# eOPF Download Instructions
## *Quick Reference Guide (QRG)*

*Information to help you access, navigate, and print your electronic Official Personnel Folder (eOPF)*

### What is the electronic Official Personnel Folder (eOPF) system?

eOPF is a filing system that maintains an electronic version of the paper OPF as well other work folders used by Human Resources. Each agency determines which virtual folders, such as Performance, Training, or Payroll, are included in eOPF to house documents that are not part of the paper OPF.

### Who has access to folders within the eOPF system?

- Employees have access to eOPF and are able to view and print their own OPF documents
- HR Specialists have access to the eOPFs of all employees within their service areas
- Investigators and retirement adjudicators have access to eOPFs on an as needed basis

### Additional Resources

- Accessing, Searching, Printing, and Resetting a Password in eOPF SOP
- eOPF Inquiry Submission and Resolution
- eOPF Privileged User Access Administration

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## How do I Access My eOPF?

Your eOPF ID and password are created when you are hired as an employee. If you cannot remember your eOPF ID or password you can retrieve them using the "Request Your eOPF ID" and "Request a New Password" links beneath the eOPF ID and password fields on the eOPF Login page.

*Note: You can only access your eOPF via a registered DOC Virtual Private Network (VPN).*

*To change your password, please follow the steps below.*

1. **Navigate to the eOPF Login page** and log in.

2. Select the **'My Profile'** button from the eOPF main menu.

3. Select the **'Change Password'** tab.

4. **Enter your current and new passwords.** Then, verify your new password.

*If you can't remember your password and need to reset it, please follow the steps below.*

1. **Navigate to the eOPF Login page.**

2. **Select the 'Request a New Password'** link beneath the eOPF ID and password fields.



3. **Provide the requested personal information,** including your eOPF ID, the last five digits of your Social Security Number, and your last name. You will then be prompted to answer one of your security questions.

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### 🚀 How do I access my eOPF? – *Continued*

4.  **Click the 'Submit' button**. The page will refresh displaying the message that an email with a reset link and temporary token will be sent within the hour to your email address of record.

5.  **Check your email for the reset password email.** The email expires within 4 hours of it being sent. If you cannot find the email, please check your junk or spam folders.

6.  **Click the URL link.**

7.  **Enter your eOPF ID and the token from the email**.

8.  **Click 'Submit.'** The page will refresh displaying the 'Please reset your password' page.

9.  **Enter a new password and retype that password.**

10. **Click the 'Reset Password' button,** which will bring you back to the eOPF Login page.



*If you can't remember your eOPF ID, please follow the steps below.*

1.  **Navigate to the eOPF Login page.**

2.  **Select the 'Request Your eOPF ID'** link beneath the eOPF ID and password fields.

3.  **Provide the requested information,** including the last five digits of your Social Security Number, the first four digits of your last name, and your date of birth (mm/dd/yyyy).

4.  **Click the 'Submit' button.** The page will refresh displaying the message that an email with your eOPF ID will be sent within the hour to your email address of record.



*Note: If you have difficulties with accessing your eOPF account, then you can submit a 'Need HR Help Ticket' via the Enterprise Services Portal.*

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### How do I navigate my eOPF?

You can find your documents using two main methods: sorting your documents or searching them.

*To sort your documents, please follow the steps below.*

1. **Navigate to the 'My eOPF' page where your documents are displayed.** By default, documents are sorted by descending 'Effective Date.'

2. **Use the headers to sort the columns** by ascending/descending for 'Effective Date' or 'Create Date,' or alphabetically for the remaining columns. The sort order remains in effect until you sort by another field or you log out.

3. **If needed, use the page numbers to navigate to the next page** until you find the document you are looking for.

4. **Selected the 'Form Number' or 'View' icon.** Depending on your browser, the PDF files will open automatically, show a browser download prompt, or download and save.

*To search your documents, please follow the steps below.*

1. **Navigate to the 'My eOPF Search' page.**

2. **Enter search criteria in the available fields to retrieve specific documents.** If you want to search your entire eOPF, make sure the 'All Forms' and 'Select All' for Folder Sides is selected.

3. **Select 'Search' once you have entered all your criteria.**



4. **If needed, use the page numbers to navigate to the next page** until you find the document you are looking for.

5. **Selected the 'Form Number' or 'View' icon.** Depending on your browser, the PDF files will open automatically, show a browser download prompt, or download and save.

*Note: If you notice an issue with your records, including if you are missing a document, information in a document is incorrect, or there are duplicative documents, then you can submit a 'Need HR Help' via the Enterprise Services Portal.*

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## How do I print my eOPF?

You can use your eOPF to print your documents in three ways: printing a single document, multiple documents, or your entire eOPF.

*To print a single document, please follow the steps below.*

1. **Find the document you are looking for** using the 'My eOPF' or 'My eOPF Search' page.

2. **Click the 'Form Number' or the 'View' icon to view the document.** Depending on your browser, the PDF files will open automatically, show a browser download prompt, or download and save.

3. **Once the document is open, click 'File' and then click 'Print.'** Indicate how you would like the document to print.

*To print multiple documents, please follow the steps below.*

1. **Navigate to the 'My eOPF' page.**

2. **Select the 'Show All Docs' button** to display all your documents.

3. **Place checkmarks in the right-hand boxes** for the documents you would like to view or print. The documents will turn yellow once checked.

4. **Select 'Print Single Sided' or 'Print Double Sided'** to consolidate the documents into a one PDF. The page will refresh displaying the message, "Your print request has been submitted for processing."

5. **Click the 'My eOPF Print Status' tab** at the top of the page.

6. **Find the relevant print request and click 'View.'** *Note: Click 'Refresh' if the 'View' is not showing up.*

7. **Open document and enter the following combination for the print request password:** "User's Last Name" + "Print Request ID."

8. **Click the 'OK' button.**

9. **Click 'File' and then click 'Print.'** Indicate how you would like the document to print.

*To print your entire eOPF, please follow the steps below.*

1. **Navigate to the 'My eOPF' page.**

1. **Select 'My eOPF Print Folder'.**

2. **Select the folder side(s) you wish to print or click 'Select All'** to print your entire eOPF.

3. **Select 'Print Single Sided' or 'Print Double Sided'** to consolidate the documents into a one PDF. The page will refresh displaying the message, "Your print request has been submitted for processing."

4. **Click the 'My eOPF Print Status' tab** at the top of the page.

5. **Find the relevant print request and click 'View.'** *Note: Click 'Refresh' if the 'View' is not showing up.*

6. **Open document and enter the following combination for the print request password:** "User's Last Name" + "Print Request ID."

7. **Click the 'OK' button.**

8. **Click 'File' and then click 'Print.'** Indicate how you would like the document to print.

Questions? Contact us! (888)316-2285 | EnterpriseServicesHR@doc.gov | Hours: Mon – Fri 8 AM – 8 PM ET

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### If I have more questions on my eOPF, where can I go?

You can select the Help link on the top right-hand side of most pages within eOPF to access help information based on your role (e.g., Employee, Human Resource Specialist). If you still need assistance, please contact Enterprise Services by clicking on the "Need HR Help?" button in the Enterprise Services Portal.

### Can I access my eOPF when I am no longer a Federal employee?

No, you cannot access your eOPF once you are no longer a Federal employee. Before you separate, we recommend you print copies of your eOPF documents prior to your separation date from the Federal government and to arrange with your Local HR to send copies of any additional documents filed in eOPF (after your separation) to your current mailing address.

If need to access your records after you have separated, you can contact the National Personnel Records Center's (NPRC) Federal Records Center Program, which maintains the folders of former Federal civilian employees whose employment ended after 1951. You may obtain copies of most civilian and personnel medical records on file at NPRC via written request (hand signed in cursive and dated) mailed or faxed to:

> National Personnel Records Center, Annex
> 1411 Boulder Boulevard
> Valmeyer, IL 62295
> Fax: 618-935-3014 or 618-935-3019

The location of records of former military employees varies depending on the branch of service and date of separation from service. Please visit NARA's site on Official Military Personnel Files (OMPFs) (external link) for details.

### What do I need to do with my eOPF when I transfer to another federal agency?

When you leave one federal agency and begin working for another federal agency, your eOPF is automatically transferred and you do not need to do anything. If you have a question about the process, please contact the HR office of the agency to which you are transferring.