



PREPARED BY THE  
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HUMAN RESOURCES  
DIVISION

# 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.

eOPF website: <https://eopf.nbc.gov/landing/>

## FIRST TIME eOPF USER?

You will need to have your USDA e-Authentication user ID and password before you can login to the eOPF system.

Your eOPF-ID is your USDA e-Authentication User ID.

1. If you have forgotten your user ID, use the following link: [Forgot your User ID?](#)
2. If you have forgotten your Password use the following link: [Forgot your password?](#)
3. Follow the instructions

The first time you log in to the eOPF system, you will be required to complete a one time registration form using your own personal information.

- Date of Birth
- Last Name
- Social Security #
- Home Zip Code
- PO ID
- Org Code

## ILLUSTRATED INSTRUCTIONS FOR COMPLETING THE REGISTRATION

<http://www.afm.ars.usda.gov/hrd/applications/e-opf.htm>

## VIEW THE ONLINE eOPF TUTORIAL

<http://www.afm.ars.usda.gov/hrd/applications/tutorials.htm>

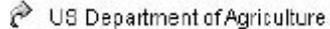
You will need Internet Explorer version 6 or higher and Adobe Acrobat Reader version 6 or higher to use eOPF.

## WHO DO I CONTACT?:

If a document won't open or you get a message that the document is corrupt, contact : eOPF Helpdesk: 1-866-275-8518  
[eopf\\_hd@telesishq.com](mailto:eopf_hd@telesishq.com)

If you feel that documents are missing, or have questions about the documents in your folder, contact your HR Specialist or Assistant.  
<http://www.afm.ars.usda.gov/hrd/operations/keycontacts.htm>

## HOW DO I LOGIN TO eOPF?

- ❖ Launch Internet Explorer.
- ❖ Type in the address for the eOPF.  
(you may get several warning screens – click OK each time.)
- ❖ Enter your USDA e-Authentication user ID and password.
- ❖ Click on the arrow to the left of “US Department of Agriculture”  

- ❖ Click the “ACCEPT” button, after reading the user agreement.
- ❖ From the “Welcome Page”, click on “My eOPF” in the blue menu selection area on the left side.
- ❖ 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 on the left side.