

U.S. Department of Labor
EMPLOYEE ELECTRONIC OFFICIAL PERSONNEL FOLDER

eOPF Electronic Official Personnel Folder

At-A-Glance
Version 3

Electronic Official Personnel Folder (eOPF) is an electronic system developed to handle official personnel files and to simplify access to your own Official Personnel Folder (OPF). An OPF is created when an employee begins his or her Federal service and is maintained throughout the employee's career in accordance with the United States **Office of Personnel Management (OPM) regulations**. eOPF provides Web-enabled access to OPF documents for all employees and HR staff members from a DOL network connected computer.

Accessing your eOPF

To access eOPF, you need an eOPF ID and password. Your eOPF ID and password will be mailed to you at your home address after your initial Hire personnel action is processed and uploaded into eOPF. This process takes approximately 4 weeks.

Once you receive your eOPF ID and password, you are ready to view the contents of your eOPF.

To Begin . . .

Bring up the eOPF website at <https://eopf.nbc.gov/dol/>

When the OPM screen appears, carefully review the page and click on the ACCEPT button.

You will then be forwarded to the eOPF log on screen. Type in your eOPF ID and Password (both are case sensitive) and click SUBMIT.

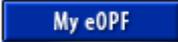
If you're a first time eOPF User, once you have typed in your eOPF ID and Password correctly, you will be required to change your password. After updating your password, you will be directed to a Security Profile Page to answer 6 security questions.

If you are an existing eOPF user, you will not be required to change your password, but you will need to answer the 6 security questions before you can access your records. Three challenge questions are used to validate your password changes. The other three questions will be used by the help desk to validate your identity. After completing this portion, you will see the Welcome to the eOPF System screen. You have now accessed eOPF.

If you require assistive technology place a check in the box on the Security Profile page under the e-mail text box that reads ‘check here, if you are using assistive technology?’

KEEP YOUR INFO SECURE: As a precaution, after viewing your personal data, you should close Adobe Reader and click the eOPF logout button. You should also clear out the browser cache and end the browser session. To clear the browser cache, from Internet Explorer, click the “Tools” menu option. Click “Internet Options” from the drop down menu. On the “General Tab” in the “Temporary Internet files” section, click the “DELETE FILES” button. When the confirmation screen appears, click “OK”.

Navigating Inside Your eOPF

 To view the contents of your eOPF click on **My eOPF**. After clicking **My eOPF**, your eOPF folder and all its documents appear.

 You can search your eOPF by three categories: Common, All, and Agency Forms. The ‘Common’ option is a predetermined list of forms commonly found in the eOPF. The ‘All Forms’ option will provide the entire list of forms defined in the eOPF repository. The ‘Agency’ option will list only forms that are specific to the agency in which you are an active employee. Your default setting can be set under **My Profile** in **General Preferences**.

Click on the  button and you will see the following buttons across the screen.



General Preferences. It is suggested that you select ‘All Forms’ under ‘Select Search Option (forms)’ to ensure that you can view all the documents in your folder. It is also recommended that you set the number of rows per page to suit your needs. Please review the other options available and choose the display option that will make your search results more effective.

Change Email. Any time a personnel action is uploaded into your eOPF, you will receive an email notification. Therefore, if your email address changes, it is important that you update it in the system. New hires should verify their email address upon logging into eOPF. (Refer to Tip #3.)

Emergency Data. The eOPF application allows you to enter emergency contact information. Even though entering this data is voluntary, we recommend that you complete this information to ensure that DOL has a point of contact on file in case of emergency.

Change Password. You can change your password at any time. However, it must comply with DOL security requirements. (Please refer to your eOPF notification letter for details about these security requirements.) Passwords are valid for 90 days.

Change Security Questions: eOPF provides the ability for you to manually change your 6 Security Questions and answers at any time. These questions and answers are used when you self service your account (ex. forgot password) and by eOPF Help Desk personnel to verify your identity.

Tips and Tricks

Tip # 1: eOPF supports Windows Internet Explorer version 6.X and above. It does not support the MAC platform.

Tip # 2: All eOPF documents are in PDF format. You must have Adobe Reader version 6.01 or higher to view or print documents. This program is available for free at <http://www.adobe.com/downloads/>.

Tip # 3: We recommend that you use your DOL email address. However, if you want to change your address, it is your responsibility to update eOPF so you will continue to receive notifications when actions have been placed in your folder.

Tip # 4: REMEMBER your eOPF ID and password. If you forget your password, you will be locked out after three (3) consecutive failed logon attempts. To reset your password, click the [Forgot your Password?](#) link. There is also a [Forgot your eOPF ID?](#) link to request your user ID. When the screen appears, answer the three challenge questions.

Tip # 5: For a comprehensive guide to eOPF, go to <http://labornet.dol.gov/e-OPF/index.htm>.

Tip # 6: The eOPF Team is available to assist you. If you have specific questions or problems accessing eOPF, you can request assistance at 1-866-275-8518 or eopf_hd@telesishq.com.