

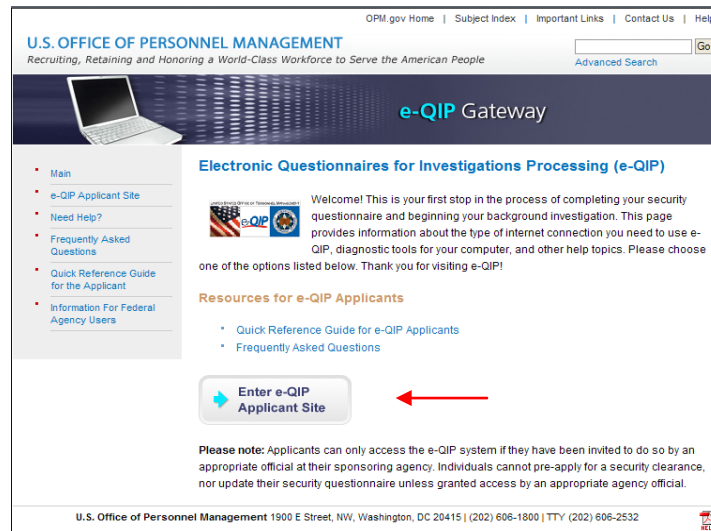
eQIP Applicant Information Sheet

Accessing eQIP

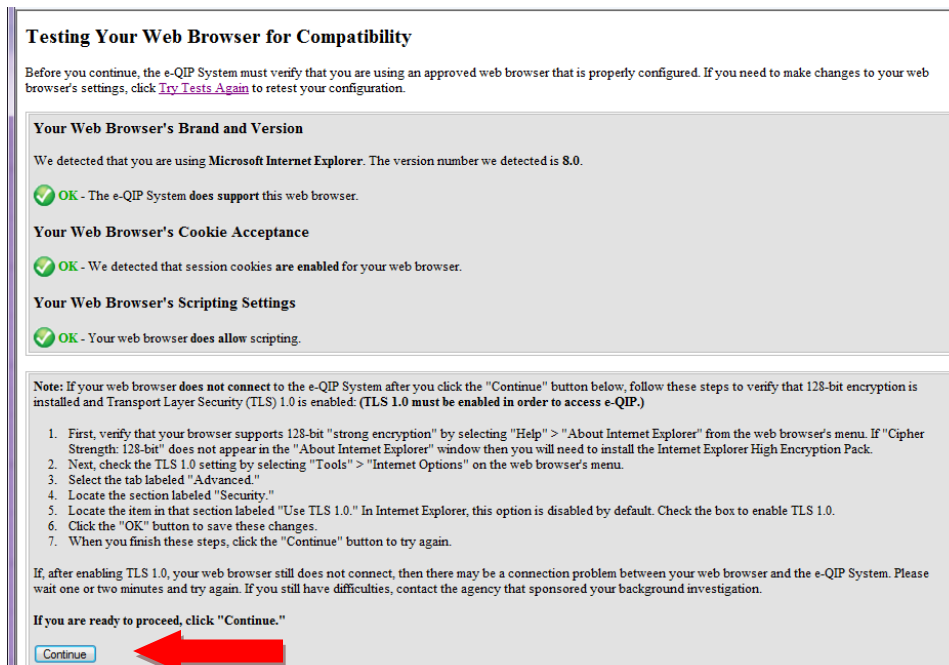
1. Open your internet browser and enter the following URL website address:

www.opm.gov/e-qip/

2. The e-QIP Gateway Page will appear. Scroll down and click the link labeled **“ENTER eQIP APPLICANT SITE.”**



3. A “browser checker” utility will automatically run and test your computer for e-QIP compatibility. Click the **“CONTINUE”** button to proceed to the application. (If you are unable to connect to the eQIP login screen after clicking the CONTINUE button, follow the detailed directions listed below the CONTINUE button to ensure that two specific features are available and activated within your browser. Once done, click on the CONTINUE button again.)



4. A Security Alert box may appear, asking “Do you want to proceed?” If it does, click the “**YES**” button with the mouse, or type <CTRL Y> to continue.

5. REGISTER FOR A USERNAME AND PASSWORD / ANSWER GOLDEN QUESTIONS:

Help OMB No. 3206-0005

**The United States Government
U.S. Office of Personnel Management (OPM)**

Only persons specifically authorized to do so may access this data. Unauthorized attempts to pass this screen, as well as any use of data in this system for purposes other than those authorized by OPM, are a violation of federal law and/or regulation. Violators are subject to disciplinary action and prosecution.

This U. S. government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a. All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit. Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

I already have an e-QIP account.

Enter your username and password, then click the "Submit" button to continue. If you do not remember your password click "Forgot Password". If you do not remember your username contact your sponsoring agency.

Username

Password

Change My Password (after login)

[Forgot Password](#)

I do not have an e-QIP account.

If you have not registered for a username on e-QIP click the link below to begin the registration process.

- a. Click on “REGISTER FOR USERNAME AND PASSWORD
- b. Enter SSN
- c. Initially you'll be asked to answer three default “Golden Questions.”

-It is HIGHLY recommended that you click the checkbox entitled “Allow me to see My Golden Answers as I type them,” so that you can make sure that you are typing the correct answers.

-The Golden questions will be 1) your last name (type in your last name), 2) the year you were born (type in the year that you were born), 3) the city where you were born. (DO NOT TYPE THE ACTUAL CITY WHERE YOU WERE BORN --- YOU MUST TYPE IN THE WORD “unknown” in lower case).

Authentication OMB No. 3206-0005

Answer your Golden Questions

WARNING!
It is YOUR RESPONSIBILITY to protect the answers to your Golden Questions.

The answers to your Golden Questions serve as your password to the e-QIP system. The fields to enter your answers into are masked by default, but may be viewed in plaintext to allow you to more accurately enter your answers. Do not allow someone to see your computer screen while your answers are on the screen. If someone acquires your answers, they will be able to login the e-QIP system under your identity, allowing them to see and change your personal data. If you suspect someone knows the answers to your Golden Questions, you should change your Golden Questions and Answers. If you check the "Let me change my Golden Questions and Answers" box, the next screen will allow you to change your Golden Questions and Answers.

Enter the answer to each Golden Question.

Allow me to see my Golden Answers as I type them

Question/Answer #1
Question: In what year were you born?
Answer:

Question/Answer #2
Question: What is your last name?
Answer:

Question/Answer #3
Question: In what city were you born?
Answer:

Let me change my Golden Questions and Answers

Note: If you entered your Social Security Number incorrectly, click "Return to Login Screen" to try again.

d. Set up a Username and Password.

e. Create new Challenge questions/answers. (These will be used to reset password if you forget your PASSWORD)

NOTE: If you forget your USERNAME you will have to call the DSS helpdesk at 1-888-282-7682. Choose option #1 Account lockouts/resets option, then select #2 Golden Questions reset option.

After initial registration, username and password will be all that is needed to access eQIP.

6. Click the link that says: “Enter Your Data.”

The screenshot shows a web interface for the eQIP system. At the top, there is a navigation bar with "Help - Logout" on the left and "OMB No. 3206-0005" on the right. Below this, a "login information" box displays "Last successful login: Tue, 05/24/2011 14:45 EDT" and "Number of unsuccessful login attempts since last successful login: 0". A blue box contains the text: "This is the identifying information we have on file for your Social Security Number. If any of this information is incorrect, contact the agency that initiated your Investigation Request." Below this is a section titled "Identifying Information" with a sub-header "Identifying Information" and a box containing: "Full Name: John Doe", "Date of birth: 01/02/1821", and "Place of Birth: Vienna, AZ". A section titled "Complete an Investigation Request" follows, with a blue box containing: "The following screens will step you through the process for completing an investigation Request. Click on the link below to begin or continue this process. If you have any questions or concerns, click the 'Help' link for more information." Below this is a section titled "10291458" with a sub-header "10291458" and a box containing: "Form: Questionnaire For National Security Positions (SF86, Version 2008-07)", "Agency: SOI JPAS", and "Actions: Enter Your Data" (with a red arrow pointing to it), "Begin/Continue providing information for the forms associated with this investigation Request.", "Display Previous Rejection Comments", and "View an explanation of why your previous investigation Request was returned to you, along with instructions explaining the changes you need to make before submitting this new investigation Request."

7. Complete the SF-86 questions and save as instructed. Validation of your data will occur after every screen save.

8. Review your completed form for accuracy by clicking the display button in the upper left hand corner. You may also save this REVIEW COPY for your own records at this time.

The screenshot shows a web interface for the eQIP system. At the top, there is a navigation bar with "Help - Display - Logout" on the left and "Validate, Review, and Certify" and "Review Your Data" on the right. Below this, a "section:" dropdown menu is set to "Validate, Review, and Certify" with a "Go" button next to it. A blue box contains the text: "Click the 'Display' link above to open a printable working copy of the data you provided. If you displayed your data before, be sure to close all other working copies you have open to ensure that you are reviewing the current copy. Review the information you provided for completeness and accuracy. If you are ready to certify the data you provided, click the Continue button to advance to the next screen. If you need to make changes, use the drop-down menu above to return to the appropriate sections to make changes." Below this is a "Continue" button. At the bottom left, the text "Version: 2.00.19" is visible. A red arrow points from the text "Click here to display a PDF REVIEW COPY of your eQIP" to the "Display" link in the navigation bar.

After your review, correct errors as necessary. Perform the validation step to catch any remaining errors. Repeat the review/correct/validate processes until there are no validation errors and you see no errors when viewing your REVIEW COPY.

Help · Display · Logout

Validate, Review, and Certify
Certify Your Investigation Request

OMB No. 3206-0005

section: Validate, Review, and Certify Go

NOTICE: AFTER CLICKING THE CERTIFY INVESTIGATION REQUEST BUTTON BELOW, YOU WILL NO LONGER BE ABLE TO MAKE CHANGES TO THE DATA YOU SUBMITTED.

If you reviewed the data you provided for accuracy and are prepared to submit your completed Investigation Request, click the Certify Investigation Request button, which will generate an official, submittable copy of your Investigation Request; otherwise, use the Navigation menu above to return to the appropriate sections to make changes.

Notice: This step certifies your Investigation Request but it does NOT transmit it to the initiating agency. Failure to follow the instructions on the next screen will delay processing of your Investigation Request.

The document generation process may take 20-30 seconds to complete. Please click this button only once.

IMPORTANT: YOUR BACKGROUND INVESTIGATION CANNOT START UNTIL YOUR AGENCY RECEIVES THE SIGNED SIGNATURE FORMS THAT WILL BE PRESENTED TO YOU ON THE NEXT SCREEN.

Certify Investigation Request

Version: 2.00.19

9. If you are ready to officially certify your form, click the “certify investigation request” button here.

Once you click this button you will be locked out of “edit mode” and will be forced to release/transmit to agency.

10. Read and click continue on to the following screens:

Help · Display · Logout

Certification
Certification Statement Preview

OMB No. 3206-0005
Form: SF86

section: SF86 Certification Go

The following is a preview of the certification document you will sign when you complete this investigation request.

Certification

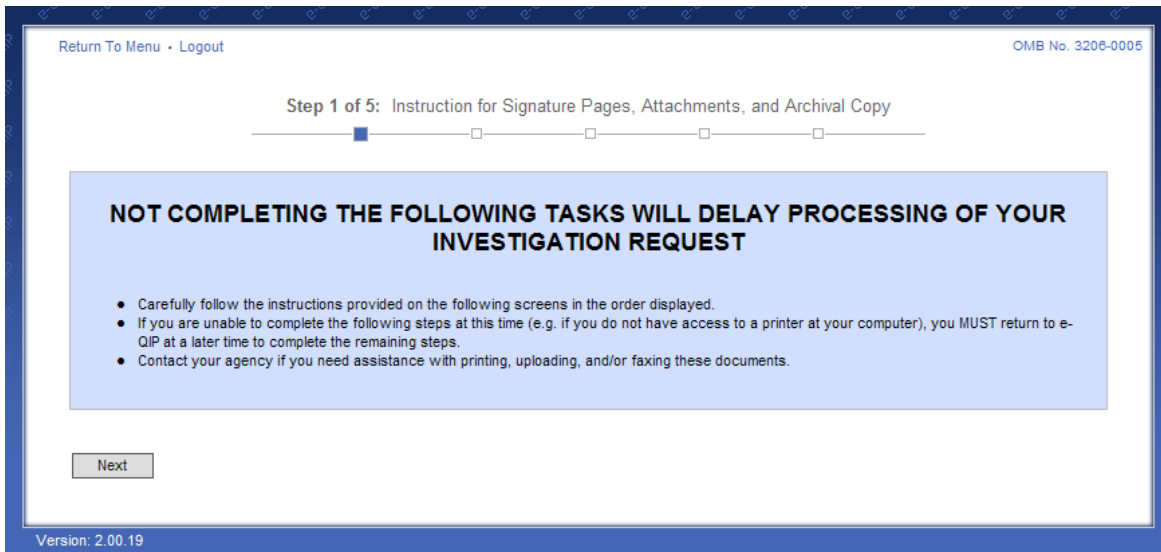
My statements on this form, and on any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I have carefully read the foregoing instructions to complete this form. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both (18 U.S.C. 1001). I understand that intentionally withholding, misrepresenting, or falsifying information may have a negative effect on my security clearance, employment prospects, or job status, up to and including denial or revocation of my security clearance, or my removal and debarment from Federal service.

Signature (Sign in ink) Date

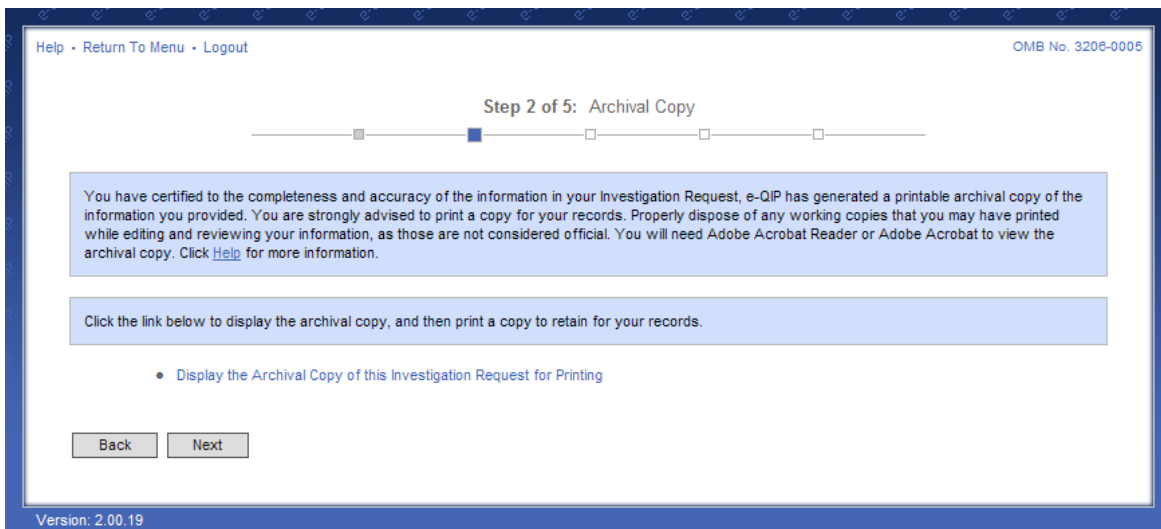
(Do not sign at this time.)

Continue

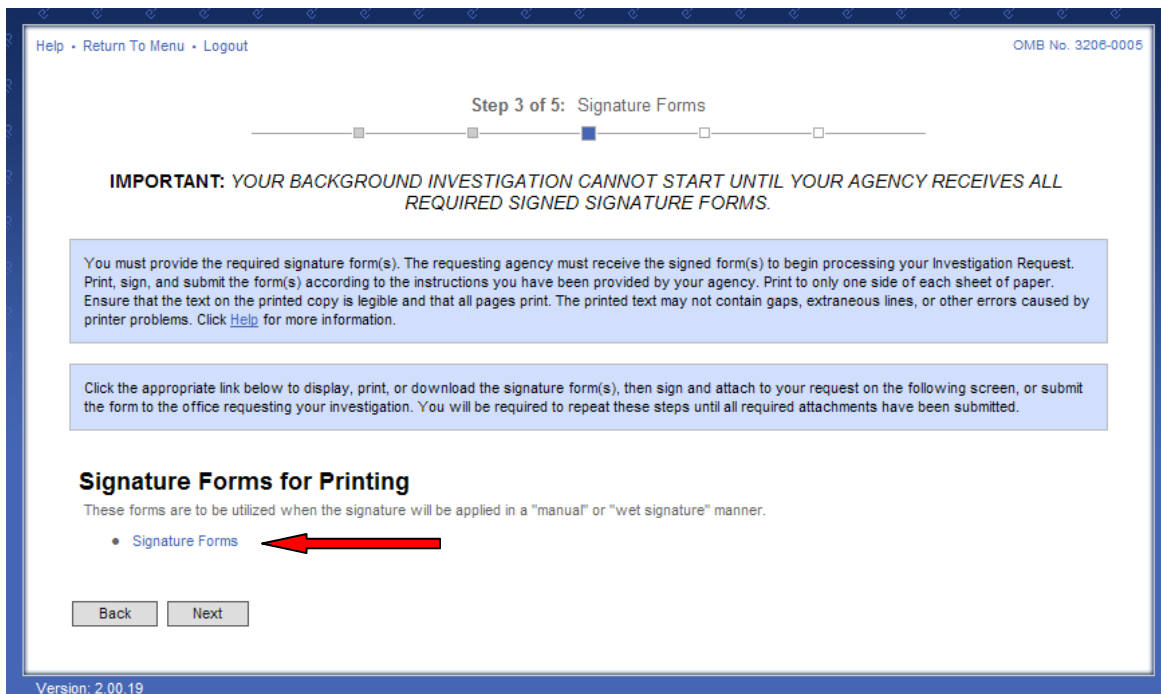
Version: 2.00.19



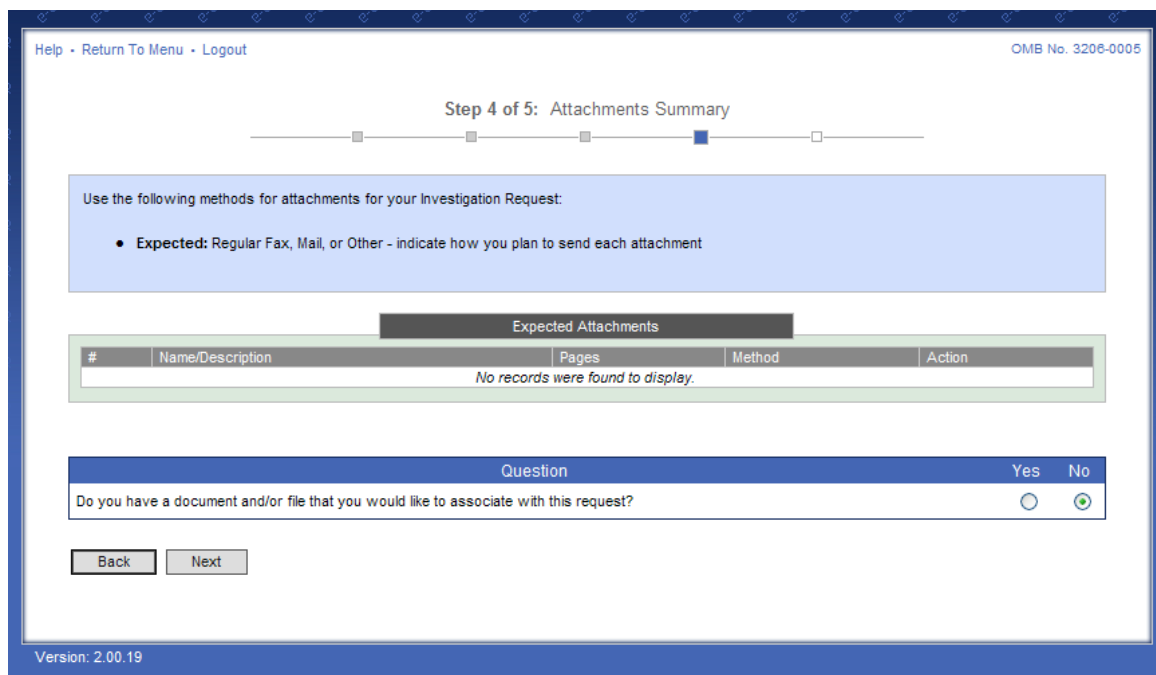
11. Once you have read the information above click next to proceed to the next screen.



12. This screen gives you a final option to print a copy of your eQIP for your records (please do not send this copy to your security officer, unless requested). If you have difficulty opening the forms to print, right click on the link, choose **SAVE AS**, and then save the file on your computer. Open up the Adobe Acrobat reader program separately in its own window (not through Internet Explorer), and then open the file you saved in order to print it out.

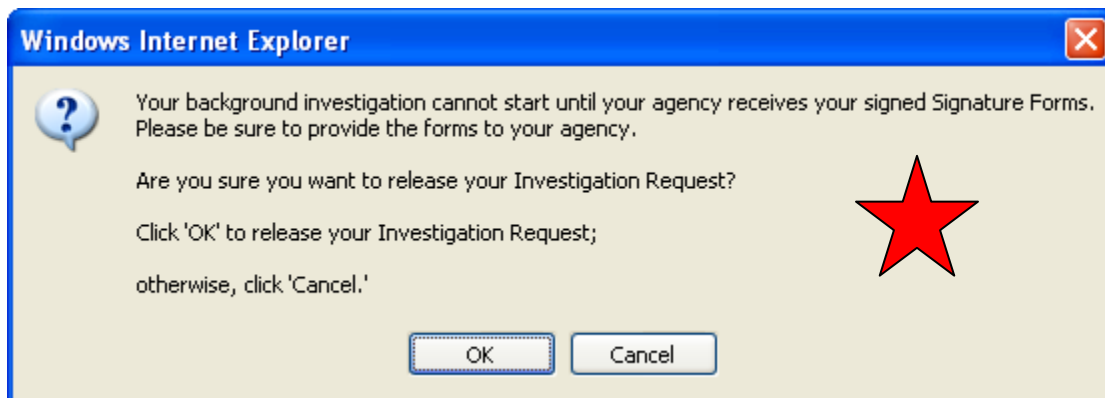
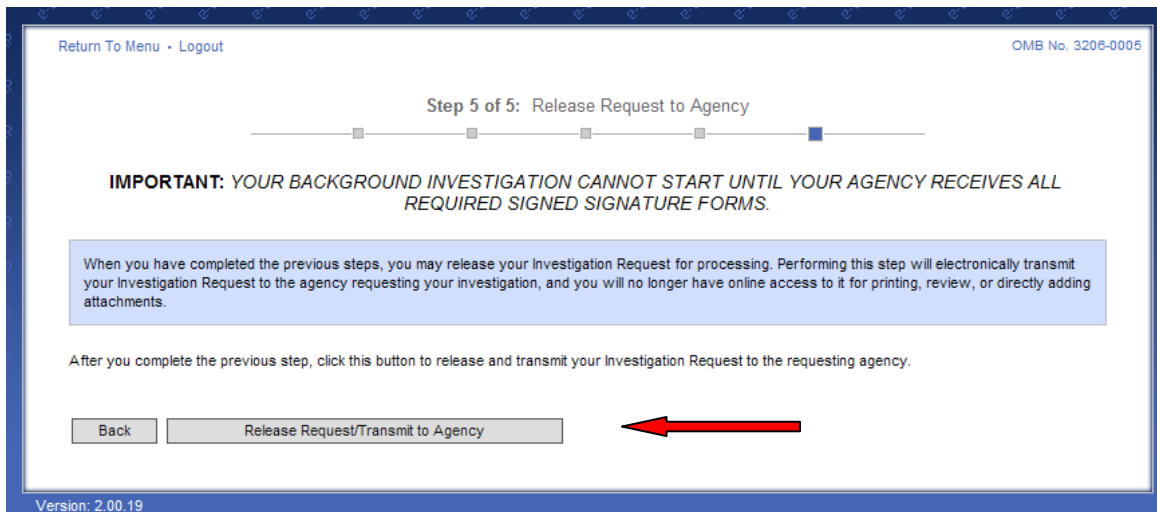


- Once you've certified your eQIP, print out the release forms and certification for your signature. These signature forms will be retained by the Security Organization.
- Once you've printed out the signature forms, click next.

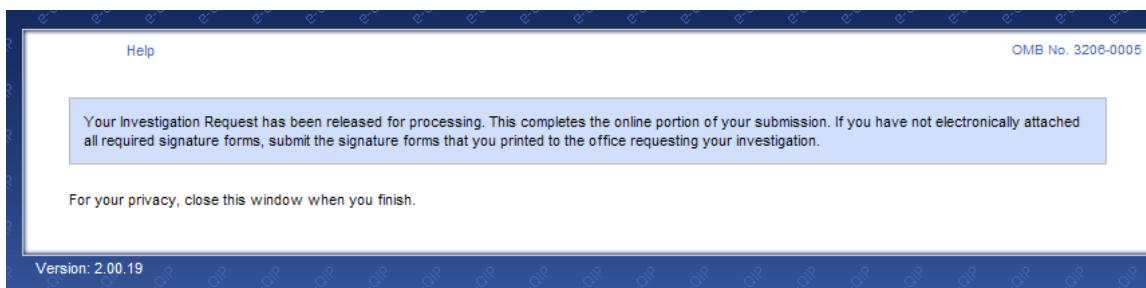


- Listing Expected Attachments. DO NOT UPLOAD YOUR SIGNED eQIP SIGNATURE SHEETS HERE.** You will receive instructions from your PSC point of contact on what to do with your signature sheets once your eQIP has been reviewed for additions and corrections.

16. Next, select the release request/transmit to Agency button.



Select ok here. Your security person will request your signature pages once your eQIP has been reviewed for additions and corrections.



17. If you do not see this screen above, you have not released your eQIP completely. **Note: All applicant release/transmit actions prior to 7:00pm will not be accessible/visible to reviewers until the following business day.**

18. FSO/PSC will review your eQIP electronically and notify you if you need to make changes in eQIP. If all is acceptable, FSO/PSC will transmit your questionnaire to PSMO along with your signature pages. PSMO will do a preliminary review for acceptance. If PSMO rejects the questionnaire, your FSO will be notified in JPAS, & you'll be required to complete the requested changes. If accepted, your questionnaire will be sent to OPM for investigation and your FSO will be notified in JPAS.

Please note that the Feb 2006 NISPOM 2-202 requires a security review of the SF86 before final electronic submittal. Security will go online through JPAS and review your questionnaire for accuracy and completeness. **It is a requirement that you be informed that:** This review of information is for adequacy and completeness only. The information contained in your Personnel Security Questionnaire will be used for no other purpose within the organization, and will be protected by section 552a of title 5, United States Code, "Privacy Act of 1975."

For additional information on using the eQIP system and completing your PSQ, go to the main eQIP webpage at www.opm.gov/e-qip/ and view

Resources for e-QIP Applicants

[Quick Reference Guide for e-QIP Applicants](#)
[Frequently Asked Questions](#)

IMPORTANT ADVICE / COMMON MISTAKES

1. EVERYONE IS REQUIRED TO PROVIDE 10 YEARS OF HISTORY
2. **Employment:** Make sure to list the current company requiring your clearance as your present employer with job location and present supervisor at that site.
3. **Selective Service:** Males born after Dec. 31, 1959 must list Selective Service Number. Note, this number is different than your Social Security Number. If you need your Selective Service Number call 1-847-688-6888 or visit <http://www.sss.gov/> to obtain it.
4. **Relatives:** Include all that apply from the list in the question (**LIVING or DECEASED**)
5. **Psychological and Emotional Health** - Victims of sexual assault who have consulted with a health care professional regarding an emotional or mental health condition during this period strictly in relation to the sexual assault should answer question 21 – 'No'
6. **Financial:** provide account numbers and debt amount(s), indicate if still outstanding. Provide comments in remarks section if needed.