**eOPF (Electronic Official Personnel Folder)**

**LOG IN TIPS - YOUR FIRST TIME LOGGING IN – eOPF**

**LOGIN TO EOPF THRU AMS (ACCESS MANAGEMENT SYSTEM)**

Go to: https://ams.hhs.gov You can login to AMS using the following methods:
- Using your NIH issued badged or HSPD-12 Access Card and Pin
- Your NIH Network Credentials (username and password)

Upon successful login to the AMS:
- Under the “Restricted Access, HHS Network” click on “electronic Official Personnel Folder (eOPF)”

You will be directed to the “eOPF eAuth Controller” page.
- Select the arrow next to “Dept. of Health and Human Services”

eOPF (Electronic Official Personnel Folder)

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Employees can use their HSPD-12 A PIV badge) or Network Credential Electronic Official Personnel Folder eliminates the need to remember a and password.

A new window will appear with a registration form.

- You will be required to perform a one-registration with Personally Identifiable Information (PII), POID, and Org Code.
- Your NIH POID is: 1816
- Your NIH Org Code is: NIH00
- Click “Register”

- Click “Continue with registration” on the confirmation page
- Read and accept the “Rules of Behavior” and click “accept”
- You now will be taken to the “eOPF” home page

More Information:        NIH/OD/OHR/HR SAID/SSIMB/IMT
http://hr.od.nih.gov/hrsystems/benefits/eopf/default.htm