



**eOPF**

**Reference Guide**

**Employee**



# Employee Reference Guide

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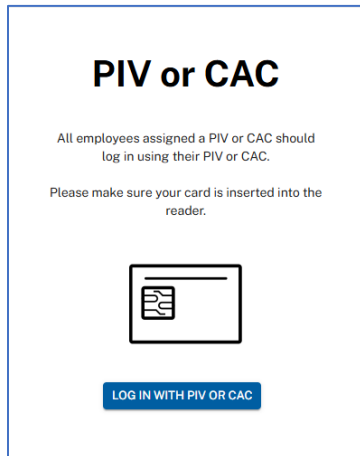
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# Login Instructions

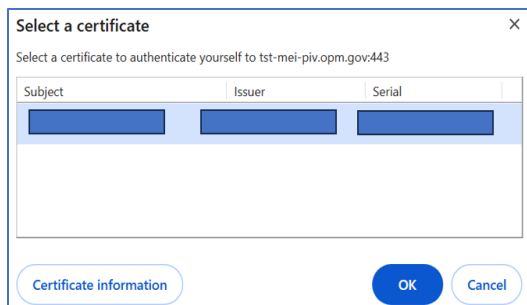
## PIV/CAC Login

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.

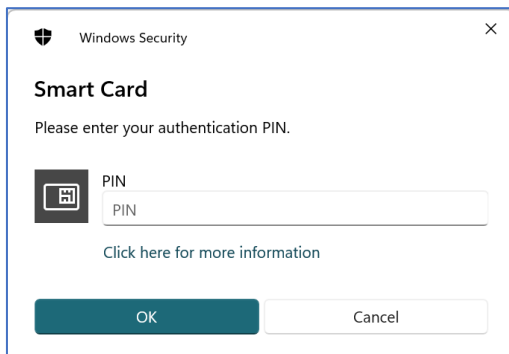
1. Access the eOPF application site: [opf.opm.gov](https://opf.opm.gov)
2. Once you reach the site, select Login with PIV or CAC on the PIV or CAC tile.



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.

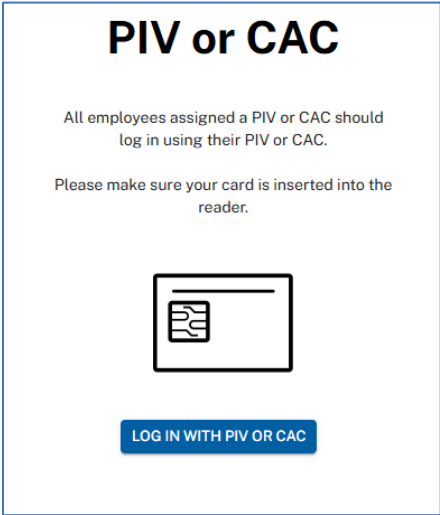
<div> <div>OPM</div> <div>Electronic Official Personnel Filer</div> </div>				
Welcome, ISAIAS PESIN				
<div> <div>My Documents</div> <div>Download</div> <div>Print</div> </div>				
<input type="checkbox"/>	FORM	TYPE	EFFECTIVE DATE ↓	CREATE DATE
<input type="checkbox"/>	SF 50	PERSONNEL ACTION/SUPPORT DOC	2024-10-09	2024-10-10
<input type="checkbox"/>	SF 50	PERSONNEL ACTION/SUPPORT DOC	2024-06-03	2024-06-05
<input type="checkbox"/>	SF 50	PERSONNEL ACTION/SUPPORT DOC	2024-06-03	2024-06-05
<input type="checkbox"/>	SF 50	PERSONNEL ACTION/SUPPORT DOC	2024-06-02	2024-06-05
<input type="checkbox"/>	SF 50	PERSONNEL ACTION/SUPPORT DOC	2024-06-01	2024-06-05
<input type="checkbox"/>	SF 1150	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.

Access the eOPF application site: [opf.opm.gov](https://opf.opm.gov)

5. Once you reach the site, select Login with PIV or CAC on the PIV or CAC tile.



6. 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

MM/DD/YYYY

REGISTER

CANCEL

7. 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.

8. 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

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

### Rules of Behavior for eOPF

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

10. 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](#)

11. A confirmation message displays.

PIV or CAC Registration Successful



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

[CONTINUE](#)

## Login.Gov Authentication

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




Employees without PIV cards will use  
Login.gov to log in.

[LOG IN WITH LOGIN.GOV](#)

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

[LOGIN.GOV](#) **OPM**



eOPF2 is using Login.gov to allow  
you to sign in to your account  
safely and securely.

[Sign in](#) [Create an account](#)

**Sign in for existing users**

Email address

Password


☐ Show password

[Sign in](#)

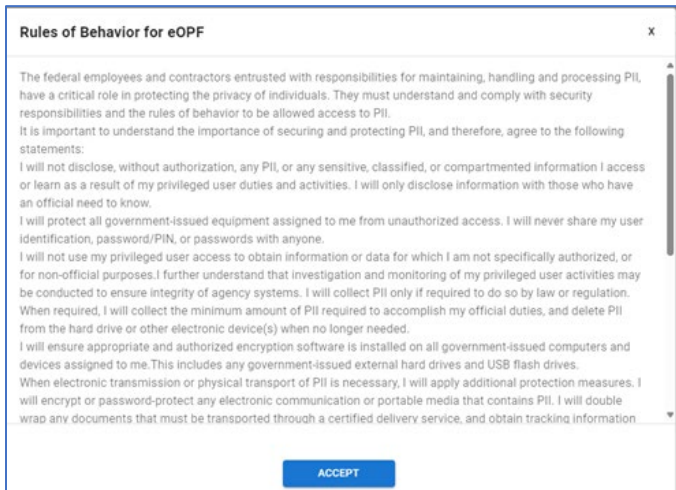
[Sign in with your government employee ID](#)

[Back to eOPF2](#)  
[Forgot your password?](#)  
[Security Practices and Privacy Act Statement](#)  
[Privacy Act Statement](#)

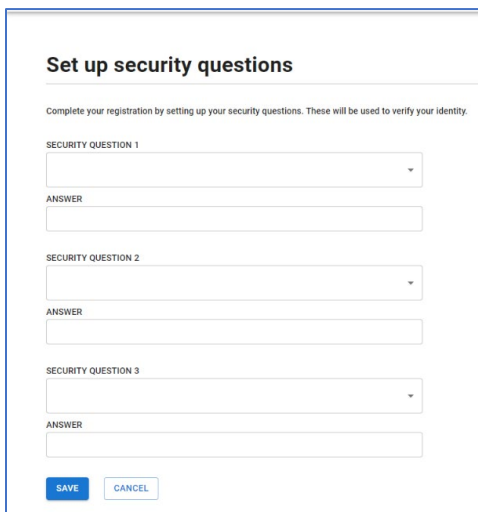
2. Enter your Login.gov account credentials including your email address and password.
3. Next follow the Login.gov prompts to complete two-factor authentication. This step happens outside the eOPF application on the Login.gov platform.
4. Once Login.gov authentication is complete, click the link to 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.
7. If the information you enter is correct, the eOPF Rules of Behavior (ROB) display. Read the ROB and when finished, select the Accept button.



8. 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.




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

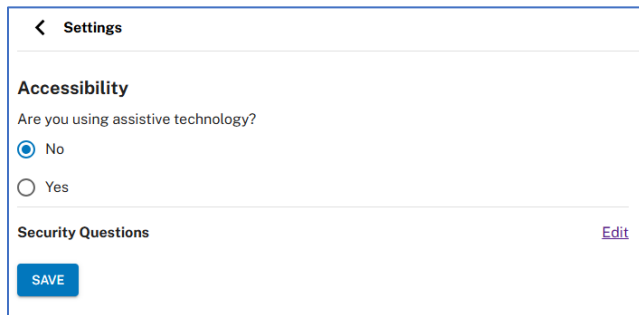
# My Profile

## Settings

### Accessibility

If you require the use of assistive technology, you can indicate this in eOPF.

1. From the top right of any page, select the *Profile* icon  and then select *Settings*. The Settings page opens with sections for Accessibility and Security Questions.



< Settings

**Accessibility**

Are you using assistive technology?

☒ No


☐ Yes

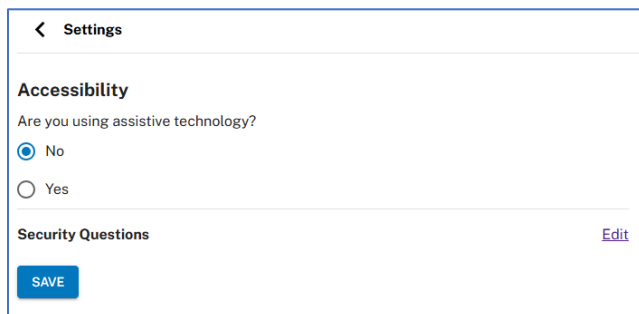
**Security Questions** [Edit](#)

**SAVE**

2. The default setting for Are you using assistive technology? is No but can be edited. If you are using assistive technology, select the radio button next to Yes, and then click the Save button at the bottom of the screen. Your accessibility settings are saved.

### Editing Security Questions

1. Security questions are set during the registration process. Users may update their security questions at any time by selecting the Profile icon  and then selecting Settings. The Settings page opens with sections for Accessibility and Security Questions.



< Settings

**Accessibility**

Are you using assistive technology?

☒ No

☐ Yes

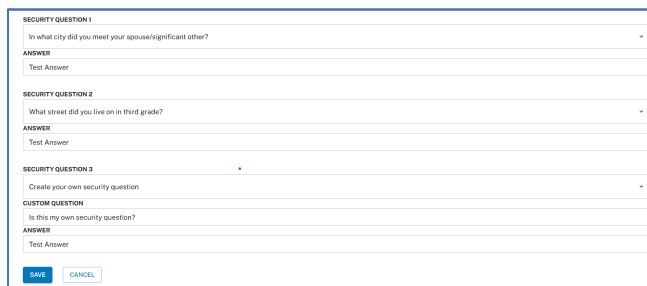
**Security Questions** [Edit](#)

**SAVE**

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.

Your questions are saved.

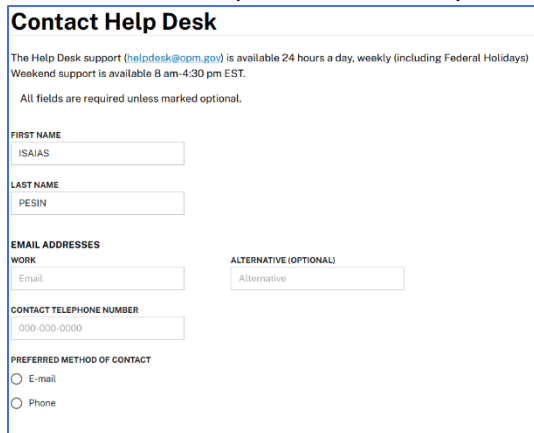
## Help

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

1. 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 ([helpdesk@opm.gov](mailto:helpdesk@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**

**LAST NAME**

**EMAIL ADDRESSES**

**WORK**

**ALTERNATIVE (OPTIONAL)**

**CONTACT TELEPHONE NUMBER**


**PREFERRED METHOD OF CONTACT**

☐ E-mail

☐ Phone


2. 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.



**Help Improve this Site**

It was easy to find what I needed on this site.

☐ Strongly agree

☐ Agree

☐ Neither agree nor disagree

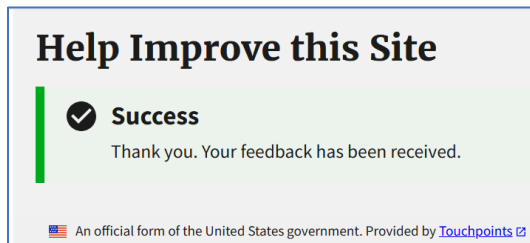
☐ Disagree

☐ 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.



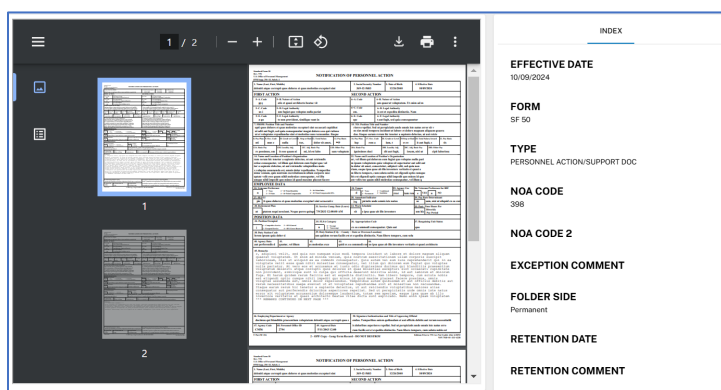
Note: You can also answer the “Help improve this site” survey via the Help Improve this Site button [Help improve this site](#) at the bottom of your homepage.




## View Documents

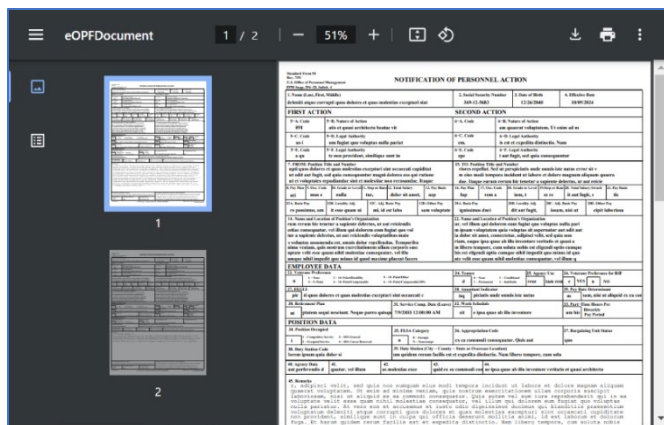
1. The homepage of the eOPF Employee View displays a list of the documents within the OPF and provides the employee the ability to download and print their documents. The list of documents is presented in order by most recent effective date, but the order can be changed by selecting any of the column 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.

<input type="checkbox"/> FORM	TYPE	EFFECTIVE DATE ↓	CREATE DATE
<input 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 type="checkbox"/> • SF 50	PERSONNEL ACTION/SUPPORT DOC	2024-06-03	2024-06-05
<input type="checkbox"/> • SF 50	PERSONNEL ACTION/SUPPORT DOC	2024-06-02	2024-06-05
<input type="checkbox"/> • SF 50	PERSONNEL ACTION/SUPPORT DOC	2024-06-01	2024-06-05
<input type="checkbox"/> • 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 first page of the document and thumbnails of all pages of the document. You can view other pages by selecting the desired thumbnail. The indexing information is presented on the right.



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  or the print icon  also at the top of the document.



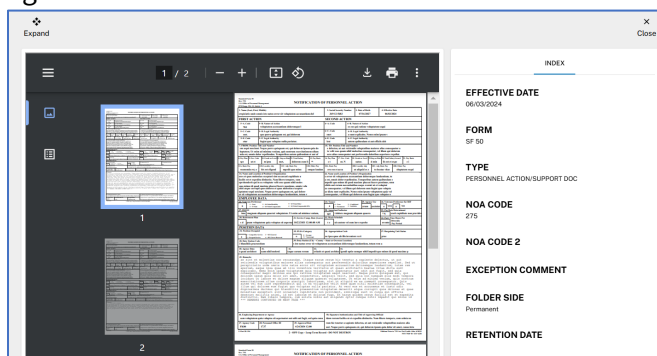
## Downloading and Printing Documents



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 number displays containing thumbnails of each page in the document and a larger preview of the selected thumbnail on the left, as well as the associated indexing information on the right.







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.

My Documents  				
<input checked="" type="checkbox"/>	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.