

# 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: <a href="https://opf.opm.gov">https://opf.opm.gov</a>
- 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.

Select a certificate		×
Select a certificate to authentica	ate yourself to tst-mei-piv.opm.	gov:443
Subject	lssuer	Serial
Certificate information		OK Cancel

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

♥ w	indows Security		×
Smart	Card		
Please e	nter your authentication	PIN.	
E	PIN PIN		
	Click here for more info	ormation	
	ОК	Cancel	

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

Electronic Official Persennel Folder				
Welcome, ISAIAS	PESIN			
My Documents 🚊 Download 🖶 Print				
FORM	TIPE	EFFECTIVE DATE   4	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	
<ul> <li>SF 50</li> </ul>	PERSONNEL ACTION/SUPPORT DOC	2024-06-03	2024-06-05	
<ul> <li>SF 50</li> </ul>	PERSONNEL ACTION/SUPPORT DOC	2024-06-02	2024-06-05	
<ul> <li>SF 50</li> </ul>	PERSONNEL ACTION/SUPPORT DOC	2024-06-01	2024-06-05	
<ul> <li>SF 1150</li> </ul>	PAYROLL	2023-10-01	2024-10-30	

### 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: <a href="https://opf.opm.gov">https://opf.opm.gov</a>
- 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 P	PIV or CAC
Your PIV or CAC has not bee out the fields below and sel register your PIV or CAC.Do you will have to restart regis	en registered. Please fill ect "Register" button to not close the browser or stration.
All fields are required	l.
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 2 at the top right of any page.

<b>Register PIV or CAC</b>				
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.				
14:20 minutes remaining				
VERIFY				
Didn't receive a code? <u>Resend code</u> 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.



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



7. 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.

Complete your registration	by setting up your security questions. These will be used to verify your	our id
SECURITY QUESTION 1		
ANSWER		
SECURITY QUESTION 2		
	÷	
ANSWER		
SECURITY QUESTION 3		
ANSWER		

8. A confirmation message displays.



### Login.Gov Authentication

1. 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.

eOPF2 is using Login.gov to allow you to sign in to your account safely and securely.	
Sign in Create an account	ן
Sign in for existing users	
Password	
Show password	
Sign in	
Sign in with your government employee ID	
Gack to eOPF2     Forgot your password?	

- 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 2 at the top right of any page.

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.



7. 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.

Complete your registration by settin	g up your security questions. These will be used to verify your is
SECURITY QUESTION 1	
ANSWER	
SECURITY QUESTION 2	
ANSWER	
SECURITY QUESTION 3	
ANSWER	

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

# My Profile

### Settings

1. From the top right of any page, select the *Profile* icon **9** 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.

1	
	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
	SRE CANCEL
4	

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

# Help

The Help icon **O** 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 ② 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.

The Help Desk support (eopfhelpdesk@opm.gov) is available 24 hours a day, weekly (including Federal Hol Weekend support is available 8 am-4:30 pm EST. All fields are required unless marked optional. IIRST NAME Linda AST NAME Wang EMAIL ADDRESSES VORK ALTERNATIVE EMAIL (OPTIONAL) CONTACT TELEPHONE NUMBER PREFERRED CONTACT METHOD C. E-mail	Contact Help D	esk
All fields are required unless marked optional.	The Help Desk support ( <u>eopfhelpde</u> Weekend support is available 8 am	esk@opm.gov) is available 24 hours a day, weekly (including Federal Holidays, -4:30 pm EST.
FIRST NAME         Linda         Last NAME         Wang         EMAIL ADDRESSES         NORK         ALTERNATIVE EMAIL (OPTIONAL)         CONTACT TELEPHONE NUMBER         PREFERRED CONTACT METHOD         D E-mail         On these	All fields are required unless marked op	otional.
Linda Linda LAST NAME Wang MAIL ADDRESSES work ALTERNATIVE EMAIL (OPTIONAL) CONTACT TELEPHONE NUMBER PREFERRED CONTACT METHOD C E-mail	FIRST NAME	
AST NAME Wang  MAIL ADDRESSES work ALTERNATIVE EMAIL (OPTIONAL) CONTACT TELEPHONE NUMBER  PREFERRED CONTACT METHOD  E-mail  O Drace	Linda	
Wang EMAIL ADDRESSES NORK ALTERNATIVE EMAIL (OPTIONAL) CONTACT TELEPHONE NUMBER CONTACT TELEPHONE NUMBER CONTACT METHOD CONTAC	LAST NAME	
EMAIL ADDRESSES WORK ALTERNATIVE EMAIL (OPTIONAL) CONTACT TELEPHONE NUMBER PREFERRED CONTACT METHOD E-mail Contact method	Wang	
ALTERNATIVE EMAIL (OPTIONAL)  CONTACT TELEPHONE NUMBER  CONTACT TELEPHONE NUMBER  CONTACT METHOD  Contact METH		
CONTACT TELEPHONE NUMBER	EMAIL ADDRESSES	
CONTACT TELEPHONE NUMBER       'REFERRED CONTACT METHOD       D E-mail		
PREFERRED CONTACT METHOD       E-mail	CONTACT TELEPHONE NUMBER	
	PREFERRED CONTACT METHOD	
C Dhara	C E-mail	
	O 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 <sup>(2)</sup> and then the "Give Feedback" link.

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

Help Improve this Site				
It was easy to find what I needed on this site.				
O Strongly agree				
O Agree				
O Neither agree nor disagree				
O Disagree				
O Strongly disagree				
I am satisfied with my ability to access my own data on benefits and personnel actions.				

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 $\psi$	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

2. 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.

¢ Expand						× Close
=	eOPFDocument 1 / 1 - 8	»6 +   E ·	ల	± ⊕ :	INDEX	
Г	Employee E	xpress		i	EFFECTIVE DATE 01/29/2025	
	This is an official document to be filed on the right sid	e of the employee's official I	Personnel Folder.		FORM	
	Employee Name (Last, First MI):	SSN	Effective Date		DG 60	
	quarter aut perferendis deleribus asperieres repellat. Sed ut perspicia	345-10-8850	6629/2025			
	Premium Conversion: exte bester	Personnel Office ID 1782	CPDF Code		BENEFITS	
	Transaction Date/Time	Agency Code	Payroll Office Number		NOA CODE	
	12/23/2836 m cius modi	VATA	hil molestiae consequator		NOA CODE 2	
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					Permanent	
					RETENTION DATE	
					RETENTION COMMENT	

3. 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  $\[mathbb{B}]$  or the print icon  $\[mathbb{a}]$  also at the top of the document.

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	Employee Express								î
	Premium Conversion History Report This is an efficial document to in field an the right old of the analysis's efficial Personel Felder.								
		Employee Name (Last, First MI):	SSN	Effective Date					
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		Transaction Date/Time	Agency Code	Payroll Office Number					
		12/23/2836 m cian modi	VATA	hil molectiae consequator					

# **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

1. 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.

eOPFDocument 1	4 - 80%	+ 🛙 🔊		e :	INDEX	
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Fraken Tephysics Hold Records Regram	ealth Benefits Elect	tion Form				
Emilier same (last, first, readdir initial)     R esse quam nihil molestiae consequatur, vel illu	2. Social Security Number 1. 369-10-8850	Date of birth (new-24(5555) 12/05/2042	A. Sex 5. Are you a X M X F X Yes X	unid?	FORM SF 2809	
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Select the download icon <sup>±</sup> or the print icon <sup>■</sup> 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.

My Do	ouments 🛓 Download 🖶 Print			
	FORM	TYPE	EFFECTIVE DATE $\ \ \downarrow$	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

2. Select the download link  $\pm$  Download or print link  $\oplus$  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



- 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.

Prin	t Sta	tus							
Click on th This page	ne Request ID will be cleare	link to download the prin d every 48 hours at midn	t request. ight Eastern Standard Time. 1	The current date and time is	04/11/2025 02:11 PM EDT.				
Print reque	ests are pass	word protected. (j)							
1 results re	eturned of 1								
Re	equest ID	Employee name	Requesting user	Date requested $\ \downarrow$	Date processed	Document count	Delete		
• 1	10040	AALAND, KEVIN	VACCARELLO, MAUREEN	04/11/2025 2:11PM EST	Pending	9	×		
						Rows per p	age: 5 <del>-</del>	1–1 of 1	< >

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

- 5. Refresh the page using the Refresh button in your browser to update the Print Status grid.
- 6. 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 $\downarrow$	Date processed	Document count	Delete
•	<u>10040</u>	AALAND, KEVIN	VACCARELLO, MAUREEN	04/11/2025 2:11PM EST	04/11/2025 2:11PM EST	9	Θ

- 7. When opening the downloaded file, you will be prompted to enter a password.
  - a. 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

#### Cancelling a print request

- 1. If a pending print request is no longer needed, click the  $\times$  icon to cancel the request.
- 2. 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.



#### Deleting a print request

- 1. If a completed print request is no longer needed, click the  $\Theta$  icon to delete the request.
- 2. 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.

PIV or CAC	UOGIN.GOV	
All employees setapret a RV or CAC seculd tag to using their RV or CAC. Phase data wate your card to inserted site the	Engineering and and the AME and a set and Logicity on the price in Logicity and memory additional and a	
(B)	" Microsoft	
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