

## Viewing Documents in Your eOPF

### View Documents in Your eOPF

1. Log on to eOPF
2. Click **My eOPF** from the left side of the screen
3. Click the **View** icon next to the document that you want to view
4. Click **Close** to return to eOPF

### Search Your eOPF

1. From the main menu, click **My eOPF** from the left side of the screen and then click the **Search eOPF** tab
2. Enter the criteria for the form(s) you wish to locate
3. Click **Search**

The Search function allows you to search for All Forms, Common Forms or Agency Forms. You may also select the Folder Sides you wish to view. You may expand or restrict the number of documents that are retrieved through these options.

### What Is a Folder Side?

In eOPF, a folder is not restricted to the Permanent and Temporary folder sides. Virtual folder sides group similar documents and forms. These sides are determined during the paper conversion process and can only be modified by an eOPF System Administrator.

### Incorrect or Misfiled Documents

If you discover documents in your folder that do not belong to you, please contact the [NSSC Customer Contact Center](#) immediately by calling 1-877-677-2123. This will initiate the Personally Identifiable Information (PII) Incident process. During the PII process, the misfiled documents will be removed from your folder and moved to the appropriate employee's folder. Both parties involved will be contacted within one hour of the eOPF team receiving notification.

### eOPF Online Help

Within eOPF, each User has access to the eOPF User Guide by clicking on the **Help** link in the top right corner of any eOPF Web page. The eOPF User Guide contains detailed information and step-by-step directions for performing tasks in eOPF.

The NASA Shared Services Contact Center can assist NASA employees and be contacted using the following methods:

- **By phone (NASA Employees Only):** 1-877-NSSC123 (1-877-677-2123)
- **By e-mail (NASA Employees Only):** [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)

You may contact the OPM eOPF Help Desk using the preferred method of email at [eopfhelpdesk@opm.gov](mailto:eopfhelpdesk@opm.gov) or the alternate method of phone at 1-866-275-8518.

**You will need to provide the following:**

1. Full Name
  2. Agency/Organization
  3. Contact information (phone and email)
  4. The Agency URL impacted (<https://eopf.opm.gov/nasa>)
  5. The Web Server number (found above the login and password prompts)
- Complete description of the problem (include screen shots if possible)