

My Money—Access Instructions

My Money is a great tool for NAF employees to manage their pay. This self-service tool provides the employee with a variety of information and allows them to make changes to their account/information from any computer with internet access at any time.

- Log on to the secure web site <https://nafpay.afsv.net>. Click on **APPS LOGON LINKS**. Click on **NAFPAY** and you will be taken to the log-in page.
- Enter your **USERNAME**: firstname.middleinitial.lastname (Example: sue.z.que)
- Enter your **PASSWORD**: **First time users**: Enter **NAftAFSFMS!+XXXX** (with XXXX being the last four of your SSN and using the “plus” character).
- On the next page you will be prompted to create a new password. Make sure the password is 15 characters long and contains the right number of capital and lower case letters, symbols, and numbers. Do not use the same letter/number/character twice in a row. Click on **Apply**. Keep your PW in a safe place.

My Money: Click on My Money to bring up your available menu items. Make your selection to navigate each page. To make additional selections return to the Home Page. To return to the Home Page, click **Home**. When you are done ensure to **Log Out**. (Navigation buttons are found at the bottom of the screen or top right hand side above your name). Available menu items are explained below:

My LES: View your Leave and Earnings Statement. It is very important to view your LES after each pay day to ensure all pay/AL/SL/taxes (federal/state)/address/allotments, etc., are correct.

My W4 Elections: Review or change your W4 information, federal and state withholding. After making changes, select **I Agree**, **Continue**, **Submit** or **Cancel**. For state taxes, click on **State Tax** to download the form or <http://www.dol.gov/oasam/doljobs/statetaxforms.htm>. This form must be completed and submit to HRO.

My W2: View and/or print your W2 information.

My Allotments: To change your bank account information, add, update or delete your 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: Update, correct or change your address. *Do not change the payroll address as it will affect your taxes.* Select the desired address and update. Click **Next**, review the address summary, then click **Submit** or **Cancel**.

LOCKED OUT OR FORGET YOUR PASSWORD:

Contact the NAF-HR staff at 535-5200 to reset your password