

## **My Money – Access Instructions**

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

Click on **Apps Logon Links**

Click on NAFPay Home Page

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

Enter **PASSWORD**

First time users Enter **NAft!xxxx** (with xxxx 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.

### **My W4 Elections – Review or change your W4 information; federal and state withholding.**

Click **My W4 Elections** and **Update**.

Click on **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 Home Page.

**For state**, click on the **State Tax** button to download the form.

Complete and submit to HRO.

### **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 (\*).

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**.

### **If you are locked out or forget your password**

Contact your supervisor to reset your password