

My Money – Access Instructions – You must log on every week or you will be locked out. If this happens please contact Luis Ventura, Payroll Technician at 535-3380.

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

Click on **NAFPAY**. Type in Username & Password

Note: Do not access from naft.afsv.net

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

Enter your **PASSWORD**

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

Click on **Login**.

Enter your own personal password and confirm.

Click on **Apply**.

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 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**, 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** and review.

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

My Allotments – 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 click **Submit**. Click **Home** to return to the Home Page.

>**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 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 Info –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.

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.