



# LOG IN TIPS – eOPF

## FORGOT ID OR PASSWORD



TO LOG IN, GO TO <https://eopf.nbc.gov/hhs/>

### FORGOT YOUR EOPF PASSWORD

- From the eOPF Web Log-on page, click the ‘Forgot Your Password?’ link and enter the requested information in the boxes

**Reset your password**

eOPF ID:

Last 5 digits of your SSN:

If the Last name is less than 4 characters - then the please enter the full last name.

First 4 letters of Last name:

### FORGOT YOUR EOPF ID

- From the eOPF Web Login page, click the ‘Forgot your Login?’ link and enter the requested information in the boxes

**Request Your eOPF ID**

Last 5 digits of your SSN: (Example: 67890)

First 4 letters of your last name:  If your last name is less than 4 characters, please enter your full last name.

Date Of Birth:

(mm/dd/yyyy)

- Upon successfully verifying the information you have entered, the system will randomly generate a challenge question from the list of Security Questions that you previously selected and answered on your initial login

**Answer Security Question**

To complete your identification process please answer the following security question.

What is the name of the hospital you were born in?(Max 35 chars)



# LOG IN TIPS – eOPF

## *FORGOT ID OR PASSWORD*

Forgot Your eOPF Password *continued...*

- If you correctly answered the challenge question, you will be prompted to reset your password.

Note: Password must contain at least one upper-case letter, one lower-case letter, one number and one special character

New Password :

ReType Password :

A screenshot of a web form for resetting a password. It includes a note about password requirements, two text input fields for 'New Password' and 'ReType Password', and two buttons: 'SUBMIT' with a green checkmark and 'RESET' with a red 'X'.

## **FORGOT YOUR eOPF ID CONTINUED ...**

- If you correctly answered the challenge question, your eOPF Login ID will be displayed on the screen
- You may then log into the eOPF system

eOPF ID

Your eOPF ID is: NEWUSER1

[Click here to return to logon page.](#)

A screenshot of a web page displaying the user's eOPF ID. The text 'eOPF ID' is at the top, followed by 'Your eOPF ID is: NEWUSER1'. At the bottom, there is a blue hyperlink that says 'Click here to return to logon page.'

**FOR ADDITIONAL eOPF INFORMATION AND RESOURCES GO TO : <http://hr.od.nih.gov/HRSystems/eOPF/default.htm>**