

eOPF (Electronic Official Personnel Folder)

How to sheet

1. The website address - <https://eopf.opm.gov/nationalguard/>

NOTE: The eOPF system is a secured environment and will require "https" at the beginning of the Uniform Resource Locator (URL). You should also be aware that you can only access the eOPF from a .mil network. Access to the eOPF is not Common Access Card enabled (CAC) and, therefore; you will need to retrieve your eOPF ID and password on the eOPF login page.

2. Use the eOPF self-service feature to obtain your eOPF ID. Your eOPF ID is system generated and you will need to verify that a valid enterprise email address is entered in your MyBIZ+ Defense Civilian Personnel Data System (DCPDS) account. The email address flows from DCPDS to the eOPF. Email addresses cannot be updated in eOPF.

3. You will be required to retrieve a new password by clicking on the "Request a New Password" link on the eOPF login page. The reset link that is received, opens and prompts you to enter your eOPF ID and token. Once submitted, you will create a new password that adhere to eOPF password requirements.

Please Note:

Upon submission of your eOPF ID and New Password request, you will receive two (2) separate emails within 45 minutes that will contain the following:

1. Your eOPF Login ID
2. Your Temporary Password

Please check your spam or junk email folder if you do not see the email within 60 minutes. If you do not receive an email, please contact the eOPF helpdesk at eopf_hd@telesishq.com for assistance. Use "Missing eOPF ID eMail" or "Missing eOPF Password" in the subject and include your agency (National Guard), full name, your email address and phone number in the body of the request.

DO NOT INCLUDE YOUR SSN IN ANY CORRESPONDENCE WITH THE HELPDESK.

When you initially login to eOPF, you need to take care of several administrative tasks. This is a one-time update that will only take you a few minutes to complete.

- a. Select and answer your six security questions.
- b. Read and accept the Rules of Behavior.

The screen will refresh and take you to the eOPF Welcome page.

The following Quick Reference Guides are available on the Guard Knowledge Online (GKO) to assist you on how to access and navigate in the eOPF:

- a. eOPF Quick Reference For Employees - Online eOPF Self-service feature for Login ID and Password Retrieval for New Users, dated 22 May 2015
- b. eOPF Tips and Techniques - Recommended Settings in eOPF for My Profile, dated 12 December 2014
- c. Search, View, Print, and Save Documents Using My eOPF, dated 17 June 2015

The Quick Reference Guides are available at the following GKO link:

<https://gkportal.ng.mil/joint/J1/D06/B02/eOPF%20Information%20for%20Technicians/Forms/AllItems.aspx>
For additional assistance, please contact your Human Resources Office (HRO).