

How to Print Your SF-50 from HIHRTS

HIHRTS - HUD Integrated Human Resources and Training System

Note: You must have access to: <https://hudmobile.hud.gov> in order to access your personnel document from this site. Please contact (202) 402-7492 if you need a document provided to you.

- Log into HIHRTS
- Click on “*My Information*”
- Click on “*Notification of Personnel Action*”
- Place an check mark (✓) next to “*View or Print the Most Recent SF-50 Personnel Action*”
- Click on “*Submit*”
- Click on “*OK*” when the Report Manager Screen Pops up
- Click on “*Check for New Report*”

It may take a few minutes for your SF-50 to show up on the Reports Tab.

How to Print Your SF-50 from e-OPF

Electronic Official Personnel Folder

- In your web browser type: <https://eopf.nbc.gov/hud/Logon.aspx>
You will be directed to the HOME Page for the e-OPF system.
- Enter your e-OPF ID and Password, and then click Submit.
From the Welcome page, you will be able to read an introduction to the web site.
- Select “My e-OPF” from the menu at the left of the screen.
The documents are listed chronologically with the most recent on top.
- To view a document, review the line item all the way across.
Pay close attention to the Effective date, Form number and Form description to assure that you will gain access the appropriate document.
- Once you have located the document you will like to access, click on the “A” icon at the beginning of that line.
- Click “View” from the options list. The File Download pop-up will appear with three choices: **Open**, **Save**, and **Cancel**.
- Click the button marked **Open**. The document will open in a separate window.
- From the file menu, select Print.