

(8/19/2015) e-QIP Account User Instructions

The Office of Personnel Management (OPM), working with interagency partners, has made numerous changes to enhance the security of the e-QIP system. These changes include the implementation of Registration Code. Upon successful initiation of e-QIP via JPAS, the initiating Security Management Office (SMO) will immediately receive a JPAS Notification with e-QIP user instructions and the Registration Code.

The Registration Code is valid until the user logs in to e-QIP; once the user registers for an account, that code is no longer valid. If the user's account is reset, a new Registration Code is generated by e-QIP and will need to be provided to the applicant. If the request terminates in JPAS prior to the subject logging in, the SMO will receive a JPAS Notification with a new Registration Code upon initiation of a new request.

Note: Use caution when copying/pasting the Registration Code, as sometimes users will inadvertently copy a blank character, preventing e-QIP from recognizing the Registration Code as valid.

The following instructions are for use as reference. The FSO, or designee, will provide the applicant instructions and the Registration Code.

1. Access the OPM e-QIP website (www.opm.gov/e-qip).
2. Select "Enter e-QIP Applicant Site", shown on the right of the screen.
3. A system browser test will run. Click "Continue to e-QIP".
4. If you are accessing a new e-QIP account, or if this is the first time you are accessing e-QIP since July 1, 2015, select "I DO NOT HAVE AN E-QIP ACCOUNT – REGISTER FOR USERNAME AND PASSWORD."
5. If you already have an e-QIP account, or once you have registered for an account, enter your Social Security Number (SSN) to begin account authentication
6. You will then need to answer four Golden Questions, including:
 - a. **What is your LAST Name?** *Enter your last name.*
 - b. **In what CITY were you born?** *Enter response as instructed by your security office.*
 - c. **In what four-digit YEAR were you born?** *Enter your year of birth.*
 - d. **Registration Code:** *Enter the Registration Code provided by your security office. If a Registration Code has not yet been provided, please contact your responsible security official.*
7. You will be required to create a user ID and password.
8. You will then be prompted to change your Golden Questions.
9. You will enter the e-QIP site.