What is eOPF?
The electronic Official Personnel Folder (eOPF) is the digitized version of your paper personnel folder and the official record of your federal work career. It is accessible to you anytime, anywhere, via a secure website.

Safeguard your unique login ID and password, and keep this guide handy to review personnel actions as they are automatically filed.

Benefits of eOPF Include:
- Enhanced portability and security of personnel records
- 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

Find an Employee eOPF
1. Find a Document within an eOPF
2. Enter the first 4 letters of last name (or entire last name if less than 4 characters)
3. Enter the last 5 digits of SSN, first 4 letters of last name (or entire last name if less than 4 characters) and click Search
4. Double click the employee name of the OPF you wish to view. By clicking the corresponding folder name, you will view your employee eOPF.
5. Click the Document Index button on the main menu to modify the index fields as needed and click Submit.
6. Enter the first 4 letters of last name (or entire last name if less than 4 characters) and click Search
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Log on to eOPF
2. Read the eOPF User Agreement and click Accept
3. Enter your eOPF ID
4. Enter your secure password
5. Click Submit
6. In the eOPF logon screen, select the Request a New Password link
7. Enter the last 5 digits of SSN and first 4 letters of last name (or entire last name if less than 4 characters)
8. Click Submit
9. Answer one of the challenge questions you provided during eOPF registration
10. On the Reset Your Password screen, enter your new password
11. Click Submit

Forgot Your Password?
1. In the eOPF logon screen, select the Request a New Password link
2. Enter the last 5 digits of SSN and first 4 letters of last name (or entire last name if less than 4 characters)
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 Submit

*Passwords must contain at least 1 uppercase letter, 1 lowercase letter, 1 number and 1 special character (i.e. *, #, $, %), and be at least 12 characters long.