25 July 2017
Shared Services Center (SSC)

My Money – Access Information – You cannot access My Money until after your first paycheck
Web address is https://nafpay.afsv.net
        Click on **Apps Logon Links**
        Click on Oracle Applications Manager

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

Enter your **PASSWORD**
(Note: Your Discover Viewer password and My Money password are the same)
        First Time Users:
        Enter **NAftAFSFMS!+xxxx** (with XXXX being the last four digits of your SSN)
        Click on Login
        Create and enter your own new personal password and confirm
        Click on **Apply**
If you are locked out or forget your password
        Contact your local HRO or Services System Administrator (SSA) to reset your password

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 view.
Click **Home** to return to the Home Page.

My W4 Elections » Review or change your W4 information; federal and state withholding
Click on **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 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 (available in January)
Click **My W2** to view your **W2**.
Click **Home** to return to Home Page.

My Allotments » Add, Update or Delete your allotments
Click **My Allotments**
    ➤ **To ADD**: click **Add Allotment**, click **Amount Type**, select **Monetary** or **Percentage**, and enter required info. Click **Apply**, then **Continue** or **Cancel**. Review information summary and click **Submit**. Click **Home** to return to the Home Page.
    ➤ **To CHANGE**: Click **Update**, click **Amount Type**, select **Monetary** or **Percentage**, and enter required info. Click **Apply**, then **Continue** or **Cancel**. Review information summary and click Submit.
    ➤ **To DELETE**: Click **Delete** (Garbage Can), then **Continue** or **Cancel**. Review information summary and click Submit. Click **Home** to return to the Home Page.

My Personal Info » Change your payroll address
Click **My Personal Info**
Update, **Correct** or **Amend** the 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**. Click **Home** to return to the Home Page.

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.