To access the EPAF roles in the BAR you must first complete a Computer Based Training. The Understanding the EPAF process link will take you directly to Learning Central where you need to log in and complete three (3) modules associated with the Understanding the EPAF Process course.

The modules you need to complete are:

- Originate an EPAF for Employment Transactions
- Approve an EPAF for Employment Transactions
- Attach a document to an EPAF

Now that you have completed the Computer Based Training you are ready to access the BAR and request the roles associated with the types of EPAF you will be processing. We have created a job aid which will assist you in how to access the BAR and request roles. To access the job aid please click on the following link: EPAF Requesting Roles.