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 it 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. <u>Internet</u> <u>Options for IE should be set as follows</u>:

- 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 **PREFERNCES**
- 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 *e*QIP Gateway Page will appear. Scroll down and click the link labeled "*e*QIP 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.)

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Testing Your Web Browser for Compatibility	
resulig rour web browser for compatibility	
Before you continue, the e-QIP System must verify that you are using an approved web browser that is properly configu	red. If you need to make changes to your web browser's settings, click. <u>Try Test</u>
Again to retest your configuration.	
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tour web browser's brand and version	
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OK - The e-OID Switern does support this web browser	
oux - ano o-qua byroni and anggore and noo oronani.	
Your Web Browser's Cookie Accentance	
Tour web browser's cookle Acceptance	
OK - We detected that session cookies are enabled for your web browser.	
Your Web Browser's Scripting Settings	
OK - Your web browser does allow scripting	
Proceed to the e-OIP System	
If you are ready to proceed, click "Confinue."	
Continue	
Note: If our web browser does not connect to the e-QIP System after you click the "Continue" button above, follow	v these steps to verify that 128-bit encryption is installed and Transport Layer
Security (1LS) 1.0 is enabled:	
1. First, verify that your browser supports 128-bit "strong encryption" by selecting "Help" > "About Internet Explore	er" from the web browser's mesu. If "Cipher Strength: 128-bit" does not appear
the "About Internet Explorer" window then you will need to install the Internet Explorer High Encryption Pack.	
 Next, check the ILS 1.0 setting by selecting "Iools" > "Internet Options" on the web browser's menu. Calact the tab labeled "A dware of " 	
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5. Locate the item in that section labeled "Use TLS 1.0." In Internet Explorer, this option is disabled by default. Che	eck the box to enable TLS 1.0.
6. Click the 'OK' button to save these changes.	
7. When you finish these steps, click the 'Continue' button to try again.	
If, after enabling TLS 1.0, your web browser still does not connect, then there may be a connection problem between y	rour web browser and the e-OIP System. Please wait one or two minutes and tr
again. If you shill have difficulties, contact the agency that sponsored your background investigation.	the second s
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- 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.

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lentify Yourself to the e-QI	P System	
	The United States Gove U.S. Office of Personnel Mana	arnment gement (OPM)
Inly persons specifically autho urposes other than those auth	rized to do so may access this data. Unauthorized attemp orized by OPM, are a violation of federal law and/or regula	ts to pass this screen, as well as any use of data in this system for tion. Violators are subject to disciplinary action and prosecution.
inter your Social Security numb	ber, then click the "Submit" button. Your input will be mas	ked to protect your privacy.
Social Security Number		
	- Entor SSN	
Submit Clear Fields	Litter 5514	
		Version 1.

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. <u>IMPORTANT</u> 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.

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uthen nswer y	ication OMB Na. pur Golden Questions	3206-000
	WARNING! It is YOUR RESPONSIBILITY to protect the answers to your Golden Questions.	
'he answe iewed in p creen. If s	rs to your Golden Questions serve as your password to the «-QIP system. The fields to enter your answers into are masked by default, but may alimitant to aliony out nome accurately enter your answers. Do not allow somenon to as your computer screen while your answers are not the omeone acquires your answers, they will be able to logon the «-QIP system under your identity, allowing them to see and change your persons	be e I data.
'you susp hange my	ect someone knows the answers to your Golden Questions, you should change your Golden Questions and Answers. If you check the "Let m Golden Questions and Answers" box, the next screen will allow you to change your Golden Questions and Answers.	•
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- 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, <u>right click</u> 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.

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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.

= Problem Checklist =

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 initialed 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 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.