


Instruction on how to access E-QIP

1. Bring up the internet (this can be done from any computer, to include your home PC)
 2. Enter this URL <https://www.opm.gov/e-qip/browser-check.asp?check>
 3. At the top of your browser, click on TOOLS, then click INTERNET OPTIONS
 4. Click on the tab ADVANCED; scroll to the bottom and ensure TLS 1.0 is checked, click OK
 5. You should be back at the TESTING YOUR BROWSER screen. Click on TRY TESTS AGAIN
 6. Scroll down about ¾ of the way and you should see the CONTINUE button; click on this.
 7. Now you should be at the LOGIN SCREEN; enter your SSN.
 8. If this is the FIRST time you've ever logged in, you will be asked 3 standard questions
 - a. WHAT IS YOUR LAST NAME?
 - b. WHAT YEAR WERE YOU BORN?
 - c. WHAT CITY WERE YOU BORN? 
- ***Please note:** The default answer for this question is "Unknown"
9. Answer the first two questions honestly; for CITY OF BIRTH, you need to put the word 'Unknown' the first time you log in <this is case sensitive>.
 10. Once you answer these questions and click SUBMIT, your questions should be blank as well as the answers. You need to make up your own golden questions with answers you will remember.
 - a. DON'T USE FAVORITES i.e. MOVIES, FOODS, FRIENDS, etc. These change over time and they might not be the same in 10 years when you need to log in again.
 - b. REMEMBER WHAT YOUR ANSWERS WERE AND HOW YOU SPELLED THEM.
 - c. (If you forget the answers to your golden questions, call at 505-846-8079 to have your golden questions reset.)
 11. Once you log in to eQIP, you need to read the directions within the program in order to enter the information correctly.
 12. ENTER ALL YOUR INFORMATION

a. Make sure all months are accounted for when enter residence and employment; if you weren't employed, put UNEMPLOYED.

b. SELECTIVE SERVICE NUMBERS can be found at www.sss.gov
<<http://www.sss.gov/>>

c. If you were born abroad to military parents, enter the home of record for your parent and then enter your place of birth in the remarks section.

13. Once you have entered all of your data, you will be prompted to certify your answers; if there are errors, you will be provided with a list of errors that need to be corrected. If there are NO ERRORS, you will be asked for additional attachments—please provide attachments if you have indicated that you will be providing them.

14. The next screen will have 3 links (see below for explanation of each).

a. **DISPLAY ARCHIVAL COPY**
(To save your own copy)

b. **DISPLAY SIGNATURE PAGES FOR PRINTING** ←

*****Please note:** These documents must be sent to Civilian Personnel

c. **RELEASE REQUEST/TRANSMIT TO AGENCY** ←

*****Please note:** This link must be pressed so we can submit your SF86

15. Ensure you SAVE A COPY OF YOUR SF 86; this is done under DISPLAY THE ARCHIVAL COPY. (YOU MAY NEED THIS LATER, WE HOWEVER DO NOT)

16. Click on DISPLAY THE SIGNATURE FORMS in order to print out the pages that we require you to fax/scan to our office.

17. Once you've completed steps 15 and 16, click on RELEASE REQUEST/TRANSMIT TO AGENCY. Once this is done, you will not be able to log back in without being reset through 377 FSS/FSMC.

PLEASE ENSURE YOU FAX YOUR SIGNATURE PAGES TO 853-0699 THE SAME DAY THAT YOU TRANSMIT TO AGENCY. ONCE YOU'VE FAXED YOUR SIGNATURE PAGES TO OUR OFFICE, THE PROCESS IS COMPLETE ON YOUR END. IF YOU FAIL TO SUBMIT YOUR SIGNATURE PAGES TO OUR OFFICE, YOU WILL HAVE TO REACCOMPLISH THE FORM THROUGH eQIP.