

eOPF Access “Quick Tips”

President Barack Obama signed an Executive Order (EO) to implement the January 2016 pay adjustments, effective January 10, 2016*. If you receive a pay adjustment under this EO, expect to receive an e-mail, sometime after January 19, 2016, notifying you that a pay adjustment personnel action is available for viewing in your Electronic Official Personnel Folder (eOPF).

Due to the recent announcement of the upcoming pay adjustments, this notice is to remind you that you may want to ensure you can access your eOPF before the pay adjustment notifications are sent.

This pay adjustment affects a large population of Federal employees. Since OPM is anticipating a high volume of eOPF Helpdesk requests regarding eOPF access, many requestors may experience delays in response. However, you can avoid delays by taking a moment now to ensure you can access your eOPF. Please do the following:

1. Log into eOPF using either the direct link at <https://eopf.nbc.gov/nasa/> or the HR Portal System Launcher at <https://hr.nasa.gov/>.
2. Click the “ACCEPT” button, then click “Yes” to close the window.
3. Log into eOPF.
 - If you do not remember your eOPF ID, click the “Request Your eOPF ID” link below the “SUBMIT” button, and follow the prompts. Your eOPF ID will be sent to the e-mail address of record in eOPF. Upon receipt, return to the eOPF Logon page to enter the eOPF ID and your Password.
 - If you do not remember your password, click the “Request a New Password” link below the “SUBMIT” button, and follow the prompts. An account verification link and a token will be sent to the e-mail address of record in eOPF. Click on the verification link in the e-mail, and you will be prompted for your eOPF ID and the token. This token **will only be valid for 15 minutes**. Please continue to complete the password reset process as soon as you receive the reset e-mail.

For Additional Information:

- You may locate detailed instructions on [how to reset your NASA eOPF Login ID and/or password](#).
- You can also locate additional instructions on [how to access your NASA eOPF](#) and [viewing documents in your NASA eOPF](#).
- You may visit the NSSC eOPF Web page at: <https://www.nssc.nasa.gov/eOPF>.

*Note: For more information regarding the 2016 Pay Adjustment, you may view the [2016 Pay Adjustment Notice](#) at <https://www.nssc.nasa.gov/employeenotices>.

For questions concerning this notice, contact:

NSSC Customer Contact Center

1-877-677-2123 (1-877-NSSC 123) or nssc-contactcenter@nasa.gov