e-OPF

"Where everything is!"
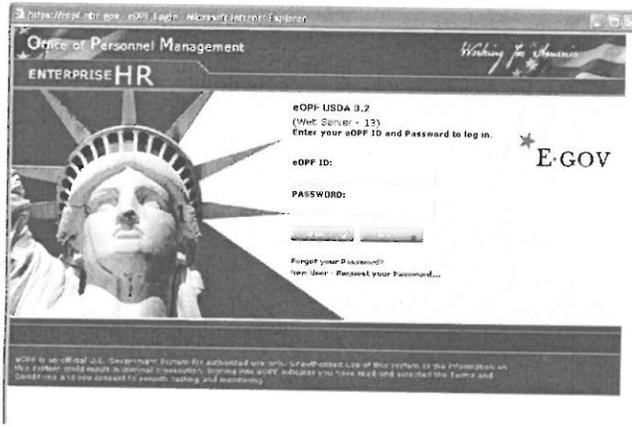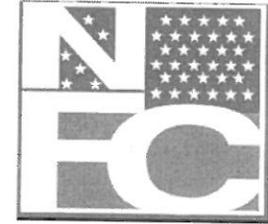
QUICK GUIDE

e-OPF

WHAT IS eOPF?

Electronic Official Personnel Folder (eOPF) is a system developed as a management solution to handle official personnel files and to simplify your access to your own Official Personnel Folder (OPF). The OPF contains human resource (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 the United States Office of Personnel Management (OPM) regulations.

The eOPF solution provides electronic, web-enabled access for all employees and HR staff to view eOPF documents. All employees will be able to view their own OPF through this eOPF solution.

WHAT IS STORED IN MY eOPF?

- ❖ Human Resource documents
- ❖ Beneficiary Forms
- ❖ Email Address
- ❖ Emergency Contacts

WHEN CAN I VIEW MY eOPF?

The eOPF is available 24 hours a day, 7 days a week. You can access your eOPF from any computer with internet access. We strongly advise against using a publicly shared computer.

HOW DO I REGISTER MY E-AUTHENTICATION?

First go to:
https://spws.eauth.egov.usda.gov/saml/check/check.aspx?aaid=3381

Your eOPF-ID and password is constructed based on your e-Authentication login id and password. This is the same id and password used to access webTA/AgLearn/GovTrip.

Please have the following information when registering your e-Authentication:

- ❖ Your Date of Birth (mm/dd/yyyy)
- ❖ Your Last Name (ALL CAPS)
- ❖ Your Social Security Number
- ❖ Your Home Zip Code
- ❖ Your PO ID (**NA**: 5317)
- ❖ Your Organization Code (18 digits) (NA _ _ _ _ _ _ _ _ _ _ _ _ _00)
  Contact Lisa for first time help

WHAT IF I FORGET MY USER-ID AND/OR PASSWORD?

Forgotten User ID: Please send an email to eauthhelpdesk@usda.gov. *USDA federal employees may also click on the "Forgotten User ID" link at:* http://www.eauth.egov.usda.gov/

Forgotten Password: If you know your User ID you may reset your password online – See Password Reset instructions below. *Level 2 users will also need to know their security attributes.* If you do not know your User ID and/or security attributes, please send an email to:

eauthhelpdesk@usda.gov or contact the Its Help Desk at: 1-866-275-8518.

HOW DO I LOGIN TO eOPF?

- ❖ Launch your internet browser.
- ❖ Type in the address for the eOPF.
- ❖ Click the "ACCEPT" button, after reading the user agreement.
- ❖ Enter your eAuthentication user-id.
- ❖ Enter your eAuthentication password.
- ❖ Click on the "Submit" button.
- ❖ From the "Welcome Page", click on "My eOPF" in the blue menu selection area.
- ❖ To view a document, single click on the orange action icon and select "View".
- ❖ Select "Open" from the Adobe message screen. Your document is returned in a .pdf format.
- ❖ Close the Adobe document by selecting "File" and "Exit", to return to the eOPF system.
- ❖ To logout of the eOPF, select the "Logout" button in the blue menu selection area.

eOPF Helpdesk:
EOPF_HD@TELESISHQ.COM