



# eOPF Quick Reference For Employees

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## Department of the Interior - Bureau of Reclamation - eOPF Employee Self Service for Password and Logon ID Retrieval

### eOPF for Employees

By March 1, 2012, Official Personnel Folders are available for online employee access via the electronic Official Personnel Folder (eOPF) system. The system provides electronic, web-enabled **Intranet** access for Federal agency personnel to view and manage employment documents. **An employee can view his/her own OPF by using the secure Intranet application.** The system provides security measures to protect employee documents and maintain data integrity.

Your eOPF features include:

- Immediate access to your files
- Ability to view or print your OPF
- Enhanced accuracy, portability, and security of official personnel records
- Increased accountability through an audit trail of who accesses your OPF and why
- Speedier and more efficient records transfer within Federal agencies
- Timely and accurate data retrieval for retirement claims processing

Additionally, eOPF allows Human Resources (HR) personnel to more efficiently manage the files. This reduces the time it takes to record promotions, employee transfers, and retirements.

### Self Service eOPF ID and Password

To access your eOPF, you need an eOPF ID and password, which may be retrieved using the eOPF Self Service feature. **New users will follow all three steps below for first-time logon. If you forget your eOPF user ID or password, follow the steps in Part 1 and/or Part 2 as needed.**

eOPF Self Service consists of:

**Part 1: Obtain your eOPF ID**

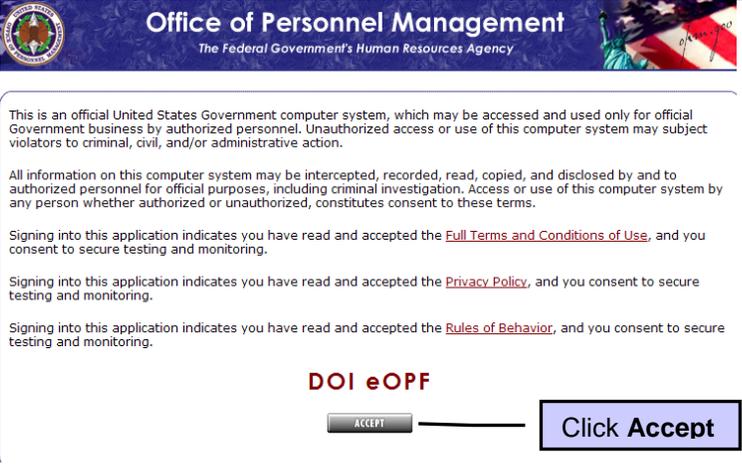
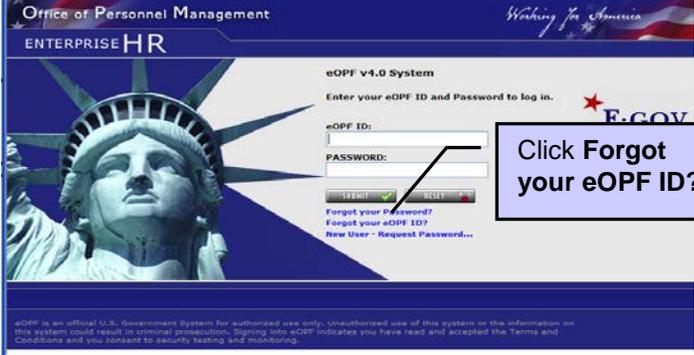
**Part 2: Obtain your eOPF temporary password**

After the retrieval of your eOPF ID and temporary password, go to:

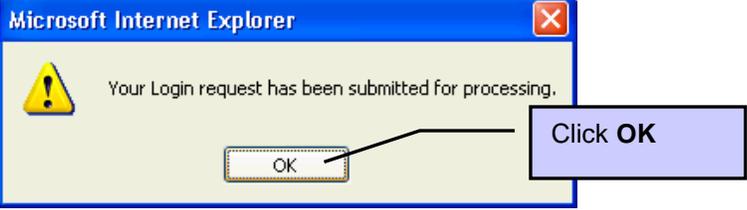
**Part 3: First Time eOPF Logon Process**

# Enterprise Human Resources Integration Electronic Official Personnel Folder

**Part 1: Obtain Your eOPF ID** DOI eOPF logon page: <https://eopf.nbc.gov/doi/>

Step	Action
<p>1. Go to "DOI eOPF" home page: <a href="https://eopf.nbc.gov/doi/">https://eopf.nbc.gov/doi/</a></p> <p><i>Copy and paste this link to your browser field if needed – Click Enter</i></p> <p>Read the eOPF User Agreement Page and Terms and Conditions. If you agree - Click <b>Accept</b>.</p>	
<p><b>If you see</b> a pop-up window that asks: "The webpage you are viewing is trying to close the tab. Do you want to close the tab?"</p> <p>Click on <b>[Yes]</b> to close this webpage – then look for the Logon Page on a different tab or window; It might be minimized at the bottom of your screen.</p>	
<p>2. From the eOPF Logon page, click <b>Forgot your eOPF ID?</b></p> <p><b>Note:</b> first-time users will use this feature to retrieve their initial ID</p>	
<p>3. From the Request Your eOPF ID 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>• your date of birth (mm/dd/yyyy)</li> </ul> <p>Click <b>Submit</b>.</p>	

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**Electronic Official Personnel Folder**

Step	Action
4. When you see this message, click <b>OK</b> .	
5. You see a message that your login request has been submitted for processing.  Your eOPF ID is sent to your registered agency email address momentarily.  Click the link to return to the eOPF Logon page.	

# Enterprise Human Resources Integration Electronic Official Personnel Folder

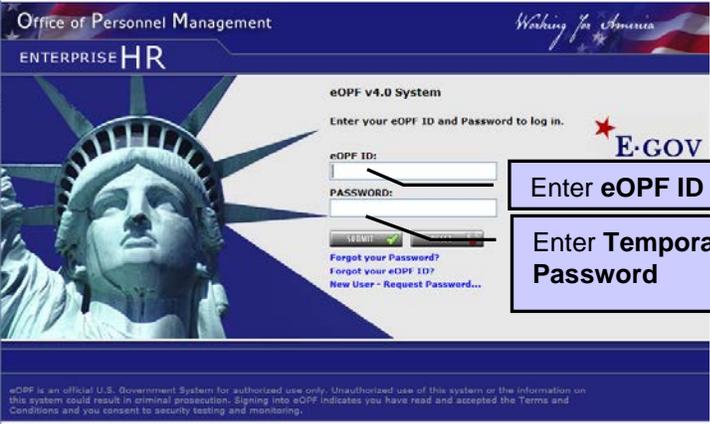
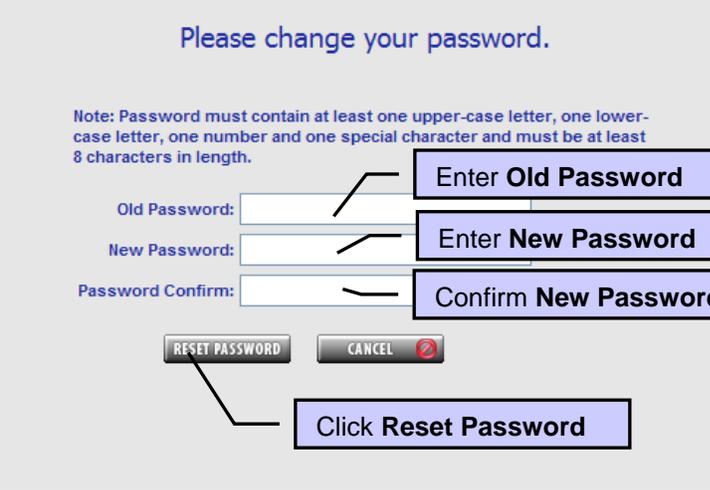
## Part 2: Obtain your eOPF Temporary Password

Step	Action
<p>(...if you're not already on this screen)</p> <ol style="list-style-type: none"> <li>Go to "DOI eOPF" home page: <a href="https://eopf.nbc.gov/doi/">https://eopf.nbc.gov/doi/</a></li> </ol> <p>Read the agreement, if you agree - Click <b>Accept</b>.</p> <p><b>If you see</b> a pop-up window that asks: "The webpage you are viewing is trying to close the tab." Do you want to close the tab?"</p> <p>Click on <b>[Yes]</b> to close this webpage – then look for the Logon Page on a different tab or window; It might be minimized at the bottom of your screen.</p> <ol style="list-style-type: none"> <li>From the eOPF Logon screen, click <b>New User – Request Password</b></li> </ol> <p><b>Note:</b> If you already have a password and forgot your password, you may click on "Forgot your Password?"</p>	   <p>Click <b>New User – Request Password</b></p>
<ol style="list-style-type: none"> <li>From the New User – Request Password screen, enter your: <ul style="list-style-type: none"> <li><b>eOPF ID</b> (received via email)</li> <li><b>last 5 digits of your SSN</b></li> <li><b>first 4 letters of your last name</b></li> </ul> Click <b>Submit</b>. </li> </ol>	 <p>Enter relevant information</p> <p>Click <b>Submit</b></p>

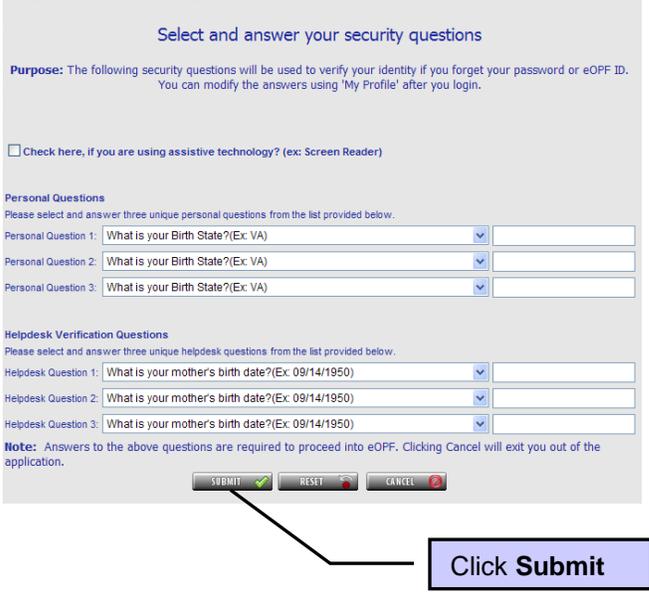
# Enterprise Human Resources Integration Electronic Official Personnel Folder

Step	Action
4. When you see this message, click <b>OK</b> .	
5. You see a message that your login request has been submitted for processing. Your eOPF ID is sent to your registered agency email address momentarily. Click the link to return to the eOPF Logon page.	

## Part 3: First Time eOPF Logon

Step	Action
1. Following the retrieval of your eOPF ID and temporary password, enter your <b>eOPF ID</b> and <b>temporary password</b> into the eOPF Logon screen.	
2. You will be prompted to change your temporary password. Enter: <ul style="list-style-type: none"> <li>• your old password</li> <li>• your new password</li> <li>• re-enter your new password to confirm</li> </ul> Click <b>Reset Password</b> .	

# Enterprise Human Resources Integration Electronic Official Personnel Folder

Step	Action
<p><b>3. Select and answer 3 personal questions and 3 Help Desk verification questions from the drop-down question boxes.</b></p> <p><b>Optionally, enter your email address and state if you are using assistive technology, such as a screen reader.</b></p> <p><b>Click Submit.</b></p>	 <p>The screenshot shows a web form titled "Select and answer your security questions". It includes a purpose statement, a checkbox for assistive technology, and two sections of questions: "Personal Questions" and "Helpdesk Verification Questions". Each section has three questions with dropdown menus and text input fields. At the bottom are buttons for "SUBMIT", "RESET", and "CANCEL". A callout box with the text "Click Submit" has an arrow pointing to the "SUBMIT" button.</p>

From the eOPF Welcome Screen, you may view your entire eOPF by clicking **My eOPF**, or search for specific documents within your eOPF by clicking **Search eOPF**. Additionally, you may change your eOPF preferences by clicking **My Profile**.

### Need Assistance?

For technical assistance, select the **Help** button from the upper right corner of any eOPF screen, or contact the eOPF Help Desk:

**Email:** eopf\_hd@telesishq.com

**Phone:** 1-866-275-8518