

# How to Print your eOPF Folder

Login to your eOPF:

User Name: | Help | FAQ | Home

My eOPF | My eOPF Search | My eOPF Print Folder | My eOPF Print Status

My eOPF: [input field]

View without watermark [dropdown menu]

Show All Docs Cancel

| Latest Eff. Date | PO ID | Org Code       | Activity Code | Open   | Clip Folder | Emergency Data | Show All Docs |
|------------------|-------|----------------|---------------|--------|-------------|----------------|---------------|
| 05/26/2020       | 3346  | TOARW00NAA1718 | 0             | [icon] | [icon]      |                | [icon]        |

Click the “My eOPF Print Folder” tab:

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My eOPF - Print Folder :

Click the Print Single Sided or Print Double Sided button to submit a print request. The processed request will be available in the My eOPF Print Status page. A PDF file will be created with the applicable documents which can be opened in Acrobat reader and then printed.

Name: [input field]

Total Document Count: [input field]

Select Folder Side(s):  Select All

|   |   |  |  |  |
|---|---|--|--|--|
| <input checked="" type="checkbox"/> Permanent   | <input checked="" type="checkbox"/> Recruitment | <input checked="" type="checkbox"/> Military       | <input checked="" type="checkbox"/> PCS Travel | <input checked="" type="checkbox"/> Overseas |
| <input checked="" type="checkbox"/> Performance | <input checked="" type="checkbox"/> I 9         | <input checked="" type="checkbox"/> SF 52          | <input checked="" type="checkbox"/> Payroll    | <input checked="" type="checkbox"/> Security |
| <input checked="" type="checkbox"/> Benefits    | <input checked="" type="checkbox"/> Temporary   | <input checked="" type="checkbox"/> Correspondence | <input checked="" type="checkbox"/> Training   |  |

Print Single Sided Print Double Sided

Your name and the total document count will be displayed, click the “Select All” box  
Then either click either the “Print Single Sided” or “Print Double Sided” button

Next click the “My eOPF Print Status” tab:

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My eOPF | My eOPF Search | My eOPF Print Folder | My eOPF Print Status

My eOPF - Print Status :

Print requests are processed periodically in the order they were requested.  
Click on the Refresh button to update the page with the latest print status information.  
Please wait a few minutes between refreshing the page to give the print services time to process your request(s).  
All dates and times displayed below are based on local (MACON,GA) server time. The current server time is: 8/3/2020 2:37:57 PM

Click on the View link found in each row of the results table to view a successfully processed print request.

Print requests are password protected. The password is the combination of the requesting user's last name and the print job's Request ID number. For example if "John Smith" submits Print Request "204" then the password to view that PDF is "Smith204" (only the first letter of the last name is capitalized).

Click on the Delete link found in each row of the results table containing a print request to DELETE the print request.

Refresh

| Request Id / Part Number | Request Date        | Processed Date | Page Count | Action |
|--------------------------|---------------------|----------------|------------|--------|
| 55730 / 1                | 8/3/2020 2:37:47 PM |                |            | Delete |

Wait for about 5 minutes then click the “Refresh” button

When the file is available, the "View" link will appear under Action:

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My eOPF | My eOPF Search | My eOPF Print Folder | **My eOPF Print Status**

My eOPF - Print Status :

Print requests are processed periodically in the order they were requested.  
Click on the Refresh button to update the page with the latest print status information.  
Please wait a few minutes between refreshing the page to give the print services time to process your request(s).  
All dates and times displayed below are based on local (MACON,GA) server time. The current server time is: 8/3/2020 2:42:44 PM

Click on the View link found in each row of the results table to view a successfully processed print request.

Print requests are password protected. The password is the combination of the requesting user's last name and the print job's Request ID number. For example if "John Smith" submits Print Request "204" then the password to view that PDF is "Smith204" (only the first letter of the last name is capitalized).

Click on the Delete link found in each row of the results table containing a print request to DELETE the print request.

Refresh

| Request Id / Part Number | Request Date        | Processed Date      | Page Count | Action   |
|--------------------------|---------------------|---------------------|------------|--|
| 55730 / 1                | 8/3/2020 2:37:47 PM | 8/3/2020 2:41:32 PM | 23         | <a href="#">View</a><br><a href="#">Delete</a> |

Click the "View" link to open your eOPF documents  
This box will appear, select "Open":

Do you want to open or save DownloadFile.pdf from eopf.opm.gov?

Open Save Cancel

The Password box will appear (Note: Password instructions are on the screen):

Click on the View link found in each row of the results table to view a successfully processed print request.

Print requests are password protected. The password is the combination of the requesting user's last name and the print job's Request ID number. For example if "John Smith" submits Print Request "204" then the password to view that PDF is "Smith204" (only the first letter of the last name is capitalized).

Click on the Delete link found in each row of the results table containing a print request to DELETE the print request.

Refresh

| Request Id / Part Num | Request Date | Processed Date | Page Count | Action   |
|-----------------------|--------------|----------------|------------|--|
| 55730 / 1             |              |                |            | <a href="#">View</a><br><a href="#">Delete</a> |

Enter Password:

OK Cancel

Password example: Hutchison55730

Enter your password and select "OK":

Enter Password:

OK Cancel

You may have to input your password more than once!

Your entire eOPF will open as a single PDF file, you can now view/print/save all your eOPF documents.