

MY MONEY



How to login

- Go to the website <https://nafpay.afsv.net>
- Enter username as firstname.middleinitial.lastname
 - example: john.p.smith
- Enter password
 - first temporary password is Naft!+nnnn
nnnn being the last four of your SSN
 - You will be prompted to change your password

My LES



- This is where you view and print your Leave and Earnings Statement
- Click on **My LES**
- The most current one pulls up automatically
- You can look at previous LESs by clicking on the arrow by "Choose LES"

MAKE SURE TO REVIEW YOUR LES EVERY PAY DAY

My W-4 Elections

- Federal W-4
- Can change it in My Money
- Click "Update"
- Make changes and click in "I Agree" Box
- Click "Continue"
- Will give you an option of printing updated W-4
- Click "Submit"

- State W-4
- HR submits completed form to Payroll
- Click on "Utah Withholding Form"
- Fill out all sections that apply
- You can bring the completed form to our office in person, print and fax it to 775-4261, or email to 75FSS.FSMH@hill.af.mil

My W-2

- This is where you print your own W-2
- Current year will automatically come up
- You can print previous years by clicking the down arrow by "Select Organization/Year"
- Select the correct W-2 then click "Go"
- All W-2s should be available by 31 January



My Allotments

- This is your banking information
- To change your account information make sure to follow all the steps
- Click the pencil to update
- Click the trash can to delete
- The transit code is the routing number
- Make all changes then click "Apply"
- Click "Continue"
- Then double check your changes then click "Submit"
- Should say "Your changes have been made"

My Personal Info



- This is your name, date of birth, social security number, and address
- You cannot change your name, date of birth, or social security number here
- If there are changes, see the HR office
- To update your mailing address, click "Update"
- Select the type of change and click "Next"
- Make the changes and click "Next"
- Review the changes and click "Submit"

Questions?

