

Electronic Official Personnel File (eOPF) Access Instructions

The eOPF stores federal employee personnel records electronically throughout an employee's career. ***Before you can access your eOPF, you must validate that a valid enterprise email address (ex: @mail.mil or @mail.civ) is entered into your MyBIZ+ account under "Contact Information." You must wait until the day after you update your email to set up your eOPF account.*** After confirming your email and waiting a day, follow these steps:

1. Got to: <https://eopf.opm.gov/nationalguard/>. The eOPF system is a secured environment. You can only access the eOPF from a .mil network. Access to the eOPF is not Common Access Card (CAC) enabled so you must retrieve your eOPF ID and password on the eOPF login page. ****You must have verified your email in MyBiz as stated above before you can access eOPF****
2. Use the eOPF self-service feature to obtain your system-generated eOPF ID (see NOTE below if you do not receive the email).
3. Get your temporary password by clicking on the "Request a New Password" link on the eOPF login page. You will receive a reset link that will prompt you to enter your eOPF ID and token. Once submitted, you will create a new password (see NOTE below if you do not receive the email).
4. Once you log in to eOPF for the first time, you must complete some administrative tasks – it only takes a few minutes and you only have to do it once:
 - a. Select and answer your six security questions.
 - b. Read and accept the Rules of Behavior.
5. The screen will refresh and take you to the eOPF Welcome page.

NOTE: Upon submission of your eOPF ID and new password request, you will receive two (2) separate emails within 45 minutes that will contain your eOPF ID and temporary password. Please check your spam or junk email folder if you do not see the email within 60 minutes. If you do not receive an email, please contact the eOPF helpdesk at eopf_hd@telesishq.com for assistance. Use "Missing eOPF ID eMail" or "Missing eOPF Password" in the subject and include your agency (National Guard), full name, your email address and phone number in the body of the request. **DO NOT INCLUDE YOUR SSN IN ANY CORRESPONDENCE WITH THE HELPDESK.**