

My Money Users Guide
Air Force Services Center (AFSVC)



My Money Guide

Version October 2006
Updated August 2020

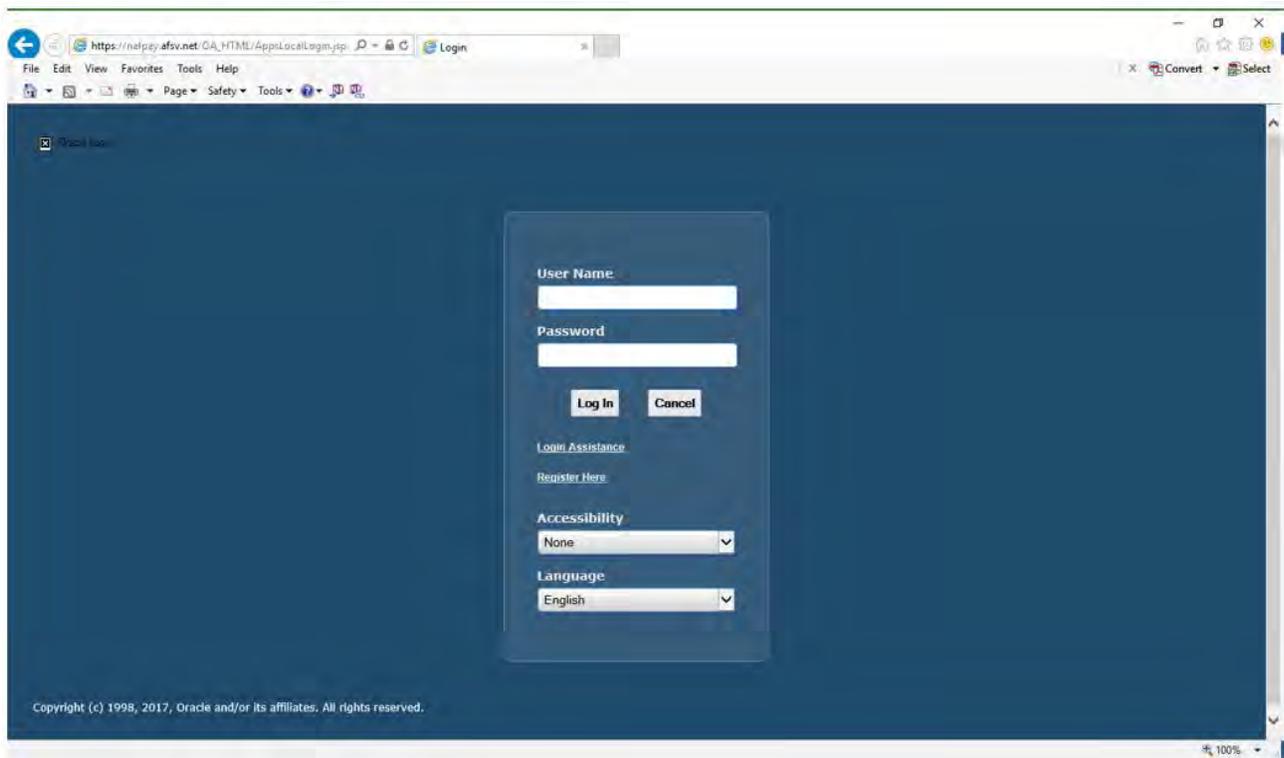
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Section 1 – General Responsibilities, Navigation and System Access

To Access the system, double click the Internet Explorer icon located on your desktop or click Start and click the Internet Explorer logo on the top left of the selection.

You will be able to access **My Money** through the web. The web address is <https://nafpay.afsv.net>. The site may redirect you to https://nafpay.afsv.net/OA_HTML/AppsLocalLogin.jsp Contact your **Installation Liaison** for access locations and/or data issues.

The **My Money** function is for NAF employees to view payroll data, e.g., Leave and Earnings Statements and Forms W-2, and make changes to address, W4 elections, and net pay distributions.



1. This page will display after you access the web address.

Section 2 – Log on and Create new Password

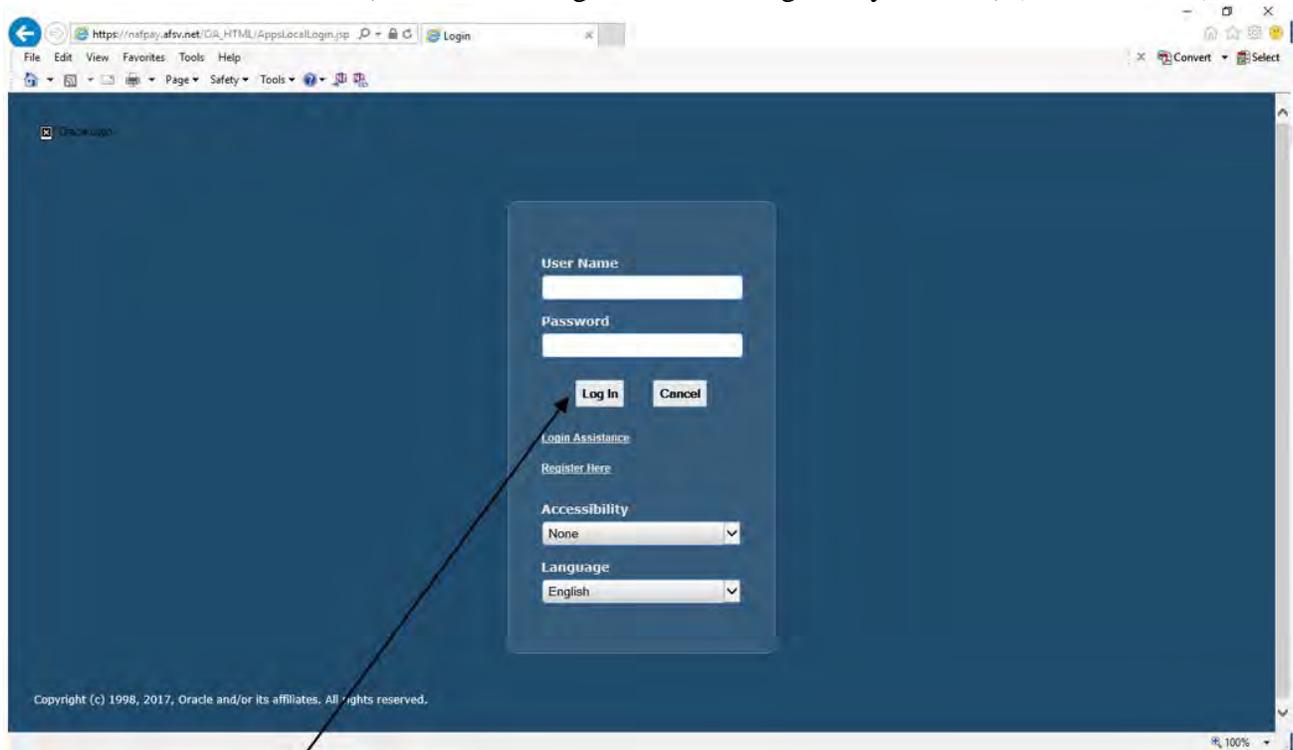
Performed by: Employee

Purpose: Learn how to log on and create a new password to access your personal data in this self-service application.

Responsibility: Employee

Enter your username (firstname.middleinitial.lastname).

Enter **NaftAFSFM#!@#nnnn** (with **nnnn** being the last four digits of your SSN) (**first-time use**).



1. Click **Login**.
2. When the next screen displays, enter your own personal password and confirm.

New Password Criteria must include at least the following:

15 characters long

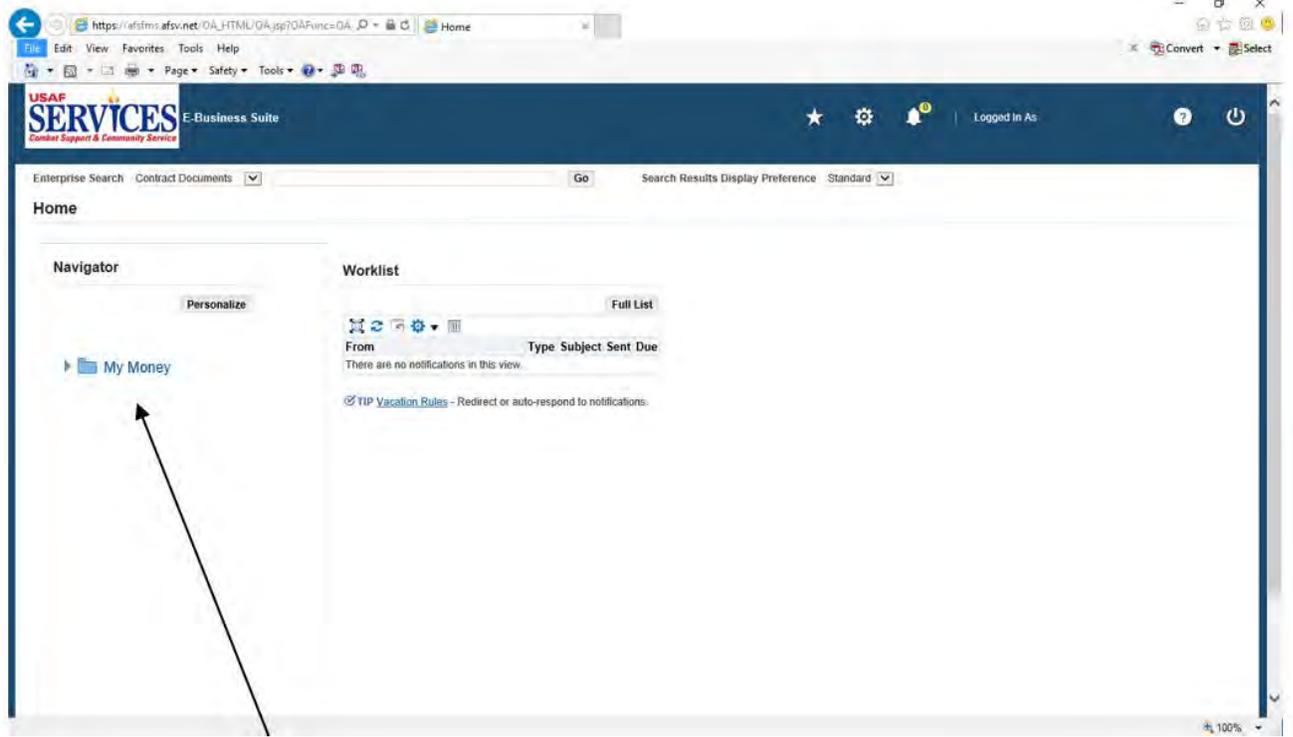
3 upper case characters

3 lower case characters

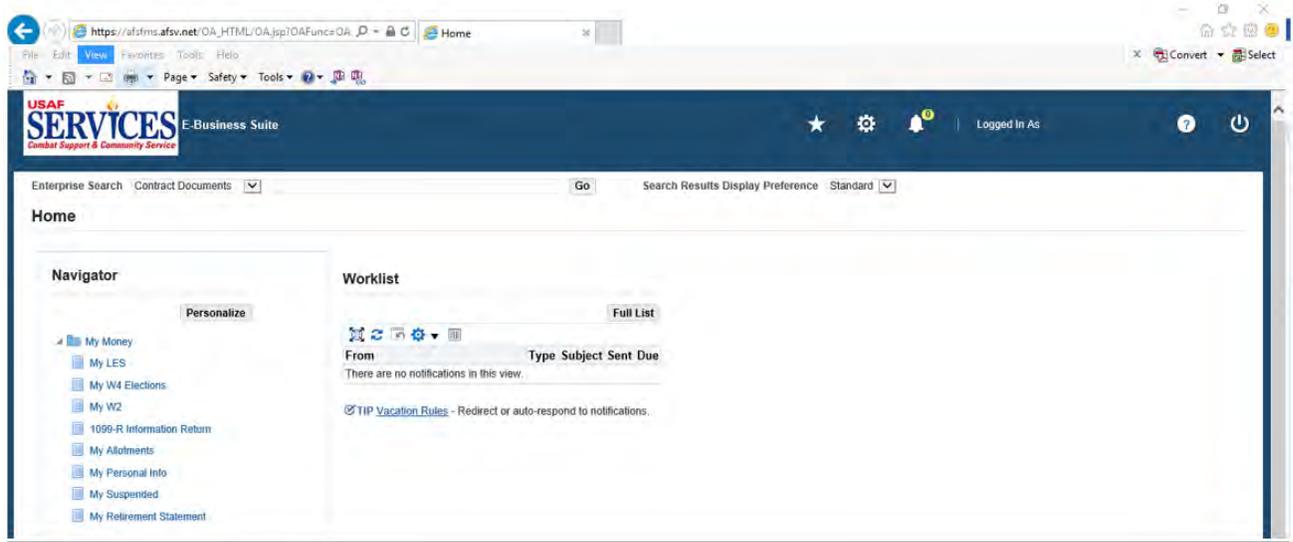
3 numbers

3 of the following special characters !@#\$\$%^&*+

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3. Click **My Money**.



4. This is your **My Money** home page

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Section 3 – My LES

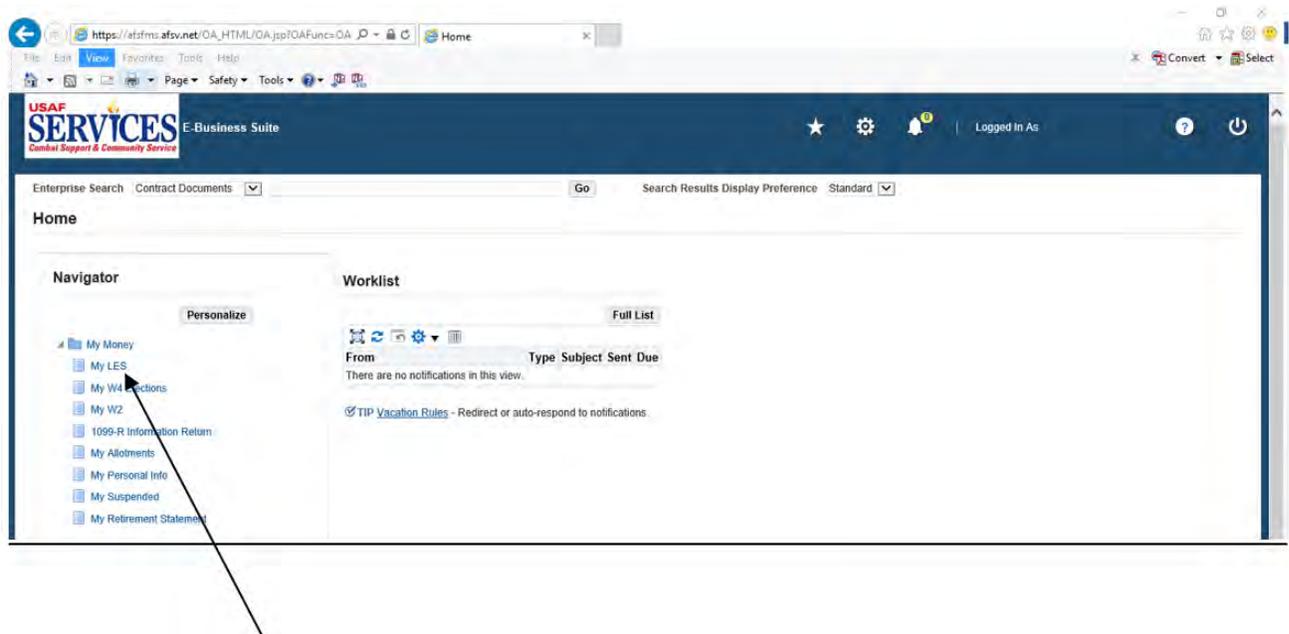
Performed by: Employee

Purpose: Learn how to review your Leave and Earnings Statement in this self-service application.

Source Documents: None

Responsibility: Employee

Navigation: > My Money > My LES



1. Click **My LES**.

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USAF SERVICES My Money

Employee Name: [Redacted] Employee Number: [Redacted]
 Organization Email Address: [Redacted] Business Group: Air Force Services Agency

Your LIES will be available for viewing on Tuesday of payroll week.
 Attention: Allowance pay recipients, per Air Force Memo (AFM) 34-716, you are required to report to your local NAF Station Resource Office any NAF employment obtained during the period in which you receive allowance payments. Please advise us if you would like to claim a different status than what you have in Federal.
 Although working in My Money the forwarding and mailing address will not be visible on the LIES, only on the AF Forwarding Job Log.

Claim Exemption will take place 25 October 2018 through 23 November 2018. This will be the time for you to review your health care benefits, make an election in any changes for 2018. Employees or Changes you make during your enrollment will be effective 1 January 2019. For more information contact your local HR Office or visit the link below:
<http://www.military.com/afsc2018>

Pay Information

Current Amount

Gross Estimate: 3300.0

YTD Amount

Gross Estimate: 3150.28

From Date: 15-Nov-2018 To Date: 15-Nov-2018

Choose LIES: 05-NOV-2018

Employee: [Redacted] Work Location: [Redacted]
 Employer Address: [Redacted] Address: [Redacted]
 Job Title: [Redacted]
 WCD: Service Group Code: [Redacted] Employee ID#: [Redacted]

Pay Period and Salary

Assignment Number	Assignment Type	Pay Period	Payment Date	Pay Begin Date	Pay End Date	Pay Rate
Primary	Primary	05-Nov-2018	20-Oct-2018	20-Oct-2018	05-Nov-2018	18.75

Summary

Current or YTD	Gross	Pre-Tax	Taxes	Deductions	Net Pay
Current	1,500.00	382.41	709.83	207.40	211.31
YTD	15,802.08	4,332.21	3,150.84	4,052.86	17,867.32

Hours and Earnings

Description	Start Date	End Date	Current Hours	Current Amount	YTD Hours	YTD Amount
Annual LP			3.00	315.25	197.25	3,432.14
Regular Hours			6.00	3,150.75	1,503.50	26,509.47
WOL LV			8.00	150.00	89.25	1,335.45
Public Annual Leave			0.00	0.00	241.82	241.82
Public Sick Leave			0.00	0.00	-129.76	-129.76
Public Sick Leave			0.00	0.00	155.64	155.64

Rate Details

Pre-Tax Deductions

Description	Current	YTD
Auto Dental Pre	12.75	318.48
Auto Medical Pre	249.65	5,745.73

Taxes

Description	Current	YTD
Federal Tax	62.18	1,111.75
Social Security	76.74	3,054.81
Medicare	47.94	175.43

After-Tax Deductions

Description	Current	YTD
Public AF Auto Pre	0.00	0.00
AF ACP Investment AT	51.00	131.36
Loan 1 401K	84.30	2,328.00
Loan 2 401K	108.00	2,505.82

Accruals

Description	Current	Balance
Annual Leave	8.00	38.56
Time Off Accrual	0.00	0.00
Camp Time Leave	0.00	0.00
Admin Leave	0.00	0.00
Sick Leave	4.00	4.00

Tax Withholding Information

Type	Marital Status	Exemptions	Secondary Exemptions	Additional Amount	Override Amount	Override Percentage
Federal	Married	1		0.00	0.00	0
State	No State Withholding Tax	0		0.00	0.00	0

Net Pay Distribution

Check/Deposit Number	Bank Name	Account Type	Account Number	Amount
				211.31

Other Information

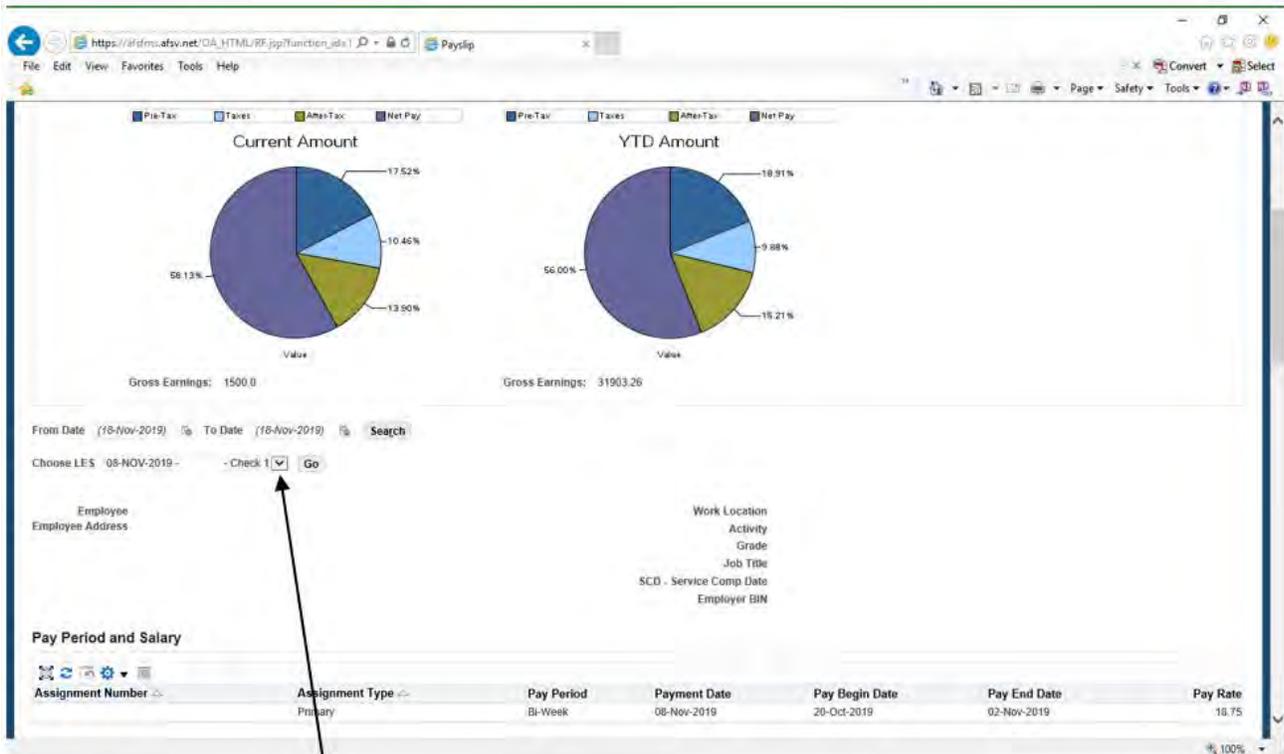
Description	Value
Medicare Expense	25,611.00
30 Forfeits	25,611.00

TP Pay Distribution

Check/Deposit Number	Bank Name	Account Type	Account Number	Amount
No results found.				

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2. Click the **Choose LES** drop down and select the Leave and Earnings Statement you want to review. If you have any concerns, contact your **Installation Liaison**. Click **Home** to get back to the Home Page.

Section 4 – My W4 Elections

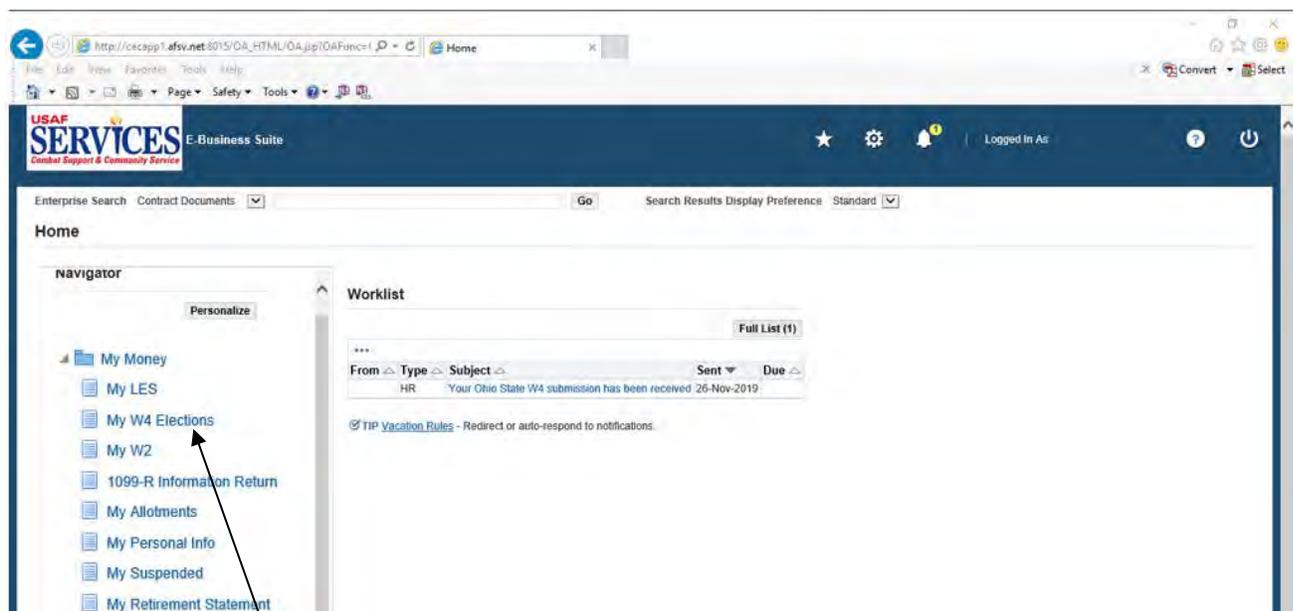
Performed by: Employee

Purpose: Learn how to review or revise your W4 Elections in this self-service application. The W-4 Form is used by NAF Payroll to withhold the correct federal and state income tax from your pay. Because your tax situation may change, you may want to update your withholdings each year. Your state tax withholding will be defaulted to “Single, zero” unless otherwise updated.

Source Documents: None

Responsibility: Employee

Navigation: > My Money > My W4 Elections



1. Click **My W4 Elections**.

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State Tax Form

Employee Name: _____ Employee Number: _____
 Organization Email Address: _____ Business Group: _____ Air Force Services Agency: _____

Tax Form Region

Tax Form Type

Federal State

State W-4 Details (Ohio)

Filing Status: Not Used
 Allowances: 1
 Additional Amount Withheld: 0

Additional Information

[Ohio Withholding Form\(PDF\)](#)
 The above link comes with worksheets and tax information that may be helpful in completing this form. Click this link to view the full form in a new window.

2. To **Update** your **State Tax** withholding information. Click the **State Tax** button and download the **State Tax** form and complete. **Submit** the completed form to your **Installation Liaison** for transmission to SSC Payroll Section. (Some states will allow you to update directly through My Money)

State Tax Form

Employee Name: _____ Employee Number: _____
 Organization Email Address: _____ Business Group: _____ Air Force Services Agency: _____

Tax Form Region

Tax Form Type

Federal State

Federal W-4 Details

Filing Status: Single
 Married
 Married, but Withhold at Highest Single Rate
 Allowances: 1
 Additional Amount Withheld: 0
 FIT Exempt: No

3. To make a change to your W4 elections, click **Update**. **NOTE:** If you are entering an **Additional Amount Withheld** you do not need to enter a decimal point for the dollar amount, unless you are entering dollars and cents.

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4. Click this **link**, for the IRS Federal W-4 Form (PDF), if you need help filling out this form or the i bubble for more information.

5. After making your changes, click **I Agree** and then click on **Continue**.

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Form **W-4** Employee's Withholding Certificate OMB No. 1545-0074
2020

Department of the Treasury Internal Revenue Service

• Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
• Give Form W-4 to your employer.
• Your withholding is subject to review by IRS.

Step 1: Enter Personal Information

(a) First name and middle initial Last name
Address
City or town, state, and ZIP code

(b) Social security number
• Does your name match the name on your social security card? If not, to ensure you get SSA at 800-772-1213 or go to www.ssa.gov.

(c) Single or Married filing separately
 Married filing jointly (or Qualifying widow(er))
 Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.
Do only one of the following:
(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld

Cancel Printable Page Back Submit

6. Review your updated W-4 Employee Withholding Certificate and click on **Submit**. You can click on the **Printable Page** button to print this page for your records.

Confirmation

Your changes have been applied.

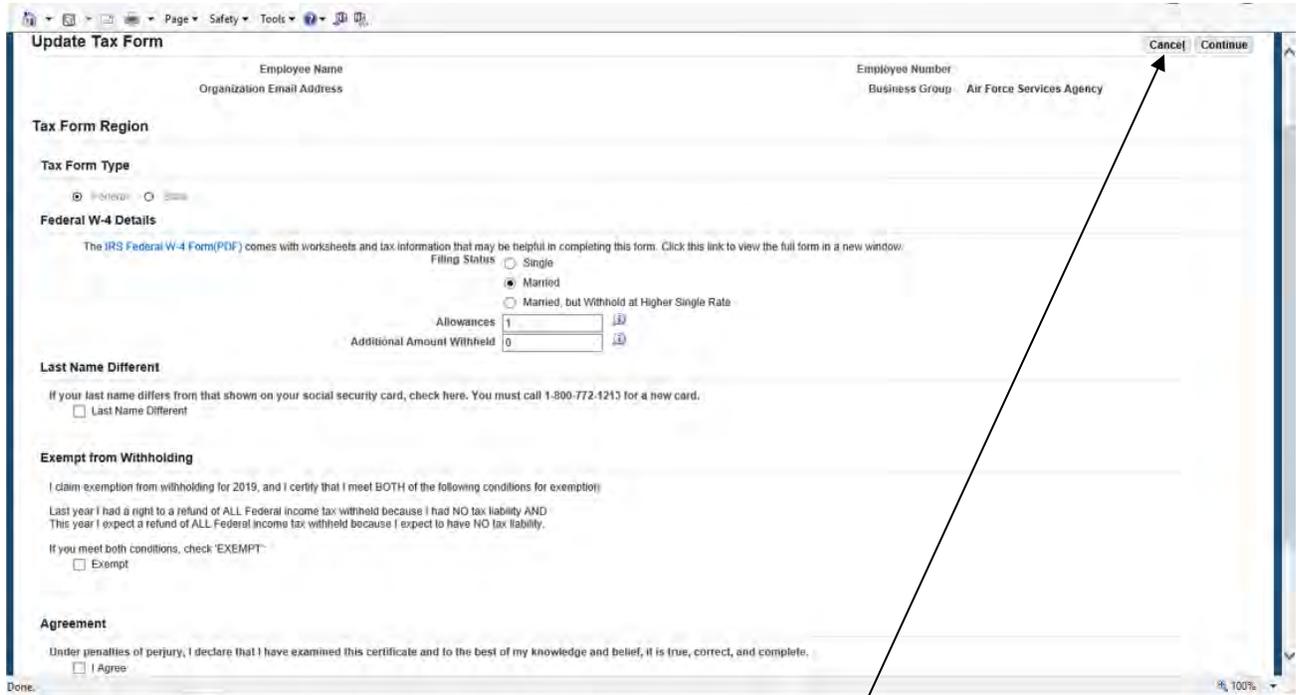
Return to Overview

Home

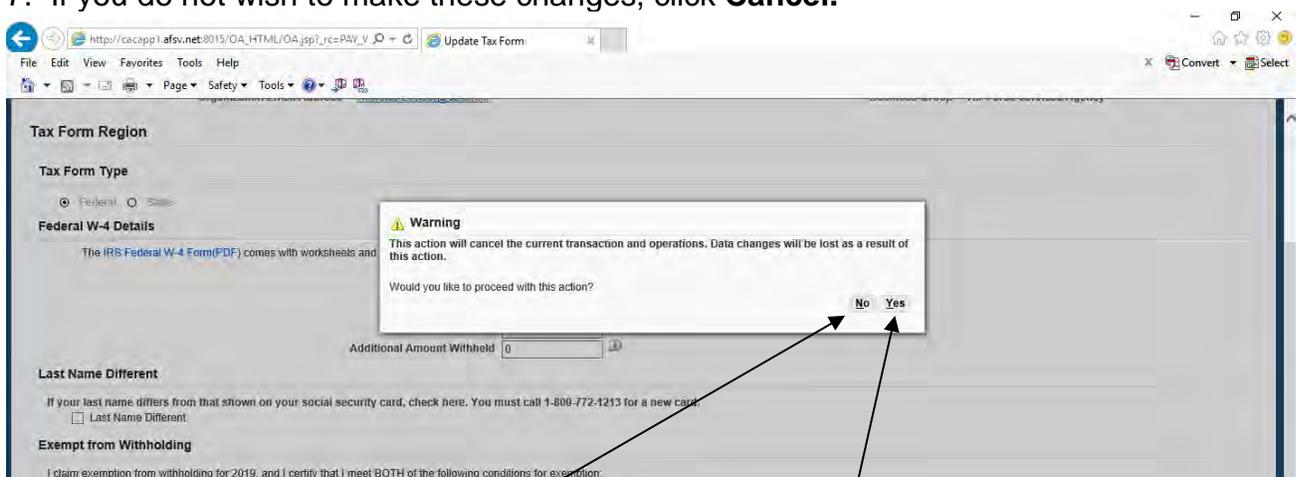
7. This screen confirms that your changes have been applied. Click **Home** to get back to the Home Page

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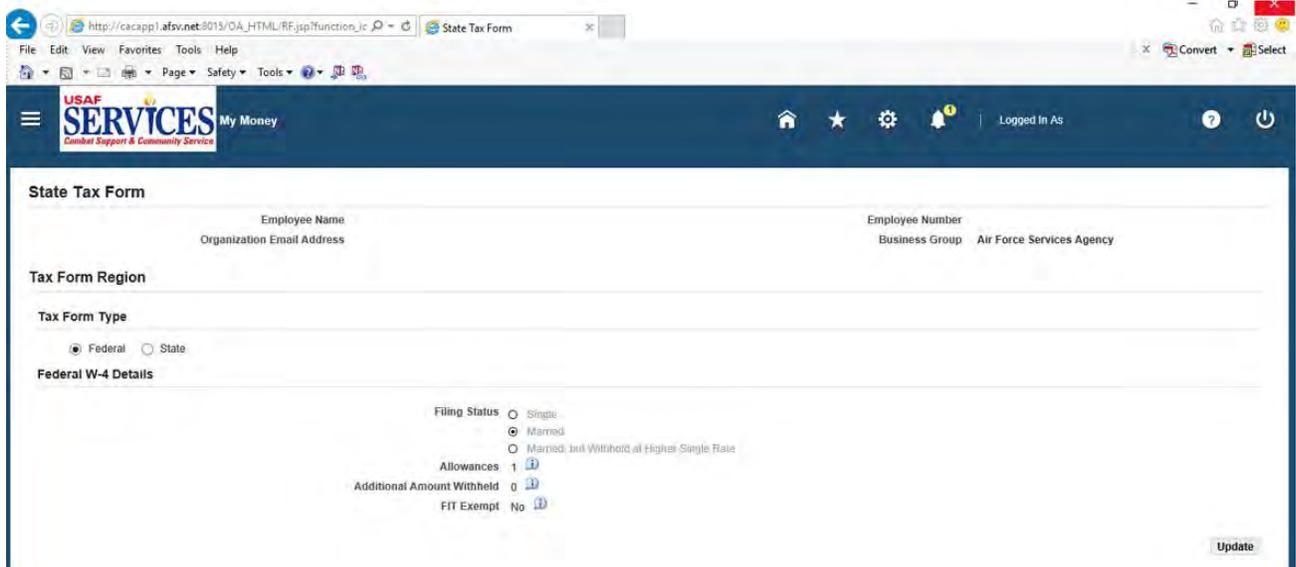
7. If you do not wish to make these changes, click **Cancel**.



8. To cancel the changes you made to your W4, click on **Yes**. If you do not want to cancel these changes, click on **No**.

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State Tax Form

Employee Name: _____ Employee Number: _____
 Organization Email Address: _____ Business Group: Air Force Services Agency

Tax Form Region

Tax Form Type

Federal State

Federal W-4 Details

Filing Status

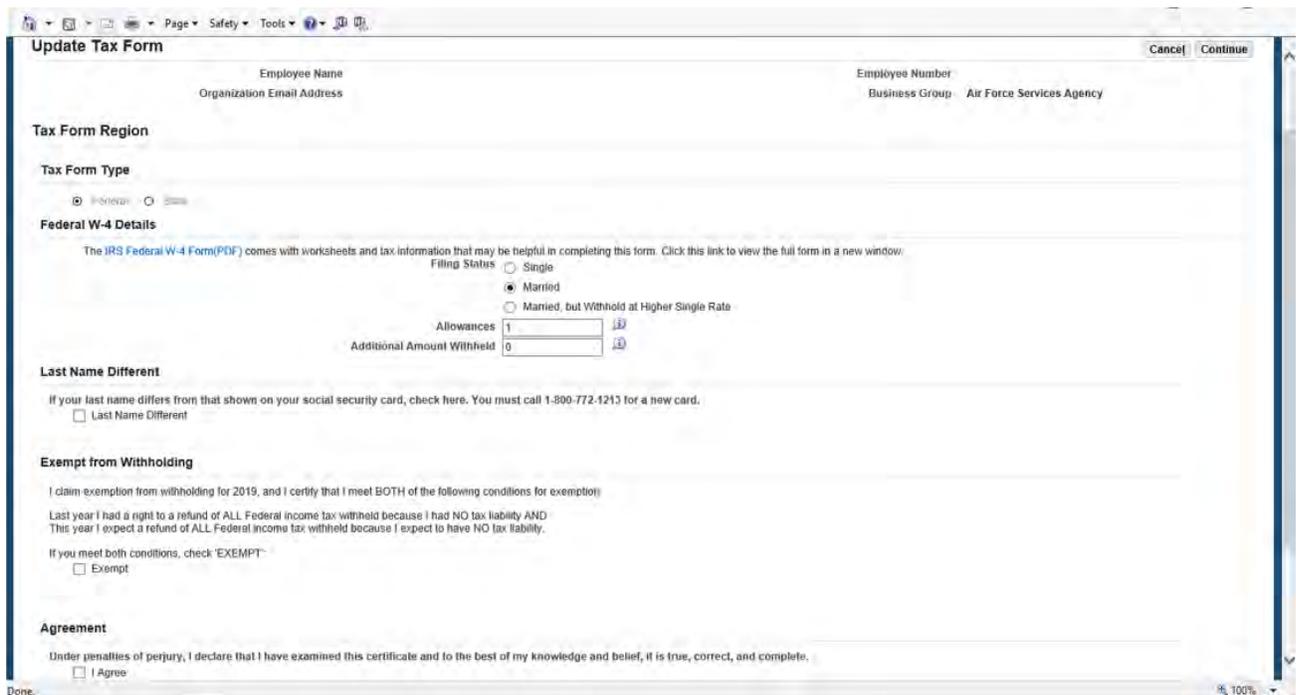
Single
 Married
 Married, but Withhold at Higher Single Rate

Allowances 1

Additional Amount Withheld 0

FIT Exempt No

9. If you click on **Yes**, you will be taken back to the screen you started with and will find that nothing was changed.



Update Tax Form

Employee Name: _____ Employee Number: _____
 Organization Email Address: _____ Business Group: Air Force Services Agency

Tax Form Region

Tax Form Type

Federal State

Federal W-4 Details

The IRS Federal W-4 Form(PDF) comes with worksheets and tax information that may be helpful in completing this form. Click this link to view the full form in a new window.

Filing Status

Single
 Married
 Married, but Withhold at Higher Single Rate

Allowances 1

Additional Amount Withheld 0

Last Name Different

If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card.

Last Name Different

Exempt from Withholding

I claim exemption from withholding for 2019, and I certify that I meet BOTH of the following conditions for exemption:
 Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability AND
 This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

If you meet both conditions, check 'EXEMPT':

Exempt

Agreement

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

I Agree

10. If you click on **No**, you will be taken to this screen, where you can continue to make changes.

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Section 5 – My W2

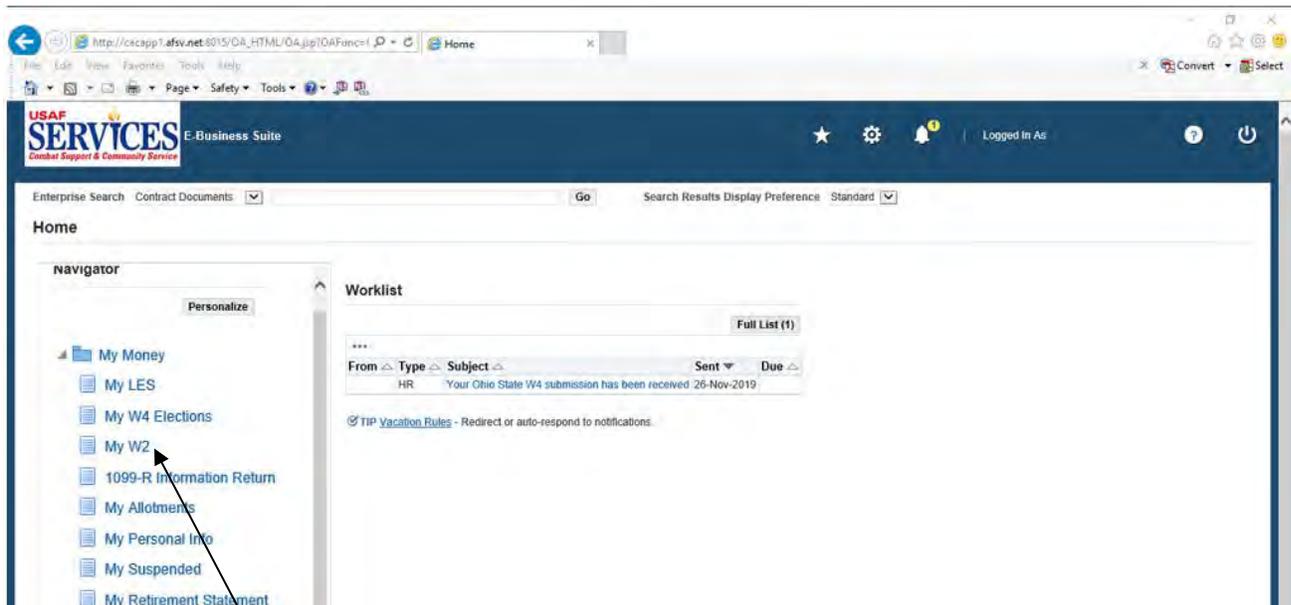
Performed by: Employee

Purpose: Learn how to review your W2 in this self-service application. **NOTE:** W2s are not mailed to active employees.

Source Documents: None

Responsibility: Employee

Navigation: > My Money > My W2



1. Click **My W2**. If you believe the information on the W-2 is incorrect, contact your **Installation Liaison**.

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The screenshot displays the 'Form W-2 Wage and Tax Statement' interface. At the top, there are fields for 'Employee Name' and 'Organization Email Address'. Below this is the 'W2 Information' section, which includes a 'Federal' bar chart. The chart shows 'Wages (Box 1)' and 'Tax (Box 2)' for two entries, with the x-axis representing 'Amount' from 0 to 30,000. Below the chart is a 'View or Download W2' section containing a grid of W2 PDF links for the years 2010 through 2018, all from the 'DEPARTMENT OF THE AIR FORCE - NAF FINANCIAL MGMT'.

Year	Organization
2018	DEPARTMENT OF THE AIR FORCE - NAF FINANCIAL MGMT
2017	DEPARTMENT OF THE AIR FORCE - NAF FINANCIAL MGMT
2016	DEPARTMENT OF THE AIR FORCE - NAF FINANCIAL MGMT
2015	DEPARTMENT OF THE AIR FORCE - NAF FINANCIAL MGMT
2014	DEPARTMENT OF THE AIR FORCE - NAF FINANCIAL MGMT
2013	DEPARTMENT OF THE AIR FORCE - NAF FINANCIAL MGMT
2012	DEPARTMENT OF THE AIR FORCE - NAF FINANCIAL MGMT
2011	DEPARTMENT OF THE AIR FORCE - NAF FINANCIAL MGMT
2010	DEPARTMENT OF THE AIR FORCE - NAF FINANCIAL MGMT

2. All W2's are listed and can be open by clicking on the one you want to open. If the current year W2 isn't listed, please contact your Installation Liaison.

Section 6 – My Allotments (Distribution of Net Pay)

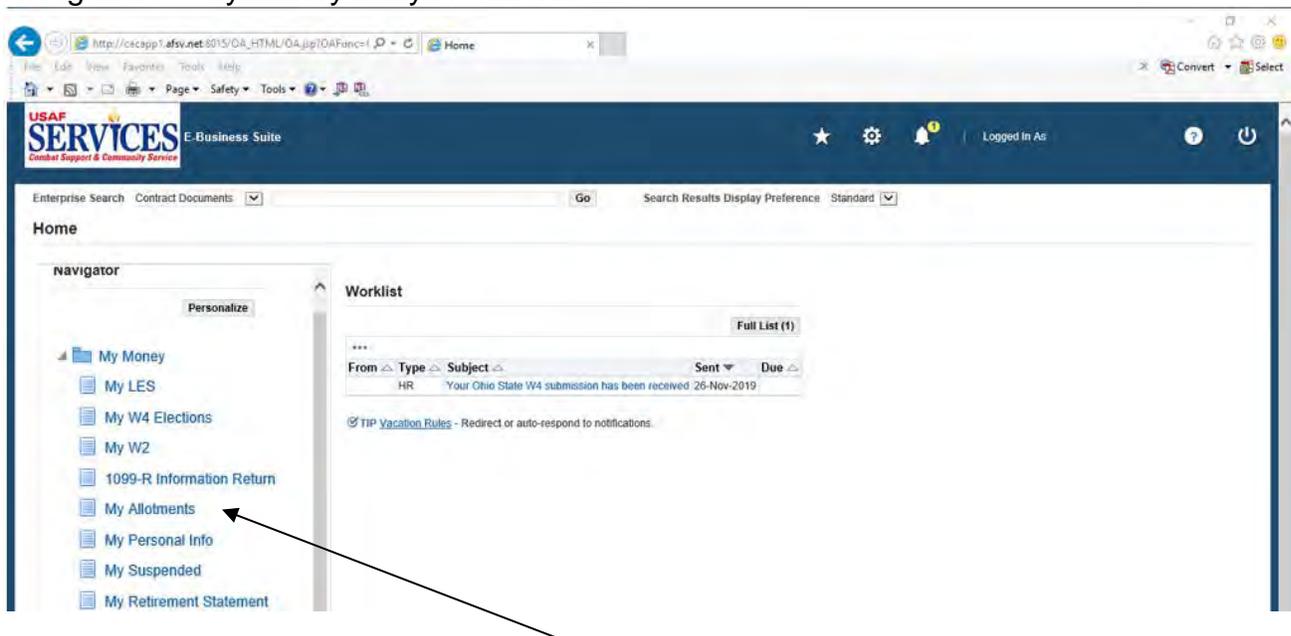
Performed by: Employee

Purpose: Learn how to add, review and change your Allotments and EFT information in this self-service application.

Source Documents: None

Responsibility: Employee

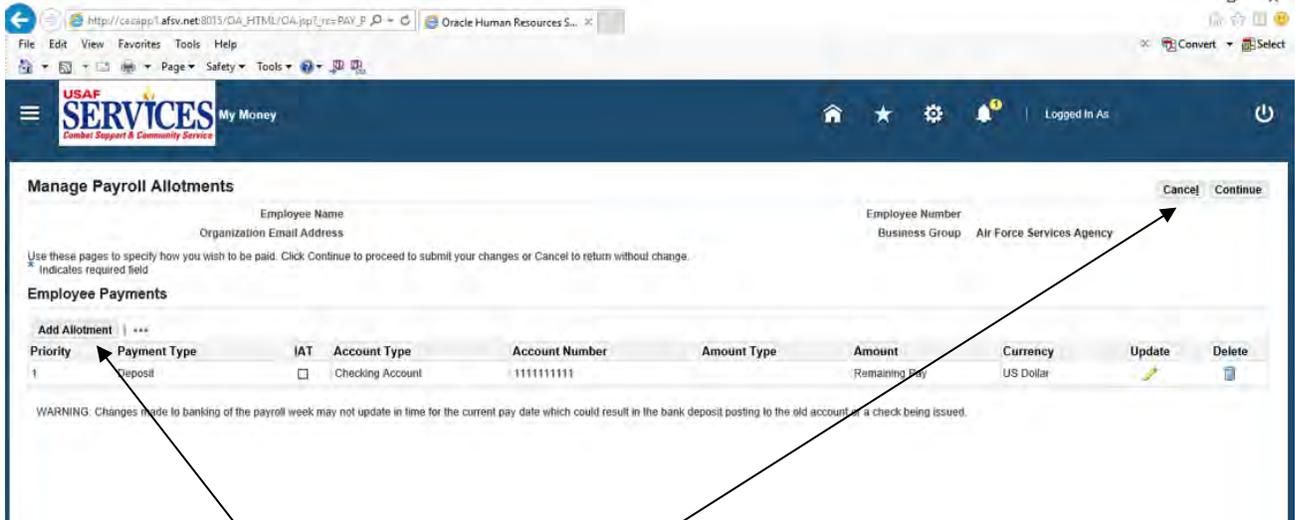
Navigation: > My Money > My Allotments



1. To **add** an allotment, click on **My Allotments**.

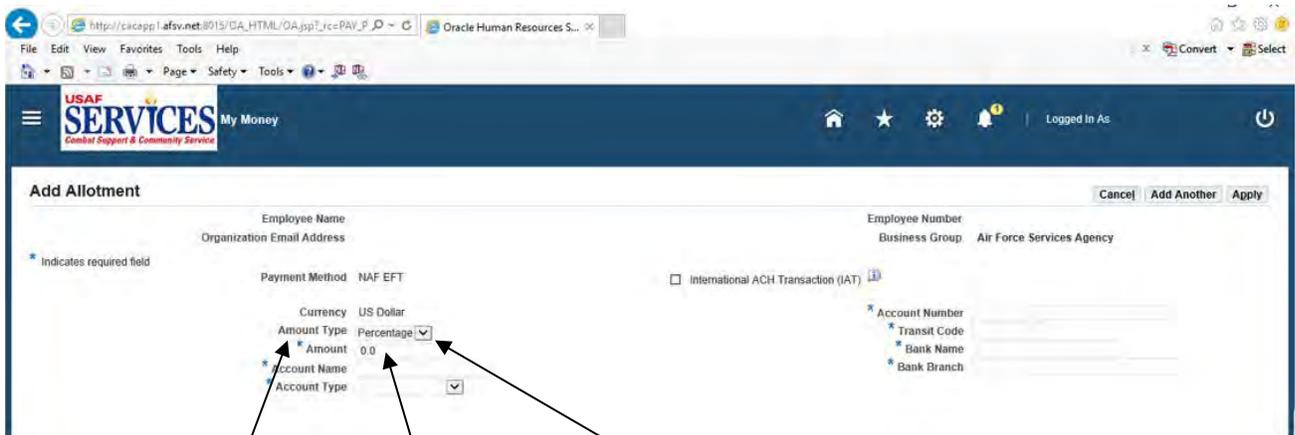
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2. Click **Add Allotment**.

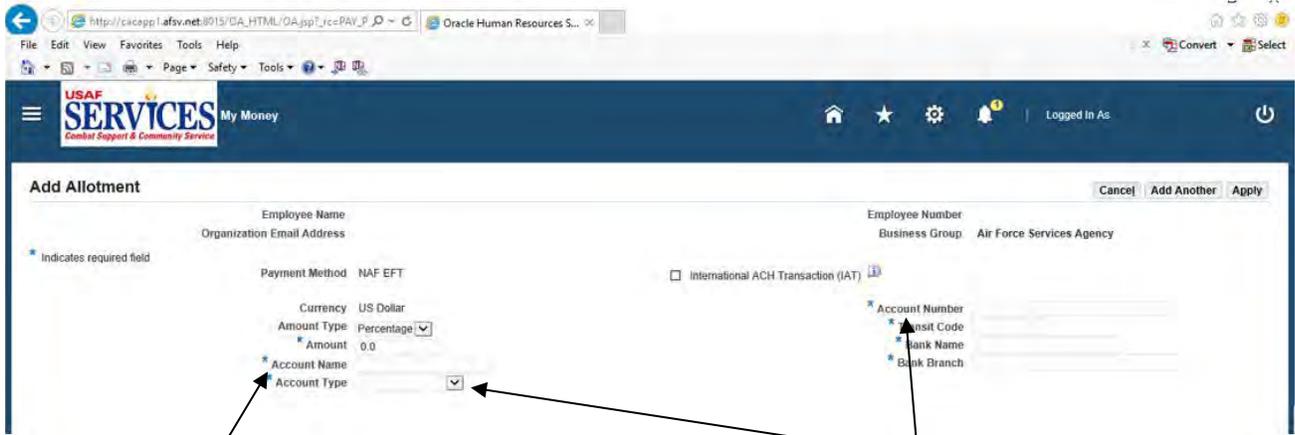
NOTE: If you click on **Cancel** at any of the screens in this section, you will be returned to the previous screen.



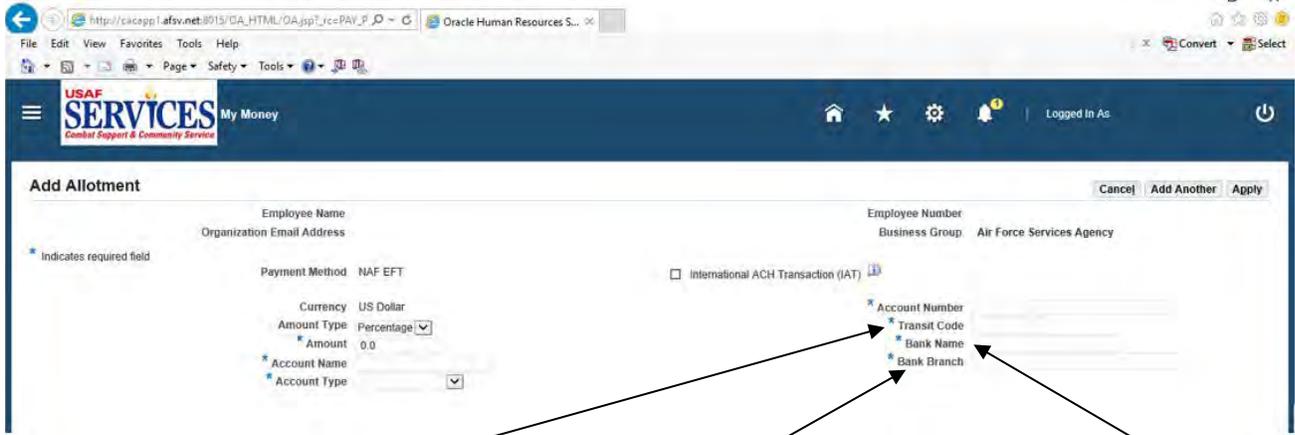
3. Change **Amount Type** drop down to **Monetary** and enter required info marked with *. When entering a **dollar amount** you do not have to enter a decimal point, unless you are entering both dollars and cents.

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- The **Account Name** is the name that appears on the bank account. The **Account Type** drop down will be checking or savings. The **Account Number** is your bank account number.



- The **Transit Code** is your bank's routing transit number (RTN). The **Bank Name** is your bank name and the **Bank Branch** is the bank's location (city state).

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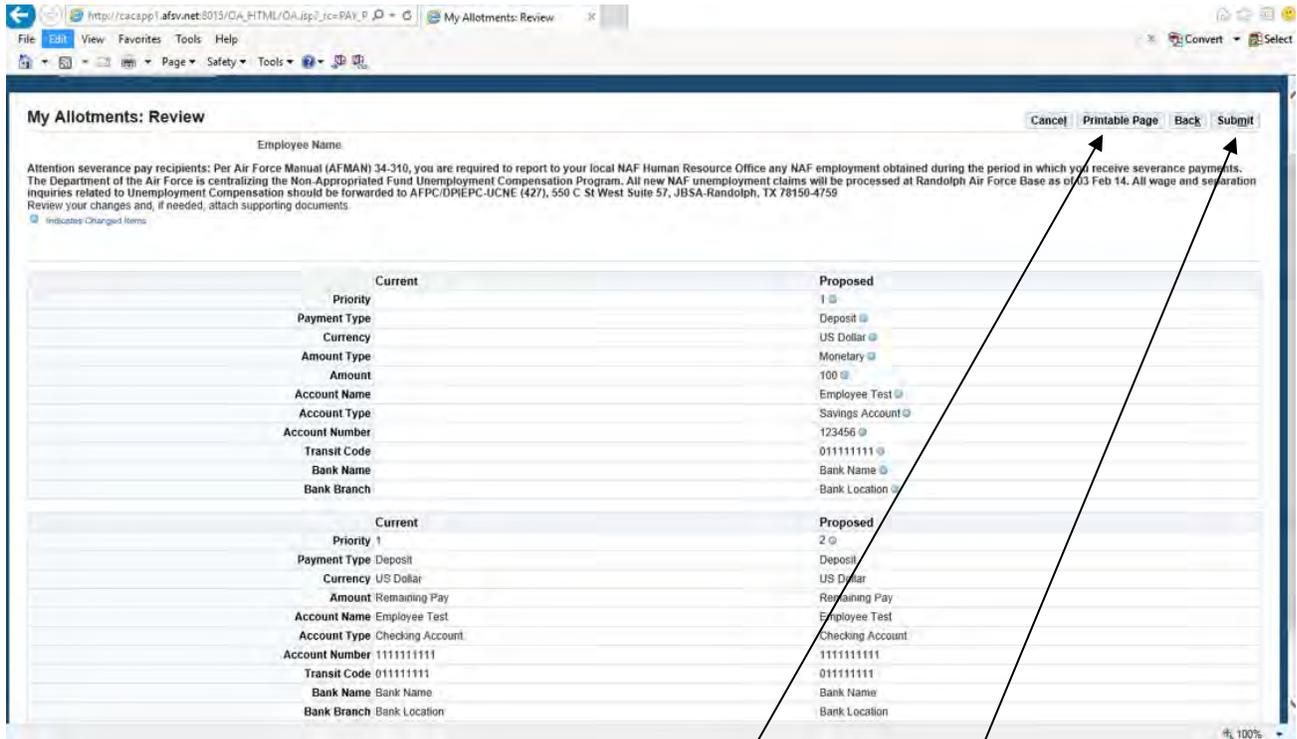
6. When finished entering all the * info, click **Apply**.

Priority	Payment Type	IAT	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete
1	Deposit	<input type="checkbox"/>	Savings Account	123456	Monetary	100.00	US Dollar		
2	Deposit	<input type="checkbox"/>	Checking Account	1111111111		Remaining Pay	US Dollar		

7. Review the information you have added and then click **Continue**.

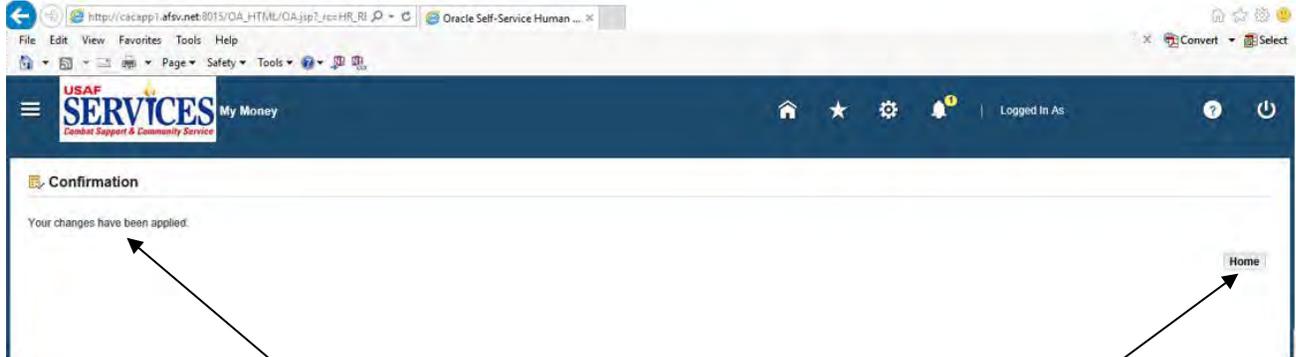
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- Review allotment information summary and then click **Submit**. Click on the **Printable Page** button to print out the page.

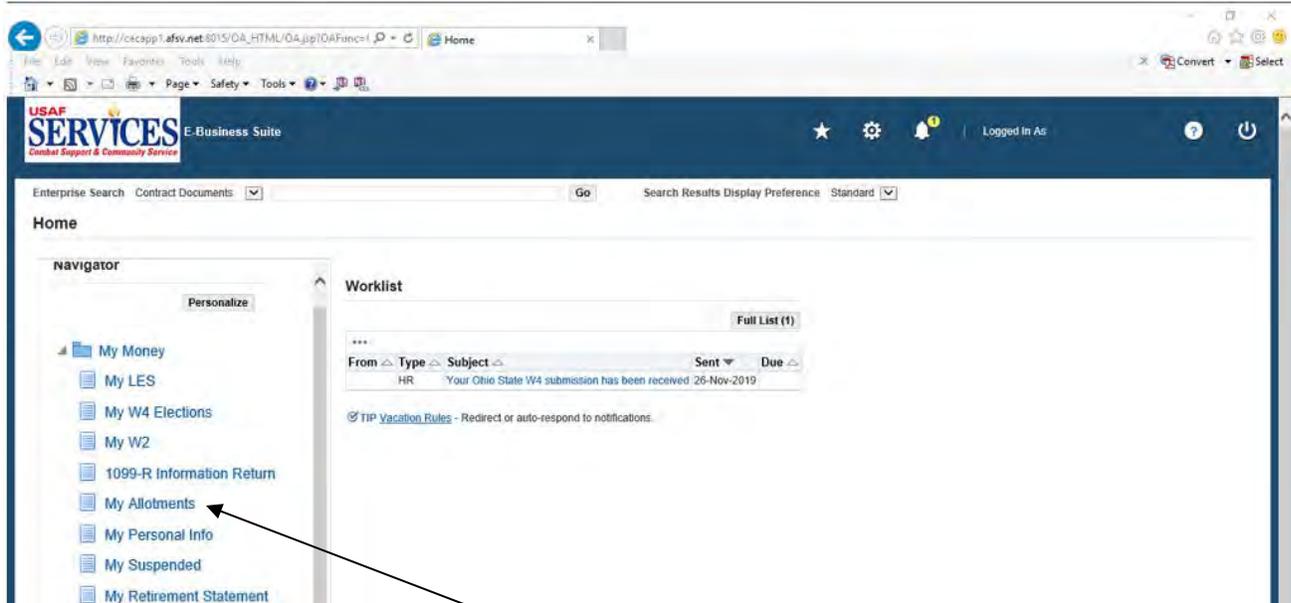
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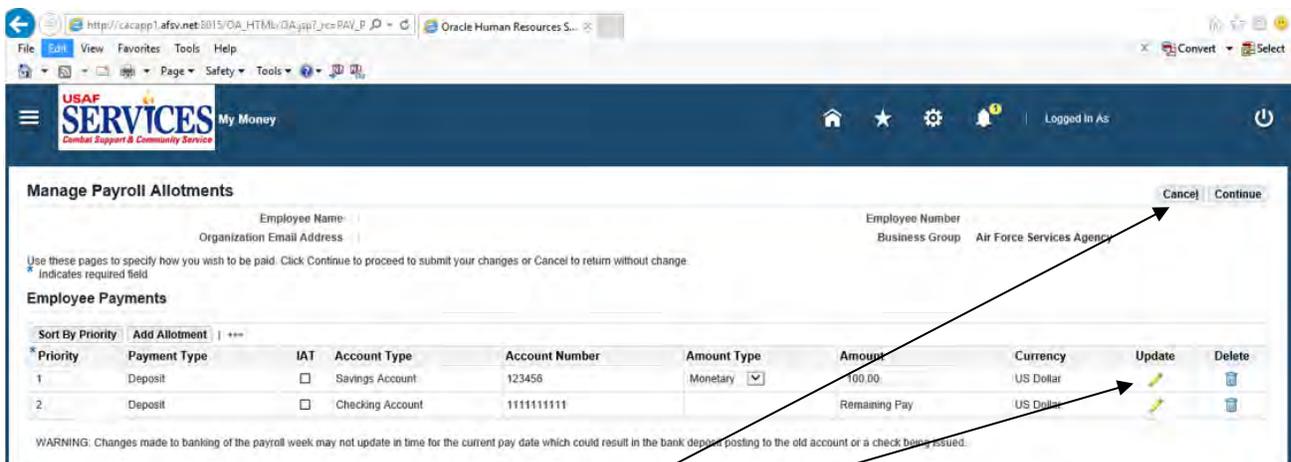
9. This screen confirms that your changes have been applied. Click **Home** to get back to the Home Page.

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1. To **change** an allotment, click **My Allotments**.

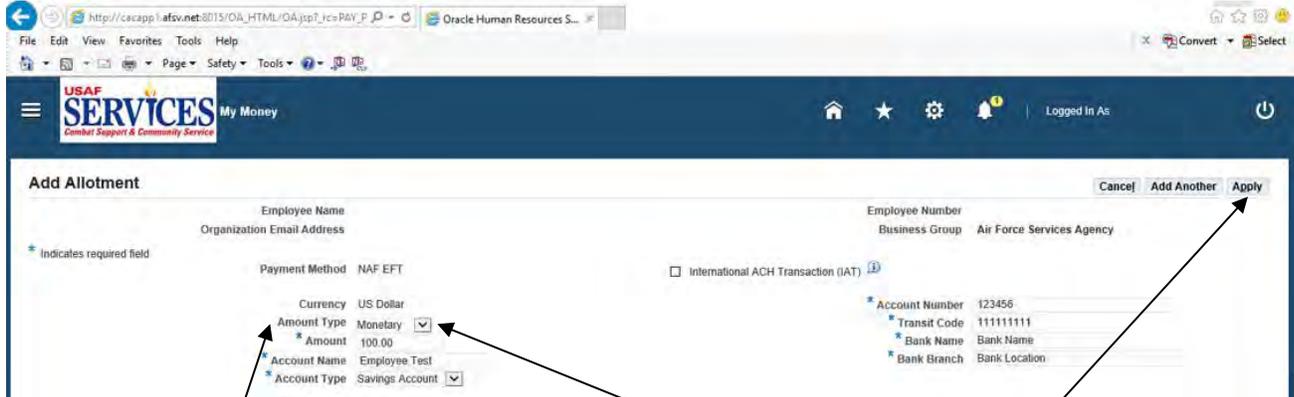


2. To **change** your allotment, click **Update**.

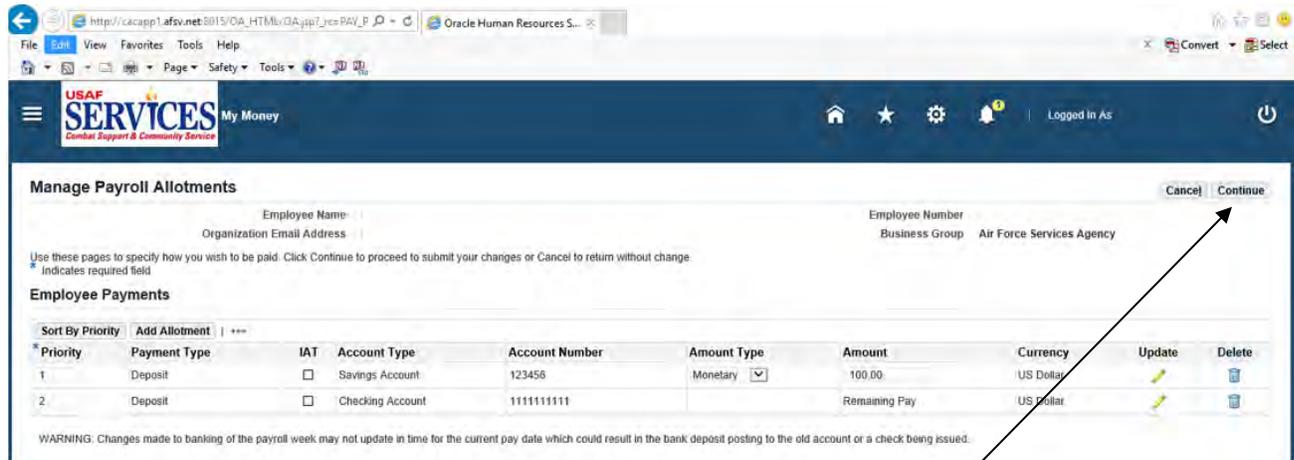
NOTE: If you click on **Cancel** at any of the screens in this section, you will be returned to the previous screen.

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3. Change **Amount Type** drop down to **Monetary** and change required info marked with a *. When finished making your changes, click on apply.



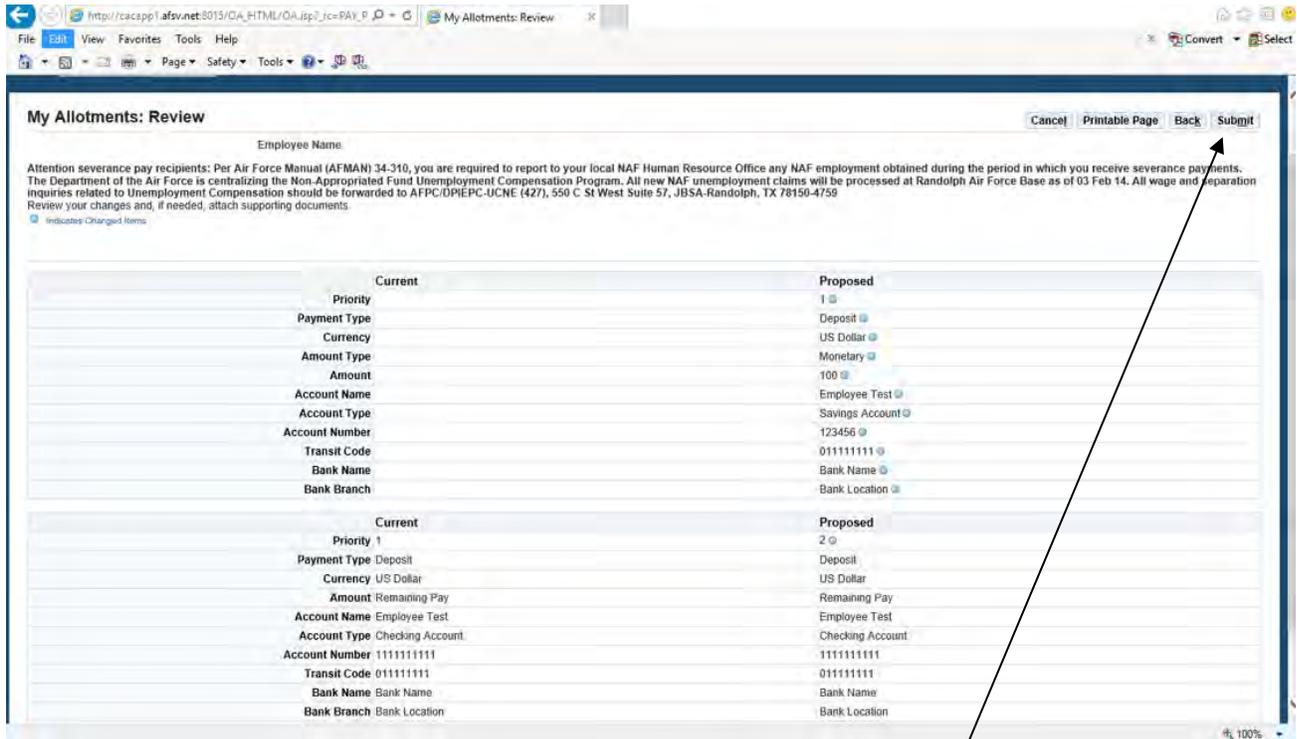
Sort By Priority	Add Allotment								
* Priority	Payment Type	IAT	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete
1	Deposit	<input type="checkbox"/>	Savings Account	123456	Monetary	100.00	US Dollar		
2	Deposit	<input type="checkbox"/>	Checking Account	1111111111		Remaining Pay	US Dollar		

WARNING: Changes made to banking of the payroll week may not update in time for the current pay date which could result in the bank deposit posting to the old account or a check being issued.

4. Review the information you changed and then click **Continue**.

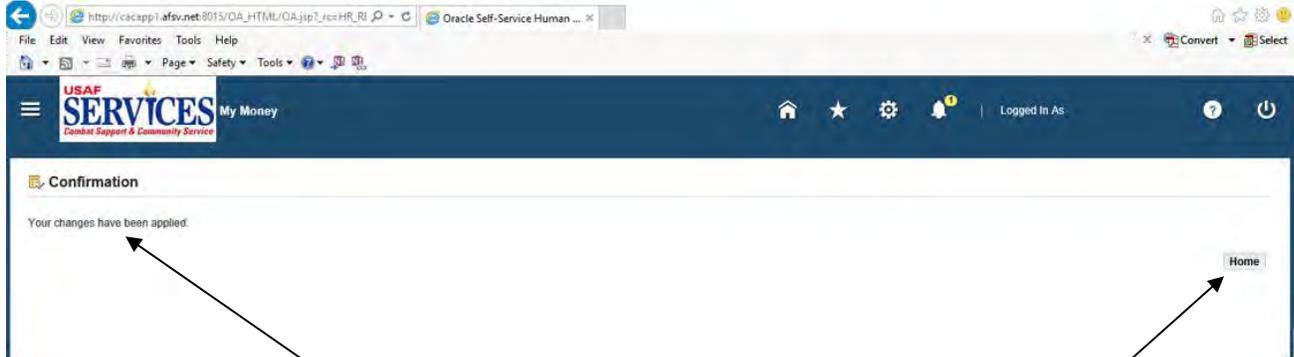
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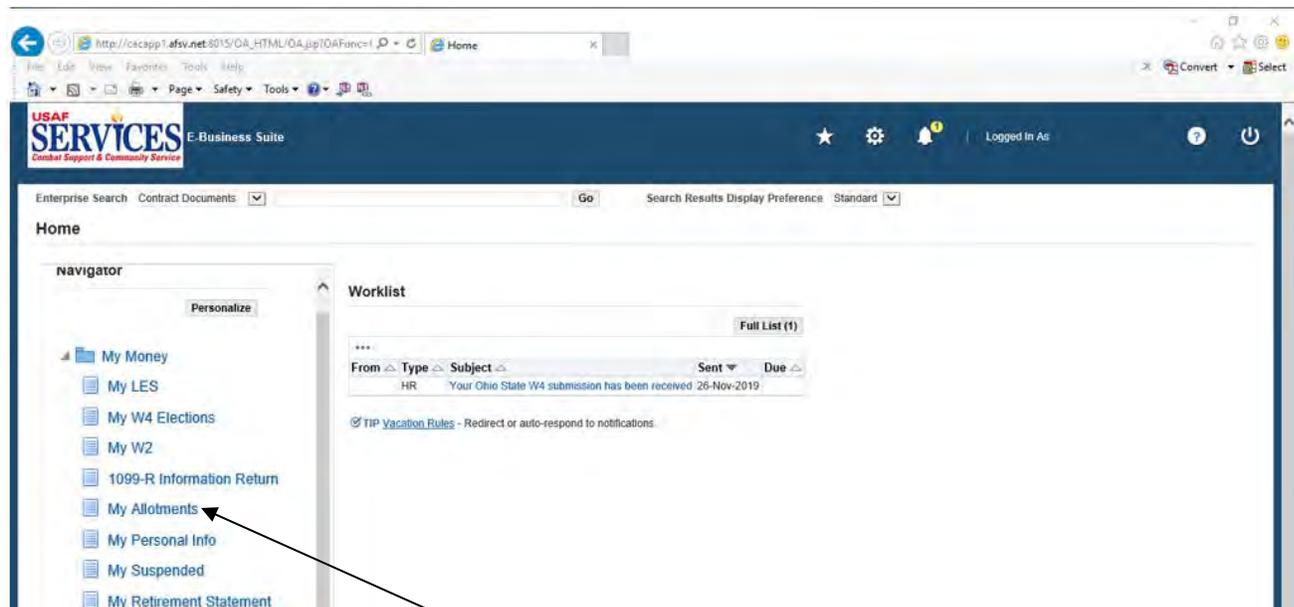


5. Review allotment information summary and then click **Submit**.

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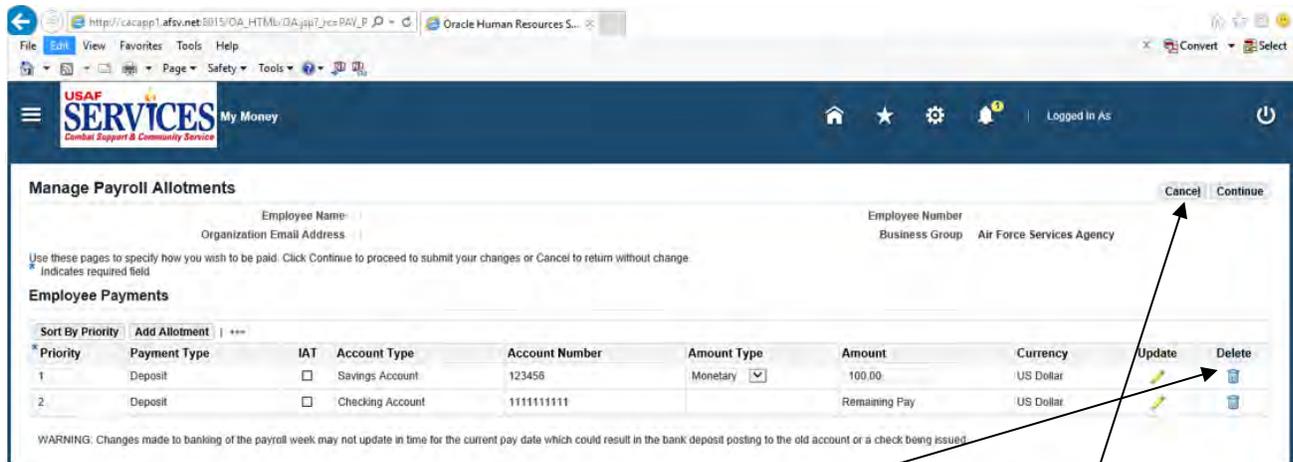
6. This screen confirms that your changes have been applied. Click **Home** to get back to the Home Page.



7. To **delete** an allotment, click **My Allotments**.

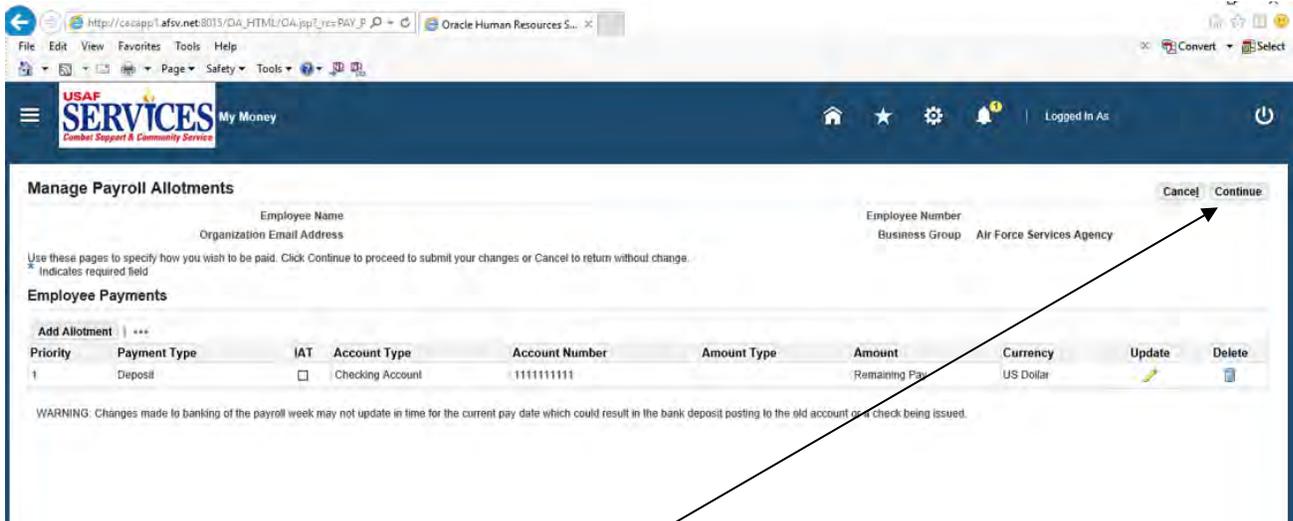
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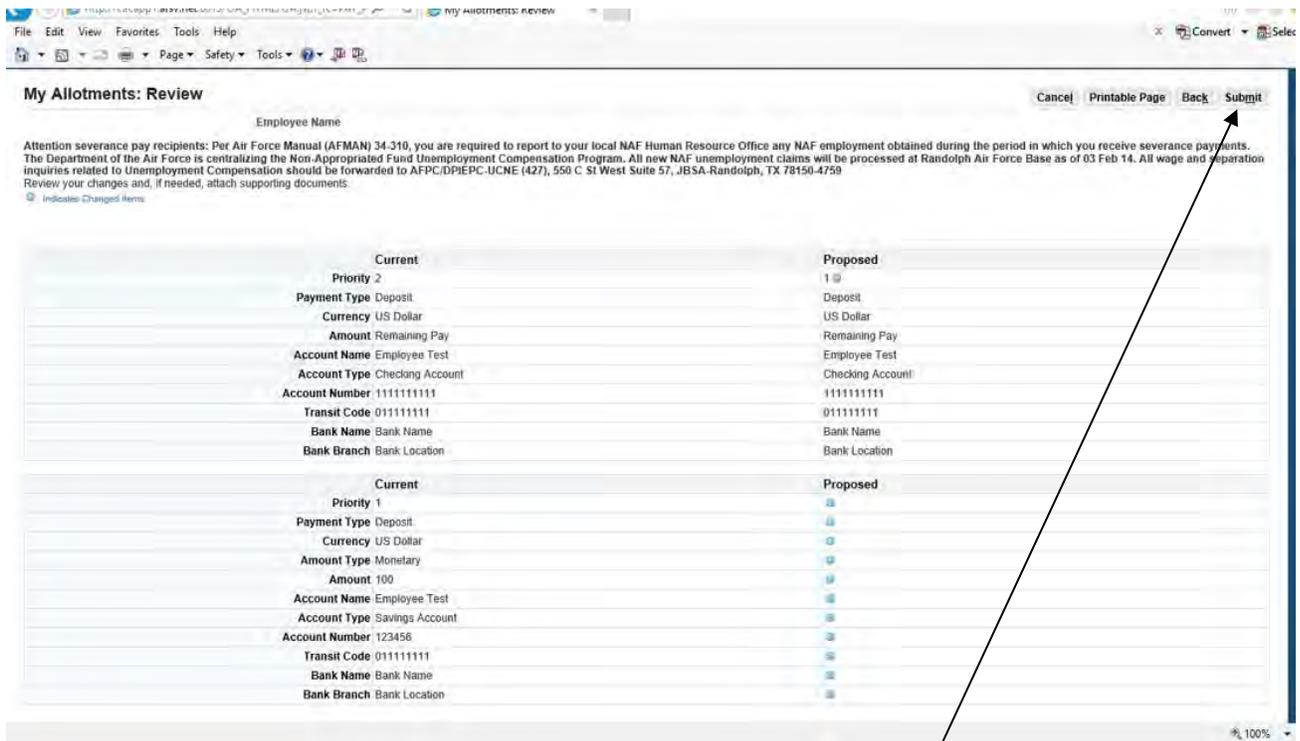
7. To **delete** an allotment, click on the **garbage can**.

NOTE: If you click on **Cancel** at any of the screens in this section, you will be returned to the previous screen.

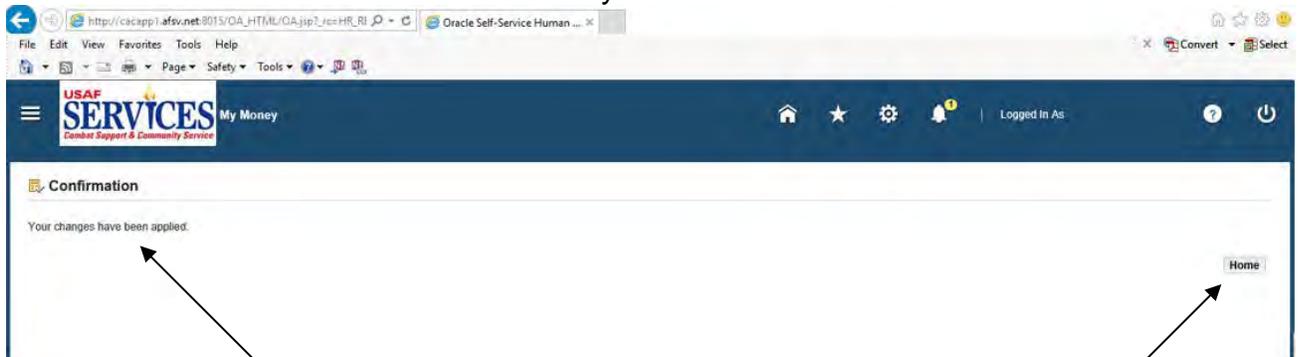


9. When this screen displays, click **Continue**.

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10. Review allotment information summary and then click **Submit**.



11. This screen confirms that your changes have been applied. Click **Home** to get back to the Home Page.

Section 7 – My Personal Info

Performed by: Employee

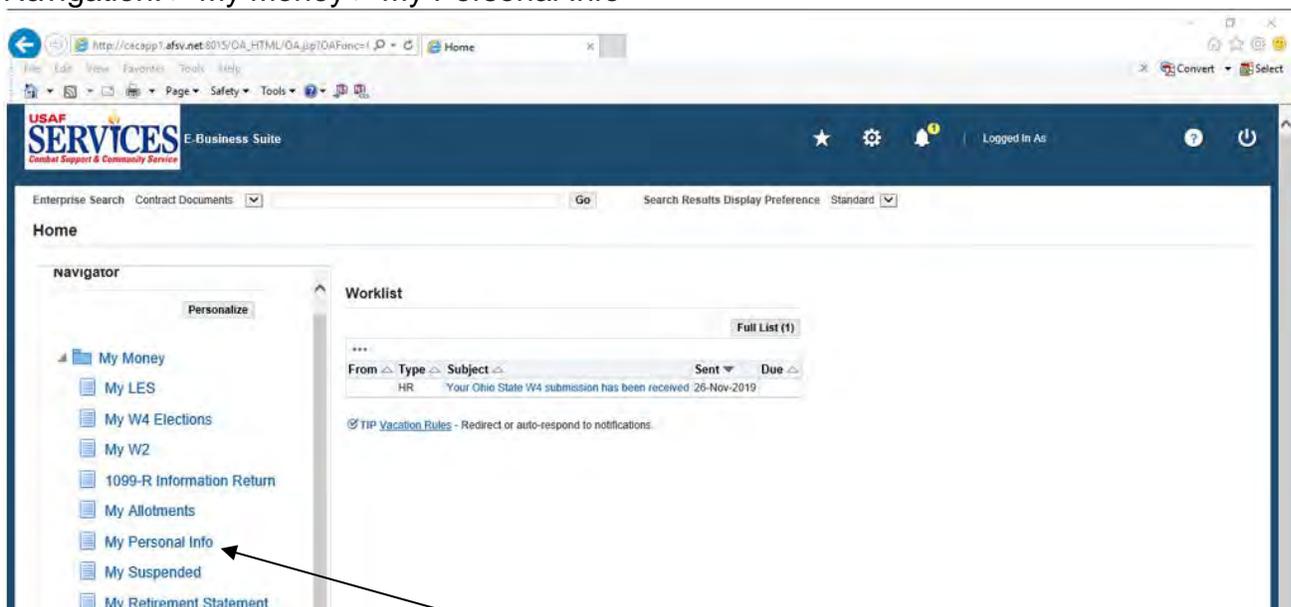
Purpose: Learn how to review or update your address in this self-service application.

NOTE: For overseas employees only, go to page 36 to add additional address.

Source Documents: None

Responsibility: Employee

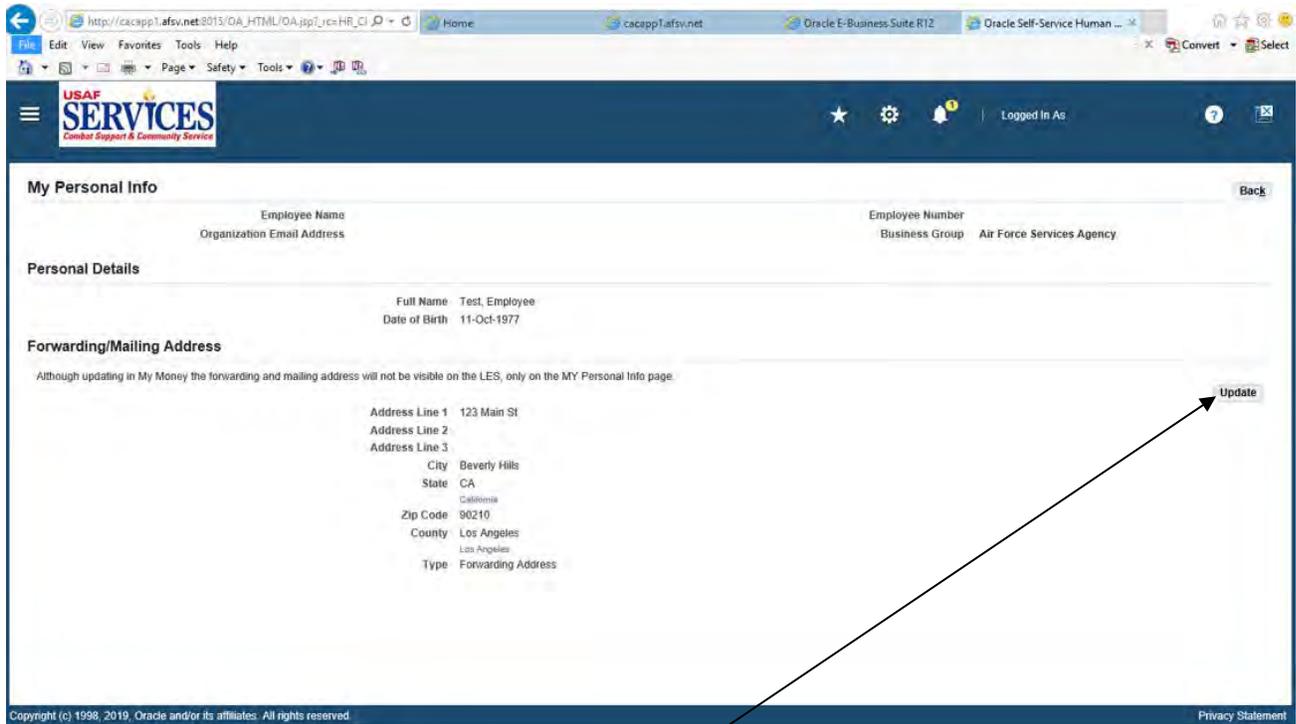
Navigation: > My Money > My Personal Info



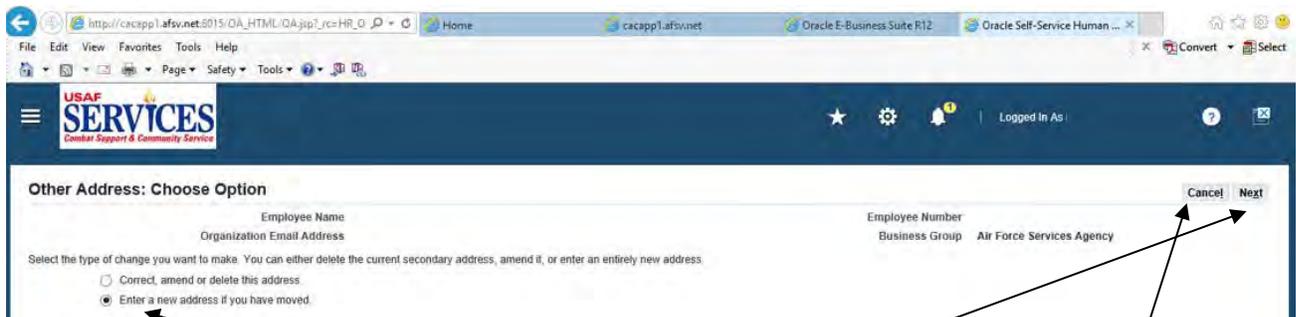
1. To **add** a new address, click **My Personal Info**.

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2. To **add** a Forwarding or Mailing Address, click the **Update** button. **NOTE:** Employees can not update their Payroll address in My Money.



3. Click on **Enter a new address** and click on **Next**.

NOTE: If you click on **Cancel** at any of the screens in this section, you will be asked if you want to cancel this action, then returned to the previous screen.

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4. Click on **Type** and select from the **drop down button**. Enter required info marked with *. When finished, click on **Next**.

Current		Proposed	
Country	United States	Country	United States
Address Line 1	123 Main St	Address Line 1	123 Main St
City	Beverly Hills	City	Beverly Hills
State	CA	State	CA
Zip Code	90210	Zip Code	90210
County	Los Angeles	County	Los Angeles
Type	Forwarding Address	Type	Forwarding Address

5. Review address summary and click **Submit**.

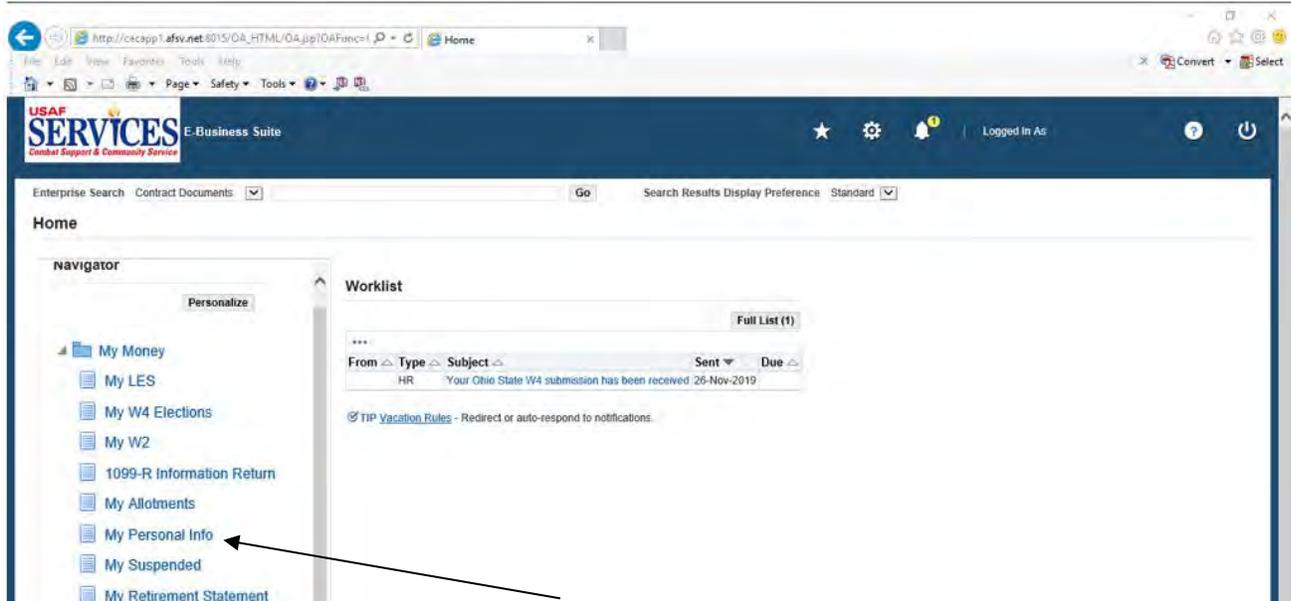
My Money Users Guide Air Force Services Center (AFSVC)



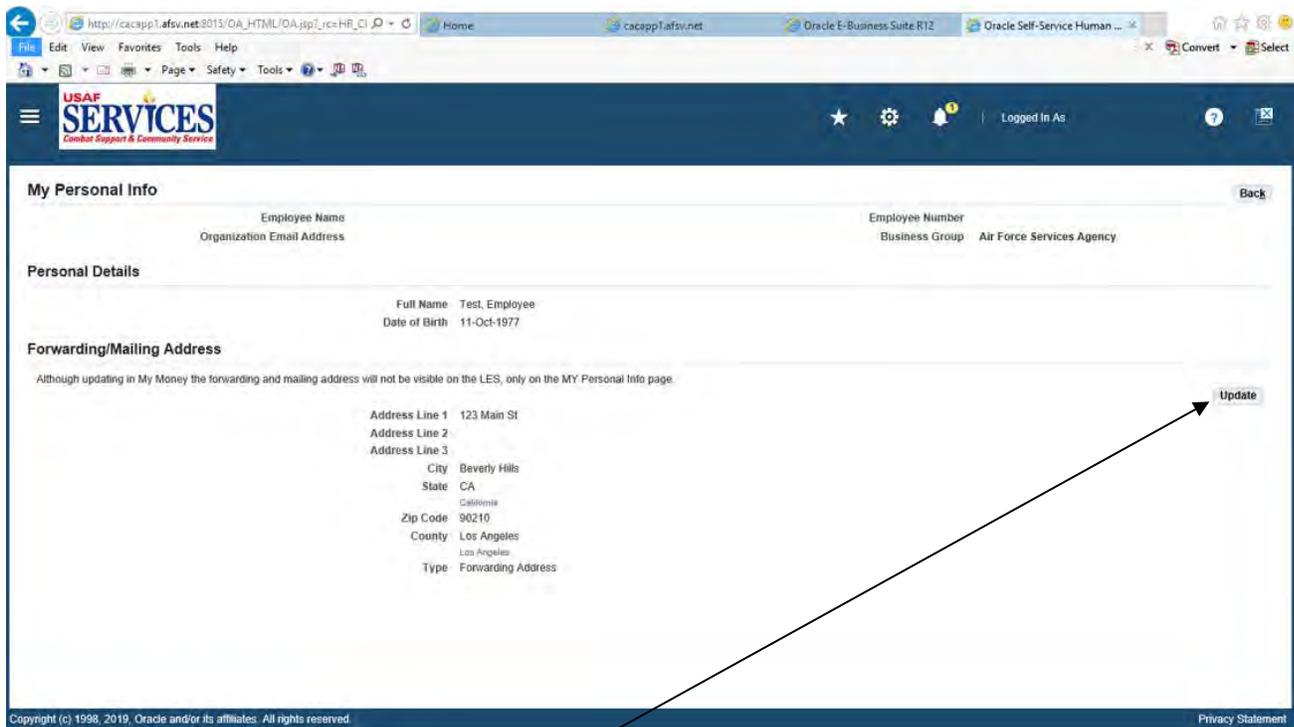
6. This screen confirms that your changes have been applied. Click **Home** to get back to the Home Page.

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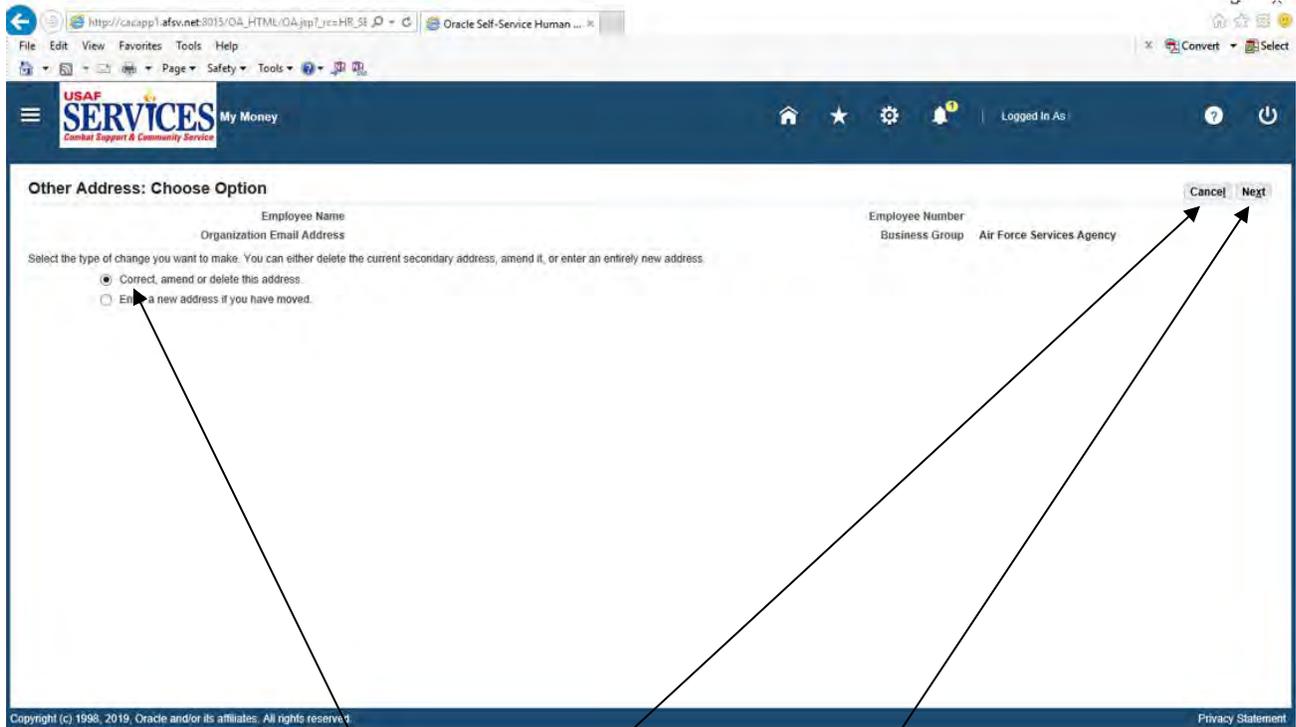


1. To **change** your address, click **My Personal Info**.



2. Click the **Update** button to **change** Address.

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7. Click on **Correct or amend this address** and click **Next**.

NOTE: If you click on **Cancel** at any of the screens in this section, you will be asked if you want to cancel this action, then returned to the previous screen.

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Other Address: Enter New Address

Employee Name: _____ Employee Number: _____
 Organization Email Address: _____ Business Group: Air Force Services Agency

Enter the date your change takes effect. Select your country and enter your address.
 * Indicates required field

* Effective Date: 26-Nov-2019
 * Type: **Mailing or Forwarding Address**
 * Country: United States
 * Address Line 1: _____
 * Address Line 2: _____
 * Address Line 3: _____
 * City: _____
 * State: _____
 * Zip Code: _____
 * County: _____

Buttons: Cancel Save For Later Back **Next**

8. Click on **Type** and select **Mailing or Forwarding Address** from the **drop down button**. Make changes to your address marked with *. When finished, click on **Next**.

My Personal Info: Review

Employee Name: _____

Although updated in the MyMoney system, Forwarding and Mailing addresses will not be visible under the Forwarding/Mailing header on the My Personal Info page.
 Attention severance pay recipients: Per Air Force Manual (AFMAN) 34-310, you are required to report to your local NAF Human Resource Office any NAF employment obtained during the period in which you receive severance payments. The Department of the Air Force is centralizing the Non-Appropriated Fund Unemployment Compensation Program. All new NAF unemployment claims will be processed at Randolph Air Force Base as of 03 Feb 14. All wage and separation inquiries related to Unemployment Compensation should be forwarded to AFPC/DPIEPC-UCNE (427), 590 C St West Suite 57, JBSA-Randolph, TX 78150-4759.
 Review your changes and, if needed, attach supporting documents.

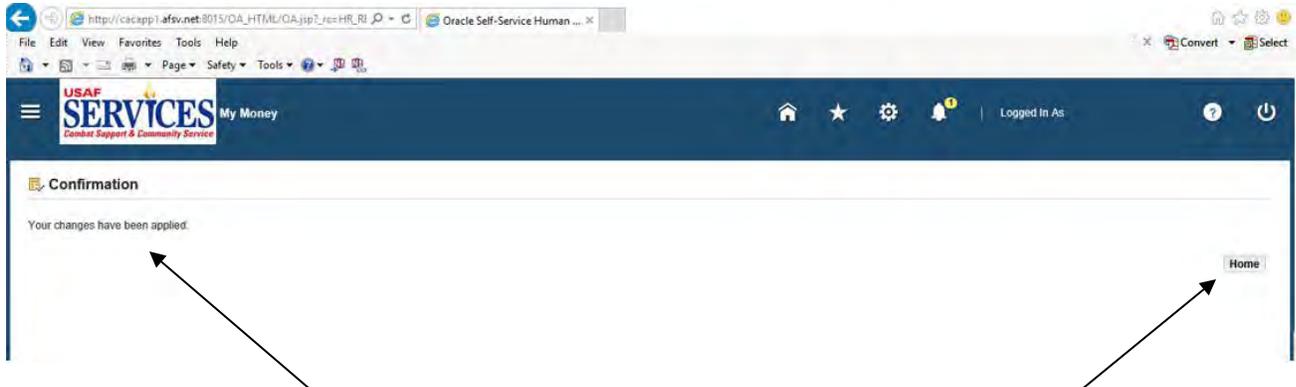
Other Address

Current	Proposed
Country: United States	United States
Address Line 1: 123 Main St	123 Main St
City: Beverly Hills	Beverly Hills
State: CA	CA
Zip Code: 90210	90210
County: Los Angeles	Los Angeles
Type: Forwarding Address	Forwarding Address

Buttons: Cancel Printable Page Save For Later Back **Submit**

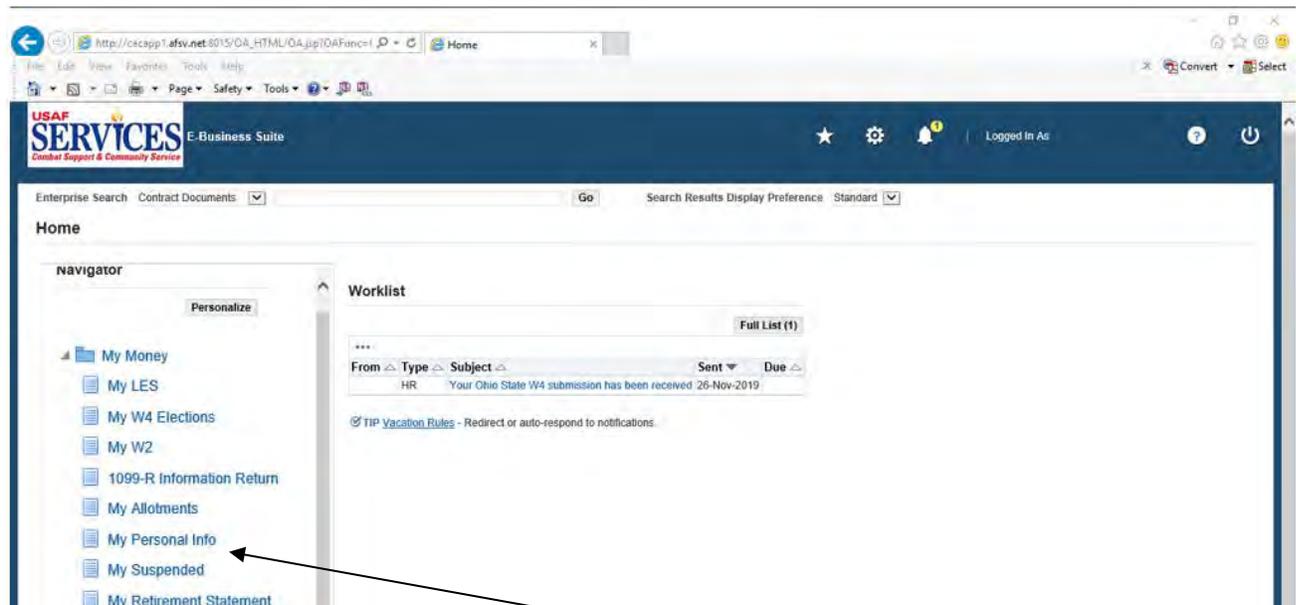
9. Review address summary and click **Submit**.

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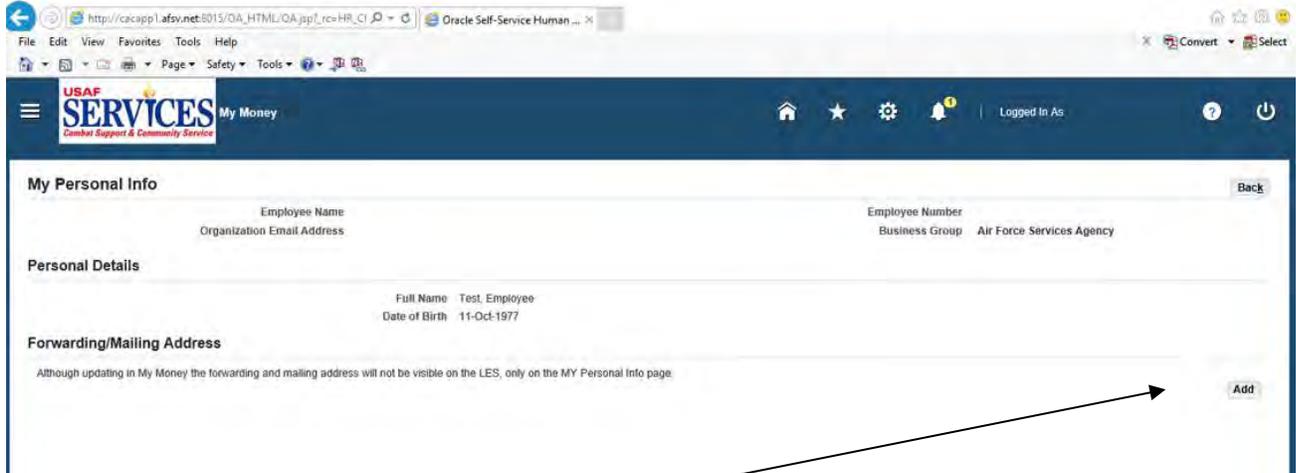
10. This screen confirms that your changes have been applied. Click **Home** to get back to the Home Page.

If you are **overseas** and your payroll address is different than you're mailing address, please add as follows:

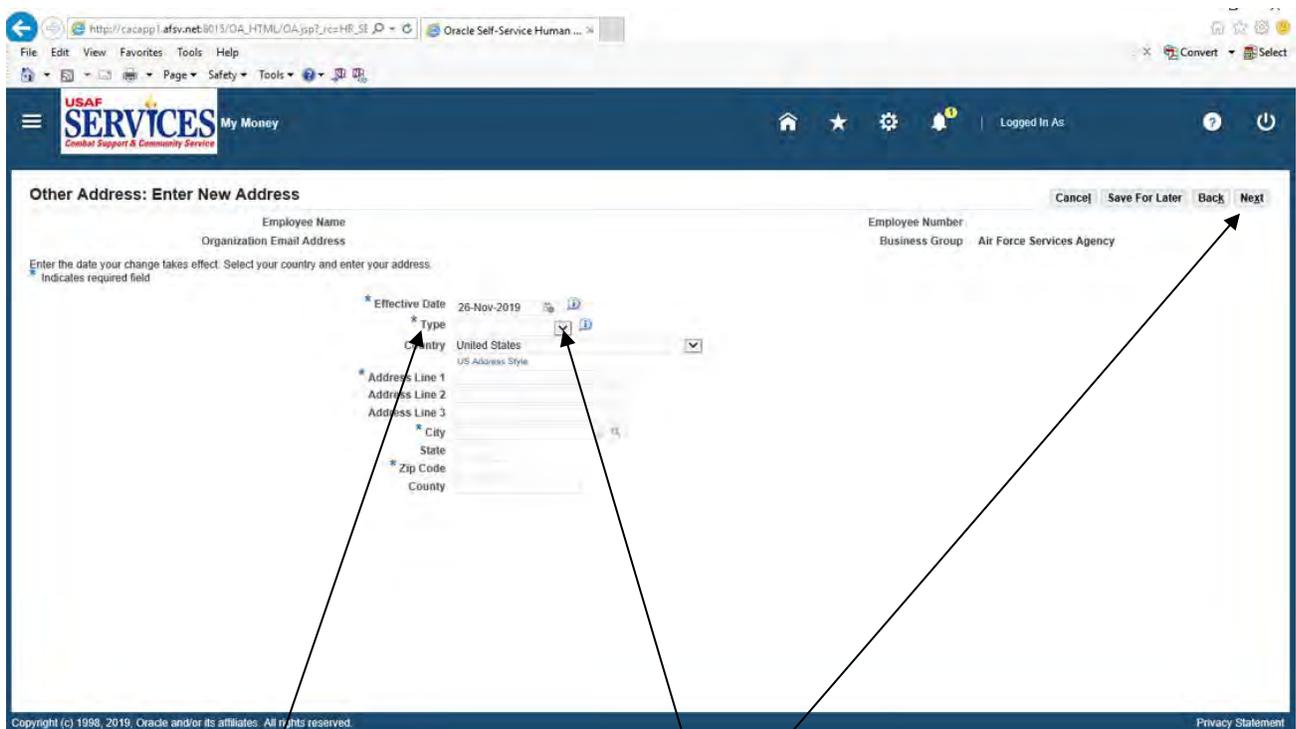


1. To add an **overseas mailing address** click **My Personal Info**.

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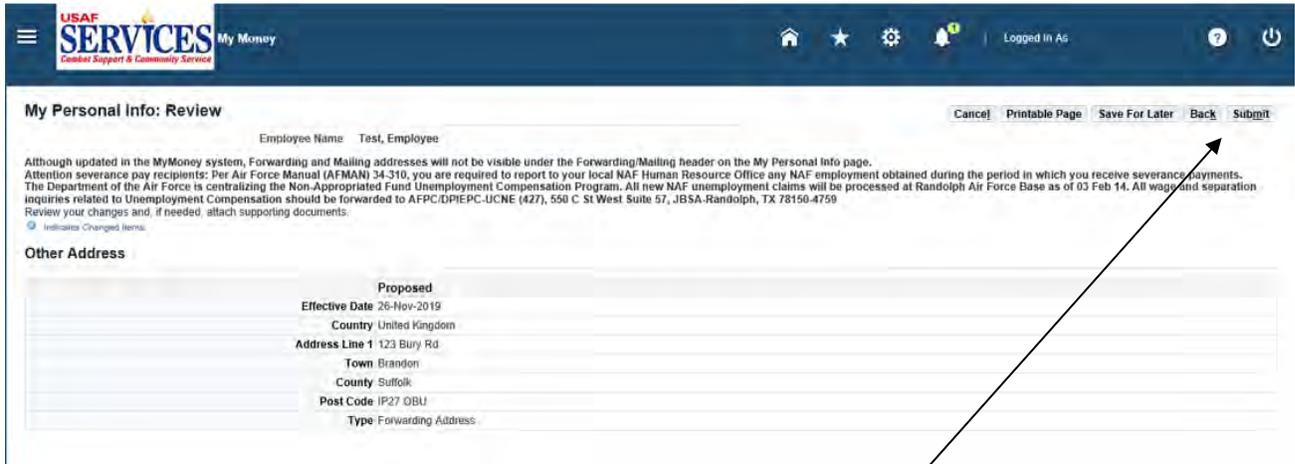


2. Click on **Add** button.

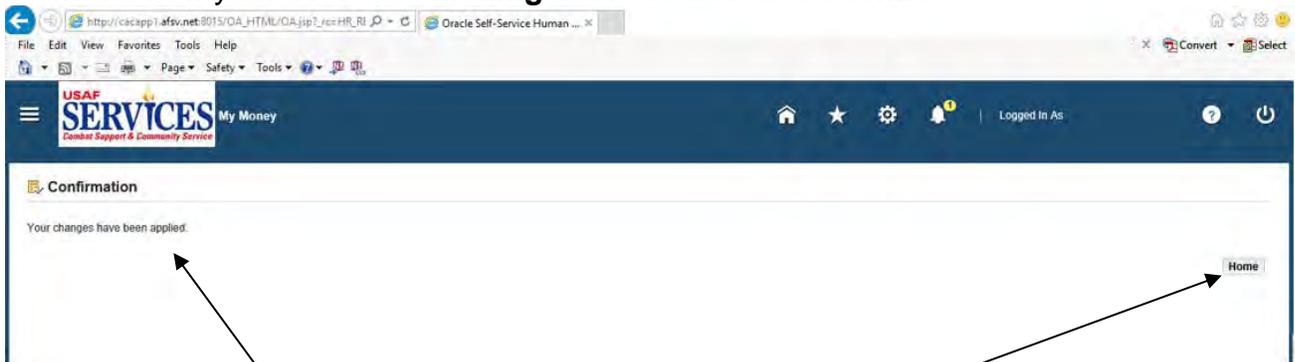


3. Click on **Type** and select **Mailing Address** from the **drop down button** and enter required info marked with a *. Click **Next**.

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4. Review your **overseas mailing address** and click **Submit**.



5. This screen confirms that your **overseas mailing address** has been updated. Click **Home** to get back to the Home Page.

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Section 8 – My Suspended

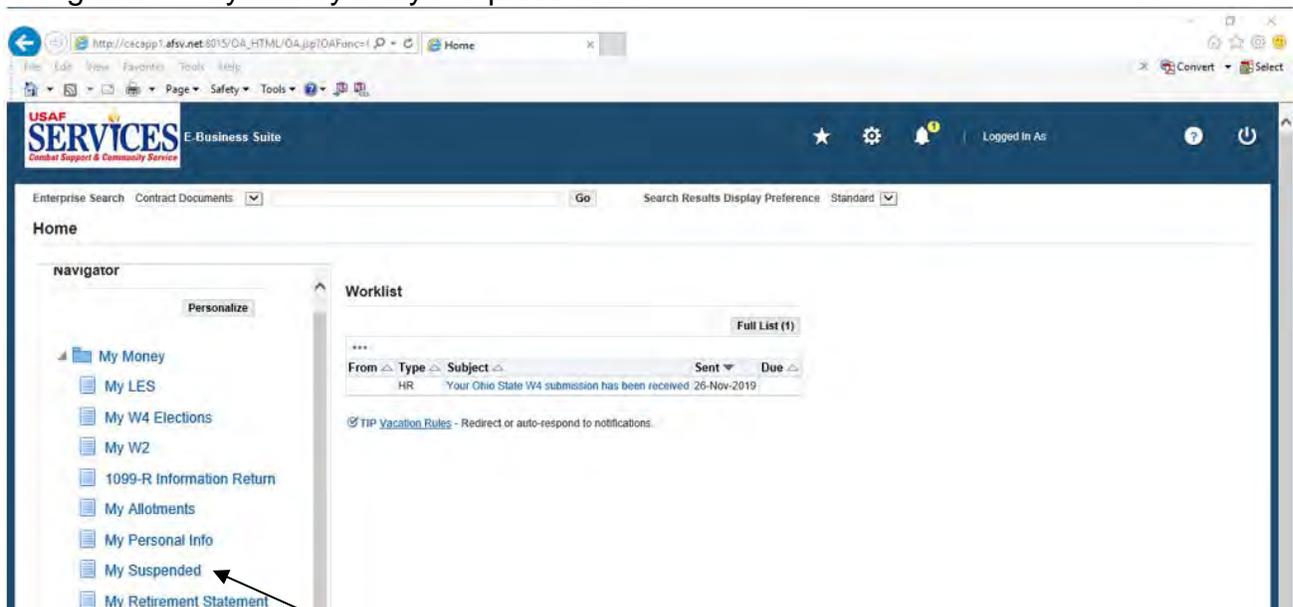
Performed by: Employee

Purpose: Learn how to retrieve transactions you created that were not completed/updated using the **My Suspended** function.

Source Documents: None

Responsibility: Employee

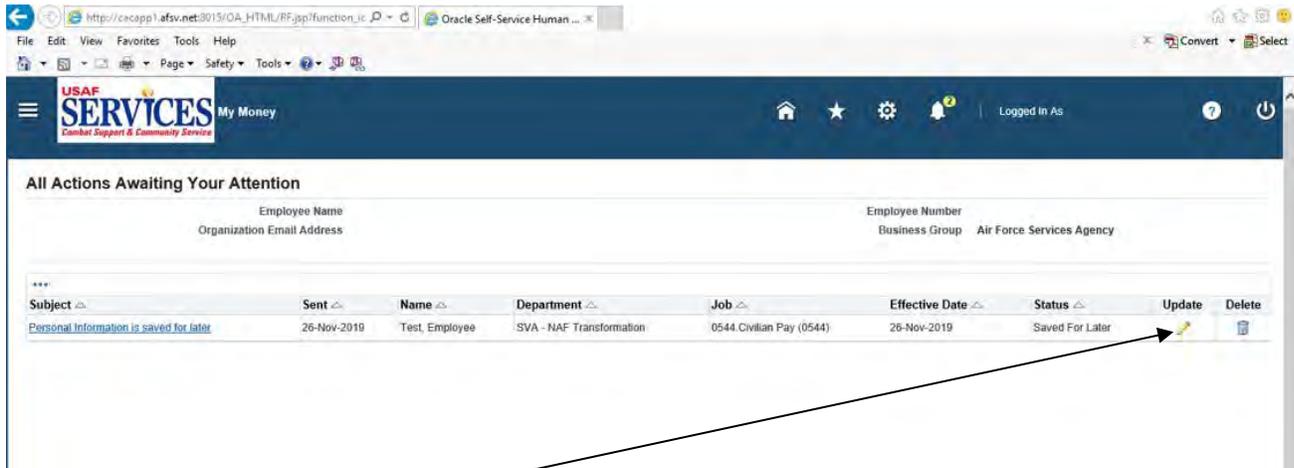
Navigation: > My Money > My Suspended



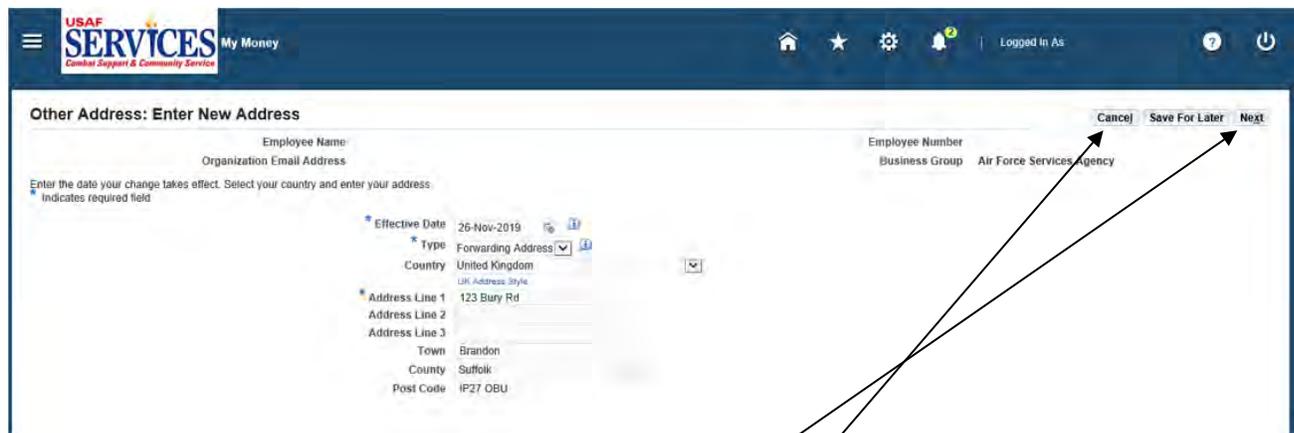
1. Select **My Suspended** for items that need updating.

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2. Click **Update**.



3. Finish entering your information and click **Next**.

NOTE: If you click on **Cancel** at any of the screens in this section, you will be returned to the previous screen.

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My Personal Info: Review

Employee Name: Test, Employee

Although updated in the MyMoney system, Forwarding and Mailing addresses will not be visible under the Forwarding/Mailing header on the My Personal Info page. Attention severance pay recipients: Per Air Force Manual (AFMAN) 34-310, you are required to report to your local NAF Human Resource Office any NAF employment obtained during the period in which you receive severance payments. The Department of the Air Force is centralizing the Non-Appropriated Fund Unemployment Compensation Program. All new NAF unemployment claims will be processed at Randolph Air Force Base as of 03 Feb 14. All wage and separation inquiries related to Unemployment Compensation should be forwarded to AFPC/DPIEPC-UCNE (427), 550 C St West Suite 57, JBSA-Randolph, TX 78150-4759. Review your changes and, if needed, attach supporting documents.

Indicates Changed Items

Other Address	
Proposed	
Effective Date	26-Nov-2019
Country	United Kingdom
Address Line 1	123 Bury Rd
Town	Brandon
County	Suffolk
Post Code	IP27 0BU
Type	Forwarding Address

Cancel | Printable Page | Save For Later | Back | **Submit**

4. Review your changes and then click **Submit**.

Confirmation

Your changes have been applied.

Home

5. This screen confirms that your changes have been applied. Click **Home** to get back to the Home Page.

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Section 9 – My Retirement Statement

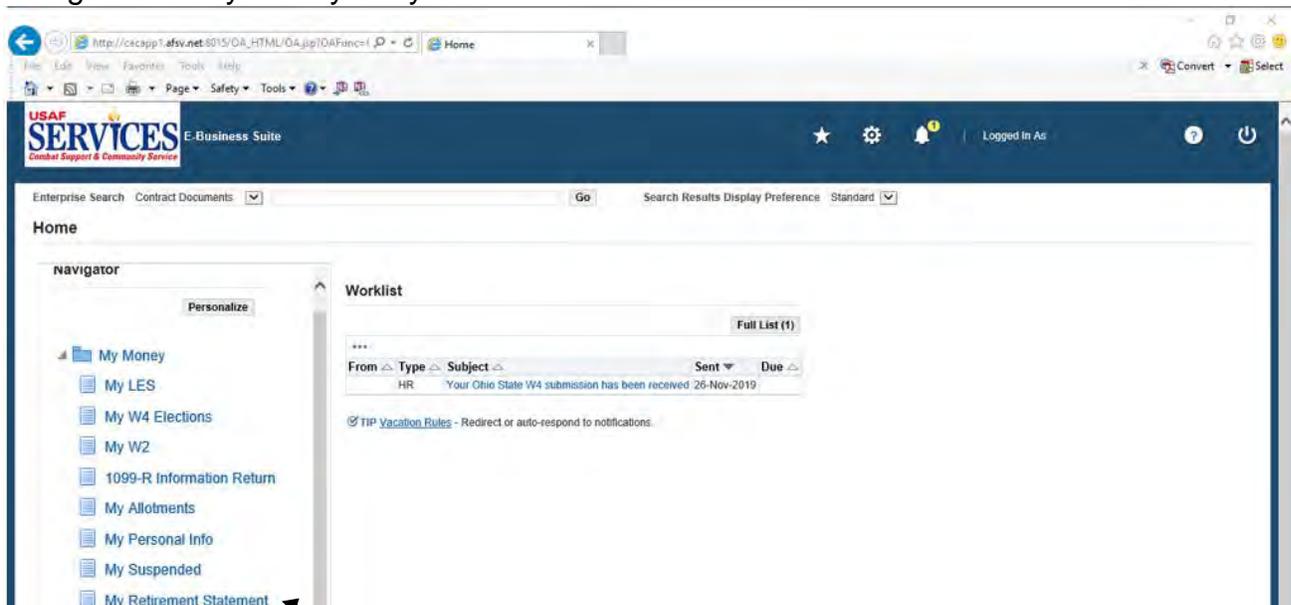
Performed by: Employee

Purpose: Learn how to review your Retirement Statement in this self-service application.

Source Documents: None

Responsibility: Employee

Navigation: > My Money > My Retirement Statement



1. Click **My Retirement Statement**.

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Retirement Summary Page

Contribution Details of Last 5 Years

Statement Year	Through Pay Period	Contribution (YTD)	Interest (YTD)	Total (YTD)	Contribution (Accumulated)	Interest (Accumulated)	Total (Accumulated)	View in PDF
2019	07-SEP-2019 (S)	247.28	121.36	368.64	2802.1	712.07	3514.17	View in PDF
2018	15-DEC-2018 (Z)	327.68	139.34	467.02	2543.06	584.67	3127.73	View in PDF
2017	30-DEC-2017 (A)	346.73	121.4	468.13	2215.38	445.33	2660.71	View in PDF
2016	31-DEC-2016 (A)	338.28	102.54	440.82	1868.65	323.93	2192.58	View in PDF
2015	19-DEC-2015 (Z)	297.58	78.24	375.82	1530.37	221.4	1751.77	View in PDF

- Click on View in PDF to view your retirement statement YTD Contribution and Interest, Accumulated Contribution and Interest. The Retirement Statement will be posted when the Retirement Section has the pay period has been reconciled. Click **Home** to get back to the Home Page.

NOTE: You must have Internet Explorer 10 to view the statement in PDF.

Section 10 – 1095C Form

Performed by: Employee

Purpose: Learn how to review your 1095C Form in this self-service application. **NOTE:** To obtain a copy of your 1095C Form prior to 2019 you will need to contact your **Installation Liaison**.

Source Documents: None

Responsibility: Employee

Navigation: > My Money > 1095C Form



1. Click **1095C Form**.

My Money Users Guide Air Force Services Center (AFSVC)



Instructions for Self Service 1095C Form Save (1)

ACA Self Service Instructions

In order to view the 1095C in Self Service, the recipient must consent to receive the statement electronically.
A checkbox is provided to record the consent.
Consent can be withdrawn by click on the Revoke Consent button and confirming withdrawal of consent.

Consent Instructions

The recipient must have recorded Consent in order to view the statement.
Without consent to access the statement electronically, a paper copy will be provided.
Once consent is recorded, it applies to every year the statement is furnished unless consent is withdrawn or new hardware or software is put into service.

Print 1095C Form Instructions

If a paper copy is still needed despite consent to view the form electronically, contact the System Administrator to request a paper copy.

Consent Details

Click check box and save for accepting consent.
 Consent to receive an electronic copy

Consent Details

Click check box and save for accepting consent.
 Consent to receive an electronic copy

2. Click **the box** under Consent Details.
3. Click **Save**.

USAF SERVICES My Money Home Star Settings Notifications Logged In As: CYNTHIA.E.DAVIS

Information
Your Consent to receive the statement electronically is recorded successfully.

Instructions for Self Service 1095C Form Error Next

ACA Self Service Instructions

In order to view the 1095C in Self Service, the recipient must consent to receive the statement electronically.
A checkbox is provided to record the consent.
Consent can be withdrawn by click on the Revoke Consent button and confirming withdrawal of consent.

Consent Instructions

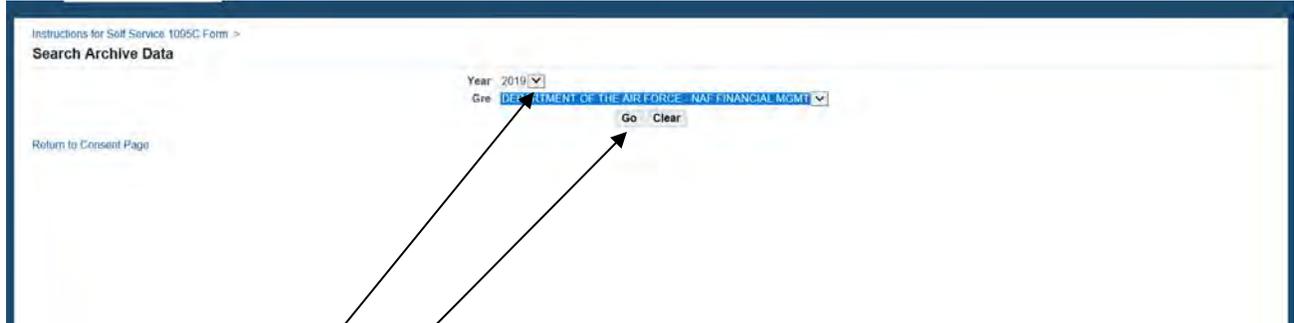
The recipient must have recorded Consent in order to view the statement.
Without consent to access the statement electronically, a paper copy will be provided.
Once consent is recorded, it applies to every year the statement is furnished unless consent is withdrawn or new hardware or software is put into service.

Print 1095C Form Instructions

If a paper copy is still needed despite consent to view the form electronically, contact the System Administrator to request a paper copy.

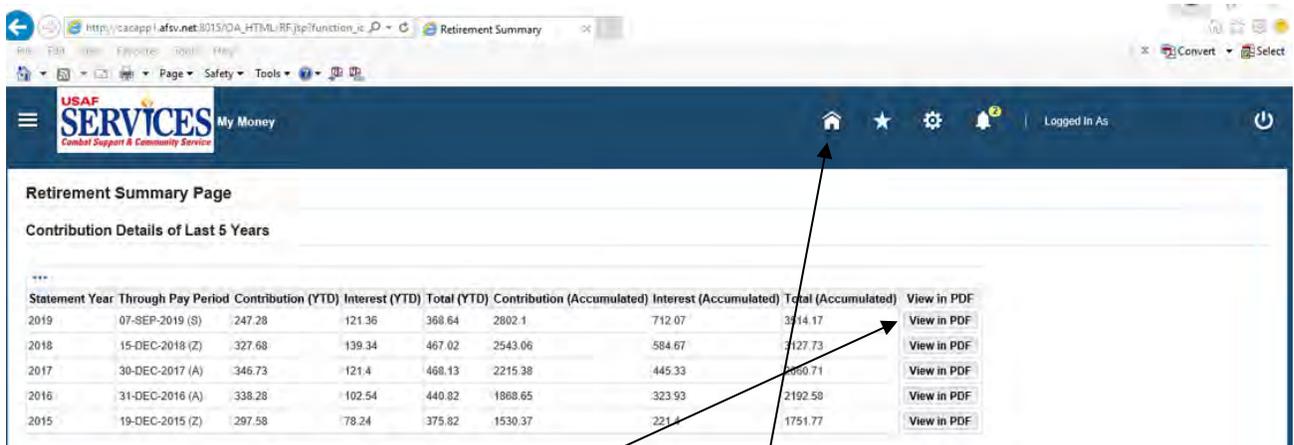
4. You will see a Successful confirmation of consent on the **Information Bar**.
5. Click **Next**.

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6. Click on **drop down arrow** next to year and select the applicable year.
7. GRE will automatically populate.
8. Click **Go**.

NOTE: If you believe the information on your 1095C is incorrect, contact your **Installation Liaison**.



9. Click on **View in PDF** to view your retirement statement YTD Contribution and Interest, Accumulated Contribution and Interest. The Retirement Statement will be posted when the Retirement Section has the pay period has been reconciled.
10. Click **Home** to get back to the Home Page.

NOTE: You must have Internet Explorer 10 to view the statement in PDF.