

## LOG ON TO eOPF

### First Time Users - Request an eOPF ID and Password

1. Ensure you have an email address registered within MyBiz/DCPDS. If you are not sure, log into MyBiz to verify.
2. Once you have verified that you have an email address registered in MyBiz/DCPDS, you may now access the eOPF site.
3. Access <https://eopf1.nbc.gov/navy/>
4. From the **eOPF logon** screen, click the **Request your eOPF ID** link
5. Enter the last 5 digits of SSN, first 4 letters of last name (or entire last name if less than 4 characters) and date of birth
6. Click **Submit**  
*You will receive an email with your eOPF ID\**
7. After receiving your eOPF ID, return to the **eOPF logon** screen, click the **Request A New Password** link
8. Enter your eOPF ID, last 5 digits of your SSN, first 4 letters of your last name (or entire last name if less than 4 characters)
9. Click **Submit**  
*You will receive an email with a temporary password*
10. When you receive your eOPF password, return to eOPF  
*Logon screen and enter your eOPF ID and your eOPF Password*
11. *Click Submit*

**Note:** If the information you enter does not match the information on record in eOPF, you will receive an "Access Denied" Message, \*if you do not have an email address in eOPF.

If you are logging into eOPF for the first time, you are required to accept the **Rules of Behavior** and complete the **eOPF Security Profile** page prior to moving on to the **eOPF Welcome** page.

12. Choose and answer three Personal Questions and three help desk Verification questions from the drop-down question boxes
13. Click **Submit**
14. When all information is completed, you are directed to the eOPF Welcome page

### Returning eOPF Users

1. Access <https://eopf1.nbc.gov/navy/>
2. Read the eOPF User Agreement and click **Accept**
3. Enter your eOPF ID
4. Enter your secure password
5. Click **Submit**

### Forgot Your Password?

1. In the **eOPF logon** screen, select the **Forgot Your Password?** link
2. Follow the prompts to enter desired information
3. Click **Submit**
4. Answer one of the challenge questions you provided during eOPF registration
5. On the **Reset Your Password** screen, enter your new password\*
6. Click **Reset Password**

\*Passwords must contain at least 1 uppercase letter, 1 lowercase letter, 1 number and 1 special character, and be at least 8 characters long.


### Forgot Your Login?

1. In the eOPF logon screen, click the **Forgot Your Login?** link
2. Enter the last 5 digits of SSN, first 4 letters of last name (or entire last name if less than 4 characters) and date of birth
3. Answer the security question and click **Submit**
4. If you answered the question correctly, your Login ID displays

### Manually Change Your Password

1. Follow steps under "First Time Users – Request an eOPF ID and Password."

Log on to eOPF

2. Click **My eOPF** from the left side of the screen
3. Click the **Action** icon  next to the document that you want to view
4. Select the **View** option\*
5. Click **Close** when finished viewing the document to return to eOPF

### Search Your eOPF

1. From the main menu, click My eOPF from the left side of the screen
2. Click the **Search eOPF** tab
3. Enter the criteria for the form(s) you wish to locate
4. Click **Search**

The Search function allows you to search for All Forms, Common Forms or Agency Forms. You may also select the Folder Sides you wish to view. You may expand or restrict the number of documents that are retrieved through these options.

### What Is a Folder Side?

In eOPF, a folder is not restricted to the Permanent and Temporary folder sides. Virtual folder sides group similar documents and forms. These sides are determined during the paper conversion process and can only be modified by an eOPF System Administrator.

### Incorrect Documents

If you find a document in your eOPF that does not belong to you, please notify the DON eOPF Help Desk at [doneopf@navy.mil](mailto:doneopf@navy.mil).

## GOOD TO KNOW

### Change Your General Preferences

1. From the main menu, click **My Profile** and then select the **General Preferences** tab at the top of the screen
2. Select your desired option(s)
  - Number of rows per page to display
  - Fields to display in results lists
  - Which folder sides you'd like to see in the Results List displayed
  - Default Search Option (Forms)
  - Visible fields when viewing your eOPF
  - Assistive technology options
3. Click **Apply**

### eOPF Online Help

Within eOPF, each User has access to the eOPF User Guide by clicking on the **Help** link in the top right corner of any eOPF Web page.

The eOPF User Guide contains detailed information and step-by-step directions for performing tasks in eOPF.

### Home Link

To return to the **eOPF Welcome** page at any time, click the **Home** link in the upper right corner of any eOPF page.

### Adobe Reader

eOPF stores documents as Portable Document Format (PDF) files, which are viewed and printed using Adobe Reader. Ensure that you have Adobe Reader installed on your PC before using eOPF.

### What is eOPF ?

The eOPF solution provides electronic, Web-enabled access for all Federal Agency staff members to view eOPF documents. All employees are able to view their own OPF through the eOPF solution. eOPF includes security measures to ensure the integrity of the system. For example, users are able to view their own eOPF documents, but not modify the documents. All activity performed in the eOPF solution is logged and can be accessed through various reports by authorized users. The eOPF provides an audit trail capability, including a mandatory log that documents when and why an authorized user has reviewed an eOPF.

### Key Benefits of eOPF:

- Enhanced portability and security of personnel records
- Provides increased employee awareness and accountability through email notification of Personnel Actions (SF-50s)
- Immediate access to OPF forms and information for a geographically dispersed workforce

## ELECTRONIC OFFICIAL PERSONNEL FILE



## Employee

## Quick Reference Guide

## Department of the Navy



**eOPF Help Desk**  
Phone: 866-275-8518  
Email: eOPF\_hd@Telesishq.com