Login to eOPF through AMS (Access Management System)

1. Go to: https://ams.hhs.gov
2. You can login to AMS using the following methods:
   a. Use your NIH issued badged or HSPD-12 Access Card and Pin
   b. Your NIH Network Credentials (username and password)
3. Upon successful login to the AMS:
4. Click on “Electronic Official Personnel Folder (eOPF)”
5. You will be directed to the “eOPF eAuth Controller” page.
6. Select the arrow next to “Dept. of Health and Human Services”
7. Click “Accept” on the Disclaimer Page
8. A new window will appear with a registration form.
9. You will be required to perform a one-registration with Personally Identifiable Information (PII), POID, and Org Code.
10. Your NIH POID is: 1816
11. Your NIH Org Code is: NIH00
12. Click “Register”

13. Click “Continue with registration” on the confirmation page
14. Read and accept the “Rules of Behavior” and click “accept”
15. You now will be taken to the “eOPF” home page where you will need to complete six different security questions with six different answers.

16. To view your eOPF documents click on “My eOPF”

Please visit the eOPF Webpage for more information: https://hr.nih.gov/hr-systems/eopf