



HC

Visit Human Capital at:
<https://ishare.tsa.dhs.gov/OFFICES/HUMANCAPITAL>

Access

Check out HRAccess at: <https://hraccess.tsa.dhs.gov>
Email: helpdesk@mailserver-hraccess.tsa.dhs.gov

Phone: 1.877.TSA.7990 (1.877.872.7990)
Fax: 1.877.TSA.7993 (1.877.872.7993)

Your innovative workforce solution provider.

Reminder Bulletin for ALL TSA Employees– 9/17/2019

Update Your Emergency Contact Information in eOPF

The electronic Official Personnel Folder (eOPF) allows employees to enter and maintain emergency contact information. This Information will be used by Human Resources (HR) specialists if an employee experiences an emergency while at work or if there is a situation requiring that an employee be contacted or accounted for (e.g., verifying your health and safety after a natural disaster). It is important for employees to review their emergency contact information regularly to ensure that it is up-to-date, accurate, and complete.

Accessing Your eOPF

To access the eOPF website:

- Go to the HRAccess website at this [link](#). Click **Resources** > **eOPF**

Viewing and Updating Emergency Contact Information

It is recommended that employees' first emergency contact be someone who lives with or near the employee. A second contact may be someone who lives out of state and/or does not live with the employee.

Employees can add or change emergency contact information in eOPF by following the instructions below:

- Click the **My Profile** button on the left side of the screen.
- Click the **Emergency Data** button. Edit the desired field.
- Click the **Apply** button. The Emergency Contact information screen will then display the following message: "Emergency data updated successfully."

Questions?

Please contact the HCAccess Help Desk by phone at 1–877–872–7990, by fax at 1-877-872-7993, or by email at this [link](#). Live agents are available 7:00 a.m. to 10:00 p.m. Eastern Daylight Time (EDT) Monday through Friday, excluding Federal holidays, with additional hours for recruitment calls only from 11:00 a.m. to 3:00 p.m. EDT Saturday and 12:00 p.m. to 4:00 p.m. EDT Sunday. Visit our website at this [link](#), and check out HCAccess online at this [link](#).