



EPP User ID/Password Quick Reference Guide

The Employee Personal Page (EPP) allows employees serviced by the National Finance Center (NFC) to view their payroll, leave, health and life insurance, Wage and Tax Statement, and other personal information. EPP also allows employees (whose Agencies participate) to use Employee Self-Service (ESS), a self-service feature, to request updates to specific payroll information. Employees can access EPP from any computer at <https://www.nfc.usda.gov/epps>.

This Quick Reference Guide provides instructions for new and current employees on the EPP user identification (ID) and password process.

Are you a new employee accessing the Employee Personal Page (EPP) for the first time?

If you received a “Welcome to EPP” email at your work email address with a temporary password and instructions for accessing EPP, then your Agency has already established you in EPP.

Log in using the steps below.

1. Access EPP at <https://www.nfc.usda.gov/epps>.
2. Enter your **Social Security number** (SSN) and temporary password. You will be prompted to enter a new user ID and password.
3. The **Enter Your Work Email Address** page is displayed, and you will be required to enter your work email address in the **Work E-mail** field then select the **Submit** button.
Note: The work email must end in either .gov, .edu, or .mil.
4. An email containing a verification code is sent to the email address entered, and the **Verify Your Work E-mail Address** page is displayed. Verify your work email address by entering the code provided in the email. Then select the **Submit** button.
5. Next, the **Enter Your Personal E-mail Address** page is displayed, and you will be required to enter your personal email address in the **Personal E-mail** field. Once you enter your personal email address select the **Submit** button.
Note: If the user does not have a personal email address they may reenter their work email address in this field.
6. An email containing a verification code is sent to the email address entered, and the **Verify Your Personal E-mail Address** page is displayed.
7. Verify the personal email address by entering the code provided in the email and then select the **Submit** button.
8. Finally, the Two-Step Authentication page is displayed, and you will be required to register either a telephone number or authentication application to secure your EPP account. For instructions on completing these steps, please see the Two-Step Authentication section of this quick reference guide.
Note: If your duty station is outside of the continental United States you will be required to secure your account with an authentication application.

If you did not receive a “Welcome to EPP” email at your work email address, but do have a valid work email address (e.g., john.doe@usda.gov), then you need to complete the signup process in EPP.

Log in using the steps below.

1. Access EPP at <https://www.nfc.usda.gov/epps>.
2. Select the **I Agree** button.
3. Select **Sign In with EPP Account**.
4. Select the **New User Signup** link located under the login fields.
5. Enter your SSN and date of birth (DOB).
6. Select **Continue**.
7. Enter your work email address.
Note: Your work email address should be a valid work email address on file for your Agency. If you do not have a work email address, select **No Work E-mail Address**. You will be redirected to sign up using an SPO PIN that will be provided to you.
8. Select **Sign-Up**. You will receive a message that your temporary password was emailed to you.
Note: The temporary password email will be sent to your work email address. Follow the instructions provided in the email.

If you did not receive a “Welcome to EPP” email at your work email address or you do not have a valid work email address (e.g., john.doe@usda.gov), please contact your Agency Servicing Personnel Office (SPO) to request assistance with logging in to EPP.

Two-Step Authentication

Authenticating with a Text Message (SMS)

Each time you log into your account with your password, we'll send a one-time use code via text message (SMS) to your verified cell phone. You will then enter that code to verify your account access. Message and data rates may apply.

Note: Employees stationed outside of the continental United States will not be able to use this option and must authenticate using an authentication application.

Authenticating with an Authentication Application

Authentication applications are downloaded to your device and generate secure, six-digit codes you use to sign in to your accounts. While authentication applications are not protected if your device is lost or stolen, this method offers more security than phone calls or text messaging against phishing, hacking, or interception.

Note: This option is required for employees stationed outside of the continental United States.

To authenticate using a phone number, follow the steps below.

1. To authenticate using a phone number, select the **Text Message (SMS)** radio button and select the **Continue** button. The Two-Step Authentication page (including the **Phone Number** field) is displayed and you will be required to enter your phone number in the **Phone Number** field.
2. Select the **Submit** button and a text message containing a verification code is sent to your phone, and the Two-Step Authentication page (including the Verification Code field) is displayed.
3. Verify your phone number by entering the code provided in the text. Select the **Submit** button.
4. The user is now logged in to EPP.

To authenticate using an authentication application, follow the steps below.

1. To authenticate using an authentication application, select the **Authentication Application** radio button and select the **Continue** button. The Two-Step Authentication page (including the authentication key and the QR code to be scanned) is displayed.
2. Either enter the key provided on an authentication application or scan the QR code. A security code will be provided by the authentication application.
3. Enter the code provided in the **Enter the code from the app** field. Select the **Submit** button.
4. The user is now logged in to EPP.

Forgot Your User ID?

To have your user ID made available to you online, in real time within the EPP application, follow the steps below.

1. Access EPP at <https://www.nfc.usda.gov/epps>.
2. Select the **I Agree** button.
3. Select the **Sign In with EPP Account** button.
4. Select **Forgot Your User ID?**, located under the login fields.
5. Select **Request User ID Online**.
6. Enter your first name, last name, and DOB and select **Continue**. You will receive a temporary security code either through text message (SMS) or an authentication application, depending on the method you chose during setup.
7. Enter the code provided and select the **Submit** button. Your user ID will be displayed online.

To have your user ID sent to your work email address, follow the steps below.

1. Access EPP at <https://www.nfc.usda.gov/epps>.
2. Select the **I Agree** button.
3. Select the **Sign In with EPP Account** button.
4. Select **Forgot Your User ID?**, located under the login fields.
5. Select **Request User ID by E-mail**.
6. Enter your first name, last name, and DOB and select **E-mail User ID**.
7. Choose an email address from your established email addresses within EPP to have the user ID emailed to that address.
8. Select **Submit**. You will receive a message stating that your user ID was emailed to you. Follow the instructions provided in the email.

Forgot Your Password?

To have your temporary password sent to your work email address, follow the steps below.

1. Access EPP at <https://www.nfc.usda.gov/epps>.
2. Select the **I Agree** button.
3. Select the **Sign In with EPP Account** button.
4. Select the **Forgot Your Password?** link located under the login fields.
5. Enter your EPP user ID and DOB and select **Continue**. You will receive a temporary security code either through text message (SMS) or an authentication application, depending on the method you chose during setup.
6. Enter the code provided and select the **Submit** button.
7. Select one of the email addresses you have established in EPP to send the temporary password to and select **Continue**.
8. Select **Continue**. You will receive a message that your temporary password was emailed to you.

Did Not Receive Your Temporary Password?

If you have an EPP user ID but never received the temporary password, follow the steps below.

1. Access EPP at <https://www.nfc.usda.gov/epps>.
2. Select the **Forgot Your Password** link located below the login fields.
3. Enter your EPP user ID and DOB and select **Continue**.
The following message will appear *“You requested a password by e-mail within the last 7 days. It normally arrives by the next business day. Are you sure you want to request another password?”*
4. You will be given the following options:
 - a. Select **No** to cancel this request if you do not want to proceed.
 - b. Select **Yes** to send another password.
5. You will receive a temporary security code either through text message (SMS) or an authentication application, depending on the method you chose during setup.
6. Enter the code provided and select the **Submit** button.
7. Select one of the email addresses you have established in EPP to send the temporary password to and select **Continue**.
8. You will receive a message that your temporary password was emailed to you.
Note: If you still do not receive the temporary password, you should contact your SPO to resolve the issue.