LOG IN TIPS - YOUR FIRST TIME LOGGING IN - EOPF

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

LOGGING INTO EOPF

- Enter your eOPF ID in the eOPF ID field
- Enter your eOPF Password in the eOPF Password field
- Click Submit

- A successful login will require you to change your eOPF password
- First, enter your old password, then enter your new password and confirm your new password by typing it into the third box
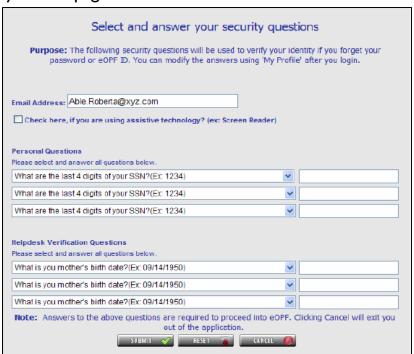
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Security Profile Page

- Next, you are directed to the Security Profile page where you will set up your security questions and responses
- You will now select and answer security questions that will enable you to reset your own password. These security questions will also be used by the helpdesk to verify your identity when requesting password assistance
- On this screen, you may also enter an e-mail address for receiving email notifications and indicate to the eOPF system if you are using assistive technology such as a screen reader
- *Remember, you must complete the Security page prior to moving on to the eOPF Welcome page.*
- The Security Profile page is shown below

Select and answer your security questions

Purpose: The following security questions will be used to verify your identity if you forget your password or eOPF ID. You can modify the answers using 'My Profile' after you login.

Email Address: Able.Roberta@xyz.com

☐ Check here, if you are using assistive technology? (ex: Screen Reader)

Personal Questions
Please select and answer all questions below.

What are the last 4 digits of your SSN?(Ex: 1234)
What are the last 4 digits of your SSN?(Ex: 1234)
What are the last 4 digits of your SSN?(Ex: 1234)

Helpdesk Verification Questions
Please select and answer all questions below.

What is you mother's birth date?(Ex: 09/14/1950)
What is you mother's birth date?(Ex: 09/14/1950)
What is you mother's birth date?(Ex: 09/14/1950)

Note: Answers to the above questions are required to proceed into eOPF. Clicking Cancel will exit you out of the application.

SUBMIT ✓   RESET ⌂   CANCEL ⊘

For Additional eOPF Information and Resources go to:
http://hr.od.nih.gov/HRSystems/eOPF/default.htm