

**Department of Transportation**

**Electronic Official Personnel Folder (eOPF)**

**Version 4.1**

**Quick Reference Guide for Employees**

**April 2009**



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**NOTE:** This document is provided as a quick reference guide only. For additional information, please refer to the eOPF online help by clicking on the **'Help'** link within the eOPF application.

Before you can perform any activity within eOPF, you need to log on. Logging on requires that you have a valid user ID and password. You should have received an eOPF Welcome letter that contains your User ID and password information. If you have not received your Welcome letter, please contact your eOPF Operating Administration Point of Contact.

## A. Logging in to eOPF

### Logging in to eOPF

1. Go to: <https://eopf.opm.gov/dot/>

*Result:* The eOPF User Agreement Page will display

2. Read the User Agreement and click the 'Accept' button

*Result:* The eOPF Logon page will appear

3. For first time users, click the 'New User – Request Password' link below the eOPF ID and Password field

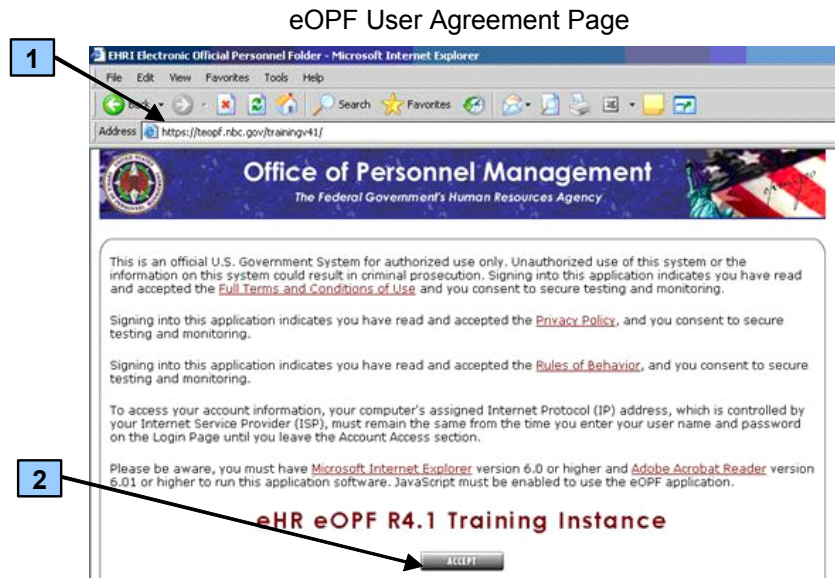
*Result:* The 'New User – Request Password' page will appear

**NOTE:** If you are a first time user and have been provided with a temporary password, you may sign directly into the eOPF application using your unique user ID and password on the eOPF Login Page, then go to **Step 6**.

If you are an existing eOPF user, you may sign directly into the eOPF application using your unique user ID and password, then go to **Section B – Viewing Documents using My eOPF**

4. Enter the required information in the provided fields and click the 'Submit' button

*Result:* A temporary password will be sent to your email address



### Request Password Page



5. Once you receive your temporary password, re-open the eOPF Logon Page. Enter your User ID and password in the provided fields and click 'Submit'

*Result:* The 'Change your Password' page will appear

6. Enter your temporary password and new password in the required fields and click 'Reset Password'

*Result:* The 'Security Questions' page will appear

7. Please answer 6 security questions and click 'Submit'. These security questions will be used to verify your identity if you forget your User ID or Password

*Result:* The eOPF Welcome Page will appear

**NOTE:** Answers to the security questions are required to proceed into eOPF. Clicking Cancel will exit you out of the application

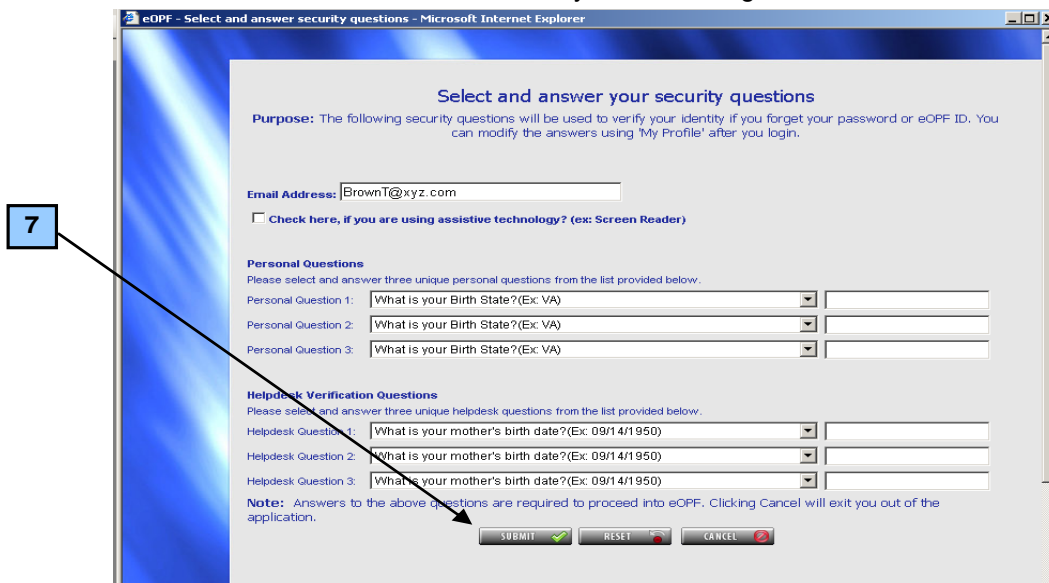
eOPF Logon Page



Change Password Page



Security Question Page





### C. Searching for eOPF Documents

Searching for eOPF Documents

From the eOPF Welcome Page:

1. Click the 'Search eOPF' button on the left hand side of the page to open the Search page

*Result:* The 'Search My eOPF' page will appear

2. Enter your search criteria to retrieve a list of specific documents in your eOPF and click the 'Search' button to show search results

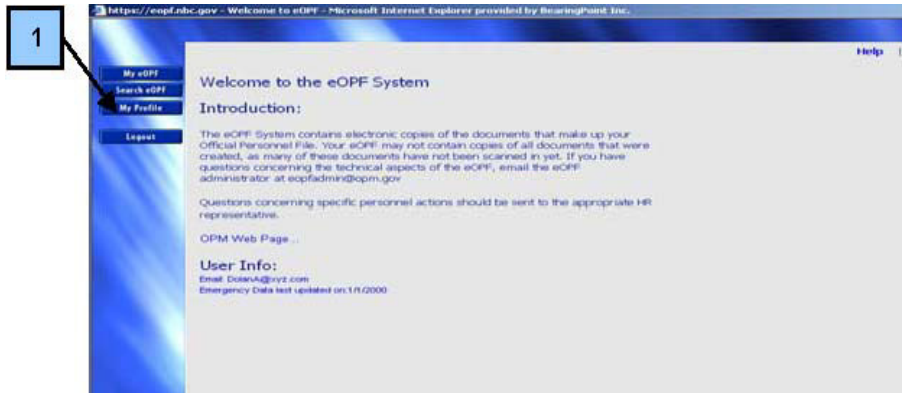
**NOTE:** The result set of documents found in your folder is also filtered by the Form Setting you have chosen. If you want to see all documents in your folder then choose the 'All Forms' choice from the Form Setting drop down list

*Result:* The 'Search Results' will appear on the My eOPF Page

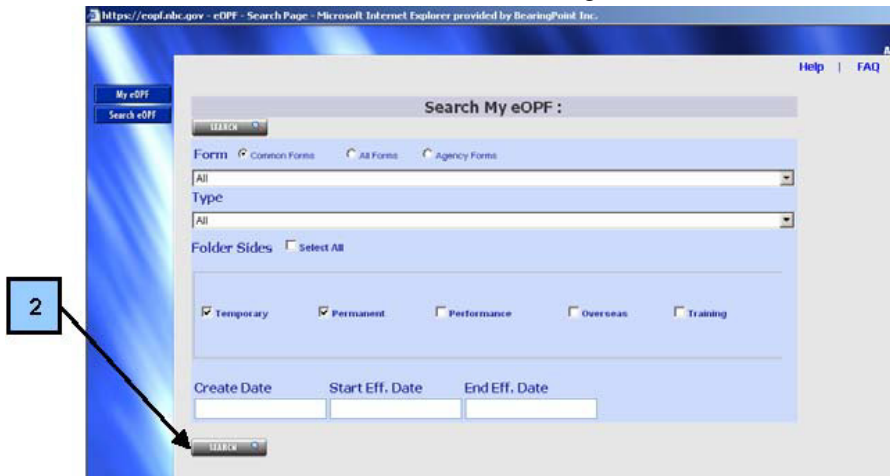
3. Locate the document you would like to view and click the 'A' icon located to the left of the effective date. A drop-down menu will appear. Select 'View' from the drop-down menu

*Result:* A file download box will appear

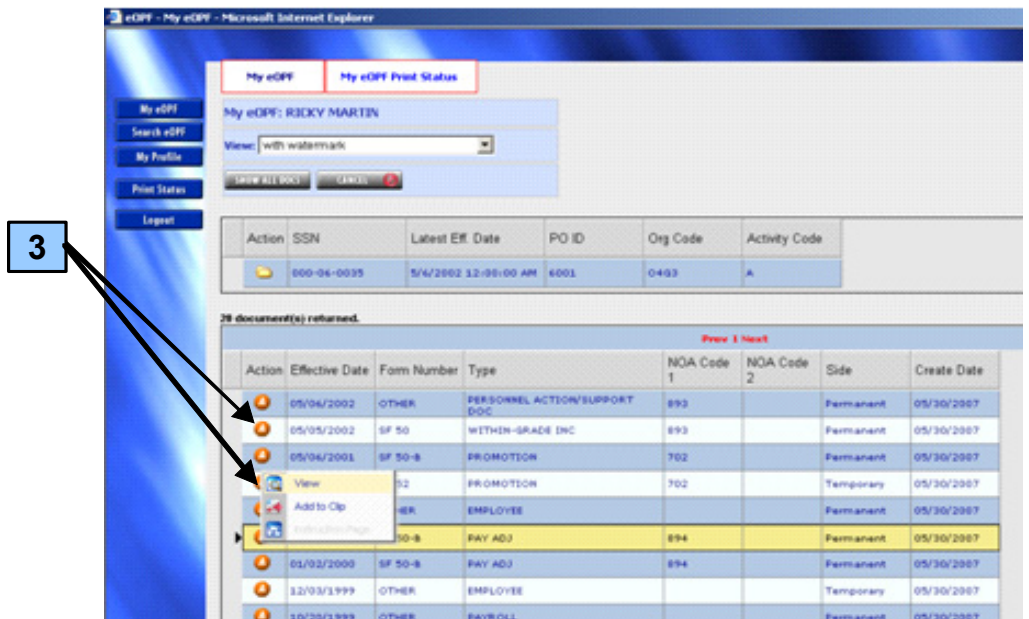
eOPF Welcome Page



eOPF Search Page



My eOPF Page



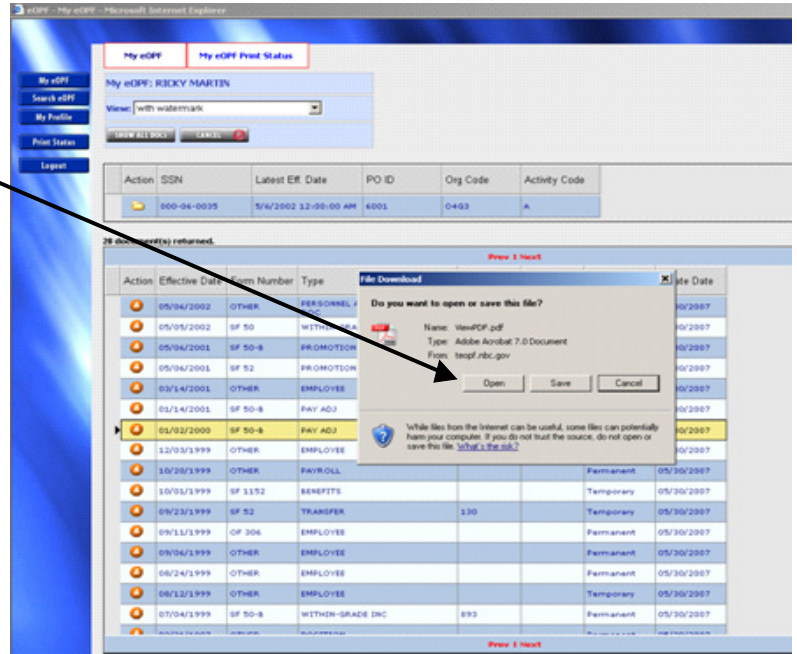
4. Click the 'Open' button in the Adobe file download box to view the document

*Result:* Adobe Acrobat opens the document

**NOTE:** At the file download box you may also choose to save the document to a file or cancel the process

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File Download Box



## D. Printing an Individual eOPF Document

### Printing an eOPF Document

From the opened eOPF document page:

1. Click the Print icon or select 'File' and 'Print' from the Adobe Reader menu toolbar

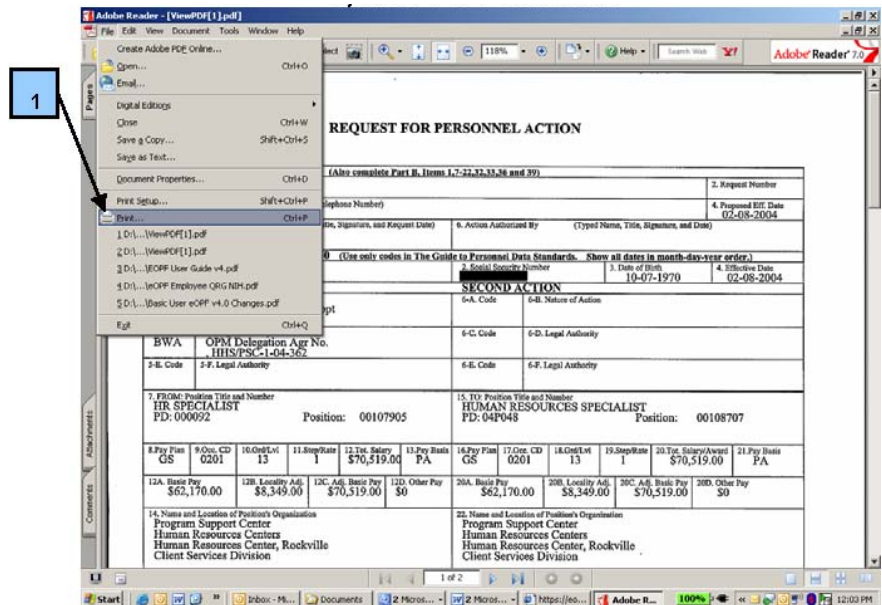
**Result:** The Print dialogue box opens

2. Click the 'OK' button

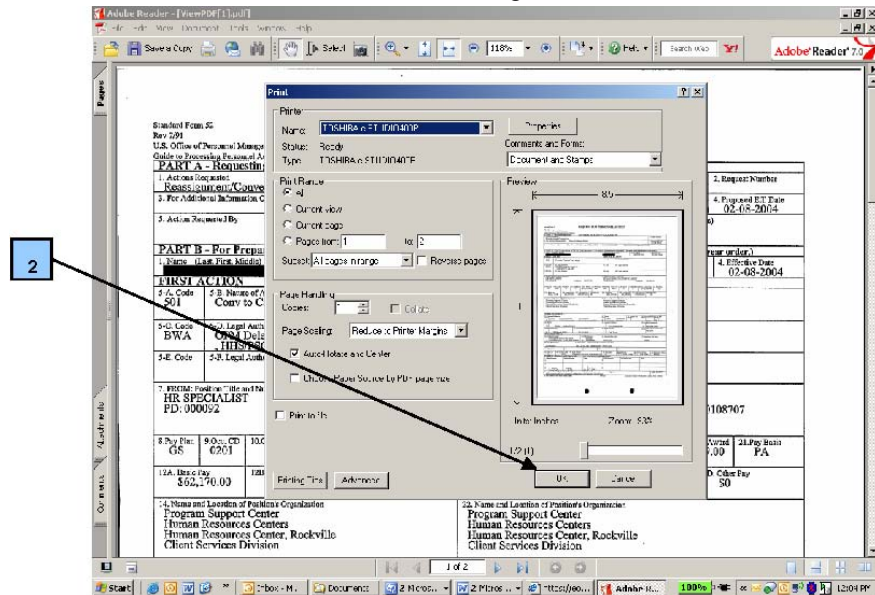
**Result:** The document will print to the selected printer

**NOTE:** eOPF documents are recognized as official documents. When printing documents from eOPF as an official document, the following watermark must be printed on the bottom of all documents: "This is an 'official' document generated from the EHRI eOPF system" (refer to the "Help" link for additional information on printing documents with watermark)

Opened eOPF Document



Print Dialog Box





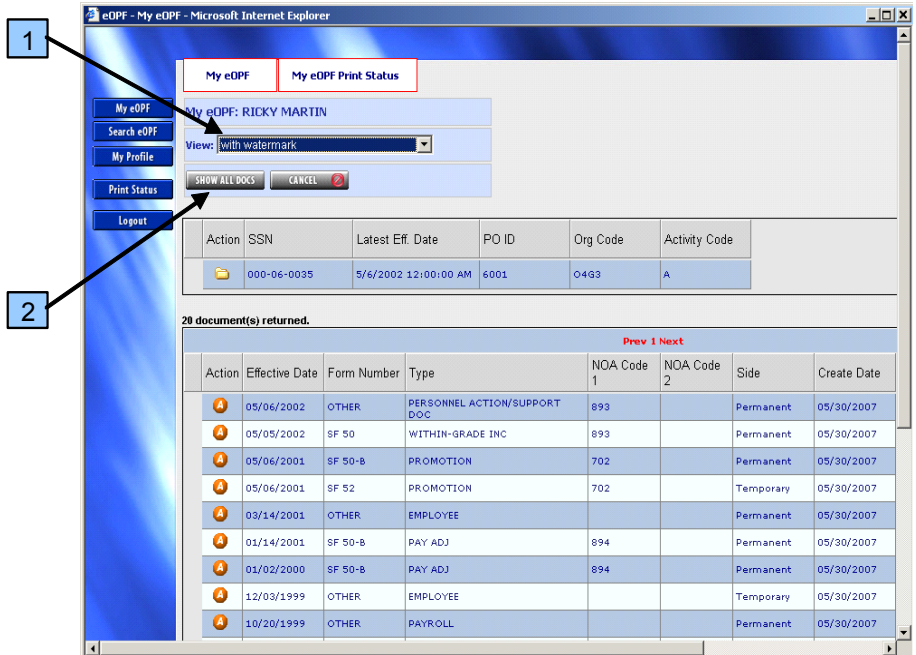
### E. Printing an Entire eOPF Folder

Printing an Entire eOPF Folder

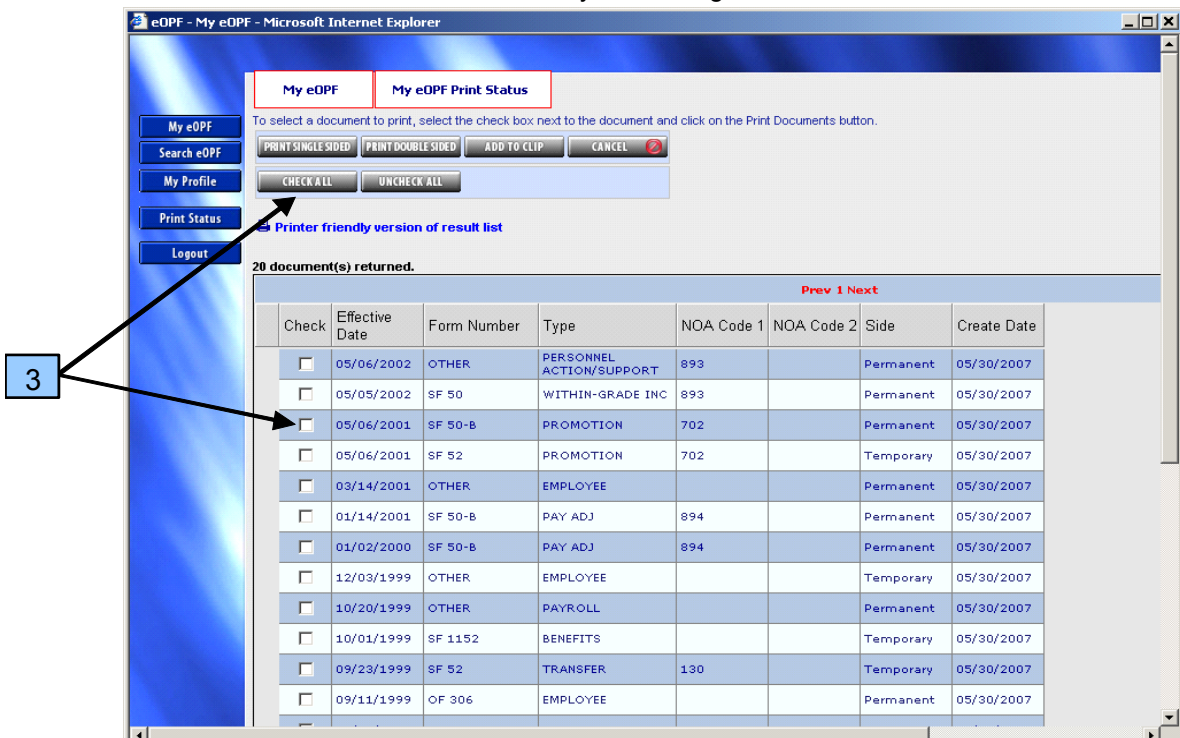
From the My eOPF or Search Results

1. Select 'with watermark' from the View dropdown
2. Click on 'Show all docs'
3. Select the documents to print by clicking on the checkbox(es) to the left of each document or select all by clicking the 'check all' button

My eOPF Page



My eOPF Page



My eOPF Page

4. Click the 'Print Single Sided' button or the 'Print Double Sided' button located at the top of the page

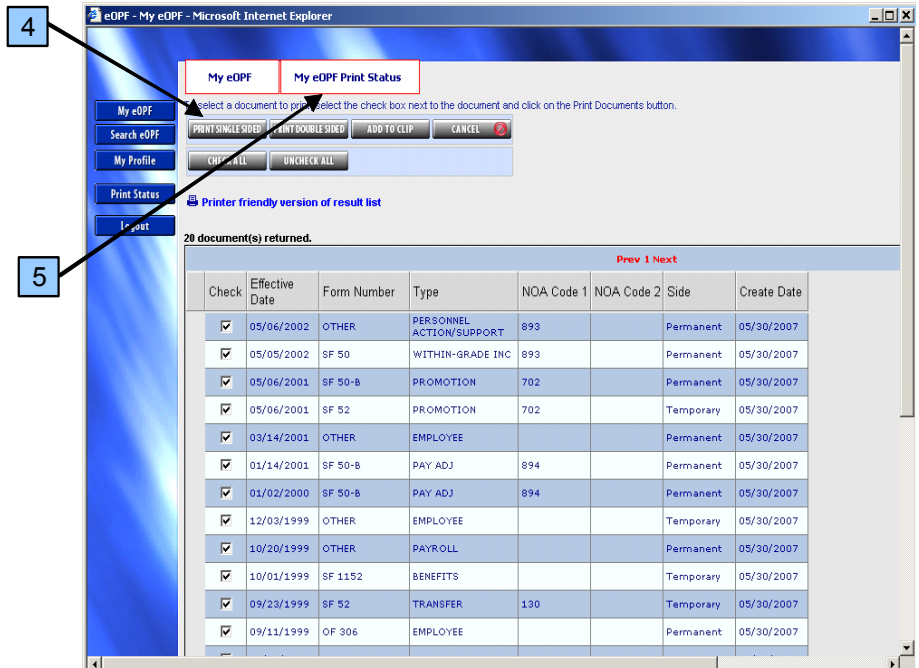
*Result:* You will receive the message "Your print request has been submitted for processing"

**NOTE:** If you are printing a double-sided document, make sure the printer selected is capable of performing duplex printing

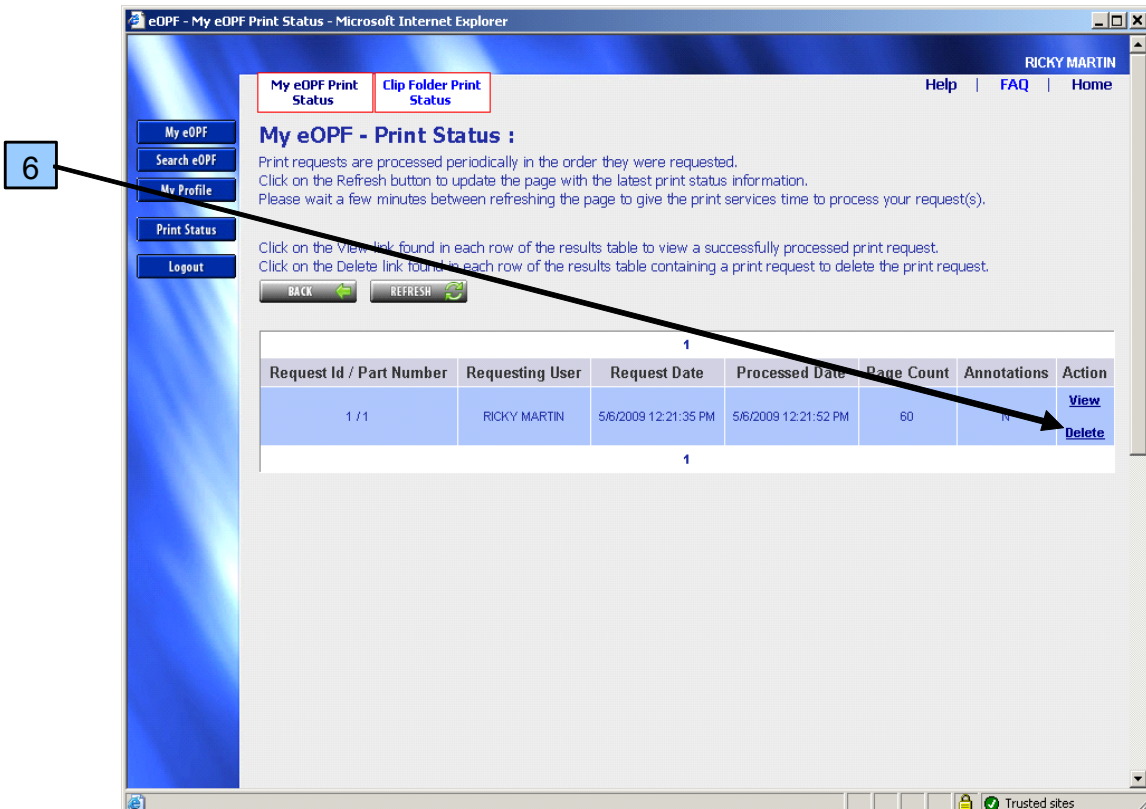
5. Click on 'My eOPF Print status' to see your print job status and to view printed file

*Result:* My eOPF – Print Status page displayed"

6. To remove the print request that is no longer needed click the 'Delete' link



My eOPF – Print Status Page



## F. Adding or Changing Your E-mail Address

### Adding or Changing Your E-mail Address

From the eOPF Welcome Page:

1. Click the 'My Profile' button on the left hand side of the page

*Result:* The 'My Profile' page will appear

2. Click the 'Change Email' tab at the top of the screen

*Result:* The Change Email page will appear

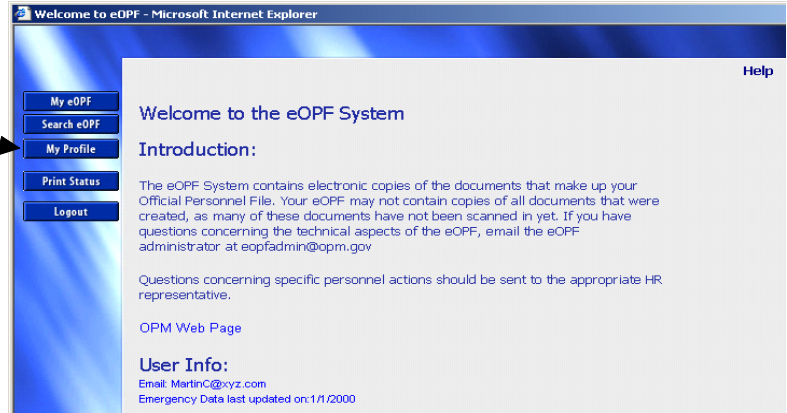
3. Type your email address in the 'Your Email Address' field

4. Click the 'Update' button

*Result:* The eOPF Welcome Page will appear with the updated email address displayed

**NOTE:** DOT email addresses are preferred

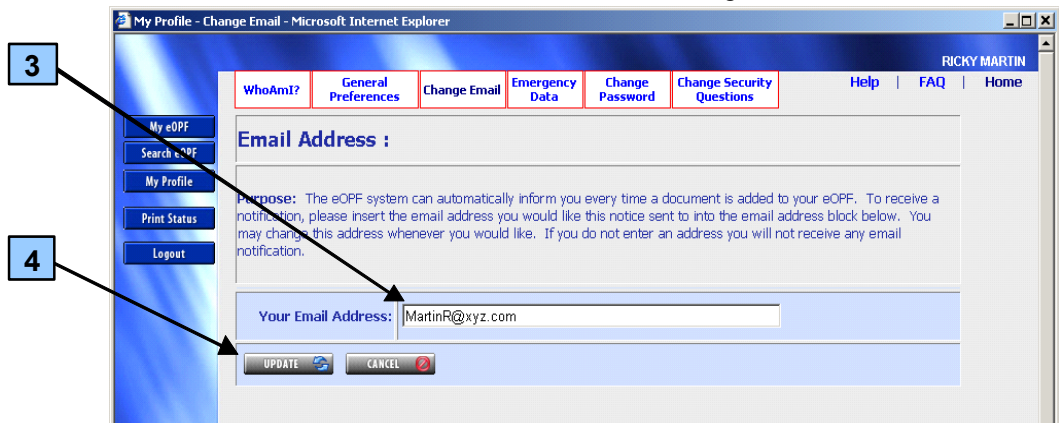
eOPF Welcome Page



My Profile Page



Email Address Page



## G. Entering or Updating Emergency Data

### Entering or Updating Emergency Data

From the eOPF Welcome Page:

1. Click the 'My Profile' button on the left hand side of the page

**Result:** The 'My Profile' page will display

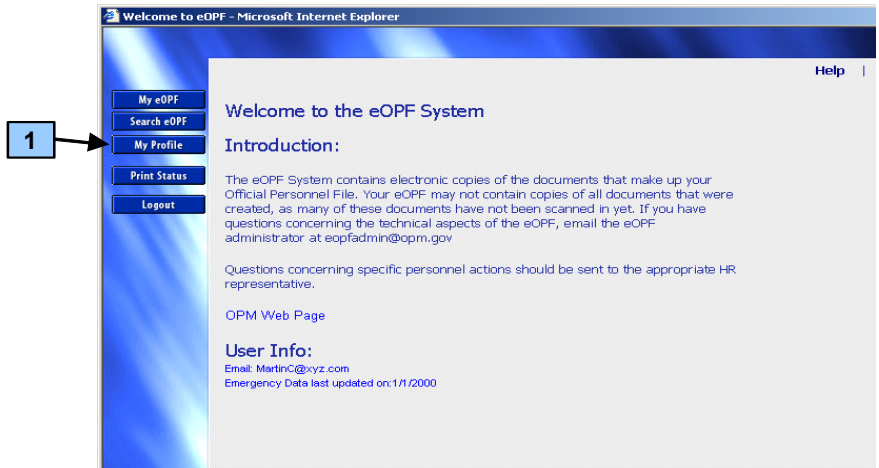
2. Click the 'Emergency Data' tab at the top of the screen

**Result:** The 'Emergency Data' page will appear

3. Edit the desired fields and click the 'Apply' button

**Result:** The 'Emergency Data' page reappears displaying the message 'Emergency data updated successfully'

eOPF Welcome Page



My Profile Page



Emergency Contact Information Page



## H. Changing Your Password

### Changing Your Password

From the eOPF Welcome Page:

1. Click the 'My Profile' button on the left hand side of the page

*Result:* The 'My Profile' Page will appear

2. Click on the 'Change Password' tab at the top of the page

*Result:* The 'Change Password' page will appear

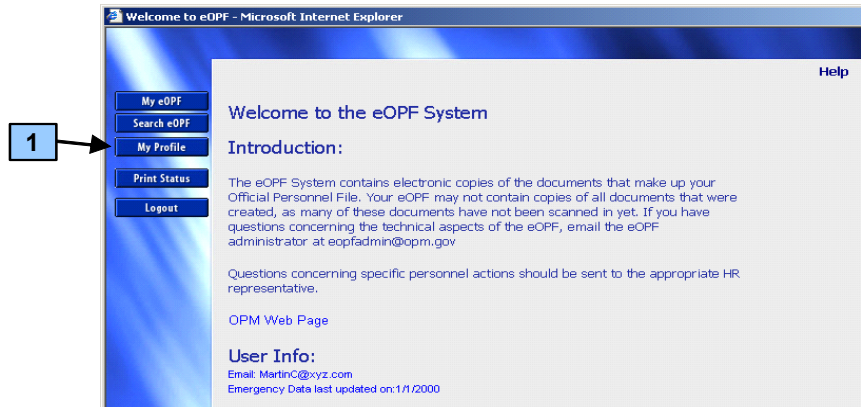
3. Enter your current password in the Old Password field

4. In the New Password field, enter your new password

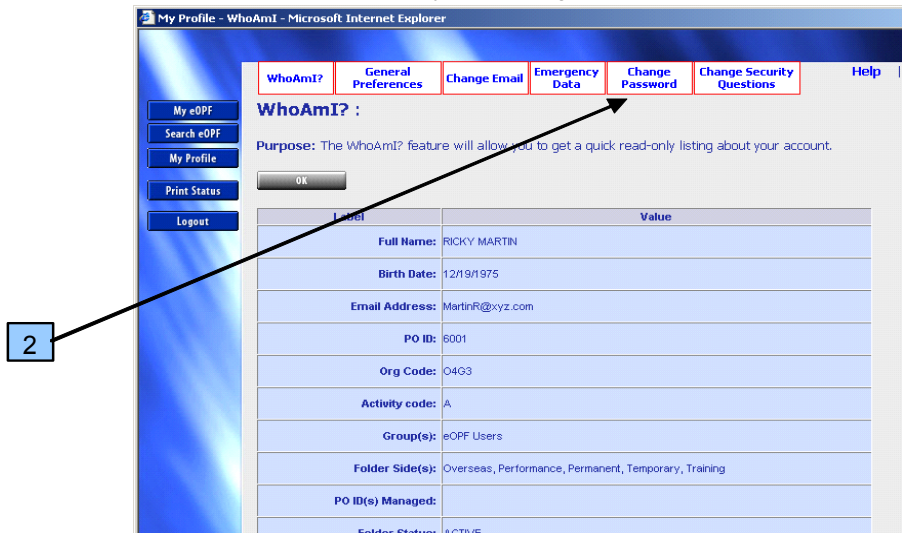
5. In the Verify Password field, enter your new password again

6. Click the 'Update' button, which will update your new password in eOPF

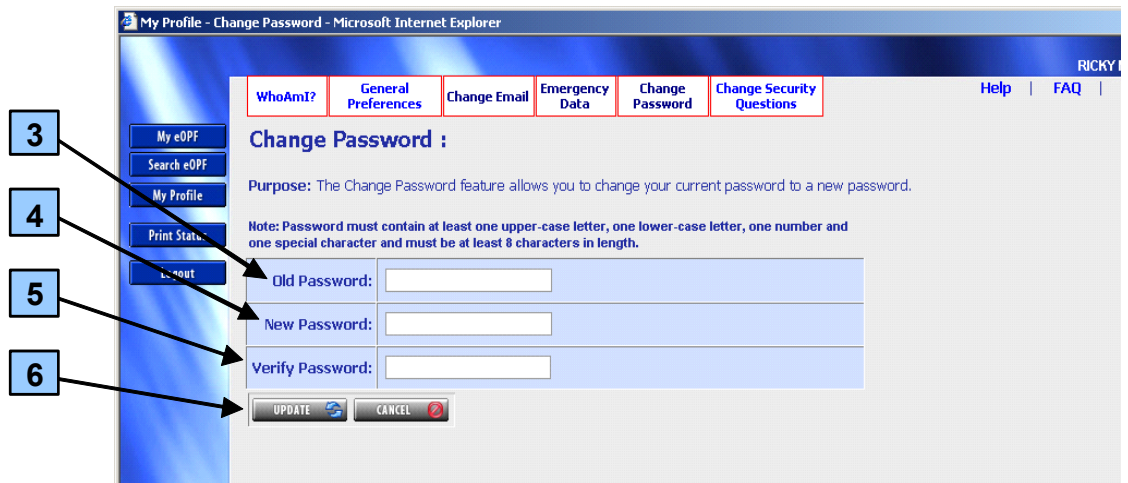
eOPF Welcome Page



My Profile Page



Change Password Page



## I. eOPF System Requirements

To access and utilize the eOPF, you must use two basic “off-the-shelf” software components: a Web browser application and Adobe Acrobat Reader. The Web browser enables you to view the various system screens such as Logon and Search. Adobe Acrobat Reader enables you to view documents.

### **Browsers**

You can use commercially available Web browsers to access the eOPF. For best results, it is recommended that you use the latest version of Microsoft Internet Explorer.

### **Downloading and Configuring the Viewer (Adobe Reader)**

The eOPF stores documents as Portable Document Format (PDF) files, which can be viewed and printed using Adobe Reader. If you do not have Adobe Reader installed on your computer, it is available as a free download on the Internet.

**NOTE:** The Adobe Reader “options” should be set to “not” view inside the browser. This option can be assessed by selecting Edit -- Preferences -- Internet in Adobe Reader v6.x version.

## J. eOPF Support

**If you have forgotten your user ID or if you have forgotten your password or do not have a password**, go to the eOPF application, accept the “Rules and Behavior” and follow the links for “forgot ID” or “forgot password”

**If you have other questions or concerns of a technical nature**, e.g., inability to open documents, and/or questions related to your user account, you can access online help by clicking the **Help** link in the upper right hand corner of each eOPF screen.

You can also call the eOPF Help Desk at 1-866-275-8518 or send an email to the eOPF Help Desk at [eopf\\_hd@telesishq.com](mailto:eopf_hd@telesishq.com)

**If you have questions or concerns related to the content of your eOPF**, e.g., missing documents, incorrect documents, etc., contact your eOPF Help Desk.

### **Additional eOPF Resources:**

**Online Help** – When logged into the system, click the **Help** link or the **FAQs** link in the upper right hand corner for general assistance.

**DOT eOPF Website:** <http://dothr.ost.dot.gov/hrprograms/automation/eopf>

If you are having a problem with your PC, operating system, network, server, or printer, contact your local IT helpdesk or support organization. Local IT support will also assist you in downloading and installing the appropriate browser or document viewer if necessary.