

Web address is <https://nafpay.afsv.net>  
Click on **Apps Logon Links**.  
Click on **AFSFS NAFPay Home Page**.

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

Enter your **PASSWORD**  
Enter **Naft!+nnnn** (with **nnnn** 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.  
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**, 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 January 2007).  
Click **My W2** and review.  
Click **Home** to return to the Home Page.

**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 and click **Submit**. Click **Home** to return to the Home Page.

>**CHANGE**: Click **Update**, 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 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 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 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.