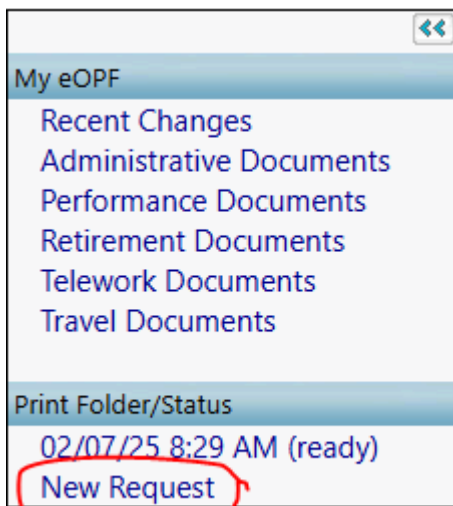


# How to download your whole eOPF at once

*This information was shared with us and we are passing it along to you.*

In case any of you make a habit of doomscrolling and have heard reports of people's eOPFs being taken offline, I just wanted to re-assure you that they appear to still be up (as of now). It still might be a good idea to go into the system and download your eOPF document history so you have a backup. The process is fairly simple- Log into the HR app and go to the eOPF section, then at the left hand side is a list of selections you can make. Go to Print Folder/Status and start a new request. You can just hit select all folders and submit. It will then start compiling the documents and when your status turns from "Pending" to "ready" you can go and download the file. It could take a while depending on your history. Please don't start printing out your complete files....it's like hundreds of pages- just email a copy of the file to your civilian email if you want a personal backup.



**Print Folder : New Request**

Select Folders to Print.

Check All

- Admin Permanent
- Admin SF50s
- Admin Temporary
- Performance
- Retirement
- Telework

Choose folder for document selection.

- Admin Permanent
- Admin SF50s
- Admin Temporary
- Performance
- Retirement
- Telework

Select documents to be included in request.

<input checked="" type="checkbox"/> Include	Document Type
<input checked="" type="checkbox"/>	POSITION DESCRIPTION
<input checked="" type="checkbox"/>	POSITION DESCRIPTION
<input checked="" type="checkbox"/>	POSITION DESCRIPTION
<input checked="" type="checkbox"/>	POSITION DESCRIPTION
<input checked="" type="checkbox"/>	POSITION DESCRIPTION
<input checked="" type="checkbox"/>	DESIGNATION OF BENEFICIARY FOR UNPAID COMPENSATION OF DECEASED EMPLOYEE
<input checked="" type="checkbox"/>	EMPLOYMENT ELIGIBILITY VERIFICATION
<input checked="" type="checkbox"/>	DEPARTMENT OF STATE FEDERAL EMPLOYEES GROUP LIFE AND HEALTH INSURANCE
<input checked="" type="checkbox"/>	DEPARTMENTAL CONDITIONS AND TERMS OF EMPLOYMENT
<input checked="" type="checkbox"/>	DEPARTMENT OF STATE BIOGRAPHIC DATA SHEET
<input checked="" type="checkbox"/>	RECORD OF LEAVE DATA
<input checked="" type="checkbox"/>	VOLUNTARY SEPARATION INCENTIVE PAYMENT
<input checked="" type="checkbox"/>	CONTINUED SERVICE AGREEMENT
<input checked="" type="checkbox"/>	UNEMPLOYMENT INSURANCE BENEFITS
<input checked="" type="checkbox"/>	APPOINTMENT LETTER
<input checked="" type="checkbox"/>	POSITION DESCRIPTION
<input checked="" type="checkbox"/>	REQUEST FOR PRELIMINARY EMPLOYMENT DATA
<input checked="" type="checkbox"/>	POSITION DESCRIPTION

\*TMFOUR documents are not included in "Print Folder" requests. Please go to the travel folder and print each TMFOUR individually.