

## E-PHQ

### First time users Help

This guide is intended to help navigate first time users through the registration process and getting started on their very first E-PHQ.

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## Registration

1. New Users will need to click the “register as new user” link to begin the registration process. Existing users who have already completed the registration process can skip this step and proceed to login to the E-PHQ application.

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*We do what we say.®*

## Personal History Questionnaire

### Log in

Email

Password

[Log in](#)

[Register as a new user](#) ← **First time users click here to create an account**

[Forgot your password?](#)

For best experience please use Microsoft Internet Explorer 11 or Google Chrome web browsers.

For assistance related to lost or forgotten passwords please use the “Forgot your password?” link.

All other problems please contact Security Services at 1-800-432-2444

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2. Once you are on the registration screen you will need to enter your personal information. **All fields are required** so please take your time and check over your answers.

## Register

Create a new account

**Enter your personal information to register your account.**

SSN\*

Last Name\*

Middle Name

Home Address\*

State\*

Email\*

Password\*

Date of birth\*

First Name\*

Phone Number\*

City\*

Zip Code\*

Confirm Email\*

Confirm password\*

If you do not have an E-mail address you can create one for free on yahoo, Gmail etc...

[Forgot your password?](#)

[Log in](#)

- 3. To ensure your account is as secure as possible we require your password to be creative. Be sure to choose a password you can remember later, but is not too easy for others to guess.

The screenshot shows a registration form with two password input fields, each with a warning icon. A dropdown menu is open for the first password field, listing requirements: At least 1 lowercase letter, At least 1 uppercase letter, At least 1 number/digit, At least 1 special character (ex: \* @ # % etc...), and Be at least 8 characters. To the right, a red-bordered box contains the text: 'Your password must have at least one number, one uppercase letter, one lower case letter, one special Character (such as ! @ # \$ % ^ & etc..), Your entire password needs to be at least 8 units long'. Below the password fields are three security question dropdowns labeled 'Question 1\*', 'Question 2\*', and 'Question 3\*', with a 'Register' button at the bottom.

- 4. The security questions will help us identify you as the correct user; so please choose questions and answers that are specific to you and that you can remember later.

The screenshot shows a registration form with the instruction 'Please select three security questions and enter your answers below'. On the left, there are three security question dropdowns labeled 'Question 1\*', 'Question 2\*', and 'Question 3\*'. A dropdown menu is open for 'Question 1\*', showing a list of questions: 'What was your first employer?', 'Who is your favorite actor?', 'Who is your favorite musician?', 'What is your favorite band?', 'Who is your favorite author?', 'What is your favorite book?', and 'What is your favorite movie?'. The 'What is your favorite movie?' option is highlighted in blue. On the right, there are three answer input fields labeled 'Answer 1\*', 'Answer 2\*', and 'Answer 3\*'. The answers entered are 'Portland', 'Spuds', and 'The great escape'. A 'Register' button is at the bottom left, and a note at the bottom right says 'Be sure to choose questions and answers you will remember later.'

5. You aren't done yet. As the message states you will need the e-mail address you listed for a confirmation e-mail. If you can't find it try checking the spam or junk folder.

**Registration Confirmation**

Check your email and confirm your account, you must be confirmed before you can log in. Check your spam/junk folder if you don't see the confirmation email in your inbox

[Click here to return to log in](#)

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6. Once you have located the confirmation e-mail you will need to make note of the PIN that is included and then click the link to take you to the registration completion page.

● **donotreply@ephq.dayzim.com**

To [redacted]

This is your PIN number: 2947 ← You will need this PIN to finish registering and to submit an E-PHQ

Please confirm your account by clicking [here](#) ← This will take you to the confirmation screen

**Note:** Please retain your PIN number as it will be required to submit your ePHQ form in the future

[Reply](#), [Reply All](#) or [Forward](#) | [More](#)

7. From here just input your PIN and hit the “Confirm” button.

## Confirm your email

Please enter your PIN to confirm your email

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Your PIN

**Confirm**

Enter your PIN from the Registration  
E-mail and click Confirm

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## Logging in

Now you are ready to login using the e-mail address and password you entered on the registration screen. If you forgot your password just click the “forgot your password?” link and follow the prompts.

# Log in

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**Email**

**Password**  

[Log in](#)

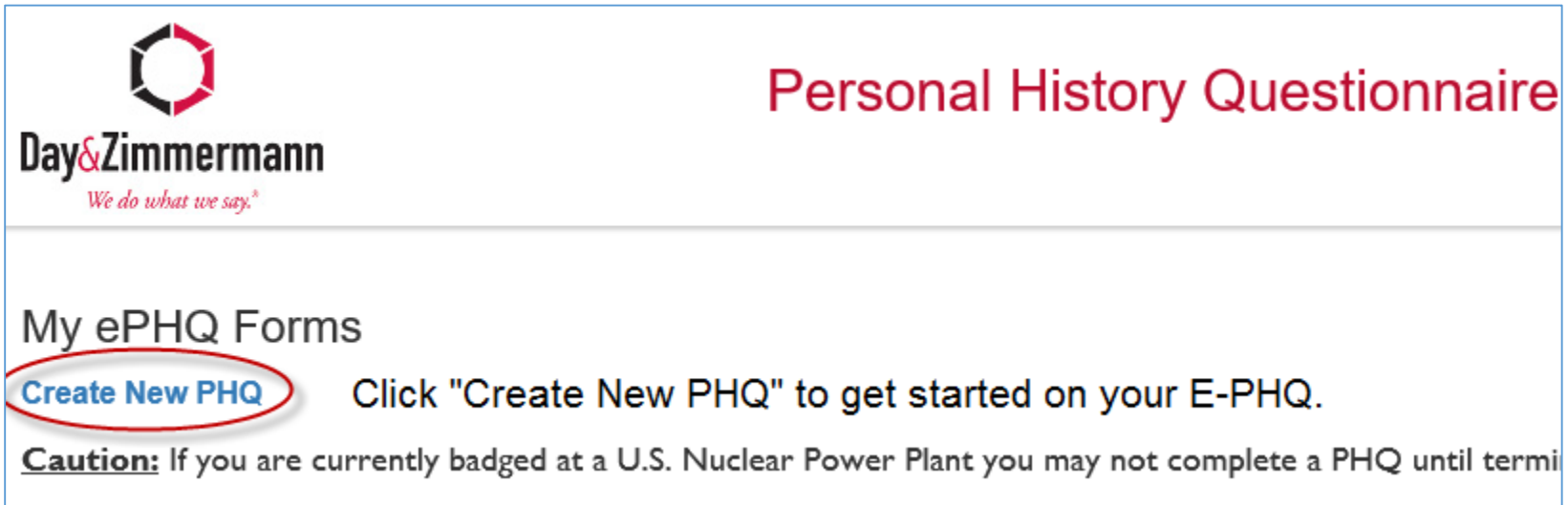
[Register as a new user](#)

[Forgot your password?](#)

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## Starting your E-PHQ



The screenshot shows the top section of the Day & Zimmermann website. On the left is the logo, a stylized red and black hexagon, with the text "Day & Zimmermann" and the tagline "We do what we say." below it. On the right, the title "Personal History Questionnaire" is displayed in a large red font. Below the logo, the text "My ePHQ Forms" is visible. Underneath, the link "Create New PHQ" is highlighted with a red oval. To the right of this link, the text reads "Click 'Create New PHQ' to get started on your E-PHQ." Below this, a "Caution" note states: "If you are currently badged at a U.S. Nuclear Power Plant you may not complete a PHQ until termi".

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# Personal History Questionnaire

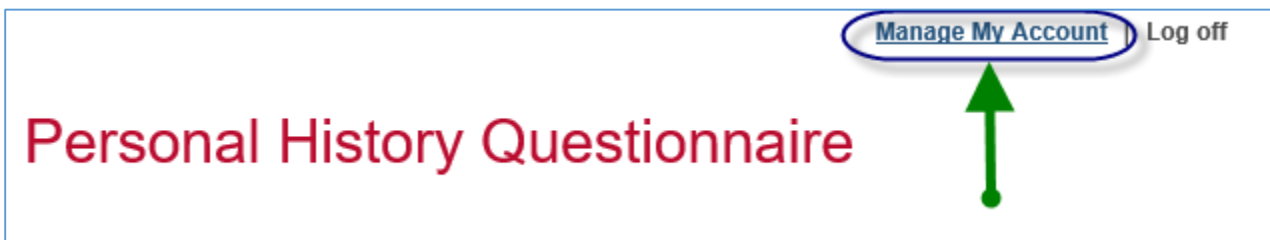
My ePHQ Forms

[Create New PHQ](#) Click "Create New PHQ" to get started on your E-PHQ.

**Caution:** If you are currently badged at a U.S. Nuclear Power Plant you may not complete a PHQ until termi

## Managing Account information

If you need to change your password, request a new PIN, change your physical address, or your e-mail address click on the "manage my account" link, and follow the on screen prompts.



The screenshot shows the bottom section of the Day & Zimmermann website. On the left, the title "Personal History Questionnaire" is displayed in a large red font. On the right, there are two links: "Manage My Account" and "Log off". The "Manage My Account" link is highlighted with a blue oval, and a green arrow points upwards from below the page towards this link.

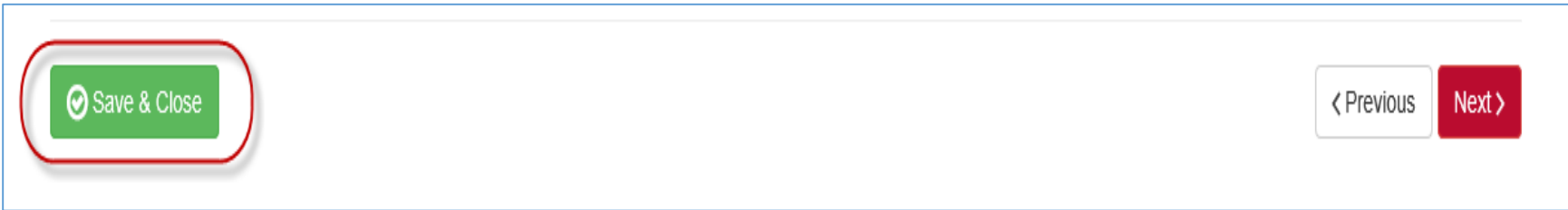
# Personal History Questionnaire

[Manage My Account](#) [Log off](#)

### Saving Your Progress

If you are unable to complete your PHQ in one sitting you can save your work and come back at a later time. To do this just click on the “save & Close” button found on the bottom left of the page you are working on.

**Note: You have to proceed past the first Step/Page of the E-PHQ for this button to appear.**



### Editing a PHQ

You can edit a PHQ that has been started but has not been submitted yet. To do so you need to click on the “Edit” link on the right hand side of where the PHQ is listed on the main screen.

**Caution:** If you are currently badged at a U.S. Nuclear Power Plant you may not complete a PHQ until termination of your current access.

Date	Last Name	First Name	Middle Name	Last 4 SSN	Status	Submitted Date	Designated Site/Plant	Designated Start Date	
08/12/2016	Doe	John			In Process		Beaver Valley	10/01/2016	<a href="#">Edit</a>   <a href="#">PDF</a>

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If you have any questions please call Security at 800-432-2444. You may E-mail Security at [Securitypackages@dayzim.com](mailto:Securitypackages@dayzim.com)



### View Draft PHQ

You can view a draft PHQ to review your progress. To do this just click the “PDF” link next to where it says “edit”.

**Note: It will only display information you have entered so far.**

**Caution:** If you are currently badged at a U.S. Nuclear Power Plant you may not complete a PHQ until termination of your current access.

Date	Last Name	First Name	Middle Name	Last 4 SSN	Status	Submitted Date	Designated Site/Plant	Designated Start Date	
08/12/2016	Doe	John			In Process		Beaver Valley	10/01/2016	<a href="#">Edit</a>   <a href="#">PDF</a>

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If you have any questions please call Security at 800-432-2444. You may E-mail Security at [Securitypackages@dayzim.com](mailto:Securitypackages@dayzim.com)

### Further Assistance

If this guide did not resolve your problems you may contact security using the information below.

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