**How to Login to eOPF**

1. Access the eOPF URL in Microsoft Internet Explorer (https://eopf.opm.gov/doc/).
2. The eOPF User Agreement page will display.
3. Read and click Accept to the User Agreement.
4. Type your User ID and Password in the field (first time users see #8).
5. Your Server and Agency Name should appear by default.
6. Click the Submit button.
7. The eOPF Welcome page opens.
8. The first time you login click on New User-Request Your Password to set your Password. Your password must be 8 characters including at least one upper-case letter, one lower-case letter, one number and one special character. It may take a few minutes for you to receive your new password via email from eOPF.

**Searching for Documents in your eOPF**

1. Click the Search eOPF button from the main menu on the eOPF application.
2. On the Search My eOPF screen, enter your choice of field to search on, such as Form/Title, Start Eff Date, etc.
3. Once you enter the data into the search fields you want to use, click the Search button. The Search Results page appears.
4. Click on the Action icon to the left of the document you want to see. Select an action option from the Action drop-down list.

**Adding Documents to a Clip Folder**

1. Locate the document you wish to add to the Clip Folder.
2. Click on the Action icon to the left of your chosen document; select Add to Clip to add a document to the Clip Folder.
3. Click the Select button to add the clip to the Clip Folder.
4. Select the pages you want to add to the clip by checking the Add Page to Clip checkbox under each page you want in the paper clip, and then click the Submit button.

**Viewing Documents within a Clip Folder**

1. From your My eOPF Results page click on the Action Folder icon.
2. Click the Clip Folder icon from the Folder drop-down list.
3. Click the Detail button next to the desired Clip Folder.
4. Click the View Doc icon to view the desired document in the Clip Folder.

**Creating a Clip Folder**

You can create Clip Folders in My eOPF to group certain documents together for later viewing.

1. From your My eOPF Results screen, click on the Folder Action icon.
2. Select Clip Folder from the drop-down list.
3. Enter a description for the Clip Folder in the Description field.
4. In the Security field, select either Public or Private.

**Viewing your eOPF Document**

Click My eOPF on the eOPF main menu. From the My eOPF Results page, search for the eOPF document you would like to view.

**Printing an eOPF Document**

1. Search for and open the desired eOPF document.
2. To prevent annotations from printing, ensure View Documents Without Annotations is selected from the Annotation field.
3. On the Document View window, click the Print button, or select File-Print from the Adobe Reader menu.

**Printing Your Entire eOPF Folder**

1. Click in the Show All Docs button from the My eOPF Results page.
2. On the Search My eOPF screen, enter your choice of field to search on, such as Form/Effect Date, etc.
3. Click the Print button to add the clip to the Clip Folder.
4. Select the pages you want to add to the clip by checking the Add Page to Clip checkbox under each page you want in the paper clip, and then click the Submit button.

**Where to get Help**

For more information about eOPF, access the user guide after logging into the system by clicking on Help from any eOPF screen. FAQ's are also available from each screen. Once you have received your eOPF Userid, if you have questions about the technical aspects of eOPF (i.e., password, browser or pdf) or need help using the system (i.e., search for, view or print documents), please contact the eOPF Help Desk at eopfhelpdesk@opm.gov or 866.275.8518. Please include the following: Name, Organization, Phone/email contact information, description of problem. For eOPF content issues (i.e., missing, illegible, or blank documents), please refer to the DOCHROC eOPF Points of Contact at: http://hr.commerce.gov/DOCHROC/PROD01_008744