

portable document file (PDF) which will display on the screen all the data that has been entered up to that point. If desired, you can print the displayed data by first selecting "File," then "Print" from the new browser window. If you do not have Adobe Acrobat Reader, it can be downloaded at no charge from www.adobe.com/products/acrobat/readstep2.html.

You can also save a copy of the displayed data to your own floppy disk. To do so, click the "Save" icon (floppy disk) from the new browser window.

Validating Your Data

Although the e-QIP system will automatically validate your data after every screen save, you may also do a manual validation. To do so, go to the navigation pull-down menu and select "Validate, Review, and Certify". The "validation results" show errors that need to be corrected. Read the validation results and the associated errors. Close the window. To correct your answers, use the navigation pull-down menu to go to the question that needs to be edited.

Certifying Your Data

When you have completed all the questions on the form and are ready to submit, select the "Certify That My Answers Are True" command from the Navigation Bar.

Ensure that you have completely entered your data, validated your data for errors, and reviewed your data for correctness. Follow the instructions on the Certify screen.

Certify that the answers you provided on the questionnaire are correct and accurate. After certification, your answers to the questionnaire will be locked and unavailable for editing. Select "Display" (in the upper left-hand corner of the screen) to generate a .PDF (printable) copy of your data, release forms, and certification statement.

You are required to print the release form(s) and the certification statement. If you do not have a printer, you should contact the office listed on the front of this brochure and ask for assistance.

After printing copies of the release form and certification statement, please sign them in ink and return the originals to your office.

After you have successfully certified your form and released it to your office, you cannot change your data. However, the next time you need access to e-QIP, most of your data will re-populate the e-QIP form. This will eliminate the need to start over from the beginning.

Web Browser Requirements

If using **Microsoft Internet Explorer (IE)**, you must have version 5.5 or later, with Service Pack 2. Internet Options for IE should be set as follows:

- Enable JavaScript
- Enable Cookies
- Enable Scripting
- Enable TLS 1.0 (this option is disabled by default)

To enable TLS 1.0 in IE, on the top menu:

- Select **TOOLS**
- Select **INTERNET OPTIONS**
- Select the tab labeled **ADVANCED**
- Scroll down to the section labeled **SECURITY**
- Check the box to enable **TLS 1.0**
- Click the **OK** button to save

If using **AOL**, open a separate window in IE (outside AOL) and set TLS 1.0 following the instructions above; or directly within AOL, go to the top menu in AOL, then:

- Select **SAFETY**
- Select **SETTINGS**
- Select **INTERNET PROPERTIES**
- Under **RELATED SETTINGS**, select **INTERNET EXPLORER SETTINGS**, then the **ADVANCED** tab
- Scroll down to **SECURITY**
- Check **TLS 1.0**
- Click the **APPLY** and **OK** buttons
- Click **SAVE** in the AOL Browser Setting box

If using **Mozilla**, you must have version 0.9.4. Although security settings may already be defaulted to the proper values, you should verify by doing the following in this order:

- Select "Edit".
- Select "Preferences"
- Select "Privacy and Security"
- Select "SSL"
- Under SSL Protocol Versions, enable "SSL Version 2," "SSL Version 3," and "TLS"

Mozilla users must also verify that they are enabled to use cookies. To do so, go to your browser's toolbar and verify in the following order:

- Select "Edit"
- Select "Preferences"
- Select "Privacy and Security"
- Select "Cookies"
- Ensure that either "Enable cookies for the originating website only" or "Enable all cookies" is checked.

e-QIP is also compatible with **Netscape Navigator, 6.1 and newer.**

If using **JAWS** screen-reading software, please note that JAWS requires the use of Internet Explorer, version 5.5 or later.

ELECTRONIC QUESTIONNAIRE FOR INVESTIGATIONS PROCESSING

e-QIP



Version 1.07

QUICK REFERENCE GUIDE FOR THE APPLICANT



Questions? Contact:

[Enter your local office information here]

**PLEASE COMPLETE YOUR INVESTIGATION
PRIOR TO YOUR ENTRANCE ON DUTY DATE**

Getting Started:

1. You must have access to a computer with Internet access. If you do not, contact the office listed on the front of this brochure.
2. You may be required to enter information related to where you have lived, where you went to school, your employment history, people who know you well, past employment, selective service record, your spouse, your relatives and associates, military history, foreign activities, foreign countries you have visited, medical history, police record, use of illegal drugs or drug activity, use of alcohol, investigations records, financial records, financial delinquencies, public record civil court actions. It is advised that you collect addresses, phone numbers, dates, etc. relating to the items mentioned above before you begin.
3. Go to the following website:
www.opm.gov/e-qip/
4. The e-QIP Gateway page will appear. Click the link that says "E-QIP Applicant Site".
5. The system will test your computer for e-QIP compatibility. Click the "continue" button to proceed to the application. If your system is found to be incompatible, refer to the section in this pamphlet labeled "Web Browser Requirements". If that does not resolve the problem, contact the office listed on the front of this brochure.
6. A Security Alert box will appear, ending with "Do you want to proceed? Click the "Yes" button to continue.
7. The e-QIP Welcome Screen will appear. Enter your Social Security Number in the text entry boxes, and click the "Submit" button to login to the e-QIP site.
8. Answer the three (3) default Golden Questions and then create new Golden Questions and Answers according to the instructions printed in this brochure.
9. Click the highlighted link that says "Enter Your Data".
10. Complete the questions and save as instructed.
11. Validation of your data will occur after every screen save.

12. Be sure to Certify/Sign your form when form is complete and print out your release forms and certification.

13. In the event that your form is rejected by the reviewing office, you will have a menu option to Display Previous Rejection Comments.

Choosing Your Golden Questions/Answers:

It is **YOUR RESPONSIBILITY** to provide Golden Questions to uniquely identify you. Golden Questions help the e-QIP system verify your identity. By creating a combination of Golden Questions that **ONLY YOU** can possibly know all of the correct answers to, you are assured that no one (including parents, spouses, and close friends) can impersonate you on the e-QIP system. Please carefully consider who else may possibly know the answer to each possible Golden Question you enter. We suggest creating questions concerning different time periods in your life. **PLEASE REMEMBER THAT IT MAY BE 4 OR 5 YEARS BEFORE YOU RETURN TO THE e-QIP SYSTEM!** Make sure you create questions you can still answer in the distant future.

Entering Your Golden Questions/Answers

After you have selected your set of Golden Questions/Answers, enter each Question under a "Question" header and enter the corresponding Answer under the "Answer" header directly under that question. You must provide a non-blank answer for each question you provide, and vice versa. You must provide three Golden Questions.

It is **YOUR RESPONSIBILITY** to protect the answers to your Golden Questions.

Golden Answers are your "password" to the e-QIP system. The text entry fields for Golden Answers are **NOT** password protected, to allow more accurate entry of your answers. Asterisks automatically mask Golden Answers, but if you choose, you can view your answers by clicking the "Allow me to see my Golden Answers" checkbox. Do not allow someone to see your computer screen while your answers are on the screen. If someone acquires your answers, they will be able to logon to the e-QIP system under your identity, allowing them to see and change your personal data.

Entering Your Data

First Time Data Entry: Prior to entering data for the first time, read the instructions on the "Form Completion Instructions" screen. Indicate that you have read and understand the document by clicking the corresponding button. You will then be shown a disclaimer screen that

provides additional instructions required. Executive Order 12968. You will need to indicate that you have read and understand the additional instructions by clicking the corresponding button.

Question Navigation: You may use the Navigation pull-down menu to go to any question, in any order. The navigation menu is located in the top, right-hand corner of the screen.

Errors and Warnings: After clicking SAVE, if the system displays the same screen with "Validation Results" listed at the top, you must correct the data you have just entered. You will only get validation messages if you have not answered a question appropriately.

For validation "Error" messages, you may correct your data by scrolling to the appropriate field and editing. After making corrections, click the SAVE button at the bottom of this page to save your changes.

For validation "Warning" messages, you may either provide the requested information or click the EXPLAIN button next to the message to explain why the information cannot be supplied. Upon clicking EXPLAIN you may provide an explanation in the text field or check the box labeled "I do not know the requested information". After choosing an action, click the SAVE button to save your changes.

For validation "Error" and "Warning" messages, you may also choose to click the SAVE/CONTINUE button. If you click the SAVE/CONTINUE button, you may advance to the next question screen and correct the information at a later time prior to the final submission of your form.

If you make a mistake and want to start over on a given screen, click on the RESET THIS SCREEN button at any time prior to clicking the SAVE button.

When you are finished and ready to proceed, click the SAVE button. Upon clicking SAVE, your information will be submitted and you will proceed to the next screen.

Displaying Your Data

When you are ready to display and/or print your information that has been entered into e-QIP, select the "Display" command from the top banner (located in the upper left-hand corner).

By selecting "Display", a new browser window will appear using Adobe Acrobat Reader. This window will generate a

The information listed below will be needed to complete the electronic SF85,
(Questionnaire for Non-sensitive Positions)

- Full Name
- Date Of Birth
- Place of Birth
- Social Security Number
- Other Names Used (maiden name etc.)
- Sex
- Citizenship
- Where you have lived in the past 5 years. There cannot be any gaps in the time period..You will also need to list name and address of someone who knew you at the address
- If you have gone to school within the last 5 years you will need to give that info, including the complete address. If you have not gone to school in that time period please do not answer.
- Employment history for the past 5 years. Again there cannot be any gaps in time periods You will need the address, phone number and Supervisor name. If you have a period of time you were unemployed you will need to put the name and address of someone who knew you at that time.
- People who know you well. List 3 people, you will need their address, phone number and months/years known. Please do not use- to present for the date it will not be accepted.
- Selective service number. If you registered with selective services you will need your registration #.
- Military History
- Illegal drug use if any.
- Expected attachments:
 - SF85 Certification Signature Forms – these can be mailed to us or faxed.

Mailing Address – Stratton VAMC
Human Resources
113 Holland Avenue
Albany, NY 12208

Fax # 518-626-6777 Please send attention Anne, Dawn or Terrie