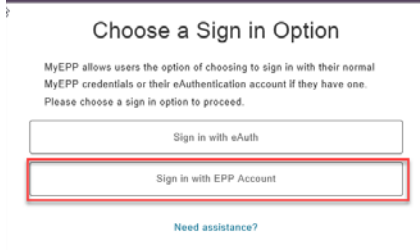


Requests for EPP Access

Employees access the National Finance Center (NFC) home page on the Internet by going to: <https://www.nfc.usda.gov> and clicking on the “My EPP” button.



Select “Sign in with EPP Account”.



If you have never set up a User Id and Password, select the link for “New User Sign Up”.



The system will ask you to enter some personal information including a work email address to receive your temporary password and instructions for accessing EPP. If you do not have a work email address, contact the Payroll at 866-743-5748, option 1, then option 2 for assistance with logging into EPP.

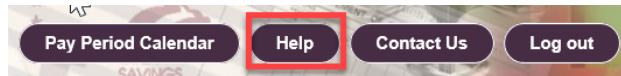
NFC has implemented a two-factor authentication process to strengthen the security posture regarding employee's information. You will be asked to authenticate each time you log into EPP.

Help and Contact Information

Employees with questions about accessing their EPP, or information found within their EPP screens, should contact:

Payroll & Benefits at 1-866-743-5748, option 1, then option 2 or open an OS GetServices ticket by selecting *Request Help > Applications > Administrative Systems Software Issue > Employee Personal Page*.

Help is also available within EPP, and can be accessed by selecting the *Help* link on the EPP navigation menu.



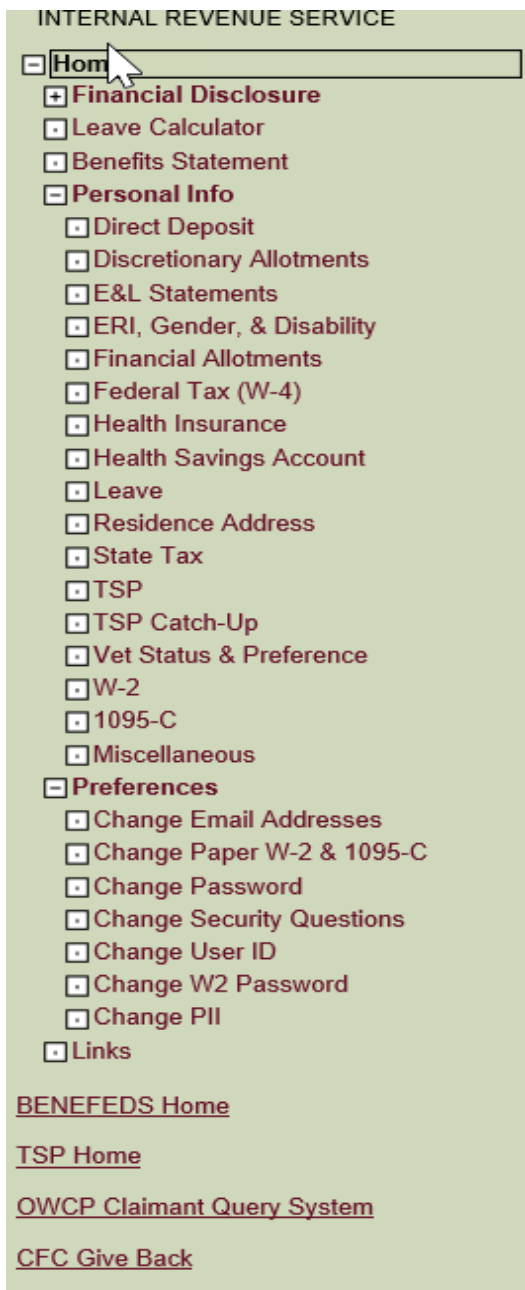
System Requirements

- Access to an electronic device with Internet capabilities (home/library computer, phone with internet service or work business centers/kiosk)
- Access to the Internet with one of the following browsers:
 - Microsoft Internet Explorer Version 6 or higher
 - Netscape
 - Firefox Version 3 or higher
 - Safari
 - A browser supporting 128-bit Secure Socket Layer encryption (United States version)



My Employee Personal Page

May 2020

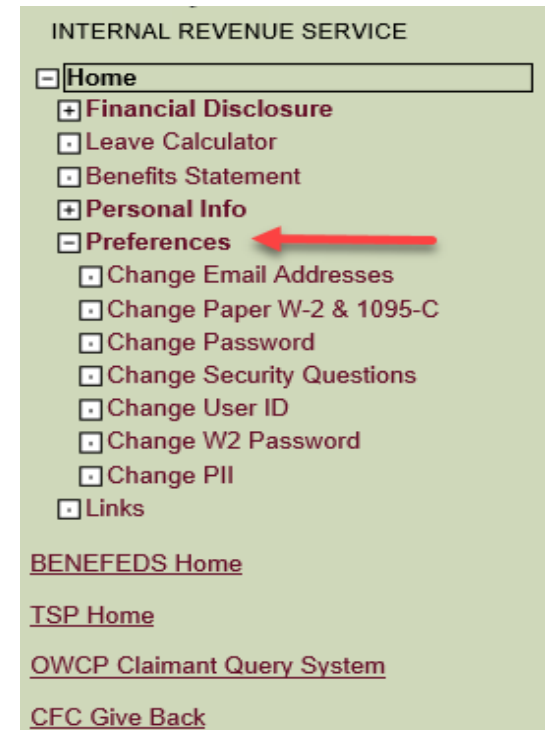


Benefits of Using My EPP

- View personal payroll information such as: leave, health/life insurance, W-2, and Earnings and Leave Statements
- View payroll information as early as Monday.
- Access information via Internet from work or from home
- Print Earnings and Leave Statements and W-2s for income verification and unemployment compensation
- Initiate changes to specific payroll related information by using the self-service option online (i.e.: direct deposit, financial allotments, federal and state tax withholdings, health insurance, residence address, and TSP contributions.)

Personal Info Menu

The Personal Info Menu provides employees access to their current information such as: Personal Benefits Statement, direct deposit, Earnings and Leave Statement, financial allotments, federal tax (W-4) and state tax, health and life insurance, Health Savings Account, leave, residence address, Thrift Savings Plan (TSP), Veterans Status/Preference, and W-2.



Preferences Menu

The Preferences menu allows employees to maintain their User ID and password, store two email addresses, and set up challenge questions. User IDs and passwords can be changed at any time. With the ability to store two email addresses in EPP, employees can recover lost user IDs and passwords.

Leave Calculator

The Leave Calculator provides employees the ability to track leave accruals and usage.