

Job Aide for Requesting First Time Access and Login to ePerformance

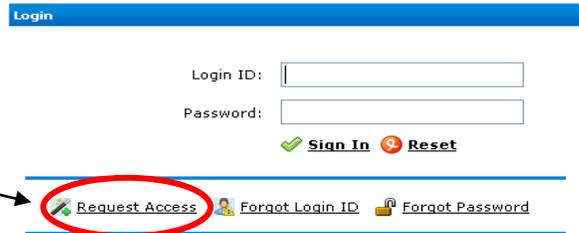
1. From your Internet browser, log into Employee Self Service (ESS). Click on the "Personal Information" tab, and select **ePerformance Pilot**.

The URL for ESS is:
<https://mis.doe.gov/ess/>

Or can go directly to URL:
<https://eperformance.doe.gov>



2. From the ePerformance Login Page, select the **Request Access** link.

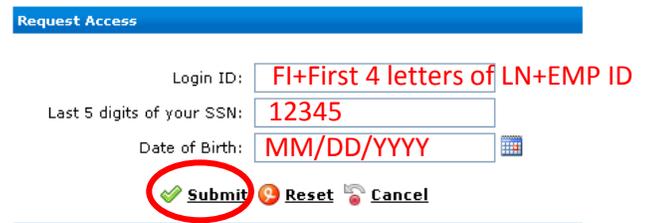


3. The Request Access screen consists of three required entry fields:

- (1) Login ID
- (2) Last 5 digits of your SSN
- (3) Date of Birth

Enter this information, then select the **Submit** button.

The ePerformance Login ID is the first character of your first name, the first four characters of your last name and your CHRIS emplid number (e.g., John Smith would be jsmit12345). This is the same Login ID that is used to access your eOPF. If the information is supplied correctly, the ePerformance security questions are displayed.



4. Select a question from each drop-down list and supply an answer for a total of six unique questions. Then select the **Submit** button.

Select and answer your security questions

Personal Questions
Please select and answer three unique personal questions from the list provided below.

Personal Question 1:	What is your Birth State?(Ex: VA)	
Personal Question 2:	What is your Birth State?(Ex: VA)	
Personal Question 3:	What is your Birth State?(Ex: VA)	

Helpdesk Verification Questions
Please select and answer three unique helpdesk questions from the list provided below.

Helpdesk Question 1:	What is your mother's birth date?(Ex: 09/14/1950)	
Helpdesk Question 2:	What is your mother's birth date?(Ex: 09/14/1950)	
Helpdesk Question 3:	What is your mother's birth date?(Ex: 09/14/1950)	

Note: Answers to the above questions are required to proceed into ePerformance. Clicking Cancel will exit you out of the application.

Submit **Reset** **Cancel**

The reset password screen appears.

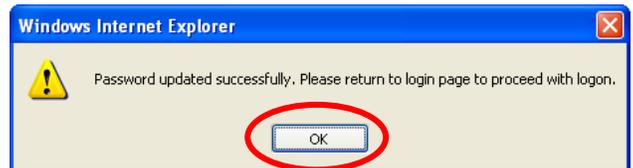
Note: Remember your responses to each of your questions, as they may be used to retrieve your Login ID and password in the future.

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5. Enter a desired ePerformance password in the New Password field. Enter the same password in the Confirm Password field. Select the **Set Password** link.

6. Select **OK**, from the confirmation window.

A confirmation banner appears below the Reset Password screen.



You are then returned to the ePerformance login page.

7. Enter your Login ID and your newly applied password, and click on the **Sign In** link.

The ePerformance screen that appears looks like the following:

Emp ID	Last Name	First Name	Plan	Current Task	Next Step	Pro? Changes	Actions
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