

# eOPF Records Printing

## How do I print my personnel actions?

Before going to another agency or resigning, it is a good idea to save and/or print your SF-50's! Here how you can do this:

1. Go to the AFPortal Home Page
2. Search "eOPF"
3. Use CAC Login
4. Click on "My eOPF Print Folder" (3<sup>rd</sup> tab)
5. Check the "Select All" box
6. Print Double Sided
7. Click on "My eOPF Print Status"
8. Click Refresh until processed date appears
9. Click on "View" once it appears under the Action column
10. Password to open file is LASTNAME and request ID#. (Example: "Smith204123")
11. File Save As to SAVE documents and email to personal email address
12. When you open the records, you will need to scroll down the word doc because it will appear they are not there due to the white space
13. SAVE your password – you will be required to open with this file each time. "Smith204123"
14. Or you can SAVE file as example: "eOPF Records 05-AUG-2020\_Smith204123"

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