Employee Instructions for Completion of e-QIP

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 on "**Enter e-QIP Applicant Site**".

3. You will be on a web page that "tests" you web browser for compatibility. If you see three (3) green check marks, scroll down and click "**Continue**". If you do not get all green check marks, follow on-line web page directions.

4. A Security Alert box may appear asking "**Do you want to proceed?**" If the aforementioned alert appears, click on the "**Yes**" button to continue.

5. The e-QIP logon screen will appear. If you are a returning user, enter your username and password (you would have previously established and should have secured in a safe place) and then click "**Submit**". If you do NOT have an e-Qip username and password, click "**Register for Username and Password**"" and then follow all directions.

6. Next on the "Complete an Investigation Request" web page click the highlighted link that says: "**Enter Your Data**". When entering data for the first time you should read the "**Form Completion Instructions**" screen. You will need to indicate you have read the disclaimer. You may use the navigation pull-down menu located at the top right corner of the page to go to any question. The following are error messages that might be received and explanations on how to make corrections:

   "**Validation Results**" – data just entered must be corrected, error message received only when a question is not answered appropriately.

   "**Validation Error**" – correct by scrolling to the appropriate field and edit. After correcting, click "**Submit**".

   "**Validation Warning**" – provide the requested information or click the "**Explain**" button next to the message to explain why the information cannot be supplied. You can also select "**I do not know the requested information**".

   Be sure to click "**Save**" after receiving any of the aforementioned error messages and making corrections. If you make a mistake and want to start over on a screen, select "**Reset this Screen**" prior to clicking the "**Submit**" button. You can then proceed to the next screen.

7. Complete the SF86/85 questions and save as instructed. Your data will be validated after every screen is saved. To correct answers, use the pull down menu to go to the question and make the necessary changes. Click the "**Save**" button. Even though the e-QIP system automatically validates your data after every save, you can also perform a manual validation. Go to the navigation pull-down menu and select "**Validate, Review, and Certify**", then select "**Go**" to the right of the pull-down menu, and the system will take you to the screen.

   NOTE: If you have the capability to scan and attach the following pages to the e-Qip program, when afforded the opportunity to do so at the end of the e-Qip application process, please take the time and do so (Be sure to sign, date, and place telephone number(s) in all applicable areas using "wet" blue or black ink):

   (1) Certification page;
   (2) General Release page;
   (3) Fair Credit Reporting Disclosure page **(to be included if you are completing a SF86)**; and,
   (4) Medical Release **(to be included if you answer "Yes" to question number 21 on the SF86)**.

8. Be sure to "**Certify and Submit**" when the form is complete. When ready to submit, select "**Certify That My Answers Are True**" from the navigation menu at the top of the "**Certify**" screen and click on "**Go**". Follow the instructions on the screen. After certification, the answers will be locked and unavailable for editing.

9. To print the entire form, select "**Display**" in the upper-left hand corner of the screen. It is recommended that you print and retain a copy for your own records. **Sign and date the hardcopy Certification, General Release, Fair Credit Reporting Disclosure (SF86 only), and the Medical Release (SF86 only and only if you answered "Yes" to question #21) and hand carry or mail the aforementioned pages to your Personnel Security Office (or follow all directions provided by your Security Specialist / point-of-contact).**

10. After certifying, the system will return you to the "**Main Menu**" where you must select "**Release Request to Agency**". Click the button and select "**OK**".
    *** If you do not complete this final step (Step 10), the investigation process cannot continue. ***