
Employee Personal Page (EPP) Guidance

The National Finance Center (NFC) has made modifications to EPP that replace the current Social Security Number (SSN) log in with a unique User ID. Additionally, password requirements have changed. NFC instituted these changes to increase the level of security for employees' personal and account information.

Access the EPP on the USDA National Finance Center's Web site. ([USDA National Finance Center](https://www.nfc.usda.gov/) or at <https://www.nfc.usda.gov/>)

You will initially access your account by using your SSN and password. Once you have logged into EPP, you will be required to create a User ID. You may be required to change your current EPP password if it does not meet the new password requirements.

The new User ID criteria will be based on the following:

- a. Must be a minimum of 8 and maximum of 40 characters
- b. Must contain at least one English letter (A-Z, not case sensitive)
- c. May contain at least one Westernized Arabic numeral (0-9)
- d. May contain special characters which are limited to ! # \$ % * _ + . - @
- e. May use email address
- f. Cannot match SSN

The new password criteria must be based on the following criteria:

- a. Must be a minimum of 6 and maximum of 14 characters
- b. Must contain one character from 3 of the 4 following categories:
 - English upper case letters (A-Z)
 - English lower case letters (a-z)
 - Westernized Arabic numerals (0-9)
 - Special characters limited to: ! # \$ % * _ +
- c. Cannot contain the users first name, last name, email address, or User ID
- d. Cannot match current or two prior passwords

You will be prompted to select six security questions from a drop down list, and provide answers. After the User ID, password (if applicable), and security questions are accepted, you can continue to your account. If you are a new user to EPP, you must answer a few questions, and a temporary password will be sent to you.

The mailing address and email address will be utilized in the event of a forgotten User ID and/or password. Please ensure that both are accurate in EPP. The mailing address can be verified by selecting the Self-Service tab at the top of the screen, then select "Resident Address" to review your information. If changes are needed, select "Make Changes" from the right side of the page. The email address can be verified, added or updated by selecting the Preference tab and entering the email address in the box for Contact Information. Save your changes by clicking the "Save Preferences" button.

For assistance with EPP, call (1-800) 767-9641.