eOPF v5.2
Electronic Official
Personnel Folder (eOPF)

Employee User Guide

Electronic Official Personnel Folder User Guide

Version 5.2, December 2020

Contents

Chapter 1: Introduction to eOPF

Electronic Official Personnel Folder (eOPF) is a system developed as a management solution to handle official personnel files and to simplify access to your own Official Personnel Folder (OPF). The OPF contains Human Resources (HR) records and documents related to federal civilian employees. An OPF is created when an employee begins federal service and is maintained throughout the employee's career in accordance with United States Office of Personnel Management (OPM) regulations. eOPF also refers to the electronic form of your folder.

Guidance on what is filed in the eOPF can be found in the Guide to Personnel Recordkeeping (GPR). The GPR is available at:

Link to Guide to Personnel Recordkeeping

eOPF provides electronic, Web-enabled access to OPFs for employees, supervisors, and HR staff members to view eOPF documents. All employees are able to view their own eOPF through the eOPF Web interface.

eOPF has security measures in place to ensure the integrity of the system. For example, users are able to view their own eOPF documents, but cannot modify the documents. Additionally, all activity performed in the eOPF is logged and can be accessed through the reports function.

Note:
eOPF is not a vehicle through which documents can be modified. Information found on SF 50/52s, benefits documents, etc. can be modified through agency HR systems, Employee Benefits Information Systems, etc.

eOPF has a variety of functions that are accessible depending upon the role of the logged in user. This User Guide covers the basic employee role and assumes you have working knowledge of Microsoft Windows desktop. This User Guide covers topics for the current version of eOPF. If you do not have access to the Internet or to the eOPF application, please contact an eOPF administrator to assist you with setup.

Note:
This User Guide includes representative pages from eOPF but your agency's system may be slightly different, depending on your agency's requirements. In addition, some functionality is optional and may or may not be configured for your system.

Chapter 2: Browser and Viewer Requirements

To access and utilize eOPF, you must use two basic off-the-shelf software components: a Web browser application and Adobe Acrobat Reader, called Adobe Reader in this document. The Web browser enables you to view the various system pages such as *Logon* and *Search*. Adobe Reader enables you to view documents.

Browsers

You can use commercially available Web browsers to access eOPF. For best results, it is recommended that you use the latest eOPF-certified version of Microsoft Internet Explorer.

Note:
eOPF v5 requires Internet Explorer users to disable the 'Compatibility Mode' option to have Web pages appear correctly.

Note:
eOPF has a session timeout feature that uses pop-up window functionality. If your browser or other software disables pop-up windows from displaying, you may be unable to see inactivity warnings. Enabling pop-ups for eOPF allows inactivity warnings to display to prevent you from being logged out for inactivity without notice.

Downloading and Configuring the Viewer (Adobe Reader)

The eOPF stores documents as Portable Document Format (PDF) files, which can be viewed and printed using Adobe Reader. If you do not have Adobe Reader installed on your computer, it is available as a free download on the Internet.

Note:
The Adobe Reader options should be set to **not** view inside the browser. This option can be accessed by selecting Edit -> Preferences -> Internet in Adobe Reader.

Chapter 3: Getting Started with eOPF

Before you can perform any activity within eOPF, you need to log on. Logging on requires that you have a valid user name and password. Your user name (your eOPF ID) and password are created either at system deployment or when you initially become an employee. If you do not already have a user name and password for eOPF, please contact an eOPF administrator to obtain one. If you have a user name, but do not recall your password, a *Request a New Password* link is available on the *eOPF Logon* page. When selected, you are prompted to answer some questions. If you answer correctly, you are allowed to reset your own password. If you answer incorrectly, your information is directed to the Helpdesk.

Note:
At this time, both Single Sign On and eAuthenticate initiatives are being implemented for eOPF. When activated for your agency, you no longer directly log into the eOPF application. You connect using an agency portal or eAuthenticate portal, at which time the eOPF application's eOPF ID and password functionality is disabled.

Note:
After a number of consecutive failed attempts to log on to eOPF, you are locked out of the system as a security precaution. The number of failed attempts is configurable by the administrator and the default number is three attempts.

In order to ensure the security of the eOPF, remember to safeguard your user name and password. Some guidelines for password security are:

- Do not share your password with anyone.

- Do not write your password down.

- Do not allow anyone to use eOPF with your user name/password combination, because all eOPF system actions are logged by user name.

After you log on to eOPF, you can change your password. Additional eOPF features that you can use include changing your email address, viewing and updating emergency data, and accessing eOPF online help. If you do not see these features in eOPF, your agency may have opted not to enable them.

Logging on to eOPF

You must log on to eOPF each time you want to access the system. After you log on to eOPF, you can change your password. If this is the first time you log on to eOPF, you are directed to a *Security Profile* page to configure your own self-service responses.

Note:
For ***PIV/CAC Authenticated Login*** skip to the next section.
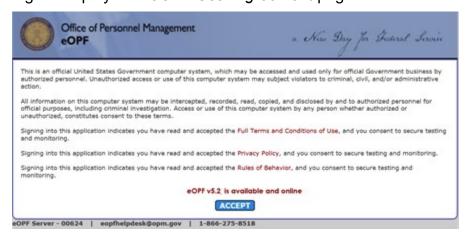
To Log on to eOPF:

1. **Launch the eOPF application by opening Internet Explorer and entering your agency's eOPF URL.**
   The *eOPF User Agreement* page displays. Above the ACCEPT *Accept* button, the administrator may place a system message advertising a specific maintenance event. At other times, a problem message may be displayed and the ACCEPT *Accept* button disabled.

   This figure displays the *eOPF User Agreement* page.

Note:
The URL address for eOPF is https://eopf.opm.gov/<your agency name>/
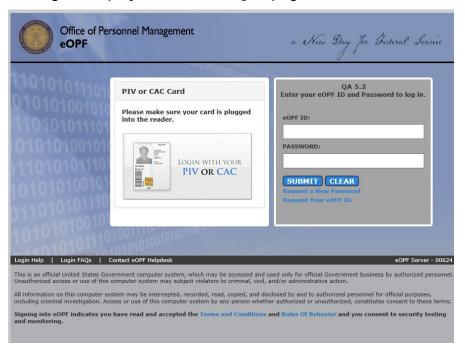
2. **Read the *User Agreement* and click the ACCEPT *Accept* button.**
   An intermediate page is present while the system determines the authentication mode. Currently, the majority of users are

sent to the traditional *eOPF Logon* page. However, some users have access to single sign on resources that bypass the *eOPF Logon* page and take the user directly to the *eOPF Welcome* page as shown after step 5.

This figure displays the *Authentication Transition* page.
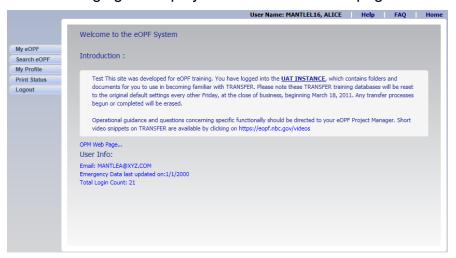
This figure displays the *eOPF Logon* page.

3. **If using PIV/CAC Authentication to log in, skip to the next section.**

4. **In the *eOPF ID* field, type your user name.**

5. **Type your password in the *Password* field.**

6. **Click the** SUBMIT ✓ ***Submit* button to activate the logon process.**
    If you enter the correct information, the *eOPF Welcome* page opens. Please read the contents of the *Welcome* page, as it often has agency and security specific information. Under the *User Info* portion of the page, your email address, the last date you updated your emergency data, and your password expiration time frame are displayed.

    The following figure displays the *eOPF Welcome* page.

Note:
If you are logging into eOPF for the first time, you may be prompted to change your password. You will then be forwarded to the *Security Profile* page to complete security questions, instead of going directly to the *eOPF Welcome* page.

Note:
If you have not yet accepted the Rules of Behavior (or if the rules have changed since you last accepted them) you are redirected to the *Rules of Behavior* page. To proceed to eOPF you must read and accept the Rules of Behavior. After accepting, you are taken to the *eOPF Welcome* page.

Note:
If you enter an incorrect password multiple times and get locked out, see the Resetting Your Password topic in this guide.

7. **If your agency has enabled Two-Factor Authentication then a verification code is sent to the email address assigned to the eOPF account and the following screen displays.**
The following figure displays the *eOPF Two Factor Authentication* page.

eOPF Two Factor Authentication

Note: The verification code sent to your email address expires within 4 hours of your eOPF Login.

Enter your verification code: [   ]

Submit   Cancel
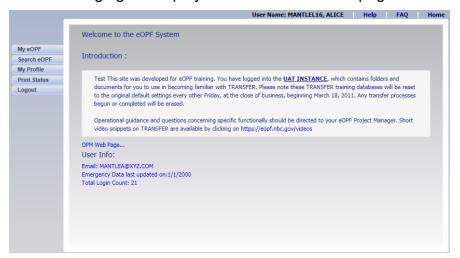
8. **Enter the verification code and click the** Submit **Submit button.**
If the verification code is accepted, the *eOPF Welcome* page opens.

The following figure displays the *eOPF Welcome* page.

User Name: MANTLEL16, ALICE | Help | FAQ | Home

My eOPF
Search eOPF
My Profile
Print Status
Logout

Welcome to the eOPF System

Introduction :

Test This site was developed for eOPF training. You have logged into the **UAT INSTANCE**, which contains folders and documents for you to use in becoming familiar with TRANSFER. Please note these TRANSFER training databases will be reset to the original default settings every other Friday, at the close of business, beginning March 18, 2011. Any transfer processes begun or completed will be erased.

Operational guidance and questions concerning specific functionally should be directed to your eOPF Project Manager. Short video snippets on TRANSFER are available by clicking on https://eopf.nbc.gov/videos

OPM Web Page...
User Info:
Email: MANTLEA@XYZ.COM
Emergency Data last updated on:1/1/2000
Total Login Count: 21

Logging on to eOPF (PIV/CAC Authentication)

You must log on to eOPF each time you want to access the system. If this is the first time you log on to eOPF, you are also directed to a *Security Profile* page to configure your own self-service responses.

To Log on to eOPF:

1. **Launch the eOPF application by opening Internet Explorer and entering your agency's eOPF URL.**

   The *eOPF User Agreement* page displays. Above the **ACCEPT** *Accept* button, the administrator may place a system message advertising a specific maintenance event. At other times, a problem message may be displayed making the **ACCEPT** *Accept* button disabled.
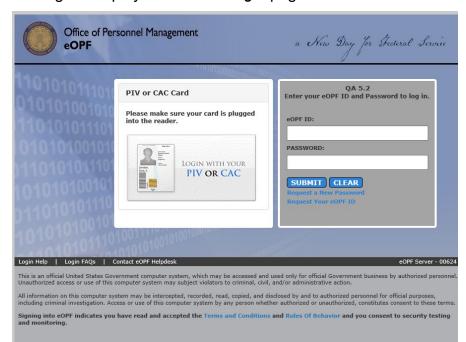
   This figure displays the *eOPF User Agreement* page.

Note:
The URL address for eOPF is https://eopf.opm.gov/<your agency name>/

---

2. **Read the *User Agreement* and click the ACCEPT *Accept* button.**
   Users are redirected to the eOPF Login page. (A few agencies may have an alternate login method that does not use the eOPF Login page).

This figure displays the *eOPF Login* page.
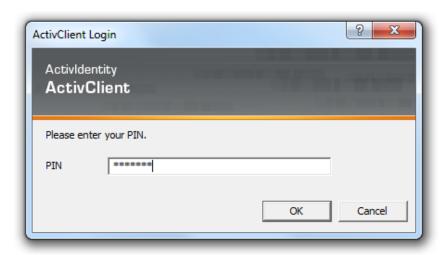
3. Click the *Login with your PIV or CAC* image. You will be prompted for the certificate to be used based on what is available from your workstation/PIV.

4. **Select the certificate to be used to validate your PIV/CAC. Users must use the certificate that has "*Client Authentication*" and "*Smart Card Logon*" capabilities (do *not* use the certificate for Email Authentication).**

   Once selected, based on the workstation environment the user has implemented, a prompt will appear asking for the PIV/CAC PIN. This example uses ActivIdentity software; your prompts may look slightly different:

   PIN Prompt:

5. **If the PIN is not entered correctly the user is shown the following message:**

6. **If the correct PIN was entered and the user has previously used PIV/CAC authentication to access eOPF, they are logged into eOPF and forwarded to the *eOPF Welcome* page.**

7. **(NEW PIV REGISTRATION) If the correct PIN was entered however the user has *not* accessed eOPF with PIV/CAC previously the user is directed to the PIV/CAC Card Registration Page:**

PIV/CAC Card Registration

Your PIV or CAC Card has not been registered.
Please register below.

Please fill out the fields below and select the 'Register' button to register your PIV or CAC card.

eOPF ID:

Password:

[Register] [Cancel]
Request a New Password
Request Your eOPF ID

8. **Enter eOPF ID and Password and click the** [Register] ***Register*** **button to continue registering the account.**

9. **If the information provided *does not* match the information in the eOPF system (or there is a problem with your eOPF account), then a message displays explaining the error. Below are errors that may be encountered:**

eOPF ID/Password incorrect/not found:

> (!) **We're sorry, we could not find a user with that eOPF ID and password.**
>
> - You may <u>Request Your eOPF ID</u>, <u>Request a New Password</u>, <u>Reset Your Password</u> or click on the links at the bottom of the page for more help.

eOPF Account is locked:

> (!) **We're sorry, your eOPF account is locked.**
>
> - Please return to the <u>login page</u> to try again or contact the <u>helpdesk</u> for assistance.

eOPF Account is NOT ACTIVE:

> (!) **We're sorry, your account in eOPF is NOT ACTIVE.**
>
> - Please return to the <u>login page</u> to try again or contact the <u>helpdesk</u> for assistance.

eOPF Password needs to be Reset:

> (!) **We're sorry, your eOPF password needs to be reset.**
>
> - You may <u>Request Your eOPF ID</u>, <u>Request a New Password</u>, <u>Reset Your Password</u> or click on the links at the bottom of the page for more help.
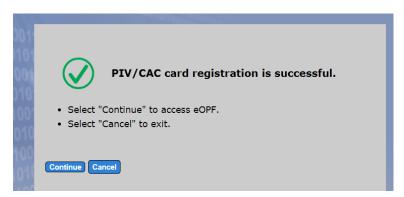
eOPF Account start date has not been reached:

Note:
If you receive a different error response than the examples shown please contact the helpdesk for assistance.

---

10. **If all the details provided in Step 8 (*PIV/CAC Card Registration*) and the last name provided matches the Common Name or Last name in the Certificate correctly, then the following message displays.**

Clicking *Continue* **sends the user to the eOPF Welcome page.**

Note:
If you are logging into eOPF for the first time you are forwarded to the *Security Profile* page to complete security questions, instead of going directly to the *eOPF Welcome* page.

Note:
If you have not yet accepted the Rules of Behavior (or if the rules have changed since you last accepted them) you are redirected to the *Rules of Behavior* page. To proceed to eOPF you must read and accept the Rules of Behavior. After accepting, you are taken to the *eOPF Welcome* page.

Login Help

For assistance with the *eOPF Login* page users can click the "Login Help" link at the bottom of the *eOPF Login* page.

Clicking the link launches a new window displaying help information to assist in using the *eOPF Login* page.
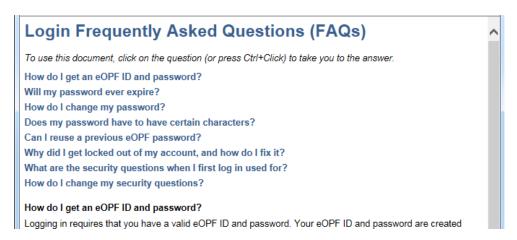
Login FAQ

To view Frequently Asked Questions about the eOPF Login process, users can click the *Login FAQs* link at the bottom of the *eOPF Login* page.
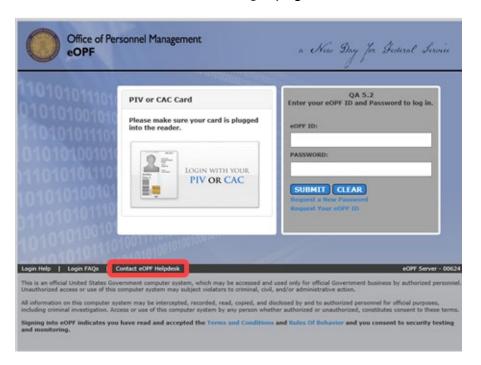
Clicking the link launches a new window displaying Frequently Asked Questions about the eOPF login process.
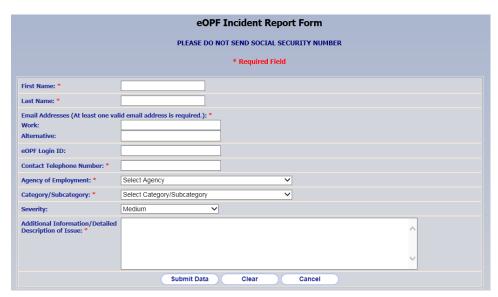
Contact eOPF Helpdesk

Occasionally eOPF users may need to submit help desk support tickets for issues they may encounter. To submit a help request to the eOPF Helpdesk, users can use the *Contact eOPF Helpdesk* link at the bottom of the *eOPF Login* page.

1. **Click the *Contact eOPF Helpdesk* link at the bottom of the page.**
A new window displays the *eOPF Incident Report Form*. On this form, users are able to specify details of their help request.

Note:
Fields marked by a red asterisk (*) are required fields.

2. **Complete the form including a description of the issue.**
   On this form users are able to specify details of their help request. Please include any information that is relevant to the issue.

3. **Click the** `Submit Data` *Submit Data* **button.**
   The request is sent to the eOPF Helpdesk. If the request was successfully sent, a confirmation message displays.

   > Your request has been sent to the eOPF Helpdesk.
   > Your reference number is 28.
   >
   > Click here to close this window.
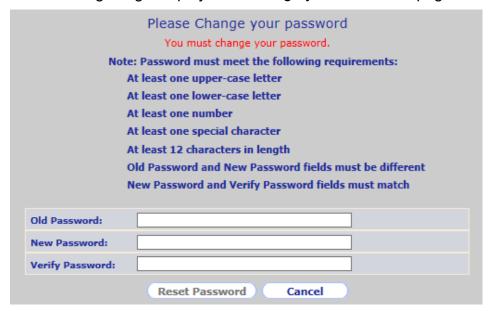
4. **Click the *Click here to close this window* link.**
   The confirmation page closes and the *eOPF Login* page reappears.

First Time eOPF Login

The following assumes you have both an eOPF ID and a password. If you do not have a password, go to the New User – Request Password section of this guide. Upon logging into eOPF successfully for the first time, you are required to change your password.

If using your PIV/CAC card to log into eOPF, reference the **Logging on to eOPF (PIV/CAC Authentication)** section.

The following image displays the *Change your Password* page.

Please Change your password

You must change your password.

Note: Password must meet the following requirements:

At least one upper-case letter

At least one lower-case letter

At least one number

At least one special character

At least 12 characters in length

Old Password and New Password fields must be different

New Password and Verify Password fields must match

Old Password:	
Verify Password:	
New Password:	

Reset Password   Cancel

As a user completes each password requirement the indicator next to the requirement will show a visible check mark.

Please Change your password
You must change your password.
Note: Password must meet the following requirements:
✔ At least one upper-case letter
✔ At least one lower-case letter
At least one number
At least one special character
At least 12 characters in length
✔ Old Password and New Password fields must be different
New Password and Verify Password fields must match

Old Password: ••••••••••••
New Password: ••••••••
Verify Password:

Reset Password   Cancel

Once all password requirements are met and both the New Password and Verify Password values match the Reset Password *Reset Password* button will be enabled.

Once this is complete, you are directed to a *Security Profile*. On this page, you must answer security questions that are used to validate your identity when using the self-service feature or contacting the eOPF Helpdesk. You may also enter an email address for receiving email notifications, and indicate to the eOPF application if you are using assistive technology such as a screen reader. The *Security Profile* page is shown below.

Select and answer your security questions

Purpose: The following security questions will be used to verify your identity if you forget your password or eOPF ID. You can modify the answers using 'My Profile' after you login. You can create your custom questions and provide answers. The custom questions are added to the list of Personal Questions.

Email Address: CC@TEST.ORG

☐ **Check here, if you are using assistive technology? (ex: Screen Reader)**

Personal Questions
Please select and answer three unique personal questions from the list provided below.
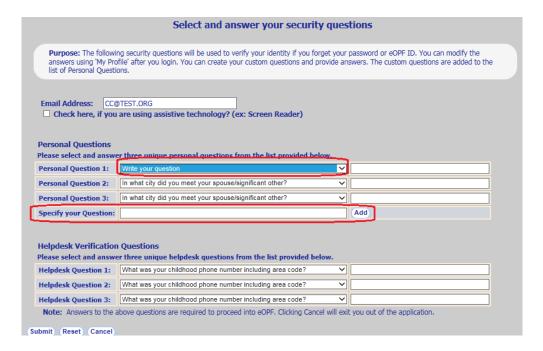
Personal Question 1:	In what city did you meet your spouse/significant other?	
Personal Question 2:	In what city did you meet your spouse/significant other?	
Personal Question 3:	In what city did you meet your spouse/significant other?	

Helpdesk Verification Questions
Please select and answer three unique helpdesk questions from the list provided below.

Helpdesk Question 1:	What was your childhood phone number including area code?	
Helpdesk Question 2:	What was your childhood phone number including area code?	
Helpdesk Question 3:	What was your childhood phone number including area code?	

Note: Answers to the above questions are required to proceed into eOPF. Clicking Cancel will exit you out of the application.

Submit   Reset   Cancel

1. **Complete the *Security Profile*.**
Choose and answer three personal questions and three helpdesk verification questions from the drop-down question boxes. Optionally, enter email address and state if you are using assistive technology such as a screen reader.

2. **(Optional) Create your custom Personal question.**
To create your own custom Personal Question, choose the "Write your question" option from one of the *Personal Question* drop-downs. A new "Specify your Question" row will appear below the existing questions allowing you to write in your own question.

The following figure displays the *Security Questions* page, with the Write your Question and *Specify your Question* fields highlighted.

Select and answer your security questions

Purpose: The following security questions will be used to verify your identity if you forget your password or eOPF ID. You can modify the answers using 'My Profile' after you login. You can create your custom questions and provide answers. The custom questions are added to the list of Personal Questions.

Email Address: CC@TEST.ORG
☐ Check here, if you are using assistive technology? (ex: Screen Reader)

Personal Questions
Please select and answer three unique personal questions from the list provided below.

Personal Question 1:	Write your question	
Personal Question 2:	In what city did you meet your spouse/significant other?	
Personal Question 3:	In what city did you meet your spouse/significant other?	
Specify your Question:		(Add)

Helpdesk Verification Questions
Please select and answer three unique helpdesk questions from the list provided below.

Helpdesk Question 1:	What was your childhood phone number including area code?	
Helpdesk Question 2:	What was your childhood phone number including area code?	
Helpdesk Question 3:	What was your childhood phone number including area code?	

Note: Answers to the above questions are required to proceed into eOPF. Clicking Cancel will exit you out of the application.

Submit Reset Cancel

After entering the custom question, click the [Add] *Add* button and a confirmation will appear. The custom question is now available in the *Personal Question* drop-down list of possible security questions.
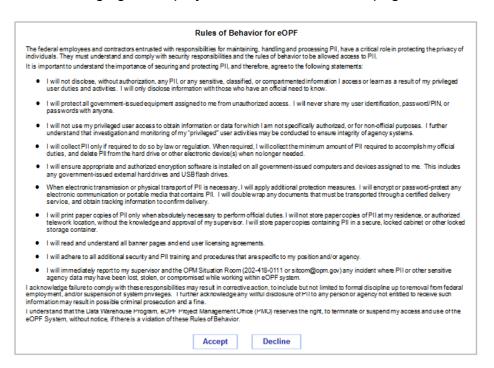

Note:
Only the personal questions have the option for custom questions. Helpdesk questions are static and cannot be changed.

---

3. **Click the** (Submit) *Submit* **button.**
If all information is complete, you are directed to the *Rules of Behavior* page*.*

The following figure displays the *Rules of Behavior* page.

4. **Read the rules and click the** (Accept) *Accept* **button to accept the terms.**
If *Accept* is chosen, you are directed to the *eOPF Welcome* page*.* If *Decline* is chosen, you are logged out of eOPF and the eOPF window closes.

Request a New Password

If you are a new user to eOPF and do not yet have a password, but have been assigned an eOPF ID, you can request a password using the steps below.

To Request a New User Password:

1. **From the *eOPF Logon* page, click the *Request a New Password* link.**
   The *Request a New Password* page appears.

   The following figure displays the *Request a New Password* page.

   <div align="center">

   ### Request a New Password

   Purpose: This feature allows you to request your new Password. Please enter information in the following fields.

eOPF ID: (Hint: eOPF ID = eOPF Login ID)	
Last 5 digits of your SSN (Example: 67890):	Show
Last Name:	

   Submit   Cancel

   </div>

Note:

You can exit the *Request a New Password* page by clicking the [Cancel] *Cancel* button.

2. **Fill in the fields on the page.**
   --Type your eOPF ID in the *eOPF ID* field.
   --Type the last 5 digits of your SSN in the *Last 5 digits of your SSN* field.
   --Type your last name in the *Last Name* field.

3. **Click the** `Submit` *Submit* **button.**

The *Request a New Password* page refreshes, displaying a message that the request was successful

The following figure displays the *Request a New Password* page with the confirmation message.

Note:
Once you request a new user password, if the information you supplied is validated, you are sent an email informing you that there was a request to change your eOPF Password. The email includes a link to reset your password and instructions on how to perform the reset password action. The link expires after 4 hours for security reasons.

If your information fails to be verified, you receive an *Access Denied* message, shown below. The message below is referred to as an *Access Denied* message through the rest of this topic.

If your information was verified, but your eOPF account does not have a valid email address, then an email is sent to your PO ID administrator stating that you requested your password but do not have a valid email address in the system.

The following figure shows the confirmation message that you do not have a valid email on file in eOPF.

After you have contacted the Helpdesk and a valid email address is in the system, repeat the *Request a New Password* process. Upon verifying your information, an email will be sent to you with instructions on resetting your password.
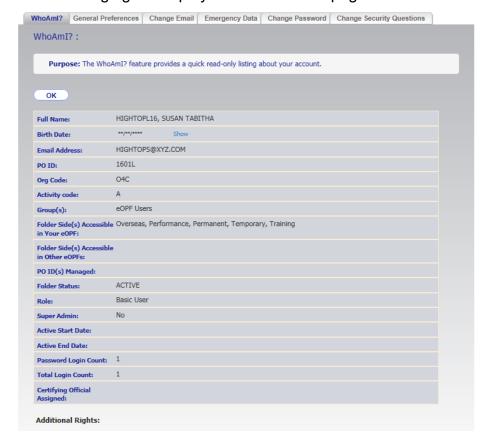
Manually Changing Your Password

eOPF provides the ability for you to manually change your password at any time.

To Change Your Password:

1. **From the *eOPF Welcome* page, click the** [My Profile] ***My Profile* button.**
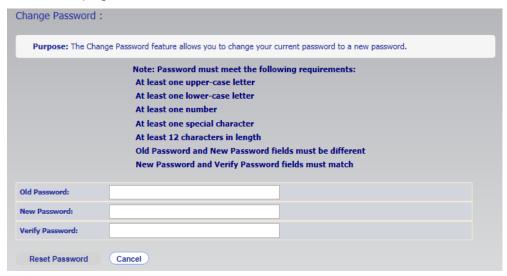   The *My Profile* page appears with the *Who Am I?* tab active by default.

   The following figure displays the *Who Am I?* page.

2. **From the *WhoAmI?* page, click the** [Change Password] ***Change Password* tab.**
   The *Change Password* page displays.

This figure displays the [Change Password] *Change Password* page.

3. Enter your current password in the *Old Password* field.

4. In the *New Password* field, enter your new password. As each password requirement is met a checkmark indicator is displayed next to the successful requirement.

5. In the *Verify Password* field, enter your new password again. Once all password requirements are met the [Reset Password] *Reset Password* button is enabled.

6. Click the [Reset Password] *Reset Password* button, which updates your new password in the eOPF.

Note:

You can cancel the password change by clicking the [Cancel] *Cancel* button.

Resetting Your Password

If you forget your password, you can request that your password be reset using the *Request a New Password* link on the *eOPF Logon* page. This link brings you to the *Request a New Password* page. This page prompts you for your eOPF ID, the last five digits of your SSN, and your last name. When you select the *Request a New Password* link, the entries you made are compared against data in the eOPF employee information repository. If all three entered values match the stored values, then eOPF prompts you to answer one of your personal security questions.

If you answer the question successfully (or have not yet configured your security questions), you will be sent an email with a link to reset your password and instructions on how to perform the action. The link expires after 4 hours for security reasons.

Note:
If your account is locked out because of entering an incorrect password multiple times, use the following process to unlock your account.

If the values you entered do not match the values held in the eOPF repository, you are prompted to contact the eOPF Helpdesk.

To Request a Password Reset:

1. **From the *eOPF Logon* page, click the *Request a New Password* link.**
   The *Request a New Password* page appears.

   The following figure displays the *Request a New Password* page.

2. **Fill in the fields on the page.**
   --Type your eOPF ID in the *eOPF ID* field.
   --Type the last 5 digits of your SSN in the *Last 5 digits of your SSN* field.
   --Type your last name in the *Last Name* field.

3. **Click the** Submit **Submit button.**
Upon successfully verifying your information, the system displays a drop-down list of challenge questions that you should know the answer to.

The following figure displays an example *Answer Security Question* page.
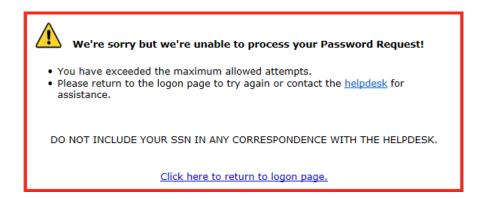

Note:
If you have not yet configured your security questions then proceed to step 4.

Note:
A failure to answer the challenge question correctly results in the following error message.

After three incorrect attempts, you will see the following error message.
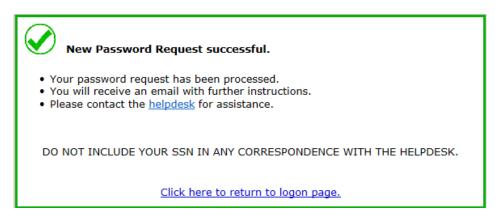

Three incorrect attempts will instruct you to contact the eOPF Helpdesk for assistance.

4. **Click the** [Submit] *Submit* **button.**
   If you answer the question successfully (or have not yet configured your security questions), you will be sent an email with a link to reset your password and instructions on how to perform the action. The link expires after 4 hours for security reasons.

   The following figure displays the confirmation message that your request was successful.

   ✓ **New Password Request successful.**

   - Your password request has been processed.
   - You will receive an email with further instructions.
   - Please contact the helpdesk for assistance.

   DO NOT INCLUDE YOUR SSN IN ANY CORRESPONDENCE WITH THE HELPDESK.

   Click here to return to logon page.

   The following figure displays the *Reset Your Password* page, which is launched by the link in the email.

   Reset your password

   Note: The link provided in your password reset email expires within 24 hours of submitting your password request.
   Please complete the following prompts.

eOPF ID (Hint: eOPF ID = eOPF Login ID):	
Last 5 digits of your SSN (Example: 67890):	
Last Name:	
In what city did you meet your spouse/significant other?	

   Submit   Cancel

Note:
If you do not have an email address on file, you must contact your agency HR representative. An email is automatically sent to the PO ID administrator notifying them of your request. It does not contain any information or token to reset your password.

Note:
If you have not previously completed your security questions you will not be prompted for the answer to your security question.
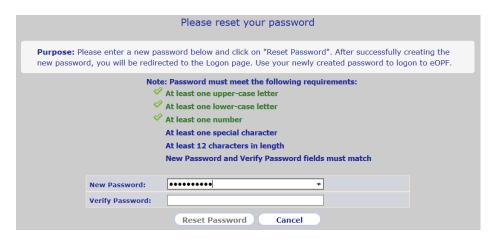
5. **Enter your eOPF ID, Last 5 digits of your SSN, Last Name, answer to the security question (if prompted) and then click the** Submit *Submit* **button.**
If the information is valid you are taken to the *Please reset your password* page.

The following figure displays the *Please reset your password* page.

Please reset your password

Purpose: Please enter a new password below and click on "Reset Password". After successfully creating the new password, you will be redirected to the Logon page. Use your newly created password to logon to eOPF.

Note: Password must meet the following requirements:
At least one upper-case letter
At least one lower-case letter
At least one number
At least one special character
At least 12 characters in length
New Password and Verify Password fields must match

New Password:
Verify Password:

Reset Password   Cancel

6. **In the *New Password* field, enter your new password. As each password requirement is met a checkmark indicator is displayed next to the successful requirement.**

Please reset your password

Purpose: Please enter a new password below and click on "Reset Password". After successfully creating the new password, you will be redirected to the Logon page. Use your newly created password to logon to eOPF.

Note: Password must meet the following requirements:
✓ **At least one upper-case letter**
✓ **At least one lower-case letter**
✓ **At least one number**
At least one special character
At least 12 characters in length
New Password and Verify Password fields must match

New Password: ••••••••••
Verify Password:

Reset Password   Cancel

7. **In the *Verify Password* field, enter your new password again. Once all password requirements are met the** Reset Password *Reset Password* **button is enabled.**

8. **Click the** Reset Password *Reset Password* **button, which updates your new password in the eOPF.**
The *eOPF Logon* page will display allowing you to log in with your new password.

Note:
Password reset links expire 4 hours after the email is sent. Users attempting to use an expired link will receive a message explaining that the link they provided has expired and they should resubmit the password reset request.

Forgotten eOPF ID Process

If you have forgotten your eOPF ID, you must go through several security steps to retrieve it.

1. **From the *eOPF Logon* page, click the *Request Your eOPF ID* link.**
   The *Request Your eOPF ID* page appears.

   The following figure displays the *Request Your eOPF ID* page.

Request Your eOPF ID
Purpose: This feature allows you to request your eOPF ID. Please enter information in the following fields.

Last 5 digits of your SSN (Example: 67890):		Show
Last Name:		
Date Of Birth (mm/dd/yyyy):		Show
	Submit	Cancel

2. **Fill in the fields on the page.**
   --Type the last 5 digits of your SSN in the *Last 5 digits of your SSN* field.
   --Type your last name in the *Last Name* field.
   --Type your date of birth into the *Date of Birth* field.

3. **Click the [Submit] *Submit* button.**
   Upon successfully verifying your information, the system displays a drop-down list of challenge questions that you should know the answer to.

   The following figure displays an example *Answer Security Question* page.

Answer Security Question
To complete your identification process please answer one of the following security questions.
What was your childhood nickname?	
Submit Cancel

Note:
If you have not yet configured your security questions then proceed to step 4.

Note:

A failure to answer the challenge question correctly results in the following error message.

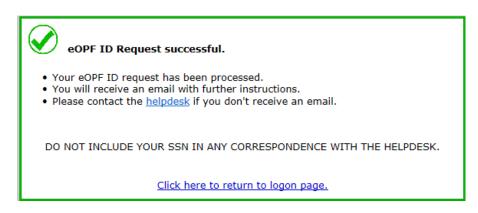After three incorrect attempts, you will see the following error message.
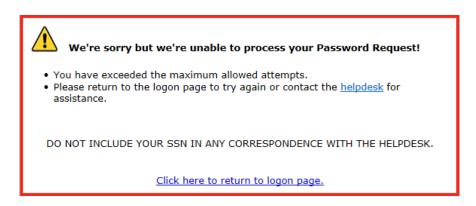
Three incorrect attempts will instruct you to contact the eOPF Helpdesk for assistance.

4. **If you correctly answered the challenge question**, then you will be sent an email containing your eOPF ID.

Note:

If you do not have an email address on file, you will not receive the email containing your eOPF ID and must contact your agency HR representative. An email will be sent to the PO ID administrator containing your eOPF ID and letting them know you do not have a valid email address on file.

Using the Main Menu Buttons

The eOPF main menu buttons display in the left hand margin of your browser page. The following list describes the eOPF main menu buttons.

Menu Option	Description
My eOPF	Displays all of the contents of your eOPF. You can select individual documents for viewing or printing. See the Viewing Your Entire eOPF section of this guide for details. You can also filter the contents of your eOPF. See the Searching for Specific Documents in Your eOPF section of this guide for more details.
Search eOPF	Displays the *Search* page from which you can search for specific documents in your eOPF. You can view or print documents using this option. See the Searching for Specific Documents in your eOPF section of this guide for more details.
My Profile	Displays the *General Preferences* page where you can set general settings such as the Default Forms List (provided on the *Search* page), and the number of rows to return in search results. Other tabs may include the ability to change/update your email, password, security questions, and emergency data.
Print Status	Displays the Print Status of Print Requests from the *My eOPF* and *Clip Folder* pages.
Logout	Logs you out of eOPF. See the Logging Out of eOPF section of this guide for more details.

My Profile

The [My Profile] *My Profile* button allows you to access the information the eOPF application maintains regarding your account. Tabs are listed across the top of the *My Profile* page that allow you to manage your preferences, email options, emergency data, password, and personal security questions. If a tab listed below does not appear within eOPF, it is possible that your agency has disabled that feature.
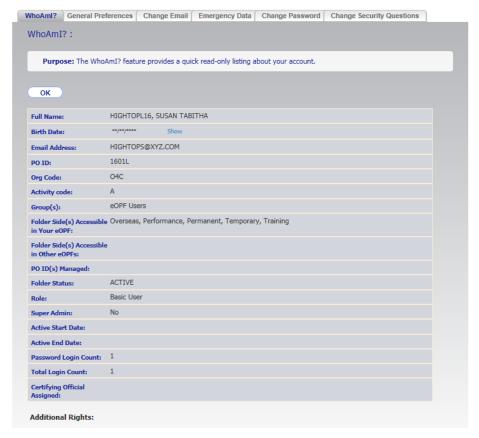
Who Am I?

This feature provides a way for you to get a quick and consolidated view of information about your user account.

1. **Click the** My Profile *My Profile* **button on the eOPF main menu.**
    The *My Profile* page appears with the *Who Am I?* page showing by default.

    The following figure displays the *Who Am I?* page.

WhoAmI?	General Preferences	Change Email	Emergency Data	Change Password	Change Security Questions

WhoAmI? :

Purpose: The WhoAmI? feature provides a quick read-only listing about your account.

[OK]

Full Name:	HIGHTOPL16, SUSAN TABITHA
Birth Date:	**/**/**** Show
Email Address:	HIGHTOPS@XYZ.COM
PO ID:	1601L
Org Code:	O4C
Activity code:	A
Group(s):	eOPF Users
Folder Side(s) Accessible in Your eOPF:	Overseas, Performance, Permanent, Temporary, Training
Folder Side(s) Accessible in Other eOPFs:	
PO ID(s) Managed:	
Folder Status:	ACTIVE
Role:	Basic User
Super Admin:	No
Active Start Date:	
Active End Date:	
Password Login Count:	1
Total Login Count:	1
Certifying Official Assigned:	

Additional Rights:

Changing Your Preferences

The eOPF application allows you to set specific preferences when using the application.
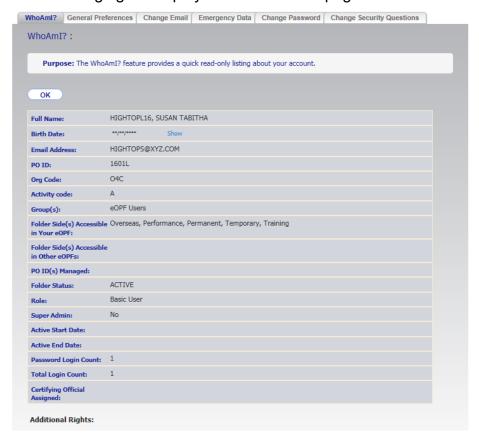
From the *General Preferences* tab, you can set the search filter called Forms, provided on the *Search* page. You also can set the number of rows and columns to display in search results. This display setting helps HR specialists and administrators control long lists within the administration pages of eOPF. The filter on the Forms returned improves performance by reducing the size of the list transmitted to your Web browser. If you select *All Forms*, your list may exceed 300 forms.

To Change Your Preferences (General):

1. **Click the** [My Profile] ***My Profile* button on the eOPF main menu.**
   The *My Profile* page appears with the *Who Am I?* tab active by default.
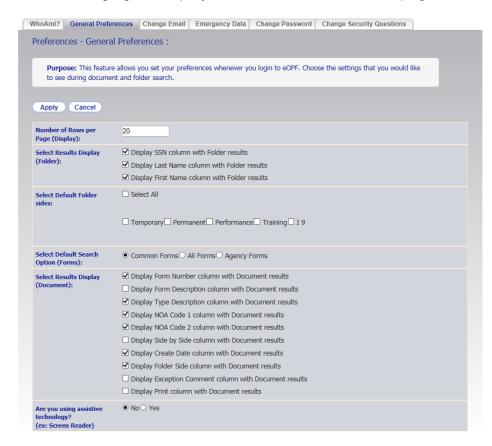
   The following figure displays the *Who Am I?* page.

2. **Click the** [General Preferences] *General Preferences* **tab at the top of the page.**
The *Preferences – General Preferences* page appears.

The following figure displays the *General Preferences* page.

3. **Type your desired number of rows per page in the *Number of Rows per Page (Display)* field.**

4. **Select which fields you'd like to see in the search results list displayed at the folder level.**
The choices are: Social Security Number (SSN), First Name, and Last Name.

Note:
The SSN field is used as a link to open the folder so if it is not visible, you must click on 📁 'Open' folder icon.

5. **Select which folder sides you would like to see in the search results list displayed at the folder level by default.**
The choices are dependent on what your agency currently has configured.

6. **Select the *Default Search Option (Forms)* you desire.**
    The choices are: Common Forms, All Forms, and Agency Forms. The *Common Forms* option is a predetermined list of forms commonly found in the OPF. The *All Forms* option produces a very large list of all possible forms including a mix of agency specific and federal forms. The *Agency Forms* option produces a list of forms that are owned by the particular agency in which you are an active employee.

7. **Select which fields you would like to see in the search results list displayed at the document level.**
    The choices are: Form Number, Form Description, Type Description, NOA Code 1, NOA Code 2, Side by Side, Create Date, Side, Exception Comment, and Print.

Note:
The Form Number field is used as a link to open the document, so if it is not visible you must click on the 📷 *View* document icon.

---

8. **Indicate whether you are using assistive technology using the check box at the top of the page.**
    Use this option to improve performance only when using assistive technology software such as JAWS. This mode alters the pages so that accessibility tools can perform actions and receive prompts for action. Select the *No* option to re-enable the standard page display.

9. **Click the** ⬭Apply⬭ *Apply* **button.**
    If successful, the *General Preferences* page displays a confirmation message stating "User Preference settings updated".

Note:
To cancel and return to *eOPF Welcome* page, click the ⬭Cancel⬭ *Cancel* button.

The following figure displays the *General Preferences* page with a confirmation message.

Changing Your Email Address
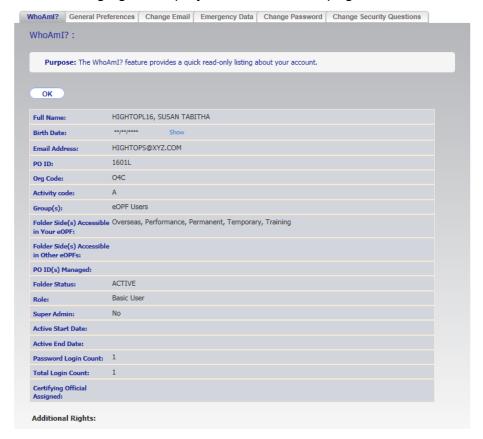
The eOPF application notifies you via email when new eOPF documents are added. If your email address changes, it is important that you update it in the system. eOPF has the capability to enable users to change their email address. If the Change Email tab is not visible, it is possible your agency has chosen not to enable the feature.

To Change Your Email Address:

1. **Click the**   `My Profile`   ***My Profile* button on the eOPF main menu.**
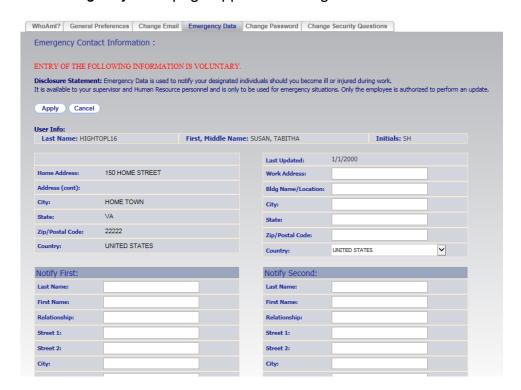   The *My Profile* page appears with the *Who Am I?* tab active by default.

   The following figure displays the *Who Am I?* page.
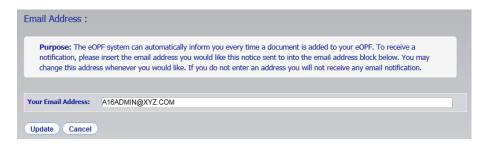
2. Click the Change Email **Change Email tab at the top of the page.**
The *Change Email* page appears.

The following figure displays the *Change Email* page.

Email Address :

Purpose: The eOPF system can automatically inform you every time a document is added to your eOPF. To receive a notification, please insert the email address you would like this notice sent to into the email address block below. You may change this address whenever you would like. If you do not enter an address you will not receive any email notification.

Your Email Address: A16ADMIN@XYZ.COM

Update   Cancel
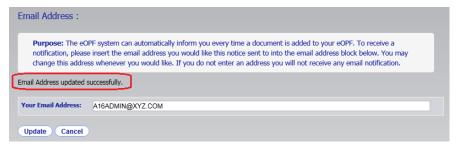
3. Type your email address in the *Your Email Address* field.

4. Click the Update **Update button.**
The *eOPF Welcome* page appears with the updated email address displayed.

The following figure displays the *Change Email* tab with a confirmation message.

Email Address :

Purpose: The eOPF system can automatically inform you every time a document is added to your eOPF. To receive a notification, please insert the email address you would like this notice sent to into the email address block below. You may change this address whenever you would like. If you do not enter an address you will not receive any email notification.

Email Address updated successfully.

Your Email Address: A16ADMIN@XYZ.COM

Update   Cancel

The email address is also immediately changed in the *User Info* section of the *Welcome* page.

Welcome to the eOPF System

Introduction :

Test This site was developed for eOPF training. You have logged into the **UAT INSTANCE**, which contains folders and documents for you to use in becoming familiar with TRANSFER. Please note these TRANSFER training databases will be reset to the original default settings every other Friday, at the close of business, beginning March 18, 2011. Any transfer processes begun or completed will be erased. Cool!!!

Operational guidance and questions concerning specific functionally should be directed to your eOPF Project Manager. Short video snippets on TRANSFER are available by clicking on https://eopf.nbc.gov/videos

OPM Web Page...
User Info:
Email: A16ADMIN@XYZ.COM
Emergency Data last updated on:1/1/2000

Note:

You can exit the *Change Email* page by clicking the Cancel *Cancel* button and return to the *eOPF Welcome* page.

Viewing and Updating Emergency Data
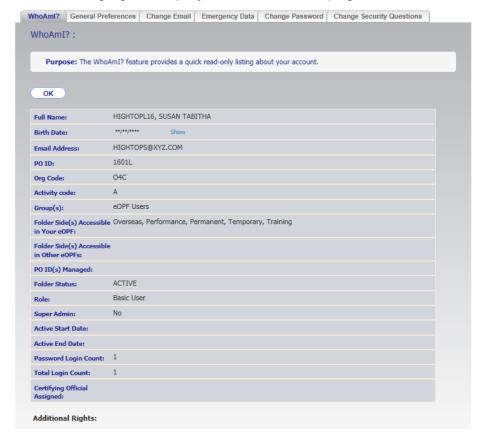
The *My Profile* section allows you to enter emergency contact information. This information is available to your supervisor and/or HR personnel for emergency use only. If the Emergency Data tab is not visible, it is possible your agency has chosen not to enable the feature.

To View and Update Emergency Data:

1. **Click the** My Profile ***My Profile* button on the eOPF main menu.**
   The *My Profile* page appears with the *Who Am I?* tab active by default.

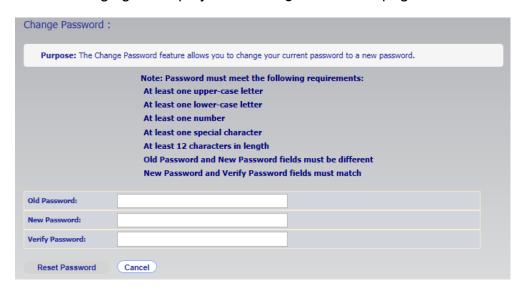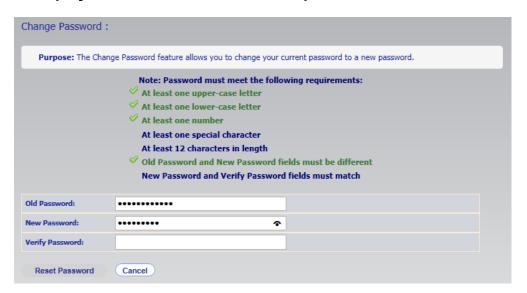   The following figure displays the *Who Am I?* page.

2. **Click the** [Emergency Data] *Emergency Data* **tab at the top of the page.**
The *Emergency Data* page appears. See figure below.

3. **Edit the desired fields and click the** [Apply] *Apply* **button.**
The *Emergency Data* page reappears, displaying the message: "Emergency data updated successfully".

Note:

You can exit the *Emergency Data* page by clicking the [Cancel] *Cancel* button and return to the *eOPF Welcome* page.

Managing Your eOPF Password

The following topics are only relevant to you if you are using the traditional *eOPF Logon* page requiring an eOPF ID and password.

As the Federal Government implements Single Sign On and eAuthenticate technologies, the need to maintain an eOPF specific eOPF ID and password cease to exist.

Password Policies

Passwords are used in conjunction with a user name to gain access to eOPF. eOPF passwords must adhere to the requirements defined by the eOPF administrator. The following password restrictions can be enabled by the eOPF administrator:

- Minimum number of characters (the default number is 12 characters)

- May contain up to 100 characters

- May contain spaces, including spaces at the beginning or end of a password (i.e., 'The 2 dogs are barking! ')

- Contain at least one uppercase letter (i.e., 'A')

- Contain at least one lowercase letter (i.e., 'a')

- Contain at least one number (i.e., '1')

- Contain at least one special character:
  ! # $ % & ' ( ) * + , - . / : ; < = > ? @ [\ ] ^ _ ` { | } ~

- Password expiration period

For example, your eOPF password can be set to expire every 60 days. When your password expires, you are forced to select a new one the next time you log in before proceeding with any other functions.

Note:
These password requirements may change since the eOPF administrator can configure the password requirement settings.
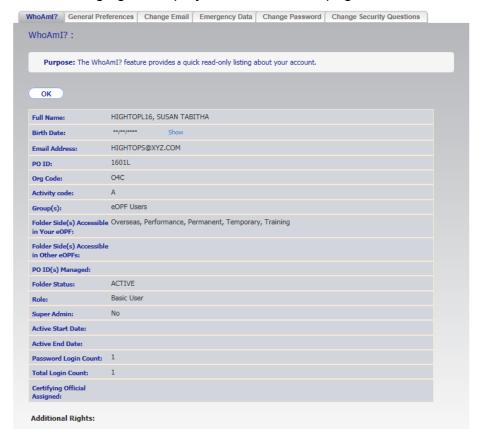
Manually Changing Your Password

eOPF provides the ability for you to manually change your password, at any time, prior to the 60-day expiration date.

1. **Click the** My Profile *My Profile* **button on the eOPF main menu.**
   The *My Profile* page appears with the *Who Am I?* tab active by default.

   The following figure displays the *Who Am I?* page.

| WhoAmI? | General Preferences | Change Email | Emergency Data | Change Password | Change Security Questions |

WhoAmI? :

Purpose: The WhoAmI? feature provides a quick read-only listing about your account.

OK

Full Name:	HIGHTOPL16, SUSAN TABITHA
Birth Date:	**/**/**** Show
Email Address:	HIGHTOPS@XYZ.COM
PO ID:	1601L
Org Code:	O4C
Activity code:	A
Group(s):	eOPF Users
Folder Side(s) Accessible in Your eOPF:	Overseas, Performance, Permanent, Temporary, Training
Folder Side(s) Accessible in Other eOPFs:	
PO ID(s) Managed:	
Folder Status:	ACTIVE
Role:	Basic User
Super Admin:	No
Active Start Date:	
Active End Date:	
Password Login Count:	1
Total Login Count:	1
Certifying Official Assigned:	

Additional Rights:

2. Click the [Change Password] **_Change Password_ tab at the top of the page.**
The _Change Password_ page appears.

The following figure displays the _Change Password_ page.

3. Enter your current password in the _Old Password_ field.

4. In the _New Password_ field, enter your new password. As each password requirement is met a checkmark indicator is displayed next to the successful requirement.

5. **In the *Verify Password* field, enter your new password again. Once all password requirements are met the** [Reset Password] *Reset Password* **button is enabled.**

6. **Click the** [Reset Password] *Reset Password* **button, which updates your new password in the eOPF.**
   The *Change Password* page reappears, displaying the message: "Password updated successfully".

Note:
Password settings are configurable by your eOPF administrator. Typical settings include required password length and track password history. When changing passwords, there are a few guidelines to follow:

- Passwords cannot be reused for a number of iterations.

- Passwords must be complex (minimum 12 characters, contain at least one upper-case letter, contain at least one lower-case letter, contain at least one number, and contain at least one special character [examples are ! # $ ^ or *]).

- Passwords must not contain identical, repetitive characters.
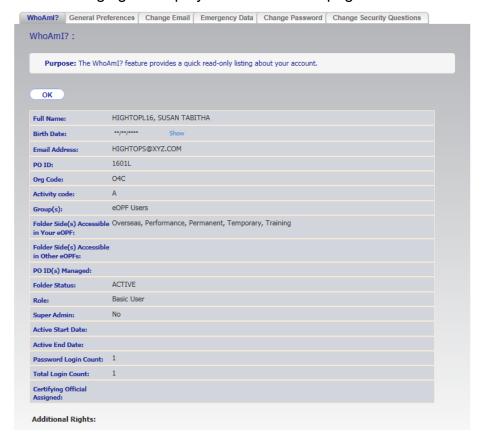
Change Security Questions

eOPF provides the ability for you to manually change your security questions at any time.

1. **From the *eOPF Welcome* page, click the** [My Profile] ***My Profile* button.**
   The *My Profile* page appears with the *Who Am I?* tab active by default.

   The following figure displays the *Who Am I?* page.
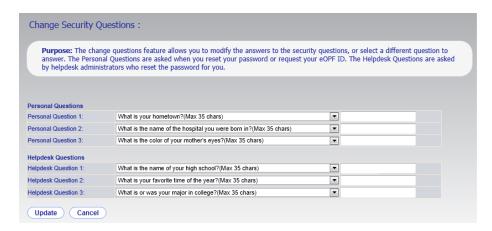
2. **Click the** Change Security Questions *Change Security Questions* **tab.**
The *Change Security Questions* page appears.

The following figure displays the *Change Security Questions* page.

3. **Choose which security question you would like to change by clicking the drop-down to the left.**
Once your question is selected, type the new answer in the box to the right of the question.

4. **Repeat Step 3 for each question you would like to change.**

5. **To save, click the** Update *Update* **button below the questions.**

6. **If you do not want to save the changes, click the** Cancel *Cancel* **button.**

Accessing Online Help

You can access eOPF online help by clicking the *Help* link at the top of the eOPF page. From the *Help* page, you can jump to topics of interest.

The following figure shows the *eOPF Welcome* page with the *Help* link circled.

Accessing Frequently Asked Questions

For additional online help, you can view the *Frequently Asked Questions* (*FAQ*) page. Click the *FAQ* link at the top of any eOPF page to access the FAQs.

The following figure displays the *eOPF Welcome* page with the *FAQ* link circled.

Accessing the *FAQ* page allows access to current eOPF information. For example, the *FAQ* page may post information about:

- Definition of the eOPF solution

- What's new in eOPF

- Discussion of technical issues

- How to contact eOPF support, and

- General information about eOPF access

Home link

You can return to the *eOPF Welcome* page at any time by clicking the *Home* link at the top of any page.

The following figure shows the *Emergency Contact Information* page with the *Home* link circled.
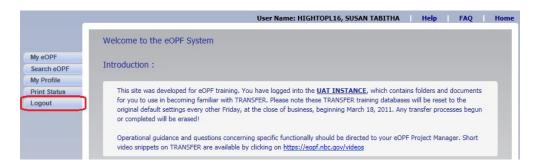
Logging Out of eOPF

In order to ensure the security of eOPF, remember to log out of the system when you are finished.

Note:
You are automatically logged out of the eOPF system after the system is idle for 15 minutes. This setting is configurable by the administrator.

The following figure displays the *eOPF Welcome* page with the [Logout] *Logout* button circled.
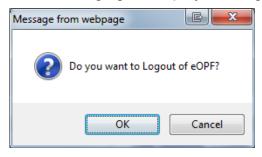
To Log Out of eOPF:

1. **Click the** [Logout] ***Logout* button.**
    A log out confirmation pop-up appears.

    The following figure displays the log out confirmation pop-up.

2. **Click the** [OK] **OK button to log out of eOPF and automatically close the browser window.**

    -OR-

    Click the [Cancel] **Cancel button to return to eOPF and continue working.**

Session Timeout

For security purposes, your eOPF session will terminate if there is no activity for an amount of time set by the system administrator, typically 15 minutes.

You are prompted when you are two minutes from being logged out for inactivity. The countdown is updated every 10 seconds until the two minutes have passed. The automatic log out includes closing of browser window. Make sure that pop ups are enabled in your browser so you will see this warning message.

Session Timeout Process:

1. **After inactivity for an amount of time set by your administrator, you receive a *Session Timeout* pop-up warning.**

   The following figure displays the *Session Timeout* pop-up.

2. **At this point, you have 120 seconds to either:**

   Continue – the eOPF page refreshes and resets all inactivity timers

   -OR-

   Quit – the session terminates immediately and the browser window closes.

   Note:
   If you do not respond to the *Session Timeout* pop-up within two minutes, a session termination results and the browser window closes.

Chapter 4: Viewing Documents

eOPF manages personnel documents by organizing them into folders, or eOPFs. A folder is created for to hold an employee's records. Individual documents and forms are filed in chronological order in the individual eOPFs. Each eOPF contains all the documents that are appropriately retained in an OPF in accordance with OPM guidelines in the same manner that the traditional paper-based folders hold the paper personnel documents. The electronic folders that eOPF manages are organized and stored in accordance with OPM guidelines.

eOPF was designed to give you maximum flexibility in viewing your personnel-related documents. You are able to view and print these documents online using eOPF.

Users can click on the *Form Number* in the search results list to view the document.

Note:
Certain values throughout eOPF including SSN and DOB are now masked for security reasons. To view the unmasked values, either hover over the masked value with your mouse or click on the masked value.

Viewing Your eOPF Documents

The eOPF release E1 consolidated the *My eOPF and Search eOPF* functions into one button – *My eOPF.* Once logged on to the eOPF system, you can click the [My eOPF] *My eOPF* button to access your OPF information. The page defaults to the *My eOPF* tab, and you see a listing of all documents stored in your eOPF listed by Effective Date of the document. If you click the *My eOPF Search* tab, you see a filtering page to search for and list specific documents within your eOPF. You can also print one or more documents from this tab.
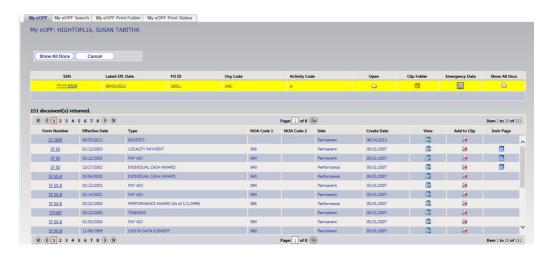
Viewing Your eOPF

To view all contents of your eOPF in order by the Effective Date of the documents, click the [My eOPF] *My eOPF* button. After clicking *My eOPF*, you see the *Folder* page, which displays a single row representing your eOPF. A second listing automatically opens to display the contents of your eOPF.

Note:
If you choose to sort the search results by a certain field, that sort order is in effect until you sort by another field or log out of eOPF.

The following figure displays the *My eOPF* results page.

Note:
Certain fields throughout eOPF including SSN and DOB are now masked for security reasons. To view the unmasked values, either hover over the masked value with your mouse or click on the masked value.
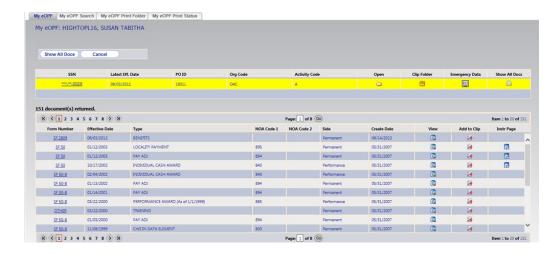
From the *My eOPF* results page, you can access folder actions by clicking the appropriate icon:

Open your eOPF,

Access *Show All Docs* page and features,

Access your emergency contact info, or

Access clip folders associated with your eOPF.

Note:

A clip folder is a virtual collection of one or more documents from your eOPF. It is used for quick access by eliminating the need to search through all of the documents within your eOPF. These clips can be public or private. See the Working with Clips section of this guide for more information.

The *My eOPF* results page automatically opens your folder and lists its content.

You can view a document by clicking *Form Number* or *View* icon corresponding to the document you want to view.

Note:

Each time an eOPF document is viewed by you or any other individual, the event is logged electronically.

To View an eOPF Document Using *My eOPF*:

1. **Click *My eOPF* on the eOPF main menu.**
    The *My eOPF* results page displays.

2. **Search for and locate the eOPF document you would like to view.**

3. **Click the *Form Number* link or** ***View* icon corresponding to the document you want to view.**
    This action opens the document using Adobe Reader in a new window.

4. **If the document contains multiple pages, use the** ***Next Page* and** ***Previous Page* buttons or scroll bar located in the document viewer to navigate through the document.**

5. **When you finish, click the** ***Close* button in the upper right corner of the document viewer window to close the viewer window.**

Searching for Specific Documents in Your eOPF
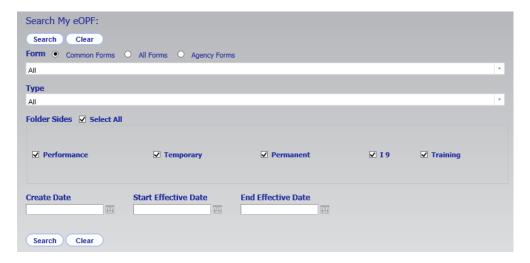
You can search for and display specific documents in your eOPF. For example, this may be helpful if you are searching for a specific document type or looking for documents created in a specific period of time. To search for specific documents, click the *My eOPF Search* tab from within the *My eOPF* page to display the *Search* page.

From within the *Search* tab, you can narrow your search by Form, Type, Folder Side, Create Date, and Effective Date range. The Form List is filtered into three categories: Common, All, and Agency. The *Common* option is a predetermined list of forms commonly found in the OPF. The *All Forms* option provides the entire list of all forms defined in the eOPF repository. The *Agency* option lists only forms that are specific to the agency in which you are an active employee. These default settings can be changed in the *General Preferences* tab under *My eOPF*.

Note:
It is important to note that the result set of documents found in your folder and presented to you is also filtered by the Form Setting you have chosen. If you want to see all documents in your folder, select *All Forms*.

This figure displays the *Search My eOPF* tab.

To View an eOPF Document Using *My eOPF Search*:

1. **Click the *My eOPF* button on the eOPF main menu to open the *My eOPF* page, then click the *My eOPF Search* tab at the top of the page which allows you to view all or a subset of your eOPF.**

2. **Enter your search criteria to retrieve a list of specific documents in your eOPF.**
   For example, you could search for documents on a specific folder side, or you could search by the documents' Effective Dates.
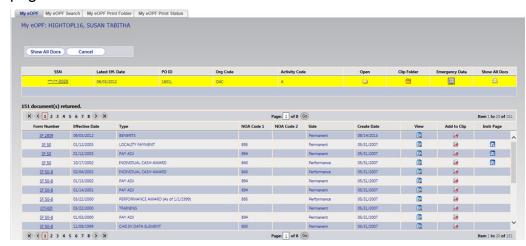
Note:
The result set of documents found in your folder and presented to you is also filtered by the Form setting you have chosen. If you want to see all documents in your folder, select *All Forms*.

---

3. **To retrieve all of your documents, click the** Search **Search button.**
   Because of the size of the *Search* page, the action buttons have been placed at both the top and bottom of the page.

   The following figure displays the *My eOPF Search* results page.

Note:
If you choose to sort the search results by a certain field, that sort order is in effect until you sort by another field or log out of eOPF.

---

4. **Click the** Show All Docs **Show All Docs button to show all documents that meet the search criteria.**
   The *Show All Documents* page displays.

Note:

If you use the results list from the *Search Results* page, you can view or print one document at a time. By using the **Show All Docs** *Show All Docs* button, you can select one or more documents and submit a print job for those documents. Copies of the documents are merged on the print server into a single document which can be accessed for viewing or printing in the document viewer.

The following figure displays the *Show All Docs* page.

Viewing Documents from the *Search Results* Page:

You can use the search results tab to view and print a document in your eOPF. Note that you can only view and print documents one at a time from the search results page. If you want to view and print multiple documents at once, see the Viewing Documents from the Show All Docs Page section of this guide.

To View Documents from the *Search* Results Page:

1. **Click the** ***View* button or the *Form Number* link in the row of the document you would like to view.**
   The document opens in a new window using Adobe Reader.

2. **If the document contains multiple pages, use the** ***Next Page* and** ***Previous Page* buttons and scroll bar located in the document viewer to navigate through the document.**

3. **When you finish, click the** ***Close* button in the upper right corner of the document viewer window to close the viewer window.**

Viewing Documents from the *Show All Docs* Page:

You can use the *Show All Docs* page to view and print one or more documents at a time in your eOPF.

To View Documents from the *Show All Docs* Page:

1. **From the *Show All Docs* page, click the checkbox(es) corresponding to the document(s) you want to view.**
   See the Searching for Specific Documents in Your eOPF section of this guide for steps on how to display the *Show All Docs* page.

Note:
Use the [**Check All**] *Check All* and [**Uncheck All**] *Uncheck All* buttons to select and deselect all documents listed.

---

2. **Check the *Print* column on the *Show All Docs* page.**

   If the document is single-sided, click the [Print Single Sided] *Print Single Sided* button. If the document is double-sided, click the [Print Double Sided] *Print Doubled Sided* button. A message appears stating that the print request has been submitted for processing.

   The following figure displays the *Show All Docs* page with the print request confirmation.

   My eOPF: HIGHTOPL16, SUSAN TABITHA
   Your print request has been submitted for processing.
   To print a document(s), click on the checkbox to select/deselect and then click on the Print Single Sided or Print Double Sided button.
   [Print Single Sided] [Print Double Sided] [Add To Clip] [Cancel]
   [Check All] [Uncheck All]
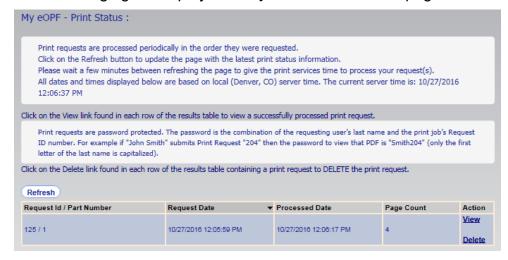
Note:
You must have access to a duplex printer for double-sided printing.

---

3. **To see the status of your print request, click the [My eOPF Print Status] *My eOPF Print Status* tab at the top of the screen.**

4. **The *My eOPF Print Status* page appears, displaying all *My eOPF* print jobs.**

   The following figure displays the *My eOPF Print Status* page.

   My eOPF - Print Status :

   Print requests are processed periodically in the order they were requested.
   Click on the Refresh button to update the page with the latest print status information.
   Please wait a few minutes between refreshing the page to give the print services time to process your request(s).
   All dates and times displayed below are based on local (Denver, CO) server time. The current server time is: 10/27/2016 12:06:37 PM

   Click on the View link found in each row of the results table to view a successfully processed print request.

   Print requests are password protected. The password is the combination of the requesting user's last name and the print job's Request ID number. For example if "John Smith" submits Print Request "204" then the password to view that PDF is "Smith204" (only the first letter of the last name is capitalized).

   Click on the Delete link found in each row of the results table containing a print request to DELETE the print request.

   [Refresh]

Request Id / Part Number	Request Date	Processed Date	Page Count	Action
125 / 1	10/27/2016 12:05:59 PM	10/27/2016 12:06:17 PM	4	View Delete

5. **To view the print request results, click the** ***View* link.**

Note:

Print job PDFs are now encrypted for security purposes. Upon attempting to open the PDF file the user is prompted for a Document Open Password. The password is the combination of the requesting user's last name followed by the Print Request ID (shown above in the Request ID/Part Number column). For example, if John Smith submits Print Request ID 204, his Document Open Password is Smith204. Only the first letter of the last name is capitalized.

---

6. **To remove the print request that is no longer needed, click the** ***Delete* link.**

Changing the Viewing Size of an eOPF Document
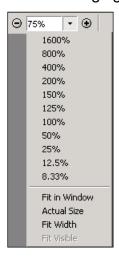
Once you open a document, you may need to change the way it appears on your screen. Perhaps you need to change the size to fit in your monitor or you would like to zoom in to view details. The following steps demonstrate how to use Adobe Reader when viewing eOPF documents.

To Change the Page Size:

1. **Search for and open the desired eOPF document.**
    If there are multiple pages, navigate to the page you wish to view by using the ➡ *Next Page* and ⬅ *Previous Page* buttons.

2. **Click the ➕ *Zoom In* or ➖ *Zoom Out* buttons to change page sizes.**
    You can also select a view size from the drop-down list. The numbers represent the percent of original size.

    The following figure displays the *Zoom* drop-down list.

3. **To return to screen size, select *Fit in Window* from the drop-down list.**

To View an eOPF Document:

1. **Click *My eOPF*, then search for and locate the eOPF document you would like to view.**
    The search results page displays.

    The following figure displays the search results page.

2. **Click the** ***View* button or the *Form Number* link in the row of the document you would like to view.**
    The document opens using Adobe Reader in a new window.

3. **If the document contains multiple pages, use the** ***Next Page* and** ***Previous Page* buttons and scroll bar located in the document viewer to navigate through the document.**

4. **When you are finished, click the** ***Close* button in the upper right corner of the document viewer window to close it.**

Viewing Instruction Pages

eOPF allows you to see instruction pages related to forms placed in your eOPF. When an eOPF administrator adds a form to the system, the eOPF administrator can also add instruction pages. If a form includes instruction pages, the 🖹 *Instruction Page* icon is enabled on the *Action* menu.

To View Document Instruction Pages:

1. **Click *My eOPF*, then locate the eOPF document in your folder with instructions you would like to view.**

    The following figure displays the search results page.

2. **Click the 🖹 *Instruction Page* icon next to the corresponding document to view the instructions.**
    The instruction pages open in a new window.

3. **If the document contains multiple pages, use the ➡ *Next Page* and ⬅ *Previous Page* buttons and scroll bar located in the document viewer to navigate through the document.**

4. **When you finish, click the ✕ *Close* button in the upper right corner of the document viewer window to close the viewer window.**

Viewing a Position Description (Optional Availability)

eOPF offers the capability to view position descriptions through an online position description query (PDQ). To use this function, your agency must elect to implement it. By default, the position description function is disabled.

To View a Position Description:

1. **Click the** My eOPF *My eOPF* **button on the left-hand side of eOPF.**
   The *My eOPF* results page displays your eOPF and also lists the document within it.
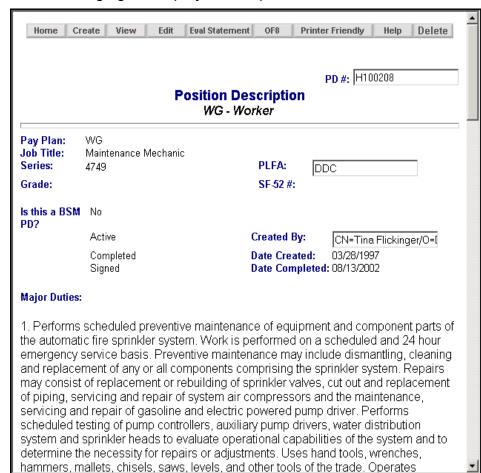
   The following figure displays the search results page.

2. **Click the** ⊞ *View PDQ* **icon.**
   A new browser window appears and displays the PDQ page.

The following figure displays a sample PDQ document.

3. **Close the PDQ window by clicking the** ☒ *Close* **button in the top right corner of the browser.**

Chapter 5: Printing

Although the eOPF application is designed to make reviewing your OPF more of a paperless process, there are times when you will need a hard copy of an eOPF document.

You can choose to print all or specific documents found in your eOPF. When using either *My eOPF* or *Search eOPF* to view an individual document you are prompted to either open or save the PDF file. Once the document is opened in Adobe Reader, you can immediately print it.

When using the *Show All Docs* option, the *My eOPF Print Folder* option, or printing from a clip folder, you can select one or more documents from your eOPF for printing. Printing using one of these options submits a print job to be processed on the print server within a few minutes. The status of the print job can be checked on the *My eOPF Print Status* tab.

If there is an error when processing your print request a one-page PDF is produced with instructions to resolve the issue.

The following figure displays the print request error message.

eOPF is unable to successfully complete the print request you submitted. Please contact your servicing Human Resources Specialist for assistance with this print request.

Printing an eOPF Document Using *My eOPF*

To Print an eOPF Document:

1. **Click *My eOPF* to show your folder, then search for and locate the desired eOPF document to print.**

2. **Click the 🔍 *View* button or the Form Number link in the row of the document you would like to view.**
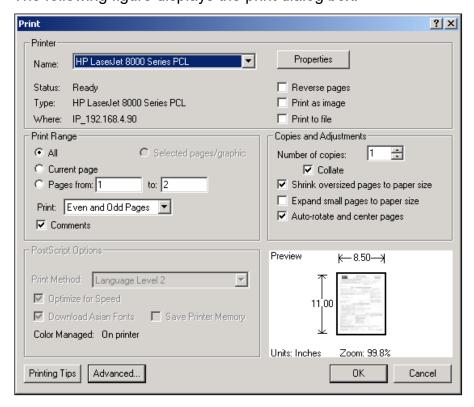
Note:
The column labeled *Print* on the *Search Results* and *Show All Docs* pages indicates whether the original document was a single or a double-sided document. The *Print* column may not be visible if it is disabled in your preferences. See the Changing Your Preferences section of this guide.

3. **On the document viewing window toolbar, click the *Print* button, or select *File,* then *Print,* from the viewer window menu.**
   The *Print* dialog box opens. Ensure that your printer settings are correct.

   The following figure displays the print dialog box.

Note:
If you are printing a double-sided document, make sure that the printer selected is capable of performing duplex printing.

4. **When you finish modifying the printer settings, click the OK button in the printer setup dialog box.**
    The document begins to print.

5. **Click the Cancel button to exit the print mode.**

6. **Click the ⊠ Close button to close the document view window.**

Printing an Entire eOPF or a Subset of Documents Using *Search eOPF*
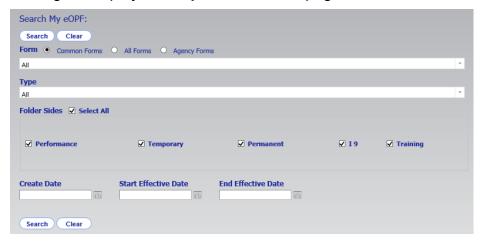
eOPF produces a results list of documents based on your search query. You have the option of printing one or more documents directly from the results page if desired.

To Print One or More Documents Based on Search Results:

1. **Click the *My eOPF Search* tab from within the *My eOPF page*.**
   The *My eOPF Search* page displays.
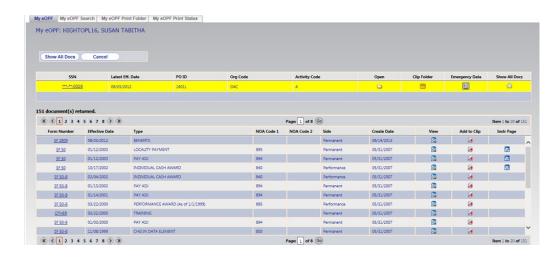
   This figure displays the *My eOPF Search* page.

2. **Enter search criteria to narrow the list of desired documents and click the** ⬭ Search **Search button.**

   -OR-

   Click the ⬭ Search **Search button without entering search criteria if you desire all documents within your eOPF.**
   The search results page displays.

3. From the *Search* results page, click the **Show All Docs** button.

   The *Show All Docs* page appears containing only the documents that meet the search criteria.

   This figure displays the *Show All Docs* page.

4. **Select the documents to print by clicking the checkbox(es) to the right of each document.**
You can select all listed documents by clicking the [Check All] *Check All* button.

5. **Click either the [Print Single Sided] *Print Single Sided* or the [Print Double Sided] *Print Double Sided* button located at the top of the page to submit the job for printing.**

   The following figure shows the print request confirmation message.

   My eOPF: HIGHTOPL16, SUSAN TABITHA
   Your print request has been submitted for processing.
   To print a document(s), click on the checkbox to select/deselect and then click on the Print Single Sided or Print Double Sided button.
   [Print Single Sided] [Print Double Sided] [Add To Clip] [Cancel]
   [Check All] [Uncheck All]
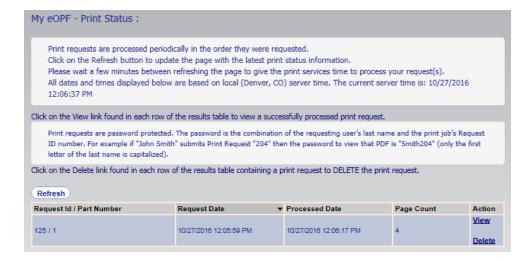
Note:
Records are printed in the order they are displayed on the page. If you have altered the default sort order, the print job is in the order it was in at the time of print request submission.

6. **The selected document(s) are merged into a single PDF document and the resulting document can be accessed by clicking the [My eOPF Print Status] *My eOPF Print Status* tab.**

   The following figure shows the *My eOPF Print Status* page.

   My eOPF - Print Status :

   Print requests are processed periodically in the order they were requested.
   Click on the Refresh button to update the page with the latest print status information.
   Please wait a few minutes between refreshing the page to give the print services time to process your request(s).
   All dates and times displayed below are based on local (Denver, CO) server time. The current server time is: 10/27/2016 12:06:37 PM

   Click on the View link found in each row of the results table to view a successfully processed print request.

   Print requests are password protected. The password is the combination of the requesting user's last name and the print job's Request ID number. For example if "John Smith" submits Print Request "204" then the password to view that PDF is "Smith204" (only the first letter of the last name is capitalized).

   Click on the Delete link found in each row of the results table containing a print request to DELETE the print request.

   [Refresh]

Request Id / Part Number	Request Date	Processed Date	Page Count	Action
125 / 1	10/27/2016 12:05:59 PM	10/27/2016 12:06:17 PM	4	View Delete

7. **To view the print request results, click the** *View* **link.**

Note:
Print job PDFs are now encrypted for security purposes. Upon attempting to open the PDF file the user is prompted for a Document Open Password. The password is the combination of the requesting user's last name followed by the Print Request ID (shown above in the Request ID/Part Number column). For example, if John Smith submits Print Request ID 204, his Document Open Password is Smith204. Only the first letter of the last name is capitalized.

---

8. **To remove the print request that is no longer needed, click the** *Delete* **link.**

Print My eOPF Folder

Users have the ability to print the contents of their own folder. Only folder sides viewable by the eOPF User group (based on eOPF group membership) can be printed. You are able to print to single-sided or double-sided output.

To Print your eOPF Folder:

1. **Click the** *My eOPF* **button from the left menu.**
    The *My eOPF* page displays.

2. **Click the** *My eOPF Print Folder* **tab from within the** *My eOPF* **page.**
    The *My eOPF Print Folder* page displays.

    This figure displays the *My eOPF Print Folder* page.

3. **Select which folder sides you would like to print.**

4. **Click either the** *Print Single Sided* **or the** *Print Double Sided* **button located at the bottom of the page to submit the job for printing.**

    The following figure shows the print request confirmation message.

5. **The selected document(s) are merged into a single PDF document and the resulting document can be accessed by clicking the** [My eOPF Print Status] **_My eOPF Print Status_ tab.**

The following figure shows the _My eOPF Print Status_ page.

Note:
Depending on server settings, large jobs may be split into multiple parts for performance reasons. Each part is designated by "/1", "/2" and so on, as shown above.

7. **To view the print request results, click the** [View] **_View_ link.**

Note:
Print job PDFs are now encrypted for security purposes. Upon attempting to open the PDF file the user is prompted for a Document Open Password. The password is the combination of the requesting user's last name followed by the Print Request ID (shown above in the Request ID/Part Number column). For example if John Smith submits Print Request ID 204, his Document Open Password is Smith204. Only the first letter of the last name is capitalized.

8. **To remove the print request that is no longer needed, click the** [Delete] **_Delete_ link.**

Chapter 6: Working with Clip Folders

Clipping Documents within Your Folder

eOPF provides the ability to "paper clip" documents from the same folder together. These clips are actually associations that allow you to view groupings of documents. eOPF allows you to select individual pages within a document for clipping or to select multiple complete documents to be inserted into a clip folder.

Each folder can have an unlimited number of clips. For maximum usability, we recommend that you clip documents by meaningful association, such as "benefit forms associated with marriage".

eOPF allows you to create two kinds of clips: public and private. Any user with permission to access the eOPF can see public clips. Private clips can only be seen by the creator (you). You can reassign private clips as public clips.

If a document that had been clipped to other documents is deleted from the eOPF, the clip remains intact (with the other clipped documents), without the newly deleted document.

Creating a Clip
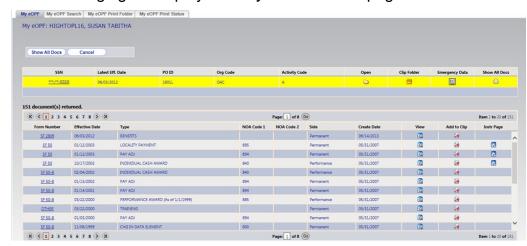
The first step in using clips is to create a new clip for a folder. eOPF allows you to create two kinds of clips: public and private. Any user with permission to access the eOPF can see public clips. Private clips can only be seen by the creator (you).

To Create a New Clip for a Folder:

1. Click the ▭ My eOPF ▭ *My eOPF* button on the eOPF main menu.
   The results page displays a single row representing your eOPF.

   The following figure displays the *My eOPF* results page.

2. Click the 🗄 *Clip Folder* icon to open the *Clip Folders* page of this folder.

   The following figure displays the *Clip Folders* page.

3. **Click the** [Insert] **_Insert_ button to display the _Insert Clip Folder_ page.**

The following figure displays the _Insert Clip Folder_ page.

Insert Clip Folder :

Purpose: This web page allows the user to create a new Clip Folder. The Clip Folder description is limited to 100 characters in length.

Clip Folder Description: [_____]

Security: [Private ▾]

(Save) (Cancel)

3. **Enter a description for the clip in the _Clip Folder Description_ field.**
For maximum usability, try to be as specific and descriptive as possible.

4. **In the _Security_ field, select either public or private based on your needs.**

eOPF allows you to create two kinds of clips: public and private. Any user with permission to access the eOPF can see public clips. Private clips can only be seen by the creator (you).

5. **Click the** [Save] **_Save_ button.**

Adding Documents to a Clip

Once you add a clip folder, you can add additional documents to the clip at any time. This can be done from either the *My eOPF* results page or from the *Show All Docs* page.

To Add Documents to a Clip from *My eOPF* Results Page:

1. **Click the** [My eOPF] ***My eOPF* button on the eOPF main menu.**
   The *My eOPF* results page displays your eOPF and document contents.

   The following figure displays the *My eOPF* results page.

2. **Click the** [icon] ***Add to Clip* icon to open the *Add Clip to Clip Folder* page.**
   This opens the *Add Clip to Clip Folder* page.

   The following figure displays the *Add Clip to Clip Folder* page.

3. **Click the** [Select] ***Select* button to add the clip to the clip folder.**
   The *Add Page to Clip Folder* page appears.
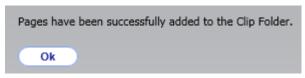
The following figure displays the *Add Page to Clip Folder* page.

4. **Select the additional pages you want to add to the clip, and then click the** [Submit] *Submit* **button.**
   The confirmation page appears.

Note:

Click the [Back] *Back* button to return to the previous page.

The following figure displays the page added confirmation message.

5. **Click the** [Ok] *OK* **button.**
   The search results page reappears.

To Add Documents to a Clip from *Show All Docs* Page:

1. Click the ⬚ *My eOPF* button on the eOPF main menu.
   The *My eOPF* results page displays your eOPF.

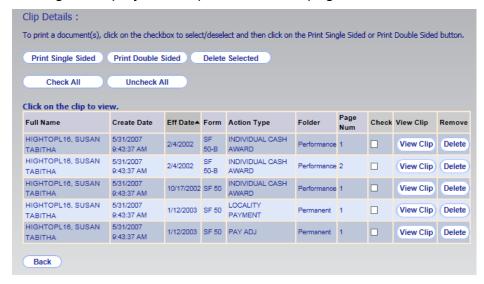   The following figure displays the *My eOPF* results page.

2. From the *My eOPF* results page, click the ⬚ *Show All Docs* button.
   The *Show All Docs* page appears containing only the documents that meet the search criteria.

   The following figure displays the *Show All Docs* page.

3. **Using the *Show All Docs* page, select the documents you want to add to a clip folder. Click the** [Add To Clip] ***Add to Clip* button, which opens the *Add Clip to Clip Folder* page.**
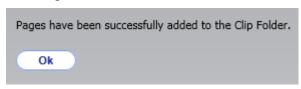
The following figure displays the *Add Clip to Clip Folder* page.

4. **Click the** [Select] ***Select* button to add the documents to the clip folder.**
The entire set of selected documents is added to the selected clip folder.

The following figure displays the pages added confirmation message.

5. **Click the** [Ok] ***OK* button.**
The search results page reappears.

Viewing Documents within a Clip

Once a clip has been created and populated, you can view a list of the documents associated with that clip and view those documents individually.

To View Documents Contained within a Clip:

1. Click the [My eOPF] *My eOPF* button on the eOPF main menu.
   The search results page displays your eOPF.

   The following figure displays the *My eOPF* results page.

2. Click the [icon] *Clip Folder* icon to open the *Clip Folders* page of this folder.

   This figure displays the *Clip Folders* page.
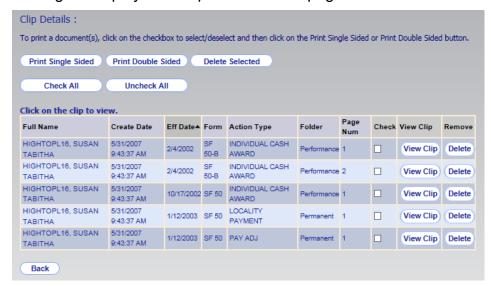
3. **Click the** Detail *Detail* **link next to the desired clip.**
The *Clip Folder Detail* page appears.

This figure displays the *Clip Folder Detail* page.

Clip Details :

To print a document(s), click on the checkbox to select/deselect and then click on the Print Single Sided or Print Double Sided button.

[Print Single Sided] [Print Double Sided] [Delete Selected]

[Check All] [Uncheck All]

Click on the clip to view.

Full Name	Create Date	Eff Date▲	Form	Action Type	Folder	Page Num	Check	View Clip	Remove
HIGHTOPL16, SUSAN TABITHA	5/31/2007 9:43:37 AM	2/4/2002	SF 50-B	INDIVIDUAL CASH AWARD	Performance	1	☐	View Clip	Delete
HIGHTOPL16, SUSAN TABITHA	5/31/2007 9:43:37 AM	2/4/2002	SF 50-B	INDIVIDUAL CASH AWARD	Performance	2	☐	View Clip	Delete
HIGHTOPL16, SUSAN TABITHA	5/31/2007 9:43:37 AM	10/17/2002	SF 50	INDIVIDUAL CASH AWARD	Performance	1	☐	View Clip	Delete
HIGHTOPL16, SUSAN TABITHA	5/31/2007 9:43:37 AM	1/12/2003	SF 50	LOCALITY PAYMENT	Permanent	1	☐	View Clip	Delete
HIGHTOPL16, SUSAN TABITHA	5/31/2007 9:43:37 AM	1/12/2003	SF 50	PAY ADJ	Permanent	1	☐	View Clip	Delete

[Back]

4. **Click the** [View Clip] *View Clip* **button to view the desired document within the clip.**
The document appears.

Note:
A clip is classified as public or private. A public clip can be viewed by any user with permission to access the folder. However, a private clip can be viewed ONLY by the user who created the clip (you).

---

5. **Click the** [Back] *Back* **button to return to the previous page.**
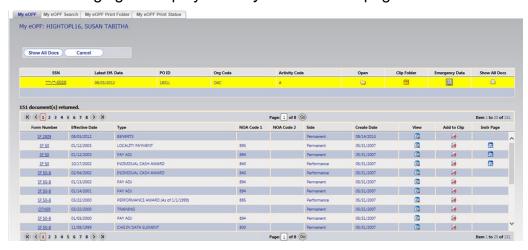
Printing Documents within a Clip

Once a clip has been created and populated, you can print the documents associated with that clip.

To Print Documents Contained within a Clip:

1. **Click the *My eOPF* button on the eOPF main menu.**
   The search results page displays your eOPF.

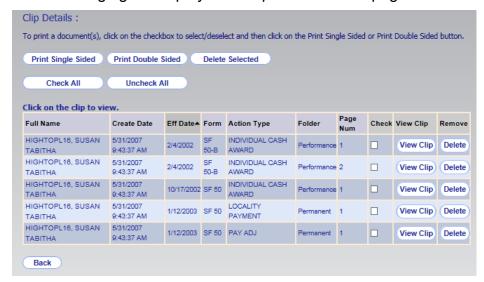   The following figure displays the *My eOPF* results page.

2. **Click the 📁 *Clip Folder* icon to open the *Clip Folders* page of this folder.**

   This figure displays the *Clip Folders* page.

3. **Click the** ***Detail* link next to the desired clip.**
The *Clip Folder Detail* page appears.

This figure displays the *Clip Folder Detail* page.
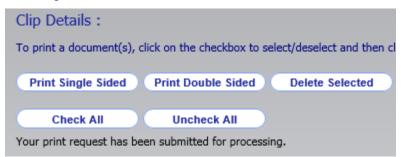
4. **From the *Clip Folder Detail* page, click the checkbox(es) corresponding to the document(s) you want to view.**

Note:
Use the *Check All* and *Uncheck All* buttons to select and deselect all documents listed.

5. **If the document is single-sided, click the** ***Print Single Sided* button. If the document is double-sided, click the** ***Print Doubled Sided* button.**

A message appears stating that the print request has been submitted for processing.

The following figure displays the print request confirmation message.
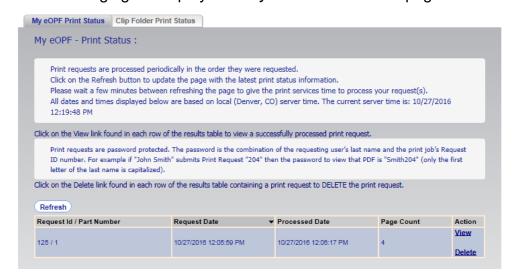
> **Note:**
> You must have access to a duplex printer for double-sided printing.

6. **To see the status of your print request, click the** **Print Status** *Print Status* **button from the menu on the left.**

7. **The *Print Status* page appears defaulted to the *My eOPF Print Status* tab.**

    The following figure displays the *My eOPF Print Status* page.

8. **Click the** **Clip Folder Print Status** *Clip Folder Print Status* **tab to display the *Clip Folder Print Status* page.**

    The following figure displays the *Clip Folder Print Status* page.

9. **To view the print request results, click the** *View* **link.**

Note:

Print job PDFs are now encrypted for security purposes. Upon attempting to open the PDF file the user is prompted for a Document Open Password. The password is the combination of the requesting user's last name followed by the Print Request ID (shown above in the Request ID/Part Number column). For example, if John Smith submits Print Request ID 204, his Document Open Password is Smith204. Only the first letter of the last name is capitalized.

---

10. **To remove a print request that is no longer needed, click the** *Delete* **link.**

Removing a Document from a Clip

As your use for clips changes over time, you may need to modify the contents of a clip. In addition to being able to add documents to a clip at any time, you also have the option of removing them from the clip.

Note:
Removing a document from a clip <u>does not</u> remove the document from the system. Rather, it removes the association of the document to the other clipped documents.

To Remove a Document from a Clip:

1. **Click the** [My eOPF] ***My eOPF* button on the eOPF main menu.**
   The search results page displays your eOPF.

   The following figure displays the *My eOPF* results page.

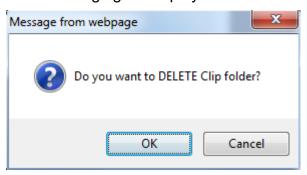2. **Click the** ***Clip Folder* icon to open the *Clip Folders* page of this folder.**

   The following figure displays the *Clip Folders* page.

3. **Click the** *Detail* **link next to the desired clip.**
The *Clip Folder Detail* page appears.

The following figure displays the *Clip Folder Detail* page.

4. **Click the** *Delete* **button to delete the desired document within the clip.**
To remove multiple documents from the clip, check off the documents to be deleted and click the *Delete Selected* button. The document(s) are removed from the clip.

Note:
A clip is classified as public or private. A public clip can be viewed by any user with permission to access the selected folder. However, a private clip can be viewed ONLY by the user who created the clip (you).

Note:
Click the *Back* button to return to the previous page.

Designating a Public Clip as Private (and Vice Versa)

When a clip is assigned the status of "private," only the creator has access to it.

To Designate a Public Clip as Private (and Vice Versa):

1. **Click the** [My eOPF] ***My eOPF* button on the eOPF main menu.**
   The *Folder* page displays a single row representing your eOPF folder.

   The following figure displays the *My eOPF* results page.

2. **Click the** 🗂 ***Clip Folder* icon to open the *Clip Folders* page of this folder.**

   The following figure displays the *Clip Folders* page.

4. **Click the** *Edit* **link associated with the clip.**

5. **In the *Security* field, select either public or private based on your needs.**

6. **Click the** *Update* **button.**

Note:

A clip is classified as public or private. A clip can be viewed by any user with permission to access the selected folder. However, a private clip can be viewed <u>ONLY</u> by the user who created the clip (you).

Deleting a Clip

eOPF provides you the ability to delete the clip associations you have created. Deleting a clip only removes the association between the documents; it does not delete the documents themselves. If you wish to remove a document from eOPF, please see an eOPF administrator.

To Delete a Clip Association from a Set of Documents:

1. Click the [My eOPF] *My eOPF* button on the eOPF main menu.
   The search results page displays your eOPF.

   The following figure displays the *My eOPF* results page.

2. Click the [icon] *Clip Folder* icon to open the *Clip Folders* page of this folder.

   The following figure displays the *Clip Folders* page.

3. Click the [Delete] *Delete* link.
   The confirmation pop-up appears.

The following figure displays the confirmation pop-up.

Note:

To cancel the deletion of the record, click the [Cancel] *Cancel* button.

---

4. **Click the** [OK] *OK* **button.**
   The *Clip Folders* page reappears, displaying the following message: "Selected clip folder is deleted successfully".

   The following figure displays the confirmation message on the *Clip Folders* page.

   Insert

   Selected clip folder is DELETED successfully.

Note:

Click the [Back] *Back* button to return to the previous page.

Chapter 7: Logging Out of eOPF

In order to ensure the security of eOPF, remember to log out of the system when you are finished.

Note:
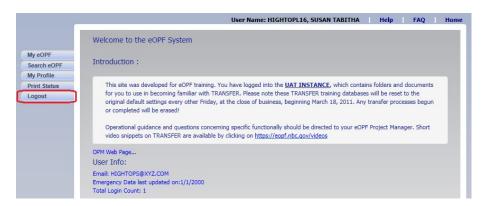
You are automatically logged out of the eOPF after the system is idle for a certain amount of time configured by your local eOPF administrator.

Note:

Attempting to close the browser using the [X] *Close* button in the upper-right corner displays a pop-up asking if you want to exit out of eOPF. Click the [OK] *OK* button to continue closing the browser or click the [Cancel] *Cancel* button to stay logged in to eOPF.
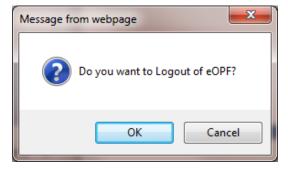
The following figure displays the *eOPF Welcome* page with the *Logout* button circled.

To Log Out of eOPF:

1. **Click the** [Logout] ***Logout* button.**
   A log out confirmation pop-up is displayed.

   The following figure displays the logout confirmation pop-up.

2. Click the [OK] *OK* button to log out and close the browser window.

-OR-

Click the [Cancel] *Cancel* button to return to eOPF and continue working.

Session Timeout

For security purposes, your eOPF session times out if there is inactivity for an amount of time set by the system administrator, typically 15 minutes.

To provide you with an opportunity to stop the session timeout from occurring, you are prompted when you are two minutes from being logged out for inactivity. The countdown updates every 10 seconds until the two minutes have passed. Being logged out includes the browser window being closed. Make sure that pop ups are enabled in your browser so you will see this warning message.

Session Timeout Process:

1. **After inactivity for a set amount of time, you receive a** *Session Timeout* **pop-up message.**

    The following figure displays the *Session Timeout* pop-up.

2. **At this point you have 120 seconds to either:**

    Continue – you return to the page that you were on and all inactivity timers reset,

    -OR-

    Quit – the session terminates immediately and the browser window closes.

Note:
If you do not respond to the *Session Timeout* pop-up within two minutes results in a session termination and the browser window closes.

Glossary

Administrator	A user that has special access to setup, modify, and delete parameters within the eOPF system.
Contact Information	Data (accessible via [Emergency Data] *Emergency Data* tab within [My Profile] My Profile) is voluntarily supplied by employees for use by management during an emergency.
Groups	A combination of functional processes to which a user is granted access.
Folder	A container for documents.
Password	A complex sequence of characters required for access to the eOPF.
Password Letter	Notification from the agency to the employee providing the password for the eOPF.
Security Access	A level of accessibility to documents and functions within eOPF.
Supervisor	A user that has access to not only his or her own eOPF, but also is provided with access to view and print documents for employees that he or she supervises.
View Doc	A [View] *View* icon used to view the documents within a folder.

Acronyms

eOPF	electronic Official Personnel Folder
NOAC	Nature of Action Code
OPF	Official Personnel Folder
OPM	Office of Personnel Management
PDF	Portable Document Format

Index