

Employee Personal Page Alternate Access

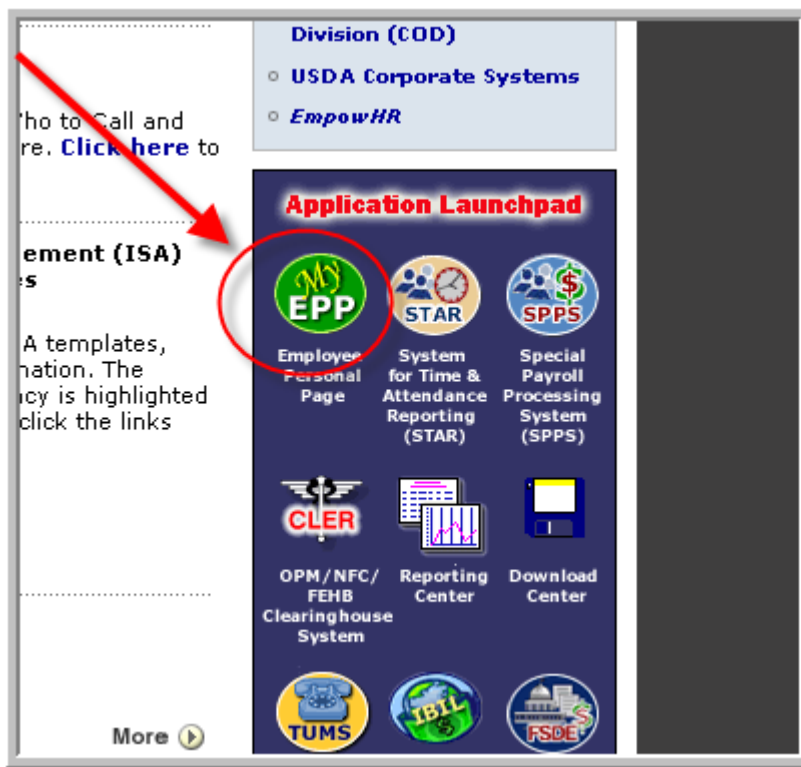
The National Finance Center's (NFC) Employee Personal Page (EPP) may be accessed outside of the ConnectHR and eAuthentication log ins. This does require a few steps to set up, but will allow you to access it when you may be in non pay status.

Use this link to go to NFC: <https://www.nfc.usda.gov/>

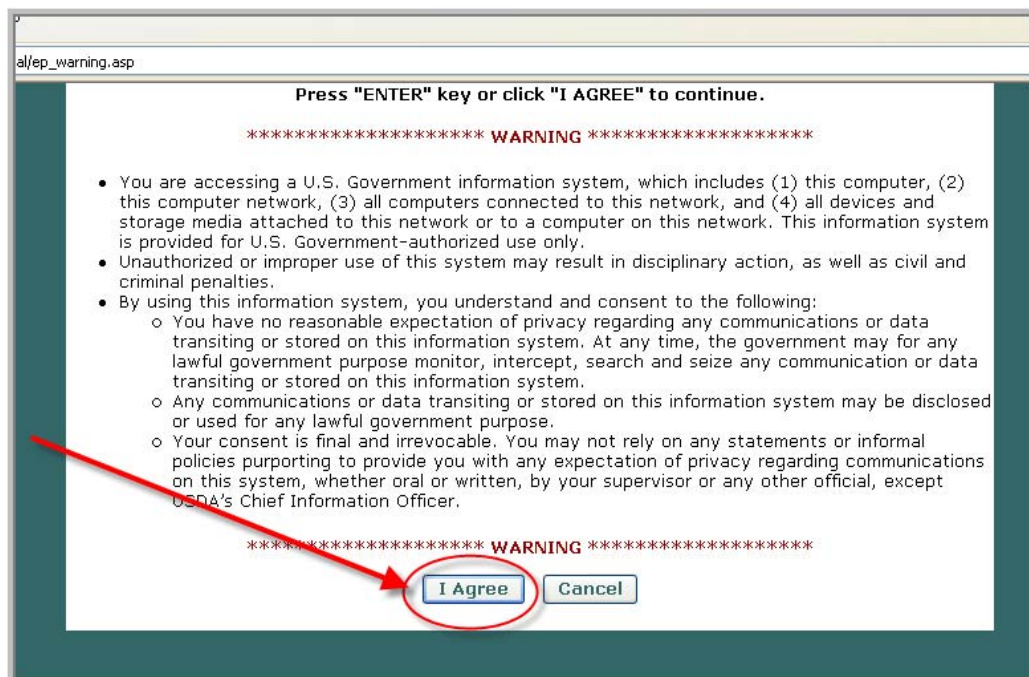
The screenshot displays the USDA National Finance Center website interface. At the top, the USDA logo and "United States Department of Agriculture National Finance Center" are visible. Below the header, a navigation bar includes links for Home, Customer Support, Publications, Forms, About NFC, Help, and Contact Us. The main content area is titled "Serving with Pride" and features a "Search NFC" box with a "Go" button. To the left, a "Browse by Subject" menu lists categories such as HR Services, System Offerings, Training Catalog, Security Corner, Employee Services, and Help Desks. The central "Announcements" section contains three items: "New Help Desk Assistant" with a "Welcome" character, "Interconnection Security Agreement (ISA) Security Forms and Procedures" with a microphone icon, and "MOA Template ISA Template Customer Notification" with a document icon. A "Spotlights" section at the bottom highlights the website's new look. On the right side, there is a "Related Websites" dropdown menu and an "Application Launchpad" section with icons for various systems like EPP, STAR, SPSS, CLER, OPW/NFC/FEHB Clearinghouse System, Reporting Center, Download Center, TUMS, IBIL, FSDE, Telephone & Utilities Maintenance System, USDA Internet Billing (IBIL), Financial Statements Data Exchange System (FSDE), EPIC, WEDIA, and SALL.

On the right hand side you will see the **Application Launchpad**

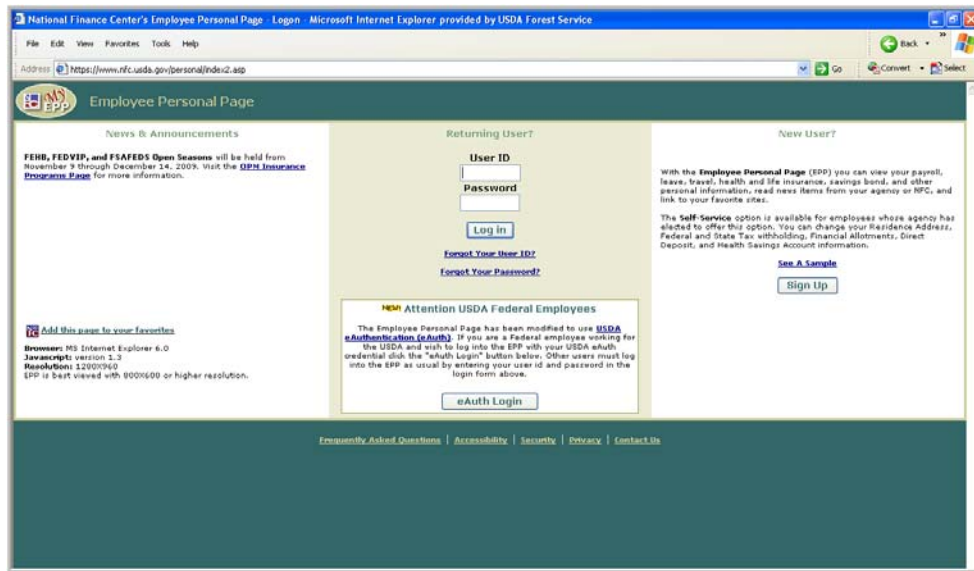
Click on the link for the EPP



Accept the warning on the next page to continue.



You are now at the main log in screen



If you are like me, you have used your eauthentication account to access this for a long time, and do not know your user name or password. You can click the links for “forgot user name” and “forgot password” to receive an email form NFC. If you have not set up your email address in the past, then this process goes through snail mail.

Here we go, I am going to click on the “Forgot User Name Button”



Returning User?

User ID

Password

[Forgot Your User ID?](#)

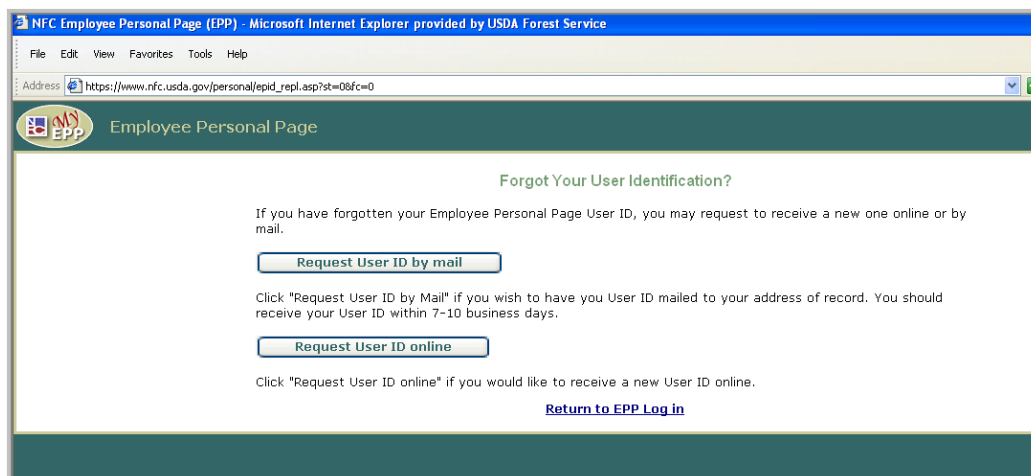
[Forgot Your Password?](#)

NEW! Attention USDA Federal Employees

The Employee Personal Page has been modified to use **USDA eAuthentication (eAuth)**. If you are a Federal employee working for the USDA and wish to log into the EPP with your USDA eAuth credential click the "eAuth Login" button below. Other users must log into the EPP as usual by entering your user id and password in the login form above.

[Frequently Asked Questions](#) | [Accessibility](#) | [Security](#) | [Privacy](#) | [Contact Us](#)


This screen comes up next:



NFC Employee Personal Page (EPP) - Microsoft Internet Explorer provided by USDA Forest Service

File Edit View Favorites Tools Help

Address https://www.nfc.usda.gov/personal/epid_repl.asp?st=08fc=0

 Employee Personal Page

Forgot Your User Identification?

If you have forgotten your Employee Personal Page User ID, you may request to receive a new one online or by mail.

Click "Request User ID by Mail" if you wish to have your User ID mailed to your address of record. You should receive your User ID within 7-10 business days.

Click "Request User ID online" if you would like to receive a new User ID online.

[Return to EPP Log in](#)

I suggest requesting the information on line-

It requests information from you- please note- it is searching by exactly what is on the NFC database- so use your name as it appears on your Earnings and Leave Statements (example)

Forgot Your User ID? Verify Identity(1)

Enter employee verification data below:

First Name

Last Name

Date of Birth (MMDDYYYY) - -

[Return to EPP Log in](#)

If you have set up this process – you will be asked some questions- for example:

NFC Employee Personal Page (EPP) - Microsoft Internet Explorer provided by USDA Forest Service

Address: https://www.nfc.usda.gov/personal/epid_repl.asp?st=2

Employee Personal Page

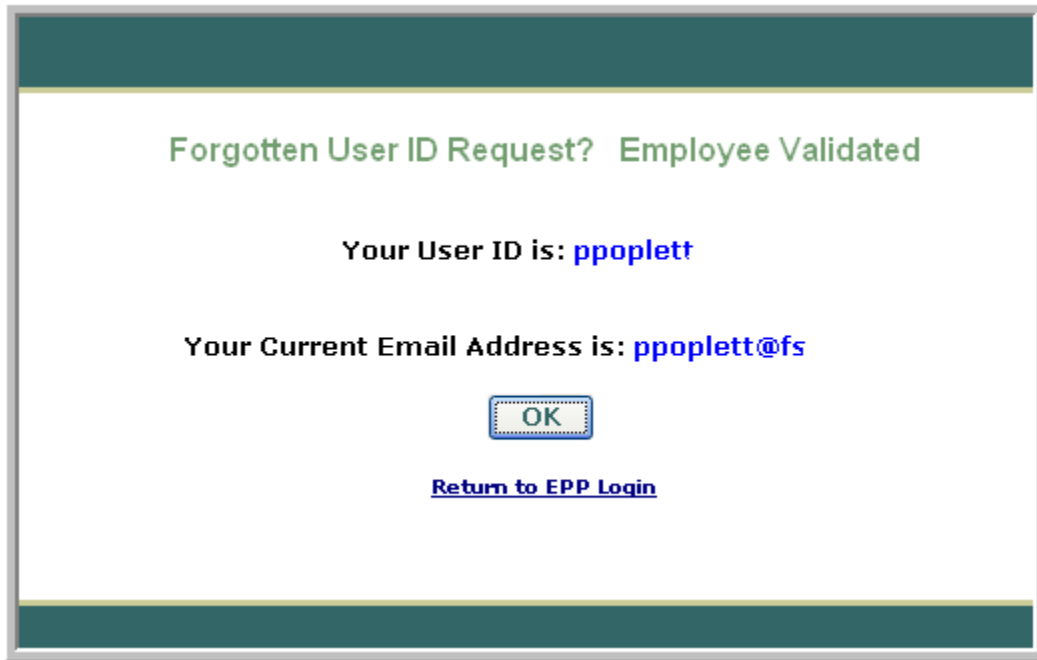
Forgot Your User ID? Answer Challenge Questions(2)

What is the street number of the house you grew up in?

What was the name of your first pet?

[Return to EPP Log in](#)

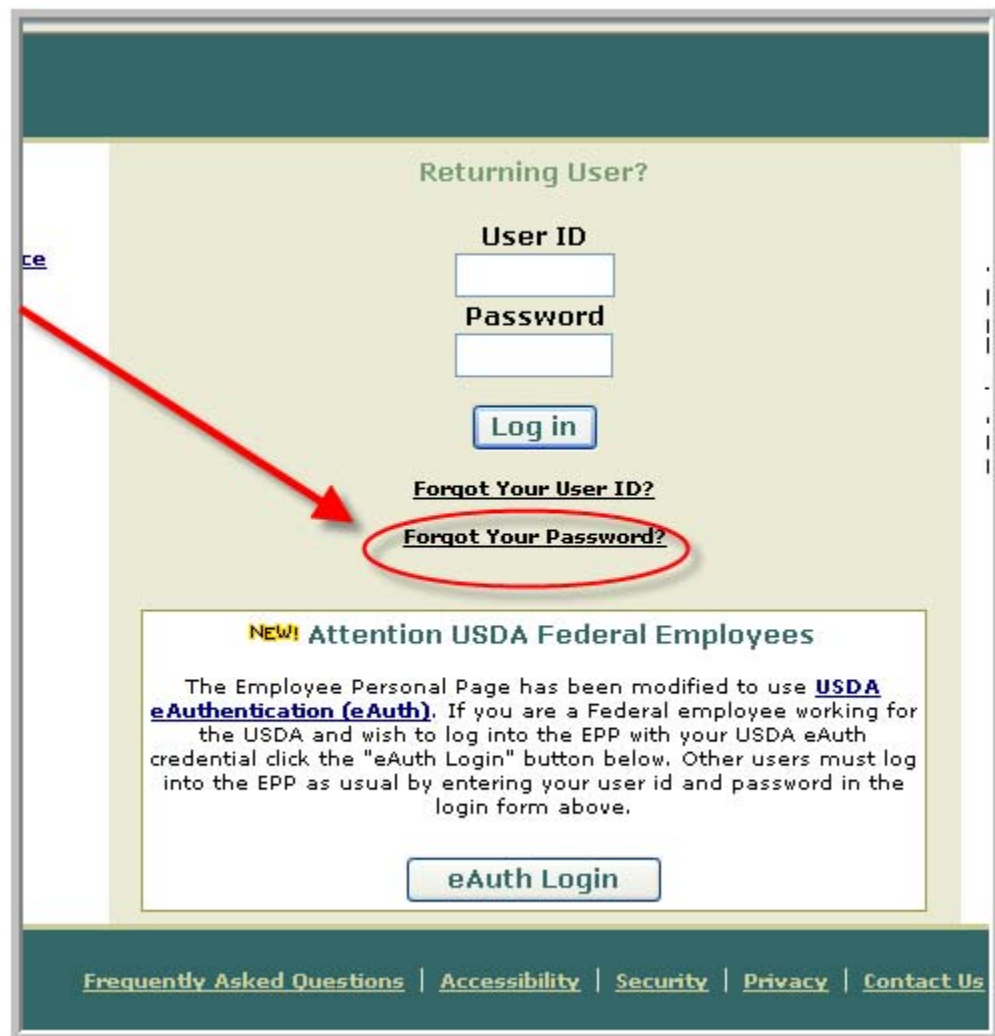
If your information is correct, you will get an immediate response (example that has been modified)



If you have forgotten your password, follow these steps:

From the main log in screen,

Click on "Forgot Password"



The image shows a login interface with a light green background. At the top, it asks "Returning User?". Below this are two input fields for "User ID" and "Password", followed by a "Log in" button. A red arrow points from the left side of the page to the "Forgot Your Password?" link, which is circled in red. Below the login form is a section titled "New! Attention USDA Federal Employees" with a paragraph of text and an "eAuth Login" button. At the bottom, there is a footer with links for "Frequently Asked Questions", "Accessibility", "Security", "Privacy", and "Contact Us".

Returning User?

User ID

Password

Log in

[Forgot Your User ID?](#)
[Forgot Your Password?](#)

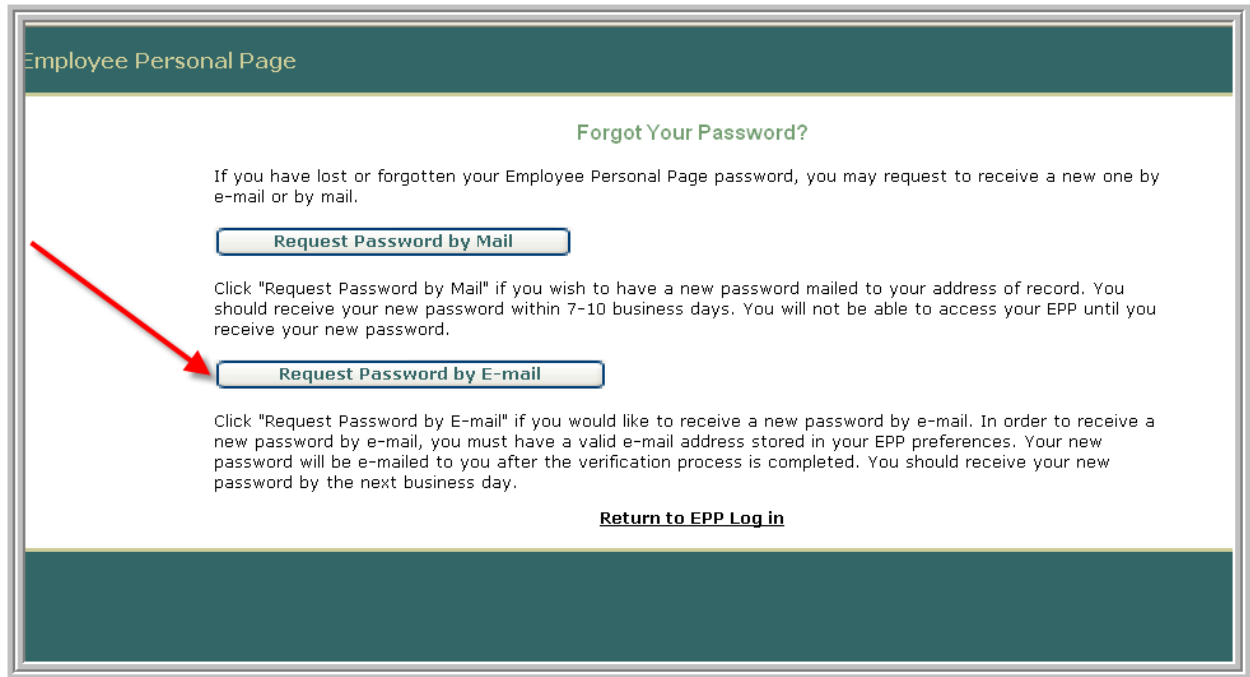
New! Attention USDA Federal Employees

The Employee Personal Page has been modified to use **USDA eAuthentication (eAuth)**. If you are a Federal employee working for the USDA and wish to log into the EPP with your USDA eAuth credential click the "eAuth Login" button below. Other users must log into the EPP as usual by entering your user id and password in the login form above.

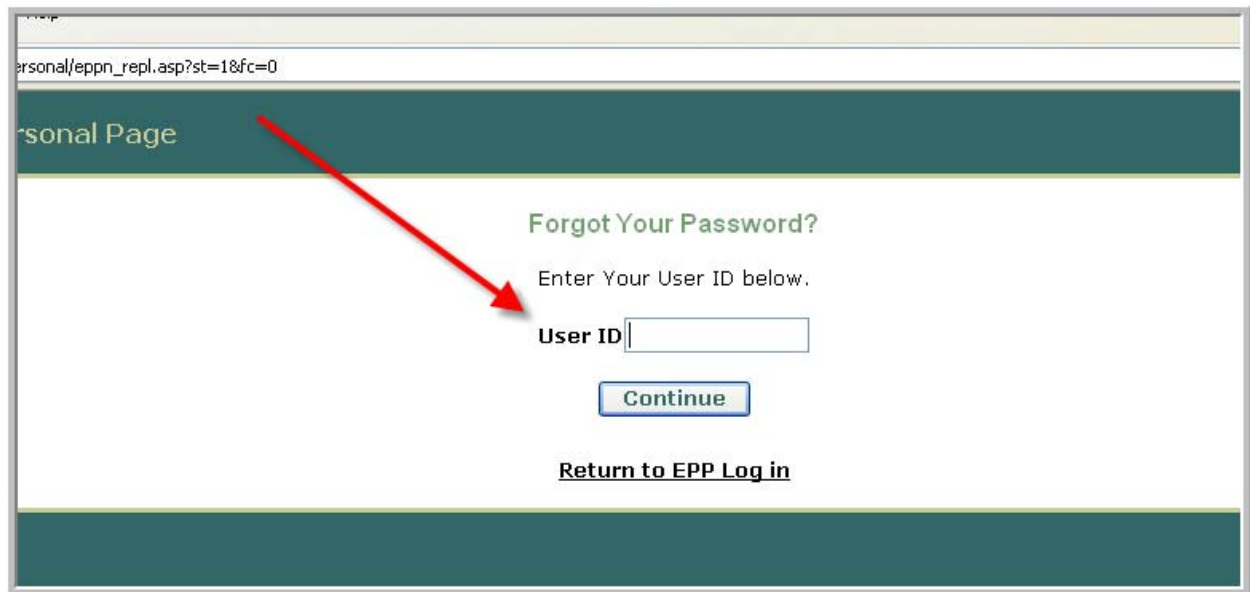
eAuth Login

[Frequently Asked Questions](#) | [Accessibility](#) | [Security](#) | [Privacy](#) | [Contact Us](#)

You are asked if you would like to receive this on line or through the mail- I always suggest on line, if you are not set up with an email address, it will default to your mailing address.



The system will now ask you for your user ID



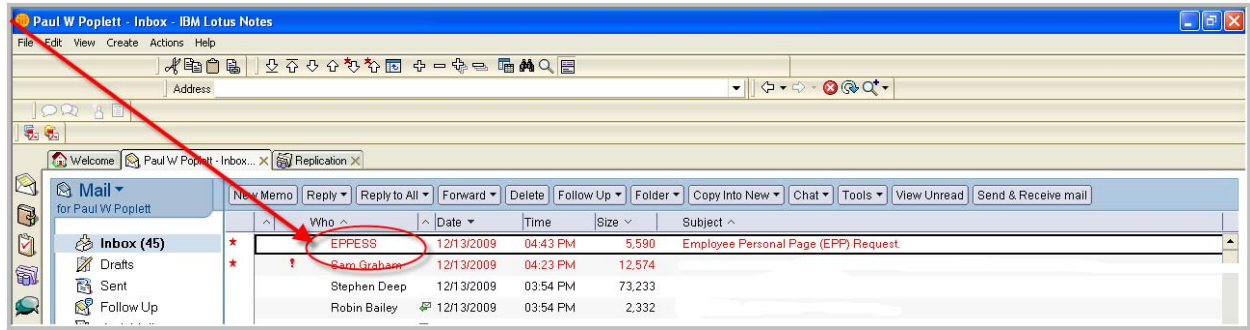
You will be asked to verify your identity. If you have never set up Employee Personal Page, you will not receive these questions!

The screenshot shows a web page with a dark green header containing the word "Page". The main content area has a white background with the title "Forgot Your Password? Verify Identity" in green. Below the title are two questions, each followed by a white input box with a blue border: "What city were you born in?" and "What is the street number of the house you grew up in?". Below the input boxes is a blue "Continue" button and a link that says "Return to EPP Log in". The page has a dark green footer.

A temporary password is now being emailed

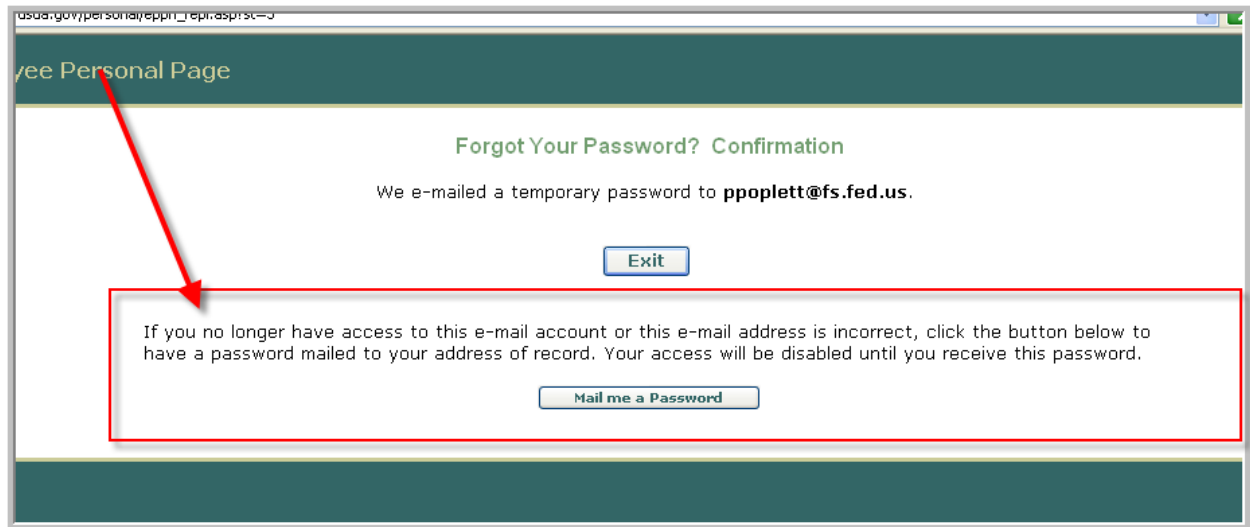
The screenshot shows a web page with a dark green header containing the text "sonal Page". The main content area has a white background with the title "Forgot Your Password? Confirmation" in green. Below the title is the text "We e-mailed a temporary password to **ppoplett**". There is a blue "Exit" button. Below that is a paragraph of text: "If you no longer have access to this e-mail account or this e-mail address is incorrect, click the button below to have a password mailed to your address of record. Your access will be disabled until you receive this password." Below the text is a button labeled "Mail me a Password". The page has a dark green footer.

If you have set up email, you will receive an email very quickly- it will come from EPPESS



NOTE:

If you no longer have the email address on the screen, you may elect to have a new password mailed to you. If you do this, your account is not accessible until you use the new password that is mailed to you.



I have my user ID, and my temporary password that has just been mailed to me. I enter my personal ID, and the temporary password:

The screenshot shows a web browser window displaying the USDA Employee Personal Page (EPP) login interface. The page has a dark green header and footer. The main content area is light green and contains the following elements:

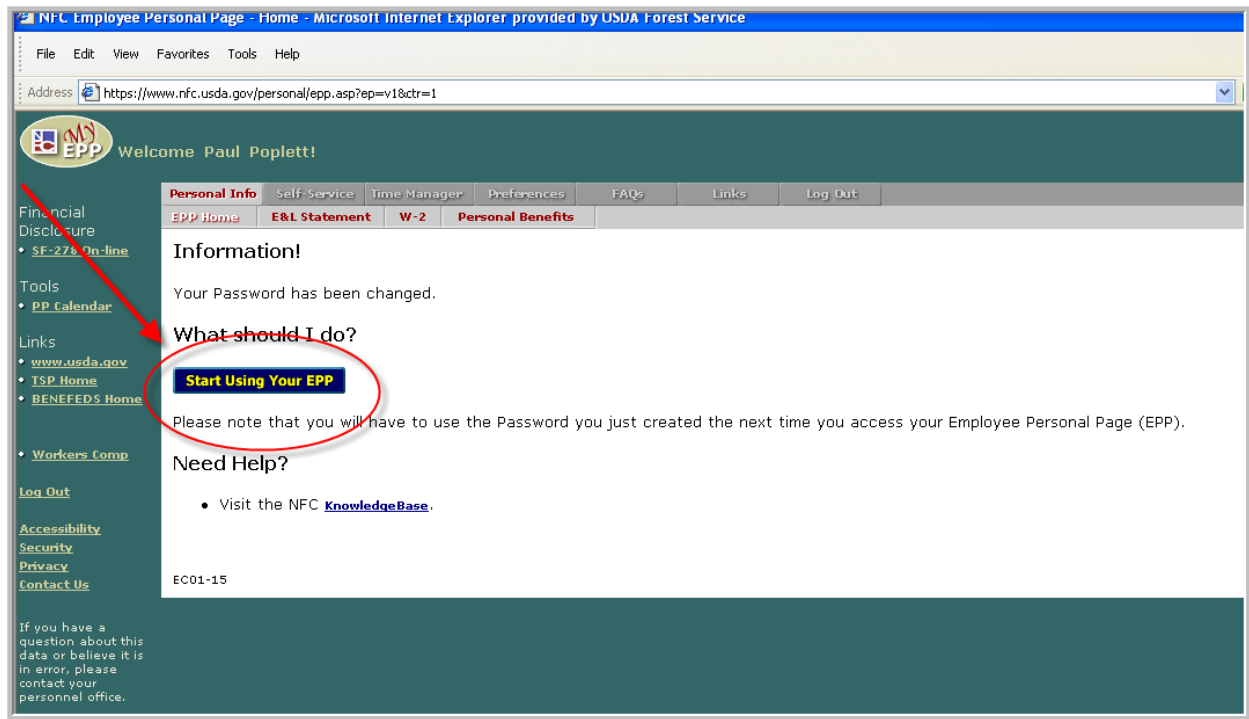
- Returning User?** section with a **User ID** field containing "ppoplett", a **Password** field with masked characters, and a **Log in** button.
- Links for **Forgot Your User ID?** and **Forgot Your Password?**.
- A **NEW! Attention USDA Federal Employees** announcement box stating that the EPP has been modified to use **USDA eAuthentication (eAuth)**. It instructs Federal employees to use the "eAuth Login" button, while other users should use the standard login form.
- An **eAuth Login** button.
- A footer with links for **Frequently Asked Questions**, **Accessibility**, **Security**, **Privacy**, and **Contact Us**.

The system will force me to change my password as soon as I log in:

The screenshot shows a web browser window displaying the USDA Employee Personal Page (EPP) password change interface. The browser's address bar shows the URL: https://www.nfc.usda.gov/personal/eppn_new.asp?ru=0. The page features a dark green header with the EPP logo and the text "Welcome to the Employee Personal Page!". The main content area is light green and contains the following elements:

- A message: "Your temporary Password has expired. Please enter a new Password in the blocks on the right."
- A list of password requirements: "Your new Password must be 6 to 14 characters long and must contain one character from 3 of the 4 following categories:"
 - English upper case letters (A-Z).
 - English lower case letters (a-z).
 - Westernized Arabic numerals (0-9).
 - Special characters limited to: ! # \$ % * _ +.
- A red warning message: "Do not use the Password mailed/e-mailed to you."
- Two input fields: "Enter New Password" and "Confirm New Password".
- A **Change Password** button.

As soon as I have followed the password rules, and submitted my new password, I receive the following screen, which allows me to begin using EPP:



Review:

Use the NFC main page to access EPP from the Application Launchpad

You may book mark the NFC page: <https://www.nfc.usda.gov/>

You need your personal ID and your password to access the system. Follow the steps above to get these for you in case you have lost or forgotten the information.

The worse case scenario is that the information is mailed to you. If this happens, please be on the lookout for a message from NFC- it has been reported that it may appear as though it is junk mail, so be sure to examine your mail closely until you have received this information.

Please note: HRM and HRIS cannot reset EPP passwords, (they do not have access) the instructions in this paper are the only way to reset.

