KEY INFORMATION ABOUT E-QIP

- Many agencies use e-QIP, so the site only has baseline standards. Your e-QIP must meet the criteria below or ESSS will return it for corrections. Please note: When your e-QIP is returned, all of the "Yes/No" responses will reset and you will be required to re-answer before submitting.
- Review a paper copy of the SF86 for information to gather.
- Observe your deadlines or clearance processing will be in jeopardy of being cancelled.

ACCESSING E-QIP FOR NEW USERS

1. Answer with your last name, year of birth and enter the city of birth according to the email you received from ESSS.
   NOTE: For Registration Code, enter the PIN provided to you (copy and paste).

2. Create your username and password.
3. Create your three Challenge Questions to help you retrieve a forgotten password.
4. Click **Submit** to begin.
5. **For further assistance contact ESSS at 855-737-8364.**

ACCESSING E-QIP FOR PREVIOUS USERS

If you have a previously established account within the PSQ system and should have a user ID and password. If you need help resetting these please contact the DCSA Applicant Knowledge Center at (724) 738-5090.

IMPORTANT
Enter the Texas Northrop Grumman address as your present employer
8710 FREEPORT PARKWAY, IRVING, TX, 75063.
in place of the baseline e-QIP instructions because your HR & Security data are in Texas.

Section 13A – Employment Activities (Northrop Grumman Entry)

- **You must add/edit an entry for Northrop Grumman even if you have not started work.**
- Select **Federal Contractor** from employer type.
- Enter "**present**" for the **employment end date** (concurrent employers are allowed).
- On the next screen, **the address/phone number of employer must be the location of your HR/Security records. This is the TEXAS ESSS address (8710 Freeport Parkway, Irving, TX 75063)** and **ESSS phone number (855-737-8364)**.
- You will enter your **actual working address** later by answering **Yes** to the next question.

Provide the address of employer

Street: 8710 Freeport Parkway
City: Irving
Provide Country if outside the United States; otherwise, provide State and Zip Code.
State: Texas (TX)   Zip Code: 75063
Country:

Provide telephone number

Number	Extension	Time
(855)7378364		

☐ Check box if International or DSN phone number

Question	Yes	No
Is/was your physical work address different than your employer's address?	☒	☐

COMMON ERRORS THAT E-QIP WILL NOT CATCH

Section 11 – Where You Have Lived (Verifiers)

- Each residence in the last 3 years requires a verifier, with options for a neighbor, friend, landlord, business associate, or other.
- Do NOT use 'other' to list a relative as a verifier. Relatives (including in-laws) should not be used as verifiers anywhere in this section.
- Do NOT use P.O. Boxes. Entries in this section must be where you actually resided.

Section 12 – Where You Went to School

- There are two questions in this section: "Have you attended any schools in the last 10 years?" and "Have you received a degree or diploma more than 10 years ago?" You must answer Yes to one of these questions unless you enter a comment that you never graduated high school and do not have a GED.
- You must provide a verifier for all schools attended within the last 3 years.

COMMON ERRORS THAT E-QIP WILL NOT CATCH (CONTINUED)

Section 13A – Employment Activities

- You must provide your supervisor's full name, title, and contact information or a detailed explanation explaining why you do not know the requested information.
- If you make any **unemployment entries**, do NOT list yourself or the unemployment office as the verifier. List a relative or spouse/cohabitant.
- If you make any **self-employment entries**, do NOT list yourself or a relative. List a partner or customer of your business.

Section 14 – Selective Service Record

- Males born **after December 31, 1959 must enter their registration number or an authorized exemption reason**. Go to http://www.sss.gov/ to look up your Selective Service Number or the list of authorized exemptions (see the **Who Must Register chart.)**
- The **Selective Service Number is NOT your Social Security Number.** Even if you think you have an exemption, look it up anyway. Do NOT assume you have an exemption.

Section 16 – People Who Know You Well (Phone Numbers/Addresses)

- Verifiers listed in this section CANNOT be listed anywhere else on this form and CANNOT be a relative.
- Do NOT select 'I don't know' for both phone number and address or provide an incomplete physical address for any of your three personal references.
- If you cannot obtain this information, they are not suitable references for this section.

Section 17 – Spouse/Cohabitant Social Security Numbers

- Do NOT check the 'Not Applicable' box for social security number if your current spouse or cohabitant's country of citizenship is the United States.

Section 17 – Marital Status (Spouse's Other Names)

- Do NOT check the 'Not Applicable' box for other names used by spouse if your current spouse's last name is the same as yours (he/she had a former name).

Section 18 – Relatives (Omitted Entries)

- Do NOT omit entries for relatives because they are deceased, not close to you, or you lack some information. You will be able to indicate deceased or explain why you are missing certain information when you make the entry.
- If you are married you must provide entries for your mother and father-in-law.

Section 18 – Relatives (Document Numbers for Foreign-Born US)

- If you make an entry for a living relative born in a foreign country, but also a US citizen, do NOT check the 'None' box when asked to provide a citizenship documentation number. You must enter at least one document number or strongly explain in your comments why you are unable to obtain the number after making a good-faith effort.

- You must provide the court or issuing agency's name and address or include a detailed comment explaining why you could not obtain the information. Most addresses can be found by searching Google.

Section 20C – Foreign Travel

- Do NOT use the 'many short trips' check box to avoid making multiple entries for separate visits to the same country over the course of many years or for different countries visited. This check box is intended for border crossings near where you permanently reside.

Section 26 – Financial Record (Loan/Account Numbers)

- If requested to input the loan/account number associated with a debt, do NOT input a response such as 'I don't know' even if the field will allow you to do so. Only the actual number is acceptable.
- Look it up on your [Credit Report (https://www.annualcreditreport.com/cra/index.jsp)](https://www.annualcreditreport.com/cra/index.jsp).

Section 26 – Financial Record (Court/Bank Street Addresses)

- Do NOT enter incomplete addresses. Look it up on the court or bank website.

ERROR FREE?

Once you have completely filled out your e-QIP and you are ready to submit your e-QIP for review, follow these **4** steps:

1. **VALIDATE AND CERTIFY** *(Note: you cannot edit your answers after you validate and certify your answers).*
2. When you reach the end of the eQIP, make sure to **digitally sign and save copies of the 4 signature pages** before submitting the eQIP for review. Failure to do so will result in delays in your processing. Send all digitally signed forms to EAR_Security@ngc.com.
3. **PRINT OR SAVE your copy of the archival e-QIP**
4. **SELECT "RELEASE/TRANSMIT"** *(Note: ESSS cannot see your e-QIP until the next business day.)*

Two-Factor Authentication

- You now have the option to utilize "Two-Factor Authentication" with a device of your choosing for any future logins. This is NOT a requirement, and you can choose to bypass this step by clicking, "Skip for Now". If you skip for now, you will be given the option to enroll each time you log back into e-QIP.
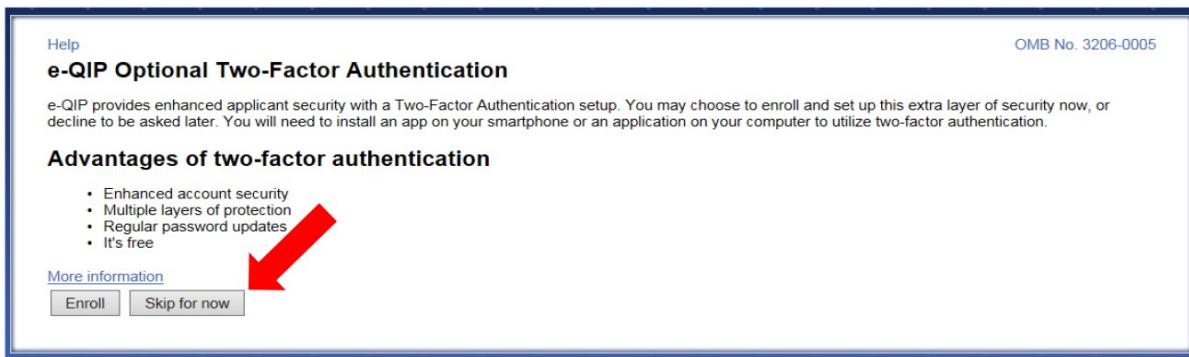
Help
OMB No. 3206-0005

e-QIP Optional Two-Factor Authentication

e-QIP provides enhanced applicant security with a Two-Factor Authentication setup. You may choose to enroll and set up this extra layer of security now, or decline to be asked later. You will need to install an app on your smartphone or an application on your computer to utilize two-factor authentication.

Advantages of two-factor authentication

- Enhanced account security
- Multiple layers of protection
- Regular password updates
- It's free

More information

Enroll   Skip for now

e-QIP 3.20 (UAT)

- If you choose to enroll and setup the Two-Factor Authentication; see Step 12 in the instructional guide by clicking the following link: https://www.opm.gov/investigations/e-qip-application/first-time-user-login-instructions.pdf

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