



EMPLOYEE SYSTEMS ACCESS CHART

System	Employee Personal Page (EPP)	Electronic Official Personnel Folder (eOPF)
New Users - Steps to Request a User ID and Password	<ol style="list-style-type: none"> 1. Go to https://hraccess.tsa.dhs.gov. 2. Click "I Agree." 3. Click the "My EPP" button. 4. Click "I Agree." 5. Click "New User Sign Up." 6. Enter your Social Security Number. 7. Enter your Date of Birth. 8. Click on "Sign Up." 9. Your EPP password will be mailed to your mailing address on record with the National Finance Center (NFC) within 7–10 business days. <p>NOTE: If you need to verify that your mailing address is up to date in NFC, call the HRAccess Help Desk at 1-877-872-7990. If NFC does not have your most current mailing address on file, ask your HR Specialist to submit an Address Change Form (AD 349) to the HRAccess Shared Service Center.</p>	<ol style="list-style-type: none"> 1. Go to https://hraccess.tsa.dhs.gov. 2. Click "I Agree." 3. Click "eOPF" under "Important Links." 4. Click "Accept." 5. Click "Yes." 6. Enter your eOPF ID (sent to your TSA email account). 7. Enter your temporary password (sent to your TSA email account). 8. Click "Submit." 9. You will be prompted to change your password. 10. You will be prompted to answer six security questions.
Access For Existing Users	<ol style="list-style-type: none"> 1. Go to https://hraccess.tsa.dhs.gov. 2. Click the "My EPP" button. 	<ol style="list-style-type: none"> 3. Go to https://hraccess.tsa.dhs.gov. 4. Click "eOPF" under "Important Links."
Help Desk Contact Information	<ul style="list-style-type: none"> • Phone: 1-877-872-7990 • Email: HelpDesk@mailserver-hraccess.tsa.dhs.gov 	<ul style="list-style-type: none"> • Phone: 1-866-275-8518 • Email: eopf_hd@telesishq.com
Access Reminders	<ul style="list-style-type: none"> • If you forget your password, log on to EPP and select "Forgot Your Password?" • If you forget your User ID, log on to EPP and select "Forgot Your User ID?" • Make sure your mailing address is up to date in EPP so that you may receive important mailings, such as your W-2. • To update your mailing address, log on to EPP, select the "Self Service" tab, and then select "Residence Address." 	<ul style="list-style-type: none"> • It may take up to 30 days after your entry-on-duty (EOD) to receive your "Welcome to eOPF email." • You can update your email address and change your security questions/answers by clicking on "My Profile" when you log on to eOPF.