

## My Money – Access Instructions

Web address is <https://nafpay.afsv.net> - Note: Do not access from naft.afsv.net.

Click on **Apps Logon Links**.

Click on **NAFPay**.

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

Enter your **PASSWORD**

Enter **NAftAFSFM\$!+nnnn** (with **nnnn** being the last four digits of your SSN) (**first-time use**).

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.

### 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

Click **My W2** and review.

### 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.

Click **Submit**.

#### **CHANGE:**

Click **Update**

Click **Amount Type**

Select **Monetary** or Percentage, and enter required info (\*).

Click **Apply**, then **Continue** or **Cancel**.

Review allotment information summary

Click **Submit**.

#### **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 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**.

### 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.

**TO RESET YOUR PASSWORD PLEASE CALL NAF ACCOUNTING, 294-6251.**