



Quick Reference Guide For Employees

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How to Login to eOPF

1. Access the eOPF URL in [Microsoft Internet Explorer](https://eopf.nbc.gov/doc/) (<https://eopf.nbc.gov/doc/>).
2. The eOPF User Agreement page will display
3. Read and click **Accept** to the User Agreement
4. Type your **User ID** and **Password** in the field (first time users see #8)
5. Your Server and Agency Name should appear by default
6. Click the **Submit** button
7. The *eOPF Welcome* page opens
8. The first time you login click on [New User-Request Your Password](#) to set your Password. Your password must be 8 characters including at least one upper-case letter, one lower-case letter, one number and one special character. It may take a few minutes for you to receive your new password via email from eOPF.

Viewing the Full Screen

1. Expand your window to view Full Screen by clicking on the “maximize” button in the top-right corner of the eOPF window

Viewing your eOPF Document

Click **My eOPF** on the eOPF main menu.

From the **My eOPF Results** page, search for the eOPF document you would like to view.

1. From the **Annotation** drop-down list located at the top of the screen, select whether you wish to view the document with or without annotations.
2. Click the **Action** icon for the document you want to view. Select **View** from the drop-down list. Open the document in Adobe Acrobat.
3. If the document contains multiple pages, use the **Next Page** and **Previous Page** buttons located in the document viewer to navigate through the document as necessary.
4. When you finish, you can **Close** the document by clicking on the small x in the upper right corner of the document viewer window, or close the viewer by clicking on the large red X in the upper right corner of the document viewer window.

Searching for Documents in your eOPF

1. Click the **Search eOPF** button from the main menu on the eOPF application.
2. On the Search My eOPF screen, enter your choice of field to search on, such as Form/Type, Start Eff Date, etc.
3. Once you enter the data into the search fields you want to use, click the **Search** button. The **Search Results** page appears.
4. Click on the **Action** icon to the left of the document you want to see. Select an action option from the **Action** drop-down list.

Creating a Clip Folder

You can create Clip Folders in **My eOPF** to group certain documents together for later viewing.

1. From your **My eOPF Results** screen, click on the **Folder Action** icon.
2. Select **Clip Folder** from the drop-down list
3. Enter a description for the Clip Folder in the **Description** field.
4. In the **Security** field, select either **Public** or **Private**.

5. Click the **Insert** button.
6. Click the **Back** button to return to the **My eOPF Results** page.

Adding Documents to a Clip Folder

1. Locate the document you wish to add to the Clip Folder
2. Click on the **Action** icon to the left of your chosen document; select **Add to Clip** to add a document to the Clip Folder.
3. Click the **Select** button to add the clip to the Clip Folder.
4. Select the pages you want to add to the clip by checking the **Add Page to Clip** checkbox under each page you want in the paper clip, and then click the Submit button.

HINT: you can add multiple documents to your Clip Folder from the **Show All Docs** page.

Viewing Documents within a Clip Folder

1. From the **My eOPF Results** page click on the **Action Folder** icon.
2. Click the **Clip Folder** icon from the Folder drop-down list.
3. Click the **Detail** button next to the desired Clip Folder.
4. Click the **View Doc** icon to view the desired document in the Clip Folder.

For more information on Clip Folders, refer to the eOPF online Help.

Printing an eOPF Document

1. Search for and open the desired eOPF document.
2. To prevent annotations from printing, ensure **View Documents Without Annotations** is selected from the **Annotation** field.
3. On the **Document View window**, click the **Print** button, or select File-Print from the Adobe Reader menu.

4. Ensure that your printer settings are correct.

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

5. When you are done modifying the printer settings, click the OK button in the printer setup dialog box.
6. Click the **Close** button to close out of the document view window.

Printing Your Entire eOPF Folder

1. Click in the **Show All Docs** button from the **My eOPF Results** page.
2. On the Show All Documents page, click on the **Check All** button to select all documents.
3. Click the **Print Double Sided** or the **Print Single Sided** button.

Note: If you select **Print Double Sided** mode, make sure that the printer selected is capable of performing duplex printing.

4. From Adobe Reader you can print the folder contents by clicking the **Print** button.
5. Click the **Close** button to close out of the Adobe Reader.

Where to get Help

For more information about eOPF, access the user guide after logging into the system by clicking on Help from any eOPF screen. FAQ's are also available from each screen. Once you have received your eOPF Userid, if you have questions about the technical aspects of eOPF (i.e., password, browser or pdf) or need help using the system (i.e., search for, view or print documents), please contact the eOPF Help Desk at eopf_hd@telesishq.com or 866.275.8518. Please include the following: Name, Organization, Phone/email contact information, description of problem. For eOPF content issues (i.e., missing, illegible, or blank documents), please refer to the DOCHROC eOPF Points of Contact at: www.hr.commerce.gov/ohrm/Practitioners/ResourcesAndTools/PROD01_008743