How to Complete One-Time Registration of Your AMS Profile in eOPF

Users with an active AMS profile and an eOPF account can access the eOPF site by logging into AMS after completing a one-time registration process.

Note: The eOPF application supports Internet Explorer 6.x through 9.x. For help with other versions or browsers, please contact the ONE-DHHS helpdesk at 1-888-ONE-DHHS (663-3447), option 3 for eOPF assistance.

1. Log into AMS at [https://ams.hhs.gov](https://ams.hhs.gov). For quick and easy access to your applications, add this page to your browser favorites or create a desktop shortcut.

2. On your AMS homepage, click on the “Electronic Official Personnel Folder (eOPF)” link.

   Note: If you do not readily see the eOPF link in the “Restricted Access, HHS Network” pane, use the scroll bar to move down your list of applications.

3. On the “eOPF eAuth Controller” page, click on the “Dept. of Health and Human Services” entry under the “eAuth enabled eOPF Instances” heading.
4. To proceed, click “Accept” on the disclaimer page.

5. On the “Register for access into eOPF Instance” page, enter your information (all fields are required) and click on the “Register” link.

   **Note:** For assistance with this step, please contact the ONE-DHHS helpdesk at 1-888-ONE-DHHS (663-3447), option 3 for eOPF, or the OPM eOPF helpdesk (call 1-866-275-8518 or email eopf_hd@telesishq.com).
6. On the “Rules of Behavior” page, click on the “Accept” button to complete the process.
7. You will now be redirected to the eOPF homepage.