Subject: Online eOPF Self-Service Feature for Login ID and Password Retrieval for New Users

As of 08/31/2015, Smithsonian Institution Official Personnel Folders (OPFs) are available online for employee access via the electronic Official Personnel Folder (eOPF) application. eOPF provides web-based access for all Federal agency personnel to view and manage employment documents. All employees are able to view their own OPFs through the eOPF application at https://eopf.opm.gov/sitrust/logon.aspx eOPF includes security measures that ensure the integrity of the system and employee documents in the system.

Your eOPF benefits include:

- Immediate access to your files
- Ability to view or print your OPF
- Email notifications when documents are added to or deleted from your file
- Enhanced accuracy, portability, and security of official personnel records
- Increased accountability through an audit trail that tracks who accesses your OPF and why
- Faster and more efficient records transfer between Federal agencies
- Timely and accurate data retrieval for retirement claims processing

Additionally, eOPF allows Human Resources (HR) personnel to more efficiently perform their jobs. This reduces the time it takes to record promotions, employee transfers, and retirements from months and weeks to near real-time.

Obtain Your eOPF ID and Password, and then Logon to your Account

Accessing eOPF is simple and convenient and no longer requires an appointment with your HR servicing officer. To access your eOPF, you need an eOPF ID and password, which may be retrieved using the eOPF Self-service feature. This Quick Reference document consists of three sections.

Part 1: Obtain your eOPF ID

Part 2: Obtain your eOPF temporary password

Once you retrieve your eOPF ID and temporary password via eOPF Self-service, go to:

Part 3: First time eOPF logon process
# Part 1: Obtain Your eOPF ID

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screen Shot</th>
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</table>
| 1    | Access your specific agency eOPF URL:  
https://eopf.opm.gov/sitrust/logon.asp  
**Note:** Your agency URL may be slightly different. Check with your eOPF administrator for the exact URL.  
Read the eOPF User Agreement screen and the Terms and Conditions.  
Click the **Accept** button. | ![Screen Shot](https://example.com)

| 2    | From the eOPF Logon screen, click the **Request Your eOPF ID** link. | ![Screen Shot](https://example.com)

| 3    | From the **Request Your eOPF ID** screen, enter the  
• Last 5 digits of your SSN  
• First 4 letters of your last name  
• Your date of birth (mm/dd/yyyy)  
Click the **Submit** button. | ![Screen Shot](https://example.com)
4  | The Request Your eOPF ID confirmation screen displays stating that your Login ID request has been submitted for processing.
   | Your eOPF ID will be emailed to the email address of record in eOPF.
   | Click the **Click here to return to login page** link.
   | If you do not receive an email with your eOPF ID within an hour, please contact the eOPF Help Desk for assistance.
Part 2: Obtain Your eOPF Temporary Password

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the <strong>eOPF Logon</strong> screen, click the <strong>Request a New Password</strong> link.</td>
</tr>
</tbody>
</table>

![Screen Shot of eOPF Logon](image)

<table>
<thead>
<tr>
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</table>
| 2    | On the **Request a New Password** screen, enter your:  
  - eOPF ID  
  - last 5 digits of your SSN  
  - first 4 letters of your last name  
  Click the **Submit** button. |

![Screen Shot of Request a New Password](image)
The **Request a New Password** confirmation screen displays indicating your password request has been submitted for processing.

**Note:** If your information fails to be verified, you receive an "Access Denied Message."

If your information was verified, but your eOPF account does not have an assigned email address, then an email is sent to the eOPF Help Desk with your information.

When the information you entered is validated by the system, a temporary password will be emailed to the email address of record in eOPF.

Click the **Click here to return to login page** link.

If you do not receive an email with your temporary password within an hour, please contact the eOPF Help Desk for assistance.
# Part 3: First-time eOPF Logon

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</thead>
<tbody>
<tr>
<td>1</td>
<td>Enter your eOPF ID and temporary password on the eOPF Logon screen. Click the <strong>Submit</strong> button.</td>
<td><img src="image" alt="Submit Button" /></td>
</tr>
<tr>
<td>2</td>
<td>You are required to change your password the first time you logon to eOPF. The <strong>Please change your password</strong> screen displays. Fill in the <strong>Old Password</strong> and <strong>New Password</strong> fields. Re-enter the new password in the <strong>Password Confirm</strong> field. Click the <strong>Reset Password</strong> button.</td>
<td><img src="image" alt="Password Change" /></td>
</tr>
<tr>
<td>3</td>
<td>The <strong>Select and answer your security questions</strong> screen displays. Here you answer your self-service questions. Complete the information on this screen, and click the <strong>Submit</strong> button.</td>
<td><img src="image" alt="Security Questions" /></td>
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### The Rules of Behavior screen displays. Read the rules and click the **Accept** button.

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<tr>
<td>4</td>
<td>The Rules of Behavior screen displays. Read the rules and click the Accept button.</td>
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That’s it! Now you are in eOPF.

From the **eOPF Welcome Screen**, you can:

- View your entire eOPF by clicking the **My eOPF** tab.
- Search for specific documents within your eOPF by clicking on the **Search eOPF** tab.
- Change your eOPF preferences by clicking on the **My Profile** tab.

### Need Assistance?

For technical assistance, select the **Help** button from the upper-right corner of any eOPF screen, or contact the eOPF Help Desk:

- **Email:** eopf_hd@telesishq.com
- **Phone:** 1-866-275-8518