

E-PHQ Help Guide

This is a guide that is intended to help navigate users (first time or existing) through the E-PHQ process. Whether it be the registration process or filling out/creating a PHQ.

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Registration:

1: If you are a new user to this site you will need to click where it says First time user? Register as a new user button.

- Note if you are an existing user you will not click here you will input information for log in. (see page 7)


The screenshot shows the Day & Zimmermann website's login and registration interface. At the top, the logo "Day & Zimmermann" is displayed with the tagline "We do what we say." Below this, a statement reads: "At Day & Zimmermann safety is our No. 1 core value and nothing is more important — not profit, not schedule, not market share — nothing! We care about safety because we care about people. To work for Day & Zimmermann, safety needs to be your No. 1 value too." The main content area is divided into two sections by a vertical line. The left section, titled "Log in", contains input fields for "Email" and "Password", a red "Log in" button, and a link for "Forgot your password?". The right section, titled "First time user?", features a red "Register as a new user" button. A red arrow points to this button with the text "Click here and it will bring you to your registration page." A central circle with the word "OR" connects the two sections. At the bottom, there are two small footnotes: "For best experience please use Microsoft Edge or Google Chrome web browsers." and "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 ext 1 then 2."

2:

When you click on the Register as a new user button it will bring you to a new page. The page says Person History Questionnaire, Register.

You will answer all of the questions and input the information it is requesting on this page.

- You will need to make sure you list your full legal first, middle, and last name as it would appear on your birth certificate and/or Driver's license/ID/Passport.
- Password you will need to create has to be at least 8 characters long. Needing at least **one number, one uppercase letter, one lower case letter, and one special character**.



Personal History Questionnaire

At Day & Zimmermann safety is our No. 1 core value and nothing is more important — not profit, not schedule, not market share — nothing! We care about safety because we care about people. To work for Day & Zimmermann, safety needs to be your No. 1 value too.

Register

Create a new account

SSN*

Date of birth*

Last Name*

First Name*

Middle Name

Phone Number*

Home Address*

City*

State*

Zip Code*

Email*

Confirm Email*

Password*

Confirm password*

Please select three security questions and enter your answers below

Question 1*

Answer 1*

Confirm Answer 1*

Question 2*

Answer 2*

Confirm Answer 2*

Question 3*

Answer 3*


Confirm Answer 3*

Register

Answer the registration questions.

TIP: You may want to write down your security questions answers somewhere you can refer to them in the future.

3: Once you are done answering the registration questions you can click the register button on the bottom of the page.



Personal History Questionnaire

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Register

Create a new account

SSN*

Date of birth*

Last Name*

First Name*

Middle Name

Phone Number*

Home Address*

City*

State*

Zip Code*

Email*

Confirm Email*

Password*

Confirm password*

Please select three security questions and enter your answers below

Question 1*

Answer 1*

Confirm Answer 1*

Question 2*

Answer 2*

Confirm Answer 2*

Question 3*

Answer 3*

Confirm Answer 3*

Register

4: Once you click the register button an email will be sent to the email you listed on your registration page.

- Note before you move on make sure you remember or wrote down the password you created for this site.



Personal History Questionnaire

At Day & Zimmermann safety is our No. 1 core value and nothing is more important — not profit, not schedule, not market share — nothing! We care about safety because we care about people. To work for Day & Zimmermann, safety needs to be your No. 1 value too.

Register

Create a new account

SSN*	<input type="text"/>	Date of birth*	<input type="text"/>
Last Name*	<input type="text"/>	First Name*	<input type="text"/>
Middle Name	<input type="text"/>	Phone Number*	<input type="text"/>
Home Address*	<input type="text"/>	City*	<input type="text"/>
State*	<input type="text"/>	Zip Code*	<input type="text"/>
Email*	<input type="text"/>	Confirm Email*	<input type="text"/>
Password*	<input type="text"/>	Confirm password*	<input type="text"/>
Please select three security questions and enter your answers below			
Question 1*	<input type="text"/>	Answer 1*	<input type="text"/>
	<input type="text"/>	Confirm Answer 1*	<input type="text"/>
Question 2*	<input type="text"/>	Answer 2*	<input type="text"/>
	<input type="text"/>	Confirm Answer 2*	<input type="text"/>
Question 3*	<input type="text"/>	Answer 3*	<input type="text"/>
	<input type="text"/>	Confirm Answer 3*	<input type="text"/>
<input type="button" value="Register"/>			

Tip: Do not use a work email if you can avoid it. Use your personal email since this email will be used to retrieve information in future. (Pin numbers and password resets.)

5: Once you click the registration button the page will say:

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](#)

6: Now you will need to check your email (the one you listed when you registered) and find the email to confirm your account.

- The email you receive will have in the subject line confirm your account- # 1
- This will also come from ephq@dayzim.com
 - Note you can use this information and search your email if you do not see it right away. It could be in your spam or junk folder.

Confirm your account -#1



This is what the email subject will be under.



ephq@dayzim.com

to me

Who account is from.

This is your PIN number: 3005 (Do not lose this number, it will be needed later)

Please confirm your account by clicking [here](#)

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

Request for PIN: # 1

****Note: Do not reply to this email as it is not a monitored account****

7: Once you open the email in the body you will see a 4 digit pin number. This is your pin number that you will need to keep so you can submit your PHQ later.

- You will want to write this number down some where you so you can refer back to it when you go to submit your EPHQ.

Confirm your account -#1



ephq@dayzim.com

to me

This is your PIN number: 3005 (Do not lose this number, it will be needed later)

Please confirm your account by clicking [here](#)

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

Request for PIN: # 1

****Note: Do not reply to this email as it is not a monitored account****

8: Before you close the email you need to click where it says click here and input your pin number in the pop up. Once done it will allows you to go to the log in screen. You should now be able to log in and create a PHQ.


Confirm your account -#1 >



ephq@dayzim.com

to me ▾

This is your PIN number: 3005 (Do not lose this number, it will be needed later)

Please confirm your account by clicking [here](#)  Click on the blue here in your email.

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

Request for PIN: # 1

****Note: Do not reply to this email as it is not a monitored account****

From here just input your PIN and hit the "Confirm" button.

Confirm your email

Please enter your PIN to confirm your email

Your PIN

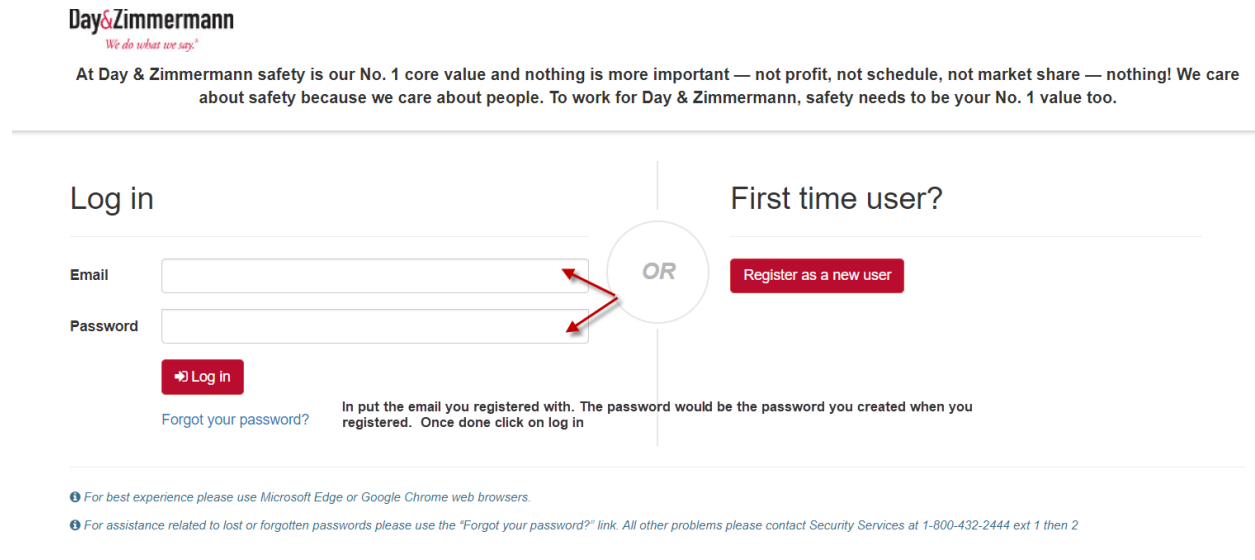
Confirm

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

Login

1: You can login after you have confirmed your email address for your account or if you're a prior user and are returning to fill out another EPHQ for another assignment or correct an EPHQ for a current assignment.

- You will need your email address you registered with and the password you created when you registered.



Day & Zimmermann
We do what we say.

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Log in

Email

Password

[Forgot your password?](#)

[Log in](#)

OR

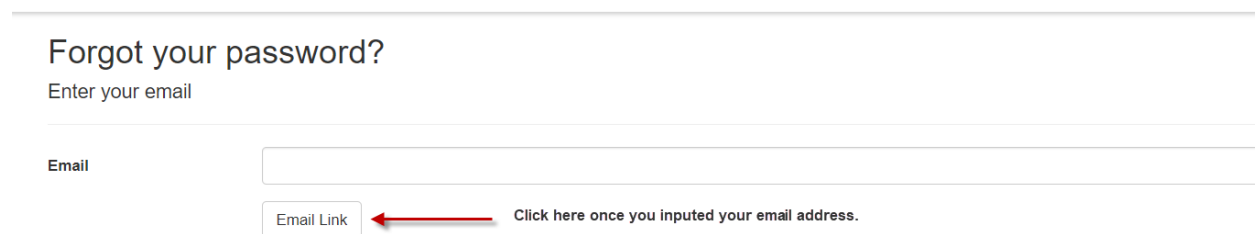
[Register as a new user](#)

In put the email you registered with. The password would be the password you created when you registered. Once done click on log in

❗ For best experience please use Microsoft Edge 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 ext 1 then 2

- If you cannot remember your password there is a “forgot password” link or you can call Security at 800-432-2444 ext 2.
 - You will enter your email address and an email will be sent to the email you put in and you will follow the prompts from the email.



Forgot your password?

Enter your email

Email

[Email Link](#) ← Click here once you inputed your email address.

2: Once you click on log in it will bring you to where you can start your EPHQ. Here you will see your dashboard it will say My EPHQ Forms and under that it will say create a new PHQ.

- If you have filled out a PHQ before the dashboard will show your prior EPHQ's you filled out. You can view these but not edit the once is submitted status.
- If you have been notified that your EPHQ has been returned to you and you need to make changes and/or add information you will see the status as returned to applicant and the edit option will be open for you to click on.



Personal History Questionnaire

At Day & Zimmermann safety is our No. 1 core value and nothing is more important — not profit, not schedule, not market share — nothing! We care about safety because we care about people. To work for Day & Zimmermann, safety needs to be your No. 1 value too.

My ePHQ Forms

[Create New PHQ](#)

you click here to get started on a new EPHQ

■ Site Form Only

Date	Last Name	First Name	Middle Name	Last 4 SSN	Status	Submitted Date	Designated Site/Plant	Designated Start Date
	Torres-Gaughran	Angela			Accepted		Day & Zimmermann- Norfolk	
	Torres-Gaughran	Angela			In Process		Arkansas Nuclear 1	

this will show you the status of you PHQ.

This is where you can view or edit your PHQ.

[PDF](#)
[Edit | PDF](#)

At Day & Zimmermann safety is our No. 1 core value and nothing is more important — not profit, not schedule, not market share — nothing! We care about safety because we care about people. To work for Day & Zimmermann, safety needs to be your No. 1 value too.

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If you have any questions, please call Security at 800-432-2444 ext 2. You may e-mail Security at Securitypackages@dayzim.com

Please note: this line is not manned 24 hours a day. Normal business hours are 8:30am to 5:30pm EST Monday through Friday. If you call outside normal business hours, you may receive a prompt to leave a message. When prompted please leave your name, number, and the reason for your call and your call will be returned on the next business day. You may also reach D&Z Security Screening via email at securitypackages@dayzim.com and request a call back. We appreciate your patience and understanding.

Starting an E-PHQ

1. Click on create a new PHQ under My ePHQ Forms.

My ePHQ Forms

Create New PHQ

← click on create a New PHQ. This will bring up a pop up.

Site Form

Date	Last Name	First Name	Middle Name	Last 4 SSN	Status	Submitted Date	Designated Site/Plant	Designated Start Date
------	-----------	------------	-------------	------------	--------	----------------	-----------------------	-----------------------

2. You will have a pop up box will show up once you hit create a New PHQ. Here you will enter in your information.

- You will pick between nuclear sites, Non- Nuclear Sites, or site forms.
 - Nuclear sites are for nuclear access.
 - Non- Nuclear sites are for those going to a fossil plant or plant under construction and do not need unescorted access in a plant.
 - Site forms are for when you need to added site forms or update site forms that have expired to a specific site.
- You will also need to input the site/plant that you were offered the job to work at. This is a drop down option so pick from the plants listed.
- You will also need to input your start date. This is the date you were told to show up to process in for the job.

Specify Site/Plan & Date

☒ Nuclear Sites ☐ Non-Nuclear Sites ☐ Site Form

Designated Site/Plant*

Designated Start Date*

MM/DD/YYYY

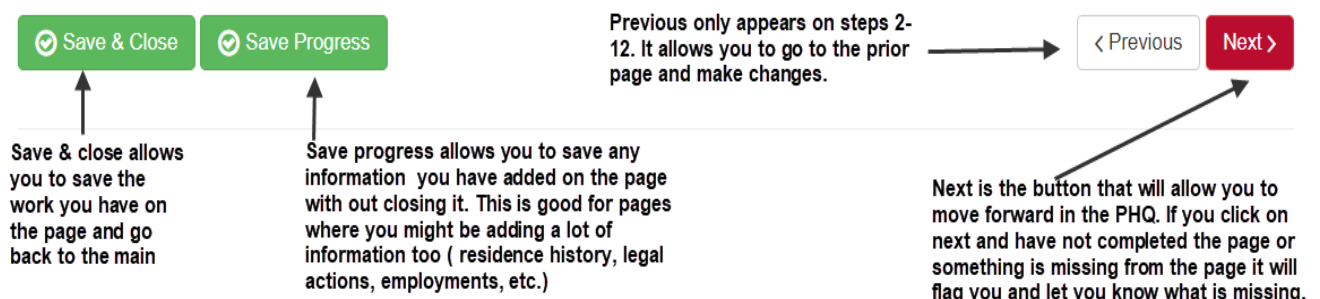
CAUTION- Providing false or deliberate misleading statements or omissions of fact may be sufficient grounds for denial of unescorted access.

Click here once the above has been answered.

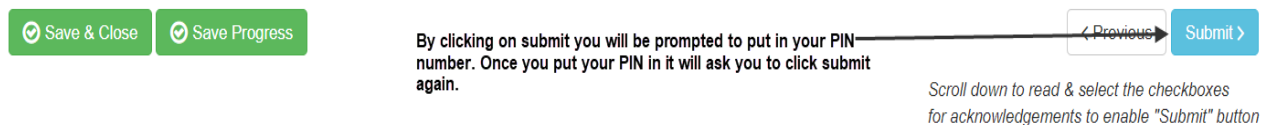
Cancel

Create

3. Once you are done inputting the information in the pop up box you will hit create. This will now take you to step 1 of 12 of your Personal History Questionnaire.
- You will input all the information on the pages.
 - You will not be able to hit next on the bottom of the page unless you complete the required information that page is asking you for.
 - You will have the option to save progress if you feel you will be on the page a long time or save and close if you need to stop and come back to the page later.
 - If you feel you have answered all the required pages information, or have a question regarding what the page is asking you for please call Security at 800-432-2444 ext 2.



4. Once you have reached the last step of the EPHQ process you will no longer see a next button you will see a submit button on the bottom of the page.
- Once you hit the submit button it will prompt you to input your PIN number. The PIN number is the number you received when you had to confirm your email account when you registered.
 - If you do not have your PIN number you can request a new PIN (this can be found under manage my account) or call Security at 800-432-2444 ext 2 and they can provide you with a new PIN as well.



Editing a ePHQ

1. You can only edit a PHQ that has been started and the status says it's in process or it has been returned to you to add something and the status will say returned to applicant

My ePHQ Forms

■ Site Form Only

Date	Last Name	First Name	Middle Name	Last 4 SSN	Status	Submitted Date	Designated Site/Plant	Designated Start Date
		Angela			Accepted			PDF
		Angela			In Process		Arkansas Nuclear 1	Edit PDF

You can only view a PHQ that is in the accepted status

You can edit the PHQ if the status says In process or returned to applicant.

2. Once you check the status of your PHQ you can look next to where it says designated start date on the right of that you will see where it says Edit|PDF. Click on the edit button.

My ePHQ Forms

Create New PHQ

NOTE: if you are on your phone you may need to scroll the page to the left or right to see this information.

■ Site Form Only

Date	Last Name	First Name	Middle Name	Last 4 SSN	Status	Submitted Date	Designated Site/Plant	Designated Start Date
		Angela			Accepted			PDF
		Angela			In Process		Arkansas Nuclear 1	Edit PDF

Find the designated start date: to the right of this is where you should find the edit|PDF button. You click on edit.

Click here to enter you PHQ that needs to be corrected or information added.

3. Once you click the edit button it will bring you to the first step. You can move through the PHQ to find where you need to make the correction or add in additional information.
4. After you have added or corrected your information you will have to submit your PHQ again using your PIN number.
 - This will be done just like you did when you finished your PHQ the first time. On your last step you will see at the bottom of the page on the right side a submit button. Click on it and input PIN number.

Save & Close

Save Progress

By clicking on submit you will be prompted to put in your PIN number. Once you put your PIN in it will ask you to click submit again.

Previous

Submit

Scroll down to read & select the checkboxes for acknowledgements to enable "Submit" button

Viewing Draft of ePHQ

1. To view a draft of your PHQ you will need to click on the PDF button either next to the edit button of where it says PDF.

My ePHQ Forms

Create New PHQ

Site Form Only

click on the PDF button to view a draft or finished copy set of your PHQ.

Date	Last Name	First Name	Middle Name	Last 4 SSN	Status	Submitted Date	Designated Site/Plant	Designated Start Date
		Angela			Accepted			
		Angela			In Process		Arkansas Nuclear 1	

PDF

Edit | PDF

2. The difference between the editing and viewing an EPHQ is that you would not be able to edit a draft or viewing copy of PHQ.

- Some of the pages if you have not submitted the PHQ will say DRAFT through them.
- You will also notice that the page numbers are page number up to 24 where as you the ePHQ when you're filling it out says steps up to 12.

57769

8 / 24 | 100% + |

The information provided will be used to conduct a background investigation for unescorted access to a nuclear facility.
Instructions: Please read instructions carefully and complete every item. If the answer is "No" or "None" state so. (N/A is not acceptable) Any additional space needed, for information, can be placed on the PHQ Additional information page. Please print or type all answers in **black ink**.
You will see that it will no longer say steps but the full pages of a complete PHQ.

SECTION I. PERSONAL DATA

Last Name	First	Middle	Suffix (Jr, Sr, III etc...)
		Marie	
All Other Names (include name changes, maiden name, assumed names, aliases, nicknames, etc.)			Social Security No.
Home Address		City	State Zip Code
Home Phone		Work/Cell Phone	E-mail address
Gender	Date of Birth (M/D/YR)	Place of Birth (City, State, Country)	Height Weight Eye Color Hair Color
Valid Drivers License #		Date of Exp. (M/D/YR)	State of issue If no valid license Explain:
Citizenship			
<input type="radio"/> I am a U.S. citizen by birth.		<input type="radio"/> I am not a U.S. citizen Alien	
<input type="radio"/> I am a U.S. citizen by naturalization.		Registration Number	
Number		Country(ies) of Citizenship	

Managing account info.

1. To manage your account you need to find manage my account option at the top right hand corner.

[Help Guide](#) | [Manage My Account](#) | [Log off](#)

Click on manage my account and it will bring up a list of items you can manage.

2. Once you click on manage my account it will bring up multiple options that you can manage:

Manage

Change your account settings

Password:	[Change your password]
Email:	[Change your email]
Profile:	[Change your profile]
PIN:	[Request new PIN]
Security Question:	[Update Security Answer]

chosed of the option that you will need to manage.

3. Change password: you will need to know your prior password.

Change Password.

Change Password Form

Current password	<input type="password"/>
New password	<input type="password"/>
Confirm new password	<input type="password"/>
<input type="button" value="Change password"/>	

4. Change Email: To confirm account go to the email address that you changed the account to and find the email that says confirm your account (see page 6). You will need your pin number.

Change Email


Change Email Form

New email	<input type="text"/>
Confirm new email	<input type="text"/>
<input type="button" value="Change Email"/>	

5. **Change Profile:** If you accidentally inputted your SSN wrong or need to change something name, birth date, etc. You can do it here

Change Profile

Update Profile

SSN*	<input type="text"/> - <input type="text"/> - <input type="text"/>	Date of birth*	<input type="text"/> 
Last Name*	<input type="text"/>	First Name*	<input type="text"/>
Middle Name	<input type="text"/>	Phone Number*	<input type="text"/>
Home Address*	<input type="text"/>	City*	<input type="text"/>
State*	<input type="text"/>	Zip Code*	<input type="text"/>

6. **Request new PIN:** This is where you can request a new pin.
➤ This will be sent to the email associated with your account.

Request new PIN

Request New PIN Form

Email	<input type="text"/>
Password	<input type="password"/>
Security Question	<input type="text" value="Select a question..."/>
Security Answer	<input type="text"/>

7. **Security Questions:** You can update your security questions here.

Update Security Answer

Update Security Answer

Email	<input type="text"/>
Password	<input type="password"/>
PIN	<input type="text"/>
Security Question	<input type="text" value="Select a question..."/>
Security Answer	<input type="text"/>
Confirm New Security Answer	<input type="text"/>

Further assistance:

If you have any questions at any time while filling out your PHQ you can:

- Call Security at 800-432-2444 Extension 2.
- E-mail Security at
Securitypackages@dayzim.com