

## **eQIP Applicant Information Sheet**

One of the major conveniences of the eQIP system is that it is a web-based system, so you can access the system from anywhere you have internet access, such as your home or your office. Since eQIP is a web-based system, it's important that you have your internet browser properly configured. The following guidance is provided for use by DoD requesters/users of eQIP.

### **Web Browser Requirements**

If using **Microsoft Internet Explorer (IE)**, you must have version 5.5 or later, with Service Pack 2. Internet Options for IE should be set as follows:

- **Enable JavaScript**
- **Enable Cookies**
- **Enable Scripting**
- **Enable TLS 1.0** (this option is disabled by default.).

To enable TLS 1.0 in IE, on the top menu:

- Select **TOOLS**
- Select **INTERNET OPTIONS**
- Select the tab labeled **ADVANCED**
- Scroll down to the section labeled **SECURITY**
- Check the box to enable TLS 1.0
- Click the **OK** button to save

If using **AOL**, open a separate window in IE (outside AOL) and set TLS 1.0 following the instructions above; **or** directly within AOL, go to the top menu in AOL, then:

- Select **SAFETY**
- Select **SETTINGS**
- Select **INTERNET PROPERTIES**
- Under **RELATED SETTINGS**, select **INTERNET EXPLORER SETTINGS**, then the **ADVANCED** tab
- Scroll down to **SECURITY**
- Check **TLS 1.0**
- Click the **APPLY** and **OK** buttons
- Click **SAVE** in the AOL Browser Settings box

If you are using **Mozilla**, you must have at least version 0.9.4. Although security settings may already be defaulted to the proper values, you should verify so by following this process:

- Select **EDIT**
- Select **PREFERENCES**
- Select **PRIVACY AND SECURITY**
- Select **SSL**
- Under SSL Protocol Versions, enable **SSL VERSION 2**, **SSL VERSION 3**, and **TLS**

**Mozilla** users must also verify that they are enabled to use cookies. To do so, go to your browser's toolbar and verify in the following order:

- Select **EDIT**
- Select **PREFERENCES**
- Select **PRIVACY AND SECURITY**
- Select **COOKIES**
- Ensure that either **ENABLE COOKIES FOR THE ORIGINATING WEBSITE ONLY** **or** **ENABLE ALL COOKIES** is checked

e-QIP is also compatible with **Netscape Navigator**, version 6.1 or later.

If you are using **JAWS** screen-reading software, please note that JAWS requires the use of Internet Explorer, version 5.5 or later.

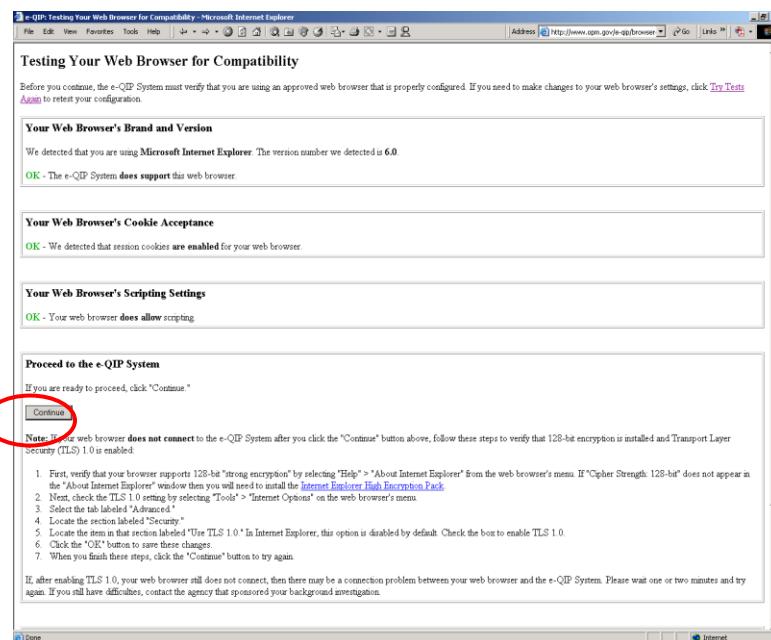
## Accessing *eQIP*

Now that you've properly configured your computer, you'll need to access the OPM *eQIP* website.

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

**www.opm.gov/e-qip/**

2. The *eQIP* Gateway Page will appear. Scroll down and click the link labeled "**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 after doing so you receive the error message "Page Cannot Be Displayed," please ensure that you've properly configured your computer and that you've enable TLS 1.0.)



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. The *e-QIP* Welcome Screen will appear. Enter your Social Security Number in the text entry boxes, and click the "**SUBMIT**" button to logon to the *e-QIP* applicant site.

The screenshot shows a Microsoft Internet Explorer window titled "Login - Identify Yourself to the e-QIP System". The address bar shows the URL <https://www.e-qip.opm.gov/eqp/e/>. The page header includes "Help", "Login", "Identify Yourself to the e-QIP System", "OMB No. 3206-0005", and "The United States Government U.S. Office of Personnel Management (OPM)". A warning message at the top states: "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." Below this is a yellow box containing the instruction: "Enter your Social Security number, then click the "Submit" button. Your input will be masked to protect your privacy." A red arrow points to the "Social Security Number" input field, which contains a placeholder "000-00-0000". Below the input field are "Submit" and "Clear Fields" buttons. In the bottom right corner, it says "Version 1.07".

6. Initially you'll be asked to answer three default "Golden Questions." You'll be required to type in your last name, year you were born and city where you were born. **IMPORTANT** The first time you're asked for the "City you were born," you have to type in the word "unknown" (case sensitive). Then you may create new Golden Questions and Answers on the next screen.

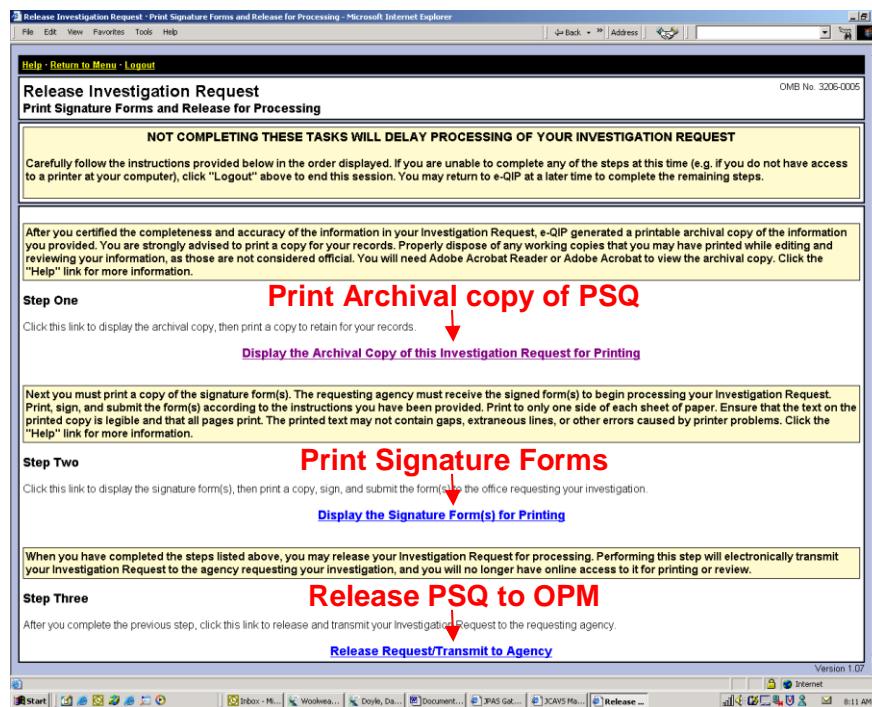
The screenshot shows a Microsoft Internet Explorer window titled "Authentication - Answer your Golden Questions". The address bar shows the URL <https://www.e-qip.opm.gov/eqp/e/>. The page header includes "Help - Return to Login Screen", "Authentication", "Answer your Golden Questions", "OMB No. 3206-0005", and "WARNING! It is YOUR RESPONSIBILITY to protect the answers to your Golden Questions.". A warning message below states: "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 logon the e-QIP system under your identity, allowing them to see and change your personal data." Another message says: "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." The main form area has sections for "Enter the answer to each Golden Question.", "Question/Answer #1" (Question: In what year were you born? Answer: [redacted]), "Question/Answer #2" (Question: What is your last name? Answer: [redacted]), and "Question/Answer #3" (Question: In what city were you born? Answer: **unknown**). A red box highlights the "Question/Answer #3" section. At the bottom, there is a link "Let me change my Golden Questions and Answers.", a note about social security numbers, and "Submit" and "Clear Fields" buttons. In the bottom right corner, it says "Version 1.07".

7. Click the highlighted link that says: "**Enter Your Data.**" You must edit at least one question in the PSQ for the system to recognize your initial log-in.
8. Complete the SF-86 questions and save as instructed. Validation of your data will occur after every screen save.

9. Once you've completed the form, but **BEFORE** you certify your form, print out a copy of the PSQ.

Bring the printed copy of the PSQ to your Facility Security Officer (FSO or designee). The company shall review the remainder of the application to determine its adequacy and to ensure that necessary information has not been omitted.

10. The Facility Security Officer (FSO or designee), may require you to produce evidence of citizenship if you claim U.S. citizenship. He/she will provide information on the type of documents that may be used to support this review.
11. Once the Facility Security Officer has reviewed the PSQ, he/she will contact you for additional information and/or for you to come to the Security Office to certify your PSQ electronically.
12. Once you certify your PSQ, print out the release forms and certification for your signature. These signature forms will be retained by the Security Organization.
13. Print out an archival copy of your PSQ for your own records and the Security Organizations records. (If you are having 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.



14. Once you've printed out the Archived copy of your PSQ and the signature forms, click on the "Release Request/Transmit to Agency" link.

**For additional information on using the eQIP system and completing your PSQ, click on the "eQIP Brochure for Applicants" located at the eQIP Gateway.**

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#### Problem Checklist

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Now that you've properly configured your computer, you'll need to access the OPM eQIP website.

1. Releases not dated, signed or legible. Modifications must be initiated by Subject.
2. DOB or POB discrepancy between FPC and SF86/SF85P.
3. Missing middle name on FPC (Must match SF86/SF85P). Indicate "NMN", if there is no middle name. Indicate "IO" if Initial only.
4. Missing City, State and Zip. This is required for ALL residence and employment addresses.
5. The lack of SSNs and POBs for cohabitants on SSBI requests.
6. Employment and residence gaps (see instructions at [www.dss.mil](http://www.dss.mil) for specifics).
7. Lack of separation date and residence of spouse in case of separation or divorce.
8. Missing marital status of previous spouse. If unknown, indicate.
9. Missing debt clarification; indicate if still outstanding. Provide comments in remarks section if needed.