

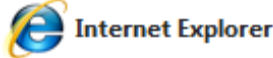

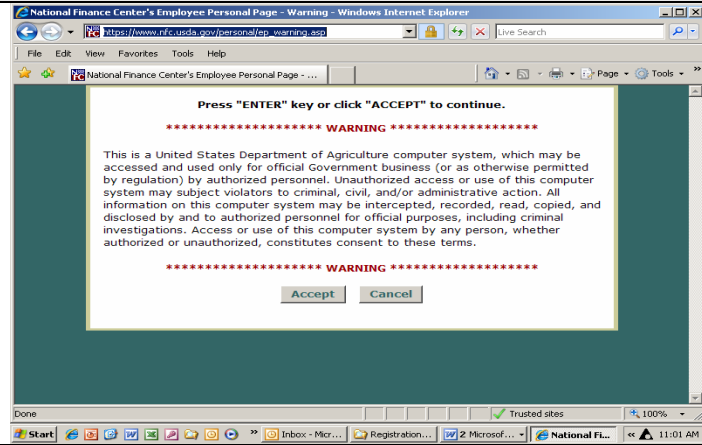
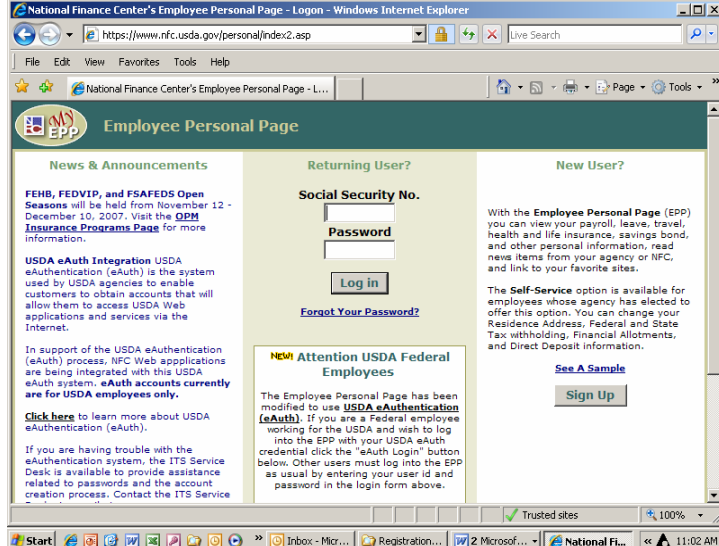


**Have You
Tried
The Employee
Personal Page?**

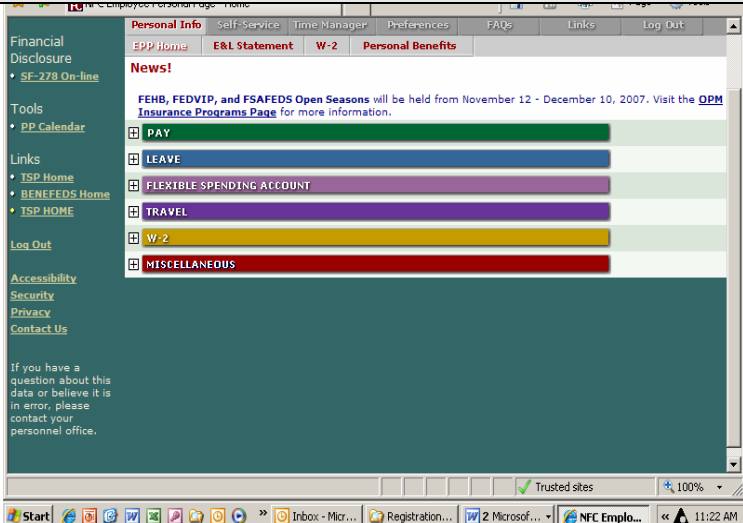
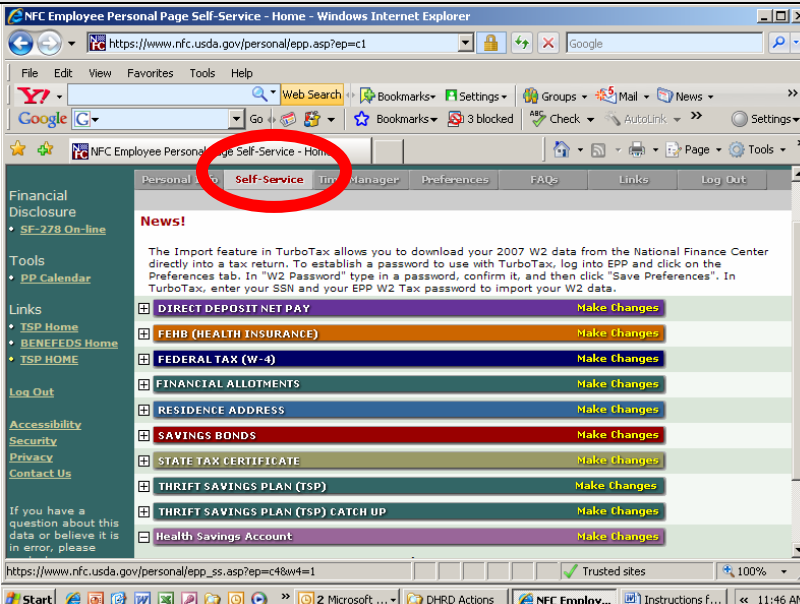
Employee Personal Page at NFC

The Employee Personal Page

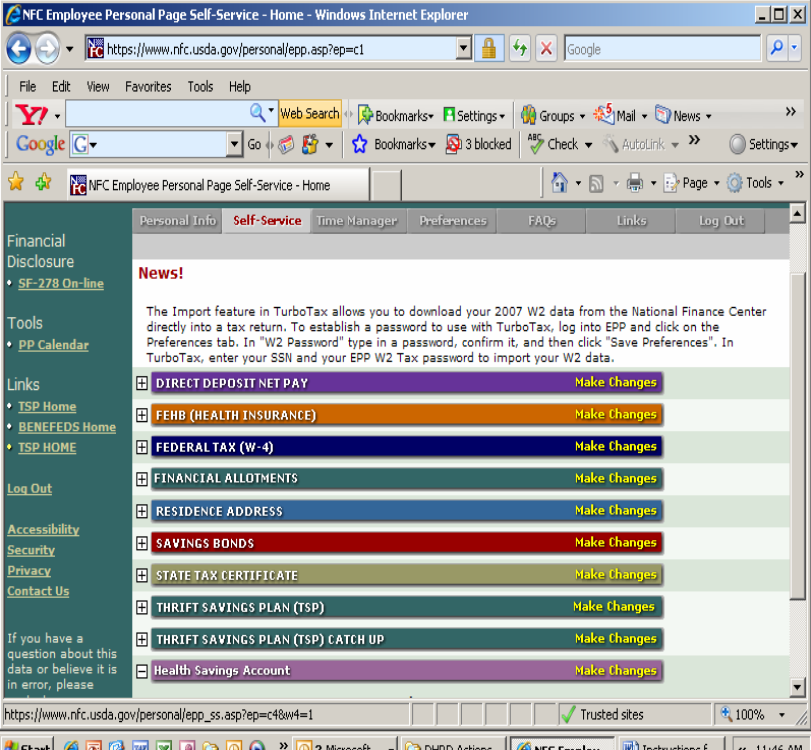
Please use the following instructions to locate and access your Employee Personal Page available from the National Finance Center (NFC).

Step	Activity	View
1	Launch Internet Explorer .	
2	Enter the web address for the Employee Personal Page: <i>(Note – there is a line between “ep_warning”)</i> https://www.nfc.usda.gov/personal/ep_warning.asp	
3	Click on “ Accept ”.	
4	<p>You can access the Employee Personal Page two ways:</p> <ol style="list-style-type: none"> 1. Sign up using your Social Security Number and create your own password. After you have successfully accomplished this, you can then access your information by typing your SSN and password, and then click on the “Log-In” button. 2. Or, you can use your E-authentication information (the same information that you would use to access your AgLearn account). 	

The Employee Personal Page

Step	Activity	View
5	<p>Once you have accessed your information, you can click on the various tabs to review your information:</p> <ul style="list-style-type: none"> • Pay • Leave • Flexible Spending Account • Travel • W-2 • Miscellaneous 	
6	<p>To make changes to your specific information within the system, click on the “Self Service” tab.</p>	

The Employee Personal Page

Step	Activity	View
7	<p>With Self Service, you may click on each section to make your changes. Sections include:</p> <ul style="list-style-type: none"> • Direct Deposit Net Pay – change bank information • FEHB Health Insurance • Federal Tax (W-4)-change marital status, number of exemptions, additional deductions • Residence Address – change home address • Savings Bonds – start, change, or stop savings bonds • State Tax Certificate – change number of exemptions, additional deductions • Thrift Savings Plan – start, change, or stop TSP contributions • TSP Catch-up – start, change, or stop TSP Catchup contributions • Health Savings Account – start, change, or stop your Health Savings Account 	
8	<p>When you have finished actions within the Employee Personal Page, click on “Log-Out”.</p>	