

Applicant e-QIP Instructions

e-QIP is a web-based automated system that was designed to facilitate the processing of standard investigative forms used when conducting background investigations. e-QIP allows you to electronically enter, update, and transmit your personal investigative data over a secure internet connection to your requesting agency (DCAA).

e-QIP is designed to be accessible from any computer, anywhere in the world. You can use any computer that has internet access, such as home, the library, or at the office. e-QIP is compatible with most well-known browsers including Internet Explorer, Firefox, and Safari. e-QIP requires that TLS 1.0 be enabled in the user's browser. If you receive a "Page Cannot be Displayed" error, click [here](#); reference section 4 (beginning on page 6) to resolve the issue.

To begin completing the SF 86 in e-QIP, you must first access the e-QIP login screen.

1. **Open your internet browser and navigate to the following URL: <http://www.opm.gov/e-QIP>.** The e-QIP Gateway Page will appear.
2. **Click the button labeled [Enter e-QIP Applicant Site](#).** e-QIP automatically tests your browser for compatibility and displays the results on a page entitled "Testing Your Web Browser for Compatibility." If any options show a red warning, follow the on-screen instructions to change your browser settings. e-QIP will not display unless these settings are enabled.
3. **Click on ["Register for Username and Password"](#)**
4. **Type your Social Security Number (SSN) into the Social Security Number field and click [Submit](#). Enter the registration code you received from OPM.**
5. **Answer the Golden Questions.** Once you enter your SSN, you should next see a screen that asks you to answer three "Golden Questions." The default Golden Questions display: [Last Name](#), [City of Birth](#), and [Year of Birth](#). Once you answer these correctly, the system will prompt you to create a Username and Password. ***Note: If you did not provide your city of birth on your OF 306, we entered "unknown" as your city of birth. You will need to enter "unknown" as your city of birth upon initial log-in.**
6. **Select a Username and password, enter them in the appropriate fields and click [Submit](#)**
7. **Select your Challenge Questions and Answers (for use in case you forget your password) and click [Submit](#).**
8. **Completing the SF 86.** After you have successfully logged into e-QIP, you will see the "Complete an Investigation Request" screen.

Verify your personal data displayed at the top of the Select Investigation Request screen. When you are ready to begin completing the form, click the link that says [Enter Your Data](#)



Do NOT list your spouse as a 'cohabitant' (Section 17). A cohabitant is a person with whom you share bonds of affection, obligation, or other commitment, as opposed to a person with whom you live with for reasons of convenience (e.g. a roommate), but NOT your spouse.

9. **Validating, Reviewing, and Certifying the SF 86.** When you are satisfied that your form is complete and no validation errors are present, click [Continue](#). You have the option of reviewing a display copy of your form before certifying it. You can also review the display copy at any time as you complete the form. At this point, you may print and/or save (highly recommended) the Archival Copy for your records. Please do not attempt to

upload your eQIP to the portal for submission.

If you do not have any changes to the information you previously provided, and you are ready to certify your data, click [Continue](#).

Click the YES box and then click [Begin Request Certification Process](#). A pop-up dialog box displays informing you that the process will take 20-30 seconds. Click **OK**.

Click the YES box and then click [Continue](#).

Enter your eQIP password. The Certification page will appear. **Important! This is your last chance to edit your information.** Once you click the “Click Here to Sign” button, your answers will be locked and the form will become unavailable for editing. *You will be unable to make any further changes.*

If you are satisfied with your data entries and are prepared to submit your completed Investigation Request, scroll down and click the [Click Here to Sign](#) button. Click [Continue](#) when finished.

Enter your eQIP password again. The Fair Credit Reporting Disclosure and Authorization (FCR) will appear.

Note: The Fair Credit Report is a release form that must be submitted with all SF 86 forms to allow requests for credit checks and other financial data. ***If you requested a “freeze” on your credit, it is important you remove the “freeze” prior to submitting your investigation request.***

Click the [Click Here to Sign](#) button. Click [Continue](#) when finished

Repeat the above procedures to continue and sign the General Release and Medical Release forms. (The Medical Release is only required if you answered “yes” to Question 21 on the eQIP).

The four signature pages you just digitally signed are automatically attached to the request and you will see them listed on the next page. If you do not have any additional attachments to attach to this request or have finished adding all your desired attachments to the request, select the “No” radial button, click “Next” and proceed to the next step.

 **DO NOT print any bar-coded cover sheets or fax anything to e-QIP directly.** All documents and attachments must be provided to DCAA Personnel Security.

10. Release and Transmit the SF 86 Form

Click [Release Request/Transmit to Agency](#). If the confirmation screen appears, you are logged out of e-QIP and your information has been transmitted to DCAA.



If you answered “yes” to any questions in Sections 21-24 and/or 26-28, be prepared to provide this office with additional information, such as official documentation and detailed statements of explanation and future intent.

SF-87 Fingerprint Card: You will receive one fingerprint card in the mail. Please read the complete instructions [here](#).