



TRANSITION FROM E-QIP TO EAPP

eApp will replace the functionality currently provided by e-QIP. As applicants begin to transition from e-QIP to eApp, this resource chronicles actions taken by an applicant in each system. It also highlights the differences and similarities an applicant will experience.

LOGIN STEPS

When a background investigation is initiated, the applicant will be sent information via email to log-in. e-QIP and eApp have different processes for logging in.

e-QIP

1. Applicant receives an email from the sponsoring organization with instructions that include e-QIP link, Registration Code PIN, and Place of Birth.
 2. Applicant must visit e-QIP website and click "Enter e-QIP".
 3. First time applicants, will click "Register for Username and Password". Then applicant will be prompted to enter SSN and click submit.
 4. Applicant will then need to enter last name, city born, year of birth, and their 14-charather Registration Code then click submit.
 5. Applicant is prompted to create a username, password, and a set of challenge questions
 6. Applicant may opt-in to two-factor authentication, but it is not required.
 7. Applicant can successfully login with their new username and password and begin their standard form.

eApp

PASSWORD RESETS

In e-QIP, applicants contact the DCSA Applicant Knowledge Center for password resets. For eApp, if applicants forget their User ID, they visit the eApp site and click “Forgot User ID?”. If they forget their password, they can click “Forgot password?” and they will get an email with a one-time passcode. After entering that information, they will receive a temporary password. They will then need to enter a new password¹, then they will receive an email² with NBIS One-Time Passcode. They enter the One-Time Passcode, click submit, and can access eApp. Additionally, the applicant can reach out to the requestor and ask them to reset their eApp password from NBIS.

LANDING PAGES

In both applications, when an applicant has successfully logged in, they can view and select the appropriate form link to proceed with data entry.

e-QIP		Select Investigation Request	Help Logout												
 e-QIP															
Select Investigation Request															
Identifying Information															
<p>You can identify information here on file or type in. If any of this information is incorrect, contact the agency that initiated your investigation request.</p>															
Full Name: <input type="text" value="John Doe"/> <input type="button" value="Change Request"/> Date of Birth: <input type="text" value="10/10/1990"/> <input type="button" value="Change Request"/> Driver's License Number: <input type="text" value="1234567890"/> <input type="button" value="Change Request"/>															
Complete an Investigation Request															
<p>The following screen will walk you through the process for completing an investigation request. Click on the link below to begin or continue this process. If you have any questions or concerns, click the "Help" link for more information.</p>															
Request #111111111															
<table border="1"> <tr> <td>Agency</td> <td>System: Child Testing</td> <td>Response Request</td> </tr> <tr> <td>From:</td> <td>Start</td> <td>End Request</td> </tr> <tr> <td></td> <td>Scan Documents</td> <td>Release</td> </tr> <tr> <td></td> <td></td> <td>Complete</td> </tr> </table>				Agency	System: Child Testing	Response Request	From:	Start	End Request		Scan Documents	Release			Complete
Agency	System: Child Testing	Response Request													
From:	Start	End Request													
	Scan Documents	Release													
		Complete													
Prior Investigation Requests															
<p>Below is a list of prior investigation requests that have been closed. You can click on the title of a request to be taken to its "Detailed Method Log" tab. Below each request, you will find the last 20 days they may also be viewed using a signature banner by clicking on the "Viewed Signature Requests" link.</p>															
<table border="1"> <thead> <tr> <th>Confirmation Date</th> <th>Details</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>06/12/2018</td> <td>Request #111111111 Agency: System: Child Testing From: Start To: End Request</td> <td>Viewed Signature Requests Download Log</td> </tr> </tbody> </table>				Confirmation Date	Details	Action	06/12/2018	Request #111111111 Agency: System: Child Testing From: Start To: End Request	Viewed Signature Requests Download Log						
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National Background Investigation Services		ibr057160	Log Out	Profile										
National Background Investigation Services		Last Login Date: 06/02/2023												
<p>Welcome to NBIS</p> <p>The National Background Investigation Services (NBIS) system contains the investigative standard forms (ISFs) that federal agencies and employees use to provide the necessary information to process their personnel background investigations.</p> <h3>My Forms</h3> <p>Review the forms assigned to you below. Select the form to view and complete it as soon as possible to avoid delay in processing.</p> <table border="1"> <thead> <tr> <th>Form Name</th> <th>Organization</th> <th>Point of Contact</th> <th>Point of Contact Email</th> <th>Date Added</th> </tr> </thead> <tbody> <tr> <td>Standard Form SF-86: Questionnaire for National Security Positions</td> <td>Cohort-Parents Org</td> <td></td> <td></td> <td>06/02/2023</td> </tr> </tbody> </table>					Form Name	Organization	Point of Contact	Point of Contact Email	Date Added	Standard Form SF-86: Questionnaire for National Security Positions	Cohort-Parents Org			06/02/2023
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¹ Password requirements for eApp: Must be 15-20 characters in length; at least one upper-case letter; at least one lower-case letter; at least one number & at least one special character.

² Note: Email communications from eApp will be sent via a 'donotreply@nbis.mil' email account. Applicants are advised to confirm with their organizations that this domain will not be blocked by a firewall. Applicants are also encouraged to check their Spam folders in the event they do not receive the system emails.



DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

DATA ENTRY & VALIDATION

The current user interface for e-QIP was originally developed for eApp, so there will be minimal differences in the look and feel for the user. However, e-QIP requires applicants to go through 34 sections, while eApp has reorganized the sections of the SF form into more intuitive and logical groupings, requiring applicants to go through only 10 sections. In eApp, by answering "No" to certain questions, additional questions that are not applicable to the applicant will be hidden. eApp also provides validation and help through multiple channels such as: Timeline Validation, Address Checks, Real-time feedback, Section Reviews and Additional help. The U.S. Postal Service address validation tool validates the addresses entered and suggests edits or alternate addresses. Unlike e-QIP, eApp does not have the ability for applicants to display or print a Review copy prior to submission. However, advanced validation tools, auto-saving, shortened feedback loop, and reorganized structure replace this need.

e-QIP (Left): Shows the initial Data Entry screen for Section 1-4: Identifying Information. It displays fields for First Name, Middle Name, and Last Name, along with dropdown menus for Suffixes (Jr., Sr., II, III, IV, V, VI, VII, VIII, IX, X, Other) and checkboxes for Initial Only and No Middle Name.

eApp (Middle): Shows the Data Entry screen for Section 1-4: Identifying Information. It includes a progress bar showing 0/10 Sections complete. Fields for Full name (First name, Middle name, Last name) are present, along with checkboxes for Initial Only and No middle name. A note at the top says, "Provide your full name. If you have only initials in your name, provide them and indicate 'Initial only'. If you do not have a middle name, indicate 'No Middle Name'. If you are a 'Jr.', 'Sr.', etc, enter this under Suffix."

Address Validation (Right): Shows the Address Validation feature in eApp. It displays a modal window titled "Alternate address found" with a suggested address: "116 WICKHAM TER WINCHESTER, VA 22602". Below it, the original address is listed: "116 WICKHAM TERRACE WINCHESTER, VA 22602". Buttons include "Use this address" and "Close".

FORM COMPLETION

In e-QIP, applicants must go through multiple screens to complete the certification process and submit their SF. In eApp, each of these steps can be completed on the same page. After form submission, applicants can download copies of their form and relevant documents. Please note, reviewing the form prior to submission can only be done in eApp. The SF does not become available for download until it has been submitted in eApp. e-QIP requires applicants to go through several steps prior to being able to access the files. In eApp, these can be accessed immediately after submission. Note about eApp: While the releases will be available right away, the system may take a few minutes to process and make the Archival Copy of the Standard Form available.

e-QIP (Left): Shows the Release Investigation Request Instructions screen. It includes a step-by-step guide for completing the investigation request, mentioning tasks like attaching pages, attachments, and archival copies. It also shows the Release Investigation Request Archival Copy screen, which contains instructions for downloading the archival copy and a note about printing it for records.

eApp (Right): Shows the SF86 screen for the Office of National Background Investigation Services. It displays the Attachments Summary section, listing completed tasks such as "SF86 Form Attached", "SF86 Card Reporting Document Attached", and "SF86 General Release Attached". Below this is the Directly Attached / Expected Attachments section, showing four PDF files: "SF86 Certification", "SF86 Card Reporting Document and Authorization", "SF86 General Release", and "SF86 Mail Release". The right side of the screen shows the Download your documents section, where users can download the signed certification and release information.