



PHMA

e-QIP User's Guide

Electronic Questionnaires For Investigations Processing (e-QIP)

February 2008

System Overview

Welcome to e-QIP, the Electronic Questionnaires for Investigations Processing system. e-QIP is part of an e-government initiative sponsored by the Office of Personnel Management. e-QIP allows applicants to electronically enter, update, and transmit their personal investigative data over a secure Internet connection to their employing agency for review and approval.

Please read all of the information in this pamphlet and the other documents that have been sent to you before entering the e-QIP Website.

If you encounter problems while attempting to complete this process you may call 540-542-7758 for assistance.

Web Browser Requirements

e-QIP is compatible with Microsoft's Internet Explorer, Netscape Navigator, and Mozilla Firefox. The following specific versions are compatible with e-QIP:(please note any special settings that must be enabled)

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 (e-QIP uses one session cookie only.)
- ~ Enable TLS 1.0
- ~ Enable Scripting

IE Web Browser Security Settings

To check the security settings on your web browser:

1. Open your browser and select "Tools" on the tool bar.
2. Next select "Internet Options" and then select the "Advanced" tab on the far right-hand side the top inside the box.
3. Scroll down until you reach the Security Selections and make sure there is a check in the box that says "Use TLS 1.0". If there is no check mark click on the box.
4. After that, click "Apply" and then "Okay". This will enable your browser to run the program properly and securely.

If using **Mozilla Firefox**, you must have version 1.0 or newer. Although security settings may already be defaulted to the proper values, you should verify by doing the following in this order:

- ~ 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"(e-QIP uses one session cookie only.)
- ~ Ensure that either "Enable cookies for the originating website only" or "Enable all cookies" is checked.(e-QIP uses one session cookie only.)

e-QIP is also compatible with **Netscape Navigator**, 6.1 and newer.

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

Getting Started

1. Turn on your computer and allow Windows to load.
2. Start Internet Explorer and enter the following URL: <http://www.opm.gov/e-qip/index.asp>
3. A Security Alert box will appear, ending with "Do you want to proceed?" Click the "Yes" button with the mouse, or type <CTRL Y> to continue.
4. The e-QIP Welcome Screen will appear. Enter your Social Security Number in the text entry box, and click the "Submit" button to logon to the e-QIP site.
5. Be sure to enter three (3) Golden Questions and Golden Answers according to the instructions provided in the Help File on the Golden Question Screen.
6. Complete the questions and save as instructed.
7. Be sure to Certify/Submit your form when form is complete and all data has been successfully validated.
8. Be sure to print and sign any required release forms before releasing your form for agency review.

Choosing Your Golden Questions/Answers

It is YOUR RESPONSIBILITY to provide Golden Questions to uniquely identify you.

Golden Questions help the e-QIP system verify your identity. By creating a combination of Golden Questions that *ONLY YOU* can possibly know all of the correct answers to, you are assured that no one (including parents, spouses, and close friends) can impersonate you on the e-QIP system.

Please carefully consider who else may possibly know the answer to each possible Golden Question you enter. We suggest creating questions concerning different time periods in your life.

Entering Your Golden Questions/Answers

After you have selected your set of Golden Questions/Answers, enter each Question under a "Question" header and enter the corresponding Answer under the "Answer" header directly under that question.

You must provide a non-blank answer for each question you provide, and vice versa. You must provide three Golden Questions.

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

Golden Questions and Answers are your password to the e-QIP System.

The text entry fields for Golden Answers are NOT password protected, to allow more accurate entry of your answers. Asterisks automatically mask Golden Answers, but if you choose, you can view your answers by clicking the "Allow me to see my Golden Answers" checkbox.

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 to the e-QIP system under your identity, allowing them to see and change your personal data.

Entering Your Data

NOTE: Click "Help" from any screen for specific guidance on functions for that screen.

First Time Data Entry

Before you begin entering data for the first time, read each instructions document listed on the Read Instructions screen. Indicate that you have read and understand each document by checking the corresponding checkbox. When finished, click the **SUBMIT** button to continue. You must read each document and indicate that you have done so before you may continue.

Question Navigation:

From any question screen, you may click the View Questions Navigation List hyperlink to go to any desired question.

Errors and Warnings:

After clicking **SUBMIT**, if the system displays the same screen with "**Validation Results**" listed at the top, you must satisfy validation criteria (i.e., there was a problem with your submission that needs to be addressed).

For validation "**Error**" messages, you may correct your data by scrolling to the appropriate field and editing. After making corrections, click the **SUBMIT** button at the bottom of this page to save your changes.

For validation "**Warning**" messages, you may either provide the requested information or click the **EXPLAIN** button next to the message to explain why the information cannot be supplied. Upon clicking the **EXPLAIN** button you may provide an explanation in the text field or check the box labeled "*I do not know the requested information*".

After choosing an action, click the **SUBMIT** button to save your changes.

For validation "**Error**" and "**Warning**" messages, you may also choose to click the **SAVE/ CONTINUE** button. If you click the **SAVE/ CONTINUE** button, you may advance to the next question screen and correct the information at a later time prior to the final submission of your form.

Continued on reverse ~

To delete an entry, click on the **DELETE** button.

If you decide to not make any changes, click on the **CANCEL** button.

If you make a mistake and want to start over on a given screen, click on the **RESET THIS SCREEN** button at any time prior to clicking the **SUBMIT** button.

When you are finished and ready to proceed, click on the **SUBMIT** button. Upon clicking the **SUBMIT** button, your information will be saved.

Displaying Your Data

When you are ready to display and/or print SF-85P or SF-86 information that has been entered into e-QIP, click on the "**Display**" link located in the upper left hand corner of any e-QIP screen. A new browser window will then appear which will display on the screen all the data that has been entered up to that point. If desired, one can print the displayed data by first selecting "**File,**" then "**Print**" from the new browser window.

Listing Expected Attachments

If desired, you may include additional explanatory information with your signed release forms that will be forwarded to your sponsoring agency. You may attach resumes, photographs, maps, or any other type of information that you believe would assist the Reviewers and Approvers of the SF85P or SF86 form.

To create a list of "expected attachments", select the *List Expected Attachments* page from the e-QIP Navigation Bar. This screen allows you to create, delete and edit attachments that you will send with your request.

Certifying Your Data

When you have completed all the questions on the SF-85P or SF-86 and are ready to submit, click the **Validate, Review, Certify** hyperlink from the Navigation bar and follow the instructions.

Certify that the answers you provided on the Questionnaire are correct and accurate. After certification, your answers to the Questionnaire will be locked and unavailable for editing. You should print an official copy of your data for your records and must print a copy of your release forms after you complete certification.

Answer the questions on the *Certify* screen by clicking in the checkbox to the right of the question to continue the submission process. Understand that once you answer the questions with 'Yes' and click the **SUBMIT** button, you will no longer be able to change the data on your Questionnaire. As part of certification, e-QIP must revalidate your entire Questionnaire. This process takes a moment, so please click the **SUBMIT** button only once.

After you have successfully certified your form, you cannot change your data. If you wish to abort this screen, click the **CANCEL** button.

After certification, you must select "**Release Request/Transmit to Agency**"

If you wish to exit the e-QIP system **WITHOUT** saving your data, click on the **Exit e-QIP** button. Upon clicking this button, you will be prompted to confirm your intentions. Click on the **OK** button in the pop-up box if you wish to exit. Otherwise, click on **CANCEL** button.

Information contained in this pamphlet regarding the navigation through the e-QIP Application was developed by the U. S. Office of Personnel Management and is being distributed by the Federal Emergency Management Agency to assist current employees and candidates for employment with completing this process

SECURITY PACKETS

Federal Employee Public Trust, SF85P Packet

- ~ e-QIP Signature Pages – printed and signed
 - Certification of Answers
 - Medical Release
 - Authority for Release
- ~ SF 87 Finger Print Cards (2 cards)
- ~ Fair Credit Act Reporting Release
- ~ OF 306, Declaration for Federal Employment
- ~ Copy of the candidate's resume, or an OF 612, Optional Application for Federal Employment.

Federal Employee National Security SF 86 Packet

- ~ e-QIP Signature Pages – printed and signed
 - Certification of Answers
 - Medical Release
 - Authority for Release
- ~ SF 87 Finger Print Cards (2 cards)
- ~ Fair Credit Act Reporting Release
- ~ OF 306, Declaration for Federal Employment
- ~ Additional Household Members Sheet
- ~ Copy of the candidate's resume, or an OF 612, Optional Application for Federal Employment.

Federal Contractor SF85P Packet

- ~ e-QIP Signature Pages – printed and signed
 - Certification of Answers
 - Medical Release
 - Authority for Release
- ~ FD 258 Applicant Finger Print Cards (2 cards)
- ~ Fair Credit Act Reporting Release
- ~ DHS Form 11000-6 (08-04) Non-Disclosure Agreement.

RESUMES in Security Packet Submissions

We encourage you to submit an OF 612 in place of a resume however, if you choose to send a resume in the security packet rather than OF612 it must contain complete information regarding each employer for the previous 7 year period for Public Trust submissions and 10 years for National Security submissions. In accordance within OPM's direction, the resume must include the following information for each employer: company or organization name; supervisor's name; full physical street address of the business or organization; telephone number; and, beginning and ending dates for each period of activity. Periods of employment described in the resume must reflect the same information entered on the SF85P or SF86.

Incomplete resumes can not be processed and will result in your security packet being returned to you.

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If you do not receive the documents listed above to complete the required security packet, contact the office responsible for establishing your record in e-QIP to receive further instruction.