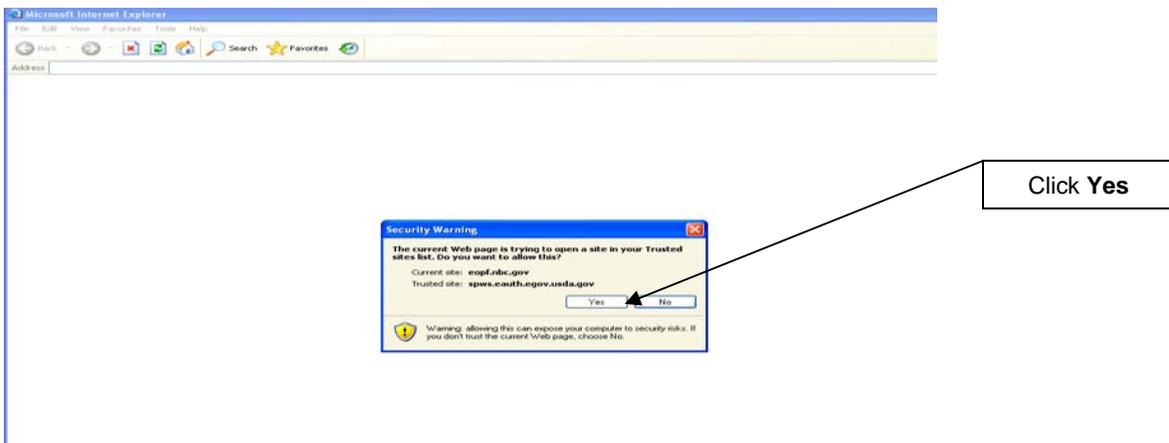


## Instructional Guide to Access Your eOPF Using eAuthentication One-Time Registration Process

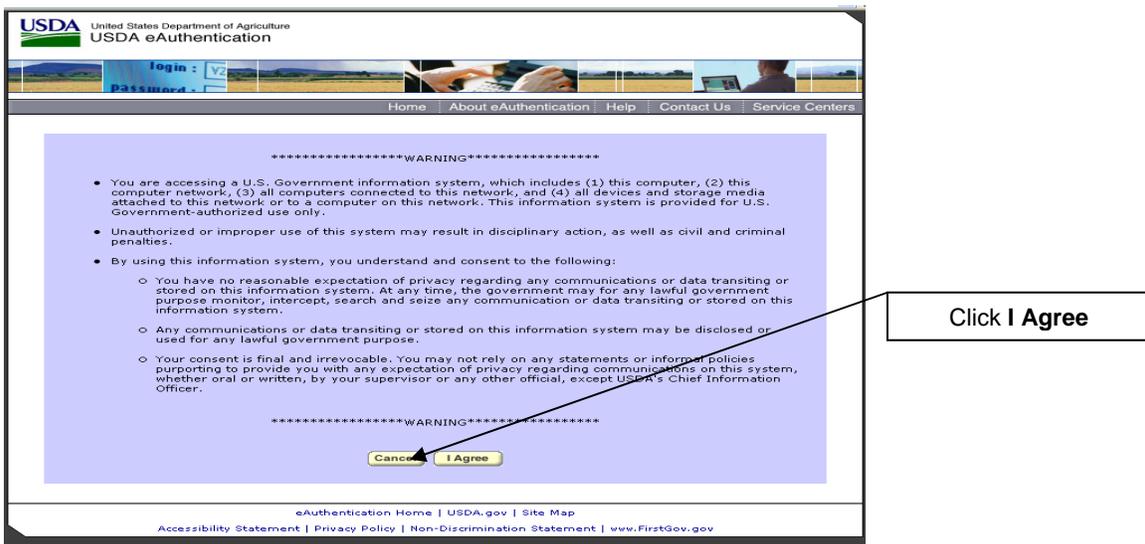
Below is a screen by screen printout of the USDA eOPF eAuthentication One-Time Registration Process to access your eOPF. You will need a copy of your most recent SF-50, Notification of Personnel Action, for your organizational code. Follow the instructions on each screen.

Step 1 – Type this web address <https://eopf.nbc.gov/landing/> into Microsoft Internet Explorer. You must include the last / on the above web address.

Step 2 – You will see 3 Security Warnings. Click “Yes” on each warning and proceed to the next screen.



Step 3 – You will be redirected to the USDA eAuthentication page. Click “I Agree”.



Step 4 – Login using your eAuth User ID and eAuth Password. Click “Login”.

The screenshot shows the USDA eAuthentication Login page. At the top left is the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". Below this is a navigation bar with links for "Home", "About eAuthentication", "Help", "Contact Us", and "Service Centers". The main heading is "eAuthentication Login". There are two input fields: "User ID:" and "Password:". A yellow "Login" button is positioned below the password field. To the right of the login fields is a box titled "I Want To..." with three links: "Change My Password", "Reset My Forgotten Password", and "Retrieve My Forgotten User ID". Below the login fields is a "What's New" section with two bullet points: "Forgot your User ID? Click here" and "Forgot your Password? Click here". Below that is a section titled "Password Requirements are Changing!" with three bullet points: "Password rules are changing for level 1 accounts", "Please be aware that you may be prompted to change your password the next time you log in!", and "Click here for more information!". At the bottom of the "What's New" section is a section titled "Important! Employees and Contractors:".

Callout boxes with arrows pointing to the page elements:

- Enter your eAuth **User ID**
- Enter your eAuth **Password**
- Click **Login**

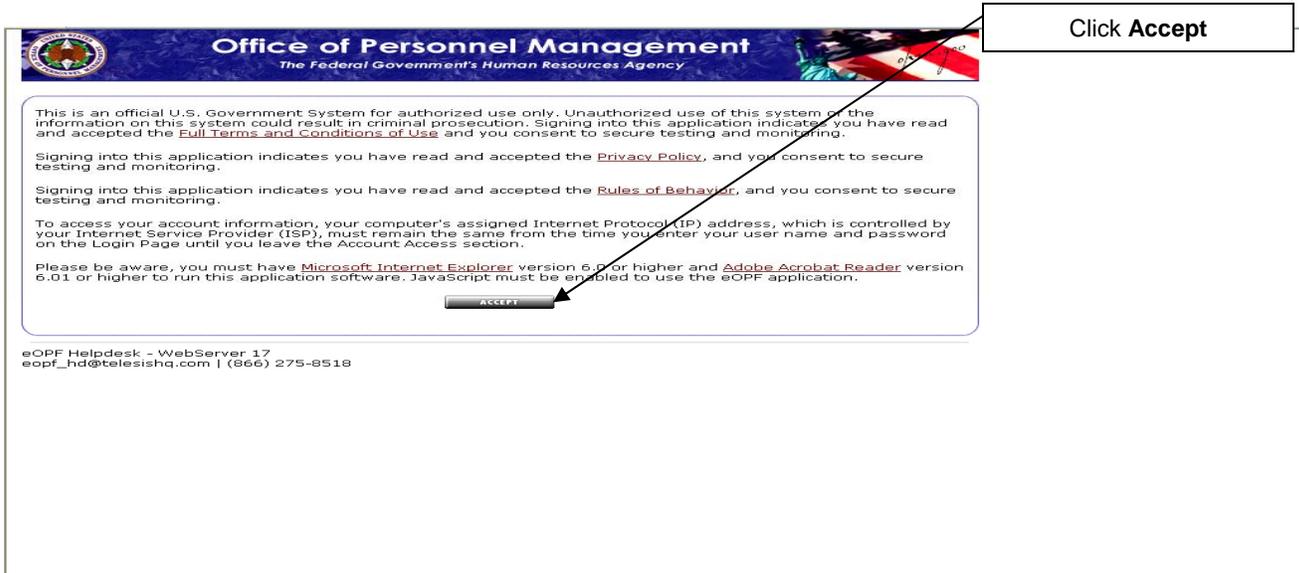
Step 5 - After successfully completing the eAuth login, you will be redirected to the eOPF eAuth Controller Page. Click “check mark” in front of US Department of Agriculture.

The screenshot shows the eOPF eAuth Controller page. The address bar at the top displays "https://eopf.nbc.gov/landing/?TID=". Below the address bar is a blue header with the text "eOPF eAuth Controller - EA02". Below the header is a section titled "Common Name: Dennis P. Workeman". There are two main sections: "eAuth enabled eOPF Instances:" and "Authorized eOPF Instances:". The "eAuth enabled eOPF Instances:" section contains a single entry: "Department of Agriculture" with a checkmark icon to its left. The "Authorized eOPF Instances:" section is currently empty.

Callout box with an arrow pointing to the checkmark icon:

- Click **Check Mark**

Step 6 – You will see the eOPF Welcome Screen. Click “Accept”.



Step 7 – Complete the one-time registration process. Click “Register” after entering all requested information.

Explanations:

Date of Birth – Type in the information using this format mm/dd/yyyy. If you chose to use the drop-down arrow, you must click on the earliest year to go back to your year of birth.

Last Name – This must be typed in All Caps. If you have a suffix (e.g. Jr.) it must also be entered.

SSN# - Enter your Social Security number without hyphens.

Home Zip Code – Enter the 5 digit zip code for your home address.

PO ID – Enter the 4 digit number for your state (Attachment B).

Org Code – Enter the 18 digit organizational code, which begins with the number “16”, located on the bottom of your most recent SF 50 or in box 22. You can print a copy of your SF 50 from EmpowHR. Contact your local HR servicing office if you have questions.

The registration form is titled "Register for access into eOPF Instance:" and includes the instruction "(All fields are mandatory.)". It contains the following fields and a button:

- Date of Birth : [text box]
- Last Name : [text box]
- SSN# : [text box]
- Home Zip Code (first 5 digit) : [text box]
- PO ID : [text box]
- Org Code : [text box]
- Register [button]

Callout boxes provide the following instructions:

- Enter your **Date of Birth**
- Enter your **Last Name (All Caps)**
- Enter your **Social Security # (No hyphens)**
- Enter your **Home Zip Code (only)**
- Enter your four digit **PO ID**
- Enter your 18 digit **Org Code**
- Click on **Register**

Step 8 – You will see a screen which will ask you to review and confirm your registration. Click "Continue with Registration".

Step 9 – You will see the eOPF Welcome Screen. Click "Accept".

The welcome screen features the "Office of Personnel Management" logo and the tagline "The Federal Government's Human Resources Agency". It contains the following text:

This is an official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution. Signing into this application indicates you have read and accepted the [Full Terms and Conditions of Use](#) and you consent to secure testing and monitoring.

Signing into this application indicates you have read and accepted the [Privacy Policy](#), and you consent to secure testing and monitoring.

Signing into this application indicates you have read and accepted the [Rules of Behavior](#), and you consent to secure testing and monitoring.

To access your account information, your computer's assigned Internet Protocol (IP) address, which is controlled by your Internet Service Provider (ISP), must remain the same from the time you enter your user name and password on the Login Page until you leave the Account Access section.

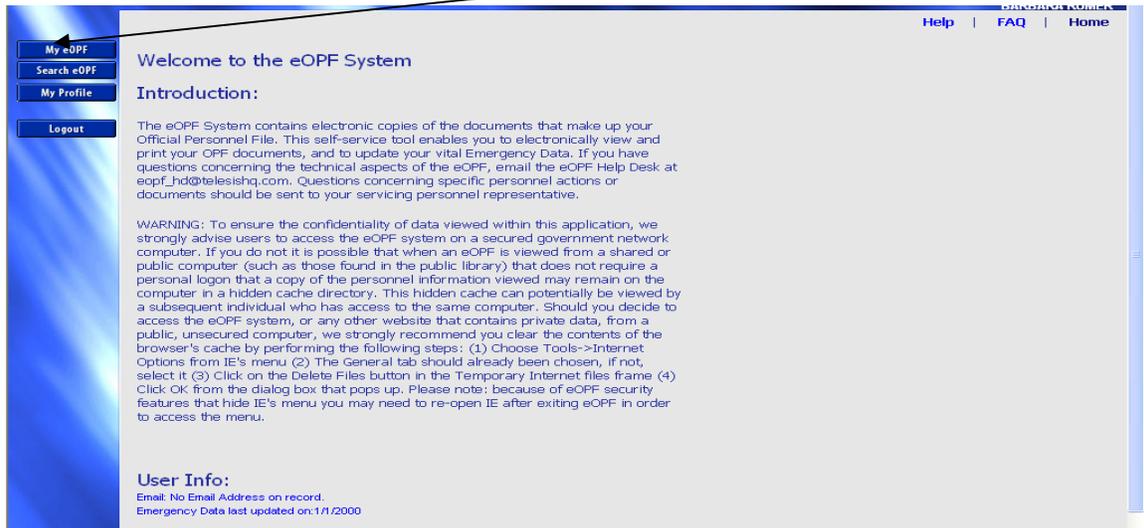
Please be aware, you must have [Microsoft Internet Explorer](#) version 6.0 or higher and [Adobe Acrobat Reader](#) version 6.0.1 or higher to run this application software. JavaScript must be enabled to use the eOPF application.

At the bottom of the text area is an "ACCEPT" button. A callout box points to this button with the instruction "Click Accept".

At the bottom of the page, contact information is provided: eOPF Helpdesk - WebServer 17, eopf\_hd@telesishq.com | (866) 275-8518.

Step 10 – You will see the Welcome to the eOPF System screen. Click “My eOPF” to view your eOPF.

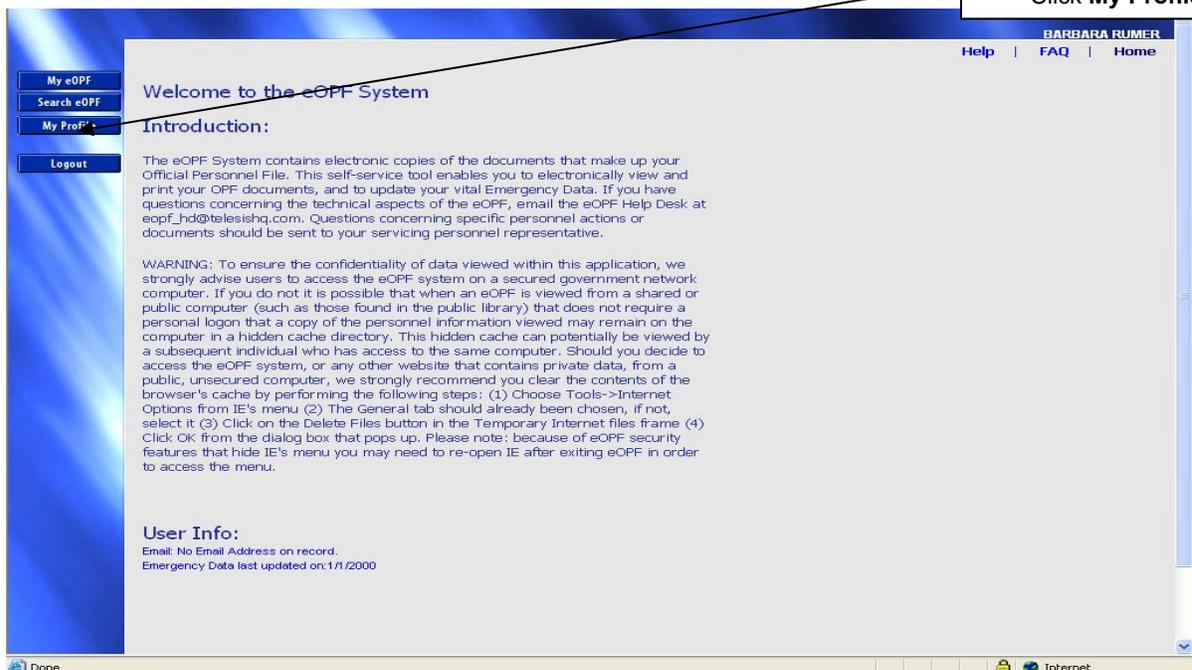
Click My eOPF



Step 11 – Your eOPF will be displayed. To view any document, click on “A” in the left column labeled “Action”. A menu box will appear, click “View” to open the document. Repeat this step for each document you wish to view.

Step 12 – You can change the settings for how you view your eOPF. Click “My Profile”.

Click My Profile

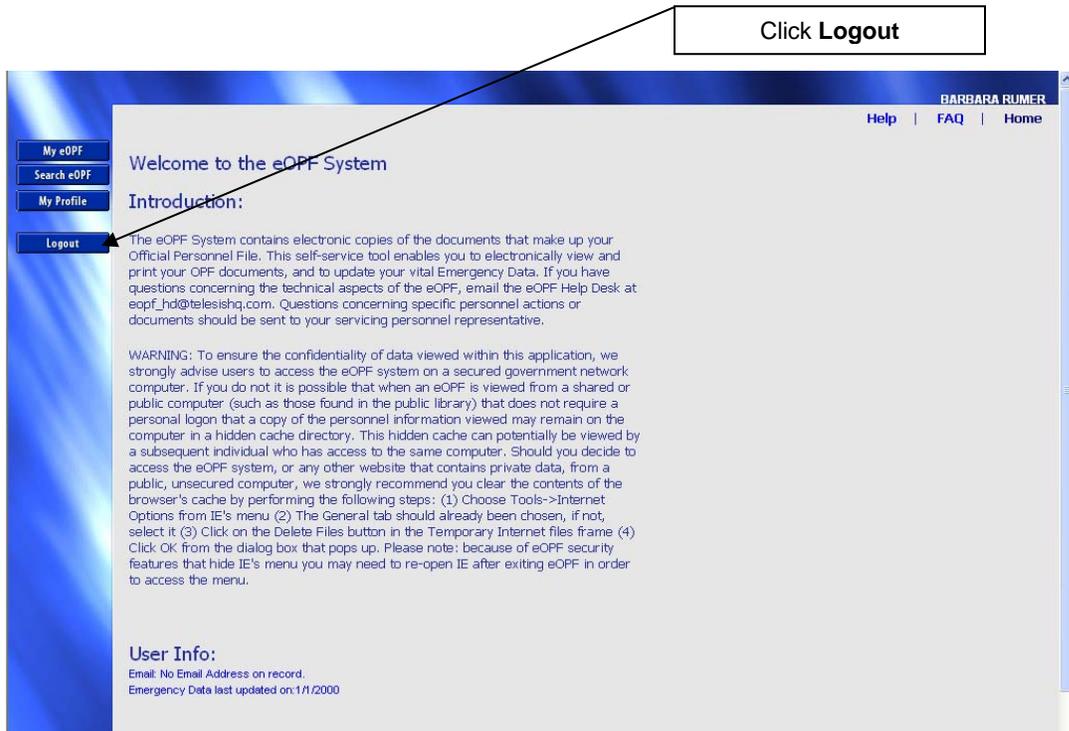


Step 13 – It is recommended you set your Preferences as identified below. Click “Apply” when you are finished.

Click **Apply**



Step 14 – To exit your eOPF, click “Logout”.



You are required to use your USDA eAuthentication ID and Password to log into the eOPF system. Please use the <https://eopf.nbc.gov/landing/> website address to access the eOPF system.

If you have any questions, contact your local HR servicing office.