

My Money-Access Instructions

Web address is <https://nafpay.afsv.net>

Click on **Apps Logon Links**

Click on **AFSFMS NAFPay Home Page**

Enter your **USERNAME** as first name.middleinitial.lastname (**sue.s.que**)

NOTE: Therefore, if you have a Discoverer Viewer Password it will allow you access to your My Money account.

Enter your **PASSWORD** (Note: Your Discoverer Viewer password and My Money password are the same.)

First time users

Enter **naftnnnn** (with nnnn being the last four of your SSN).

Click on **Login**.

Create and enter your own new personal password and confirm.

Click on **Apply**.

If you're locked out or forget your password

Contact your local HRO or System Administrator to reset your password.

Click on **My Money**

Make your selection by clicking one of the menu items below

Return to the home page and make additional selections or log out

My LES – View your Leave and Earnings Statement

Click on **My LES**, Choose **LES from the** drop down menu, and **Select** the LES to view.

Click **Home** to return to the Home Page.

My W4 Elections – Review or Change your W4 information: federal and state withholding

Click **My W4 Elections to Update**. Click the **IRS link** if you need help.

Make changes, click **I Agree, Continue, and Submit** or **Cancel**.

Click **Yes** to cancel your changes or **Home** to return to the Home Page.

For state, click on the **State Tax** button to download the form. Complete and submit to the Base Liaison.

My W2 – View your W2 information (available January 2007)

Click **My W2** to view your W2

Click **Home** to return to the Home Page

My Allotments – Add, Update or Delete your allotments

Click **My Allotments**.

>**TO ADD:** Click **Add Allotment**, click **Amount Type**, select **Monetary** or Percentage, and enter required info (*). Click **Apply**, then **Continue** or **Cancel**. Review allotment information summary and **Submit**. Click **Home** to return to the Home Page.

>**TO CHANGE:** Click Update, click **Amount Type**, select **Monetary** or Percentage, and enter required info (*). Click **Apply**, then **Continue** or **Cancel**. Review allotment information summary and **Submit**. Click **Home** to return to the Home Page.

>**TO DELETE:** Click Delete (Garbage Can), then **Continue** or **Cancel**. Review allotment information summary and **Submit**. Click **Home** to return to the Home Page.

My Personal Info – Change your payroll address

Click **My Personal Info**.

Update, Correct or amend this address, Next, then **Type**. Select **Payroll Address** from the top **drop down**, and enter required info (*). Click **Next**, review the address summary, then click **Submit or Cancel**. Click **Home** to return to the Home Page.

My Suspended – Retrieve and process incomplete transactions

Click **Update**, finish entering your information, click **Next**, review your changes, then click **Submit or Cancel**.

Click **Home** to return to the Home Page.