

To report Payroll errors, please contact the Payroll Liaison at 775-6791 (Kitty) or Alternate Payroll Liaison at 775-2403 (Cathy).

To request a password reset, please contact the Payroll Liaison at 775-6791 (Kitty), Alternate Payroll Liaison at 775-2403 (Cathy), or Human Resources Office at 777-1080.

Web address is <https://nafpay.afsv.net>
Click on **Apps Logon Links**.
Click on **AFS FMS NAF Pay 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.