Log On to eOPF

Log on to eOPF

1. Access **https://eopf.opm.gov/hhs** from a secure workstation.
2. Read the User Agreement page and click **Accept.**
3. From the eOPF Logon click the Login with PIV or CAC image.
4. Select the certificate that has "Client Authentication" and "Smart Card Logon" capabilities to validate the PIV/CAC.
5. A prompt appears asking for the PIV/CAC PIN. Enter the PIN.
6. Enter eOPF ID and Password and click the Register button.
7. Click **Continue.** The eOPF Welcome page displays.

   For additional Login Help visit: https://eopf.opm.gov/

   hhs/Login%20Help/Help.pdf

Request an eOPF ID and 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** page, click the **Request Your eOPF ID** link.
2. Enter the requested information in the fields provided.
3. Click **Submit.**
   You will receive an email with your eOPF ID.
4. When you receive your eOPF ID via email, return to eOPF.
5. From the **eOPF Logon** page, click the **Request a New Password** link.
6. Enter the requested information in the fields provided.
7. Click **Submit.**
   You will receive an email with a temporary link. Click the link to proceed with resetting your password.
   Note: If the information you enter does not match the information on record in eOPF, you will receive an "Access Denied" Message. If you do not have a work email address in eOPF, an email is sent to the PO ID Admin for assistance.
8. Read the Rules of Behavior and click **Accept.**
9. Choose and answer three personal questions and three helpdesk verification questions from the drop-down question boxes.
10. Click **Submit.**
11. When all information is completed, you are directed to the **eOPF Welcome** page.

Your eOPF

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.

View Documents in Your eOPF

1. Log on to eOPF.
2. Click **My eOPF** from the left side of the screen.
3. In the list of documents, locate the document you wish to view.
4. In the row of the document you wish to view, either click the form number link or the **View** icon.
5. When prompted by your browser, click **Open.**
   The document will open in a new window.
6. Click **Close** to return to eOPF.

Search Your eOPF

1. From the main menu, click **My eOPF** from the left side of the page and then click the **My eOPF Search** tab.
2. Enter the criteria for the form(s) you wish to locate.
3. Click **Search.**

Note: 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.

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 page. The eOPF User Guide contains detailed information and step-by-step directions for performing actions in eOPF.

Good to Know

View and Update Emergency Data

If you do not see this option, your agency has not enabled this function.

1. From the main menu, click **My Profile.**
2. Click the **Emergency Data** tab.
3. Edit fields as needed.
4. Click **Apply.**

Note: It is your responsibility to ensure that your emergency contact information remains current.

Change Your General Preferences

1. From the main menu, click **My Profile** and then select the **General Preferences** tab at the top of the screen.
2. Select your desired option(s):
   – Number of rows per page to display.
   – Which fields to display in folder results lists.
   – Which folder sides you'd like to see by default.
   – Default search option (Forms).
   – Visible fields when viewing your eOPF document(s).
   – Assistive technology options, if needed.
3. Click **Apply.**

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.

Manually Change Your Security Questions

1. Click **My Profile** on the eOPF main menu.
2. Click the **Change Security Questions** tab.
3. Your current questions will appear.
4. Can change personal/Helpdesk questions and responses.
5. Click **Update.**

Log On to eOPF

NOTE: Agencies on eAuth/Single sign off will not have eOPF ID and password.

Forgot Your eOPF ID?

1. In the **eOPF logon** page, click the **Request Your eOPF ID** link.
2. Enter the requested information in the fields provided.
3. Answer the security question and click **Submit.**
4. The **Request Your eOPF ID** page displays a message stating that your Login ID request has been submitted.
5. Your eOPF ID will be emailed to the email address on file in the eOPF system.

Forgot Your Password?

1. In the **eOPF logon** page, select the **Request a New Password** link.
2. Enter the requested information in the fields provided.
3. Click **Submit.**
4. Answer the security question that appears.
5. A **Request a New Password** page will state that your request has been submitted for processing.
6. An email with a password reset link and instructions will be sent to the email address on file in the eOPF system.
7. Click on the link in the email which will take you to the **Reset Your Password** page.
8. Enter your eOPF ID and click **Submit.**
9. The **Please reset your password** page will display fields to enter your new password into.
   Be sure to enter a password that meets your agency's security guidelines.
10. Click **Reset Password.**

How long does it take for a password reset email to be delivered?

The eOPF system sends the password reset email within seconds of the request, but your agency email servers may take a few minutes to deliver the message. If you are experiencing delays in getting the password reset email, please contact your agency email support team to review delivery of messages coming from eopf-noreply@opm.gov. Password reset links contained in the email expire after a specified amount of time. If delivery of the email is delayed longer than the specified amount of time, the password reset link expires.

About eOPF

What is the Official Personnel Folder?

The Official Personnel Folder (OPF, Standard Form 66) is a file containing records of an individual's federal career. Employees with OPFs are those in Executive Branch service, as listed in Title V of the United States Code and some federal employees not under Title V service. The long-term records in the folder are included to protect the legal and financial rights of the government and the employee. OPFs are part of the government-wide system of records, OPM/GOVT-1.

What is the eOPF system?

The electronic Official Personnel Folder (eOPF) is an electronic system established to maintain an electronic version of the paper OPF and other work folders used by a servicing Human Resources Office. It also includes permanent folders for non-federal employees. It is a filing system that houses electronic folders online.

What is a folder?

In the paper world an OPF is a single folder with two sides. Documents are often referenced as "left side" (Temporary) or "right side" (Permanent) documents. These folder sides, Temporary and Permanent, are replicated in the eOPF system and are called "folder sides." eOPF also contains virtual folders for filing of documents related to Performance, Training, Payroll, etc. Each agency determines the virtual folders, in addition to the Permanent and Temporary folder sides, that are included in the eOPF system.

Misfiled/Incorrect Documents

If you find a document that does not belong to you, contact your HR specialist immediately so they can file a PII Incident Report. Any incorrect documents are addressed by your HR Servicing Office.

Please contact your local HR Specialist with questions and/or concerns: https://www.ihs.gov/OHR/about-ohr/.

eOPF Helpdesk
eopfhelpdesk@opm.gov

OPM.GOV
ELECTRONIC OFFICIAL PERSONNEL FOLDER

eOPF
Employee Quick Reference Guide

Indian Health Service (IHS)

https://eopf.opm.gov/hhs/