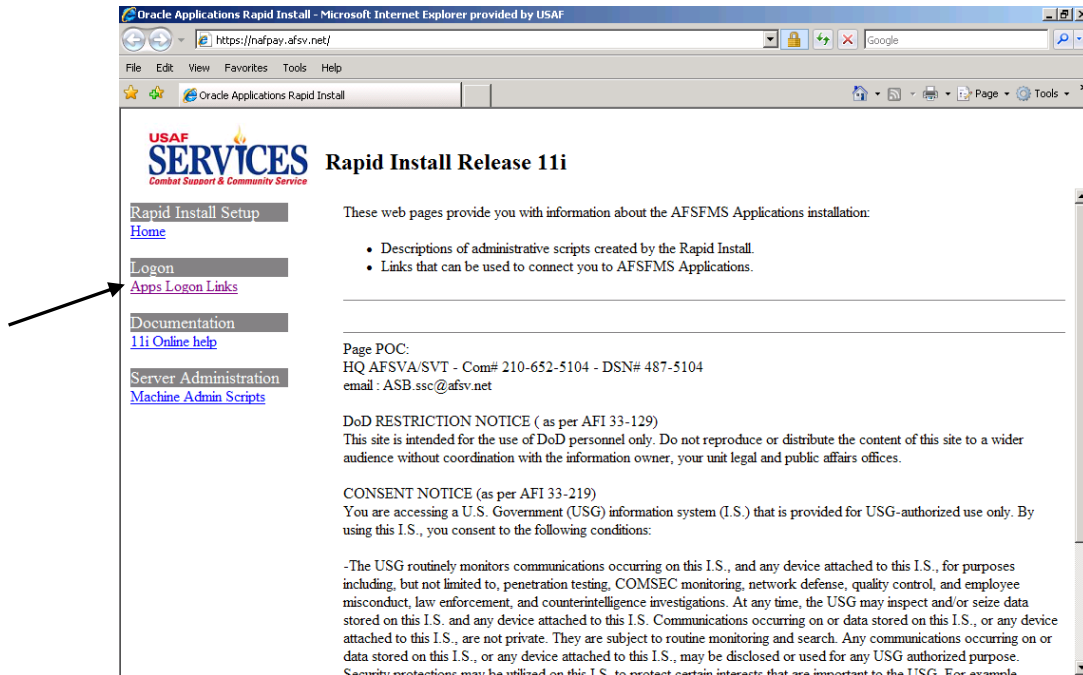


# My Money—Access Instructions

*My Money is a great tool to help NAF employees manage their pay. This self-service tool lets employees make changes to their pay account information from any computer with an internet access, at any time. It's easy, secure and reliable!*

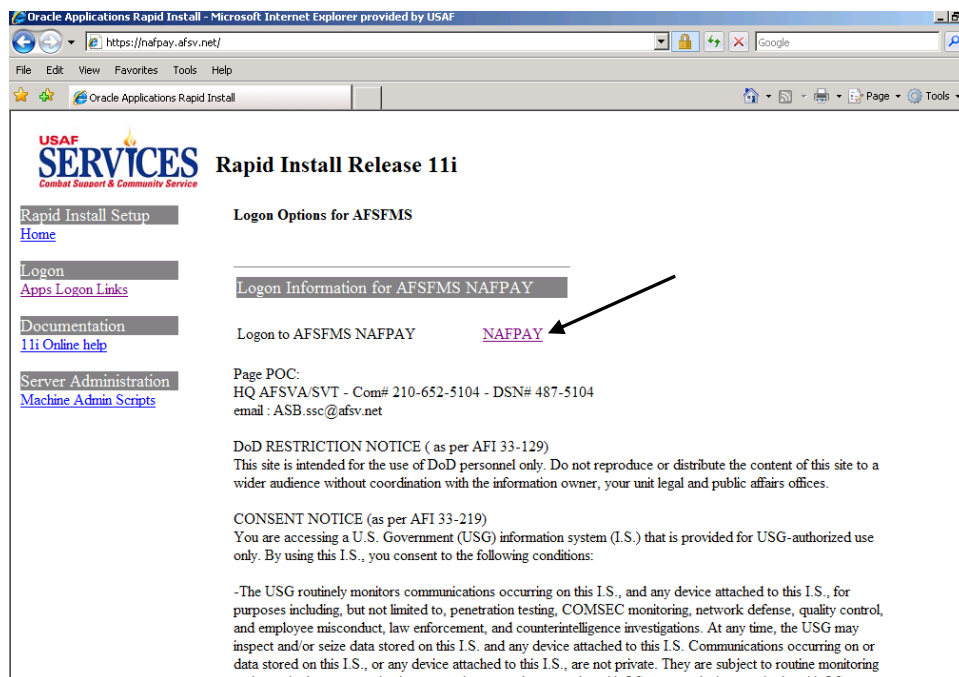
Web address: <https://nafpay.afsv.net>

## Click on Apps Logon Links



The screenshot shows a web browser window titled "Oracle Applications Rapid Install - Microsoft Internet Explorer provided by USAF". The address bar shows "https://nafpay.afsv.net/". The page content includes the USAF SERVICES logo, the title "Rapid Install Release 11i", and a navigation menu on the left. The "Apps Logon Links" menu item is highlighted with a black arrow. The main content area contains information about AFSFMS Applications installation, including a list of administrative scripts and links, contact information for the Page POC, and various notices.

## Click NAFPAY



The screenshot shows the same web browser window as above, but the "NAFPAY" link in the "Logon to AFSFMS NAFPAY" section is highlighted with a black arrow. The page content is the same as the previous screenshot, but the "Apps Logon Links" menu item is no longer highlighted.

Enter your **USERNAME** (Example: mickey.c.mouse)  
Enter your **PASSWORD** First time users: Enter **naftxxxx**  
(with xxxx being the last four digits of your SSN).  
Click on **Login**. Create and enter a new personal password and confirm. Click on **Apply**.

AFSFMS Release 1.35.00

Username: mickey.c.mouse  
Password: naftxxxx  
[Login](#)

For My Money password resets, please contact your Base SSA.  
If they are not available, please contact your HRO (Human Resources Office).  
As a final option, please contact your Base Liason.

Page POC:  
HQ AFSVA/SVT - Com# 210-652-5104 - DSN# 487-5104  
email : ASB.ssc@afsv.net

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**If you are locked out and need your password reset,** Contact the Human Resources Office (HRO) at (623) 856-7755.

Click on **My Money**

USAF SERVICES E-Business Suite  
Combat Support & Community Service

Diagnostics Logout

Logged In As .

Navigator [Edit Navigator](#)

[My Money](#) Please select a responsibility.

Favorites You have not selected any favorites. Please "Edit Favorites" button to set up your fav

Diagnostics Logout Preferences Help

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About this Page

## Make your selection by clicking one of the menu items



### My LES – View your Leave and Earnings Statement

Click on **MY LES**, Select the date of the LES you wish to view from the drop down menu.

### My W4 Elections – Review or change your W4 information, federal withholding

Click **My W4 Elections** and **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 HRO.

### My W2 – Click to view and/or print your W2

### 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 click **Submit**.
- 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 click **Submit**.
- TO DELETE: Click **Delete** (Garbage Can), then **Continue** or **Cancel**. Review allotment information summary and click **Submit**.

### My Personal Info – Change your payroll address

Click **My Personal Info**. Update, correct or amend your address, **Next**, then **Type**. Select **Payroll Address** from the drop down, and enter the required info (\*). Click **Next**, review the address summary, then click **Submit** or **Cancel**.

### My Suspended – Retrieve and process incomplete transactions

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

**To make additional selections return to the Home Page, or if you are done, Log Out.**

**To return to the Home Page at any time, click Home.**