



eOPF Quick Reference For Employees

Subject: Online eOPF Self Service Feature for Password and Logon ID Retrieval for Current Users

Using the Self Service eOPF ID and Password Feature

To access eOPF, the user needs an eOPF ID and password. If the user has forgotten one or both of these, the user may obtain new ones by using the eOPF Self Service feature. Using this Self Service feature in eOPF, a user does not need to contact the eOPF Help Desk or an agency HR Servicing Officer for a User ID or password reset in eOPF. This saves time and allows quick access to eOPF.

Please Note: If the user has not previously logged onto eOPF and answered the challenge security questions, then the user must have a valid agency e-mail address to receive a user ID and temporary password via the Self Service feature. If the user does not have a valid e-mail address, the user needs to contact the Help Desk for assistance.

This Quick Reference document on Self Service eOPF ID and Password Reset consists of two sections:

Part 1: Forgotten Your eOPF ID

Part 2: Reset Your eOPF Password

Users can employ one or both of these features as their situation requires.

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Part 1: Forgotten eOPF ID

Step	Action
<p>1. Access your specific agency eOPF URL - <a href="https://eopf.nbc.gov/<Agency>">https://eopf.nbc.gov/<Agency>.</p>	
<p>2. From the eOPF Logon screen, click Request Your eOPF ID.</p>	
<p>3. From the Request Your eOPF ID screen, enter the</p> <ul style="list-style-type: none"> last 5 digits of your SSN first 4 letters of your last name your date of birth (mm/dd/yyyy) <p>Click Submit.</p>	
<p>4. On the Answer Security Question screen, enter appropriate response.</p> <p>Click Submit.</p>	

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Step	Action
<p>5. You see a message that provides your current eOPF ID.</p> <p>Click the link “Click here to return to logon page.”</p>	 <p>The screenshot shows a light gray background with the text 'eOPF ID' at the top. Below it, it says 'Your eOPF ID is: NEWUSER1'. At the bottom, there is a blue link that says 'Click here to return to logon page.'. A red arrow points from a red-bordered box containing the text 'Click link' to the blue link.</p>

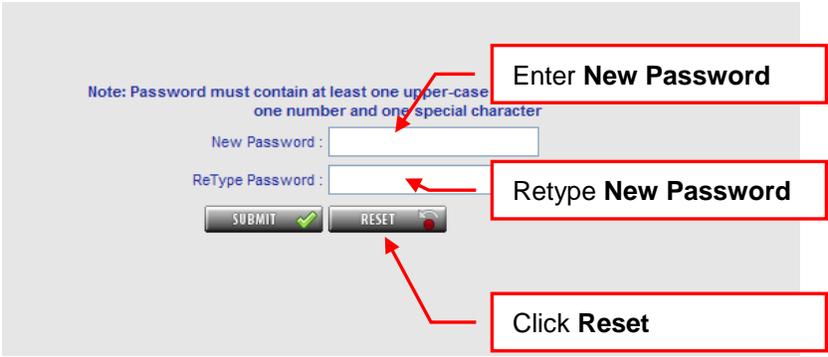
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Part 2: Reset Your eOPF Password

Step	Action
<p>1. From the eOPF Logon screen, click Request a New Password.</p>	
<p>2. On the Request a New Password screen, enter your:</p> <ul style="list-style-type: none"> • eOPF ID • last 5 digits of your SSN • first 4 letters of your last name <p>Click Submit.</p>	
<p>3. On the Answer Security Question screen, enter appropriate response.</p> <p>Click Submit.</p>	

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Step	Action
<p>4. You will be prompted to reset your password. Enter:</p> <ul style="list-style-type: none">• your new password which must conform to the security guidelines• re-enter your new password to confirm <p>Click Reset.</p> <p>You will receive a security email to notify you that your password has been reset. Your new password is not in this email.</p>	 <p>The screenshot shows a password reset interface. At the top, a note states: "Note: Password must contain at least one upper-case one number and one special character". Below this are two input fields: "New Password:" and "ReType Password:". At the bottom are two buttons: "SUBMIT" with a green checkmark and "RESET" with a red X. Three red arrows point from text boxes to the form: one to the "New Password" field labeled "Enter New Password", one to the "ReType Password" field labeled "Retype New Password", and one to the "RESET" button labeled "Click Reset".</p>

Need Assistance?

For technical assistance, select the **Help** button from the upper-right corner of any eOPF screen or contact the eOPF Help Desk:

Email: eopf_hd@telesishq.com

Phone: 1-866-275-8518