EPP User ID/Password Quick Reference Guide

The Employee Personal Page (EPP) is a personnel website that securely stores your personnel and payroll information. EPP enables employees to view their payroll, leave, health and life Insurance, wage, tax, TSP and Statement of Earnings and Leave, and other personal information. EPP also allows employees to use Employee Self Service (ESS), to request updates to specific payroll information. Employees can access EPP 24/7 from HOME or WORK. All employees are automatically signed up for My EPP when they are hired. To access My EPP, visit https://www.nfc.usda.gov/epps/

This Quick Reference Guide provides instruction for new and current employees on the EPP user

Are you a new employee accessing the Employee Personal Page (EPP) for the first time?

If you received a "Welcome to EPP" email at your work email address with a temporary password and instructions for accessing EPP, then your Agency has already established you in EPP.	If you did not receive a "Welcome to EPP" email at your work email address but do have a <u>valid</u> work email address *(i.e., john.doe@usda.gov)*, then you need to complete the signup process in EPP.
Log in using the steps below. 1. Access EPP at *https://www.nfc.usda.gov/epps.* 2. Enter your **Social Security number** (SSN) and temporary password. You will be prompted to enter a new user ID and password. 3. The **Enter Your Work Email Address** page is displayed, and you will be required to enter your work email address in the **Work E-mail** field then select the **Submit** button. **Note:** The work email must end in either .gov, .edu, or .mil. 4. An email containing a verification code is sent to the email address entered, and the **Verify Your Work E-mail Address** page is displayed. Verify your work email address by entering the code provided in the email. Then select the **Submit** button. 5. Next the **Enter Your Personal E-mail Address** page is displayed, and you will be required to enter your personal email address in the **Personal E-mail** field. Once you enter your personal email address select the **Submit** button. **Note:** If the user does not have a personal email address, they may reenter their work email address in this field. 6. An email containing a verification code is sent to the email address entered, and the **Verify Your Personal E-mail Address** page is displayed. 7. Verify the personal email address by entering the code provided in the email and then select the **Submit** button. 8. The Two-Step Authentication page is displayed, and you will be required to register a telephone number to secure your EPP account. For instructions on completing these steps, please see the Two-Step Authentication section of this quick reference guide. **Note:** If your duty station is outside of the continental United States you will be required to secure your account with an authentication application.	Log in using the steps below. 1. Access EPP at *https://www.nfc.usda.gov/epps.* 2. Select the **New User Signup** link located under the login fields. 3. Enter your SSN and date of birth (DOB). 4. Enter your work email address. **Note:** Your work email address should be a **valid** work email address on file for your Agency. Select **Continue.** You will receive a message that your temporary password was emailed to you. **Note:** The temporary password email will be sent to your work email address. Follow the instructions provided in the email. **If you did not receive a "Welcome to EPP" email at your work email address or you do NOT have a <u>valid</u> work email address (*i.e., john.doe@usda.gov)*, contact the Customer Assistance Line by calling 866-743-5748, option 1, option 2 and option 2 again to request assistance with logging in to EPP.**

Two-Step Authentication

Authenticating with a Text Message (SMS)	Authenticating with an Authentication Application
Each time you log into your account with your password, NFC will send a one-time use code via text message (SMS) to your verified cell phone. You will then enter that code to verify your account access. Message and data rates may apply. **Note:** Employees stationed outside of the continental United States will not be able to use this option and must authenticate using an authentication application.	Authentication apps generate security codes without requiring internet connection or mobile service. You will need to download an authentication app to your computer or phone. **Note:** This option is required for employees stationed outside of the continental United States.
To authenticate using a phone number	**To authenticate using an authentication application**
1. To authenticate using a phone number, select the **Text Message (SMS)** radio button and select the **Continue** button. The Two-Step Authentication page (including the Phone Number field) is displayed and you will be required to enter your phone number in the Phone Number field. 2. Select the **Submit** button and a text message containing a one use verification code is sent to your phone, and the Two-Step Authentication Page (including the Verification Code field) is displayed. 3. Enter the code provided in the text. Select the **Submit** button 4. You are now logged into EPP.	1. To authenticate using an authentication application, select the **Authentication Application** radio button and select the **Continue** button. The Two-Step Authentication page (including the authentication key and the QR code to be scanned) is displayed 2. Either enter the key provided on an authentication application or scan the QR code. A security code will be provided by the authentication application. 3. Enter the code provided in the **Enter the code from the app field**. Select the Submit button 4. You are now logged into EPP.

Forgot your user ID?

To have your user ID made available to you online, in real time within the EPP application	To have your user ID sent to your work email address
1. Access EPP at *https://www.nfc.usda.gov/epps*. 2. Select **Forgot Your User ID?** located under the login fields. 3. Select **Request User IDOnline.** 4. Enter your first name, last name, and DOB and select **Continue**. 5. You will receive a temporary security code either through text message (SMS) or an authentication application, depending on the method you chose during setup. 6. Enter the code provided and select the Submit button. 7. Your user ID will be displayed online	1. Access EPP at *https://www.nfc.usda.gov/epps*. 2. Select **Forgot Your User ID?** located under the login fields. 3. Select **Request User IDOnline.** **4.** Enter your first name, last name, and DOB and select **E-mail User ID.** 5. Choose an email address from your established email addresses within EPP to have the user ID emailed to that address. 6. Select Submit. You will receive a message stating that your user ID was emailed to you. Follow the instructions provided in the email.

Forgot your Password?

1. Access EPP at *https://www.nfc.usda.gov/epps*.
2. Select the **Forgot Your Password** link located below the login fields.
3. Select Request Password by E-mail.
4. Enter your EPP User ID and DOB and select Continue.
5. You will receive a temporary security code either through text message (SMS) or an authentication application, depending on the method you chose during setup.
6. Enter the code provided and select the Submit button.
7. Select one of the email addresses you have established in EPP to send the temporary password to and select Continue.

8. Select Continue. You will receive a message that your temporary password was emailed to you.

Did not receive your Temporary Password?

- Select the **Forgot Your Password** link located below the login fields.
- Select Request Password by E-mail.
- Enter your EPP user ID and DOB and select **Continue**. The following message will appear: "You requested a password by e-mail within the last 7 days. It normally arrives by the next business day. Are you sure you want to request another password?
- Select **No** to cancel this request if you do not want to proceed, Select **Yes** to send another password to proceed.
- You will receive a temporary security code either through text message (SMS) Enter the code provided and select the Submit button.
- Select one of the email addresses you have established to send the temporary password to and select Continue
- You will receive a message with your temporary password.

Note: If you still do not receive the temporary password you should contact your servicing personnel office to resolve the issue -- 866-743-5748, option 1 and then option 2 for Payroll & Benefits.