

# How to Complete One-Time Registration of Your AMS Profile in eOPF

Users with an active AMS profile and an eOPF account can access the eOPF site by logging into AMS after completing a one-time registration process.

**Note:** The eOPF application supports Internet Explorer 6.x through 9.x. For help with other versions or browsers, please contact the ONE-DHHS helpdesk at 1-888-ONE-DHHS (663-3447), option 3 for eOPF assistance.

1. Log into AMS at <https://ams.hhs.gov>. For quick and easy access to your applications, add this page to your browser favorites or create a desktop shortcut.
2. On your AMS homepage, click on the “Electronic Official Personnel Folder (eOPF)” link.

**Note:** If you do not readily see the eOPF link in the “Restricted Access, HHS Network” pane, use the scroll bar to move down your list of applications.

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IAM@HHS IDENTITY & ACCESS MANAGEMENT AT HEALTH & HUMAN SERVICES

AMS | Access Management System Simplifying access to the Department's systems

Logged in as: Suzanne Burge Accessibility Mode  Enable  Disable Logout Help

Home Link/Delink Applications My AMS Profile

**Welcome, Suzanne Burge**

Select from the list of links below to access your applications. [Customize your list](#) by linking or delinking available applications.

**Restricted Access, HHS Network**

- [Electronic Official Personnel Folder \(eOPF\)](#)
- [ITAS for OS, ACF, PSC, HRSA, SAMHSA, AHRO, DMAT, OIG, OPHS, ACL, NDMS, ESS](#)
- [HHS Identity Portal \(Service to retrieve previously issued encryption keys\)](#)

**Open Access, Internet**

- [AMS User Search](#)
- [HHS Learning Portal](#)
- [USA Staffing \(Selection Manager\)](#)
- [WCD Applications](#)

HSPD-12 Access Card Required Internet Explorer Required

3. On the “eOPF eAuth Controller” page, click on the “Dept. of Health and Human Services” entry under the “eAuth enabled eOPF Instances” heading.

eOPF eAuth Controller

Common Name: Suzanne

eAuth enabled eOPF Instances:	Authorized eOPF Instances:
<input checked="" type="checkbox"/> Dept. of Health and Human Services	

- To proceed, click "Accept" on the disclaimer page.



This is an official United States Government computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigation. Access or use of this computer system by any person whether authorized or unauthorized, constitutes consent to these terms.

Signing into this application indicates you have read and accepted the [Full Terms and Conditions of Use](#), and you consent to secure testing and monitoring.

Signing into this application indicates you have read and accepted the [Privacy Policy](#), and you consent to secure testing and monitoring.

Signing into this application indicates you have read and accepted the [Rules of Behavior](#), and you consent to secure testing and monitoring.

**Employees can use their HSPD-12 Access Card (HHS PIV badge) or Network Credentials to access your Electronic Official Personnel Folder (eOPF), which eliminates the need to remember a separate login ID and password.**

ACCEPT

- On the "Register for access into eOPF Instance" page, enter your information (**all fields are required**) and click on the "Register" link.

**Note:** For assistance with this step, please contact the ONE-DHHS helpdesk at 1-888-ONE-DHHS (663-3447), option 3 for eOPF, or the OPM eOPF helpdesk (call 1-866-275-8518 or email [eopf\\_hd@telesishq.com](mailto:eopf_hd@telesishq.com)).

**Register for access into eOPF Instance:**

(All fields are mandatory.)

Date of Birth :

Last Name :

SSN# :

Home Zip Code (first 5 digit) :

PO ID :

Org Code :

[Register](#)

6. On the “Rules of Behavior” page, click on the “Accept” button to complete the process.

**RULES OF BEHAVIOR FOR ALL USERS  
FOR ENTERPRISE HUMAN RESOURCES INTEGRATION'S eHR SYSTEM**

The EHRI project office is responsible for ensuring an adequate level of protection and security is afforded to the eHR system. The requisite level of protection and security is accomplished through an appropriate mix of technical, administrative, and managerial controls including written guidance. Because written guidance cannot cover every contingency, the following Rules of Behavior are provided to further stipulate the responsibility of the users of the eHR System.

All persons must understand that these Rules of Behavior are based on Federal laws and regulation and, as such, there are consequences for violation of these rules. Depending on the severity of the violation, at the discretion of management and with due process of law, consequences can include: reprimand; removal of access privileges; suspension, demotion, or termination from work; and criminal and civil penalties.

**Rules of Behavior**

I understand that, when using the eHR System, I am personally accountable for my actions and that I must:

1. Protect data in accordance with the Privacy Act of 1974;
2. Protect sensitive information from disclosure to unauthorized individuals or groups;
3. Acquire and use sensitive information only in accordance with the performance of my official government duties;
4. Agency point-of-contact must protect information security by properly identifying Agency employees eligible as users of EHRI;
5. Dispose of sensitive information contained in hardcopy or softcopy, as appropriate;
6. Ensure that sensitive information is accurate and relevant for the purpose which it is collected, provided, and used;
7. Protect my access codes from disclosure;
8. Report security incidents and vulnerabilities to the EHRI project office;
9. Comply with the provisions of copyrighted software by not infringing upon or compromising (copy, distribute, manipulate, etc.) software of this system.
10. Ensure all changes to eHR System components and data are done via approved configuration control procedures;
11. Use government equipment in accordance with my site's/Agency's policies and procedures;

I understand that all conditions and obligations imposed upon me by these rules apply during the time I am granted access to this system regardless of location.

I understand that the EHRI project office reserves the right, to terminate or suspend my access and use of the eHR System, without notice, if there is a violation of these Rules of Behavior.

7. You will now be redirected to the eOPF homepage.

User Name: EOPF TESTER5  
[Help](#) | [FAQ](#) | [Home](#)

**My eOPF**  
**Search eOPF**  
**My Profile**  
**Create SF 75**  
**Print Folder**  
**Print Status**  
**Batch Print**  
**Reports**  
**Logout**

## Welcome to the eOPF System

### Introduction:

The eOPF System contains electronic copies of the documents that make up your Official Personnel File. This self-service tool enables you to electronically view and print your OPF documents, and to update your vital Emergency Data. If you have questions concerning the technical aspects of the eOPF, email the eOPF Help Desk at [eopf\\_hd@telesishq.com](mailto:eopf_hd@telesishq.com). Questions concerning specific personnel actions or documents should be sent to your servicing personnel representative.

**WARNING:** To ensure the confidentiality of data viewed within this application, we strongly advise users to access the eOPF system on a secured government network computer. If you do not it is possible that when an eOPF is viewed from a shared or public computer (such as those found in the public library) that does not require a personal logon that a copy of the personnel information viewed may remain on the computer in a hidden cache directory. This hidden cache can potentially be viewed by a subsequent individual who has access to the same computer. Should you decide to access the eOPF system, or any other website that contains private data, from a public, unsecured computer, we strongly recommend you clear the contents of the browser's cache by performing the following steps: (1) Choose Tools->Internet Options from IE's menu (2) The General tab should already been chosen, if not, select it (3) Click on the Delete Files button in the Temporary Internet files frame (4) Click OK from the dialog box that pops up. Please note: because of eOPF security features that hide IE's menu you may need to re-open IE after exiting eOPF in order to access the menu.

Welcome statement

### User Info:

Email: [EOPF.TESTER5@HHS.GOV](mailto:EOPF.TESTER5@HHS.GOV)  
Emergency Data last updated on: 1/1/2000  
Password will expire in: 85 day(s).