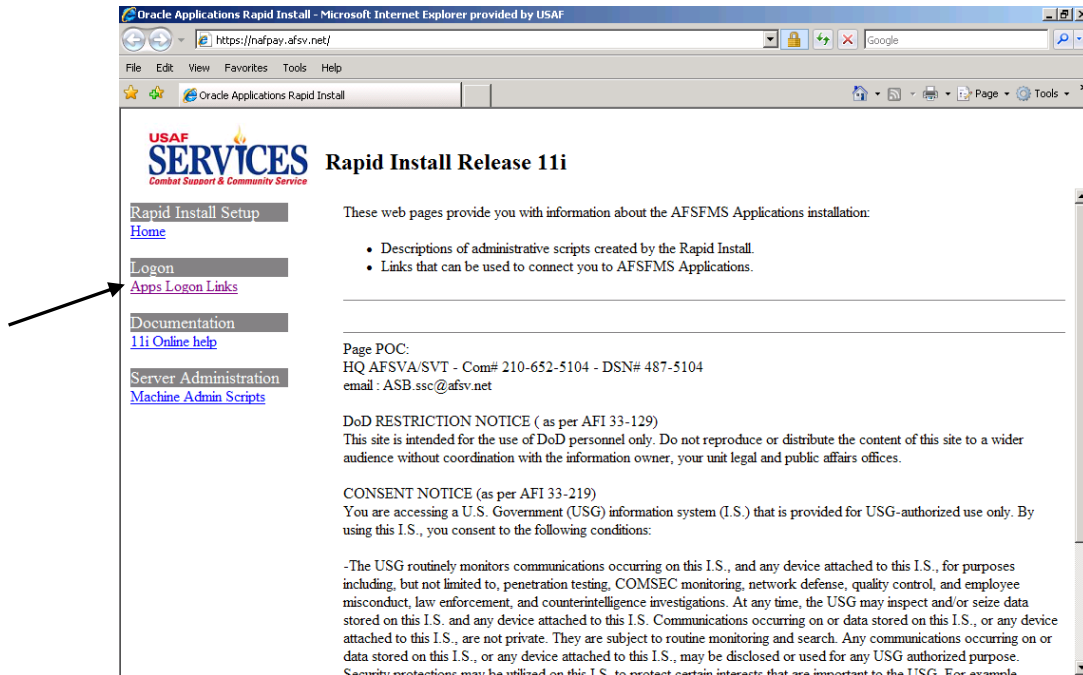


My Money—Access Instructions

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!

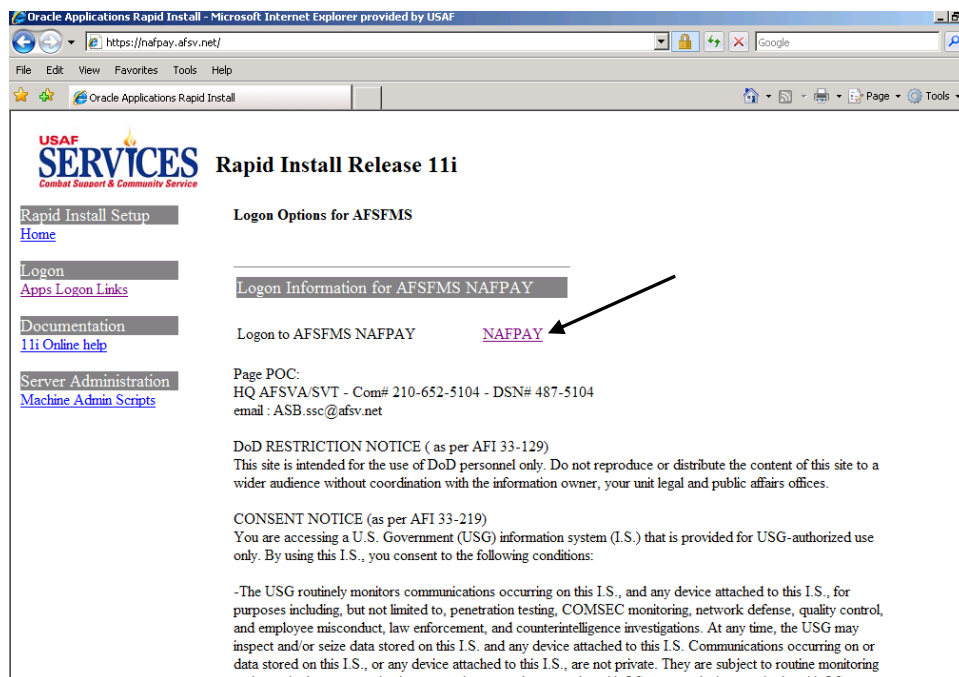
Web address: <https://nafpay.afsv.net>

Click on Apps Logon Links



The screenshot shows a Microsoft Internet Explorer browser window displaying the Oracle Applications Rapid Install website. The address bar shows <https://nafpay.afsv.net/>. The page title is "Oracle Applications Rapid Install - Microsoft Internet Explorer provided by USAF". The main content area features the USAF SERVICES logo and the heading "Rapid Install Release 11i". A left-hand navigation menu includes links for "Rapid Install Setup", "Home", "Logon", "Apps Logon Links" (highlighted with a black arrow), "Documentation", "11i Online help", "Server Administration", and "Machine Admin Scripts". The main content area contains text about AFSFMS Applications installation, a list of administrative scripts, contact information for the Page POC (HQ AFSVA/SVT), and various notices including DoD RESTRICTION NOTICE and CONSENT NOTICE.

Click NAFPAY



The screenshot shows the same Oracle Applications Rapid Install website as the previous image, but with the "Apps Logon Links" menu item selected. The main content area now displays "Logon Options for AFSFMS". A sub-heading "Logon Information for AFSFMS NAFPAY" is shown in a grey box. Below this, the text "Logon to AFSFMS NAFPAY" is followed by a purple link labeled "NAFPAY" (highlighted with a black arrow). The rest of the page content, including the navigation menu and notices, remains the same as in the previous screenshot.

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.