Step 1. Access the ConnectHR page and click eAuthentication

Step 2. Log in to your account
Step 3. Click eOPF on the menu to the left of your screen
Step 4. Click Accept
Step 5. Click Yes
Step 6. If you do not see this screen it may have opened in a separate window depending on your browser.
Step 7. Click on My eOPF on the menu to the left of the screen.
Step 8. You should see a list of documents. Find Form DGO4 Investigation Clearance.

If you do not see these columns follow the instructions on the following page to change settings.
Click on My Profile on the menu to the left of the screen and then General Preferences.

Check at least the Display Form Number, Type and Description boxes under Search Results Display and return to step 8.
Step 9. On Form DGO4 Investigation Clearance you will need to find the date when it was signed by agency certifying official and enter that on MAI’s Certification of Criminal History Check Form. Your supervisor must then sign the MAI form certifying you cleared the check.

Please email signed form to Laura Linn at maicoordinator@mtadamsinstitute.com

Any questions or issues call Laura at 541-221-5647.

Do not send us your actual DGO4 form!