You can also answer the “Help improve this site” survey via the Help Improve this Site button

[Help improve this site](#) at the bottom of your homepage.

## View Documents

1. The homepage of the eOPF Employee View displays a list of the documents within the OPF and provides the employee the ability to download and print their documents. The list of documents is presented in order by most recent effective date, but the order can be changed by selecting any of the column headings. Documents that have not been viewed have a blue dot before the form number and the text is bolded. Once a bolded document is viewed the blue dot disappears and the text is no longer bolded.

FORM	TYPE	EFFECTIVE DATE ↓	CREATE DATE
SF 50	PERSONNEL ACTION/SUPPORT DOC	2024-10-09	2024-10-10
SF 50	PERSONNEL ACTION/SUPPORT DOC	2024-06-03	2024-06-05
SF 50	PERSONNEL ACTION/SUPPORT DOC	2024-06-03	2024-06-05
SF 50	PERSONNEL ACTION/SUPPORT DOC	2024-06-02	2024-06-05
SF 50	PERSONNEL ACTION/SUPPORT DOC	2024-06-01	2024-06-05
SF 1150	PAYROLL	2023-10-01	2024-10-30

- To view a document and its associated indexing information, select a form number. A document preview window opens providing a preview of the document. The indexing information is presented on the right.

The screenshot shows a document preview window titled 'Employee Express' with a zoom level of 80%. The document content includes a title 'Employee Express' and a subtitle 'Premium Conversion History Report'. Below this is a table with the following data:

Employee Name (Last, First MI):	SSN	Effective Date
gupta and perdomo, deborah, expiracion, rodriguez, first et al perdomo	348-18-8839	01/29/2025
Premium Conversion:	Personnel Office ID	CPOF Code
rate freeze	1762	416-10162
Transaction Date/Time	Agency Code	Payroll Office Number
10/23/2024 - 10:45:00 AM	Y-137A	MI-employee-1000000000

On the right side of the preview window, there is an 'INDEX' section with the following information:

- EFFECTIVE DATE: 01/29/2025
- FORM: DG 60
- TYPE: BENEFITS
- NOA CODE
- NOA CODE 2
- EXCEPTION COMMENT
- FOLDER SIDE: Permanent
- RETENTION DATE
- RETENTION COMMENT

- If you would like to enlarge the page, select the Expand button  at the top of the document preview window. A full-page view of the selected document displays. Then change the zoom percentage at the top of the document. You may download or print from the full-page view of the document by selecting the download icon  or the print icon  also at the top of the document.

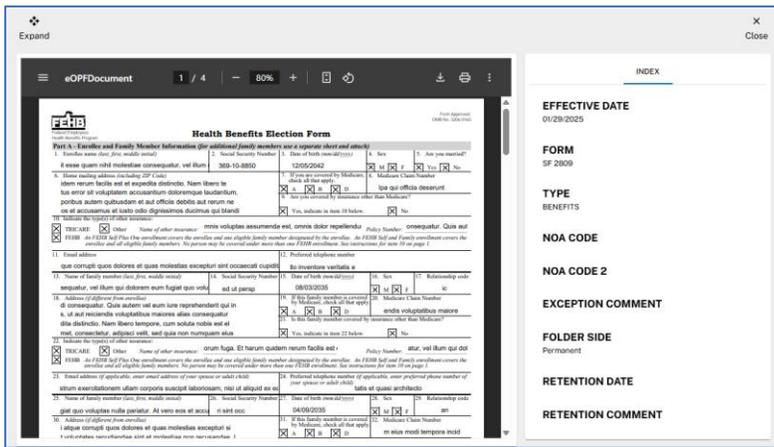
This screenshot shows the same 'Employee Express' document in a full-page view. The document content is the same as in the previous screenshot, including the title, subtitle, and the data table. The zoom level is set to 80% at the top of the window.

## Downloading and Printing Documents

There are two ways an employee can download and/or print their documents. It can be done from the document preview, or from the top of the My Documents list.

### Downloading/Printing from the Document Preview

- From the My Documents list, click the form number of the document you wish to download or print. A document preview of the selected form as well as the associated indexing information on the right displays.



2. Select the download icon  or the print icon  to download or print the selected document. Follow your system's prompts to download or print. When you are finished, select the Close icon in the top right corner. You are returned to the My Documents list.

### Downloading/Printing from the My Documents List

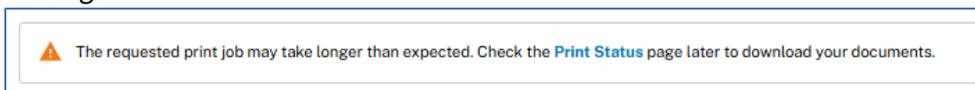
1. From the My Documents list, select the checkbox(es) next to the form number of the document(s) you wish to download or print. If you would like to print the entire folder, you can select the checkbox next to the Form column heading and all checkboxes will be selected.

FORM	TYPE	EFFECTIVE DATE	CREATE DATE
<input checked="" type="checkbox"/> SF 50	PERSONNEL ACTION/SUPPORT DOC	2024-10-09	2024-10-10
<input type="checkbox"/> SF 50	PERSONNEL ACTION/SUPPORT DOC	2024-06-03	2024-06-05
<input checked="" type="checkbox"/> SF 50	PERSONNEL ACTION/SUPPORT DOC	2024-06-03	2024-06-05

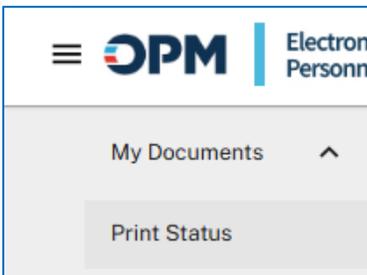
2. Select the download link  **Download** or print link  **Print** at the top of the My Documents list to download or print the selected document(s). Follow your system's prompts to download or print.

### Print Status

1. When printing more than 2 documents or a document of large file size, the following system message will display, guiding the user to the Print Status page to download the print request. This page can be accessed through the link in the message or by selecting the "Print Status" option under the "My Documents" tab in the left navigation.
  - a. System message



- i. Print Status tab



- 3.
4. Clicking the Print Status page will show a grid of all your print requests. The grid will be cleared every 48 hours at midnight EST. Print requests that are not ready to be downloaded will display "Pending" in the Processed date column.

### Print Status

Click on the Request ID link to download the print request.  
This page will be cleared every 48 hours at midnight Eastern Standard Time. The current date and time is 04/11/2025 02:11 PM EDT.

Print requests are password protected. ⓘ

1 results returned of 1

Request ID	Employee name	Requesting user	Date requested ↓	Date processed	Document count	Delete
10040	AALAND, KEVIN	VACCARELLO, MAUREEN	04/11/2025 2:11PM EST	Pending	9	✕

Rows per page: 5 1-1 of 1 < >

Note: The employee view will not have the “Employee name” column

- Refresh the page using the Refresh button in your browser to update the Print Status grid.
- When the print request is done processing, click on the Request ID link to initiate the download.

Request ID	Employee name	Requesting user	Date requested ↓	Date processed	Document count	Delete
<a href="#">10040</a>	AALAND, KEVIN	VACCARELLO, MAUREEN	04/11/2025 2:11PM EST	04/11/2025 2:11PM EST	9	⊖

- When opening the downloaded file, you will be prompted to enter a password.
  - Note: The password is a combination of the requesting user’s birth year and the Request ID. For example: 1980100

Password required

This document is password protected. Please enter a password.

[Submit](#)

*Canceling a print request*

- If a pending print request is no longer needed, click the ✕ icon to cancel the request.
- The pop-up modal below will display, giving you the option to confirm or cancel the action. Note that this action cannot be undone, and you will need to resubmit the request if needed.

**Cancel print request** ✕

This action cannot be undone, and you will need to resubmit the request if needed.

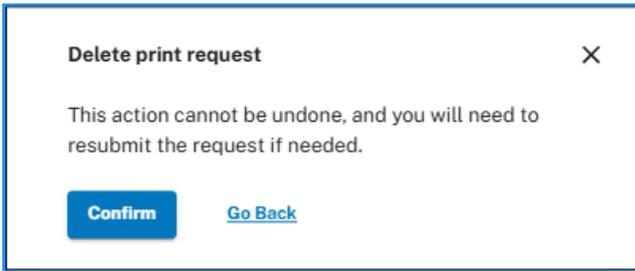
[Confirm](#) [Go Back](#)

- One confirmed, a confirmation message will display and the print request will be removed from the grid.

✔ The print request has been canceled successfully.

*Deleting a print request*

- If a completed print request is no longer needed, click the ⊖ icon to delete the request.
- The pop-up modal below will display, giving you the option to confirm or cancel the action. Note that this action cannot be undone, and you will need to resubmit the request if needed.

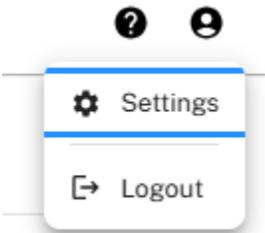


3. One confirmed, a confirmation message will display and the print request will be removed from the grid.



## Logout

1. When you are ready to log out of the system, select the profile icon in the top-right corner of the screen and select the "Logout" option.



2. The system will return to the login screen, confirming logout.

