

NAFPAY, My Money – Access instructions

PRIOR TO ATTEMPTING ACCESS, please wait until your first check and then contact NAF Accounting Office at 208-828-2907 to get your password set, and for any password resets.

https://nafpay.afsv.net/OA_HTML/AppsLocalLogin.jsp

IF NAFPAY IS DOWN, ACCESS BELOW FROM MILITARY COMPUTER:

https://afsfms.afsv.net/OA_HTML/AppsLocalLogin.jsp

(if typing, note there is an underscore between the capital A and capital H)

Enter your **USERNAME** as firstname.middleinitial.lastname (**sue.z.que**)

Enter your **PASSWORD** obtained from NAF Accounting Office

The next screen will ask you to put in the current password (NaftAFSfMS!@#nnnn), and create your own personal password and confirm password . (Please see below password criteria)

Enter your own personal password and confirm.

Your passwords will need to have at least 3 capital letters, 3 numbers, 3 special characters, and 3 lower case letters. IT MUST BE AT LEAST 15 CHARTERS LONG, EXAMPLE: lump8709LUMP*&)(

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 Earning Statement

Click on **My LES**, Choose **LES from the** drop down menu, and **Select** the LES to review
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 and **Update**. Click the **IRS link** if you need help.

Make changes, Click **I agree**, **Continue**, **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 Installation Liaison.**

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

Click **My W2** and review

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

My Allotment – Add Update or Delete your allotments

Click **My allotments**

>**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 then click **Submit**. Click **Home** to return to the Home Page.

>**DELETE**: Click **Delete (Garbage Can)**, then **Continue** or **cancel**. Review allotment information summary and click **Submit**.

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

My Personal information – Change your payroll address

Click **My Personal Info**

Update, **Correct** or **amend this address**, **Next**, then **Type**. Select **Payroll Address** from the **drop down**, and enter required info marked with * Click **Next**, review the address summary, then click **Submit** or **Cancel**. Click **Home** to return to the Home Page. Please note that access is limited two weeks after resignation, so be sure to update any forwarding address in a timely manner.

My suspended – Retrieve and process incomplete transaction.

Click **Update**, finish entering your information, click **Next**, review your changes, then click **Submit** or **Cancel**. Click **Home** to return to the Home Page.

Please contact your Installation Human Resource office for any questions regarding the use of My Money.