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	eApp
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.	1. Applicant receives two separate Account Creation emails from donotreply@nbis.mil address. One contains the following information: User ID, Form Added, Organization Name, and Link with instructions. The other email has the applicants Temporary Password and link with Instructions. 2. Applicant must click the link, enter User ID, Temporary Password, and last four digits of social security number. 3. Applicant will then be required to create a unique password[2]. 4. After creating their unique password, the applicant receives an NBIS One-Time Passcode email, containing the User ID, the One-time passcode (6 digits), and link. 5. Applicant must click on the link provided in the email, and enter User ID, unique password, and the One-time passcode. 6. Once applicant successfully logs-in, the "Welcome to NBIS" page will display, and the applicant can begin completing the standard form by clicking the forms.

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 password[1], then they will receive an email[2] 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

eApp

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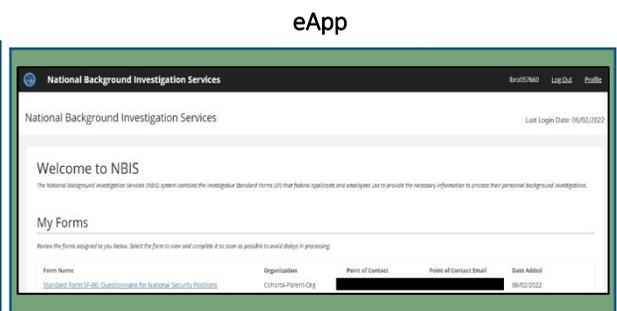
[1] Password requirements for eApp: Must be 15-20 characters in length; at least one upper-case letter; at least one lower-case letter; at least one number & at least one special character.

[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.

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.
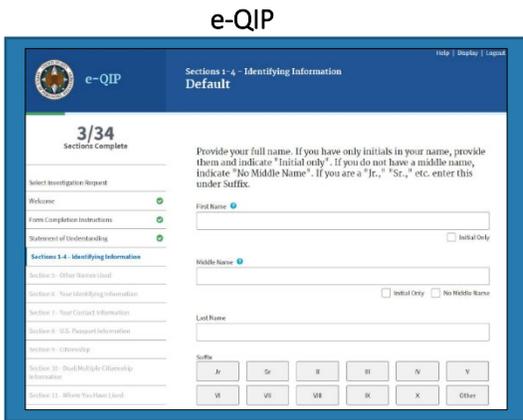
e-QIP
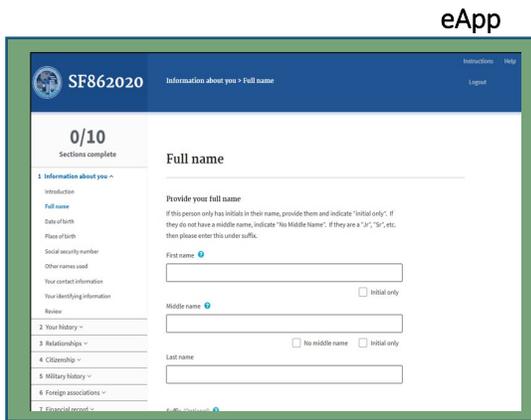
eApp

Data Entry

Data Entry
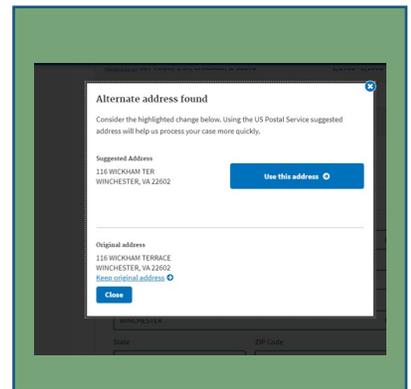
Address Validation

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

eApp