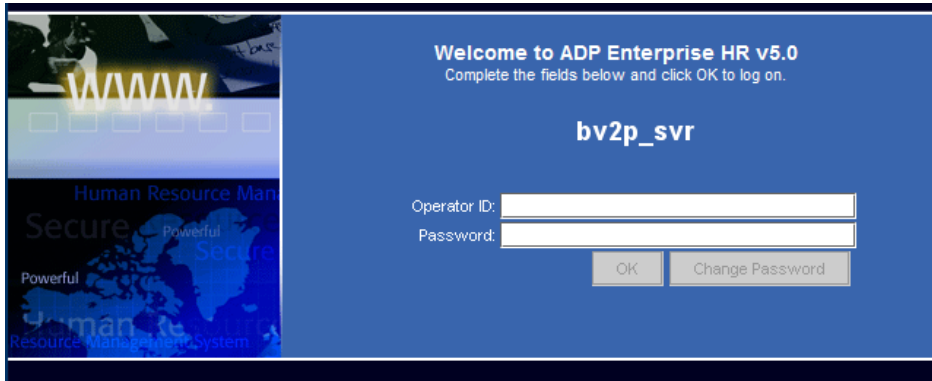


Accessing the ePAF Using the URL

Note: If you have a digital certificate you can access the ePAF using the ADP Portal Administrator Login. (Please see Appendix E for more information)

Step 1: In the web browser type: <https://enterprisepayroll.adp.com/bv2p/bv2p.html>



Step 2: A warning message may appear if so select **Run**.

Step 3: Enter User Name and Password – If it is your first time to enter the ePAF you may need to reset your password.

Note: User Name is generally USG followed by the first letter of your first name and the first four of your last name then underscore and BV2P. For example Melinda Jones would be (USGMJONE_BV2P)

Note: Passwords will be emailed to the employee after training. If you have any issues with passwords please contact the help desk at 3-4357

Step 4: Select **USG Personnel Action Form > Personnel Action Form (ePAF)**

Step 5: A. For Initiating a new ePAF select **ADD** then select **OK**

* **Note it is very important to leave the Personal Action Form ID blank**

B. For an existing ePAF select **Personnel Action Form (ePAF)** next to ADD

