

# MY MONEY EMPLOYEE GUIDE

Employee's **MUST** wait until their first scheduled payday to create a My Money account. Your 1<sup>st</sup> scheduled payday is:

## My Money – Access instructions

AFSVC myMoney:

From a personal device: <https://nafpay.afsv.net>

From a gov't computer: <https://afsfms.afsv.net>

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

Enter your **PASSWORD** as demonstrated below:

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 CHARACTERS LONG, LIKE SO --- ABCD1234!@#\$efgh**

Click on **Login**

Click on **My Money**

Make your selection by clicking one of the menu items

## **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 NOTE: IT IS THE EMPLOYEE'S RESPONSIBILITY TO LOG-IN, CREATE AN ACCOUNT, AND VERIFY THEIR BANKING AND TAX WITHHOLDINGS AFTER THEIR FIRST PAY DAY.**

Questions regarding the use of My Money? Please contact your Installation Human Resource office.