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 Agency participates) 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/personal*.

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 Agency 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/personal*.
2. Enter your Social Security number (SSN) and temporary password. You will be prompted to enter a new user ID and password.

   Optional Step:
   At this point you can establish an EPP work email address and two additional alternate email addresses. **Note:** The EPP work email address should be a valid work email address on file for your Agency.

   Enter the EPP work email address and the alternate email addresses in the Additional 1 E-mail and Additional 2 E-mail fields respectively. **Note:** The alternate email addresses may be your personal email account addresses.
3. Answer the six security questions provided. Your entered information is displayed.
4. Review your security questions responses and click **Continue**. You are now logged into your EPP.

If you did not receive a "Welcome to EPP" email at your Agency work email address, but do have a valid work email address *(i.e., 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/personal*.
2. Click the **New User Signup** link located under the login fields.
3. Enter your SSN and date of birth (DOB).
4. Establish an EPP work email address **Note:** The EPP work email address should be a valid work email address on file for your Agency.

   Enter the EPP work email address .
5. Click **Continue.** You will receive a message that your temporary password was emailed to you. **Note:** The temporary password email will be sent to your EPP work email address. Follow the instructions provided in the email.

If you did not receive a "Welcome to EPP" email at your Agency work email address and you do not have a valid work email address (*i.e., john.doe@usda.gov)*, please contact your Agency Servicing Personnel Office (SPO) to request assistance with logging into EPP.

Forgot Your User ID?

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

1. Access EPP at *https://www.nfc.usda.gov/personal*.
2. Click **Forgot Your User ID?**, located under the log in fields.
3. Click **Request User ID Online**.
4. Enter your first name, last name, and DOB and click **Continue**.
5. Correctly answer two security questions, and click **Continue**. Your user ID will be displayed online.

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

1. Access EPP at *https://www.nfc.usda.gov/personal*.
2. Click **Forgot Your User ID?,** located under the log in fields.
3. Click **Request User ID by E-mail**.
4. Enter your first name, last name, and DOB and click **E-mail User ID**.
5. Choose an email address from your established email addresses within EPP to have the user ID emailed to that address.
6. Click **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 EPP/Agency work email address, follow the steps below.

1. Access EPP at *https://www.nfc.usda.gov/personal*.
2. Click the **Forgot Your Password?** link located under the log in fields.
3. Click **Request Password by E-mail**.
4. Enter your EPP user ID and DOB and click **Continue**.
5. Correctly answer two security questions and click **Continue**.
6. Select one of the email addresses you have established in EPP to send the temporary password to or click **Add/Change EPP Work E-mail**.
7. If you cannot answer your security questions correctly, select one of the emails you have established.
8. Click **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 and completed the security questions to request a temporary password but never received the temporary password, follow the steps below.

1. Access EPP at *https://www.nfc.usda.gov/personal*.
2. Click the **Forgot Your Password** link located below the log in fields.
3. Click **Request Password by E-mail**.
4. Enter your EPP user ID and DOB and click **Continue**.

   "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?

5. Click **No** to cancel this request if you do not want to proceed.

   or

6. Click **Yes** to send me another password to proceed.
7. Correctly answer two security questions.
8. Click **Continue**.

   Select your EPP Work E-mail Address or **Add/Change EPP Work E-mail** address and click **Continue**. 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.