

Quick Tips to Help Applicants Navigate the e-QIP Process

The following "**Quick Tips**" can help individuals sail through the e-QIP process:

- * All questions must be answered and all responses must be complete and accurate. Read the instructions carefully.
- * Avoid choosing, "I do not know this information." OPM's NBIB will request additional information until a sufficient answer is provided.
- * Avoid acronyms (including military). Use full employer names (to include federal contract companies and federal agencies) and complete job titles throughout the form.
- * Relatives and spouses (or former spouses) can only be used to verify unemployment. They are not valid verifiers for any other items on the form.
- * Be sure to include complete addresses and complete, legal names throughout the form. P.O Boxes are not permitted as a valid address.
- * If you are working on an NIH campus or satellite facility, you must list your company address (if applicable) as well as your physical job location address on campus to include institute name, building and room number.

Applicants do not have to complete their application in one session. They can save their work and finish later.

The steps in the e-QIP process

The tutorial guides the applicant through all of the steps in the e-QIP process including:

1. Getting to e-QIP (browser compatibility)
2. Registering for e-QIP
3. How to navigate between sections of the form and how to complete your identifying information, citizenship, residency questions, your education, your employment activities, people who know you well (you must provide at least 3 people who can serve as verifiers for the period of time required), your marital status and your relatives, your selective service record, your police record, your financial record.
4. The final steps in the e-QIP process ask the applicant to validate, review and certify the information that s/he is providing on the questionnaire.
5. At the end of the questionnaire, applicants must digitally sign any signature forms that appear in e-QIP. Additionally, upload all documents into e-QIP included in the initial e-QIP invitation e-mail (and include the completed OF-306, HHS Credit Release and OF-612).

The important final step in the e-QIP process

Applicants are advised to make sure that once they have completed the questionnaire they click the "**Release Request/Transmit to Agency**" button. This step must be completed for OPM to receive your e-QIP forms. Prior to the forms being transmitted to OPM's NBIB, DPSAC will review them to check for completeness and accuracy. If items are missing, DPSAC will send the e-QIP materials back to the applicant with additional instructions.

Failure to complete this final step in the e-QIP process will prevent the applicant from being issued an HHS ID Badge. For those who already have a badge, failure to complete their investigation will result in the applicant's ID badge being disabled and confiscated at the

perimeter gate when they attempt to enter the NIH campus. The individual will need to contact DPSAC to re-initiate his/her background investigation should this occur.

Final words of advice:

Individuals who fail to follow the instructions and submit incomplete or discrepant information on their e-QIP questionnaire will not receive an HHS PIV Badge. They will have their questionnaire rejected and returned to them by DPSAC or the National Background Investigation Bureau (NBIB) to make the necessary corrections.

Unfortunately, this will result in delays in processing and individuals will not receive their HHS ID Badge until they have corrected their information and it undergoes a satisfactory review.