

My Money Employee Guide  
Air Force Services Center (AFSVC)

### **My Money – Access instructions**

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

Site may redirect to: [https://nafpay.afsv.net/OA\\_HTML/AppsLocalLogin.jsp](https://nafpay.afsv.net/OA_HTML/AppsLocalLogin.jsp)

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

Enter your **PASSWORD (first time user)**

Enter **NaftAFSfMS!@#nnnn** (nnnn being the last four digits of your SSN).  
Click on **Login**.

**The next screen will ask you to put in the current password (NaftAFSfMS!@#nnnn), and create your own personal password and confirm password . (Please see below password criteria)**

Enter your own personal password and confirm.

**Your passwords will need to have at least 3 capital letters, 3 numbers, 3 special characters, and 3 lower case letters. IT MUST BE AT LEAST 15 CHARTERS LONG,**

**LIKE SO ---> ABCD1234!@#\$efgh**

Click on **Login**

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 Earning 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, 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 Installation Liaison.**

### **My W2 – View your W2 information (available January 2007)**

Click **My W2** and review

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

### **My Allotment – 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 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 information – 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 transaction.**

Click **Update**, finish entering your information, click **Next**, review your changes, then click **Submit** or **Cancel**. Click **Home** to return to the Home Page.

**Please contact your Installation Human Resource office for any questions regarding the use of My Money, and for any password resets.**